

October 2009

New BPC Form Training

Presented by:

Sabrina Ritter and Denae Dimler

To save time when preparing vouchers, add auto funding information.

[Logout 6012](#)

Create New Form

- All
- Accounting
- Cashiering
- Inventory
- Purchasing
- Spa
- Savable Forms

Search Existing Forms

Form Status



Document Tracking

Vendor Search

Main Menu

My Account

Support



eForms

K-State Controller's Office

Documents that you created

New Documents (29)

Auto funding can be used on all eForms documents and is called “saved funding” within the vouchers.

My Account

eID:	ddimler
Name:	Denae Dimler
Current Position:	6012 Accountant III

Position Trustees

Name	Title	Position #	Editor	Advised	Approver	Remove
Sabrina Ritter	Accountant IV	6051	True	True	True	<input type="button" value="Remove"/>

All Positions assigned to me:

	Position Number	Title	
<input type="button" value="Use"/>	10	Interfund	<input type="button" value="Remove"/>
	6012	Accountant III	<input type="button" value="Remove"/>

Click Here

Add/Edit/Remove Auto Funding

Eforms Auto-Funding

Funding Information

Add Line:

Description	Project	Award	Source	Org	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Description	Project	Award	Source	Org	Edit	Remove		
IFV	CZCA507SYS	2080	00000		<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	<input type="button" value="↕"/>	<input type="button" value="↕"/>
BTA	NZAS044ACC	9400	00000		<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	<input type="button" value="↕"/>	<input type="button" value="↕"/>
BPC	NZAS040ACC	9400	00000		<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	<input type="button" value="↕"/>	<input type="button" value="↕"/>

eForms Menu:

To create a new PCV, click on “Business Procurement Card voucher”.

The screenshot shows a web browser window with the URL https://test.eforms.ksu.edu:8080/eforms/forms/index.aspx?dept=Accounting&listType=All&sm=a_b. The page displays a list of forms under the heading "Description". A red callout box with the text "Click Here" and a red arrow points to the link "Business Procurement Card Voucher".

Description
Agency Payment Voucher
Allocated Budget Transfer
Application To Establish Change Fund
Authorization for Electronic Deposit of Vendor Payment
BTA Account Action Request
BTA Cardholder Dispute Form
BTA Department Agreement
Business Procurement Card Voucher
Business Travel Account Voucher
Cost Comparison: Airfare Vs. Mileage
DA-06 Lost Warrant Statement
DA-22 Moving Expense Agreement
Encumbrance Authorization or Adjustment -(Controller's Office Use Only)
Encumbrance Correction
Foreign Wire Request
Interfund Voucher
Journal Entry
KSU Encumbrance Form
Miscellaneous Transaction Journal
Non-Allocated Funds Transfer
Procurement Card Voucher

Select the card you want to manage

Business Procurement Card Management and Business Travel Account Card Management

Card Number: [\(Manage cards\)](#) Fiscal Year:

Stmt Date	Balance	Doc No	User No	Voucher No
7/9/2009	\$0.00	652947	652947	
8/9/2009	\$0.00	666904	666904	
9/8/2009	74.68	New		
10/8/2009	\$0.00		-	
11/6/2009	\$0.00		-	
12/8/2009	\$0.00		-	

If the card you want to manage isn't listed, click on Manage Cards

Business Procurement Card Management and Business Travel Account Card Management

Card Number: [\(Manage cards\)](#) Fiscal Year:

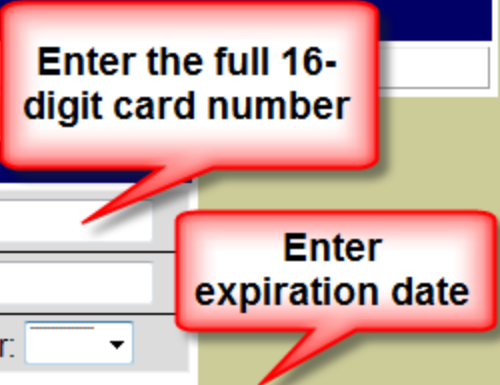
Stmt Date	Charges	Payments	Difference	Doc No	User No	Voucher No
7/9/2009	\$3,213.40	\$3,213.40	\$0.00	652947	652947	10670004
8/9/2009	\$6,039.12	\$6,039.12	\$0.00	666904	666904	10670018
9/8/2009	\$4,379.68	\$4,379.68	\$0.00	680139	680139	10670028
10/8/2009	\$1,852.51	\$0.00	\$1,852.51	New		
11/6/2009	\$0.00	\$0.00	\$0.00		-	
12/8/2009	\$0.00	\$0.00	\$0.00		-	

Add the full 16-digit credit card number, name as it appears on the card, and the expiration date. Click on Save.

Manage Cards

Current Cards	
No cards found	

Add Card	
Card Number:	<input type="text" value="XXXXXXXXXXXXXXXXXX"/>
Name on card:	<input type="text" value="Jennyfer D Owensby"/>
Expiration date:	Month: <input type="text" value=""/> Year: <input type="text" value=""/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	




After saving the card, you may add/edit funding. Only one line is available to use and is called “default funding” on PCV.

Manage Cards

Current Cards		
Description	Card Type	
67003224 - JENNYFER D OWENSBY	Corporate	<input type="button" value="Edit Funding"/> <input type="button" value="Remove"/>


Add Card

Card Number:	<input type="text"/>
Name on card:	<input type="text"/>
Expiration date:	Month: Jan <input type="button" value="v"/> Year: 2009 <input type="button" value="v"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	



After you enter funding, click on update and then return to statements

Manage Cards


Current Cards					
Description				Card Type	
67003224 - JENNYFER D OWENSBY				Corporate	 <input type="button" value="Update"/> <input type="button" value="Cancel"/>
Project	Award	Source	Org		
CZCA507SYS	<input type="text"/>	2080	00000		

Add Card	
Card Number:	<input type="text"/>
Name on card:	<input type="text"/>
Expiration date:	Month: Jan ▼ Year: 2009 ▼
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

To create new PCV, select the card you want to use and then click on “new”.

**Business Procurement Card Management
and
Business Travel Account Card Management**

Card Number: [\(Manage cards\)](#) Fiscal Year:

Stmt Date	Charges	Payments	Difference	Doc No	User No	Voucher No
7/9/2009	<u>\$3,213.40</u>	\$3,213.40	\$0.00	<u>652947</u>	<u>652947</u>	
8/9/2009	<u>\$6,039.12</u>	\$6,039.12	\$0.00	<u>666904</u>	<u>666904</u>	
9/8/2009	<u>\$4,774.68</u>	\$0.00	\$4,774.68	<u>New</u> 		
10/8/2009	<u>\$0.00</u>	\$0.00	\$0.00		-	
11/6/2009	<u>\$0.00</u>	\$0.00	\$0.00		-	
12/8/2009	<u>\$0.00</u>	\$0.00	\$0.00		-	

Header tab for PCV

Document Number: 580582	Header	<u>Log Description</u>	<u>Trustees</u>	<u>Final Form</u>
	Header Information			
<input type="button" value="Finished"/>	Department Name: K-STATE ENTOMOLOGY			
<i>Procurement Card Voucher</i>	CardHolder Name: CHEVY PKUP 08 TAG 13258			
	Phone Number: 5325891			
Total: \$0.00	Card Number: 67002929			
	Document Preparer: <input type="text" value="Denaë Dimler"/>			
Phone Number: <input type="text" value="785-532-1839"/>				
Address: <input type="text" value="220 Anderson Hall"/>				
Statement Date: 9/8/2009				
User Number: <input type="text"/>				
<input type="button" value="Next"/>				

Log will combine both travel and regular purchases

Posted	Tran Date	Vendor	Tran Type	Amount										
8/11/2009	8/10/2009	DARAS 1 00284851 MANHATTAN KS	Purchase	\$57.33										
Contract Number: <input type="text"/> Order Date: 8/10/2009 <input type="text"/> Gallons Purchased: <input type="text"/> Price Per Gallon: <input type="text"/> Fuel Total: \$0.00 Total funding: \$0.00 <input type="button" value="Add Funding"/>														
8/13/2009	8/11/2009	AMERICAN AI 0017541639324 NASHVILLE TN	Purchase	\$486.40										
Travel Order No: <input type="text"/> Order Date: 8/11/2009 <input type="text"/> Event Dates: <input type="text"/> - <input type="text"/> Traveler Name: <input type="text"/> Title: <input type="text"/> Destination: <input type="text"/> Event: <input type="text"/> Meals (Registration Only): B: <input type="checkbox"/> L: <input type="checkbox"/> D: <input type="checkbox"/> Flight Information for Traveler: NECHOLS/JAMES Dep. Date: 09/22/2009 Origin: Kansas City, MO <table border="1"> <thead> <tr> <th>Class</th> <th>Destination</th> </tr> </thead> <tbody> <tr> <td>Q</td> <td>Chicago, IL - O'Hare</td> </tr> <tr> <td>N</td> <td>Urbana/Champaign, IL</td> </tr> <tr> <td>N</td> <td>Chicago, IL - O'Hare</td> </tr> <tr> <td>O</td> <td>Kansas City, MO</td> </tr> </tbody> </table> Total funding: \$0.00 <input type="button" value="Add Funding"/>					Class	Destination	Q	Chicago, IL - O'Hare	N	Urbana/Champaign, IL	N	Chicago, IL - O'Hare	O	Kansas City, MO
Class	Destination													
Q	Chicago, IL - O'Hare													
N	Urbana/Champaign, IL													
N	Chicago, IL - O'Hare													
O	Kansas City, MO													
8/16/2009	8/14/2009	THE SHORT STOP00285643 CLAY CENTER KS	Purchase	\$41.46										
Contract Number: <input type="text"/> Order Date: 8/14/2009 <input type="text"/> Gallons Purchased: <input type="text"/> Price Per Gallon: <input type="text"/> Fuel Total: \$0.00 Total funding: \$0.00 <input type="button" value="Add Funding"/>														
8/21/2009	8/20/2009	ORB SEXD5S ORBITZ.COM IL	Purchase	\$1,025.29										
Travel Order No: <input type="text"/> Order Date: 8/20/2009 <input type="text"/> Event Dates: <input type="text"/> - <input type="text"/> Traveler Name: <input type="text"/> Title: <input type="text"/> Destination: <input type="text"/> Event: <input type="text"/> Meals (Registration Only): B: <input type="checkbox"/> L: <input type="checkbox"/> D: <input type="checkbox"/> Total funding: \$0.00 <input type="button" value="Add Funding"/>														

Document Number:
580582

Procurement Card
Voucher

Total:
\$0.00

Fill in boxes and click on “add funding”

Document Number: 580582

Procurement Card Voucher

Total: \$57.33


[Header](#) [Log Description](#) [Trustees](#) [Final Form](#)

Posted	Tran Date	Vendor	Tran Type	Amount
8/11/2009	8/10/2009	DARAS 1 00284851 MANHATTAN KS	Purchase	\$57.33

Contract Number: Order Date:

Gallons Purchased: Price Per Gallon: Fuel Total: \$57.33

Total funding:

Click Here 

8/13/2009	8/11/2009	AMERICAN AI 0017541639324 NASHVILLE TN	Purchase	\$486.40
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Travel Order No: Order Date: Event Dates: -

Traveler Name: Title:

Destination: Event:

Meals (Registration Only): B: L: D:

To save time, choose “saved funding” or “use default funding”

Document Number: 580582

Finished

Procurement Card Voucher

Total: \$57.33

Header Log Description Trustees Final Form

Posted	Tran Date	Vendor	Tran Type	Amount
8/11/2009	8/10/2009	DARAS 1 00284851 MANHATTAN KS	Purchase	\$57.33

Contract Number: 54687 Order Date: 8/10/2009

Gallons Purchased: 25.255 Price Per Gallon: 2.2700 Fuel Total: \$57.33

Order #	Line	M	Amount	Project	Award	Source Org	Obj
Saved Funding: <input type="text"/>							
IFV CZCA507SYS..2080.00000							
BTA NZAS044ACC..9400.00000							
BPC NZAS040ACC..9400.00000							

[Use default funding](#) [Save](#) [Cancel](#) Save funding to edit flags

Total funding: \$0.00

After adding funding, fill in amount, object code and description boxes

Document Number: 580582

Finished

Procurement Card Voucher

Total: \$57.33

Header Log Description Trustees Final Form

Posted	Tran Date	Vendor	Tran Type	Amount
8/11/2009	8/10/2009	DARAS 1 00284851 MANHATTAN KS	Purchase	\$57.33

Contract Number: 54687 Order Date: 8/10/2009

Gallons Purchased: 25.255 Price Per Gallon: 2.2700 Fuel Total: \$57.33

Order #	Line	M	Amount	Project	Award	Source Org	Obj
Saved Funding: BPC NZAS040ACC..9400.00000							
			57.33	NZAS040AC		9400 0000C	E3510
GAS							

Use default funding Save funding to edit flags

Total funding: \$0.00 Add Funding

Save Cancel

Save and “total funding” box should turn green. Finish filling out the log and click on “next”

Document Number:
580582

Finished

*Procurement Card
Voucher*

Total:
\$57.33

[Header](#) [Log Description](#) [Trustees](#) [Final Form](#)

Posted	Tran Date	Vendor	Tran Type	Amount
8/11/2009	8/10/2009	DARAS 1 00284851 MANHATTAN KS	Purchase	\$57.33

Contract Number: 54687 Order Date: 8/10/2009

Gallons Purchased: 25.255 Price Per Gallon: 2.2700 Fuel Total: \$57.33

Order #	Line	M	Amount	Project	Award	Source Org	Obj	
			57.33	NZAS040ACC		9400	00000	E3510
GAS								Edit Remove

[Edit Flags](#)

Total funding: \$57.33
Add Funding

Sample of new PCV

File Edit View History Bookmarks Tools Help
 https://test.eforms.ksu.edu:8080/eforms/pcv/FinalForm/PCVFinal.aspx?txtDocNo=580582&random=113

Ref Doc	M	Fund	FY	Index	PCA	St Obj	Order	Sfx	Project	Award	Srcce	Org	Object	Amount
Click to save this file to your computer or another location					93930	2572			NZAS040ACC		9400	00000	E2572	\$486.40
		9102		9400	93930	2592			NZAS040ACC		9400	00000	E2592	\$1,025.29
		9102		9400	93930	3510			NZAS040ACC		9400	00000	E3510	\$154.67
													Total:	\$1,666.36

Transaction Total: \$1,666.36

Posted	Tran Date	Vendor	Tran Type	Amount
8/11/2009	8/10/2009	DARAS 1 00284851 MANHATTAN KS	Purchase	\$57.33

Contract #: 54687 Order Date: 8/10/2009
 Gallons Purchased: 25.255 Price Per Gallon: 2.2700 Fuel Total: \$57.33

Ref Doc	M	Fund	FY	Index	PCA	St Obj	Order #	Line	Amount	Project	Award	Source	Org	Obj
		9102		9400	93930	3510			57.33	NZAS040ACC		9400	00000	E3510

GAS

Posted	Tran Date	Vendor	Tran Type	Amount
8/13/2009	8/11/2009	AMERICAN AI 0017541639324 NASHVILLE TN	Purchase	\$486.40

Flight Information for Traveler: NECHOLS/JAMES
 Dep. Date: 09/22/2009 Origin: Kansas City, MO

Class	Destination
Q	Chicago, IL - O'Hare
N	Urbana/Champaign, IL
N	Chicago, IL - O'Hare
O	Kansas City, MO

Travel Order No: 546644 Event Dates: 10/26/2009 - 10/30/2009 Order Date: 8/11/2009
 Traveler Name: James Nechols Title: Professor
 Destination: Champaign, IL Event: Entomology Conference

Ref Doc	M	Fund	FY	Index	PCA	St Obj	Order #	Line	Amount	Project	Award	Source	Org	Obj
		9102		9400	93930	2572			486.40	NZAS040ACC		9400	00000	E2572

AIRFARE