Transfer of Payments Completion Instructions

Using

eForms

Screens for Input

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Instructions for Transfer of Payments

I. Overview of Transfer of Payments form (*new format)*

The eForms 'Transfer of Payments' form is used by colleges and departments to change funding previously used when paying for commodities and /or services previously ordered and received from vendors. It may use new or previously encumbered funds. Once completed, the form is printed, signed by authorizing official(s) and then sent to the Controller's Office, ATTN: General Accounting, where further audits will be done. Upon completion of these audits, the changes will be uploaded into the Financial Information System (FIS).

II. Rules for Agency Payment Vouchers

Use of the Transfer of Payments form is required to alter funding previously used to pay for all goods received, services, equipment, travel, and capital outlay items.

Questions concerning the use of this form should be addressed to Controller's Office, Attn: General Accounting, 220 Anderson Hall. Phone 785-532-6202.

III. Completing a "Transfer of Payments Form".

A. Use the Controller's Office website http://www.ksu.edu/controller/. Click on Electronic forms. Your will be taken to the eForms eID login screen. Enter your campus eID and password.   If you have not used the new eForms previously, you will have to set up a new user profile before you will be granted access to eForms. You will be taken to the correct location to begin setting up your eForms User Profile. You will need your Position number (not your employee ID number) to do this. Once successfully logged on, you can go to the eForms menu to continue.

B. To create a new form click on 'Create New Form'; the menu will expand. Mouse down and click on 'Savable Forms'. A dialog box will now pop-up showing the 'Savable Forms' subdirectory listing.

C. Under the "Savable Forms" subdirectory, select the "Transfer of Payments" form.
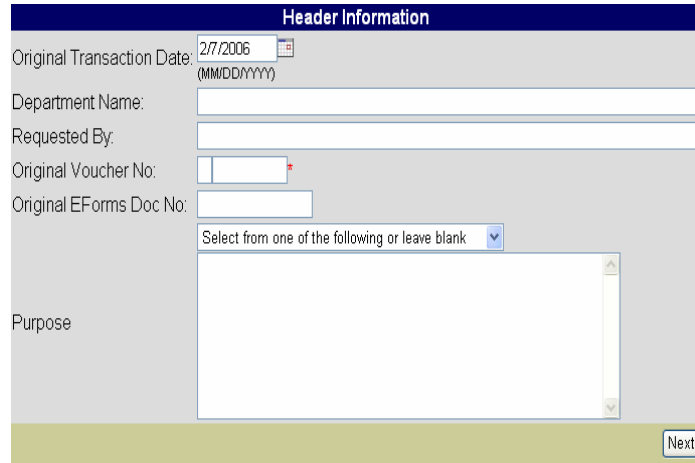
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D. Fill out the information on each tab working from left to right as follows:

Danger! Danger, Will Robertson (apologies to robot in 'Lost in Space') – if you enter this area by mistake there is currently no easy way to exit. You must either fill in the form or close your browser!!!!

1. **Header Information**

     a. Original Transaction Date: Either type or use the calendar to fill in the FULL date of the original transaction. This date must be in MM/DD/YYYY order. This transaction date is the right most date located at the top of your APV or Travel Vouchers.

     b. Department Name: Enter your Department Name as you wish it shown in the Transaction Report Description Block. This is a plain text box and has no edits.

     c. Requested By: Enter the name of the person requesting the funding change. Again, this is a plain text box and has no edits.

     d. Original Voucher No: This is a two part box. The first part is for the Voucher prefix, the second part is for the seven (7) digit voucher number. You can find these on your Transaction Report. There is an edit to ensure that the prefix and number fields are completed.

     e. Original eForms Doc No: Enter the full eForms Document Number (Docno) from the original document. There is no edit on this field, however, putting it in will assist the auditors in verifying the document.

     f. Purpose: You may select from the phrased included in the drop down box or simply type in your comments. This is limited in size but is not edited for content.

     Once you have completed the above, click on the 'Next' button or the 'Funding' tab.

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2. **Funding Information**

a. This dialog box provides the building / editing tools to place up to 8 funding lines per page, with multiple pages automatically created as needed.

b. eForms does not 'pull' the funding information from the earlier document. Therefore, you must type in all information which will then go through the normal eForms funding edits.

b. Enter the Project, Award (if applicable), Source, Organization, and Object code used in the original funding.

c. Enter the amount to be changed (removed) from this Account string into the 'Credit' block. Use no punctuation other than a decimal point between dollars and cents.

d. Description: Enter a short description if you wish to expand on this action.

e. Click the 'Save' button to run the edits on this funding line, save the line which will be shown below once it passes all edits, and return to input another funding line.

f. Enter the Project, Award (if applicable), Source, Organization, and Object code that you wish the new funding to come from. Again, no punctuation other than the decimal between dollars and cents is allowed.

g. Enter the amount to be changed (added) to this Account string into the 'Debit' block. Use no punctuation other than a decimal point between dollars and cents.

h. If this is an 'Encumbered' amount, complete the 'User No:' and "Order No:' blocks to have this apply against the previously established encumbrance.

i. Description: Enter a short description if you wish to expand on this action.

j. Click the 'Save' button to run the edits on this funding line, save the line which will be shown below once it passes all edits, and return to input another funding line.

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k. Once you have pressed the 'Save' button, the system will redraw the screen showing you your add line as above but will also provide you your recently entered funding line(s) with an 'Edit' button available. Also available is a 'Remove' button if you desire to remove the entire funding line.

l. Clicking on the 'Edit' button at the right of the particular funding line that you wish to edit will open up another dialog box where you can make desired changes.

g. Make the desired changes and click 'Save' to save your changes. The system will then validate your entries to ensure that you have entered a valid account number and return you to the original view. If an error is detected, an error message will be shown and you will have to continue to correct until all errors are resolved.

h. Clicking on the 'Cancel' button will cancel any changes made since your last 'save'. Also, any changes made but not saved will be lost should you happen to click on the 'Next' button prior to saving.

i. Should you desire you can also cancel editing by clicking on the 'Cancel' button.

j. Continue to build your funding as needed.

Once you have completed the entries, click on the 'Next' button or the 'Trustees' tab.

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3. **Trustees**

     No trustees are necessary for this form. However, if you should happen to have any Position Trustees, they would be listed here at this time.

Once you have completed the entries, click on the 'Next' button or the 'Final Form' tab.

4. **Final Form**

     Two options are available – View Form and View Signature Sheet

     a. 'View Form' is used to create the final "Transfer of Payment" form and ultimately print it. Created using Adobe Acrobat's .pdf format, a 'pop-up box' is generated and the final form is displayed. From this display you can review your form, and print it if ready.

     b. The 'View Signature Sheet' is provided to print a simple form that you may use to acquire approval signatures should your Department / Organization require such. It is for your use only and does not need to be sent to the General Accounting Office.

E. **Form Completion**: Once you have completed the form, have the necessary copies, and are finished, click the 'Finished' button on the left screen column. This will return you to the original menu where you can select your next action.

IV: **Questions and comments**

Address any questions, comments, or suggestions for training to the Controllers Office, ATTN: General Accounting, 220 Anderson Hall, or call 785-532-6202.