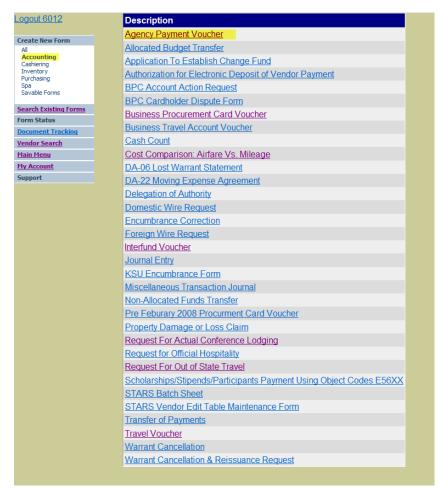
AGENCY PAYMENT VOUCHER

Main Page:

Within eForms, select Accounting under Create New Form and choose Agency Payment Voucher.



Header Page:

User Number: For departmental use as needed (recommended, but may leave blank)

Transaction Date: Invoice Date

Remittance Info: For departmental use as needed (may leave blank)

Check Type: State, Local Agency, Org Safekeeping, Imprest Request, State Manhattan, FFELP

Wire Type: Not a Wire, U.S. Dollars, Foreign Currency



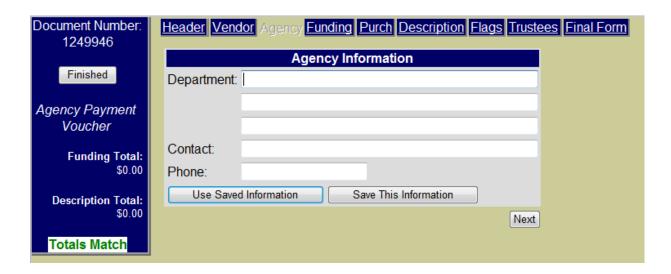
Vendor Page:

First <u>Search</u> for the vendor, you may need to search by first or last name only if unable to locate vendor. Only add a new vendor if the vendor is <u>not</u> in the vendor table. In the event the vendor address needs updated (address displayed is not current), select the vendor from the vendor table, select <u>Edit Vendor</u> and type in the new address in place of the old. If this an additional address for the vendor, select add <u>New Vendor</u> and complete the necessary information.

Document Number: 1249946	Header Vendor Agency Funding Purch Description Flags Trustees Final Form
Finished	Vendor Information New Vendor Edit Vendor Search
Agency Payment Voucher	Vendor ID: Vendor Site ID:
Funding Total: \$0.00	Payment Indicator ▼ Vendor No/Sfx HINT: Always search for vendor before adding a
Description Total: \$0.00	Vendor Name new vendor. You may need to search by a portion of the name.
Totals Match	Address:
	City:
	State:
	Zip: -
	Country:
	Next

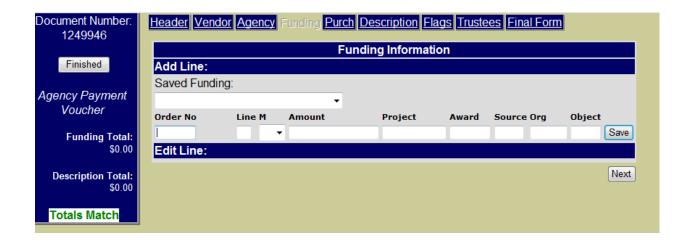
Agency Page:

Fill out department information. Once completed, you can save to use on future APV documents.



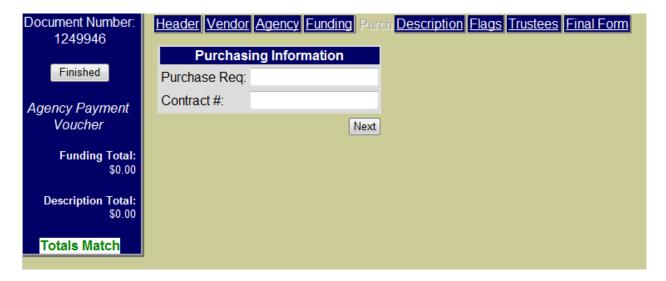
Funding Page:

Use either your saved funding or enter your funding string (boxes Order No, Line, and M are only for prior year encumbered payments).



Purchasing Page:

Enter the purchase requisition or contract number associated with the purchase.

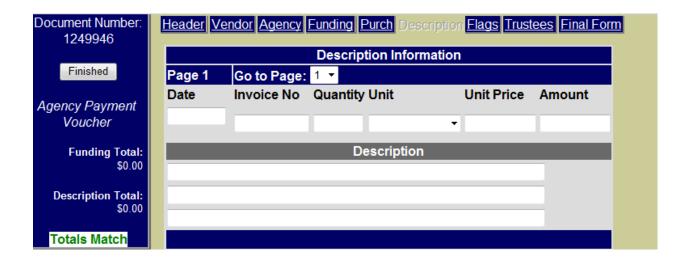


Description:

Enter the invoice date, invoice number, quantity, unit type, and unit price. The amount will automatically populate once the quantity and unit price have been entered.

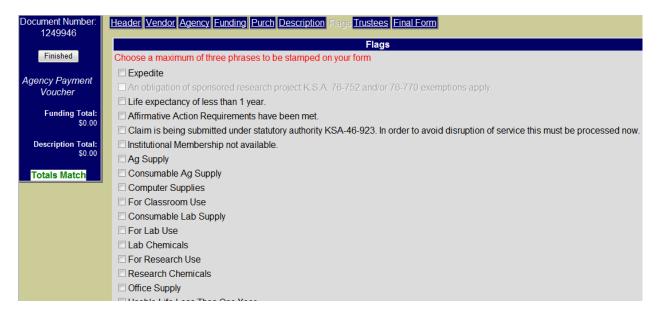
Additionally, include a brief summary of the item in the description

Multiple items/amounts can be entered to split out different purchases.



Flags:

Click on any of the applicable flags to further clarify expenses on the voucher.



Trustees:

This will show any trustee who currently has access to your voucher. You may add additional trustees as needed.



Final Form:

Click "View Final Form" to view your document for accuracy. Print document, attach receipts and other substantiation, obtain signature approval and forward completed voucher to 220 Anderson Hall for processing. (Note: Reimbursement for business expenses KSU Employees has purchased and are seeking reimbursement for require employee signature on receipt.)



For any additional questions, please contact Division of Financial Services Accounts Payable at 785.532.6202.