

# AGENCY PAYMENT VOUCHER

## Main Page:

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

Logout 6012	<b>Description</b>
Create New Form	<a href="#">Agency Payment Voucher</a>
All	<a href="#">Allocated Budget Transfer</a>
<b>Accounting</b>	<a href="#">Application To Establish Change Fund</a>
Cashiering	<a href="#">Authorization for Electronic Deposit of Vendor Payment</a>
Inventory	<a href="#">BPC Account Action Request</a>
Purchasing	<a href="#">BPC Cardholder Dispute Form</a>
Spa	<a href="#">Business Procurement Card Voucher</a>
Savable Forms	<a href="#">Business Travel Account Voucher</a>
<b>Search Existing Forms</b>	<a href="#">Cash Count</a>
Form Status	<a href="#">Cost Comparison: Airfare Vs. Mileage</a>
<b>Document Tracking</b>	<a href="#">DA-06 Lost Warrant Statement</a>
<b>Vendor Search</b>	<a href="#">DA-22 Moving Expense Agreement</a>
<b>Main Menu</b>	<a href="#">Delegation of Authority</a>
<b>My Account</b>	<a href="#">Domestic Wire Request</a>
<b>Support</b>	<a href="#">Encumbrance Correction</a>
	<a href="#">Foreign Wire Request</a>
	<a href="#">Interfund Voucher</a>
	<a href="#">Journal Entry</a>
	<a href="#">KSU Encumbrance Form</a>
	<a href="#">Miscellaneous Transaction Journal</a>
	<a href="#">Non-Allocated Funds Transfer</a>
	<a href="#">Pre February 2008 Procurement Card Voucher</a>
	<a href="#">Property Damage or Loss Claim</a>
	<a href="#">Request For Actual Conference Lodging</a>
	<a href="#">Request for Official Hospitality</a>
	<a href="#">Request For Out of State Travel</a>
	<a href="#">Scholarships/Stipends/Participants Payment Using Object Codes E56XX</a>
	<a href="#">STARS Batch Sheet</a>
	<a href="#">STARS Vendor Edit Table Maintenance Form</a>
	<a href="#">Transfer of Payments</a>
	<a href="#">Travel Voucher</a>
	<a href="#">Warrant Cancellation</a>
	<a href="#">Warrant Cancellation &amp; Reissuance Request</a>

## 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

Document Number: 1249946

Finished

Agency Payment Voucher

Funding Total: \$0.00

Description Total: \$0.00

Totals Match

Header: Vendor Agency Funding Purch Description Flags Trustees Final Form

### Header Information

User Number:

Invoice Date: 11/6/2013  
(Transaction Date): (MM/DD/YYYY)

Remittance Info:

Check Type: State

Wire Type: Not a Wire

Title:

Next

## Vendor Page:

First Search 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 ***not*** 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 Edit Vendor and type in the new address in place of the old. If this an additional address for the vendor, select add New Vendor and complete the necessary information.

Document Number: 1249946

Finished

Agency Payment Voucher

Funding Total: \$0.00

Description Total: \$0.00

Totals Match

Header: Vendor Agency Funding Purch Description Flags Trustees Final Form

### Vendor Information

New Vendor Edit Vendor Search

Vendor ID:

Vendor Site ID:

Payment Indicator:

Vendor No/Sfx:

Vendor Name:

Address:

City:

State:

Zip:  -

Country:

Next

HINT: Always search for vendor before adding a new vendor. You may need to search by a portion of the name.

## Agency Page:

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

Document Number: 1249946

Finished

Agency Payment Voucher

Funding Total: \$0.00

Description Total: \$0.00

**Totals Match**

Header Vendor **Agency** Funding Purch Description Flags Trustees Final Form

### Agency Information

Department:

Contact:

Phone:

Use Saved Information Save This Information

Next

## 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).

Document Number: 1249946

Finished

Agency Payment Voucher

Funding Total: \$0.00

Description Total: \$0.00

**Totals Match**

Header Vendor Agency **Funding** Purch Description Flags Trustees Final Form

### Funding Information

**Add Line:**

Saved Funding:

Order No	Line M	Amount	Project	Award	Source Org	Object
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save

**Edit Line:**

Next

## Purchasing Page:

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

<b>Document Number:</b> 1249946	<a href="#">Header</a>	<a href="#">Vendor</a>	<a href="#">Agency</a>	<a href="#">Funding</a>	<a href="#">Purch</a>	<a href="#">Description</a>	<a href="#">Flags</a>	<a href="#">Trustees</a>	<a href="#">Final Form</a>
	<b>Purchasing Information</b>								
	Purchase Req: <input type="text"/>								
	Contract #: <input type="text"/>								
	<input type="button" value="Next"/>								
	<b>Finished</b>								
<i>Agency Payment Voucher</i>									
<b>Funding Total:</b> \$0.00									
<b>Description Total:</b> \$0.00									
<b>Totals Match</b>									

## 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.

<b>Document Number:</b> 1249946	<a href="#">Header</a>	<a href="#">Vendor</a>	<a href="#">Agency</a>	<a href="#">Funding</a>	<a href="#">Purch</a>	<a href="#">Description</a>	<a href="#">Flags</a>	<a href="#">Trustees</a>	<a href="#">Final Form</a>
	<b>Description Information</b>								
	Page 1	Go to Page: 1 ▾							
	Date	Invoice No	Quantity	Unit	Unit Price	Amount			
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	<b>Description</b>								
	<input type="text"/>								
	<input type="text"/>								
	<input type="text"/>								
	<b>Totals Match</b>								

## Flags:

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

Document Number: 1249946

Finished

Agency Payment Voucher

Funding Total: \$0.00

Description Total: \$0.00

Totals Match

Header Vendor Agency Funding Purch Description **Flags** Trustees Final Form

### Flags

Choose a maximum of three phrases to be stamped on your form

- Expedite
- An obligation of sponsored research project K.S.A. 76-752 and/or 76-770 exemptions apply.
- Life expectancy of less than 1 year.
- Affirmative Action Requirements have been met.
- Claim is being submitted under statutory authority KSA-46-923. In order to avoid disruption of service this must be processed now.
- Institutional Membership not available.
- Ag Supply
- Consumable Ag Supply
- Computer Supplies
- For Classroom Use
- Consumable Lab Supply
- For Lab Use
- Lab Chemicals
- For Research Use
- Research Chemicals
- Office Supply
- Used More Than Once

## Trustees:

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

Document Number: 1249946

Finished

Agency Payment Voucher

Funding Total: \$0.00

Description Total: \$0.00

Totals Match

Header Vendor Agency Funding Purch Description Flags **Trustees** Final Form

Add Trustee

Position ID	Name	Department	Editor	Advised	Approver	Remove
6051	Memory Buffington	Division of Financial Services	True	True	True	

Next

## **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.)

Document Number: 1249946	<a href="#">Header</a>	<a href="#">Vendor</a>	<a href="#">Agency</a>	<a href="#">Funding</a>	<a href="#">Purch</a>	<a href="#">Description</a>	<a href="#">Flags</a>	<a href="#">Trustees</a>	<a href="#">Final Form</a>
<input type="button" value="Finished"/>	<input type="text" value="View Form"/>		<input type="text" value="View Signature Sheet"/>						
<i>Agency Payment Voucher</i>									
Funding Total: \$0.00									
Description Total: \$0.00									
<input type="button" value="Totals Match"/>									

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