Agency Payment Voucher (APV) Instructions

Getting Started

• In eForms, go to Create New Form \rightarrow Accounting \rightarrow Agency Payment Voucher.

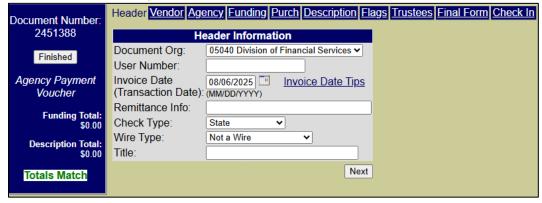


Header Tab

- Document Org: Department creating the document.
- User Number: Optional, for department tracking.
- Invoice Date (Transaction Date): Date on the invoice.

E2xxx – Use end date of service or Invoice date if end date is future date
E3xxx/E4xxx – Use invoice date (if multiple invoices, use most recent date)
Note: Invoices occurring over multiple fiscal years must be placed on different vouchers.

- Remittance Info: Information that prints on the vendor check. Invoice number is recommended.
- Check Type: Select State unless directed otherwise.
 - Additional options: *Imprest Request, Local Agency, Organizational Safekeeping, State Manhattan,* or *FFELP -* email contsys@ksu.edu and copy your supervisor to request access.
- Wire Type: Select Not a Wire, U.S. Dollars (Domestic or Foreign), or Foreign Currency.
- Title: Brief description of the document.
- Click Next to move through each tab.



Vendor Tab

• Search first to avoid creating duplicate vendors. Search by partial name if necessary.





- Only add a new vendor if the vendor does not display in the search.
 - New vendors are required to submit tax documents through the <u>Vendor Upload Portal</u>.
- Edit Vendor if remit address needs to be updated to match address listed on invoice.



• Payment Indicator Box: Blank = check mailed to vendor; X = ACH payment; A = check returned to Agency Tab contact.

Agency Tab

- Enter Department, Contact, and Phone information.
 - Use 'Save This Information' to store for future APVs.

Funding Tab

- Multiple funding strings allowed.
- Enter Amount, Project, Award, Fund Source, Org, Object Code, then click Save.
 - Reference the Object Code Listing
 - Leave Award blank if none exists.
 - Order No, Line, and M used only for prior-year encumbered payments.



Purchasing Tab

- Enter purchase requisition or contract number.
- For purchases \$10,000+, contract number must match the <u>Contract Lifecycle Management System.</u>



Description Tab

- Complete Date, Invoice No, Quantity, Unit, and Unit Price. Amount auto-calculates.
- Provide a brief description and business reason, split out multiple items.
- Invoice Number Best Practices: Max 10 characters, use invoice number as issued, avoid special characters, remove leading zeros, follow department policy if missing invoice number.
 - Example: 87-AGR 251 would be 87AGR251; 00000058736 would be entered as 58736; An August 2025 invoice with an Account Number of 4721198 would be entered as 211982508.



Flags Tab

- If applicable, select flags to clarify expenses (max 3 appear on PDF).
 - Note: Flags are for internal use only.

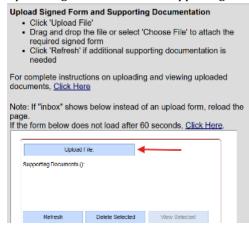
Trustees Tab

- Add K-State employees as trustees if additional access is needed.
- Search by name or department to add.



Final Form Tab

- View Form to verify and print for signatures.
- Upload signed voucher and supporting PDFs (invoice, receipts).



Important: Uploading a document with the same file name will overwrite the existing file. Double-check file names to avoid replacing necessary documents.

Preventing Duplicate Payments

- If you see a duplicate warning: verify if invoice was already paid before submitting.
 - Use eForms Search: check by invoice number or vendor name.

Possible Duplicate Invoice(s)

This document may contain an invoice that has already been paid. Please review the document(s) listed below.

If this is not a duplicate payment, please proceed with submitting the document.



- Check documentation: confirm invoice hasn't already been paid per the statement; note any
 credits received on the APV.
- Cross-check payment methods: confirm invoice not paid via P-Card or Foundation.
- Review FIS transaction reports regularly for potential duplicates.

Check In Tab

 After signatures and attachments, click Send Electronically to submit to the Division of Financial Services.



Questions?

Division of Financial Services – Accounts Payable

Phone: 785-532-6202 Email: genacctg@ksu.edu