

## Creating BPC Payment Vouchers in eForms

### Main Page

Within eForms, select Accounting under *Create New Form* and choose Business Procurement Card Voucher.

|                              |   |
|------------------------------|---|
| <a href="#">Logout 17002</a> | <b>Description</b>  |
| <b>Create New Form</b>       | <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>  |
| <b>Form Status</b>           | <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 Procurment 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>                       |

### Screen 1:

- *First time for new card* – Select *Manage cards* to add card number by entering the credit card number and the name of the cardholder exactly as it appears on the card.
- Subsequent processing of card – select Card number or down arrow if you have access to more than one card

### SCREEN 1 WITHOUT ANY CARDS ASSIGNED

|   |                      |                                |  |
|---|----------------------|--------------------------------|--|
| <b>Business Procurement Card Management<br/>and<br/>Business Travel Account Card Management</b> |                      |                                |  |
| Card Number:  | <input type="text"/> | <a href="#">(Manage cards)</a> | Fiscal Year: 2014 <input type="button" value="Main Menu"/> |

\*First time – Screen 1a

Card Number – enter all 16 digits of the card (can also be found on statement)

Name on Card – enter as it is on the card or statement

Expiration Date – enter as found on card

Select SAVE

### Screen 1a

|  |   |                      |  |                |                      |               |                      |                  |   |   |  |
|--|---|----------------------|--|----------------|----------------------|---------------|----------------------|------------------|---|---|--|
| <b>Manage Cards</b>  |   |                      |  |                |                      |               |                      |                  |   |   |  |
| <table><tr><td colspan="2"><b>Current Cards</b></td></tr><tr><td colspan="2">No cards found</td></tr></table>  |   | <b>Current Cards</b> |  | No cards found |                      |               |                      |                  |   |   |  |
| <b>Current Cards</b>   |   |                      |  |                |                      |               |                      |                  |   |   |  |
| No cards found   |   |                      |  |                |                      |               |                      |                  |   |   |  |
| <table><tr><td colspan="2"><b>Add Card</b></td></tr><tr><td>Card Number:</td><td><input type="text"/></td></tr><tr><td>Name on card:</td><td><input type="text"/></td></tr><tr><td>Expiration date:</td><td>Month: Jan <input type="button" value="v"/> Year: 2013 <input type="button" value="v"/></td></tr><tr><td colspan="2"><input type="button" value="Save"/> <input type="button" value="Cancel"/></td></tr></table> |   | <b>Add Card</b>      |  | Card Number:   | <input type="text"/> | Name on card: | <input type="text"/> | Expiration date: | Month: Jan <input type="button" value="v"/> Year: 2013 <input type="button" value="v"/> | <input type="button" value="Save"/> <input type="button" value="Cancel"/> |  |
| <b>Add Card</b>  |   |                      |  |                |                      |               |                      |                  |   |   |  |
| Card Number:   | <input type="text"/>  |                      |  |                |                      |               |                      |                  |   |   |  |
| Name on card:  | <input type="text"/>  |                      |  |                |                      |               |                      |                  |   |   |  |
| Expiration date:   | Month: Jan <input type="button" value="v"/> Year: 2013 <input type="button" value="v"/> |                      |  |                |                      |               |                      |                  |   |   |  |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/>  |   |                      |  |                |                      |               |                      |                  |   |   |  |
| <input type="button" value="Return to Statements"/>  |   |                      |  |                |                      |               |                      |                  |   |   |  |

## Manage Cards

| Current Cards             |           |                              |                        |
|---------------------------|-----------|------------------------------|------------------------|
| Description               | Card Type |                              |                        |
| xxxx xxxx Cardholder Name | Corporate | <a href="#">Edit Funding</a> | <a href="#">Remove</a> |

**Add Card**

|   |   |
|---|---|
| Card Number:  | <input style="width: 90%;" type="text"/>            |
| Name on card:   | <input style="width: 90%;" type="text"/>            |
| Expiration date:  | Month: <span>Jan ▾</span> Year: <span>2013 ▾</span> |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> |   |

From here you can edit funding or remove the card

To “EDIT FUNDING” select button and add the project number, award, source and org. Multiple lines of funding information can be added

## Manage Cards

| Current Cards   |  |  |  |           |  |
|---|--|--|--|-----------|--|
| Description   |  |  |  | Card Type |  |
|   |  |  |  |           |  |
| <b>Project</b>  | <b>Award</b>                             | <b>Source</b>                            | <b>Org</b>                               | Corporate | <input type="button" value="Update"/><br><input type="button" value="Cancel"/> |
| <input style="width: 90%;" type="text"/>  | <input style="width: 90%;" type="text"/> | <input style="width: 90%;" type="text"/> | <input style="width: 90%;" type="text"/> |           |  |
| Note: If you want to choose from multiple lines of funding, set them up in <a href="#">your account</a> . |  |  |  |           |  |

**Add Card**

|   |   |
|---|---|
| Card Number:  | <input style="width: 90%;" type="text"/>            |
| Name on card:   | <input style="width: 90%;" type="text"/>            |
| Expiration date:  | Month: <span>Jan ▾</span> Year: <span>2013 ▾</span> |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> |   |

*Return to Statements* will take you back to Screen 1.

**\*\*Screen 1** – this is the beginning point for creating monthly payment vouchers (once the card has been set up) for all BPC's that you are responsible for.

The screen has several different pieces of information that will be important at different times

**Charges** charges are posted about 24-48 hours after the purchase has been approved by UMB bank, by clicking on the amount next to the statement date you can view the charges that have posted in FIS

**Doc No** Number is shown then a document has been created for that month for the card (only one payment voucher is created for each card);

Number-Edit is displayed then the document has been created and is still available to you to make changes. Once checked-in in DFS Accounts Payable this will be just the number but without any Voucher No will be assigned until approved and batched by DFS-AP. If you have been requested to make changes/corrections to the voucher an email will be sent and on this screen it will show again as a number-edit

New – shows that no document has been created for this statement period

**Voucher No** – shows that the payment has processed and the voucher number assigned to the document.

#### SCREEN 1 with cards assigned

Business Procurement Card Management  
and  
Business Travel Account Card Management

Card Number:  (Manage cards) Fiscal Year: 2014

| Stmt Date | Charges     | Payments   | Difference  | Doc No         | User No | Voucher No |
|-----------|-------------|------------|-------------|----------------|---------|------------|
| 7/5/2013  | \$6,953.41  | \$6,953.41 | \$0.00      | 1202490        | —       | 14670022   |
| 8/7/2013  | \$6,049.28  | \$6,049.28 | \$0.00      | 1227708        | —       | 14670046   |
| 9/6/2013  | \$5,938.25  | \$5,938.25 | \$0.00      | 1233292        | —       | 14670066   |
| 10/7/2013 | \$21,301.94 | \$0.00     | \$21,301.94 | 1229885 - Edit | —       |            |
| 11/7/2013 | \$834.69    | \$0.00     | \$834.69    | New            |         |            |
| 12/6/2013 | \$0.00      | \$0.00     | \$0.00      |                | —       |            |

To return to the main menu of eForms select the *Main Menu* button

Creating a voucher for the first time during the month – select **NEW** a new screen is opened  
Notice on the left side box (in blue) a document number is assigned, type of payment voucher and a total that has been funded.

At any time you can “finish” the document by selecting the finish button and then return to work on it again by selecting “EDIT” on the “Manage Card” screen 1.

In the tan box there are tabs at the top **HEADER**, **LOG DESCRIPTION**, **TRUSTEES**, and **FINAL FORM** (each will be reviewed)

**FIRST TAB** – Header – Header information box – is prefilled with the information from the card and your account information from the main menu MY ACCOUNT/position information, the information in the white area of the box name is pre-filled based on trustee information or you can make any changes that are needed.

|   |  |                      |  |
|---|--|----------------------|--|
| <b>Document Number:</b><br>1244145  | <b>Header</b> <b>Log Description</b> <b>Trustees</b> <b>Final Form</b> |                      |  |
|   | <b>Header Information</b>  |                      |  |
| <b>Finished</b><br><br><i>Procurement Card Voucher</i><br><br><b>Total:</b><br>\$7.27 | Department Name:   | <input type="text"/> |  |
|   | CardHolder Name:   | <input type="text"/> |  |
|   | Phone Number:  | <input type="text"/> |  |
|   | Card Number:   | <input type="text"/> |  |
|   | Document Preparer:   | <input type="text"/> |  |
|   | Phone Number:  | <input type="text"/> |  |
|   | Address:   | <input type="text"/> |  |
|   | Statement Date:  | 11/7/2013            |  |
|   | User Number:   | <input type="text"/> |  |
| <b>Next</b>   |  |                      |  |

## Second tab Log Description

Note that each charge is numbered (highlighted in yellow), please number each corresponding receipt and place all receipts in numerical order.

**Contact Number** – if the purchase was made through a contract vendor add the contract number for purchase (note, not all items from a contract vendor is a contracted item).

**Inv. No** – add the invoice number from the receipt if one is included (will not be on fuel receipts for example).

Select **ADD FUNDING** (teal box)

Document  
Number:  
1244145

Finished

Procurement Card  
Voucher

Total:  
\$0.00

HeaderLog DescriptionTrusteesFinal Form

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| TX#  | Posted     | Tran Date  | Vendor                                 | Tran Type         | Amount     |
|--|------------|------------|--|-------------------|------------|
| 1  | 10/8/2013  | 10/7/2013  | RADIOSHACK - MANHATTAN<br>MANHATTAN KS | Purchase          | \$29.46    |
| Contract Number: Order Date: 10/7/2013 Inv.No:       |            |            |  |                   |            |
| Total funding: \$0.00 Add Funding                    |            |            |  |                   |            |
| 2  | 10/9/2013  | 10/7/2013  | THE HOME DEPOT 2217<br>MANHATTAN KS    | Purchase          | \$7.27     |
| Contract Number: Order Date: 10/7/2013 Inv.No:       |            |            |  |                   |            |
| Total funding: \$0.00 Add Funding                    |            |            |  |                   |            |
| 3  | 10/13/2013 | 10/11/2013 | MATERIALS RES SOC-WEB<br>WARRENDALE PA | Credit<br>Voucher | (\$100.00) |
| Contract Number: Order Date: 10/11/2013 Inv.No:      |            |            |  |                   |            |
| Total funding: \$0.00 Add Funding                    |            |            |  |                   |            |
| 4  | 10/17/2013 | 10/16/2013 | SHERATON DOLPHIN HOTEL<br>ORLANDO FL   | Purchase          | \$436.50   |
| Travel Order No: Order Date: 10/16/2013 Event Dates: |            |            |  |                   |            |
| Traveler Name: Title:                                |            |            |  |                   |            |
| Destination: Event:                                  |            |            |  |                   |            |
| Meals (Registration Only): B: L: D:                  |            |            |  |                   |            |
| Total funding: \$0.00 Add Funding                    |            |            |  |                   |            |
| 5  | 10/18/2013 | 10/16/2013 | STAPLES 00106799 MANHATTAN<br>KS       | Purchase          | \$76.99    |
| Contract Number: Order Date: 10/16/2013 Inv.No:      |            |            |  |                   |            |
| Total funding: \$0.00 Add Funding                    |            |            |  |                   |            |
| Next   |            |            |  |                   |            |

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Next

**Add funding** – can select the Use default funding and then add the amount or can add the Amount, Project, Award, Source, and Org and object code. (Columns are not aligned). The amount does not have to be for the entire amount as more than one line of funding can be used for any charge. Add a description in the larger box below the funding to describe what was purchased. (SEE below for purchases when additional information required [Airfares](#), [Registrations](#), [fuel](#), [membership](#))


When finished select SAVE

1 2

| TX# | Posted    | Tran Date | Vendor                                 | Tran Type | Amount  |
|-----|-----------|-----------|--|-----------|---------|
| 1   | 10/8/2013 | 10/7/2013 | RADIOSHACK - MANHATTAN<br>MANHATTAN KS | Purchase  | \$29.46 |

Contract Number:  Order Date: 10/7/2013 Inv.No:

| Order # | Line | M | Amount | Project | Award | Source | Org | Obj |
|---------|------|---|--------|---------|-------|--------|-----|-----|
|         |      |   |        |         |       | 2080   |     |     |

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

Total funding: \$0.00

[Save](#) [Cancel](#)

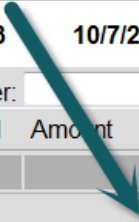
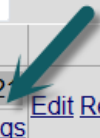
Once the funding amount is equal to the amount that is charge the total funding will be green. If a flag needs to be added for clarification of purchase the select Edit Flags.

2

| TX# | Posted    | Tran Date | Vendor                              | Tran Type | Amount |
|-----|-----------|-----------|-------------------------------------|-----------|--------|
| 2   | 10/9/2013 | 10/7/2013 | THE HOME DEPOT 2217<br>MANHATTAN KS | Purchase  | \$7.27 |

Contract Number:  Order Date: 10/7/2013 Inv.No:

| Order # | Line | M | Amount | Project | Award | Source | Org | Obj  |
|---------|------|---|--------|---------|-------|--------|-----|------|
|         |      |   | 7.27   |         | X     | 2080   |     | E252 |

  [Edit Flags](#) [Edit](#) [Remove](#)

Total funding: **\$7.27**

+ **Airfare** - See Log Description item 4

This is for a flight purchase; there are additional boxes that need to be filled in

|   |            |                        |                                      |  |          |
|---|------------|------------------------|--------------------------------------|--|----------|
| 4   | 10/17/2013 | 10/16/2013             | SHERATON DOLPHIN HOTEL<br>ORLANDO FL | Purchase                                   | \$436.50 |
| Travel Order No:  |            | Order Date: 10/16/2013 | Event Dates:                         |  |          |
| Traveler Name:  |            | Title:                 |                                      |  |          |
| Destination:  |            | Event:                 |                                      |  |          |
| Meals (Registration Only): B: <input type="checkbox"/> L: <input type="checkbox"/> D: <input checked="" type="checkbox"/> |            |                        |                                      |  |          |
| Total funding:  |            | \$0.00                 |                                      | <input type="button" value="Add Funding"/> |          |

Travel order no is the document number generated by completing the out of state travel request (eForms); event dates – actual dates of the event; traveler name – name of the one traveling; title – KSU title or if ticket is for a visitor then add a description of purpose (candidate, visiting speaker, etc.); destination – where the event will be held (Orlando FL or Manhattan KS); event – name of event or short description of purpose for flight (AIChE Annual mtg., Research, Interview)

Specific descriptions requested

**Fuel purchase** – add gallons and the price per gallon in supplied boxes just below the supplier's name

**Registrations** – code 2661 and the following needs to be added in the description: Name of who is attending; KSU title; name of event, dates, location, meals included in the registration fee (1B, 3D, for one breakfast and 3 dinners); and if needed travel order number. If no meals are included just state "no meals included". IF, there is an additional cost over the "base" registration fee, for example a workshop or per/post meetings, then please consider the business purpose and if the flag "Additional conference expenses were an integral part of the conference and professional development experience." is appropriate then add to the charge.

**Memberships** - Memberships must be in agency name. If no agency membership is available, then all efforts should be made to get the membership name in the individual and institutional names. If this is unavailable, the flag "institutional membership not available" must be added to the payment voucher. A **clear benefit to KSU must be included in the description of the payment voucher** if the membership is not in KSU's name. Please add the members name and KSU position title.



Third tab **TRUSTEES:**

This tab will either have those that you have previously added to be trustee on your documents or you can select “ADD TRUSTEE” to add someone. This can be done either by searching by department name (or use down arrow) or by typing in the last name of the trustee you wish to add. Once located, select “SELECT”

|                        | First Name | Last Name | Department                     | Phone        | APV | IFV | TRV |
|------------------------|------------|-----------|--------------------------------|--------------|-----|-----|-----|
| <a href="#">Select</a> |            |           | Division of Financial Services | 785-532-1852 | Y   | N   | Y   |

Select the Next button or the FINAL FORM tab to View Form and to print

Common error messages that might come up on the form...

OUT OF BALANCE      The funding amounts don't match the total of the statement

FUNDING ERROR      The funding line of one of the payments is not sufficient to make the payment

Once the document is finished, print a copy and have the cardholder sign the voucher (or the statement), have the voucher signed by the department head (or authorized person).