

Vendoring in KFS – Please note that there is no longer a New CSU Supplier or a Dummy Vendor. If you need a new vendor number added to KFS, you need to create a new vendor. Please be sure to print the Vendoring documentation from the Accounts Payable home page. Be sure to use the abbreviations found on our webpage to keep all vendors uniform.

1. Please remember that KFS is not case sensitive....how you enter the information is exactly how it will look. For vendoring please **do not use only lower case letters. Use upper and lower case or all caps. How you key it is how it will print on the check.**
2. **Please note all new and edited vendors must be approved by Accounts Payable before you can use them in KFS.** Accounts Payable will approve new vendors throughout the day as time permits. Please note new vendor e-Docs submitted late in the day may not be approved until the following day.
3. When searching for vendors be sure to use the * or % as a wildcard. Please be sure to try the wildcard before and after the name or part of the name you are searching (i.e. *smith*).
4. Please remember you will not be able to search for employees in a vendor search – only actual vendors are in the vendor search.
5. **Please remember that non employees need to be found under vendor name and not under vendor first and last name fields**
6. **Please note that our vendor instructions have been changed.....the vendor fax number must be added in the Address tab** not under the phone tab as previously instructed. If the vendor fax number is not added to this spot Procurement and Contracting Services will not be able to distribute the PO to the vendor. Please print the new guidelines.

Disbursement Vouchers (DVs) – Invoice must be in hand when using a DV. If you are ordering something and waiting for an invoice the document you need to create is a requisition (under \$5000.00 will create an Automatic Purchase Order or better known as an APO – that document does not have to go through Procurement and Contracting Services).

1. When possible please include the vendor name in the description box – this helps A/P tech identify what DV's are theirs on our shared action list.
2. Please remember that the check stub text should include the invoice number(s). That is the information that will print on the check stub/payment advice.
3. Please note if you need an attachment to be sent with a check you must complete the Other Considerations boxes. Attachments would be considered check enclosures. If you need a check to go to your department, that would be an attachment. Make a note in the notes and attachment section (marking the special handling box and completing the tab does not make the DV go to a different address).
4. DO not mark the other considerations box if you do not actually need an attachment to go with the check. If you mark this box your DV will be paid via check (even if it is an ACH vendor). Plus A/P will be looking for an attachment to be sent with the check on Wednesday.
5. Please note call notes should only be requested for emergencies. Call notes will need to be marked as check enclosure and you must put a note in the notes field.
6. Once you have submitted the document Accounts Payable cannot add or remove from the Other Considerations boxes. If you do not request an attachment be sent with a check, Accounts Payable will not send one.
7. Please do not use the copy button unless your DV has been disapproved.
8. **If you are not scanning and attaching an invoice you must put a note in the notes and attachment section indicating what you are going to do with the invoice (i.e. invoice being sent to A/P via campus mail).** If we do not receive the invoices within a week we will disapprove the DV with the assumption that you really meant to create a requisition.

Foreign Drafts/Wire Transfers – If you want a DV to be sent via wire transfer or foreign draft you must select that payment method on the DV. You also must provide the appropriate information requested. For Foreign drafts you will need to complete the foreign draft tab. For wire transfers you must complete the information in the Wire Transfer tab. The Bursar's Office will send the wire/draft based on the instructions completed on your end. Accounts Payable does not have the ability to request these types of payments in KFS. A/P will handle wires for Purchase Orders. Accounts Payable will process DV's for wire transfers/foreign drafts needed on PO's.

Receipts – Original receipts *are required for all reimbursements to individuals, petty cash, imprest funds and moving expenses payable to the employee.* Please be sure to print the Disbursement Voucher coversheet and attach all receipts. Small receipts must be taped to an 8 ½ x 11 sheet of paper. Please do not tape over any pertinent information (if we can't verify the dollar amount another proof of payment will be required). Please only use one side of paper (do not tape receipts front/back).

Scanned documents – Please do not scan anything that has sensitive material...such as:

1. Social security numbers
2. W9's
3. credit card numbers
4. bank account number –from checks/statements

Stipends- Please remember that Stipends to current CSU Students should be processed via a Department Pay to Student Account form (DPSA) through Accounts Receivable.

Electronic Funds Transfer (EFT/ACH) vendors – Please note if a vendor needs to change their banking information we must have a new Accounts Payable EFT Form (available on our website under forms). We cannot change the banking information from an email or phone call due to the risk of fraudulent requests being made.

Travel – For travel documents submitted after 6/30/09

1. Please tape any small receipts to an 8 ½ x 11 sheet of paper.
2. Please do not tape over any pertinent information (if the receipt cannot be verified we will request another type of receipt).
3. Please only use one side of the paper (do not tape receipts front/back). Do not staple the receipts as staples cannot go through the scanner. Page one and two of the pre and post trip vouchers may not be copied front/back – they need to be on separate pages.
4. Please be sure to download the travel form as it will have the new object codes.
5. Please be sure to update your travelers default accounts to include the extra digit of the Quali account format.
6. Please be sure to use the traveler's employee ID number (82 number). The payee ID for employees in KFS is that 82 number.

Travel Advances – Please note that as of 7/6/09 all travel advances issued will be in **check form**. Those travel advance checks can be cashed at any First National Bank Office. Travel advances must be submitted to Travel Services by **1pm**. Those checks will be available in the Bursar's Office after 3:30pm. Advances submitted after 1pm will be available the next business day. Walk in travel advances will be placed in a basket and processed at 1pm.

Petty Cash – Petty cash will be processed in KFS using Disbursement Vouchers (DV's). Petty cash DV's require original receipts to be submitted. If your petty cash reimbursement request is mailed to Accounts Payable, please be sure to print the disbursement voucher coversheet and attach your original receipts. Once Accounts Payable processes your DV, we will scan the receipts and attach them to the DV. Accounts Payable will Ad Hoc Route an FYI to the Cashiers Office and an Ad Hoc acknowledgement will be sent to the DV initiator. The DV initiator will need to acknowledge the request and take a copy of the DV coversheet to the Cashiers Office. **Please do not acknowledge the petty cash DV until you are ready to pick up the petty cash funds from the Cashier's Office.** If the petty cash DV is walked to Accounts Payable, please verify all approvals exist (except Accounts Payable). You will still need to bring the DV coversheet and all original receipts. Once A/P has verified the petty cash, we will Ad Hoc an FYI to the Cashier's Office and hand you back the DV coversheet to take with you to the Cashier's Office. Please tape all receipts to an 8 ½ x 11 sheet of paper. Please do not tape over important information, as all amounts need to be verified. Please do not tape receipts front/back to the paper as they cannot be attached in one scanned document.