2010

Workflow Instructions

Entering an Electronic Check Request

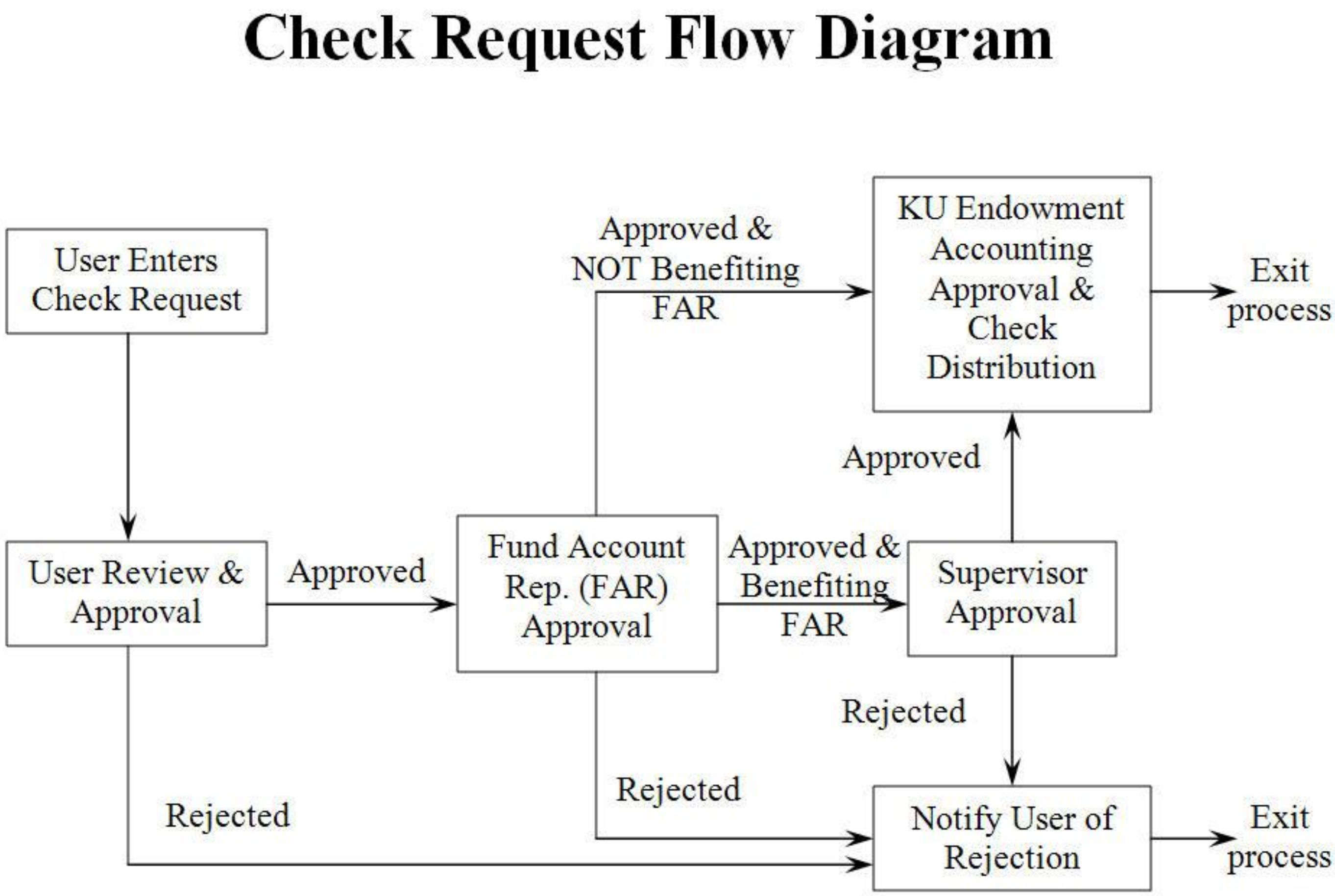
The Workflow Electronic Check Request process enables a user to create a payment request from his/her desktop and successfully route it to the appropriate Fund Account Representatives (and, if necessary, their Supervisors) for electronic approval, and then feeds directly into the KU Endowment Accounting System for final distribution of checks to the vendor. The whole process requires data to be entered only once, thus avoiding any additional data entry error possibilities; it accepts and retains images of supporting documents for follow-up research; and it is a secure, time-saving, paper-saving online process that helps assure timely vendor payments.

Information Technology and Accounting Departments
KU Endowment Association

2009
Revised 4/2010
Campus Edition

Contents

Overview


Check Request Flow Diagram
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Approved
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Approved & Benefiting FAR
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Rejected
Rejected
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Preliminaries

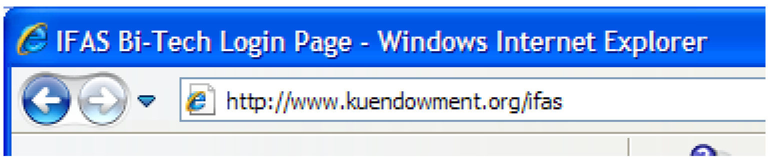
Prior to creating a check request you will:

1. need to identify the Endowment account that the expense will be paid from
2. Scan the relevant (invoice) documentation (preferably as a .pdf file) and save onto your computer. Spreadsheets and word documents will not work.

Section 1.0 - Set Up To Access Form

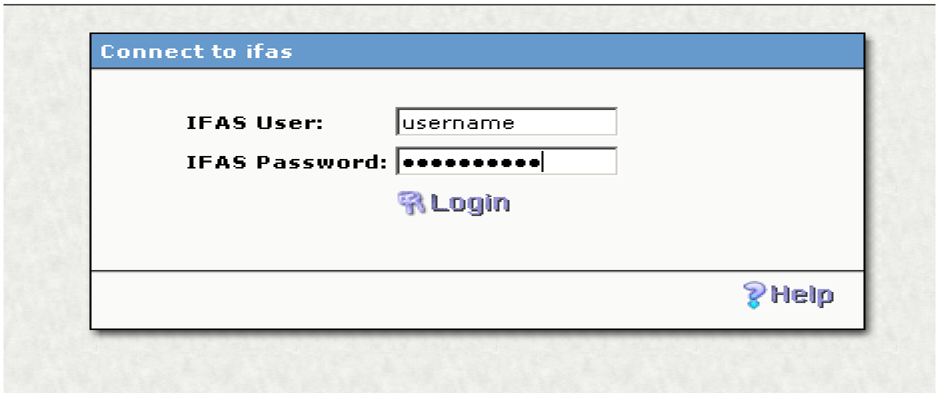
Open your browser (Internet Explorer) and go to:

http://www.kuendowment.org/ifas

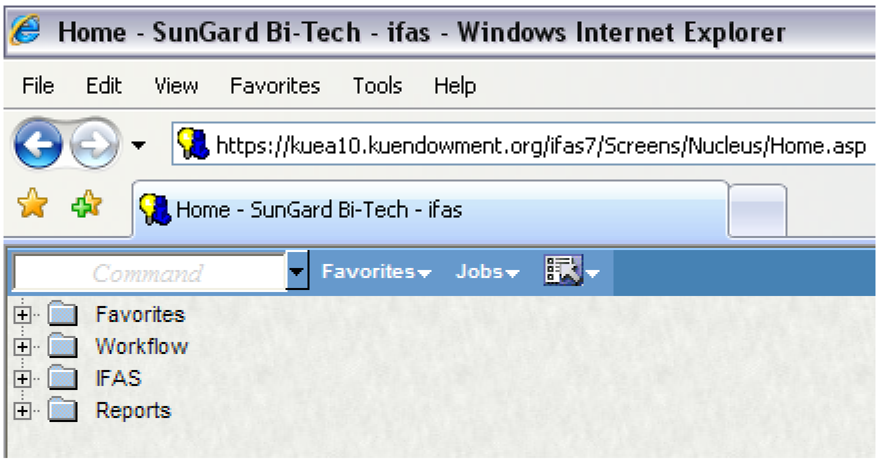


If you get the Security alert window, please answer yes:

You will need to sign on to IFAS:

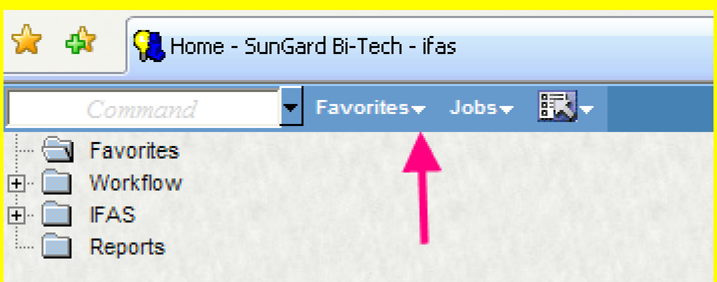


You will see the following (**IFAS Home Page**):

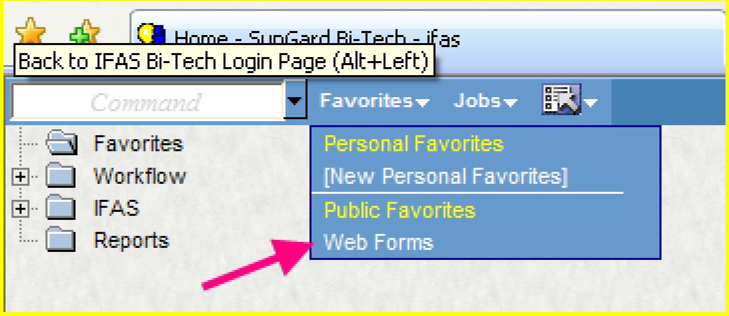


Section 1.0.1 – One Time Set Up

If this is the first time that you are accessing the workflow internal check request form, you will need to add it to your favorites. Click on Favorites:

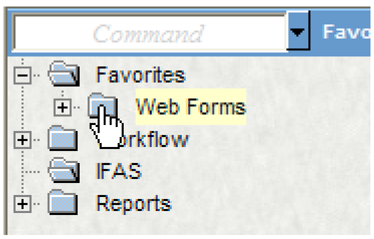


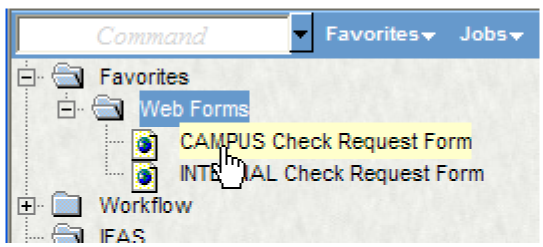
and then under 'Public Favorites' click on Web Forms



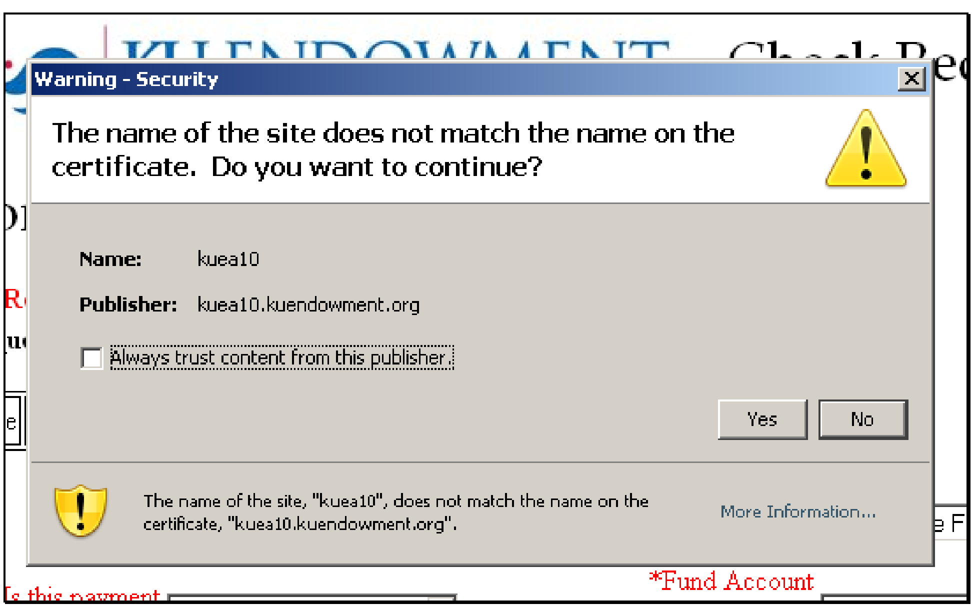
This adds the Web Forms folder to the Favorites folder, allowing you access to the check request form in future sessions.

Section 1.1 - Access Form

Click on Web Forms folder: 

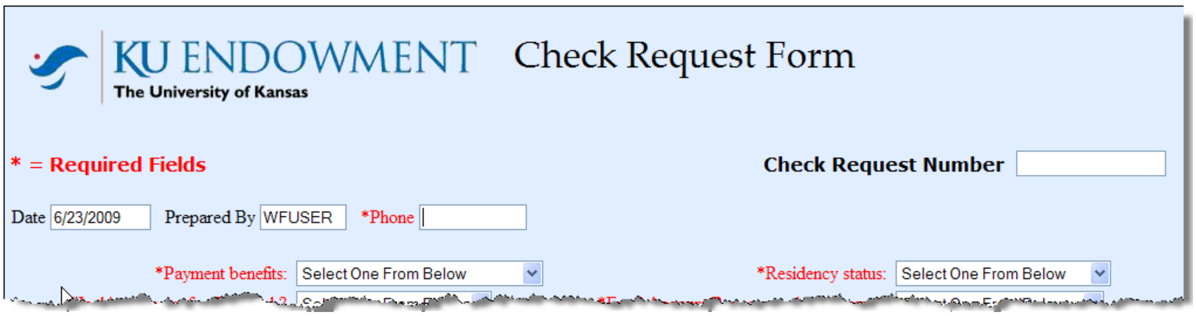
Click on CAMPUS Check Request Form: 

You may receive another security warning. If so, please check the 'Always trust content from this publisher' box and answer 'Yes'.



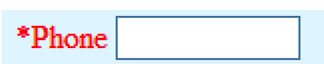
Section 1.2 - Fill In Form

The form (**Check Request Form Window**) will open with your user name and today's date filled in the appropriate fields. The fields marked in red are required and you will not be able to complete the form without filling in all required fields. The blank 'Check Request Number' box on the right will be automatically filled in with a unique system generated number AFTER the check request has been successfully reviewed and approved by the user.

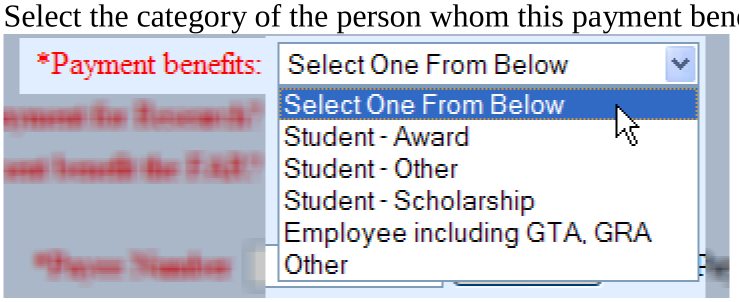


Section 1.2.1 - *Fill in details*

Enter your office phone number:

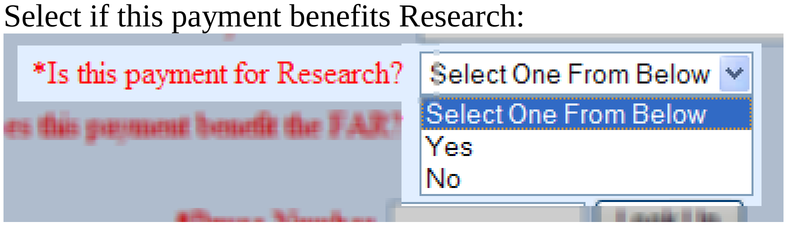


Select the category of the person whom this payment benefits:

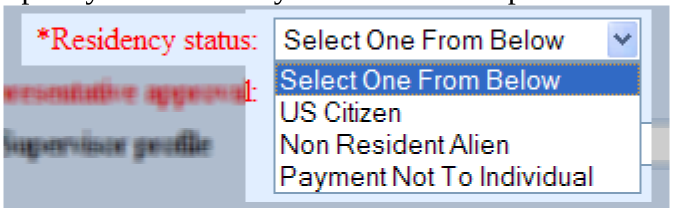


If this payment goes to a company or other vendor, select **Other**.

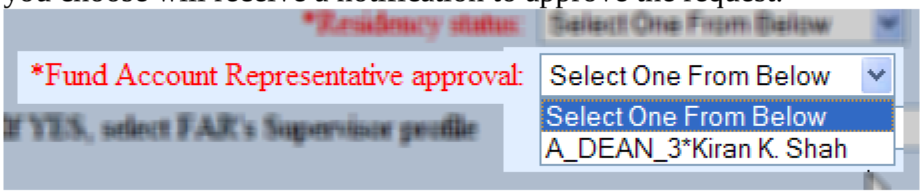
Select if this payment benefits Research:



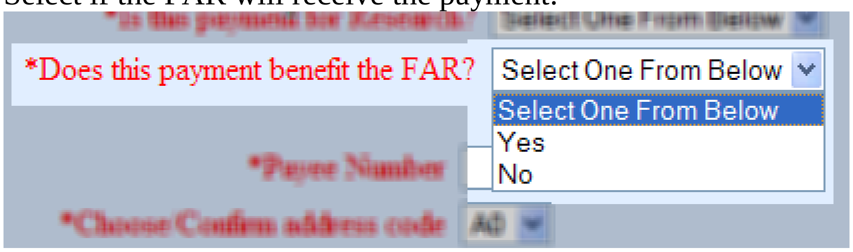
Specify the Residency status of the recipient:



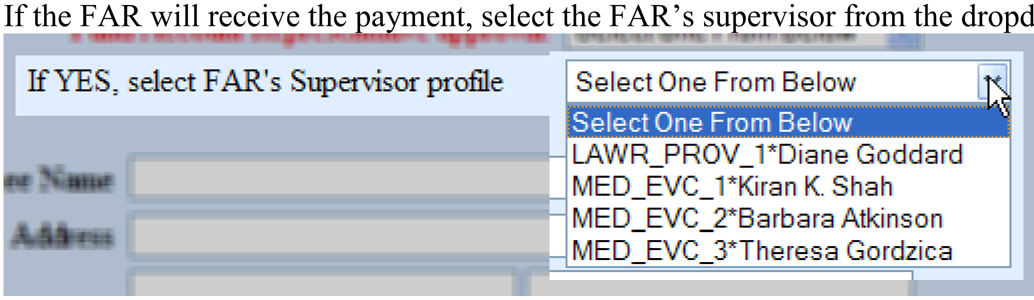
Select the Fund Account Representative (FAR) from the dropdown list. The Fund Account Representative that you choose will receive a notification to approve the request.



Select if the FAR will receive the payment:



If the FAR will receive the payment, select the FAR's supervisor from the dropdown list:

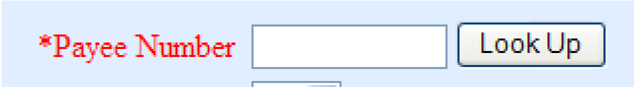


After the Fund Account Representative approves the expense, his/her supervisor will also be notified to give a final approval.

<u>Section 1.2.2</u> - *<u>Vendor Details</u>*

The next step is to enter the Vendor number and select the Address code. (Check requests can only be processed for existing vendors already on the system. If a vendor is not on the system, please contact Accounting Services at (785) 832-7302 to first create the vendor.)

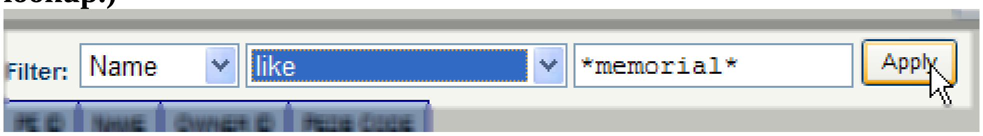
If you know the vendor number, enter it in the box and tab or click into another field.



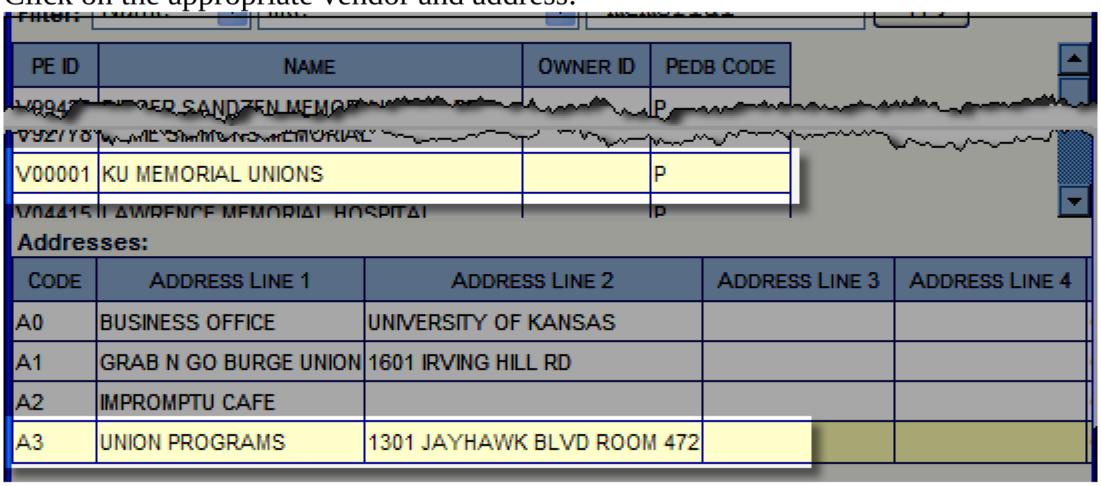
Entering a vendor number will return the vendor name and the most commonly used, first available address code (A0). The address will also display. Verify it and if incorrect, please select the correct code from the drop down box. (Only existing addresses for existing vendors can be selected).

If you do not know the vendor number, click the **Look Up** button.

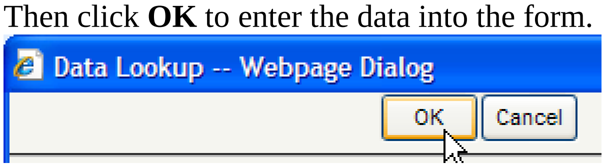
Enter a portion of the name (surrounded by asterisks) and click **Apply. (See Appendix 1 for suggestions on lookup.)**



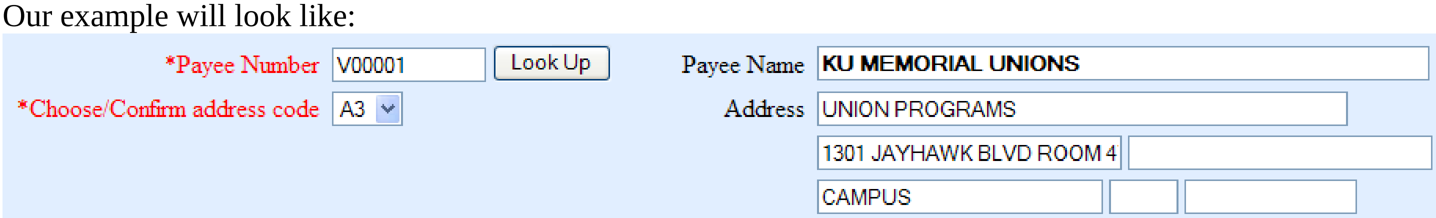
Click on the appropriate vendor and address:



Then click **OK** to enter the data into the form.



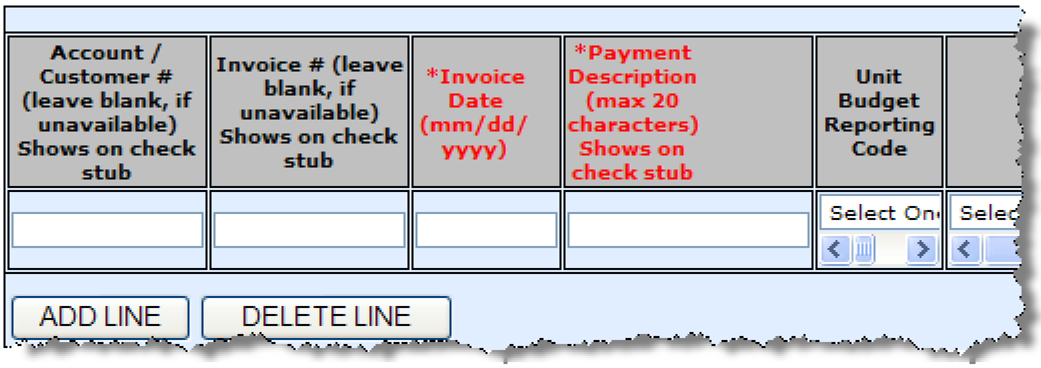
Our example will look like:



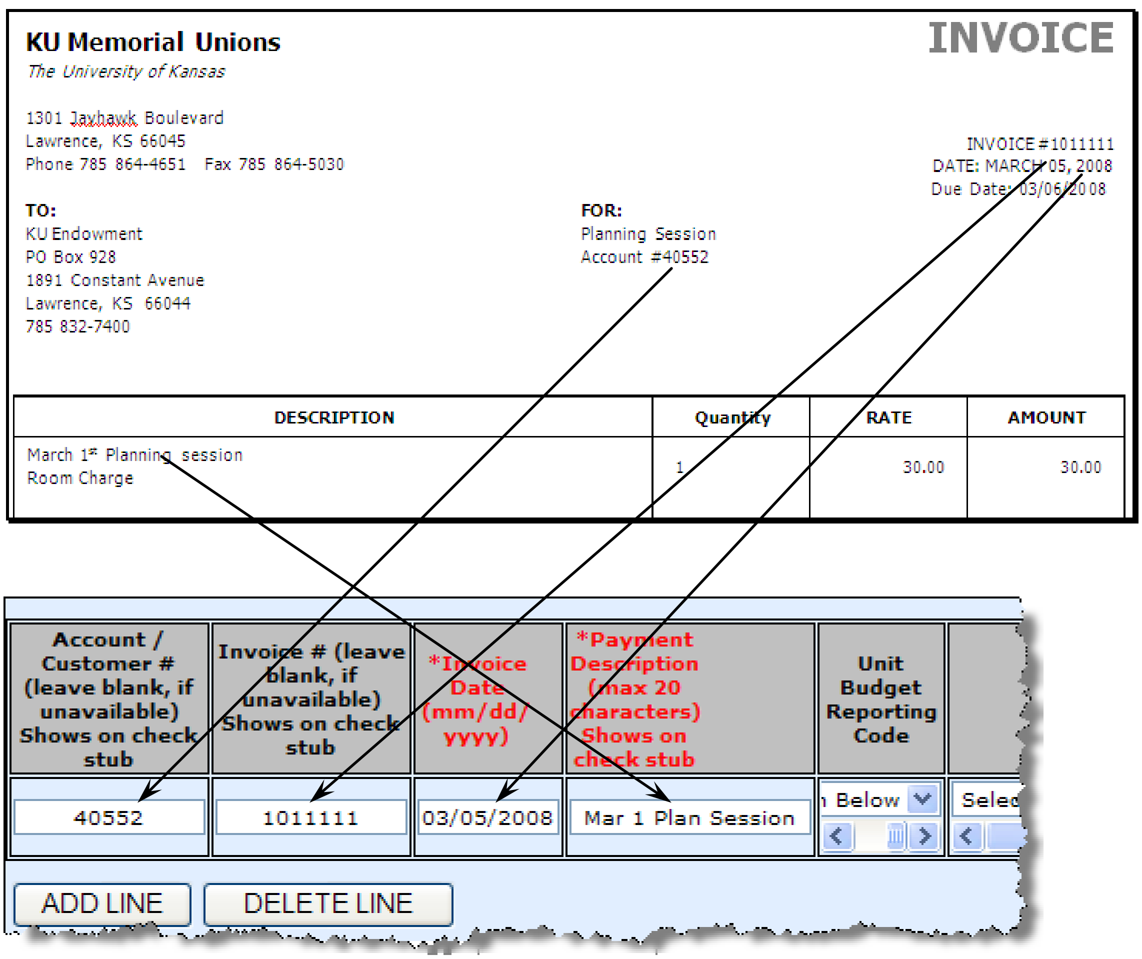
The check will be sent to the Payee Name and address as it appears on this form. If either the name or address is incorrect, you will first need to do another vendor search or address change.

Section 1.2.3 - *Invoice Details*

The next four fields provide information to the vendor and will be printed on the check stub. The **Invoice Date** and **Payment Description** are required fields. The **Payment Description** will also appear on IFAS transaction reports.



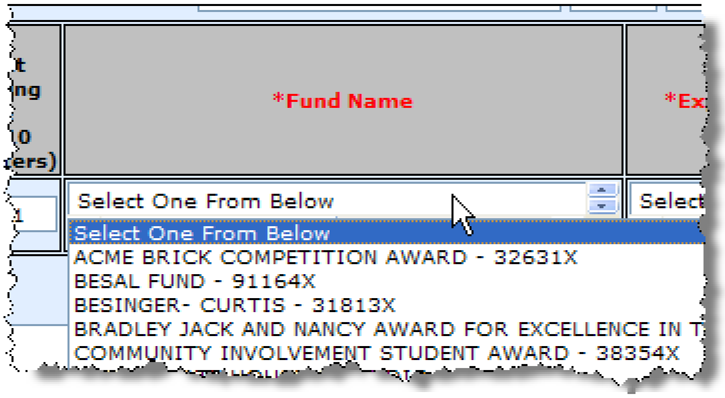
The following invoice will be used as a sample:



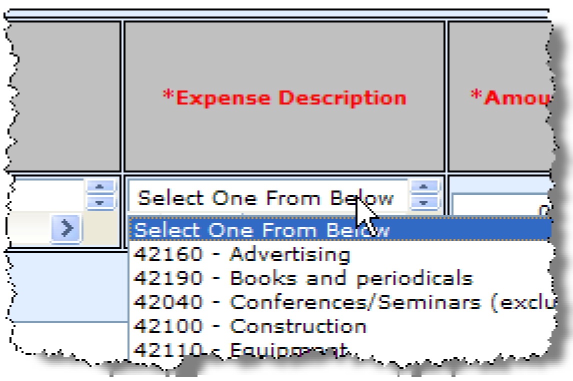
The **Unit Budget Reporting Code** is a dropdown of codes that have been created by your department for internal coding and sorting. If new codes are needed, please contact the staff person responsible for maintaining the UBR list for your department.

Section 1.2.4 - *Payment Details*

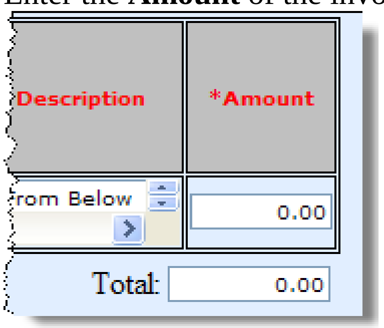
In the **Fund Name** box, click on **Select One from Below** to drop down the list of accounts. Click on the account name to select it.



In the **Expense Description** box, click on **Select One from Below** to open the dropdown list. Select the expense code that most closely describes the expense category:



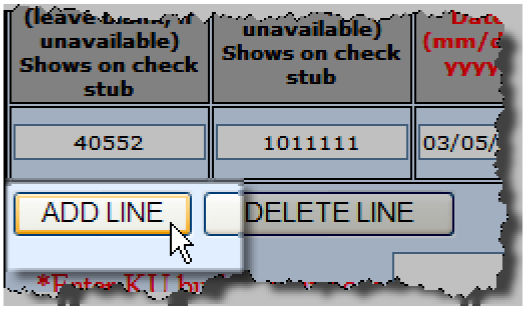
Enter the **Amount** of the invoice item:



The Total will be automatically calculated.

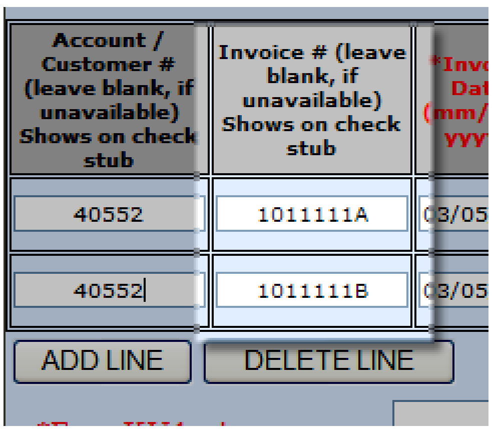
Charging an Invoice to multiple funds or expense codes

Invoices charged to multiple funds and/or split among different expense codes can be entered by clicking on the 'Add Line' button. There is no limitation to the number of line items one can add to the same form (as long as it is to the same Vendor under a single check request).

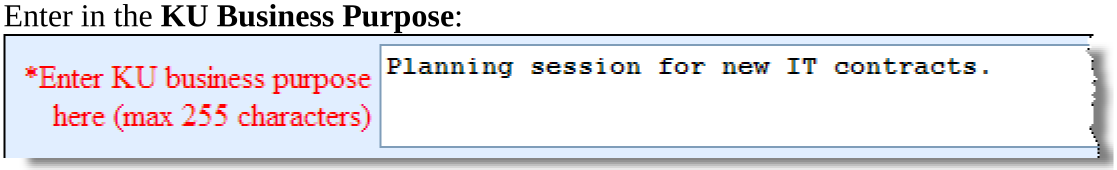


Important Note:

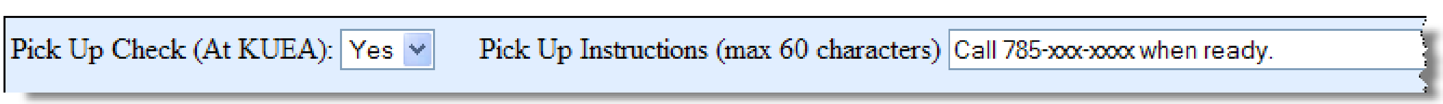
If an invoice number is the same for each line of a multi-line check request, please remember to add a suffix (such as 'A', 'B', 'C', etc.) to the end of the invoice number for each respective additional line. Do not use the same invoice number for all lines or leave it blank if the first line has an available invoice number. If no invoice number is available, leave it blank in **all** lines.



Enter in the **KU Business Purpose**:



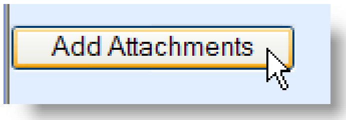
All check requests are mailed to the address selected unless the check is to be picked up at the KU Endowment business office. If the check is to be picked up, please select **Yes** from the drop down box and include a phone number in the special instructions box.



Section 1.3 - Add Attachments

Documentation for this expense will be added as an **Attachment** to this check request. The documentation (scanned images as .pdf, .jpg or .tif format) should be complete before starting this procedure.

Click on the ‘Add Attachments’ button:

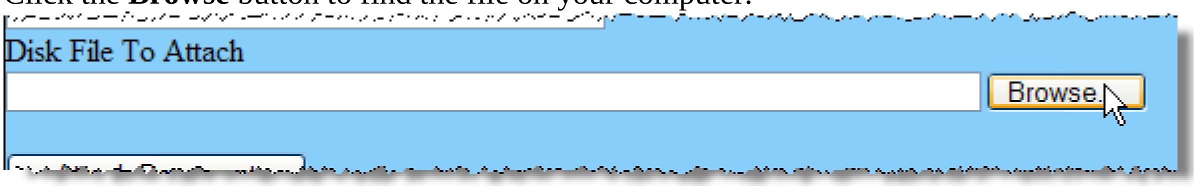


The **Attachments Window** will open.

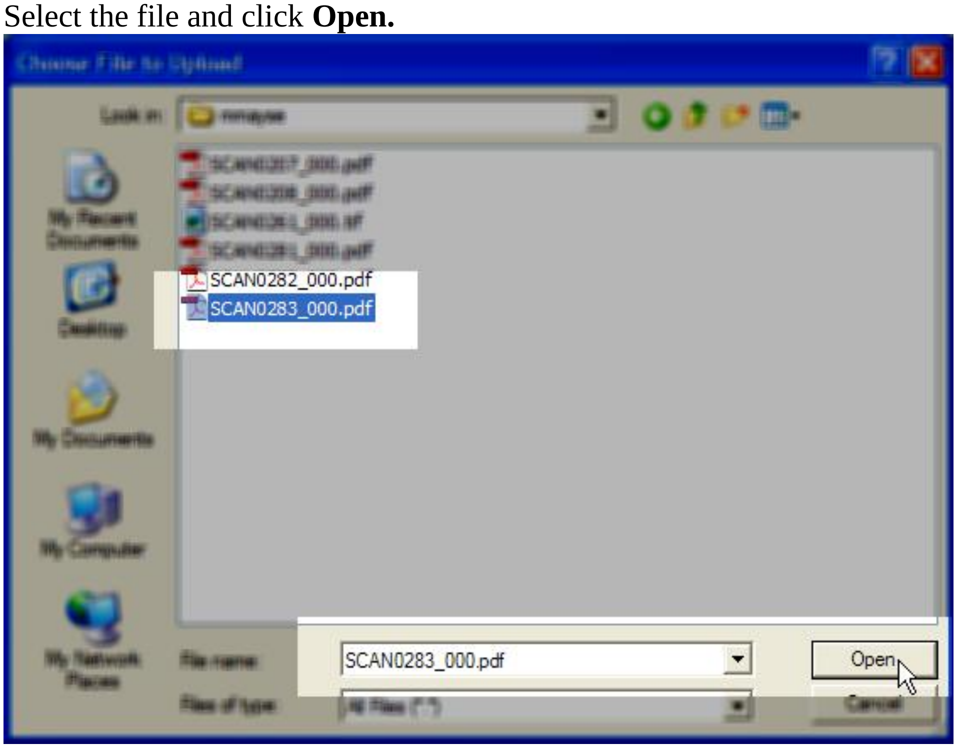
Enter a description of the image:

The image description must be less than 50 characters long and contain only alpha numeric characters (no special characters such as &, %, #, etc. are allowed).

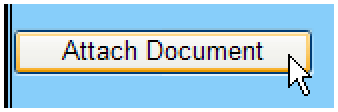
Click the **Browse** button to find the file on your computer.



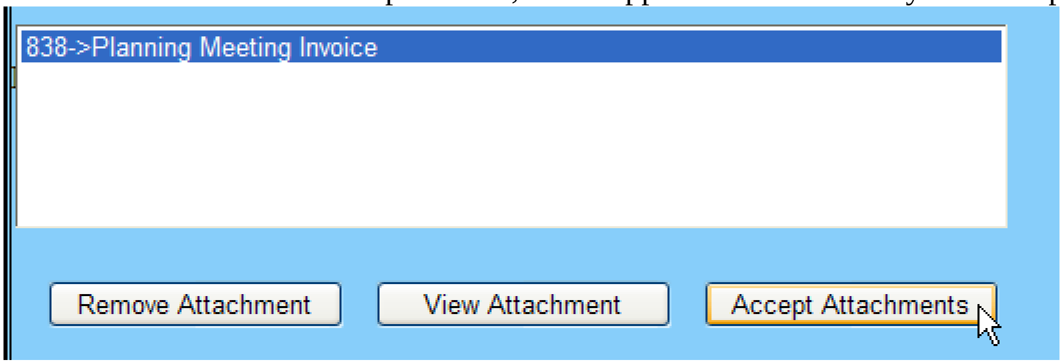
Select the file and click **Open.**



Click the **Attach Documents** button – ***only once***. (Be patient!)



Once the attachment has been processed, it will appear in the box with your description:

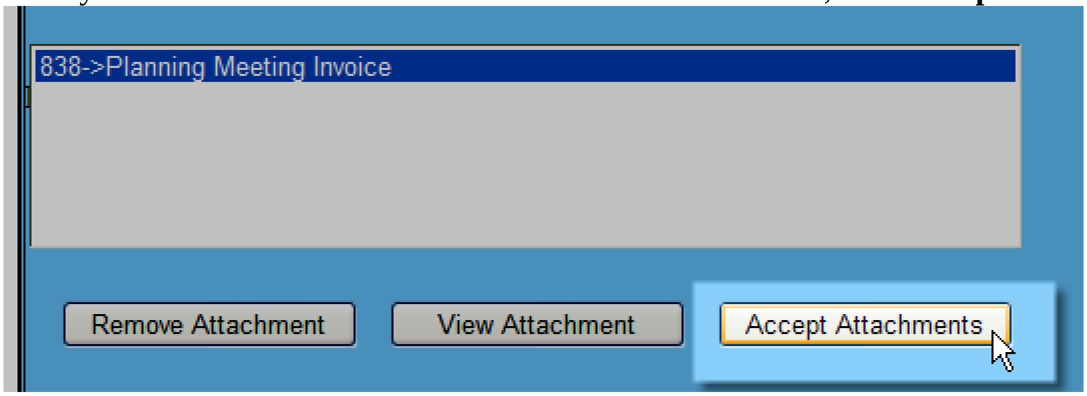


Please note the image description has moved down to the big white box and has been assigned a system generated number, 838, in this case. This number is referred to as the **Doc_ID**.

You can confirm that you have attached the correct image by clicking on the attachment title and clicking the **View Attachment** button. If it is incorrect, click the **Remove Attachment** button.

If you have additional attachments, repeat the procedure.

Once you have attached and confirmed all of the documentation, click **Accept Attachments**.



The **Web Form Attachments** window will close and and return you to the **Check Request Form Window**. [Please note there is no indication here, back on the check request form window, of any attached image(s). However, you will be able to see them on the **Task List Page**, referred to later below].

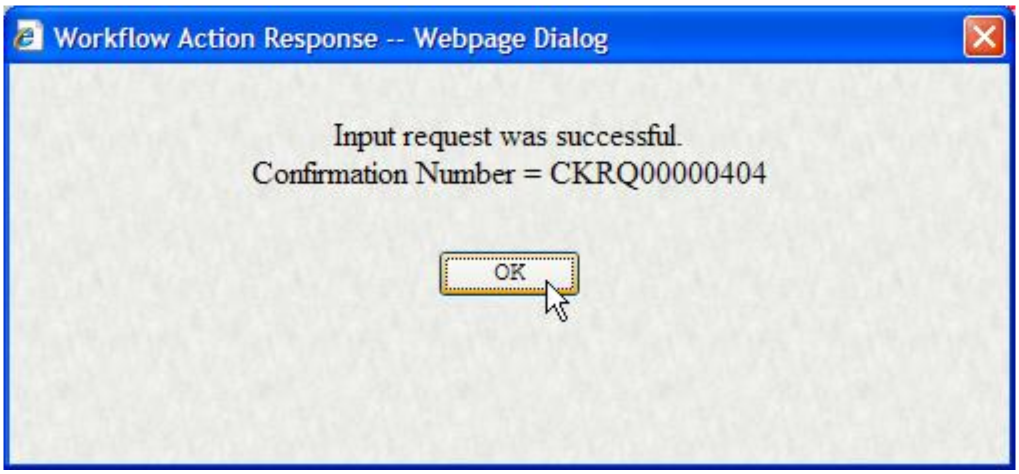
Carefully review all of your information.

If the information is complete, then click the **Push Pin** next to ‘Accept’ on the Action Bar at the bottom of the form.

The request has been entered; however, if there are any incomplete fields, you will be prompted to complete them before the document is accepted. The form is now waiting for your review prior to the next step -- sending it for electronic approval by the FAR.

Section 1.4 **-** Request Created

On clicking the ‘Accept’ Push Pin, the following dialog box will be returned:



This is the **Workflow Response Window** confirming your entered Check Request has been Accepted and assigned a system generated number (12 character long, starting with CKRQ followed by 8 digits), CKRQ00000404, in this case. This number increments for each Check Request and is also automatically filled onto the box at the top right of the form (just for your information).

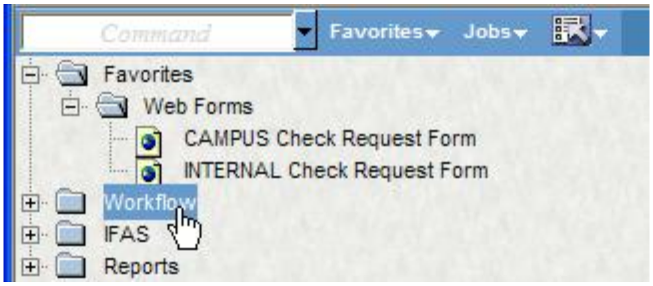
On clicking ‘OK’, the form resets and one can start filling out a new Check Request or continue to the next section (1.5) to fully complete processing of the just entered check request (CKRQ00000404).

Section 1.5 **-** Review Request

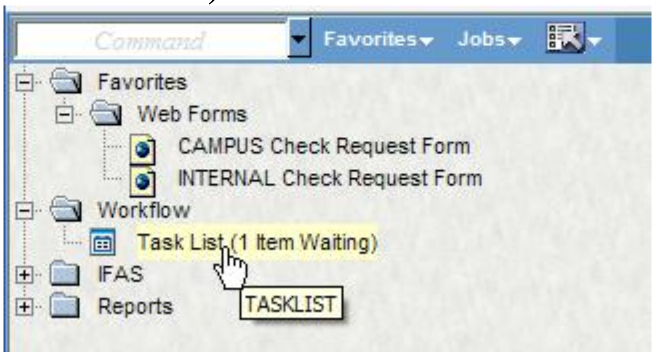
At this stage, you must still review the check request before being sent off to the FAR.

Close out of the blank form (by clicking the Red X in the top right hand corner), to return back to the **IFAS Home Page.**

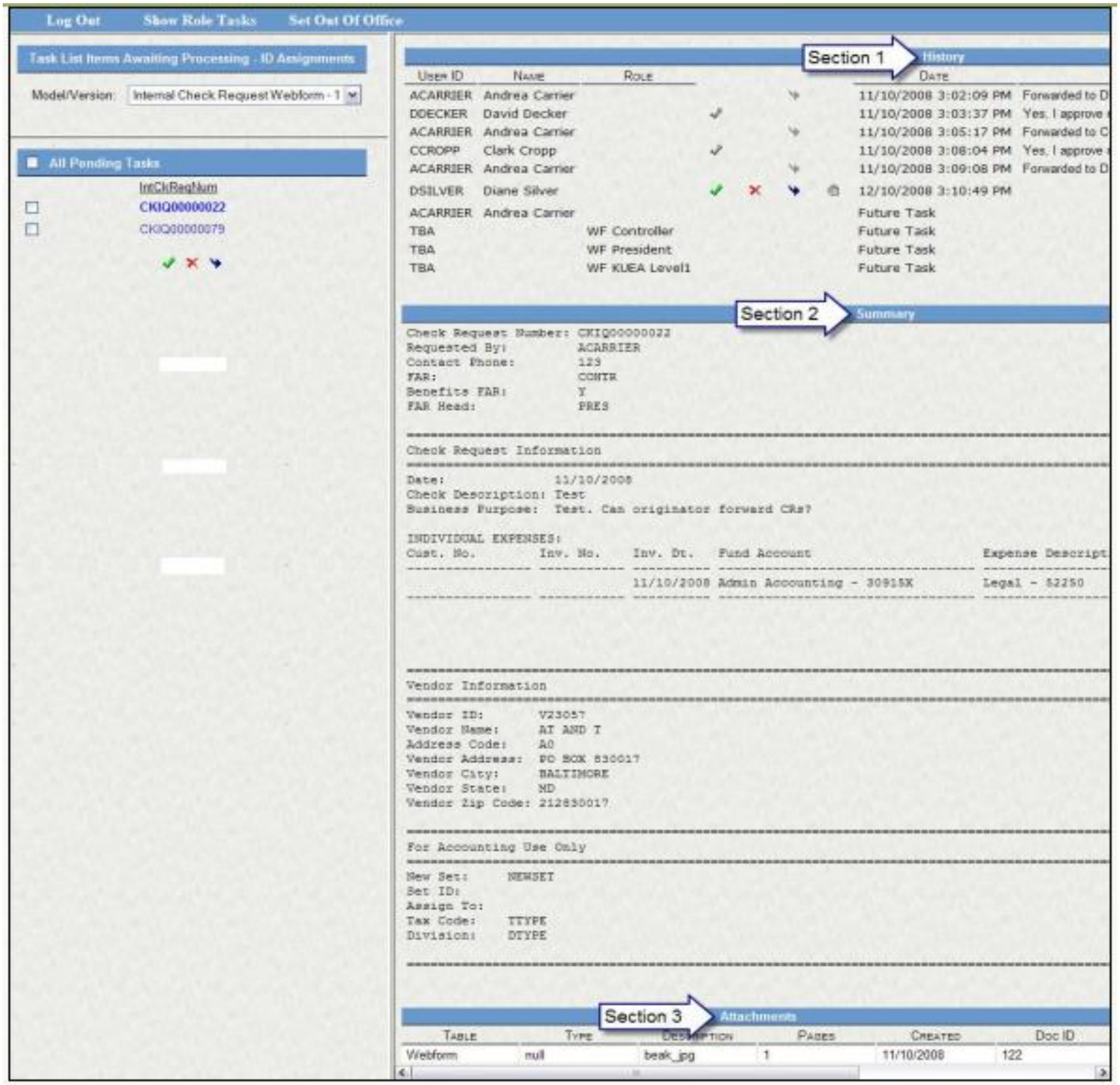
Click on **Workflow** to expand the folder from the **IFAS Home Page**



Next, click on **Task List** (if it does not show at least 1 item waiting, wait a minute or so and click the browser **Refresh** button.)



If you have an item in your Task List waiting for action at 3pm on any given day, the system will send you an email reminding you of that pending task.



On the left pane of the **Task List Page** are all the pending requests (2 in the above case) listed by their Check Request Number. If there is more than one item that needs action, please single-click on any one of the Check Request numbers (highlighting it in bold blue) to review its details on the right side.

The **Task List Page** contains 3 sections in the right pane:

1. The right top section of the screen contains the **History** of the check request.

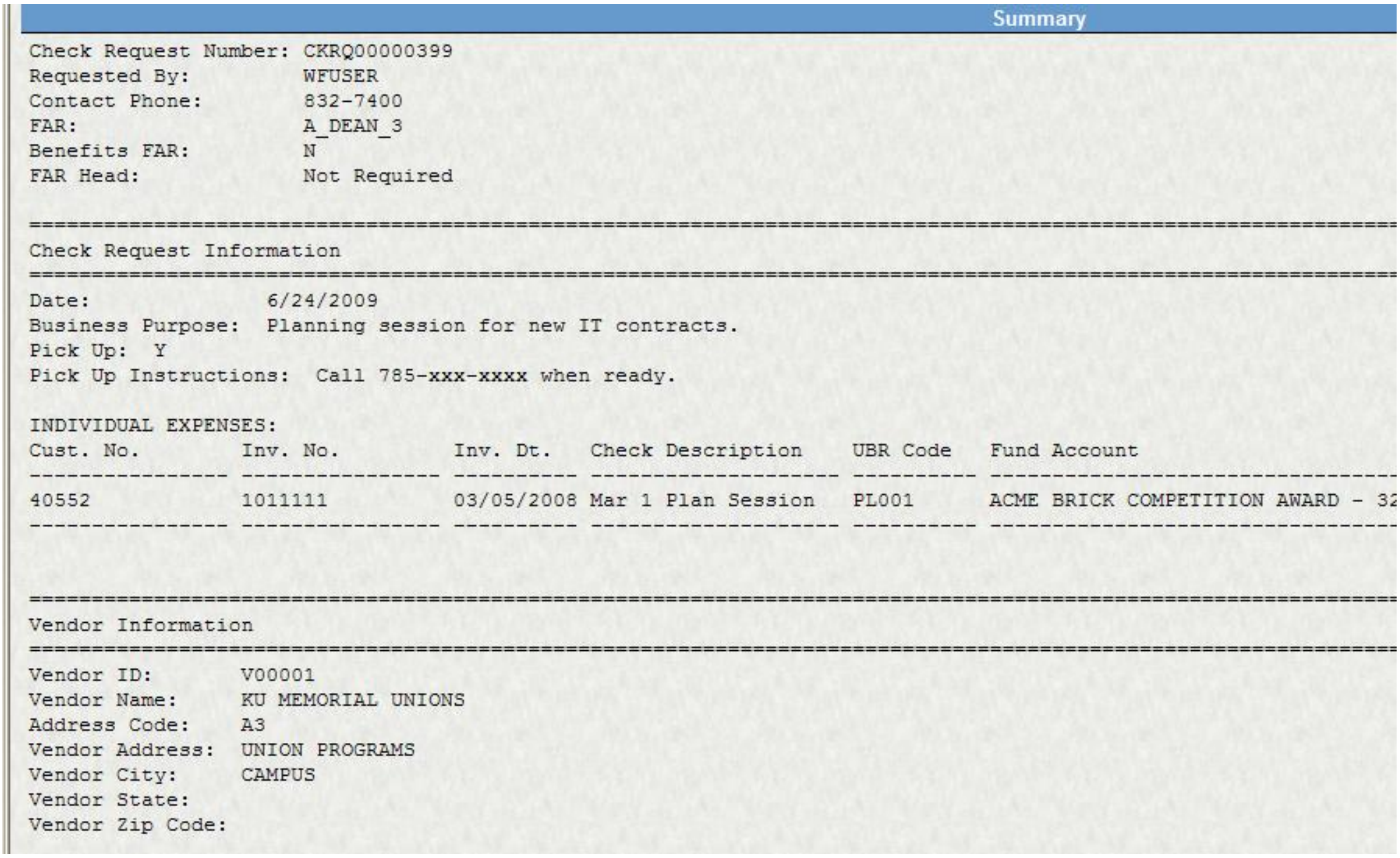
2. The right middle section contains a **Summary** with details of all the information entered on the **Check Request Form**. The assigned unique check request number is also available here.

3. The right bottom section contains the list of **Attachments**. Clicking on the description of the image will actually show you the image you earlier attached.

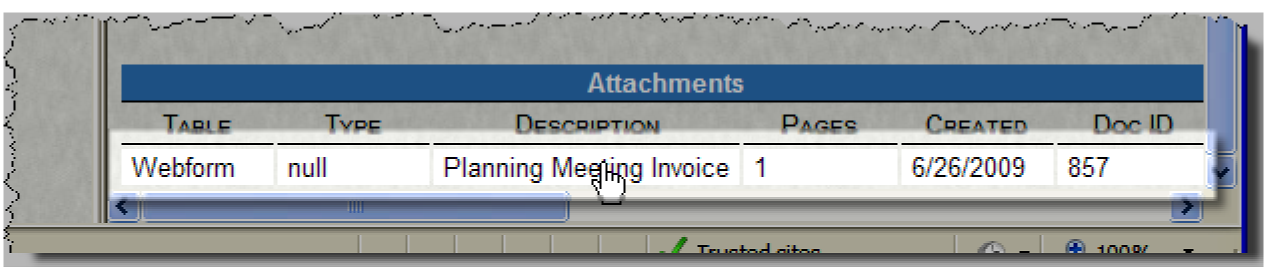
Things to do:

In the **Summary** section, confirm:

- FAR
- Benefits FAR
- FAR Head
- Business Purpose
- Details of expenses
- Vendor Information and amounts
- Other transaction details

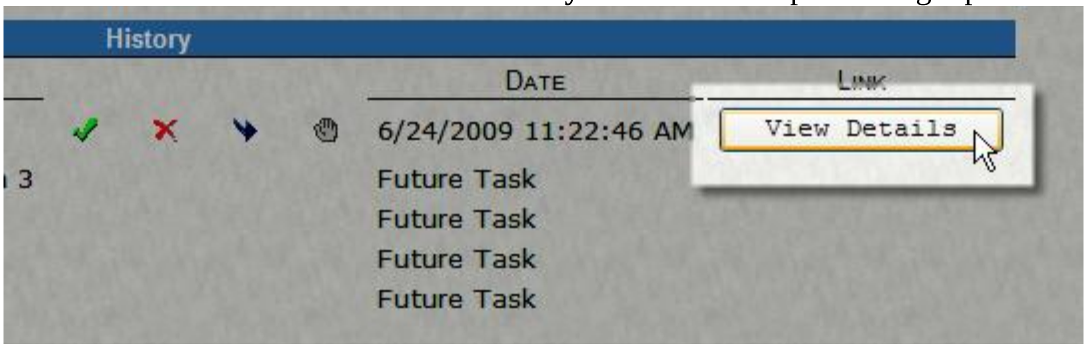


In the **Attachments** section, confirm the attachments, opening them by clicking on each to confirm that you have attached the appropriate documentation. Click anywhere on the Attachment Description to open the attachment.



If you find errors:

Click the **View Details** button in the **History** section at the top of the right pane.

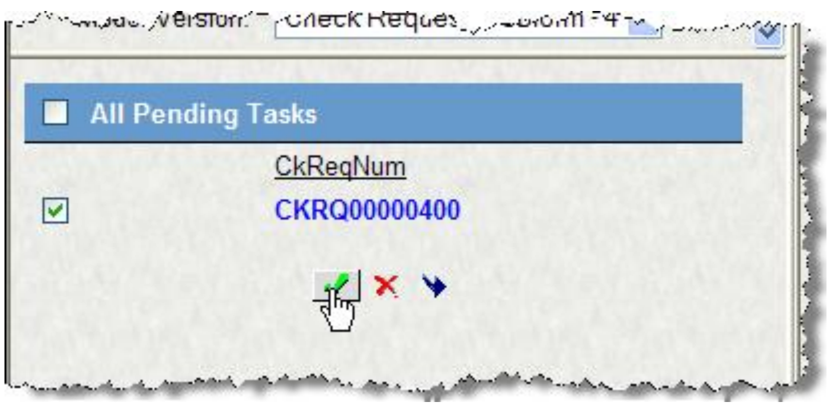


Please refer to the Appendix on **How to Edit a Check Request**.

Section 1.6 - Approve & Submit Request

On the left side of the **Task List Page** are all the pending requests listed by their Check Request Number.

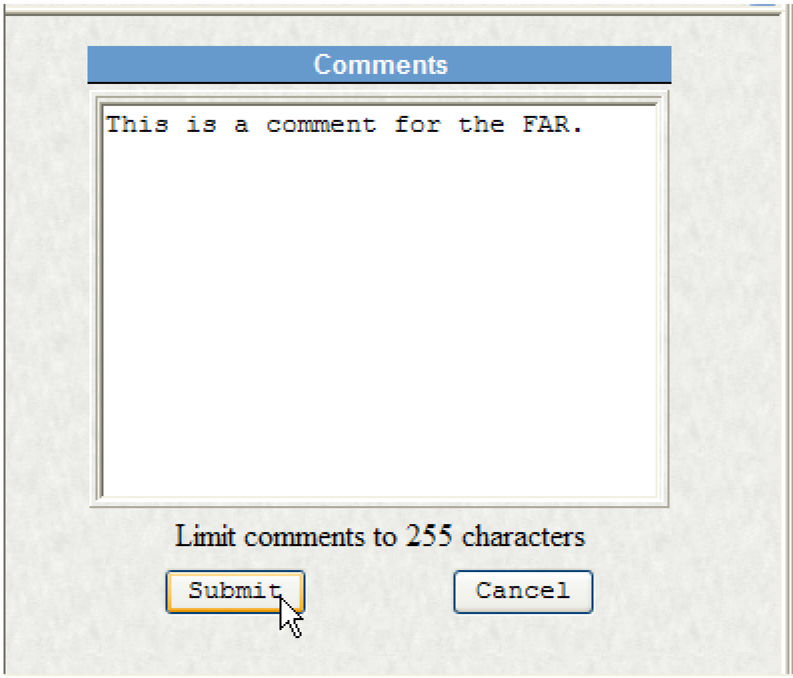
Select the Check Request that you will be Approving and Submit by checking the box next to the Check Request Number. You can select them all by clicking in the box beside All Pending Tasks.



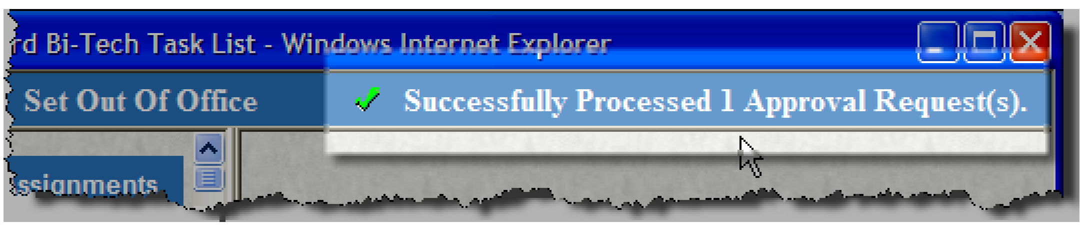
You have three options:

- Click the **green check mark** to approve the check request and send it to the listed FAR.
- Click the **red "x"** to reject the check request.
- Click the **arrow** to forward the check request to another person for their review.
    - See Appendix 3 for Forwarding instructions.

After you have selected the check requests for approval and clicked on any of the three choices, the **Comment** box will appear if you want to add further comments to the request. The Comment will also appear in the History section (section 1) of the task review screen for all remaining approval steps.



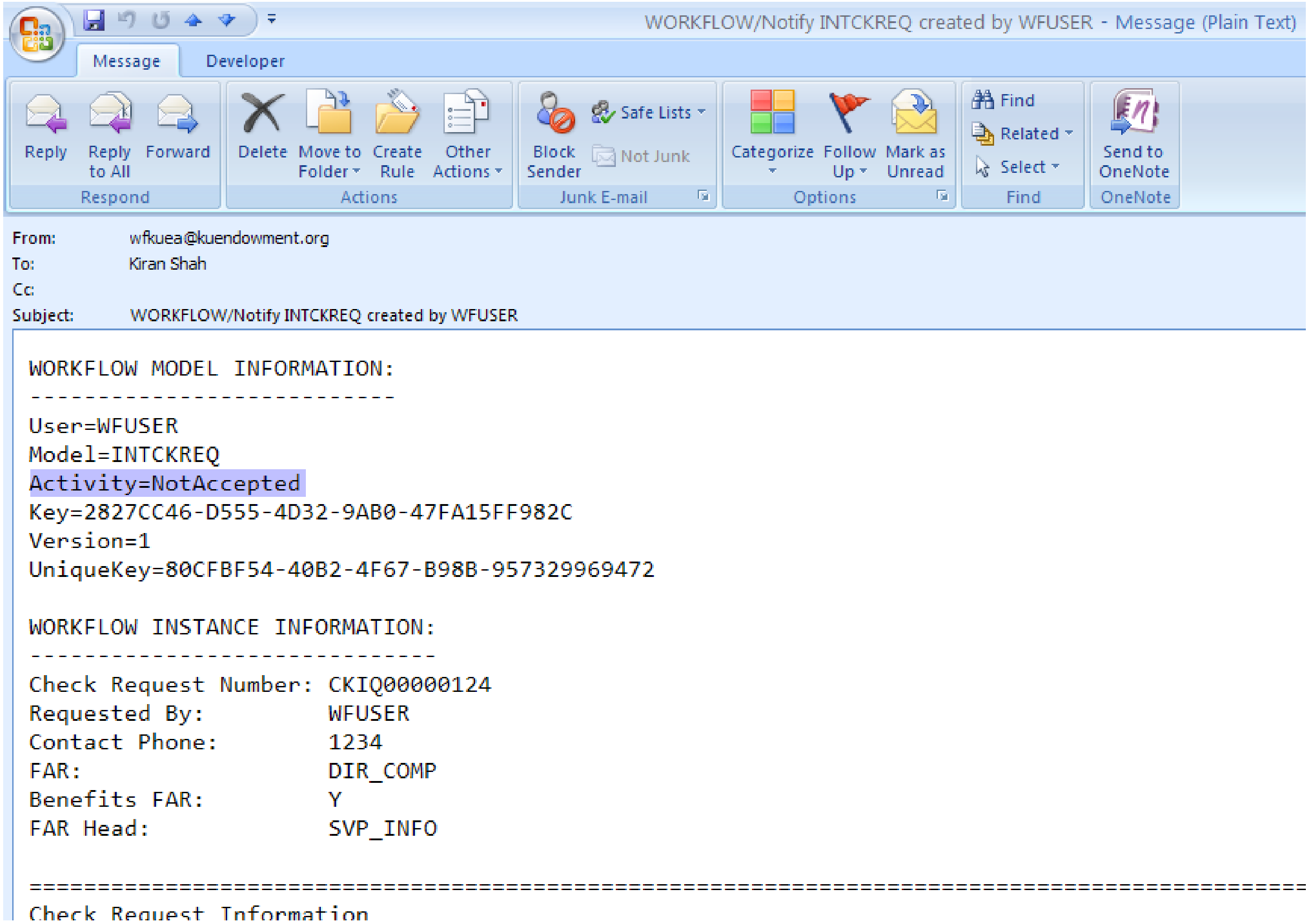
On clicking Submit you will receive the following response:



indicating your request has been successfully routed on to the next person for electronic approval. The item will also be removed from your Task List.

If you are finished processing check requests, you should log out of IFAS:

If the request is rejected by the FAR, the preparer will be notified by an email:



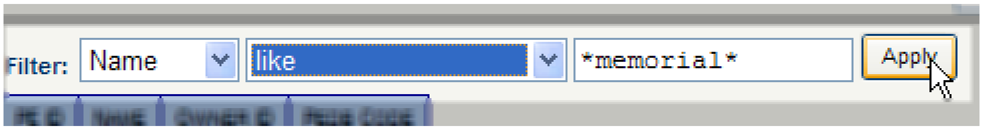
From: wfkuea@kuendowment.org
To: Kiran Shah
Cc:
Subject: WORKFLOW/Notify INTCKREQ created by WFUSER

```
WORKFLOW MODEL INFORMATION:
---------------------------
User=WFUSER
Model=INTCKREQ
Activity=NotAccepted
Key=2827CC46-D555-4D32-9AB0-47FA15FF982C
Version=1
UniqueKey=80CFBF54-40B2-4F67-B98B-957329969472

WORKFLOW INSTANCE INFORMATION:
------------------------------
Check Request Number: CKIQ00000124
Requested By:         WFUSER
Contact Phone:        1234
FAR:                  DIR_COMP
Benefits FAR:         Y
FAR Head:             SVP_INFO

==============================================================================================
Check Request Information
```

APPENDIX 1. **Tips for looking up vendor numbers**



Please note that there is no punctuation or special characters in Vendor names, such as & or /. Ampersands have been replaced with the word AND.

The *'s represent wild cards and will assist with your search. Below are some tips on using word search

In this example, we will look up the University of Kansas Geology Department.

Using the wild card as the first character of a search will return every vendor who has any combination of letters after the wildcard.

- Entering *UNIV* will return everything from University of Florida to Universal Studios.
- A better selection would be UNIV*
- An even better selection would be UNIV*K*
- The best selection would be UNIV*K*GEOL*

The last selection limits the number of possible returns to only one, since there are enough unique characters in the search to narrow it to the University of Kansas Geology Department.

Why wouldn't you just search by University of Kansas Geology Department*? There are two good reasons not to search by a complete name,

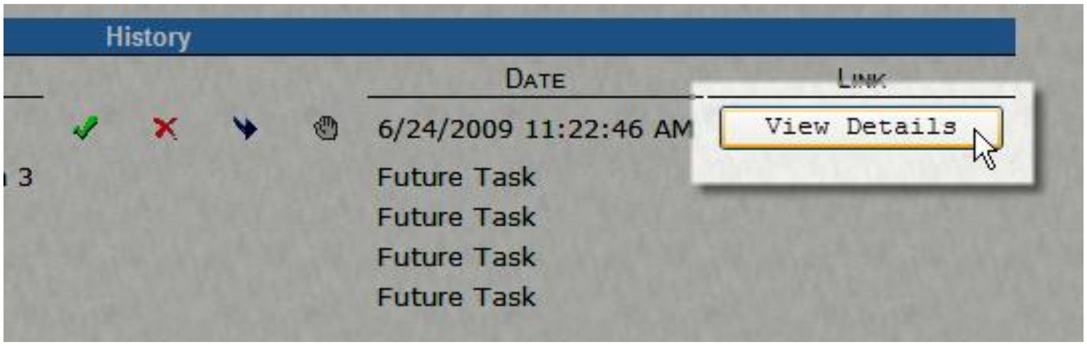
1. There can be discrepancies in the placement of words within names, i.e. University of Kansas versus Kansas University and
2. Many company names have to be abbreviated due to limitations in field sizes.

The best strategy to using word search is to use the wild card after the first word or key letters in the first word (UNIV*) and enough unique letters in the remaining vendor name (GEOL*) to return as few choices as possible. If you don't find the correct vendor the first time, try a different combination of letters using the wild card.

If you have performed a search several times and are convinced that the Vendor name is not in the Vendor file, please contact Accounting Services at (785) 832-7302.

APPENDIX 2. **How To Edit a Check Request**

Get to the **Task List Page** (refer to Section 1.5). On reviewing it, if there are any corrections that need to be made, scroll to the far right on the **Task List Page** and click on the 'View Details' link (in the top **History** section)



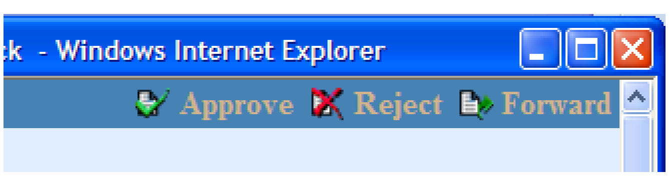
The **Check Request Form** will opens in a new window.

At this point, first close the (old and already open) Task List Page window, prior to filling out the changes on the (just opened) Check Request form.

Notice, the form opens with the same Check Request Number already filled in the box in the top right and all fields show your previous entries.

[Please note there is no indication here, back on the **check request form** window, of any attached image(s). However, you will be able to see them again on the **Task List Page**].

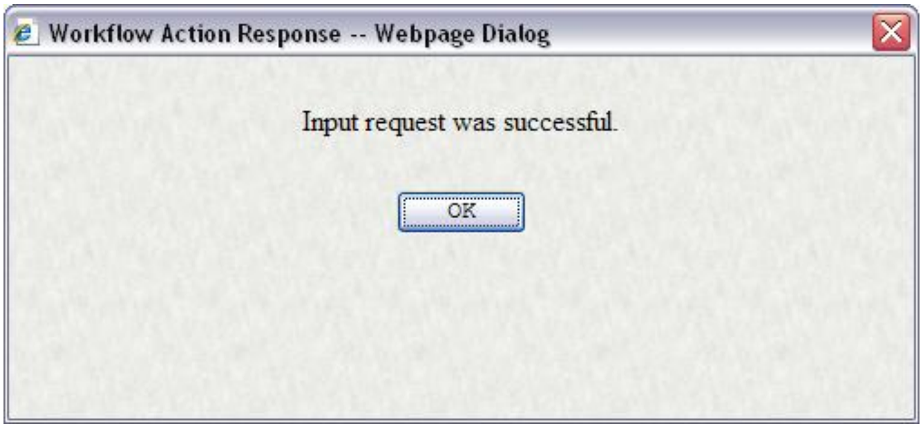
Warning:



***DO NOT** attempt to approve any form changes directly from the upper right corner of the Check Request Form window. This will **NOT** work – the changes will not be saved.*

Enter any corrections in their respective boxes on the form and click on the **Accept** push pin on the Action Bar at the bottom of the form to save the changes on the system, as you did before.

This will open up the following **Workflow Response** Window:



Click on the 'OK' button, close out of the corrected form by clicking the Red X on the top right corner.

Wait a few moments for the system to register your changes and get back to the **Task List Page** where you can verify the just entered revisions and also see that the same image is still attached.

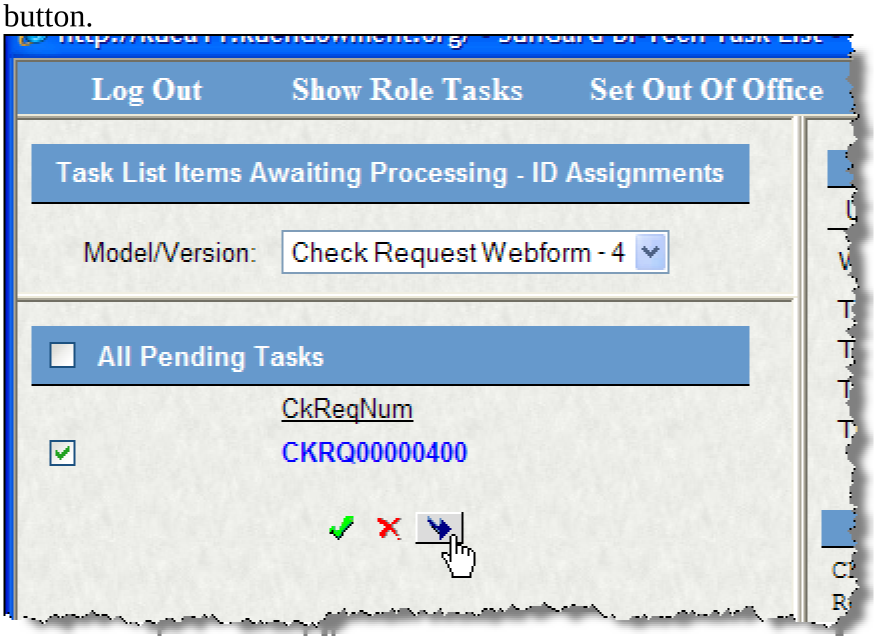
Continue processing as before (at Section 1.6).

APPENDIX 3. **Forwarding a Check Request**

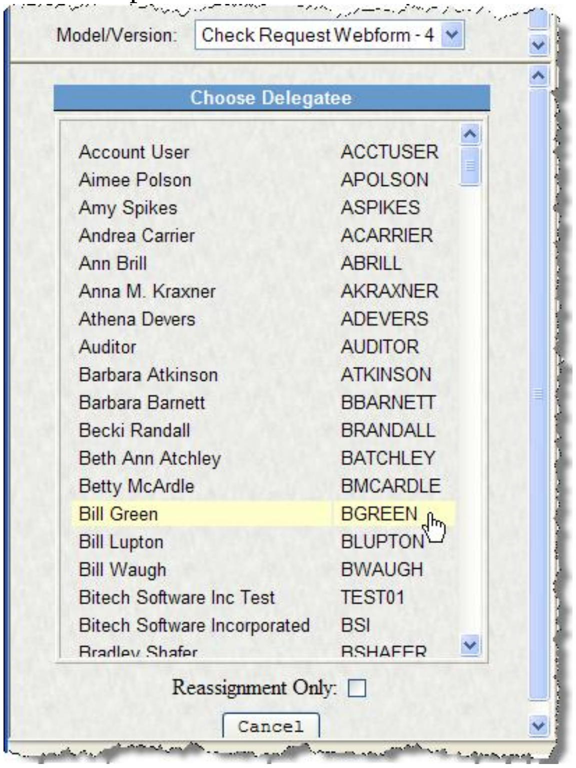
A check request may be forwarded to another person for their review before sending it to the FAR.

> ***Please note:*** Use this function judiciously. A check request can only be forwarded *three times*. On the fourth attempt, the system will not be able to handle the request and you will have to re-create the check request from the beginning.

To forward the Check Request, choose the check request by marking the check box, then click the **Forward** button.



Choose a person from the list.



(Checking the **Reassignment only** box [before you select the Delegate] means that when the person completes the review, the Check Request will **not** return to you.)

Insert any comments in the box. The click **Submit**.