KFS DV Routing & KFS Read Note Notifications

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Indiana University FMS Accounts Payable and Records Management
Presentation Focus

- Disbursement voucher routing
  - KFS – ImageAttachment route level
  - Route log: Actions taken, Pending action requests, Future action requests

- KFS Read Note Notifications
  - Sending notification to an individual
  - Sending FYI ad hoc notification to a team
  - Filtering an action list
DV Routing: KFS node

KFS node aka ImageAttachment

- Required: the supporting documentation tab must be populated by Accounts Payable action

- Route log at this node
KFS node aka ImageAttachment

- Selecting [show] reveals a user-friendly aka for this route node
All DV Document Locations require supporting paperwork for routing

- FMS – Bloomington
- Initiating Organization
- Travel Management
- FMS Tax Area
Form For Documenting Initiating Organization

http://www.fms.indiana.edu/ap/inquiry/DV_home.asp
“Disbursement Voucher Initiating Org Form”

Complete this form and use as page 2 following the coversheet.

☐ Contact and document location

☐ Reason for Initiating Org
  ■ HIPAA          Confidentiality          Other (explanation)
DV Initial and Audit submission

FMS AP Documentation Upload Tool – DV and P-Card Paperwork Only

Disbursement Voucher (DV) Paperwork

- Initial paperwork submission
  - Include DV coversheet and all supporting documentation
  - Only one initial file upload is allowed per DV document number
- Audit paperwork submission
  - Upload additional supporting documentation per FMS AP request
DV paper submissions

- paper submission is an option
- Advantages to PDF submission:
  - End the “lost paper conversation”
  - Quality of image is improved
  - Send paper to (non-travel payment reasons)
    Indiana University
    IU Accounts Payable
    400 E 7th Street, Poplars 021
    Bloomington IN 47405-3005
  - Use Poplars 613 for Travel payment reasons
DV: A few points to remember…

- Only KFS DV documentation will be uploaded
- DV Document ID is used
- Original paper retention period = 1 fiscal year plus current year
- Uploaded documentation is the equivalent of original receipt documentation (reimbursed/paid once only)
- The DV cover sheet will be page one
- Supporting papers ordered logically
- Taping should avoid audit detail
Advanced DV search to check routing

You can check whether your DV has routed past KFS ImageAttachment.

Use the ‘detail search’ for Document Type: DV
Advanced DV search (continued)

Input fields in detailed search...
(a). Initiator, (b). Document status, (c). Route Node, (d). Route Node Logic, (e). Date Created To:

Recommendation: check the routing 4 days prior for supporting documentation submitted as an upload file and 8 days out for paper submissions (PICTURES FOLLOW)
Advanced DV search (continued)

Input fields in advance search...

(a). Initiator (input actual initiator user ID)

![Image of a search interface with Document Type: DV and Initiator: csinex]
Advanced DV search (continued)

(b). Document status - Enroute, (c). Route Node: ImageAttachment, (d). Route Node Logic: Exactly, (e). Date Created To: (allow time for supporting documentation to be added)

...on 9/18, check 9/14/2013 and prior for example...
Advanced DV search (continued)

Select <search>. The results returned should be investigated to avoid delayed routing, delayed fiscal review, and delayed payment.
DV Team: contact information

- fmsdvhlp@indiana.edu
- (812) 856-2499 (Team Phone)
- (812) 855-0888 (Fax for DV Vendor W-9 and W8BEN Tax Paperwork. Include document number on face of the tax paperwork and include vendor name in the document title of the create vendor document)
DV Route Log

- Actions Taken
- Pending Action Requests
- Future Action Requests

Pictures follow from Wire Transfer
DV Doc ID 22557481
DV Route Log – Actions Taken

- Actions Taken – audit record of completed and approved

<table>
<thead>
<tr>
<th>Action</th>
<th>Taken By</th>
<th>For Delegator</th>
<th>Time/Date</th>
<th>Annotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPLETED</td>
<td>DeBruicker, Leann</td>
<td></td>
<td>04:43 PM 09/12/2013</td>
<td></td>
</tr>
<tr>
<td>APPROVED</td>
<td>KFS</td>
<td></td>
<td>06:31 AM 09/13/2013</td>
<td>auto-approving: Invoice image located in Onbase</td>
</tr>
<tr>
<td>APPROVED</td>
<td>May, Erin Nichole</td>
<td>Disbursement Voucher Purchase Order Vendor Reviewer</td>
<td>04:06 PM 09/13/2013</td>
<td></td>
</tr>
<tr>
<td>APPROVED</td>
<td>Marschand, Virginia Diane</td>
<td></td>
<td>04:25 PM 09/13/2013</td>
<td></td>
</tr>
</tbody>
</table>
The Pending Action Requests is the record for the review currently required (below University Tax Services have next review)
DV Route Log – Future Action Requests

- KFS provides future routing stops
  (below the DV Team in AP and Treasury have the next review following the University Tax Services review)
Routing questions?

Time for questions on routing before discussing Read Notes
KFS Notes Functionality

KFS has powerful notes functionality for adding notes, sending notification to individuals and to teams.

This presentation section discusses

- Add a note
- Send notification to an individual
- Send notification to a team
KFS Notes – Add a Note

- Add a note

Type your note in the Notes and Attachment section of the document

<table>
<thead>
<tr>
<th>Notes and Attachments (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes and Attachments</td>
</tr>
<tr>
<td><strong>Posted Timestamp</strong></td>
</tr>
<tr>
<td><strong>add:</strong></td>
</tr>
</tbody>
</table>
KFS Notes – Add a Note (continue)

Select <add> in the Actions column
KFS Notes – Add a Note (continue)

The note is added with Post time stamp and author:

<table>
<thead>
<tr>
<th>Posted Timestamp</th>
<th>Author</th>
<th>Note Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/12/2013 08:01 AM</td>
<td>Sinex, Charles Alan</td>
<td>STG: Illustrate sending note notification to judelong. Also, sending FYI ad hoc document to a team name in KFS.</td>
</tr>
</tbody>
</table>
KFS: Read notification to an individual

Enter the user ID of recipient and tab, or use lookup functionality to send a Read Note to an individual.
KFS: Read note to an individual (con’t)

Select <send>.

Confirmation of send returns.

Note notification was successfully sent.

Route log shows the action and recipient.
KFS: Read notification to a team

Add a note…

<table>
<thead>
<tr>
<th>#</th>
<th>Date/Time</th>
<th>Name</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>09/15/2013 06:41 PM</td>
<td>Sinex, Alan</td>
<td>STG training sample: DV Team, please cancel this document. Wrong amount.</td>
</tr>
</tbody>
</table>
KFS FYI Ad Hoc Group request routed document to a team

Open the ad hoc recipients tab.
KFS FYI Ad Hoc route to a team (con’t)

Use drop down menu to select <FYI>

Use the lookup button to find and return the team name
KFS: FYI Ad Hoc Group request routed to a team (con’t)

Search on group name

<search> and <return value> to return Namespace and the Group Name

<table>
<thead>
<tr>
<th>Return Value</th>
<th>Group Type Name</th>
<th>Group Namespace</th>
<th>Group Name</th>
<th>Group Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>return value</td>
<td>Organization Group</td>
<td>KFS-SYS</td>
<td>FMSDVHLP</td>
<td>The AP DV Team</td>
</tr>
</tbody>
</table>
KFS: FYI Ad Hoc route to a team (con’t)

<add> when Namespace Code and Name is populated

Then, <send ad hoc request>
KFS: FYI Ad Hoc route to a team (con’t)

KFS confirms action

The route log stamps the date and time

<table>
<thead>
<tr>
<th>Action</th>
<th>Requested Of</th>
<th>Time/Date</th>
<th>Annotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN ACTION LIST</td>
<td>FMSTDVHLP</td>
<td>06:55 PM 09/15/2013</td>
<td>Ad Hoc Routed by csinex</td>
</tr>
</tbody>
</table>
KFS: Read note and FYI filter

- Read Notes action request is visible

...unless the document is already in your action list. In this case, an FYI filter will show those documents (pictures next)...

<table>
<thead>
<tr>
<th>Route Status</th>
<th>Action Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENROUTE</td>
<td>READ NOTES</td>
</tr>
</tbody>
</table>
KFS: Read note and FYI filter (con’t)

- From your action list, select [filter]

...from
KFS: Read note and FYI filter (con’t)

- Use dropdown for Action Requested: FYI

...and <filter>
KFS: Read note and FYI filter (con’t)

Full picture…
KFS: Read note and FYI filter (con’t)

The result is only documents with FYI and Read Notes return... (my action list reduced to 21 documents)
DV User guides are available on the AP webpage

http://www.fms.indiana.edu/ap/inquiry/DV_home.asp

Accounts Payable Disbursement Vouchers (DV)

Clarification of Procedure for Disbursement Voucher Supporting Documentation in KFS
Disbursement Voucher Initiating Org Form
Disbursement Voucher Payee Certification 2013 form
DV Help Manual for KFS
Guide to Creating DV Vendors and Refund Vendors in KFS
Purchasing Information: Disbursement Voucher Guidelines
Link to Substitute W-9 form
Foreign Individual/Entity
Foreign Drafts and Wires
Application for Financial Support for Student Organization
Questions?

- Any questions?
- Thanks for your attendance and your attention.
- Charlie Sinex, cstinex@iu.edu, 856-2268
Revision History

Sept 2013  C Sinex    Initial ppt