

KSU Foundation – Accounts Payable
Electronic Disbursement Request Submittal Process
Sept. 2017

The purpose of this document is to provide an overview and instructions on how to electronically submit disbursement requests to the KSU Foundation accounting department. The disbursement request e-Form is to serve as a mechanism for the Foundation to receive campus disbursement requests electronically and load them automatically into our Accounting workflow.

The KSUF Accounting forms which are allowed and required to be submitted electronically are:

KSUF-5 Disbursement Request and **KSUF-6** Travel/Entertainment or Other Expenses

Software Requirements: an Internet Web Browser (Chrome, Firefox, Safari, IE/ Edge, Opera)

HOW TO SUBMIT A DISBURSEMENT REQUEST ELECTRONICALLY

PLEASE NOTE: Only one payee is allowed for each electronic submittal. A new submittal e-form should be completed for each different payee. If a single payee has multiple invoices, you may combine invoices and submit the request once.

1. Scan the **approved** KSUF-5 Disbursement Request form or KSUF-6 Travel/Entertainment form with all supporting invoices, receipts, etc. into one PDF file.
2. Open the file to be sure the approved KSUF form is the first page of the file; and it has been scanned right-side up (not upside down) and is legible.
3. Save the PDF file into a location where you will be able to browse for later to be used as attachment(s) to the submittal e-form.
4. Copy the entire e-Form link below into any web browser address bar.
<https://fdninweb.found.ksu.edu/imagenowforms/fs?form=Disbursement Request eForm>
5. Complete the submittal e-Form (example shown below).
 - a. Required fields have a red * next to the field label.
 - b. Please enter “**Payee Name**” in the format of Last Name, comma and then First Name.
 - c. The “**Phone # To Call For Pickup**” field is optional and is to be completed when you will pick up the check and do not want the Foundation to mail it.
 - d. The “**Emails To Receive Alerts**” field is to be completed if you want to get an email notification letting you know that your request is sent through to the Foundation system. Note: use “,” (comma) between multiple emails, such as joes@ksu.edu, johnd@ksu.edu.
 - e. The “**Brief Notes For Accounting**” field only allows 128 characters to send to the Foundation System.

- f. The “Submit” button is disabled/non-functional until Attachments have been added to the e-Form.

KANSAS STATE UNIVERSITY
FOUNDATION
DISBURSEMENT REQUEST SUBMITTAL

Submitted on: 6/16/2017

Submitted By * :	<input type="text"/>
Payee Name (<i>Last, First Name</i>) * :	<input type="text"/>
Fund Number(s) * :	<input type="text"/>
Invoice Date (<i>mm/dd/yyyy</i>) * :	<input type="text"/>
Invoice/Customer Number * :	<input type="text"/>
Total Invoice Amount * :	<input type="text"/>
Phone # To Call For Pickup:	<input type="text"/>
Emails To Receive Alerts (<i>use , between emails</i>) :	<input type="text"/>
Brief Notes For Accounting (<i>128 characters allowed</i>) :	<input type="text"/>
Check Here To Confirm All Supporting Documents Are Attached *	<input type="checkbox"/>



6. Next, click on the “Attachment” button at the bottom of the screen. Then click on the “Add” button.

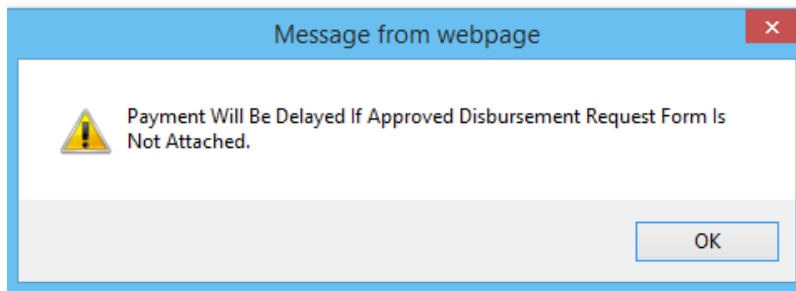


- Browse to the location that you saved the disbursement request PDF file(s)
- Select the file(s) and click on the “Open” button
- You will see the file(s) you selected in the window. Confirm the correct file(s) were added that support the disbursement request e-Form you are submitting, and click on “OK”.
- The attachment button will reflect the number of files in parenthesis you’ve selected to be attached to the e-Form.

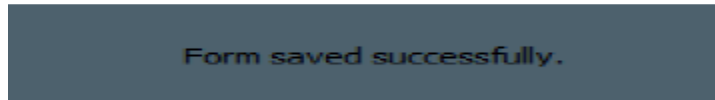


7. After the required fields have been completed on the e-Form and supporting documents have been attached, click on the checkbox (shown below) to confirm all supporting documents are attached. A notification message will appear that reminds you if supporting documents have not been attached, the request for payment will be delayed. Click “OK” to close this notification.

Check Here To Confirm All Supporting Documents Are Attached *



8. Optional steps:
- You may click the “Print” button at the bottom of the screen to print the form; or
 - You may click the “Reset” button to clear out all the fields and start over again.
9. Final step: Click the “Submit” button at the bottom of the screen.
- The message box “Form saved successfully” notifies you that the request was sent and received into the KSU Foundation’s workflow successfully.



- A new blank form is loaded to speed up multiple request submission.
- If you have entered any email addresses in the “**Emails To Receive Alerts**” before you submitted the form, an email notification would be sent to those emails to let them know that your request has been received by the Foundation’s system.

Emails To Receive Alerts (use , between emails) :

x

Below is an example.



Fri 6/16/2017 11:24 AM

KSUFIImaging@found.ksu.edu

Disbursement request received

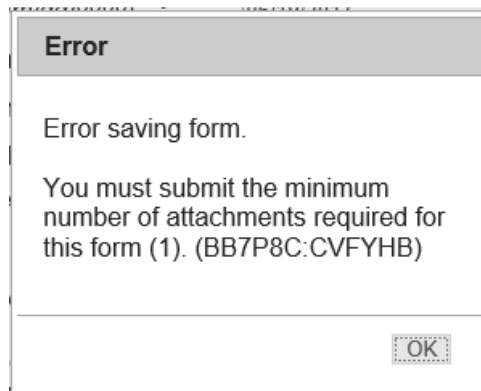
To: johnd@ksu.edu, joes@ksu.edu
Subject: Disbursement request received

Your following disbursement request has been received and an email notification is sent to johnd@ksu.edu, joes@ksu.edu

Submitted By: Joe Smith
Payee Name (Last, First Name): Doe, John
Fund Number(s): A12345
Invoice Date (mm/dd/yyyy): 6/17/2017
Invoice/Customer Number: 2658910
Total Invoice Amount: \$100.00
Phone # To Call for Pickup:
Emails To Receive Alerts (use , between emails): johnd@ksu.edu, joes@ksu.edu
Brief Notes For Accounting (128 characters allowed): Reissue - Check lost.

Thank you,
The K-State Foundation Accounting Department

- d. If there is no supporting file attached to the form, when submitting, you will get the following error.

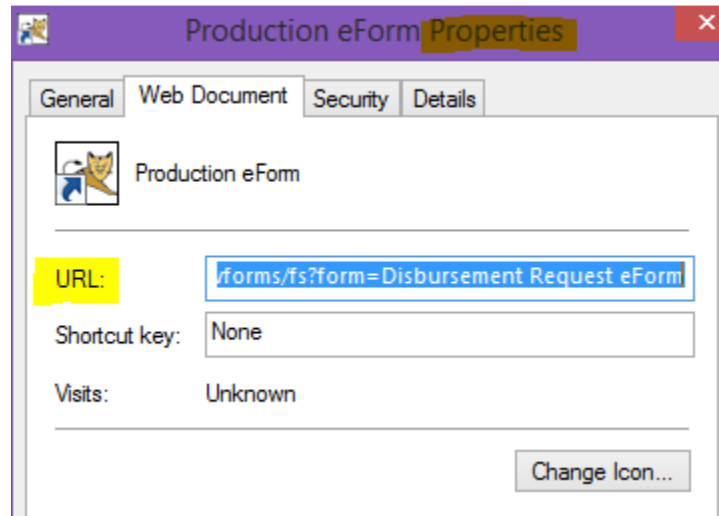


How to get to the e-Form and other Accounting forms

The “Electronic Disbursement Request Submittal Form”, along with this document and other Accounting forms, can be found on the Foundation’s website. Please bookmark the “Accounting Forms & Policies” page via the link below and you shall be able to find the form in the middle of the page.

http://www.found.ksu.edu/financials/accounting_forms.html

If you do want to bookmark the form itself, make sure the url of the bookmark properties is [https://fdninweb.found.ksu.edu/imagenowforms/fs?form=Disbursement Request eForm](https://fdninweb.found.ksu.edu/imagenowforms/fs?form=Disbursement%20Request%20eForm). If you need assistance in bookmarking the form page itself, please call the IT support at extension 26000.



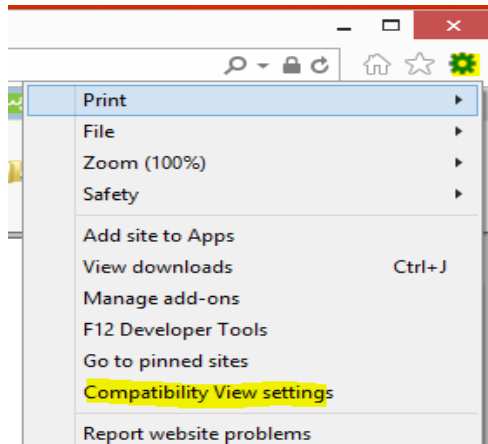
A Note on using a web browser

PLEASE NOTE: Any major modern Internet web browser, e.g. Chrome, Firefox, Safari, Internet Explorer, Edge or Opera, can be used to submit a disbursement request!

If you use a web browser other than internet explorer, please skip the rest of this document.

If using Internet explorer, make sure the form is not in the compatibility view mode. You may check this via the following steps.

1. Load the disbursement form
2. Click the gear icon on the top right-hand of the page, then click “Compatibility View settings”



3. Make sure that
 - a. ksu.edu is not showing in “Websites you’ve added to Compatibility View:” section; and
 - b. “Display intranet sites in Compatibility View” is not checked.

