KANSAS STATE UNIVERSITY
FOUNDATION
BOLDLY ADVANCING K-STATE

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KSU Foundation – Accounts Payable Electronic Disbursement Request Submittal Process

October 2024

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 using the KSUF Accounting Portal set up through salesforce.

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)

Access Requirements: Access to the Accounting Portal via the Foundation Information Network (FIN)

How to Register for Accounting Portal Access

Access to the Accounting Portal is managed through the KSU Alumni Association. New accounting personnel access will need to be submitted via the Alumni Association Access Registration Form and approved by the necessary party. Please reach out to Jeanine Lake at the Alumni Association for help in access to the portal at:
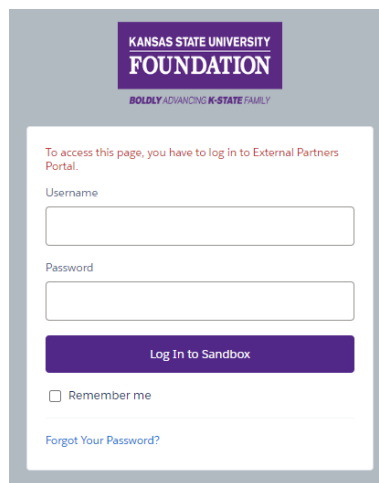
Jeanine Lake
Senior Director of Information Services KSU Alumni Association
1720 Alumni Center
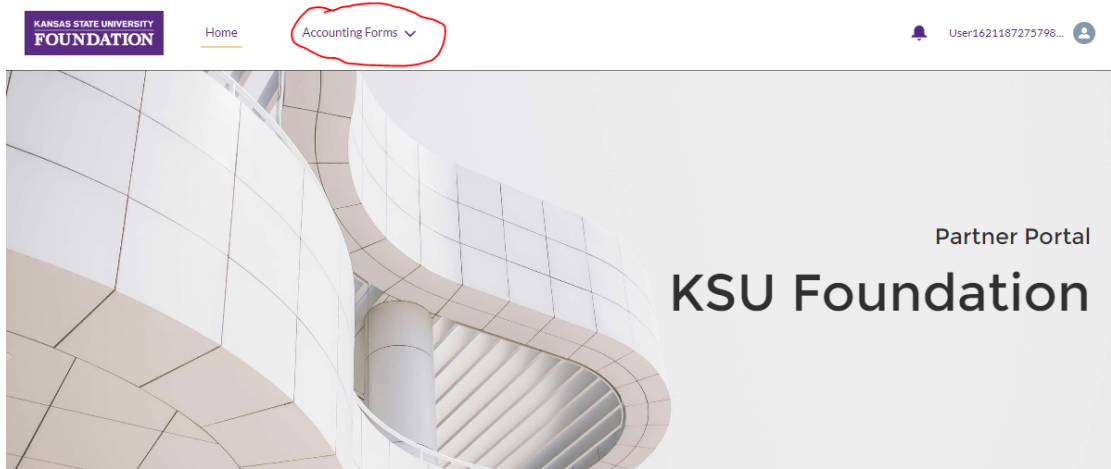jlake@k-state.com

How To Submit A Disbursement Request

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.

Once all documentation has been collected please follow the steps below to submit a disbursement request:

1. Scan the <u>approved</u> 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. Find the KSUF Accounting Portal link at the KSU Foundation website by:
    a. Navigating to KSUFoundation.org
    b. Clicking "Accounting Forms and policies" in the Quick Links section at the bottom of the home page.
    c. Clicking "Accounting Portal"

5. Sign in to the accounting portal using your personal login credentials set up through the KSU Alumni Association. If you have any issues logging in please reach out to the KSU Alumni Association and let them know you are having difficulty accessing the KSUF Accounting Portal.

6. Navigate to the KSUF "Disbursement Request" link under the Accounting Forms drop down at the top of the portal home page:

7. You have now reached the Disbursement Request submission form page. You will use this page to submit disbursement requests to the KSU Foundation by filling out all available record request details, KSUF Project ID's, and attaching all required documentation:

We will dive further into each of the three sections below.

Request Details

This section must be filled out with information pertaining to the check being requested.

Request Details

* Submitted By
Greg Gerke

* Payee Name
[   ]

* Invoice Date
[   ] 📅

* Invoice/Customer Number
[   ]

* Total Invoice Amount
[   ]

* Select Pickup type
[   ] ▲▼

Phone Number (For Pickups)
[   ]

Email Notifications
[   ]

Notes
[   ]

Required fields are:

The Payee name (can only be one payee): This will be the name printed on the check

Invoice Date: The date the goods or services were/will be provided

Invoice/Customer Number: If invoice number is not available provide a customer number or other identifier that will help us track down a request.

Total Invoice Amount: This will be the total amount being requested in the disbursement request and will be the amount printed on the check if and when everything is approved.

Select Pick UP Type: You may choose whether you would like a check mailed back to you via the address on the KSUF-5 or 6 submitted, or we can call you when checks are available for pick up from the KSU Foundation front desk.

Optional Fields are:

Phone Number (For Pickups): this is a phone number you would like us to call for pickups (we can also notify you via email when things are available for pickup)

Email Notifications: entering your email to this field will trigger our system to send a confirmation email to you when your disbursement request has successfully been received for your files.

Notes: Enter any other information you would like our team to know about your request here.

Funds to Disburse From

Funds to Disburse From
* At least one fund is required.

Search to Add Funds

* Only funds that are open and have a signature authority on file are searchable.

- This section is where you will select which KSU Foundation account(s) from which you are requesting funding. The search bar can be utilized by typing the first few characters of the KSU Foundation project ID and selecting from the desired project from the list. Up to five project IDs may be selected for one request.

Funds to Disburse From
* At least one fund is required.

C30

C30095 - KSU COMMENCEMENT

C30172 - KSU FACULTY SENATE/LEADERSHIP GROUP

C30325 - KSU POLICE DEPARTMENT

C30461 - KUBIK (GAIL) COLLECTION PRESERVATION
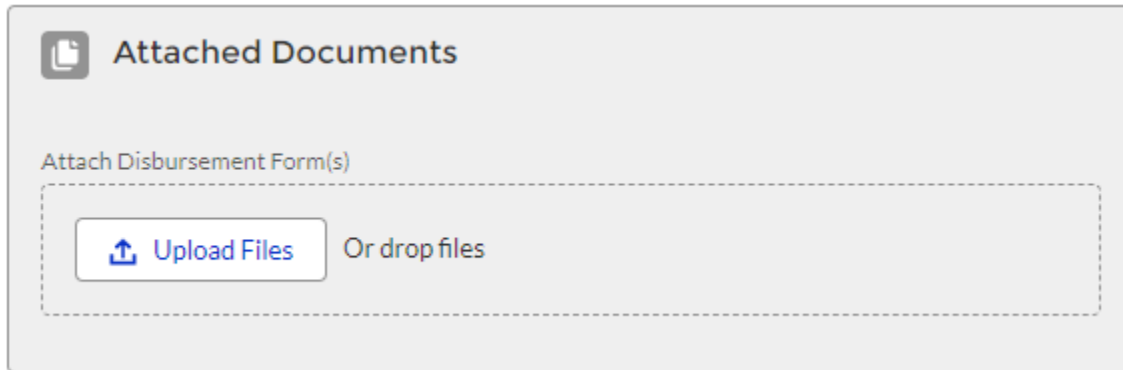
C30465 - OFFICE OF MEDIATED EDUCATION ENHANCEMENT FUND

Funds to Disburse From
* At least one fund is required.

Search to Add Funds

* Only funds that are open and have a signature authority on file are searchable.

C30325 ⊗   C30461 ⊗   C30465 ⊗   C30172 ⊗   C30095 ⊗

Attached Documents Section

- This section is where you will upload all required documentation which you previously compiled included the signed KSUF-5 or 6. You may either click "Upload Files" and select each OR drag and drop a file related to the request in the dotted box above.

Final step: Click the "Submit" button at the bottom of the screen.

    b. The message box will notify you that the request was sent and received into the KSU Foundation's workflow successfully OR if there were any errors that need to be corrected with the submission.

If you run into any issues in submitting your form please reach out to accountspayable@ksufoundation.org for support.