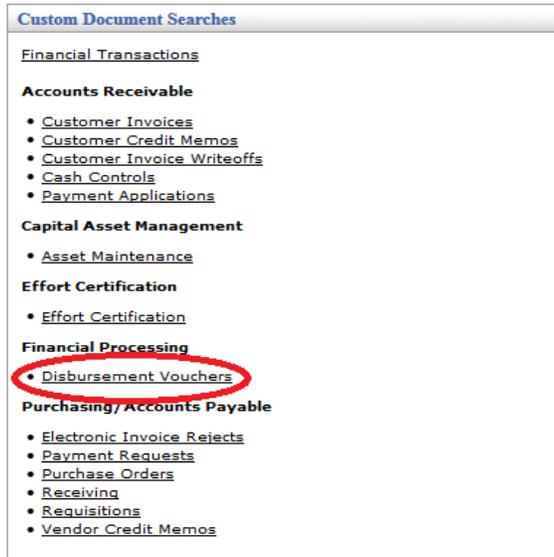


Approving/ Disapproving a DV

- Log into KFS using your Net ID and Password
- Under Custom Document Searches, find Financial Processing and select Disbursement Vouchers



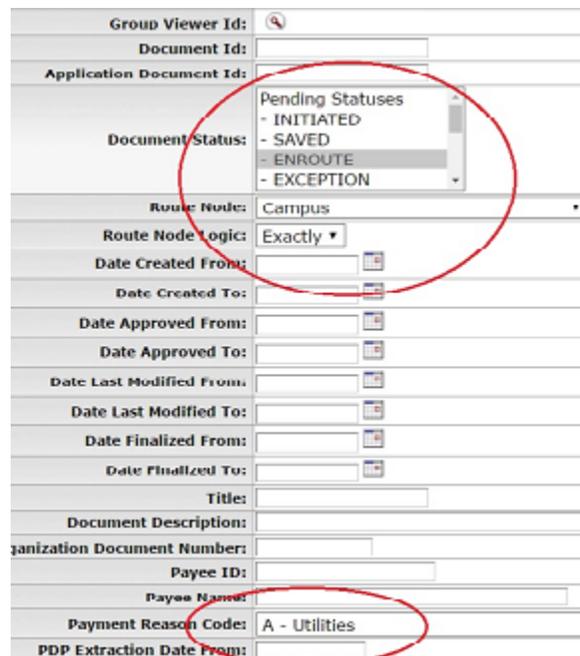
The screenshot shows the 'Custom Document Searches' menu. Under the 'Financial Processing' section, 'Disbursement Vouchers' is highlighted with a red circle. Other sections include 'Accounts Receivable', 'Capital Asset Management', 'Effort Certification', and 'Purchasing/Accounts Payable'.

- On the following page, select Detailed Search



The screenshot shows a search interface with three buttons: 'detailed search', 'superuser search', and 'clear saved searches'. The 'detailed search' button is circled in red.

- Under Document Status, select "Enroute". In the Route Node drop down box, select "Campus". In the Route Node Logic drop down box, select "Exactly". Select the Payment Reason Code.



The screenshot shows a search filter form. The 'Document Status' dropdown is set to 'ENROUTE', the 'Route Node' dropdown is set to 'Campus', and the 'Route Node Logic' dropdown is set to 'Exactly'. The 'Payment Reason Code' is set to 'A - Utilities'. The 'Document Status' dropdown and the 'Payment Reason Code' field are circled in red.

- Open a DV in your action list by selecting the Document ID number. This will bring you to another tab.
- Scroll down to Notes and Attachments. Under Attached File, open the invoice.

Notes and Attachments (1) hide

Notes and Attachments			
	Posted Timestamp	Author	* Note Text
add:			<input type="text"/>
1	08/31/2016 09:07 AM	Nagy-Rowntree, Dorina E	Invoice

Attached File

No file selected.

 CNG 04000104626854 - B 11 U 73, 1 S Eagleville Rd.pdf, 19 KB, application/pdf

- Make sure the information on the Invoice matches the information on the DV
 - Vendor, Remit Address, Amount, Invoice Number, Usage, and Date should all match.

Payment Information hide

Payment Information			
* Payment Reason Code:	A - Utilities	Vendor Hold Code:	
* Payee ID:	15951-0	* Payee Name:	Metropolitan District
Payee Type:	Vendor	Address 2:	
* Address 1:	PO Box 990092	State:	CT
* City:	Hartford	Postal Code:	06199-0092
Country:	United States	* Due Date:	08/30/2016
* Check Amount:	56.39	Other Considerations:	<input type="checkbox"/> Check Enclosure <input type="checkbox"/> Special Handling <input type="checkbox"/> W-9/W-SBEN Completed <input type="checkbox"/> Exception Attached: No <input type="checkbox"/> Immediate Payment Indicator
Payment Type:	Is this a foreign payee: No Is this payee an employee: No Is this an employee paid outside of payroll:	* Invoice Number:	7026127/200014790403
* Invoice Number:	7026127/200014790403	* Invoice Date:	07/22/2014
Usage:	4	Invoice Received Date:	
* Payment Method:	P - Check/ACH	* Documentation Location Code:	F - 01
Check Stub Text:	<input type="text"/>		

- If everything matches, Approve the DV
- If there is information in KFS that does not correspond to the invoice, Disapprove the invoice
 - If the error is simple, type the problem into the comments box (ex. "Wrong Amount") and disapprove.
 - If there is a larger issue (or multiple issues) (ex. the wrong invoice is attached), e-mail the department contact and disapprove.