Contents

Background ................................................................................................................................................... 3

Searching For Existing Vendor and Employee Records................................................................................. 4
  Vendor search ........................................................................................................................................... 4
  Employee Search ....................................................................................................................................... 5

Creating Disbursement Voucher (DV) Vendors in KFS .................................................................................. 7
  Create the vendor document.................................................................................................................... 7
  Description: Enter the first name and last name in the description field. Example: John Smith ............ 7
  Vendor Name: ........................................................................................................................................... 7
  Vendor Last Name: and Vendor First Name: ............................................................................................ 7
  Vendor Type: ............................................................................................................................................. 7
  Is this a foreign vendor: ............................................................................................................................ 7
  Tax Number: .............................................................................................................................................. 7
  Ownership type: ........................................................................................................................................ 7
  Detail Information Section ........................................................................................................................ 7
  New Address Section ................................................................................................................................ 8
  Submit ....................................................................................................................................................... 8

Sample Entry for DV Vendor John Smith ...................................................................................................... 9

Document Overview and Description ....................................................................................................... 9

Vendor New General Information and Corporate Information – use the actual tax number not the
illustrative ‘dummy’ tax number.................................................................................................................... 9

Address – New Address .......................................................................................................................... 10

View of remit address after selecting ‘add’ ............................................................................................ 10

Select submit ........................................................................................................................................... 10

Print the returned page in order to add the document number to the page for submission to the FMS
DV Vendor Approval Team. .................................................................................................................... 11

Once printed, selecting ‘yes’ will allow routing. Selecting ‘no’ will allow additional edits to the vendor
document............................................................................................................................................... 11
Fax the cover sheet including the document number on its face plus the signed, dated W-9 form to 812-855-0888 to begin the DV Vendor Team review process...............................................................11

Creating A Refund Vendor in KFS................................................................................................................12

Create the vendor document..................................................................................................................12

Description:.............................................................................................................................................12

Vendor Name:.........................................................................................................................................12

Vendor Last Name: and Vendor First Name: ..........................................................................................12

Vendor Type:...........................................................................................................................................12

Is this a foreign vendor: ..........................................................................................................................12

Tax Number:............................................................................................................................................13

Ownership type:......................................................................................................................................13

Detail Information Section ......................................................................................................................13

New Address Section ..............................................................................................................................13

Submit.....................................................................................................................................................13

Sample Entry for Refund Vendor Jane Doe ............................................................................................14

Document Overview and Description.....................................................................................................14

Vendor New General Information and Corporate Information..............................................................14

Address – New Address ..........................................................................................................................15

View of remit address after selecting ‘add’............................................................................................15

Select submit – document will route final and refund vendor will be active = yes..............................16

Revision History ..........................................................................................................................................16
**Background**

KFS user can create vendor records for use on disbursement voucher processing in KFS. This guide provides step by step instructions for creating (1.) the vendor record called a DV Vendor which is supported by the submission of signed and dated W-9 documentation, and (2.) the vendor record called a Refund Vendor which does not require the submission of tax documentation.

Certain DV Payment Reasons will allow payment to vendor entities in KFS without receipt of tax documentation. The payment reasons are

1. Reimbursement for Out of Pocket Expense
2. Refund/Repayment to Individual or Agency

In FIS these payment reasons could have been processed against a Payee record (P........). The Refund Vendor type is the KFS equivalent of the FIS Payee record.

**NOTE:** A DV may be processed for payment reasons reimbursement or refund using a Refund Vendor record unless that individual or company is already in KFS as a PO vendor, a DV vendor, or Employee (non-vendor) record. In that case the latter records should be selected.

**NOTE:** Disbursement vouchers using payment reasons Payment to Research Participant and Revolving Fund Reimbursement are processed to vendor records called (a.) Participant Payment and (b.) Revolving Fund, respectively. This document does not address details associated with those two vendor types.
Searching For Existing Vendor and Employee Records

Conduct a search in KFS prior to creating a vendor record to determine whether the person or business entity already exists.

Vendor search

The vendor lookup is located in the Vendor section of the Purchasing Accounts Payable module in KFS, and can be used to search for non-employee vendors.

Selecting Lookup will return the following search input screen.

| Vendor Name: |  |
| Tax Number: |  |
| Vendor #: |  |
| Active Indicator: | Yes | No | Both |
| Vendor Type: |  |
| State: |  |
| Commodity Code: |  |
| Supplier Diversity: |  |

HINTS:

Vendor Name:
The wildcard asterisk * can be used in a name search. Example: *ikon*.
Individual names should be entered Last Name, First Name. Example: Peterson, Ri*

Tax Number:
PO Vendor records and DV Vendor records are tax number based. This search is useful if the FEIN or SSN is known.

Active Indicator:
Searches default to both Active and Inactive records.

Vendor Type:
A general search is recommended (leave this field blank) to determine if the vendor record already exists since the record could exist as a Purchase Order Vendor, a Disbursement Voucher Vendor, or a Refund Vendor.
If the vendor does not exist, a new vendor document can be initiated by either selecting the ‘create new’ button on the search screen or by selecting the ‘Create’ button next to the vendor lookup button on the module page.

<table>
<thead>
<tr>
<th>Reference</th>
<th>Lookup</th>
<th>Create</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Employee Search**

Person lookup in the All Financial Services Reference & Maintenance tab System section will return employee records to confirm the use on a DV for payment reason reimbursement for out of pocket expense.

**NOTE:** In KFS terminated and retired individuals are not treated as employees. A vendor record must be created if the vendor record does not already exist.
Selecting the lookup button returns the search screen below:

HINTS:
Principal ID = Entity ID = Employee ID
The 3 ID above are identical in the case of an employee record.

Principal Name
The principal name is the user ID.

Wildcard
All KFS searches allow an asterisk as a wild card. *
Creating Disbursement Voucher (DV) Vendors in KFS

A new vendor document is initiated to create a DV Vendor in KFS when the searches above confirm the vendor does not exist.

Create the vendor document

A new vendor record can be initiated if the vendor does not exist by either selecting the ‘create new’ button on the search screen or by selecting the create button next to the vendor lookup button on the module page.

Reference

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Lookup</th>
<th>Create</th>
</tr>
</thead>
</table>

* required field

Description:
Enter the first name and last name in the description field. Example: John Smith

Vendor Name:
Enter the business name in this field if the vendor is a business.

Vendor Last Name: and Vendor First Name:
Enter the vendor last name and vendor first name in these two fields if the vendor is an individual.

Vendor Type:
Select ‘Disbursement Voucher’ when creating a DV vendor. Contact Procurement Services for advice regarding creating Purchase Order (PO) vendors.

Is this a foreign vendor:
Select no or yes. Contact FMS Tax for clarification regarding foreign vendors.

Tax Number:
Enter either the FEIN or SSN number accurately per the signed and dated W-9 paperwork.
The tax form “Substitute W-9 requested by Indiana University” is linked here [http://www.fms.indiana.edu/tax/forms/W9_From_IU.asp](http://www.fms.indiana.edu/tax/forms/W9_From_IU.asp).

Ownership type:
Select ownership type per the information provided on the signed and dated W-9 form.

Detail Information Section
This data pertains to establishing a Purchase Order vendor. This section can be skipped when creating a DV vendor. Contact Procurement Services for instruction related to creating PO vendors.
New Address Section
A remit address type must be added to the DV vendor record and marked as the default address. Enter the remit per vendor’s instruction for where checks are mailed; this is generally the address on the W-9 form. The address must be added to the document via the ‘add’ button.

Submit
The document is submitted to route for review approval by the FMS DV Vendor Team. The user may receive validation errors that require correction before submitting. The error messages are intended to be self-explanatory.
**Sample Entry for DV Vendor John Smith**

Here is an illustrative example for initiating DV Vendor John Smith.

**Document Overview and Description**

<table>
<thead>
<tr>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td></td>
</tr>
</tbody>
</table>

**Vendor New General Information and Corporate Information – use the actual tax number not the illustrative ‘dummy’ tax number**

<table>
<thead>
<tr>
<th>General Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor #:</td>
<td></td>
</tr>
<tr>
<td>Vendor Parent Indicator:</td>
<td>Yes</td>
</tr>
<tr>
<td>Vendor Name:</td>
<td></td>
</tr>
<tr>
<td>Vendor Last Name:</td>
<td>Smith</td>
</tr>
<tr>
<td>Vendor First Name:</td>
<td>John</td>
</tr>
</tbody>
</table>

**Corporate Information**

<table>
<thead>
<tr>
<th>Vendor Type:</th>
<th>Disbursement Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Is this a foreign vendor:</td>
<td>No</td>
</tr>
<tr>
<td>Tax Number:</td>
<td>44444444</td>
</tr>
<tr>
<td>Tax Number Type:</td>
<td>C FEIN</td>
</tr>
<tr>
<td>Ownership Type:</td>
<td>INDIVIDUAL/SOLE PROPRIETOR</td>
</tr>
<tr>
<td>Ownership Type Category:</td>
<td></td>
</tr>
<tr>
<td>W9 Received:</td>
<td>Yes</td>
</tr>
<tr>
<td>W-8BEN Received:</td>
<td></td>
</tr>
<tr>
<td>Backup Withholding Begin Date:</td>
<td></td>
</tr>
<tr>
<td>Backup Withholding End Date:</td>
<td></td>
</tr>
<tr>
<td>Debarred:</td>
<td></td>
</tr>
</tbody>
</table>
Address – New Address
Remember to select ‘add’ after entering the address detail.

View of remit address after selecting ‘add’

Select submit
Print the returned page in order to add the document number to the page for submission to the FMS DV Vendor Approval Team.

Please print out this page, add the document # and mail it with your tax documentation to:

DV Vendor Approval Workgroup
Poplar 526
Bloomington Campus

or fax your tax documentation to (812) 855-0888 for vendor approval.

If faxed please write the document number on the top of the tax document submitted. To follow-up on your vendor approval, please contact The DV Team (fmsdvhlp@indiana.edu).

Click Y to submit. Click N to return to document.

Once printed, selecting ‘yes’ will allow routing. Selecting ‘no’ will allow additional edits to the vendor document.

Click Y to submit. Click N to return to document.

Fax the cover sheet including the document number on its face plus the signed, dated W-9 form to 812-855-0888 to begin the DV Vendor Team review process.

NOTE: Allow 3-4 business days for vendor document processing. Vendor documents must be final approved before the corresponding vendor records can be searched and applied to disbursement vouchers.
Creating A Refund Vendor in KFS

Certain DV Payment Reasons will allow payment to vendor entities in KFS without receipt of tax documentation. The payment reasons are

1. Reimbursement for Out of Pocket Expense
2. Refund/Repayment to Individual or Agency

In FIS these payment reasons could have been processed against a Payee record (P...........). The Refund Vendor type is the KFS equivalent of the FIS Payee record.

A disbursement voucher processed for these payment reasons should use a PO vendor record, a DV vendor record, or an employee record. See pages 4 and 5 for instructions regarding searching for vendor records and employee records. Duplicate vendor records should not be created.

A new vendor document is initiated to create a Refund Vendor in KFS when the searches above confirm the vendor does not exist.

Create the vendor document
A new vendor record can be initiated if the vendor does not exist by either selecting the ‘create new’ button on the search screen or by selecting the create button next to the vendor lookup button on the module page.

Reference

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Lookup</th>
<th>Create</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Description:
Enter the first name and last name with the word “refund” in parenthesis. Example: Jane Doe (refund)

Vendor Name:
Enter the business name in this field if the vendor is a business.

Vendor Last Name: and Vendor First Name:
Enter the vendor last name and vendor first name in these two fields if the vendor is an individual.

Vendor Type:
Select ‘Refund Vendor’ when creating a Refund vendor. Contact Procurement Services for advice regarding creating Purchase Order (PO) vendors.

Is this a foreign vendor:
Select no or yes. Contact FMS Tax for clarification regarding foreign vendors.
**Tax Number:**
Tax number is not required nor expected. A DV vendor should be created if the department has the signed and dated W-9 paperwork. See the steps documented on page 7 for creating a DV vendor.

**Ownership type:**
Select ownership type per your understanding of whether an individual or a corporation is the refund vendor.

**Detail Information Section**
This data pertains to establishing a Purchase Order vendor. This section can be skipped when creating a Refund vendor. Contact Procurement Services for instruction related to creating PO vendors.

**New Address Section**
A remit address type must be added to the Refund vendor record and marked as the default address. Enter the remit per vendor’s instruction for where checks are mailed. The address must be added to the document via the ‘add’ button.

**Submit**
The document will route final and the refund vendor will be active when all validation errors are resolved.
The user may receive validation errors that require correction before submitting. The error messages are intended to be self-explanatory.
Sample Entry for Refund Vendor Jane Doe
Here is an illustrative example for initiating Refund Vendor Jane Doe.

**Document Overview and Description**

<table>
<thead>
<tr>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe (refund)</td>
<td></td>
</tr>
</tbody>
</table>

**Vendor New General Information and Corporate Information**

<table>
<thead>
<tr>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
</tr>
<tr>
<td>Vendor #:</td>
</tr>
<tr>
<td>Vendor Parent Indicator:</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Vendor Name:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Vendor Last Name:</td>
</tr>
<tr>
<td>Doe</td>
</tr>
<tr>
<td>Vendor First Name:</td>
</tr>
<tr>
<td>Jane</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Corporate Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Vendor Type: Refund Vendor</td>
</tr>
<tr>
<td>* Is this a foreign vendor: No</td>
</tr>
<tr>
<td>Tax Number:</td>
</tr>
<tr>
<td>Tax Number Type:</td>
</tr>
<tr>
<td>FEIN</td>
</tr>
<tr>
<td>SSN</td>
</tr>
<tr>
<td>NONE</td>
</tr>
<tr>
<td>* Ownership Type:</td>
</tr>
<tr>
<td>INDIVIDUAL/SOLE PROPRIETOR</td>
</tr>
<tr>
<td>Ownership Type Category:</td>
</tr>
<tr>
<td>W9 Received:</td>
</tr>
<tr>
<td>W-8BEN Received:</td>
</tr>
<tr>
<td>Backup Withholding Begin Date:</td>
</tr>
<tr>
<td>Backup Withholding End Date:</td>
</tr>
<tr>
<td>Debarred:</td>
</tr>
</tbody>
</table>
Address – New Address
Remember to select ‘add’ after entering the address detail.

View of remit address after selecting ‘add’
Select submit – document will route final and refund vendor will be active = yes

Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Author</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/4/2013</td>
<td>CAS, TM</td>
<td>Create</td>
</tr>
</tbody>
</table>