KFS Disbursement Vouchers (DV) do not automatically route to the Account Supervisor for approval, as is required by existing UH procedures requiring program head or manager approval of these transactions. The current version of the Financial Management Office Interim Processing Manual for KFS Implementation notes that the Fiscal Officer will route the DV for additional approval(s), but does not specify how this is to occur.

Until the manual is updated to include routing instructions, the following options can be used to obtain Account Supervisor approval of DVs.

A. Electronic Approval

1. Departmental Support Staff initiates DV
   a. Initiator ad hoc routes to Account Supervisor with Action Requested = Approval
   b. Initiator submits DV
   c. DV routes to Account Supervisor for approval
   d. After Account Supervisor approves DV, DV routes to FO for approval
   e. After FO approves DV, DV routes to Disbursing for processing

   Note: If Departmental Support Staff overlooks the ad hoc routing step, the FO can ad hoc route to the Account Supervisor for approval
   • Reminder: Click the “send ad hoc request” button
   • FO saves DV; waits for Account Supervisor to approve
   • FO will need to check DV route log to determine when this is done
   • FO approves DV after Account Supervisor approves
   • DV routes to Disbursing for processing

2. Fiscal Staff initiates DV
   a. Fiscal staff ad hoc routes to Account Supervisor with Action Requested = Approval
   b. Fiscal staff submits DV
   c. DV routes to FO on the account for approval
   • Note: KFS will skip this routing step if the Fiscal Staff initiator is also the FO for the account listed on the DV
   d. After both FO and Account Supervisor approve DV, DV routes to Disbursing for processing

B. Paper Approval

If the supporting documentation (receipts, reimbursement forms, etc.) are signed by the Account Supervisor, the FO can use this in lieu of electronic approval.