

**Academic Accounting & Business Services  
(AABS) Texas A&M University**

**Online Departmental Cover Sheet Process (DCS)**


**Prepared by**

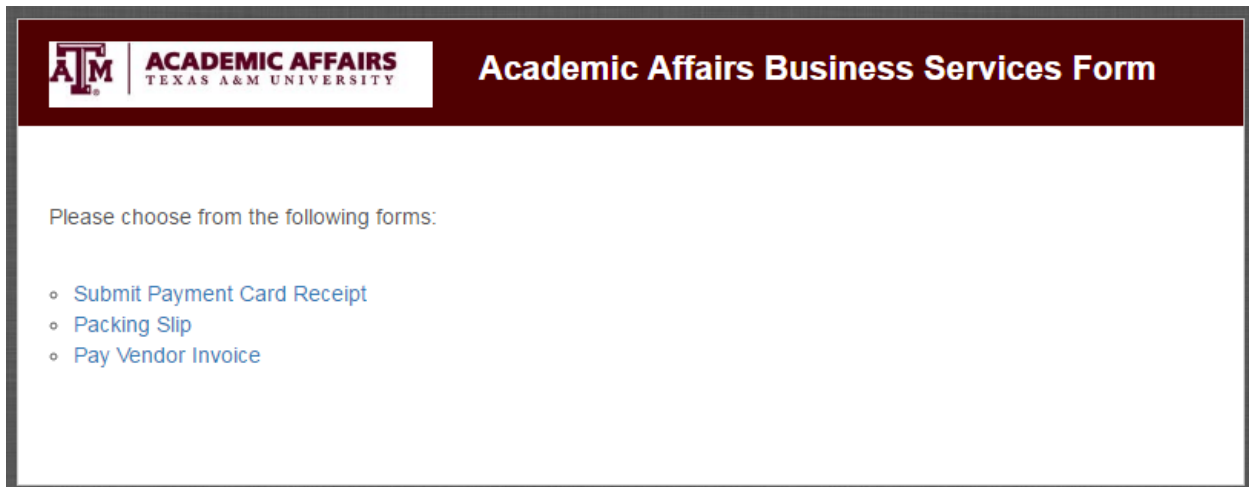
**Texas A&M Information Technology**

## 1.0 Introduction

The purpose of this document is to list the steps needed to access the DCS, complete the DCS and route the DCS form for approval.

### 1.1 Accessing the online DCS form (Production Environment)

- Go to <https://it-lf-ecmf.tamu.edu/Forms/Home/StartProcess#/processes> in  Chrome browser
- Click **AABS Pay Vendor Invoice, AABS Submit Payment Card Receipt, AABS Packing Slip, AABS Purchase Request or AABS Check Cash Transmittal Form** based what type of form has to be completed.



*Figure 1 Landing page*

- Enter the information as below for **Production** environment:
  - a. User name: **<NetID>@tamu.edu**
  - b. Password: **NetID password**
  - c. Click **Sign In**

# Sign In

User name

Password

This is a public computer

[Forgot password?](#)

OR

[Log in with Windows Authentication](#)

©2015 [Laserfiche](#)

Figure 2 Sign In

## 1.2 Completing the online DCS form

- **Packing Slip**

- Complete the form as below. The fields that are marked with \* are required:
  - a. *Department\** – Choose your department from the dropdown.
  - b. *Person Submitting the Form:*
    - i. *Enter Phone if available*
  - c. *Department Liaison:*
    - i. *Name\** – Choose your department liaison from the dropdown. Their email address and phone number will be automatically populated
  - d. Click *Upload\** to upload the Packing Slip
  - e. Edit *Goods Received Date\** if needed (Defaults to today's date. Change it to the actual date the items were used in your office)
  - f. Enter Comments if there are any (Detail condition of goods)
  - g. View Form for accuracy



**Department \***

Academic Affairs Business Services

**Department Liaison**

(Individual within the department as defined [here](#).)

Name *	Email	Phone
John Owens	jaowens@tamu.edu	979-458-4916

**Person Submitting the Form**

Name *	Email	Phone
Ramanujam, Priya	pramanujam@tamu.edu	

**Packing Slip Details**

**Packing slip \***

Alphagraphics packing slip.pdf 97.31KB

[Upload your packing slip here.](#) Supported file type is pdf

**Goods received date \***

8/3/2016

**Comments**

Business cards for Sharzad Sameri

**Form submitted by:**

Ramanujam, Priya

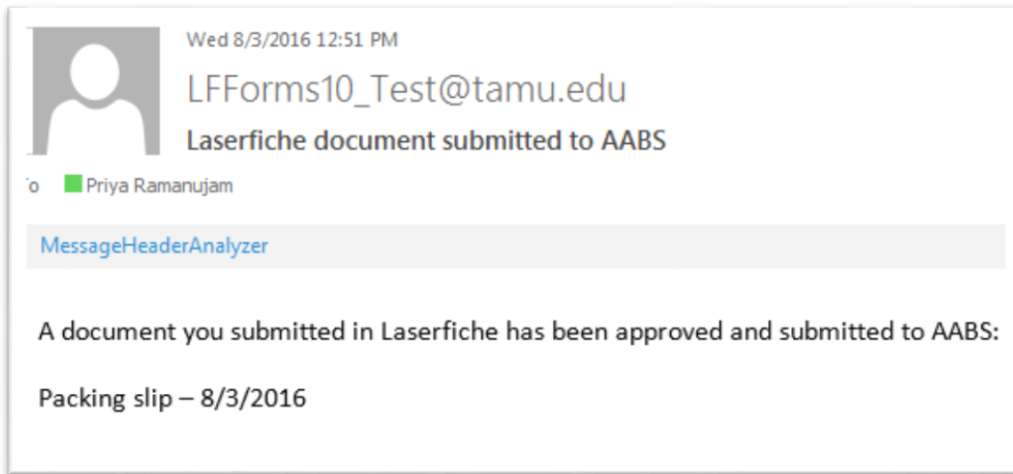
*By clicking submit, I certify that all items listed on the packing slip were received in good condition unless otherwise noted in the comments box above.*

Figure 3 Packing Slip Form

- h. Click **Submit**. Additional options will be shown to Print, Download or Email the submitted form. It is not suggested to print or email the form.
- i. Close the tab. Return to the landing page to go on to more forms.
- The submitter will receive an email notification as below on successful submission:

*A document you submitted in Laserfiche has been approved and submitted to AABS:  
Packing slip – 8/3/2016*

Example:



*Figure 4 Packing Slip Email Confirmation*

- **Submit Payment Card Receipt**

- Complete the form as below. The fields that are marked with \* are required:

- a. *Department\** – Choose your department from the dropdown.
- b. *Person Submitting the Form:*
  - i. *Enter Phone if available*
- c. *Department Liaison:*
  - i. *Name\** – Choose your department liaison from the dropdown. Their email address and phone number will be automatically populated.
- d. Enter *Name of vendor or individual to be paid\**
- e. Enter *Last 6 digits of card number\**
- f. *Transaction Date\** – This is auto populated and can be edited if needed. This defaults to today's date. Please update it to match date on the receipt.
- g. *Expense Type\**: Check all that apply
  - i. *Sponsorship*
    1. Enter *Purpose of the Sponsorship*
    2. Enter *Benefit this scholarship provides to TAMU and the department*
    3. Enter *How does this expense relate to the purpose of the account used to pay for the sponsorship*
    4. Enter *Itemization and description of the specific items that will be paid for with these sponsorship funds*
  - ii. *Food, catering, refreshments and business meal Expense Details*
    1. Enter *Who*
    2. *Large attendee list* – If there is a list, the file can be uploaded here. The supported file format is pdf
    3. Enter *What*
    4. Enter *When*
    5. Enter *Where*
    6. Enter *Why*
  - iii. *Gift or Award Recipient* – For five or few recipients, enter in the form or attach list for more number of recipients. The supported file format is pdf.
    1. Enter *Recipient Name*
    2. Enter *Recipient UIN*
    3. Enter *Amount*
    4. Click **Add** to add more recipients
    5. Enter *Purpose of the goods/services purchased (description, details specific comments)*
    6. Enter *Benefit to TAMU of the goods/services purchased*
  - iv. *Professional Membership*
    1. Check the box **Agree**
    2. Enter *Detailed description of the goods/services purchased*

3. Enter *Purpose and benefit to TAMU of the goods/services purchased*
- v. *Other*
  1. Enter *Detailed description of the goods/services purchased*
  2. Enter *Purpose and benefit to TAMU of the goods/services purchased*
- h. *Department Account Information\**
  - i. Select *Expense Type* from the dropdown
  - ii. Select *Tracking Type* from the dropdown
  - iii. Select *Internal Budget Area* from the dropdown
  - iv. Select *Contract Year* from the dropdown
  - v. Select *Budget Categories* from the dropdown
  - vi. Select *Part* from the dropdown
  - vii. Select *Account Number* from the dropdown
  - viii. Enter the *Amount*
  - ix. Click **Add more accounts in my department** if you would like to add more accounts
- i. Splitting with other departments  
Please visit <http://aabs.tamu.edu/About-Us/AABS-Contacts-for-Departments-We-Serve> to see the list of departments served by AABS.
  - i. *Serviced by AABS* – Check this is applicable
    1. Select *Expense Type* from the dropdown.
    2. Select *Department* from the dropdown.
    3. Select *Tracking Type* from the dropdown.
    4. Select *Internal Budget Area* from the dropdown.
    5. Select *Contract Year* from the dropdown.
    6. Select *Budget Categories* from the dropdown.
    7. Select *Part* from the dropdown.
    8. Select *Account Number* from the dropdown.
    9. Enter the *Amount*.
    10. Click **Add more accounts** if you would like to add more accounts.
  - ii. *Not Serviced by AABS* – Check this is applicable
    1. Enter *Contact Name*
    2. Enter *Contact Email*
    3. Enter *Contact Phone*
    4. Select *Part*
    5. Enter *Account*
    6. Enter *Amount*
    7. Click **Add more contacts** if you would like to add more contacts.
- j. Enter *Comments* if there are any.
- k. *Additional Information\** – Additional information can be uploaded here. The supported file format is pdf.
- l. View form for accuracy.





**Department\*** Academic Affairs Business Services

**Department Liaison** John Owens jaowens@tamu.edu 979-458-4916

**Person Submitting** Ramanujam, Priya pramanujam@tamu.edu

**Name of vendor or individual to be paid\*** Staples

**Last 6 digits of card number\*** 091385

**Transaction Date\*** 6/22/16

**Expense Type (checked)** Other

**Detailed description of the goods/services purchased:\*** Office supply order

**Purpose and benefit to TAMU of the goods/services purchased:\*** General office supplies for office support

**Department account information**

Expense Type*	Tracking Type*	Internal Budget Area*	Contract Year*	Budget Categories*	Part* (7)	Account*	Amount*
Supplies	Ops 1	General Operations	N/A	N/A	02	203710-00000	236.49
<b>Total* (7)</b>		<b>236.49</b>					

**Comments**

**Additional Information\*** Payment Card - Staples .pdf 56.92KB

Figure 5 Submit Payment Card Receipt Form

- Click **Submit**. Additional options will be shown to Print, Download or Email the submitted form. It is not suggested to print or email the form.
- Close the tab. Return to the landing page to go on to more forms.
- The submitter will receive an email notification as below on successful submission:

*Your payment card receipt has been submitted:  
Payment card receipt - 091385 - \$236.49*

**From:** [LFForms10\\_Test@tamu.edu](mailto:LFForms10_Test@tamu.edu) [[mailto:LFForms10\\_Test@tamu.edu](mailto:LFForms10_Test@tamu.edu)]  
**Sent:** Wednesday, July 20, 2016 8:40 AM  
**To:** Owens III, John A <[jaowens@tamu.edu](mailto:jaowens@tamu.edu)>  
**Subject:** Laserfiche document submitted to AABS

Your payment card receipt has been submitted:

Payment card receipt - 091385 - \$236.49

*Figure 6 Submit Payment Card Email Confirmation*

- **Pay Vendor Invoice**

- Complete the form as below. The fields that are marked with \* are required:
  - a. *Department\** – Choose your department from the dropdown.
  - b. *Person Submitting the Form:*
    - i. *Enter Phone if available.*
  - c. *Department Liaison:*
    - i. *Name\** – Choose your department liaison from the dropdown. Their email address and phone number will be automatically populated.
  - d. Enter *Name of vendor or individual to be paid\**
  - e. Enter *Invoice Received Date\**
  - f. *Does the Payment need to be rushed?*
    - i. Check Yes if it has to be rushed
      - 1. Enter *Please provide a justification*
    - ii. Enter *Payment Due Date*
  - g. Select *Payment Delivery method* to either one below\*:
    - i. *Send Payment Directly to Vendor/Individual:*
      - 1. Select *Mode of Payment*
    - ii. *Notify Dept when check is ready, Dept will pick up:*
      - 1. Enter *Name of person to contact when check is ready (if different than the main contact listed above).*
  - h. *Upload a completed W-9 or Certification of Foreign Status\**
  - i. *Expense Type\*:* Check all that applies
    - i. *Sponsorship*
      - 1. Enter *Purpose of the Sponsorship*
      - 2. Enter *Benefit this scholarship provides to TAMU and the department*
      - 3. Enter *How does this expense relate to the purpose of the account used to pay for the sponsorship*
      - 4. Enter *Itemization and description of the specific items that will be paid for with these sponsorship funds*
    - ii. *Food, catering, refreshments and business meal Expense Details*
      - 1. Enter *Who*
      - 2. *Large attendee list* – If there is a list, the file can be uploaded here. The supported file format is pdf
      - 3. Enter *What*
      - 4. Enter *When*
      - 5. Enter *Where*
      - 6. Enter *Why*

- iii. *Gift or Award Recipient* – For five or few recipients, enter in the form or attach list for more number of recipients. The supported file format is pdf.
    - 1. Enter *Recipient Name*
    - 2. Enter *Recipient UIN*
    - 3. Enter *Amount*
    - 4. Click **Add** to add more recipients
    - 5. Enter *Purpose of the goods/services purchased (description, details specific comments)*
    - 6. Enter *Benefit to TAMU of the goods/services purchased*
  - iv. *Professional Membership*
    - 1. Check the box **Agree**
    - 2. Enter *Detailed description of the goods/services purchased*
    - 3. Enter *Purpose and benefit to TAMU of the goods/services purchased*
  - v. *Other*
    - 1. Enter *Detailed description of the goods/services purchased*
    - 2. Enter *Purpose and benefit to TAMU of the goods/services purchased*
- j. *Department Account Information* \*
- i. Select *Expense Type* from the dropdown
  - ii. Select *Tracking Type* from the dropdown
  - iii. Select *Internal Budget Area* from the dropdown
  - iv. Select *Contract Year* from the dropdown
  - v. Select *Budget Categories* from the dropdown
  - vi. Select *Part* from the dropdown
  - vii. Select *Account Number* from the dropdown
  - viii. Enter the *Amount*
  - ix. Click **Add more accounts in my department** if you would like to add more accounts
- k. Splitting with other departments  
Please visit <http://aabs.tamu.edu/About-Us/AABS-Contacts-for-Departments-We-Serve> to see the list of departments served by AABS.
- i. *Serviced by AABS* – Check this is applicable
    - 1. Select *Expense Type* from the dropdown
    - 2. Select *Department* from the dropdown
    - 3. Select *Approver Name* from the dropdown
    - 4. Select *Tracking Type* from the dropdown
    - 5. Select *Internal Budget Area* from the dropdown
    - 6. Select *Contract Year* from the dropdown
    - 7. Select *Budget Categories* from the dropdown
    - 8. Select *Part* from the dropdown
    - 9. Select *Account Number* from the dropdown
    - 10. Enter the *Amount*
    - 11. Click **Add more accounts** if you would like to add more accounts
  - ii. *Not Serviced by AABS* – Check this is applicable
    - 1. Enter *Contact Name*

2. Enter *Contact Email*
3. Enter *Contact Phone*
4. Select *Part*
5. Enter *Account*
6. Enter *Amount*
7. Click **Add more contacts** if you would like to add more contacts

- l. Enter *Additional notes/comments to ATS team* if there are any.
- m. Select *Department Approver\** from the dropdown.
- n. View form for accuracy.

**Department \*** Academic Affairs Business Services

**Department Liaison** John Owens jaowens@tamu.edu 979-458-4916

**Person Submitting** Ramanujam, Priya pramanujam@tamu.edu

Pay Vendor Invoice

**Name of vendor or individual to be paid \*** SSC Service Solutions

**Invoice Received Date: \* (1)** 6/9/2016

**Payment delivery method (checked) \*** Send Payment Directly to Vendor/Individual

**Mode of payment (checked) \*** Check/ACH

If vendor or individual has not been paid by TAMU before, please upload a completed W-9 or Certificate of Foreign Status \* SSC Invoice.pdf 20.32KB  
Supported file type is pdf

**Expense Type (checked): \*** Other

**Detailed description of the goods/services purchased: \*** Name plate for Kim Andrews

**Purpose and benefit to TAMU of the goods/services purchased: \*** Properly label offices within the building so staff and visitors can easily identify office location. Enhances customer service experience for AABS customers coming to Hotard.

**Department account information**

Expense Type *	Tracking Type *	Internal Budget Area *	Contract Year *	Budget Categories *	Part * (1)	Account *	Amount *
Contract Labor & Services	Ops 1	General Operations	N/A	N/A	02	203710-00000	25.00

**Total (1)** 25.00

Approval

**Additional notes/comments to ATS team**

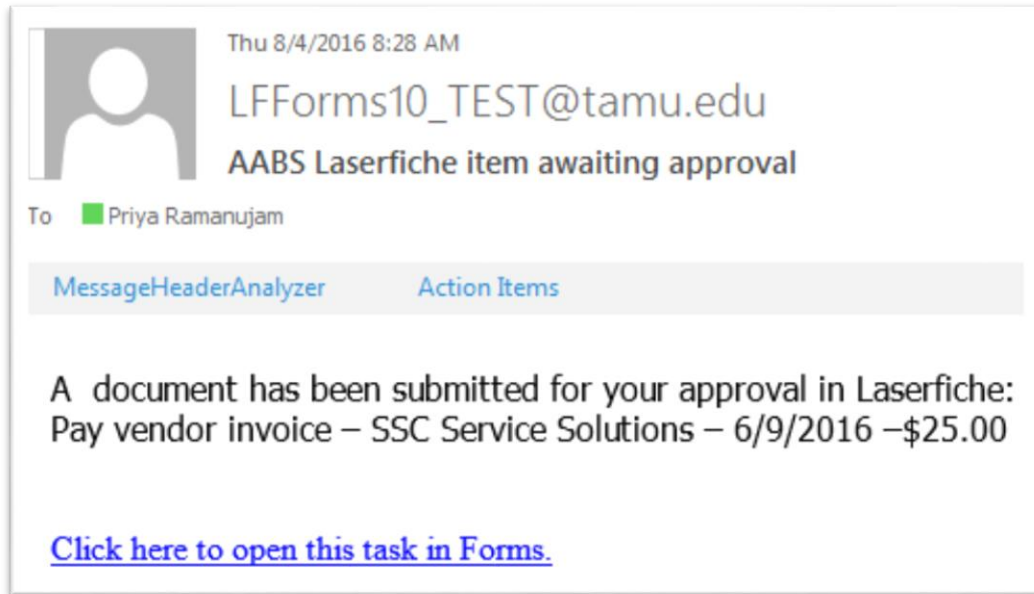
**Department Approver \*** Priya

Figure 7 Pay Vendor Form

- Click **Submit**. Additional options will be shown to Print, Download or Email the submitted form. It is not suggested to print or email the form.

- Close the tab. Return to the landing page to go on to more forms.
- The department approver will receive an email notification as below on successful submission requesting for approval:

*A document has been submitted for your approval in Laserfiche:  
Pay vendor invoice – SSC Service Solutions – 6/9/2016 –\$25.00  
[Click here to open this task in Forms.](#)*



*Figure 8 Pay Vendor Approval*

### 1.3 Routing the online DCS form for Approval

- **Submit Payment Card**

If the department requires CONTR approval, the AABS CONTR team will get an email notification to approve the request. Once the AABS CONTR team approves the request, the submitter will receive an email notification.

- **Pay Vendor Invoice**

- The department approver can click on the link *Click here to open this task in Forms* in the email to approve/reject the task.

The screenshot displays the Laserfiche Forms interface for a 'DEPARTMENTAL COVER SHEET (DCS) - Pay Vendor Invoice'. The form is titled 'Approval - Department' and is for 'Pay Vendor Invoice 785: Ramanujam, Priya'. The user 'Ramanujam, Priya' is the submitter. The form includes sections for 'Department' (Academic Affairs Business Services), 'Person Submitting the Form' (Ramanujam, Priya), 'Department Liaison' (John Owens), and 'Pay Vendor Invoice' details (Name of vendor, Invoice Received Date, and Payment delivery method). The right sidebar shows an 'Action History' panel with a 'Process Completed' status and 'Approval - Department' and 'Submit' actions.

Figure 9 Department Head Approval

- The approver can edit any of the fields that are not greyed out.
- *Comments* is optional when approving the task.
- Click *Approve* to approve the task.
- Click *Reject* to reject the task. Comments are required when a task is rejected.
- Approve Route:
  - If the payment is split with other departments, their department approvers will receive an email notification requesting for approval.
  - The department approver can click on the link *Click here to open this task in Forms* in the email to approve/reject the task.



- Once all the department approvers approve the DCS, the submitter will receive an email notification as below:

*A document you submitted in Laserfiche has been approved by Ramanujam, Priya and has been forwarded to AABS-ATS. Another email will follow once AABS-ATS has approved the document:*

*Pay vendor invoice – SSC Service Solutions – 6/9/2016 –\$25.00*

[Click here to see this item in Forms.](#)

- The submitter can click on the link *Click here to see this item in Forms* to see the status of their submitted DCS. This will take them to their *My History* page.
- The submitter can click on their submission to see the history of the DCS. It will open the submission in a popup window.
- The submitter can click on *View* on any step from the action history to see the details.

Instance name	Start date	Status	Process name
▼ Today (7/19/2016) (3)			
Pay Vendor Invoice 410: Ramanujam, Pr...	3:59 PM	In progress	Pay Vendor Invoice
TAMUIT - Test Approval 409: Ramanujam.	3:48 PM	In progress	TAMUIT - Test Approval
Packing Slip 386: Ramanujam, Priya	11:10 AM	Completed	Packing Slip

Figure 10 My History

- Once AABS ATS team has approved the DCS, the submitter will receive an email notification as below:

*A document you submitted in Laserfiche has been approved by AABS and will be processed in university systems paid according to the [State of Texas prompt payment law.](#)*

*Pay vendor invoice – SSC Service Solutions – 6/9/2016 –\$25.00*

[Click here to see this item in Forms.](#)

- If the department requires CONTR approval, the AABS CONTR team will get an email notification to approve the request. Once the AABS CONTR team approves the request, the task will sent to AABS ATS team for their approval.
- **Reject Route**
  - If the DCS is rejected at any stage, the DCS will be sent to the submitter for re-submission.
  - The submitter will receive an email notification as below:

A document has to be re-submitted by you in Laserfiche: Pay vendor invoice – SSC Service Solutions – 6/9/2016 –\$25.00  
<https://it-lf-ecmf.tamu.edu/Forms/Home/StartProcess#/processes>

- The submitter can click on the link *Click here to open this task in Forms* to re-submit the DCS.
- All the editable fields in the form will be highlighted as below:

Figure 11 Re-Submit Pay Vendor Form

- The submitter can see the comments entered by the approver in the right side of the page as shown above.
- The submitter can click *Submit* to submit the DCS form.