**State of Kansas**

**Maintaining Notification Contacts**

**for Interfunds**

***Statewide Management, Accounting and Reporting Tool***

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| **Date Created:** | | 2/16/2018 |
| **Version:** | | 2.0 |
| **Security:** | | * Role Security: Only those individuals with the following role will have access to update Interfund Notifications:   + Agency Customer Creator (KAP\_Agy\_Customer\_Creator) * BU Security: Business Unit Security is applied. Agencies will only have access to the Customer Contacts associated to their agency business unit. |
| **Navigation** | | **Customers > Contact Information** |
| **1.** | Notification for voucher reciprocation on an Interfund   1. Key your Agency Business Unit into the SetID field and click search. 2. Select the appropriate Contact ID to verify. | To verify the notification settings for interfunds that you will be creating a voucher for, please review your agency’s Contact Information. |

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|  | 1. Ensure that the Contact is active and has the appropriate email address and settings for notifications of vouchers for interfunds. 2. If changes are needed, click the ‘plus sign’ to create a new page. Make changes as necessary on the new page. 3. Note that today’s date will populate into the Effective Date field on this new page. 4. Review the updates and click the ‘Save’ button. |  |
| **Navigation** | | **Suppliers > Supplier Information > Add/Update > Review Suppliers** |
| **2.** | Notification for deposit reciprocation on an Interfund   1. In the Supplier ID field key your agency’s 5-digit Business Unit then click the ‘Search’ button. 2. Using the Actions dropdown menu in the search results section, select ‘Review Supplier Contact’.   This will display the contact information for interfund notifications. | To verify the notification settings for interfunds that you will be creating a deposit for, please review your agency’s Business Unit Supplier ID contact information. |
|  | 1. If changes are needed, please submit a Service Desk Ticket requesting the appropriate changes be made to the Supplier ID. |  |