

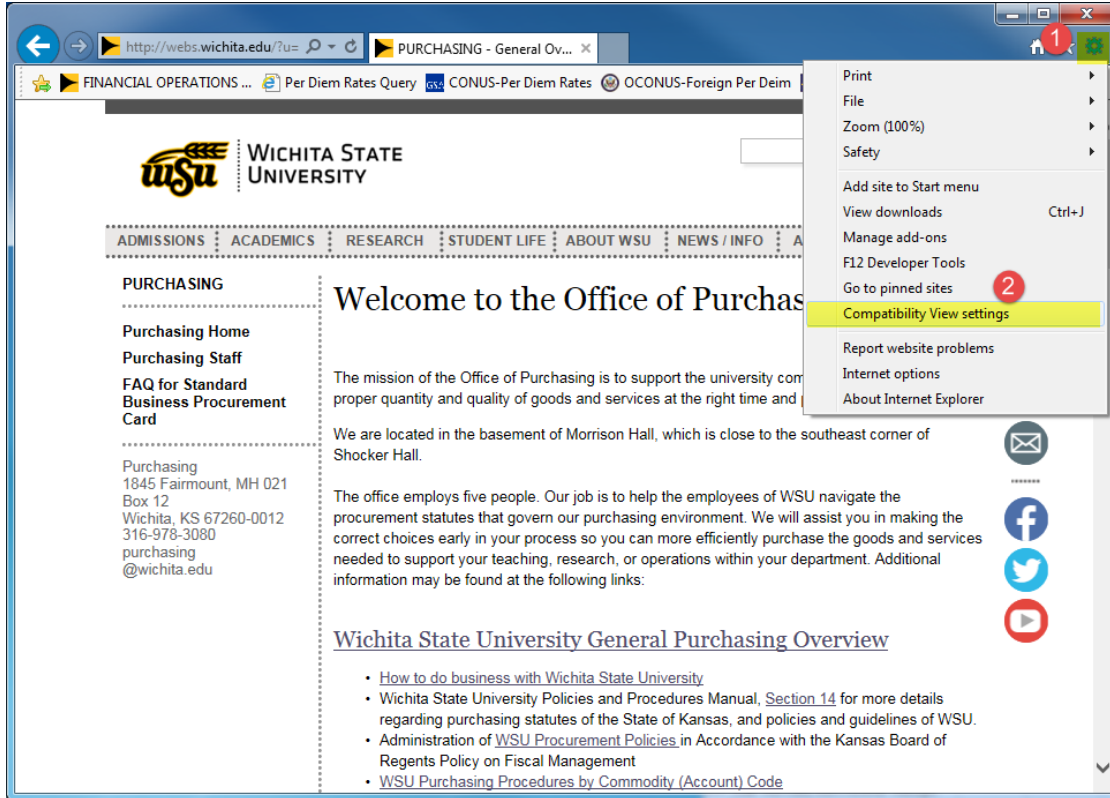
BPC eFORM Submission Update

There has recently been an update to the software behind our eForm. As a result, you **MAY** need to temporarily change a browser setting if you use Internet Explorer. Firefox users do not need to make this change.

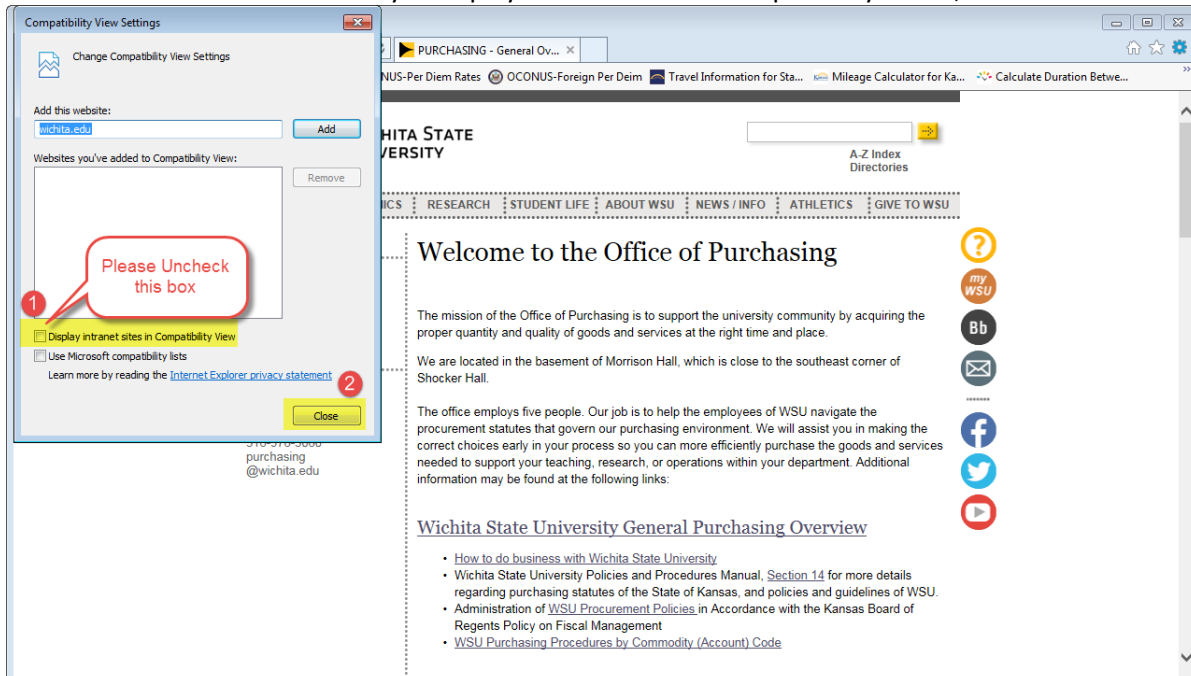
For **Internet Explorer** users, you can view this setting by doing the following:

eFORM

- Go to the 'Gear' in the upper right hand corner and select "Compatibility View Settings"



- Uncheck the box that says "Display intranet sites in Compatibility View", then click "Close"



- When you are done with the eForm, you may choose to put this setting back. If you don't, your browser may look different when using Reporting Services and certain other applications.

BPC eFORM Submission Update

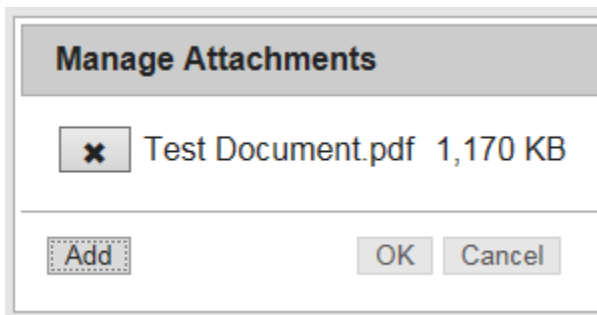
Research Funded Transactions

- Please remember to select an option (Yes or No) in the highlighted section below. In the past, this section defaulted to 'No.' The eFORM no longer does this for you.

The screenshot shows a web browser window displaying the 'Procurement Card Processing' eFORM. The page header includes the Wichita State University logo and the text 'WICHITA STATE UNIVERSITY' and 'Financial Operations and Business Technology'. The form is divided into several sections with yellow headers: 'Submitter Information', 'Card Information', and 'Comments'. The 'Submitter Information' section contains fields for 'Submitter myWSU ID' (with value 'c558v253' and a verification message) and 'Submitter Name' (with value 'Sonya Emmart'). The 'Card Information' section contains fields for 'Card Type', 'Card Number', 'Cardholder Name', and 'Cardholder myWSU ID'. A highlighted section asks 'Are any of these transactions funded by Research?:' with a dropdown menu set to '-- Please select No or Yes --'. Other fields include 'Fiscal Year' and 'Statement Cycle'. At the bottom, there are buttons for 'Submit Form', 'Reset', 'Print', and 'Attachments'. The footer of the browser window shows 'Perceptive Content Forms 7.1.5.1613 Copyright © 1991 - 2017 Perceptive Software, Inc.'

Attachments

- The attachment pop-up window looks different, but it functions the same. You will still add a document in the same way.



If you have any issues or questions contact Business Technology at 316-978-3070