



Disbursement Voucher Upload Procedure

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(Revise from Confluence per Kathy Avery)

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1. General Description

A Disbursement Voucher is a way to request a check or ACH payment to a vendor for goods sold or services rendered. This can be done manually or automatically. A service request ticket should be created to expedite this request. Please allow 2-5 days to complete this request.

2. DV Upload Format Requirement

It's very important to follow the exact given format in this table. Fail to do so will result repeated uploading errors and/or getting reports showing errors and no Disbursement Voucher edocs created.

KFS Fieldname	Type, Length , format	Description	FRS Spreadsheet Title	Spreadsheet Column
Unit(disbursement voucher batch defaults	Varchar(4)	Always 6220		A
disVchrContactPersonName	Varchar(40)	Person responsible for file		B
disVchrContactPhoneNumber	999-999-9999	Phone number of Person responsible for file		C
campusCode		Always '01'		D
disVchrContactEmailId		Email address of Person responsible for file		E
disbursementVoucherDueDate	mm/dd/yy	Due Date of Invoice	Inv Date	F
disbVchrCheckTotalAmount	Money format including the decimal point- example 1114.00	Amount to be printed on the check – total of line amounts for the payee id and invoice	Inv Amt	G
disbVchrCheckStubText		Always Spaces		H
disVchrBankCode		Always '15'		I
description		Text describing transaction	Description	J
invoiceNumber		Invoice Number	Inv #	K
invoiceDate	mm/dd/yy	Invoice Date	Inv Date	L
usage		Always Spaces		M
disbVchrPaymentReasonCode		Always - O		N
disbVchrPayeeldNumber		KFS Vendor Number- use 25794-0		O
disbVchrPayeeTypeCode		Always - V		P
chartOfAccountsCode		Always - UC		Q
accountNumber	Varchar2(7)	KFS Account (positions 1-7)	Account Number(positions 1-6)	R
financialObjectCode	Varchar2(4)	KFS Object code (Account positions 8-11)	Subcode (account positions 7-10)	S
amount	Money format including the decimal point, no commas - example 1114.00	Amount of line item – if a single line item this will equal the check amount	Inv Amt	T
noteText		Always spaces or text		U

KFS name to be determined - Discount Amount		Always Spaces		V
KFS name to be determined - Discount Type		Always Spaces		W

This is a comma-delimited file, with 23 columns.

Contact Person, Phone Number, and Email address can be department information rather than a specific person. Email address is used to send .PDF report from batch job.

Due Date and Invoice Date– must be in mm/dd/ccyy format.

Disbursement Voucher Reason Code – O

The **check total amount** is the amount that the check will be written for. It is the total of all **line amounts** for the payee id/Invoice number. It must include a decimal point, but no commas.

In the sample, vendor 12345-0, invoice number 123456789, had three line amounts against it (\$50.00, \$25.00, and \$25.00). These total \$100.00. A check will be written in the amount of \$100.00 to vendor 12345-0.

In the sample, the last entry, vendor 54321-0 only has one line amount so the line amount and the check total are the same value.

Check stub text is not a required field. It can be left blank.

Description is a brief text to help you identify the particular item or invoice.

Usage is not required, so leave it blank.

Payee Id is the vendor Number. For Sanditz Travel it is 25794-0.

Account and Object Code – FRS accounts and subcodes are changing to KFS accounts and object codes.

Notes is not a required field. It is used for any notes you want to stay with the e-Doc.

Discount Amount is not required, so leave blank

Discount Type is not required, so leave blank

3. Provide to FS the DV Setup Information

User must provide to the Finance Systems the following:

a) The new Disbursement Voucher Batch Default information.

These information will be used to produce the DV.

Example DV Batch Default for Sanditz Hotel:

Unit	Unit Name	Contact Name	Phone Number	Email Address	Campus Code	Payment Method	Documentation Location Code	Bank Code	Chart Code	Line Description
1019	Co-op	Kathy Couture	860-486-1301	Kathy.Couture@uconn.edu	01	P	E	15	UC	UConn Co-op
1022	Reslife	Virginia Holihan	860-486-6181	Virginia.Holihan@uconn.edu	01	P	E	15	UC	Utilities ResLife
1241	Campsu Assoc.	Rick Beckwith	860-427-7888	richard.beckwith@interstatehotels.com	01	P	E	15	UC	Nathan Hale
2005	Babbidge Library	Hilda Drabek	860-486-2669	Hilda.Drabek@uconn.edu	01	P	E	15	UC	Library Voucher
3038	Facilities	Tia Shackett	860-486-5436	tia.shackett@uconn.edu	01	P	E	15	UC	Utilities Facilities
4107	Dining Services	Linda West	860-486-6473	Linda.West@uconn.edu	01	P	E	15	UC	Dining Services
4244	Husky One	Elly Prairie	860-486-3129	ellen.prairie@uconn.edu	01	P	E	15	UC	Husky One
6080	Account Payable	Terri Richard	860-486-1643	terri.richard@uconn.edu	01	P	E	15	UC	Account Payable
6220	Travel	Leshonda Owens	860-486-2068	travel@uconn.edu	01	P	E	15	UC	Sanditz Hotel

b) Testing Data

These testing data will be used to test as the result will be sent directly to the person shown in the data.

Example: Sanditz March Test.csv

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	6220	LeShonda Owens	860-486-2068	1	leshonda.owens@uconn.edu	9192075	17136	15	GHOSHCHANDRY	50377	9192075	D	25734-0	V	UC	420010	7635	17136	Please contact the traveler for the folio				
2	6220	LeShonda Owens	860-486-2068	1	leshonda.owens@uconn.edu	9192075	17136	15	GHOSHCHANDRY	50377	9192075	D	25734-0	V	UC	420010	7635	17136	Please contact the traveler for the folio				

c) Fill out the Additional Functional Request form

This form must be complete by the user who will upload the DV data. A separate must be used for each DV uploader personnel. (role 10014 – DV Uploaders).

The form is located at Finance Systems web site:

<http://financesystems.uconn.edu/wp-content/uploads/sites/933/2014/11/Functional-Role-Request.doc-new.pdf>

4. Manual Upload Process

The manually upload process requires user to manually upload the .csv file with the given exact format. When uploading, KFS will scan for any errors. It only uploads successfully when all data is complied. The DV job is scheduled to run every night scanning for any available .csv file. If there is, it will process it around late 9:00 pm. This whole process must be done in KFS test environment first, once the user have reviewed and satisfied, same process will be done in production. Due to testing and preparation, it will take about 2-3 days to complete this process or more pending user readiness and confirmation.

4.1 Finance Systems Setup in KFS Test Environment

The below are steps created by the Finance System administrator to prepare for the manual setup.

- 1- Add an entry to the Disbursement Voucher Batch Default Table for the unit code associated with the department requesting the upload. This is needed because the batch disbursement voucher process gets several default values from this table.

Admin > Maintenance > Financial Processing > Disbursement Voucher Batch Defaults > Create New

Example:

Financial Processing

- [Cash Drawer](#)
- [Credit Card Type](#)
- [Credit Card Vendor](#)
- [Disbursement Voucher Batch Defaults](#)
- [Disbursement Voucher Documentation Location](#)
- [Disbursement Voucher Payment Reason](#)

Doc Nbr: 1462577	Status: INITIATED
Initiator: law02011	Created: 03:20 PM 05/05/2015

[expand all](#) [collapse all](#)
* required field

Document Overview ▼ hide

* Description: T67867	Explanation:
Organization Document Number:	

Edit DV Batch Defaults ▼ hide

New

Unit: 6220	Unit Name: Travel
Contact Name: Mary Loftus	Phone Number: 860-486-4848
Email Address: Mary.Loftus@uconn.edu	Campus Code: 01 - Storrs
Payment Method: P - Check/ACH	Documentation Location Code: F - 01
Bank Code: 15	Chart Code: UC
Account Number:	Object Code:
Line Description: Travel	Special Handling: <input type="checkbox"/>

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

2-Add DV uploaders role (#10014) to user's KFS profile

3-Upload .csv file to have DV night job to pick it up

- Go to: Admin > Batch > Financial Processing > Disbursement Voucher CSV Upload
- Select the .csv file, enter a description in File Identifier field, click 'add'

GL Collector (flat file format) Batch Upload [?](#)

Manage Batch Files hide

Add Batch Files			
	Browse File	File Identifier	Actions
add:	Q:\CFO\System\FINAN Browse...	law02011	<input type="button" value="add"/>

Should see this screen, if not, please see Section 4 Uploading Errors and Corrections

File was successfully saved

Disbursement Voucher Batch Upload [?](#)

Manage Batch Files hide

Add Batch Files			
	Browse File	File Identifier	Actions
add:	Browse...		<input type="button" value="add"/>

4-Next day, should receive an email notification of a Disbursement Voucher Batch report in PDF format
 Example of Sanditz Hotel:

DV Generation Report Statistics

Number of XML Document records read:	2
Number of XML accounting records read:	2
Number of FP_DV_DOC_T records written:	2
Number of FP_ACCT_LINES_T records written:	2
Number of GL_ORIGIN_ENTRY_T records written:	4

DV Batch Feed Status Report

Unit Code:8220

DV Date	Invoice Number	Payee	Amount	Due Date	Payment Reason
05/21/2015	503716	25794-0 (HRW Associates Inc)	171.36	2015-05-19	O-Catering under \$2,000, Hotel Payments under \$2,00
DV 1463074 generated W - The Payment Method value was filled in from the Disbursement Voucher Batch Default. The Documentation Location Code value was filled in from the Disbursement Voucher Batch Default. The Special Handling value was filled in from the Disbursement Voucher Batch Default.					
05/21/2015	503717	25794-0 (HRW Associates Inc)	171.36	2015-05-19	O-Catering under \$2,000, Hotel
DV 1463075 generated W - The Payment Method value was filled in from the Disbursement Voucher Batch Default. The Documentation Location Code value was filled in from the Disbursement Voucher Batch Default. The Special Handling value was filled in from the Disbursement Voucher Batch Default.					

5- Look up and verify the created DVs

4.2 User Testing

Once testing is successful, the user can learn how to upload the .csv file, review the batch report and verify the created DVs in KFS Test environment. This test can be repeated as necessary until the user is ready to go in production.

4.3 Finance Systems Setup in KFS Production

Repeat the section 2.2 above to setup the DV process in production. Notify the user and follow up thoroughly.

5. Automatic Upload Process

The Automatic Upload Process requires more preparation steps, lengthier and longer testing. User will not need to do anything beside providing needed information above. The data is created by vendor in a .csv file format. KFS jobs will pick up the .csv in a created given location and generate the DVs.

This document was written mainly for manual upload. Since I haven't done the automatic upload, the below notes are copied directly from Kathy Avery. This step may need to modify to clarify more in details.

1-Repeat steps above Section 3. Provide to FS the DV Setup Information and Section 4. Manual Upload Process.

2-Contact server support to create a directory structure on the server.

KFS administrator must create a service ticket to UITS Kuali Applications (Mitch Saba or Dylan Marquis) to:

a) create a directory folder structure on the server
home/TravelDrop/vendorPayments/inbound/prod
home/TravelDrop/vendorPayments/inbound/test

b) create a directory folder structure on the server
home/TravelDrop/vendorPayments/archive/prod
home/TravelDrop/vendorPayments/archive/test

c) for UAT and Production

3-Contact server support to **create a script** to perform the file transfer, create an associated .done file and to archive the original file after transfer. This script must be provided to Scheduling.

KFS administrator must create a service ticket to UITS Kuali Applications (Mitch Saba or Dylan Marquis) to create a script to perform file transfer processing.

4-Request UITS Scheduling to create a Control-M job to transfer the file from batch server to the Kuali server, using script provided by server support. Also, needed are job request forms for each job requested. Jobs to be

set up in UAT as ad-hoc and production as part of the daily schedule. Verify appropriate emails are sent out indicating the status of the file transfer.

KFS administrator must create a service ticket assigning to UITS Scheduling to schedule the job to run.

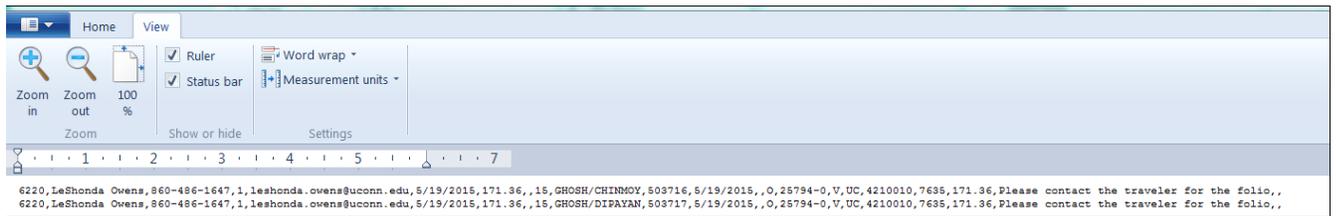
6. Uploading Errors and Corrections

When uploading the .csv file, at times, user could get uploading errors. When this happens, it’s best to view the .csv file in Notepad as it displays every single character combining all columns into one string.

Example of error: missing 2 fields toward the end of the line.



Corrections – by add 2 commas after each line to fill up columns V and W.



After correcting, reload the the .csv file and should get the ‘successfully saved’ message.



The below are detailed steps showing how to create a .csv file and how to correct each cell in each column.

How to convert an Excel Disbursement Voucher Document to a .csv format

1. Edit the Excel spreadsheet, using Excel.
2. Change Campus code(column D) to a text field with the value of 01. (format cells+text). I then hardcode a '01 in the field.
3. Change Due Date(column F) to a format of 99/99/99. (format cells+Date+03/14/01)
4. Change Check Total (column G) to a format of 9999.99. (format cells+Number+1234.10)
5. Change Invoice Date (column L) to a format of 99/99/99. (format cells+Date+03/14/01)
6. Change Line Amount (column T) to a format of 9999.99. (format cells+Number+1234.10)
7. Notes, Discount Amount, and Discount Type (columns U,V,W) must exist. Hardcode a single quote in each column.
8. Save file as a .csv (comma delimited) format (Save As+Other Formats+CSV (Comma Delimited)).
9. To verify that the file looks like it should, open file with WordPad. You will see strings of data, separated by columns. The fourth column will have 01 as the data.
10. The U column can have text such as notes regarding the DV
11. The last two columns are discount fields, if no discount, enter two commas

7. DV Batch Report Errors

After submit the .csv file overnight, the DV batch job will run and produce a DV Generation Statistical report.

In this example shows there is zero record written, so there are no DVs created

DV Generation Report Statistics	
Number of XML Document records read:	2
Number of XML accounting records read:	2
Number of FP_DV_DOC_T records written:	0
Number of FP_ACCT_LINES_T records written:	0
Number of GL_ORIGIN_ENTRY_T records written:	0

View the next page of the report to search for reason of why. Normal the letter E means Error.

DV Batch Feed Status Report					
Unit Code:8220					
DV Date	Invoice Number	Payee	Amount	Due Date	Payment Reason
05/21/2015	503718	25794-0 (HRW Associates Inc)	171.38	2015-05-19	O-Catering under \$2,000, Hotel Payments under \$2,00
E - The Invoice Number "503718" has already been used in another Disbursement Voucher (Document ID: 1463074). W - The Payment Method value was filled in from the Disbursement Voucher Batch Default. The Documentation Location Code value was filled in from the Disbursement Voucher Batch Default. The Special Handling value was filled in from the Disbursement Voucher Batch Default.					

8. Disbursement Voucher E-doc Created Example

Disbursement Voucher Backdoor Id law02011 is in use Doc Nbr: 1462879 Status: ENROUTE
Initiator: kfs Created: 09:39 PM 05/14/2011

[Print Disbursement Voucher Coversheet](#) * required field

Document Overview

* Description: Batch Generated DV Explanation: KAROLAK/KAMILA

Organization Document Number: Total Amount: 429.57

* Bank Code: 15 (Bank of America)

Accounting Period

Accounting Period: May 2015

Payment Information

* Payment Reason Code: O - Catering, Hotel Payments & Transportation

* Payee ID: 25794-0 * Payee Name: HRW Associates Inc

Payee Type: Vendor * Address 2: 98 Washington Street

* Address 1: dba Sanditz Travel State: CT

* City: Middletown Postal Code: 06457

Country: United States * Due Date: 06/21/2015

* Check Amount: 429.57

Payment Type: Is this a foreign payee: No Other Considerations: Check Enclosure: No
Is this payee an employee: No Special Handling: No
Is this an employee paid outside of payroll: No W-9/W-8BEN Completed
Exception Attached: No

* Invoice Number: 17798 * Invoice Date: 04/21/2015

Usage: * Payment Method: P - Check/ACH * Documentation Location Code: F - 01

Check Stub Text: * Documentation Location Code: F - 01

Accounting Lines

Accounting Lines Hide Detail									
Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	UC University of Connecticut	4609890 Contract Fund 2012 Alls		7635 Out-of-State Travel				429.57	
Line Description									
Sanditz Hotel									
								Total: 429.57	

Contact Information Hide	
* Contact Name:	Lan G
* Phone Number:	860-486-1647
Email Address:	lan.guglietta@uconn.edu
Campus Code:	01 - Storrs

Special Handling Hide	
Send Check To:	
Special Handling Name:	
Special Handling Address 1:	
Special Handling Address 2:	
Special Handling City:	
Special Handling State:	
Special Handling Postal Code:	
Special Handling Country:	

Nonresident Alien Tax Hide	
* Income Class Code:	
Federal Tax Percent:	
State Tax Percent:	
Country Code:	
NQI Id:	
Reference Doc:	
Foreign Source:	No
Treaty Exempt:	No
Exempt Under Other Code:	No
Gross Up Payment:	No
USAID Per Diem:	
Special W-4 Amount:	

Wire Transfer Hide	
Recurring Profile No.:	
* Bank Name:	
Bank ABA Routing #:	
* Bank City:	
Bank State:	
* Bank Country:	
* Bank Account #:	Not Displayed
* Bank Acct in the Name of:	FYI: Foreign wires may take 10-15 business days to reach their destination.
Waive wire transfer fee?:	No
Additional Wire Information:	
Addenda:	
* DV Amount Stated in:	
* Currency Type:	

Foreign Draft Hide	
* Currency Type:	

Non-Employee Travel Expense Hide	
Traveler Information	
* Name:	
* Service Performed:	
* Place of Performance:	
* Regular Employer:	
Destination	
* City:	State: *US only
* Country:	* Start/End Date/Time:
From:	To:
Per Diem	
* All fields required if section is used.	
Category:	From (City/State):
Rate: Per Diem Links	To (City/State):
Calculated Amount:	Round Trip: No
Actual Amount:	Total Mileage:
Justification for change:	Calculated Amount:
	Actual Amount:
Traveler Expenses	
* All fields required if section is used	
Type:	Company:
Expense Sub Total: Amount: \$ 0.00	
Travel Expenses Total	
Grand Total: \$ 0.00	
Pre Paid Expenses	
* All fields required if section is used	
Type:	Company:
Pre Paid Sub Total: Amount: \$ 0.00	

Pre Paid Expenses
* All fields required if section is used

Type:	Company:	Amount:	
Pre Paid Sub Total:		\$ 0.00	

Pre-Paid Travel Expenses

Pre-Paid Travel Expenses Overview

* Location: _____
 * Type: _____
 * Start Date: _____
 * End Date: _____

Expenses

* Name:	* Department Code:	* Req/Instate:	* Amount:
Total:			\$ 0.00

Disbursement Voucher Pre-Disbursement Processor Status

Pre-Disbursement Processor Status: Pre-Extraction

PDP Extraction Date: _____
 PDP Paid Date: _____
 PDP Cancellation Date: _____
 Disbursement Number: --

General Ledger Pending Entries

Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2015	UC	4609890	-----	7635	---	-----	DVCA	AC	EX	429.57	D
2	2015	UC	4609890	-----	2100	---	-----	DVCA	AC	LI	429.57	C

Notes and Attachments (0)

Posted Timestamp	Author	* Note Text	Attached File	Actions
No entries found.				

Ad Hoc Recipients

Ad Hoc Recipients Person Requests:

* Action Requested	* Person	Actions
FY1 <input type="text"/>	<input type="text"/>	<input type="button" value="add"/>

Ad Hoc Recipients Group Requests:

* Action Requested	Namespace Code	Name	Actions
FY1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>

Route Log

Backdoor id law02011 is in use

ID: 1462879

Title	Disbursement Voucher - Batch Generated DV		
Type	Disbursement Voucher	Created	09:39 PM 05/14/2015
Initiator	KFS	Last Modified	09:39 PM 05/14/2015
Route Status	ENROUTE	Last Approved	
Node(s)	Account	Finalized	

Actions Taken

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	KFS		09:39 PM 05/14/2015	

Pending Action Requests

Action	Requested Of	Time/Date	Annotation
IN ACTION LIST APPROVE	Elizabeth B. Dracobly	01:18 PM 05/15/2015	KFS-SYS Fiscal Officer UC 4609890

Future Action Requests

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