Non-Travel Disbursement Voucher
Accounts Payable
2017
This is a step-by-step guide to creating a non-travel disbursement voucher for the University of Connecticut. The guide begins after signing into UConn’s Kuali Financial System (KFS).

- Non-Travel Disbursement Voucher: Used for payments that do not require a Purchase Order (i.e. Employees and Non-Employee Reimbursements, Memberships, Refunds, & more).
  - Refer to Reason Code Guide [DV Reason Code Guide](#).
  - **Note:** Select “Save” at the bottom of the e-doc so the document is not lost if the session is timed out.

1. **Under the Main Menu in KFS:** Select “Disbursement Voucher” to initiate a new DV. (Under Transactions, Financial Processing, select Disbursement Voucher.)

2. **Document Overview Tab:**
   a. **Description:** Enter the vendor’s name, and a “need by date” if the check is needed within **10 days** of creating the E-doc. (ex. Vendor – Jan. 1)
   
   i. Refer to Reason Code Guide [DV Reason Code Guide](#).
   
   b. **Explanation:** Enter any descriptive information about the business purpose of the DV.
3. Payment Information Tab:
   a. Payment Reason Code/ Payee ID:
      i. Select the magnifying glass next to Payee ID.

      ![Payment Information Tab Screenshot]

      ii. On the next screen, select the appropriate reason code (Refer to the DV Reason Code Guide) and enter the vendor name, then select Search.

      1. Note: You cannot search for vendors using the Person First Name/Person Last Name fields, these are for UConn employee/student employee name searches only.

      iii. Locate the appropriate vendor and select “Return Value” for that vendor.

      1. Note: If the vendor has multiple addresses, select the correct remit address and click return value. To see the vendor profile and other addresses, click on the underlined vendor name.

         a. If the necessary address is not on the vendor profile, do a vendor edit to add the additional address.
b. **Vendor Hold Code:** Accounts Payable puts hold codes on vendors to identify tax implementation.

c. **Check Amount:** Input dollar amount to be paid under “Check Amount”. This amount must match the advance amount in the accounting line(s) below.

d. **Due Date:** The due date is the date that the funds will be disbursed.
   i. The system will default to the next day’s date. If you need the check to cut for a future date please change this date as we do not prepay for services.
e. **Check Enclosure**: If check enclosure is necessary, mark the “Check Enclosure” box.
   
i. Attach the enclosure in the Notes & Attachment tab.

ii. Original paperwork that needs to go with the check (i.e. License Applications), please keep the paperwork in your office and mark special handling to pick up the check.

f. **Special Handling**: If you need to be called when the check is ready, mark the Special Handling box. You will have to fill out the Special Handling information in the notes & attachment tab.

   i. If your vendor is an ACH vendor checking the Check Enclosure or Special Handling will cause a check to be printed
g. **Invoice Number:** Add the invoice number.
   - See the [Invoice Numbering Standards](#) for details.

<table>
<thead>
<tr>
<th>Payment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Reason Code:</td>
</tr>
<tr>
<td>Payee ID: 27756-A</td>
</tr>
<tr>
<td>Payee Type: Vendor</td>
</tr>
<tr>
<td>Payee Name: APS-NE Regional Discussion Group</td>
</tr>
<tr>
<td>Address 1: 10-20 Templeton</td>
</tr>
<tr>
<td>Address 2: 300 Templeton Road</td>
</tr>
<tr>
<td>City: Chicago</td>
</tr>
<tr>
<td>State: IL</td>
</tr>
<tr>
<td>Country: United States</td>
</tr>
<tr>
<td>Check Amount: 500.00</td>
</tr>
<tr>
<td>Check Enclosure: No</td>
</tr>
<tr>
<td>Special Handling: No</td>
</tr>
<tr>
<td>W-9/10-999 Form Completed: Yes</td>
</tr>
<tr>
<td>Exception Attached: No</td>
</tr>
<tr>
<td>Immediate Payment: No</td>
</tr>
<tr>
<td>Payment Type: Check/ACH</td>
</tr>
<tr>
<td>Invoice Number: 021817/1234</td>
</tr>
<tr>
<td>Invoice Date: 02/18/2017</td>
</tr>
<tr>
<td>Invoice Received Date:</td>
</tr>
<tr>
<td>Usage: Utility</td>
</tr>
<tr>
<td>Documentation Location Code: F - 01</td>
</tr>
</tbody>
</table>

h. **Invoice Date:** Date on vendor invoice

i. **Usage:** Use by Facilities only for utility invoices

j. **Invoice Received Date:** Date department received the invoice from the vendor
k. **Payment Method:**

i. Select from drop down menu
   1. **P** = Check/ACH – Default for DVs. Systems will know if vendor is set up to receive a check or a direct deposit
   2. **F** = Foreign Draft – Note used
   3. **W** = Wire Transfer – Payments made to foreign countries in US or foreign currency. (If making a wire payment please attach the sign EFT form to the DV so Cash Ops can wire the funds)
   4. **C** = Core (Bank20, Bond Fund$)
   5. **A** – Check/ACH – default for PO Payment
   6. **D** – Prepaid cards – cards used for payment to research participants do to confidentiality

ii. **Documentation Location Code:** systems defaulted

l. **Check Stub Text:** not set up to print on the check

4. **Accounting Lines Tab:**
   a. Fill in Account Number, Object Code, and Dollar Amount. If department is using Sub Accounts & Sub Objects, enter these as well. Line Description is optional. Click the ADD button
5. **Contact Information Tab:** Automatically fills in with Initiator name

6. **Special Handling Tab:** Fill in this tab if you checked Special Handling on the Payment Information Tab

7. **Nonresident Alien Tax Tab:** Tax and compliance use only
8. **Wire Transfer Tab:** Must be filled out, if paying via a wire transfer. Fill in all fields that have an asterisk. Also attach the signed EFT form to the DV

9. **Foreign Draft Tab:** Not Used
10. **Non-Employee Travel Expense Tab:** Not Used
11. **Pre-Paid Travel Expensed Tab:** Not Used
12. **Pre-Disbursement Processor Status Tab:** Will show check disbursement date and number
13. **General Ledger Pending Entries Tab:** Read Only
14. **Notes and Attachment Tab:**
   a. Add invoice/back up to DV. Click add and submit
   b. Once you submit you may get error message at the top or bottom of the screen. Those errors will need to be fixed before the document can be successfully submitted.

![Notes and Attachment Tab](image1.jpg)

15. **Ad Hoc Recipients Tab:** Used to route for additional approval not already part of the normal workflow. You may also FYI or send an Acknowledgement to someone

![Ad Hoc Recipients Tab](image2.jpg)

16. **Route Log:** Tells you were the document is within the workflow

17. **Command buttons:**
   a. **Send Ad hoc Request:**
      i. Use if you want to interrupt the normal workflow and add someone else as an FYI, Acknowledge or Approver on the edoc
      ii. Reload: Brings the edoc back to its prior state before the save button was selected
      iii. Close: Closes the edoc but gives you the chance to save
      iv. Recall: Gives the initiator the ability to recall the edoc after they hit submit, as long as the next person in the route log hasn’t taken action on the edoc. You can recall the document to your action list to edit or recall to cancel
      v. Copy: gives you the ability to copy previous edocs if you are paying recurring payments

![Command buttons](image3.jpg)