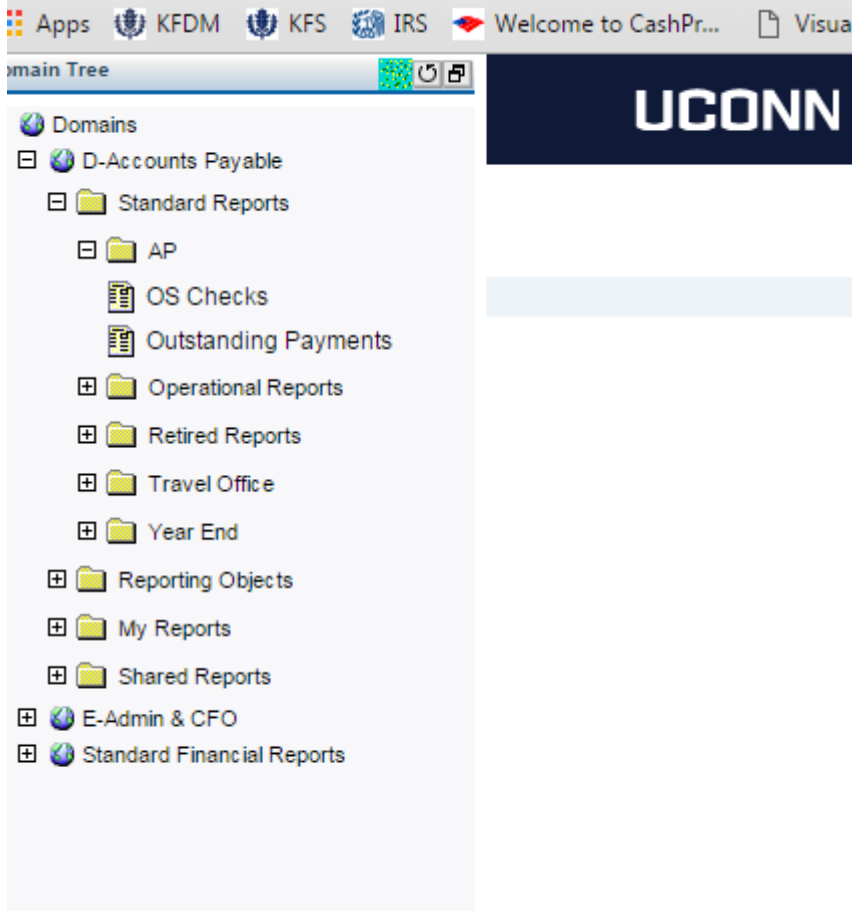1. Pull outstanding check report (KFDM: D-Accounts Payable: Standard Reports: AP: OS Checks)

2. Run report by calendar date (From: 1/1/xxxx To: 12/31/xxxx) then Run

3. Sort report by vendor# so all employees are grouped together and vendors (i.e. organizations & individuals) are grouped together. (Vendor numbers will end with -0, -1 extension, employees will not)

Payment Payee Name	Vendor#	Email address	Payment Line1 Address	Payment Line2 Address	Payment City Name
Colleen M Schuh	73100		UNIT 6047	NEW CENTRAL WHS	Storrs
Daniel D Burkey	100078		UNIT 3187	Engineering II Room 304	Storrs
Benjamin L Cournoyer	100824		1080 Shennecossett Road		Groton
Jeffrey A Wrana	100898		321 Beaver Hill Road		North Windham
Andrea L Kadilak	104705		Unit 3222		Storrs
Justis F Lopez	112719		1346 Storrs Road	Unit 4238	Storrs
Danielle Van Vierssen	114833		Unit 3008		Storrs
Jennifer Lanzing	115405		UNIT 1005	BABBIDGE LIBR.	Storrs
Mikhael Shor	116701		UNIT 1063	OAK HALL	Storrs
Michael G Siers	117324		Unit 4021		Storrs
Brianna L Koshmerl	118462		3 North Hillside Rd Unit 6199		Storrs
Bin Li	121069		2100 Hillside Road, U1041		Storrs
Kaila G Manca	123091		UNIT 1078	FIELD HOUSE	Storrs
Christopher R Stocklin	126743		U-3139		Storrs
Christopher E Giacchino	128317		505 Stadium Road, U-3204	Burton Family Football Complex	Storrs
Dayong Tian	130254		1080 Shennecossett Road	Marine Sciences	Groton
Ho C Lee	130593		205 Separatist Rd.		Storrs
Cera R Fisher	130907		U-3043		Storrs
Jacqueline B Vissat	131638		36 Woodcock Lane		Marlboro
Katherine M Quinones	133906		228 GOODYEAR		Storrs
Benjamin W Shiling	139920		UNIT 3138	MATH SCIENCES	Storrs
Joseph D Leone	140245		3 North Hillside Rd	Unit 6199	Storrs
Katherine R Domrese	141353		P.O. Box 47		East Windsor Hill
Amy E Hensley	141804		305 Skiff St.	New Haven County Extension Center	North Haven

4. If any duplicate disbursement numbers, merge payment to reflect one total per check (Create Pivot table to extract this information)

Payment Payee Name	Vendor#	DisbursementNumber	Sum of DisbursementPayment Net Amount
7-Eleven Store # 36432	14308-1	531569	7.91
ACL Services LTD	19740-0	521441	5,250.00
Albanese, Theresa	23356-0	524961	40.00
Alexander-Katz, Alfredo	26051-0	548598	116.55
American Museum Of Natural History	11113-0	548460	600.00
Amy E Hensley	141804	528829	18.87
Andrea Grove-McDonough	079801	537869	13.00
Andrea L Bogomolni	076489	534463	699.71
Andrea L Kadilak	104705	526552	40.07
Army Athletic Association	21340-0	545402	250.00
Benjamin L Cournoyer	100824	544699	135.90
Benjamin W Shiling	139920	531761	20.00
Bin Li	121069	535376	66.55
Bogdonoff, Noah	26302-0	546812	50.00
Boston College	17141-0	533320	95.00
Brianna L Koshmerl	118462	527299	16.50
Brigham and Womens Hospital Inc	25996-0	547761	16,696.37
Brockmeyer, Bethany	23090-0	525636	100.00
Bruce J Gelston	622558	544285	32.71
Butler, Carol	23645-0	526879	300.00
Cammie Wilson	023226	552089	358.96
Cardoso, Zilmar	26178-0	549222	57.00
Carla C Silva-Muhammad	045859	544537	28.90
Cedrone, David	25289-0	537679	2.75
Cera R Fisher	130907	546637	17.00
Charlotte Levy	144882	547417	127.88
Christopher E Giacchino	128317	518032	85.00
Christopher R Stocklin	126743	547812	45.88
Clark, Bradford B	21968-0	515740	150.00
Colby College Woodsmen Team	16759-1	529946	500.00
Colleen M Schuh	73100	538398	20.00
Connecticut College Equestrian Team	16424-1	549122	1,680.00
Constantine, David	26082-0	544802	48.59

PivotTable Fields

Choose fields to add to report:

☑ Payment Payee Name
☑ Vendor#
☐ Email address
☐ Payment Line1 Address
☐ Payment Line2 Address
☐ Payment City Name
☐ Payment State Code
☐ Payment Postal Code
☐ Payment Status Code
☐ Payment Status Description
☐ DisbursementDate
☑ DisbursementNumber
☑ DisbursementPayment Net A

Drag fields between areas below:

▼ FILTERS	⦀ COLUMNS

☰ ROWS	Σ VALUES
Payment ... ▼	Sum of Disbur... ▼
Vendor# ▼	
Disburseme... ▼	

5. Add columns on spreadsheet for email address (open text), ACH (yes or no) & action required (Void only or Void/Reissue)

Save a copy of this report on Q: drive (Q: AP: AP-Disbursements: AP-Outstanding checks – create new folder for year you're working on)

6a. Review file (<u>individuals</u>):

    i.   Use employee ID to search People Soft/Genesys to access employee physical/email address and replace UBox on spreadsheet with this info

    ii.   Search Payee ACH accounts/KFS. If account found, add to spreadsheet

6b. Review file (vendors):

    i.   Using vendor# search vendor profile in KFS for email address & add to spreadsheet

    ii.   Review vendor profile in KFS to ensure PO address pulls through on spreadsheet

Vendor Detail	▾ hide		
Vendor Header Information			
Vendor #: 20381-0		**Vendor Name:** Wojtyna, Stephen	
Vendor Parent Indicator: Yes		**Vendor Parent Name:** Wojtyna, Stephen	
Corporate Information			
Vendor Type: PO - Disbursement Voucher/Purchase Order		**Is this a foreign vendor:** No	
US Tax Number: 048503516		**Tax Number Type:** SSN	
Ownership Type: Individual/Sole Proprietor		**Ownership Type Category:** Affiliated Employee	
W-9 Received:		**W-9 Signed Date:**	
W-8 Received:		**W-8 Signed Date:**	
W-8 Type:		**Country of Incorporation/Citizenship:**	
GIIN Code:		**Foreign Tax Id:**	
Date of Birth:		**Chapter 3 Status Code:**	
Chapter 4 Status Code:		**Backup Withholding Begin Date:**	
Backup Withholding End Date:		**Debarred:**	
Detail Information			
Payment Terms: Net 1 Days		**Sold To Vendor Number:**	
Sold To Vendor Name:		**Pre-Payment:**	
Credit Card:		**Taxable Indicator:** Yes	
Restricted:		**Minimum Order Amount:**	
Restricted Date:		**Shipping Title:**	
Restricted Person Name:		**Shipping Payment Terms:**	
Restricted Reason: Dining Service Affiliated Empoyee		**DUNS Number:**	
Remit Name:		**Vendor URL:**	
Active Indicator: Yes		**Confirmation:**	
Inactive Reason:			
Address	▾ hide		
▾ hide Address (PO - Purchase Order - Storrs)			
Address Type: PO - Purchase Order		**Country:** United States	
Address 1: One Bishop Circle U-4071		**Attention:**	
Address 2:		**URL:**	
City: Storrs		**Vendor Fax Number:**	
State: CT		**Email Address:** steven.wojtyna@uconn.edu	
Postal Code: 06269		**Set as Default Address:** Yes	
Province:		**Active Indicator:** Yes	

    I.   If any foreign vendors, add country in state field on spreadsheet

    II.   Search Payee ACH accounts/KFS. If account found, add to spreadsheet

7.   Contact (individuals/vendors):

Create mail merge using template on Q: to create letters

Mail letter to employees/vendor. For vendors who do not have a current ACH account setupm send an ACH application too.

If no response by mail within 30 days
- Email employee/vendor and attach a copy of the <u>original</u> letter (and ACH application, if applicable. Employees <u>should not</u> get an ACH application)
- If no email address on file or new address, mail second letter marked 2nd Request

UCONN
UNIVERSITY OF CONNECTICUT

February 25, 2016

IMPORTANT NOTICE!

The University of Connecticut has issued a check to you in the amount listed below. Our records show that this check has not been cashed. Please indicate if you would like us to reissue a replacement check.

Check#	Dated:
Check Amount	
Vendor#	Invoice#

_____ **Void and reissue with a replacement check**

_____ **Do not reissue this payment**

Failure to reply will result in escheatment of this amount to the State of Connecticut.

I certify that I was the original payee on this item and in requesting a replacement check I am doing so lawfully.

_____ _____ _____
Print Name   **Signature**   **Date**

Contact phone # or email address (required for reissue):

Please review the information and **return this form** via email to Christine.Nobile@uconn.edu at the University of Connecticut, 3 Discovery Drive, U-6080, Storrs, CT 06269-6080 as soon as possible.

Thank you for your cooperation.

8. Go to Bank of America and pull reconciliation report to ensure it matches with our KFDM report.
   - If any do not match, highlight on spreadsheet (to be removed) and bring to Rita's attention

PIC TO FOLLOW

9. Review email responses:

- Create folder on Q: drive for email responses and save a copy there
- Create folder in the AP_Disbursement folder on Q: drive for ACHs to be processed
- If change of address, forward a copy to AP_Vend_Coord@uconn.edu so they can update vendor profile.
- If vendor returns ACH form, file the application in ACH folder (see above)
- Note on spreadsheet what individual/organization preference is (Void only, Void/Re-enter).
- For payments to be reissued via check, keep in mind that check will reissue to <u>original address</u> (even if account has been updated in KFS). These checks need to be mailed separately with addressed envelope.

10. Go to PDP to make necessary adjustments

    Maintenance Tab
    Pre-Disbursement Processor
    Search for Payment
    Enter disbursement number
    Cancel Disbursement (for void only)
    Cancel/Reissue (for void/reissue)

11. Scan all documents and attach to original Doc# (i.e. Source Document Number(s))

One item retrieved.

Actions	Customer	Source Document Number	P
Cancel Disbursement Cancel Reissue	01-KUAL-PRAP	436350	

Export options: CSV | spreadsheet | XML

12. Provide copy of documents to Christine or Li to record on *Voided checks/ACH* file they maintain. Once they do this, paper documents will be filed by students.