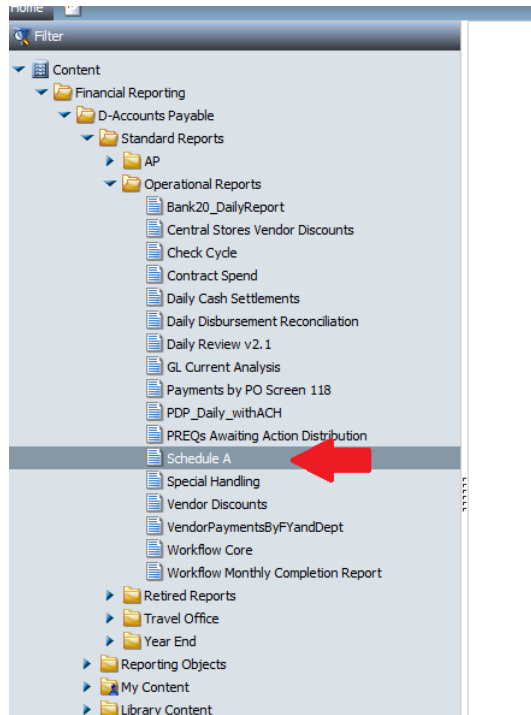


Schedule A Procedure

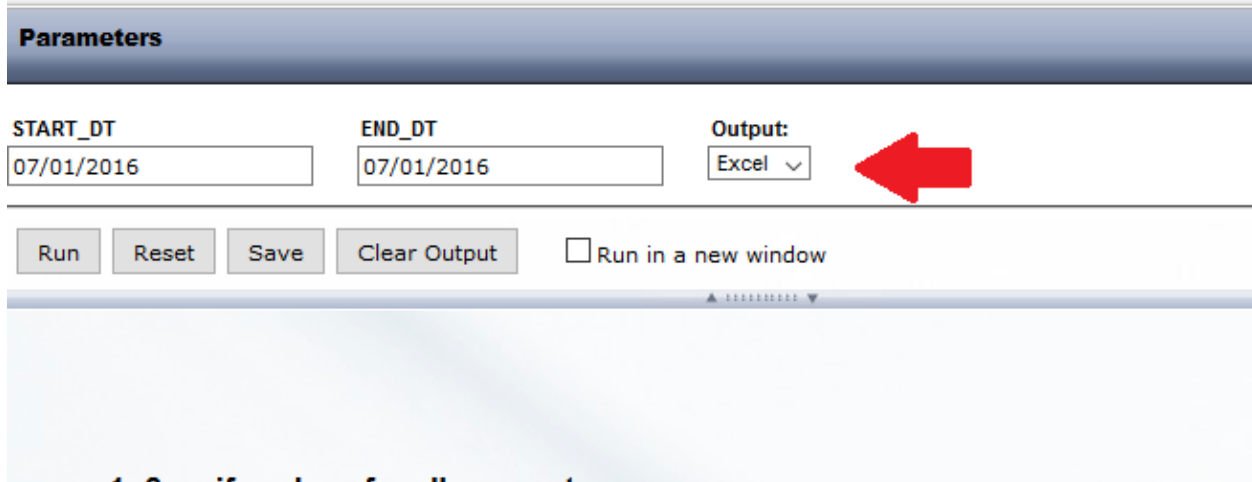
1. Log into KFDM
2. On the left side of the screen, click Financial Reporting/D-Accounts Payable/Standard Reports/Operational Reports/**Schedule A**
 - a. Right click on Schedule A and select Run



3. Change the start and end date to today's date

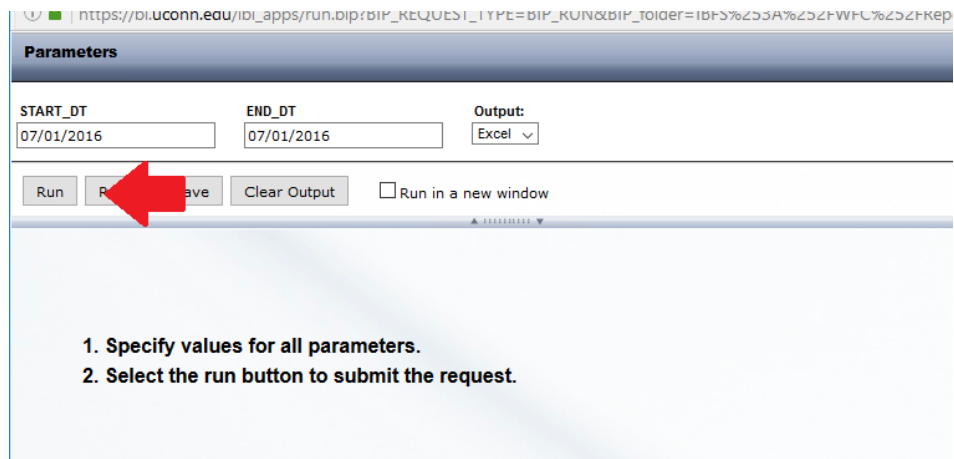
A screenshot of the 'Parameters' section in a web application. The section contains three input fields: 'START_DT' with the value '07/01/2016', 'END_DT' with the value '07/01/2016', and 'Output:' with a dropdown menu set to 'PDF'. Below these fields are four buttons: 'Run', 'Reset', 'Save', and 'Clear Output'. To the right of these buttons is a checkbox labeled 'Run in a new window' which is currently unchecked. Red arrows point to the 'START_DT' and 'END_DT' input fields.

4. Change the display output type to Excel



The screenshot shows a web interface titled "Parameters". It contains three input fields: "START_DT" with the value "07/01/2016", "END_DT" with the value "07/01/2016", and "Output:" with a dropdown menu set to "Excel". A red arrow points to the "Excel" option in the dropdown. Below the input fields are four buttons: "Run", "Reset", "Save", and "Clear Output", followed by a checkbox labeled "Run in a new window".

5. Click run



The screenshot shows the same "Parameters" form as above, but with a red arrow pointing to the "Run" button. Below the form, there are two numbered instructions: "1. Specify values for all parameters." and "2. Select the run button to submit the request."

8. When Excel opens the report
 - i. change the title to say "Schedule A for UCONN" with today's date
 - ii. adjust the column width so the document will print on one page
 - iii. choose narrow margins
 - iv. change the date at the bottom to *two business days* after the date at the top of the document

SCHEDULE A for July 1, 2016										
UConn 2000 General Obligation Bond Requisition Number										
Pursuant to Section 603(5) of the Indenture										
Payee Name	Payee City	Payee State	Account Code	PO Number	Invoice Number	Invoice Date	Check Date	Category	Total	
Project: Deferred Maintenance/Code/ADA Renovation Lump Sum-Ph III										
Hax-Prax Inc	Hart Hartford	CT	7742190	8540	92375	7269	08/15/2015	07/01/2016	Environ Arborist Haz Mat Removal	24,800.00
Hax-Prax Inc	Hart Hartford	CT	7742190	8540	92375	7473	04/14/2016	07/01/2016	Environ Arborist Haz Mat Removal	21,772.50
Total for Hax-Prax Inc									46,572.50	
Silver Patreca III & Associates	Hamden	CT	7742230	8475	105777	16-1059	06/01/2016	07/01/2016	Durien Services-ARE Basic Agreement	1,500.00
Total for Silver Patreca III & Associates									1,500.00	
Turner Construction Co	Shelton	CT	7742670	8455	104095	990061216	04/16/2016	07/01/2016	Contract Base Contract - O/S	1,662,437.50
Total for Turner Construction Co									1,662,437.50	
Total for Deferred Maintenance/Code/ADA Renovation Lump Sum-Ph III										
Project: Engineering Building										
Salvias LLC	Meriden	CT	7730670	8465	61912	16096	05/12/2016	07/01/2016	Construction Administration	15,561.00
Total for Strategic Building Solutions LLC									15,561.00	
Project: Equipment, Library Collections & Telecommunications-Ph I-III										
Project: Mainline Information Sys										
Inc	Birmingham	AL	7706430	8475	115254	217141	04/17/2016	07/01/2016	IT Hardware Maintenance Agreements	195,093.74
Inc	Birmingham	AL	7706430	8202	115254	217141	04/17/2016	07/01/2016	IT Equipment/Hardware	59,991.60
Inc	Birmingham	AL	7706430	8307	115254	217141	04/17/2016	07/01/2016	Non-Centrallable Equip	16,637.28
Total for Mainline Information Sys Inc									271,722.62	
Tri-Dom Consulting Group	MS Houston	CT	7706160	8255	89311	50001-MJ	06/03/2016	07/01/2016	Software Internally Generated	5,200.10
Total for Tri-Dom Consulting Group LLC									5,200.10	
Project: Equipment, Library Collections & Telecommunications-Ph I-III										
Project: Fine Arts Phase II										
M3 Herdy Collaborative	New York	NY	7738830	8475	29335	0000023	04/23/2016	07/01/2016	Durien Services-ARE Basic Agreement	130,829.40
Total for M3 Herdy Collaborative Architecture LLC									130,829.40	
Project: Fine Arts Phase II										
Project: Medical School Academic Building Renovation										
Skawha Usa Buildings Inc	New Haven	CT	8820200	8455	48410	91053116	05/12/2016	07/01/2016	Contractor	1,265,623.00
Total for Skawha Usa Buildings Inc									1,265,623.00	
Total for Medical School Academic Building Renovation										
Project: Residential Life Facilities										
Tauzer Gallo, LLC	New Haven	CT	7732510	8475	115529	12512	04/02/2016	07/01/2016	Durien Services-ARE Basic Agreement	4,350.00
Total for Tauzer Gallo, LLC									4,350.00	
Total for Residential Life Facilities										
Project: UCHC New Construction & Renovation										
Jacobs Project Management Co	New York	NY	8130200	8465	1458	87072501-53	04/15/2016	07/01/2016	Construction Administration	149,782.17
Total for Jacobs Project Management Co									149,782.17	
Total for UCHC New Construction & Renovation										
Total Book 17									3,786,798.89	

By: _____
 Name: Daniel Warren
 Title: Director of Accounts Payable
 Department: Accounts Payable
 Date: 07/01/2016

9. Print the document and save it to Q:\AP\Schedule A with today's date (you will use this again tomorrow)

10. Preparing tomorrow's Schedule A for Dan's signature (Q:\AP\Schedule A)

- a. Update the Schedule A manual (Excel document) with:
 - i. today's date on the title at the top
 - ii. the total from the Schedule A pulled from KDFM in Step 12
 - iii. today's date next to the amount from the Schedule A
 - iv. the date at the bottom of the document should be changed to *two business days* from the date at the top of the document
 - v. Print the document

7

SCHEDULE A
UCONN 2000 GENERAL OBLIGATION BOND REQUISITION NO. 2015/06/02
Pursuant To Section 803(5) of The Indenture

Payee Name	Payee City	Payee State	Account	Object	PO Number	Invoice Number	Invoice Date	Payment Date	Amount	Item or Category of Cost
Project University of Connecticut	Storrs	CT						6/2/2015	\$ 32,493.85	

Total Bank 17

By: _____


Name: Daniel Warren
Title: Director
Department: Accounts Payable
Date: 6/4/2015

- b. Update Reimbursement Disbursement Request form:
 - i. Update the date in the title to today's date


REIMBURSEMENT DISBURSEMENT REQUEST NO. UCONN 2015/06/02

TO: Authorized Officer
FROM: Daniel Warren
DATE: June 4, 2015
RE: University of Connecticut

- ii. Update the date to *two business days* from today in the "Date" line


TO: Authorized Officer
FROM: Daniel Warren
DATE: June 4, 2015 
RE: University of Connecticut
UConn 2000 Infrastructure Improvement Program

- iii. On the last page of the document, update the date in the last paragraph to today's date

Attached to this 2015 Series A Bond Proceeds Reimbursement Disbursement Request No. UCONN 2015/06/02 are the invoices and/or other evidences of indebtedness for the certifications given herein. 

- iv.
- v. *days from today*

No. UCONN 2015/06/02 are the invoices and/or other evidences of indebtedness for the certifications given herein.

Dated: June 4, 2015 

By: _____
Name: Daniel Warren
Title: Director
Department: Accounts Payable

- vi. Print the document
- c. Update the Disbursement Request form
 - i. Update the date in the title to today's date

**UCONN 2000 GENERAL OBLIGATION 2015 SERIES A BOND
PROCEEDS**



DISBURSEMENT REQUEST NO. UCONN 2015/06/02
Pursuant to Section 603(5) of the General Obligation Indenture

- ii. Update the date to *two business days* from today in the “Date” line

TO: Authorized Officer
FROM: Daniel Warren
DATE: June 4, 2015
RE: University of Connecticut
UConn 2000 Infrastructure Improvement Program

- iii. On the last page of the document, update the date in the last paragraph to today’s date

amended.

Attached to this 2015 Series A Bond Proceeds Disbursement Request No. UCONN 2015/06/02 are the invoices and/or other evidences of indebtedness for the certifications given herein.

- iv. On the last page of the document, update the date at the bottom of the page to *two business days from today*

Dated: June 4, 2015



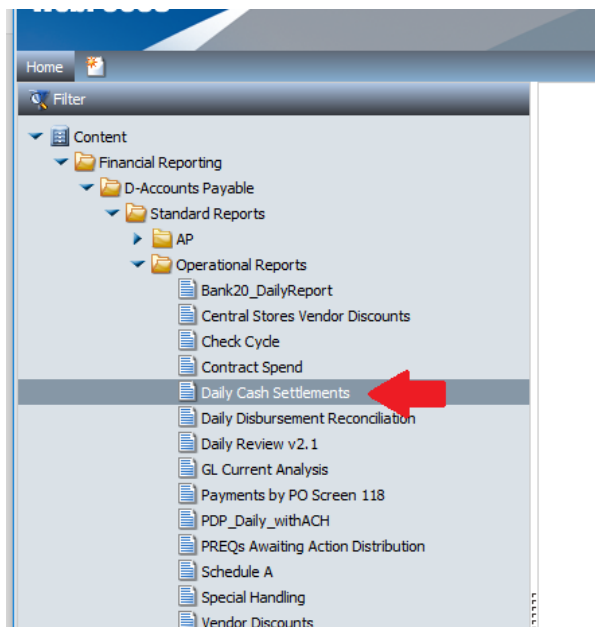
By: _____

Name: Daniel Warren

Title: Director

Department: Accounts Payable

- v. Print the document
 - vi. Put the documents in this order and give them to Dan to sign:
 1. Reimbursement Disbursement Form
 2. Schedule A manual
 3. Disbursement Form
 4. Schedule A printed from Step 12
 - vii. Once he approves them, hold them for the next day to finalize
11. The next business day, log into KFDM and run the Daily Cash Settlements report



12. Right Click on Daily Cash Settlements and Click Run

13. Change the Start and End Dates to the prior business day

https://bi.uconn.edu/fbi_apps/run.bip?BIP_REQUEST_TYPE=BIP_RUN&BIP_folder=IBFS%253A%252FWFC%252FReposito

Parameters

Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Bank ID	eDoc Types:	Output:
07/01/2016	06/30/2017	ALL	No Selection	HTML

Run Reset Save Clear Output Run in a new window

1. Specify values for all parameters.
2. Select the run button to submit the request.

14. Change the Bank ID to 17

https://bi.uconn.edu/fbi_apps/run.bip?BIP_REQUEST_TYPE=BIP_RUN&BIP_folder=IBFS%253A%252FWFC%252FReposito

Parameters

Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Bank ID	eDoc Types:	Output:
07/01/2016	06/30/2017	17	No Selection	HTML

Run Reset Save Clear Output Run in a new window

1. Specify values for all parameters.

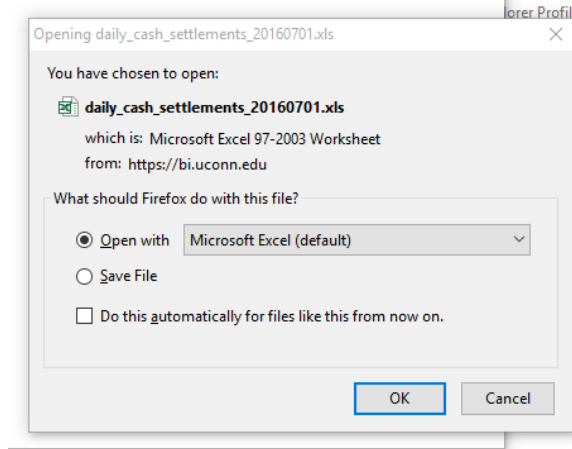
15. Change the Output to Excel

The screenshot shows a web browser window with the URL https://bi.uconn.edu/ibi_apps/run.bip?BIP_REQUEST_TYPE=BIP_RUN&BIP_folder=IBFS%253A%252FWFC%252FReposit. Below the address bar is a header labeled "Parameters". The form contains several input fields: "Start Date (MM/DD/YYYY)" with the value "07/01/2016", "End Date (MM/DD/YYYY)" with the value "06/30/2017", "Bank ID" with a dropdown menu showing "17", "eDoc Types:" with a dropdown menu showing "No Selection", and "Output:" with a dropdown menu showing "Excel". A red arrow points to the "Excel" option in the "Output:" dropdown. Below the form are buttons for "Run", "Reset", "Save", and "Clear Output", along with a checkbox labeled "Run in a new window".

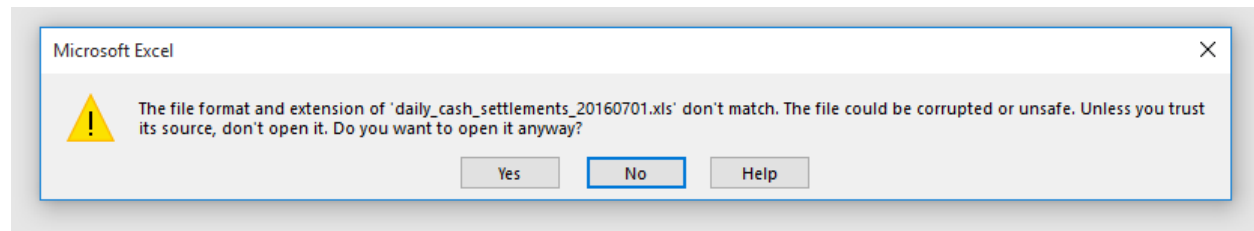
16. Click Run

This screenshot is identical to the one above, showing the same "Parameters" form. However, a red arrow now points to the "Run" button, indicating the next step in the process.

17. Click Open With Microsoft Excel and say OK



18. Click Yes



19. Insert a blank row beneath the last row showing the eDoc type of (ACHC, ACHD, ACHR, CHKC, CHKD, CHKR)

Posting Date	eDoc Type	Fund/SID	Memo Bank	eDoc	Account	Account Name	Amount	Core Ref Number	Notes
Daily Cash Settlement for 06/30/2016									
Run on: July 1, 2016									
Balances as of: 06/30/2016									
Data Source: GL_CURRENT v2.0 - DWPR									
06/30/2016	ACHD	3952010	17	164443	7743290	901990	-26,355.60		Invoice
06/30/2016	ACHD	3952010	17	164469	7743230	902029	-6,345.00		Invoice
06/30/2016	ACHD	3952010	17	164471	7742320	901945	-1,000.00		Invoice
06/30/2016	ACHD	3952010	17	164471	7743850	901950	-9,181.62		Invoice
06/30/2016	ACHD	3952010	17	164478	7750470	201629	-172,434.14		Suburban Stationers 137986
06/30/2016	ACHD	3952010	17	164484	7701310	Physics Cap Eq	-6,471.36		Receipt attached
06/30/2016	ACHD	3952010	17	164492	7743270	902035	-1,312.75		
06/30/2016	CHKD	3952010	17	1071351	7732410	901779	-65,635.00		INVOICE
06/30/2016	CHKD	3952010	17	1071357	7743250	902031	-23,891.76		Spreadsheet backup
06/30/2016	CHKD	3952010	17	1071357	7743250	902031			Copy of SLA budget page
06/30/2016	CHKD	3952010	17	1071357	7743250	902031			Email from R. Hoagland approving posting to FY2014.
06/30/2016	CHKD	3952010	17	1071373	7741370	901810	-170,747.08		Invoice
06/30/2016	CHKD	3953010	17	1071363	8830300	901729	-6,146.00		vendor
06/30/2016	DI	3952010	17	3399199	7741370	901810	-5,398.00		copied from document 3262139 This entry moves expenses related to FM services from a clearing account to the individual project accounts as reflected on the itemized invoice paid on edoc 3326620. Since UCONN2000 accounts are affected, Controller's approval is required. RH releases ar-hor to CF for
06/30/2016	DI	3952010	17	3399199	7741370	901810			

20. Enter a SUM formula in Column H in the blank row that was added in the previous step and add yellow fill to the cell

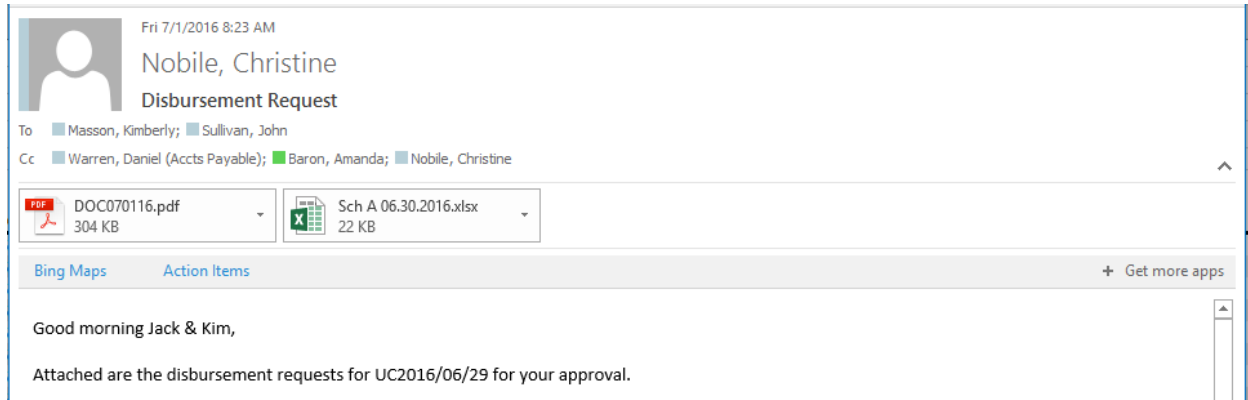
Posting Date	eDoc Type	Fund/SID	Memo Bank	eDoc	Account	Account Name	Amount	Core Ref Number	Notes
06/30/2016	ACHD	3952010	17	164443	7743290	901990	-26,355.60		Invoice
06/30/2016	ACHD	3952010	17	164469	7743230	902029	-6,345.00		Invoice
06/30/2016	ACHD	3952010	17	164471	7742320	901945	-1,000.00		Invoice
06/30/2016	ACHD	3952010	17	164471	7743850	901950	-9,181.62		Invoice
06/30/2016	ACHD	3952010	17	164478	7750470	201629	-172,434.14		Suburban Stationers 137986
06/30/2016	ACHD	3952010	17	164484	7701310	Physics Cap Eq	-6,471.36		Receipt attached
06/30/2016	ACHD	3952010	17	164492	7743270	902035	-1,312.75		
06/30/2016	CHKD	3952010	17	1071351	7732410	901779	-65,635.00		INVOICE
06/30/2016	CHKD	3952010	17	1071357	7743250	902031	-23,891.76		Spreadsheet backup
06/30/2016	CHKD	3952010	17	1071357	7743250	902031			Copy of SLA budget page
06/30/2016	CHKD	3952010	17	1071357	7743250	902031			Email from R. Hoagland approving posting to FY2014.
06/30/2016	CHKD	3952010	17	1071373	7741370	901810	-170,747.08		Invoice
06/30/2016	CHKD	3953010	17	1071363	8830300	901729	-6,146.00		vendor
							-489,520.31		
06/30/2016	DI	3952010	17	3399199	7741370	901810	-5,398.00		copied from document 3262139

21. Add "Total Payments" in Column I in the same row and yellow fill to the cell

Posting Date	eDoc Type	Fund/SID	Memo Bank	eDoc	Account	Account Name	Amount	Core Ref Number	Notes	Total Payments
06/30/2016	ACHD	3952010	17	164443	7743290	901990	-26,355.60		Invoice	
06/30/2016	ACHD	3952010	17	164469	7743230	902029	-6,345.00		Invoice	
06/30/2016	ACHD	3952010	17	164471	7742320	901945	-1,000.00		Invoice	
06/30/2016	ACHD	3952010	17	164471	7743850	901950	-9,181.62		Invoice	
06/30/2016	ACHD	3952010	17	164478	7750470	201629	-172,434.14		Suburban Stationers 137986	
06/30/2016	ACHD	3952010	17	164484	7701310	Physics Cap Eq	-6,471.36		Receipt attached	
06/30/2016	ACHD	3952010	17	164492	7743270	902035	-1,312.75			
06/30/2016	CHKD	3952010	17	1071351	7732410	901779	-65,635.00		INVOICE	
06/30/2016	CHKD	3952010	17	1071357	7743250	902031	-23,891.76		Spreadsheet backup	
06/30/2016	CHKD	3952010	17	1071357	7743250	902031			Copy of SLA budget page	
06/30/2016	CHKD	3952010	17	1071357	7743250	902031			Email from R. Hoagland approving posting to FY2014.	
06/30/2016	CHKD	3952010	17	1071373	7741370	901810	-170,747.08		Invoice	
06/30/2016	CHKD	3953010	17	1071363	8830300	901729	-6,146.00		vendor	
							-489,520.31			Total Payments
06/30/2016	DI	3952010	17	3399199	7741370	901810	-5,398.00		copied from document 3262139	

22. Save the file in the following location: Q:\AP\Schedule A in the correct Fiscal Year folder

23. Compare the Total Payments amount to the amount on the Schedule A that was signed on the prior business day. If the amounts match, scan the signed documents and email them along with the electronic version of the Schedule A from the prior business day and email them to Kimberly Masson and John Sullivan. CC: Dan Warren, Amanda Baron and Christine Nobile



24. If the amounts do not match, determine the amount of the difference. If the amount is not found on the Daily Cash Settlement, divide the amount by two and look for that amount.
- If the difference is due to a credit memo, make the adjustment on the Schedule A so the amount will match what is on the Daily Cash Settlement and make note of that in the email being sent to Kim Masson and John Sullivan
 - If the difference is due to a payment being reissued, you will need to review the Schedule A from the date of the original payment and paste that information into the new Schedule A. Make note of the change in the email being sent to Kim Masson and John Sullivan.
25. The originals go in the interoffice envelope in the Check Disbursement Office. The envelope should be made out to Treasury Services