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



4. Change the display output type to Excel

Parameters				
START_DT 07/01/2016	END_DT 07/01/2016	Output: Excel v	+	
Run Reset Save	Clear Output	Run in a new window		
4.0		-4		

5. Click run

6. Click Open With Microsoft Excel and say OK

You have chosen to	open	
schedule a 2	0160701.xls	
which is: Mic from: https://	rosoft Excel 97-2003 Worksheet /bi.uconn.edu	
What should Firefo	ox do with this file?	
Open with	Microsoft Excel (default)	
○ Save File		
Do this <u>a</u> uto	omatically for files like this from now o	n.
	ОК	Can

7. Click yes

649,254.91	\$	1,439,011.83					-		4,465.81	
1,42 6 Microso	ft E	xcel								×
6 48 3 25		lhe file format don't open it.	and extension of 's Do you want to ope	chedule_a_20160 en it anyway? Yes	701-1.xls' don't match. T	he file could b Help	pe corrupted or ur	nsafe. Unless j	vou trust its s	ource,
767,568.54	\$	2,238,822.27		4,700.00	18,114.00		22,814.00	150.00	413.7Z	
619,548.78	\$	2,451,471.56			456.52		456.52			
975,455.74	\$	6,542,182.60					-	9,491.00	730.54	0.02

- 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

Payss City intenance/(fortHartford fortHartford	Peye Code// CT CT	Accaus 1DA Res 7743190 7743190	Object Cade tovation I *548	PO Humber .ump Sum-Pi 92375	Invuice Humber	lavaico Dato	Chock Date	Catoquey	Tatal
P ayss City intenance/C VortHartfard VortHartfard	Paya Codeli CT CT	Accasa ADA Rea 7743190 7743190	Object Cude oration I \$548	PO Humbor ump Sum-Pi 92375	lavaica Humbar	Invuica Data	Check Date	Catoqury	Tatal
intenance/f VortHartfard VortHartfard	Code/, ct ct	ADA Res 7743190 7743190	evation 8548	92375					
Vort Hartford Vort Hartford	ст ст	7743190	8548	92375	· · · ·				
Vort Hartford	ст	7743190			7268	08/15/2015	07/01/2016	Environ Arbertar Hax Mat Romaval	24,880.00
			8548	92375	7473	04/14/2016	07/01/2016	Removal	21,772.50
land in									46,652.50
i and i a								Darian Sarvicas-AREBaric	
	CT	7743230	8475	105777	16-1058	0670172016	07/01/2016	Agreement	1,500.00
alli & Arrac	ietar				APPL3GMP901			Const Bare Contract - 0/S	1,500.00
Sholton	ст	7743670	\$455	104095	990061316	0671672016	07/01/2016	Contractor	1,662,437.50
uction Co									1,662,437.50
stonenco/C Building	•4•/AD	A Reserve	etian Lum;	Sum-Ph III	_				1,710,590.00
dadiens.	OT.	7730670	2465	61912	16.096	05/31/2016	07/01/2016	Construction Administration	15 561 00
Idina Sul-si	inne 1 P	0				0010102010	0110/12016	Carla Crossian Haming Procision	15.561.00
wilding		-					-		15,561.00
ibrary Coll	lection	s & Tele	communic	ations-Ph I-	in .				
								IT Hardware Maintenance	
lirmingham	AL	7706130	6675	115254	217141	06/17/2016	07/01/2016	Agreements IT Fasies estillanders :	195,093.74
irmingham.	AL	7706130	\$202	115254	217141	06/17/2016	07/01/2016	35,000 Non-Controllable Equip	59,991.60
≥irminqham	AL	7706130	\$307	115254	217141	06/17/2016	07/01/2016	<\$5,000	169,677.88
rmation Syr	Inc								424,763.22
e	~	770444	0.055	00244	FOOD ALL	or 10212044	0710413044	Software Internally	E 200 40
1iddletoun		7706160	\$255	\$9,511	50801-MJ	0670372016	0770172016	Generated >5,000	5,380.10
terna Calle	- LLC								424 142 22
ase II									454,145.52
								Darign Sarvicas-A&EBaric	
lou Yark	MY .	7731830	8475	39335	0000023	0672372016	07701/2016	Agreement	130,829.40
aburation A	rchite	cture LLC							130,829.40
ool Academ	aic Bui	ildina Re	noration						130,027.40
					APPL14/90172			Const Bare Contract - 0/S	
lou Haven	ст	\$\$30300	\$455	48610	97053116	05/31/2016	07/01/2016	Centrecter	1,265,623.00
tuilding Inc									1,265,623.00
ife Facilisi	: d'untdi ies	ną Konuv							1,245,425.98
low Havon	ст	7732510	8475	115529	12513	06/03/2016	07/01/2016	Dorign Sorvicor-A&EBaric Agreement	4,350.00
LLC									4,350.00
fo Facilitio									4,350.00
onstructio	a & Re	novatio			070173504-53		0710112011	0	440 202 42
and a Manufacture of the second se	(11) I	~~>~200	~403	,470		0011012016	~1r0 ir2016	www.ruction.eaminutration	140 702 17
new York									
t Hanagoma st Hanagoma	ent Cu I Renue	atina							149.702.17
	actin Ca banaccafé Bailding Idia Salati Silaing Salati Silaing Salati Simingham Birningham Birningham Birningham Birningham Birningham Birningham Birningham Birningham Birningham Baratiang La Baratiang La Baratian	vactian Ca Ava ana ce Ca de Ada Baildiang dafana OT Idina Salaxinar LL aildiana OT Idina Salaxinar LL ibrary Collection Birmingham AL Birmingham AL Mirmingham AL	version 6	vacuus 60 vacuus 60 Baildian T706470 6465 Maine 01 T706470 6465 Maine 01 T706470 6465 Maine 2010 Elecommunic 645 Maine 2010 T706470 6465 Maine 2010 T706470 6465 Maine All T706470 6475 Maine All T701300 6475	vactus Co Vactus Co Brildian 01 T796/50 8465 61982 Marca Collections & Telecommunications-Ph II Marca Social Soci	Tractine Co Trade Co Beilding Trade Co Statume of Control ADD Reservation Lump Sum-Ph III Beilding Trade Control	Vactime Col Vactor Col Vactor Col Vactor Col Bell diam Vactor Col Vactor Col 04/55 Vactor Col T750470 64/55 61912 66/66 Vactor Col T750470 64/55 61912 66/56 Vactor Collections & Telecommerications=Ph - Hill Vactor Collections & Telecommerications=Ph - Hill Vactor Collections & Telecommerications=Ph - Hill Vactor Collections & Telecommerications=Ph - Hill Vactor Collections & Telecommerications=Ph - Hill Vactor Collections & Telecommerications=Ph - Hill Vactor Collections & Telecommerications=Ph - Hill Vactor Collections & Telecommerications=Ph - Hill Vactor Collections & Telecommerications=Ph - Hill Vactor Collections & Telecommerications=Ph - Hill Vactor Collections & Telecommerications=Ph - Hill Vactor Collections & Telecommerications=Ph - Hill Vactor Collections & Telecommerications=Ph - Hill Vactor Collections & Telecommerications=Ph - Hill Vactor Collections & Telecommerications=Ph - Hill Vactor Collections Vactor Collections & Telecommerications=Ph - Hill Vactor Collections Vactor Collections & Telecommerications=Ph - Hill Vactor Collections Vactor Collections & Telecommerications=Ph - Hi	Vactime Col Vactor	National Control (Note: Second Seco

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

			UCONN 2000	GENERAL Pursuan	SCHE OBLIGATIO t To Section	EDULE A DN BOND REQUIS 603(5) of The Ind	SITION NO. 2 enture	2015/08/02		
Payee <u>Name</u>	Payee <u>City</u>	Payee <u>State</u>	Account	Object	PO <u>Number</u>	In voice Number	In voice <u>Date</u>	Payment <u>Date</u>	Amount	Item or Category of Cost
Project University of Connecticut	Storrs	ст				I	⇒	6/2/2015	5 32,493.85	
Total Bank 17										
		By:								
		Name: Title: Departm Date:	Daniel Warren Director ent: Accounts P 6/4/2015	a ya ble	⇔					

7

- 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 negein.

iv.

v. days from today

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



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



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	ı/ibi_apps/run.bip?BIP_REQU	EST_TYPE=BIP	_RUN&BIP_folder	=IBFS%253A%252	FWFC%252FReposit
Parameters		_	_	_	_
Start Date (MM/DD/YYYY) 07/01/2016	End Date (MM/DD/YYYY) 06/30/2017	Bank ID	eDoc Types: No Selection	Output:	
Run Reset Save	Clear Output Run in	a new window			
1. Specify value 2. Select the ru	es for all parameters. n button to submit the r	request.			

14. Change the Bank ID to 17

(i)	/ibi_apps/run.bip?BIP_REQUES	ST_TYPE=BIP	RUN&BIP_folder	=IBFS%253A%252FWFC%252FReposite
Parameters				
Start Date (MM/DD/YYYY) 07/01/2016	End Date (MM/DD/YYYY) 06/30/2017	Bank ID 17 ↓	eDoc Types: No Selection	Output: HTML ∨
Run Reset Save	Clear Output Run in a	new window		
1. Specify value	s for all parameters.			

15. Change the Output to Excel

🕕 🔒 https://bi.uconn.edu	/ibi_apps/run.bip?BIP_REQU	EST_TYPE=BIP	_RUN&BIP_folde	r=IBFS%253A%252FWF	C%252FRepo
Parameters					
Start Date (MM/DD/YYYY) 07/01/2016	End Date (MM/DD/YYYY) 06/30/2017	Bank ID 17 ∨	eDoc Types: No Selection	Output: Excel v	
Run Reset Save	Clear Output	a new window			

16. Click Run

	-			
i 🔒 https://bi.uconn.edu/	/ibi_apps/run.bip?B	IP_REQUEST_TYPE=BIP_	RUN&BIP_folder=	=IBFS%253A%252FWFC%252FReposit
Parameters				
Start Date (MM/DD/YYYY) 07/01/2016	End Date (MM/DD/Y) 06/30/2017	YYY) Bank ID	eDoc Types: No Selection	Output: Excel v
Run	Clear Output	Run in a new window		

17. Click Open With Microsoft Excel and say OK

		lorer Pro
Opening daily_cash_se	ttlements_20160701.xls	>
You have chosen to	open:	
daily_cash_set	tlements_20160701.xls	
which is: Micro	osoft Excel 97-2003 Worksheet	
from: https://b	oi.uconn.edu	
What should Firefox	do with this file?	
Open with	Microsoft Excel (default)	~
○ <u>S</u> ave File		
Do this <u>a</u> uto	matically for files like this from now on.	
	ОК	Cancel
		-

18. Click Yes

The file format and extension of 'daily_cash_settlements_20160701.xls' don't match. The file could be corrupted or unsafe. Unless you t its source, don't open it. Do you want to open it anyway? Yes No Help	×
Yes No Help	ıst

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

						-				-		
	Δ	B	C	D	F	F	G	Н	1		к	1
1		0		0			Daily Cash Settlement for	06/30/2016			- N	-
2							Bun on: July 1 20	16				
2							Releases as of: 06/20	10				
э	Balances as of: 06/30/2016											
4	Data Source: GL_CURRENT v2.0 - DWPR											
5	Posting	eDoc		Memo				Col	e			
6	Date	Туре	Fund/SID	Bank	eDoc	Account	Account Name	Amount Nu	nber	Notes		
7	06/30/201	6 ACHD	3952010	17	164443	7743290	901990	-26,355.60		Invoice		
8	06/30/201	6 ACHD	3952010	17	164469	7743230	902029	-6,345.00		Invoice		
9	06/30/201	6 ACHD	3952010	17	164471	7742320	901945	-1,000.00		Invoice		
10	06/30/201	6 ACHD	3952010	17	164471	7743850	901950	-9,181.62		Invoice		
11	06/30/201	6 ACHD	3952010	17	164478	7750470	201629	-172,434.14		Suburban Stationers 137986		
12	06/30/201	6 ACHD	3952010	17	164484	7701310	Physics Cap Eq	-6,471.36		Receipt attached		
13	06/30/201	6 ACHD	3952010	17	164492	7743270	902035	-1,312.75				
14	06/30/201	6 CHKD	3952010	17	1071351	7732410	901779	-65,635.00		INVOICE		
15	06/30/201	6 CHKD	3952010	17	1071357	7743250	902031	-23,891.76		Spreadsheet backup		
16	06/30/201	6 CHKD	3952010	17	1071357	7743250	902031			Copy of SLA budget page		
			·	· ·		·	•			Email from R. Hoagland approving		
17	06/30/201	6 CHKD	3952010	17	1071357	7743250	902031			posting to FY2014.		
18	06/30/201	6 CHKD	3952010	17	1071373	7741370	901810	-170,747.08		Invoice		
19	06/30/201	6 CHKD	395301	17	1071363	8830300	901729	-6,146.00		vendor		
20												
21	30/201	6 DI	3952010	17	3399199	7741370	901810	-5,398.00		copied from document 3262139		
						·	·			This entry moves expenses related to		
										PM services from a clearing account to		
										the individual project accounts as		
22	08/20/2011	e D1	2050040	47	2200400	7744070	001010			retrected on the itemized invoice paid		
22	00/30/201		3952010		3399199	//413/0	901010			Pince LICONNI2000 accounts are		
										affected Controller's approval is		
										required RH please ad-boc to CE for		

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

	*	D 1	<u>u</u> • •	м • н •		<u>-</u>	🚍 ivierge & Center 🔹	.00 * 00 * 4	Formatting *	Table * Styles *	* * *	🧶 Clear +	Filter * Sele
Clin	board 🗔		Font	5		Alianme	ent G	Number	5 9	ityles	Cells	Editi	na
_													
H2	0	*	$\times \checkmark$	f _s =SUN	1(H7:H19)								
	А	в	С	D	E	F	G		Н			J	ĸ
1							Daily Cash Sett	lement for 06/30/2	016				
2							Run on	: July 1, 2016					
3							Balances a	as of: 06/30/2016					
4						n	ata Source: GL	CURRENT v2 0 -	DWPR				
5								OUNTERN V2.0	biii k				
										Core			
	Posting	eDoc		Memo						Ref			
6	Date	Туре	Fund/SID	Bank	eDoc	Account	Account Name		Amoun	t Number	Notes		
7	06/30/2016	6 ACHD	3952010	17	164443	7743290	901990		-26,355.6	D	Invoice		
8	06/30/2016	ACHD	3952010	17	164469	7743230	902029		-6,345.0	D	Invoice		
9	06/30/2016	6 ACHD	3952010	17	164471	7742320	901945		-1,000.0	D	Invoice		
10	06/30/2016	6 ACHD	3952010	17	164471	7743850	901950		-9,181.6	2	Invoice		
11	06/30/2016	6 ACHD	3952010	17	164478	7750470	201629		-172,434.1	4	Suburban Statione	ers 137986	
12	06/30/2016	ACHD	3952010	17	164484	7701310	Physics Cap Eq		-6,471.3	6	Receipt attached		
13	06/30/2016	ACHD	3952010	17	164492	7743270	902035		-1,312.7	5			
14	06/30/2016	6 CHKD	3952010	17	1071351	7732410	901779		-65,635.0	D	INVOICE		
15	06/30/2016	6 CHKD	3952010	17	1071357	7743250	902031		-23,891.7	6	Spreadsheet back	up	
16	06/30/2016	6 CHKD	3952010	17	1071357	7743250	902031				Copy of SLA budge	et page	
							•				Email from R. Hoa	igland approving	
17	06/30/2016	6 CHKD	3952010	17	1071357	7743250	902031				posting to FY2014		
18	06/30/2016	6 CHKD	3952010	17	1071373	7741370	901810		-170,747.0	8	Invoice		
19	06/30/2016	6 CHKD	3953010	17	1071363	8830300	901729		-6,146.0	0	vendor		
20			_	_			_		-489,520.3	1			
21	06/30/2016	5 DI	3952010	17	3399199	7741370	901810		-5,398.0	D	copied from docur	ment 3262139	
											This entry moves e	expenses related to)
											PM services from a	a clearing account	to
											the individual proje	ect accounts as	
											roflacted on the ite	biog solougi horig	

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

1							Daily Cash Settlemer	nt for 06/30/2016			
2	Run on: July 1, 2016										
3	Balances as of: 06/30/2016 Data Source: GL_CURRENT v2.0 - DWPR										
4											
4	Data Source. GL_CONKENT V2.0 - DWFK										
6	Posting of Date	eDoc Type	Fund/SID	Memo Bank	eDoc	Account	Account Name	Core Ref Amount Number	Notes		
7	06/30/2016	ACHD	3952010	17	164443	7743290	901990	-26,355.60	Invoice		
8	06/30/2016/	ACHD	3952010	17	164469	7743230	902029	-6,345.00	Invoice		
9	06/30/2016 /	ACHD	3952010	17	164471	7742320	901945	-1,000.00	Invoice		
10	06/30/2016/	ACHD	3952010	17	164471	7743850	901950	-9,181.62	Invoice		
11	06/30/2016 /	ACHD	3952010	17	164478	7750470	201629	-172,434.14	Suburban Stationers 137986		
12	06/30/2016/	ACHD	3952010	17	164484	7701310	Physics Cap Eq	-6,471.36	Receipt attached		
13	06/30/2016 /	ACHD	3952010	17	164492	7743270	902035	-1,312.75			
14	06/30/2016	CHKD	3952010	17	1071351	7732410	901779	-65,635.00	INVOICE		
15	06/30/2016	CHKD	3952010	17	1071357	7743250	902031	-23,891.76	Spreadsheet backup		
16	06/30/2016	CHKD	3952010	17	1071357	7743250	902031		Copy of SLA budget page		
17	06/30/2016 (СНКД	3952010	17	1071357	7743250	902031		Email from R. Hoagland approving posting to FY2014.		
18	06/30/2016	CHKD	3952010	17	1071373	7741370	901810	-170,747.08	Invoice 🖌		
19 20	06/30/2016	CHKD	3953010	17	1071363	8830300	901729	-6,146.00 -489,520.31 Total Payments	vende		
21	06/30/2016 [DI	3952010	17	3399199	7741370	901810	-5,398.00	copied its in document 3262139		
				•	•		•		This entry moves expenses related to PM services from a clearing account to		

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

Fri 7/1/2016 8:23 AM Nobile, Christine Disbursement Request	
To Masson, Kimberly; Sullivan, John	
Cc 📃 Warren, Daniel (Accts Payable); 📕 Baron, Amanda; 🔜 Nobile, Christine	^
DOC070116.pdf 304 KB Sch A 06.30.2016.xlsx 22 KB	
Bing Maps Action Items	+ Get more apps
Good morning Jack & Kim, Attached are the disbursement requests for UC2016/06/29 for your approval.	

- 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.
 - a. 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
 - b. 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