



# UConn

UNIVERSITY OF CONNECTICUT

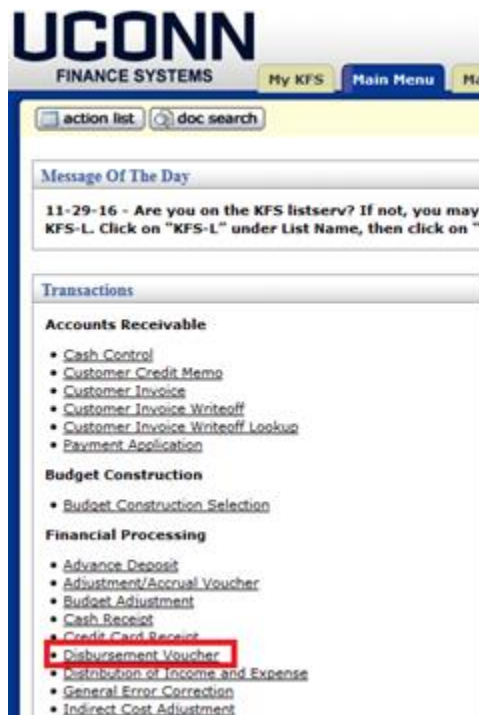


Non-Travel Disbursement Voucher

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.

The screenshot shows a form titled "Payment Information" with a "hide" button. Below the title, there are three rows of input fields:
 

- \* Payment Reason Code: [ ]
- \* Payee ID: [ ] with a magnifying glass icon to its right.
- Payee Type: [ ]

- 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.

The screenshot shows the "Payee Lookup" screen. At the top, there is a note: "Vendor is the only valid Payee Type for Payment Reason H - Services Rendered/Honorariums under \$2K." and a "required field" indicator. The form contains several fields:
 

- \* Payment Reason Code: M - Services Rendered/Honorariums under \$2K (dropdown menu)
- Vendor Tax Number: [ ]
- Person First Name: [ ]
- Person Last Name: [ ]
- Vendor Name: America\* (text field)
- Employee ID: [ ]
- Vendor #: [ ]
- Active?:  Yes  No  Both

 At the bottom are "search", "clear", and "cancel" buttons.

- 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.

The screenshot shows the top of a search results page with a filter set to "ALL VENDOR" and radio buttons for "YES", "NO", and "BOTH". Below the filter are "search", "clear", and "cancel" buttons.

114 items retrieved, displaying 1 to 100. [First/Prev] 1, 2 [Next/Last]

Return Value	Payee Name	Payee Type	Address	Payee Number	Active?	Vendor Tax Number
<a href="#">return value</a>	<a href="#">MAPS-NE Regional Discussion Group</a>	Vendor	c/o Mary Tanenbaum, Ridgefield, CT US	23786-0	Yes	*****
<a href="#">return value</a>	<a href="#">ABA Center on Children &amp; the Law</a>	Vendor	Attn Alanna Pawlowski, Washington, DC US	20832-0	Yes	*****
<a href="#">return value</a>	<a href="#">ABC Supply Co Inc</a>	Vendor	239 Weston Street, Hartford, CT US	23582-0	Yes	*****

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.

Payment Information		▼ hide	
<b>Payment Information</b>			
* Payment Reason Code:	M - Services Rendered/Honorariums under \$2K	Vendor Hold Code:	
* Payee ID:	23786-0	* Payee Name:	AAPS-NE Regional Discussion Group
Payee Type:	Vendor	Address 2:	900 Ridgebury Road
* Address 1:	c/o Mary Tanenbaum	State:	CT
* City:	Ridgefield	Postal Code:	06877
Country:	United States	* Due Date:	02/09/2017
* Check Amount:	500.00	Other Considerations:	<input type="checkbox"/> Check Enclosure <input type="checkbox"/> Special Handling <input checked="" type="checkbox"/> W-9/W-8BEN Completed <input type="checkbox"/> Exception Attached <input type="checkbox"/> Immediate Payment Indicator: No
Payment Type:	Is this a foreign payee: No Is this payee an employee: No Is this an employee paid outside of payroll: No	* Invoice Number:	021017/Speaker
* Invoice Number:	021017/Speaker	* Invoice Date:	02/01/2017
Usage:		Invoice Received Date:	
* Payment Method:	P - Check/ACH	* Documentation Location Code:	F - 01

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.

Payment Information		▼ hide	
<b>Payment Information</b>			
* Payment Reason Code:	M - Services Rendered/Honorariums under \$2K	Vendor Hold Code:	
* Payee ID:	23786-0	* Payee Name:	AAPS-NE Regional Discussion Group
Payee Type:	Vendor	Address 2:	900 Ridgebury Road
* Address 1:	c/o Mary Tanenbaum	State:	CT
* City:	Ridgefield	Postal Code:	06877
Country:	United States	* Due Date:	02/09/2017
* Check Amount:	500.00	Other Considerations:	<input type="checkbox"/> Check Enclosure <input type="checkbox"/> Special Handling <input checked="" type="checkbox"/> W-9/W-8BEN Completed <input type="checkbox"/> Exception Attached <input type="checkbox"/> Immediate Payment Indicator: No
Payment Type:	Is this a foreign payee: No Is this payee an employee: No Is this an employee paid outside of payroll: No	* Invoice Number:	021017/Speaker
* Invoice Number:	021017/Speaker	* Invoice Date:	02/01/2017
Usage:		Invoice Received Date:	
* Payment Method:	P - Check/ACH	* Documentation Location Code:	F - 01

- 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.

Payment Information		hide	
<b>Payment Information</b>			
* Payment Reason Code:	M - Services Rendered/Honorariums under \$2K		
* Payee ID:	23786-0	Vendor Hold Code:	
Payee Type:	Vendor	* Payee Name:	AAPS-NE Regional Discussion Group
* Address 1:	c/o Mary Tanenbaum	Address 2:	900 Ridgebury Road
* City:	Ridgefield	State:	CT
Country:	United States	Postal Code:	06877
* Check Amount:	500.00	* Due Date:	02/09/2017
Payment Type:	Is this a foreign payee: No Is this payee an employee: No Is this an employee paid outside of payroll: No	Other Considerations:	<input checked="" type="checkbox"/> Check Enclosure <input type="checkbox"/> Special Handling <input checked="" type="checkbox"/> W-9/W-8BEN Completed <input type="checkbox"/> Exception Attached Immediate Payment Indicator: No
* Invoice Number:	021017/Speaker	* Invoice Date:	02/01/2017
Usage:		Invoice Received Date:	
* Payment Method:	P - Check/ACH	* Documentation Location Code:	F - 01

- 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 tab with 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

Payment Information		hide	
<b>Payment Information</b>			
* Payment Reason Code:	M - Services Rendered/Honorariums under \$2K		
* Payee ID:	23786-0	Vendor Hold Code:	
Payee Type:	Vendor	* Payee Name:	AAPS-NE Regional Discussion Group
* Address 1:	c/o Mary Tanenbaum	Address 2:	900 Ridgebury Road
* City:	Ridgefield	State:	CT
Country:	United States	Postal Code:	06877
* Check Amount:	500.00	* Due Date:	02/09/2017
Payment Type:	Is this a foreign payee: No Is this payee an employee: No Is this an employee paid outside of payroll: No	Other Considerations:	<input type="checkbox"/> Check Enclosure <input checked="" type="checkbox"/> Special Handling <input checked="" type="checkbox"/> W-9/W-8BEN Completed <input type="checkbox"/> Exception Attached Immediate Payment Indicator: No
* Invoice Number:	021017/Speaker	* Invoice Date:	02/01/2017
Usage:		Invoice Received Date:	
* Payment Method:	P - Check/ACH	* Documentation Location Code:	F - 01

- g. **Invoice Number:** Add the invoice number.
  - i. See the [Invoice Numbering Standards](#) for details.

Payment Information		▼ hide	
<b>Payment Information</b>			
* Payment Reason Code:	M - Services Rendered/Honorariums under \$2K		
* Payee ID:	23786-0	Vendor Hold Code:	
Payee Type:	Vendor	* Payee Name:	AAPS-NE Regional Discussion Group
* Address 1:	c/o Mary Tanenbaum	Address 2:	900 Ridgebury Road
* City:	Ridgefield	State:	CT
Country:	United States	Postal Code:	06877
* Check Amount:	500.00	* Due Date:	02/09/2017
Payment Type:	Is this a foreign payee: No Is this payee an employee: No Is this an employee paid outside of payroll: No	Other Considerations:	<input type="checkbox"/> Check Enclosure <input type="checkbox"/> Special Handling <input checked="" type="checkbox"/> W-9/W-8BEN Completed <input type="checkbox"/> Exception Attached Immediate Payment Indicator: No
* Invoice Number:	021017/Speaker	* Invoice Date:	02/01/2017
Usage:		Invoice Received Date:	
* Payment Method:	P - Check/ACH	* Documentation Location Code:	F - 01

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

Payment Information		▼ hide	
<b>Payment Information</b>			
* Payment Reason Code:	M - Services Rendered/Honorariums under \$2K		
* Payee ID:	23786-0	Vendor Hold Code:	
Payee Type:	Vendor	* Payee Name:	AAPS-NE Regional Discussion Group
* Address 1:	c/o Mary Tanenbaum	Address 2:	900 Ridgebury Road
* City:	Ridgefield	State:	CT
Country:	United States	Postal Code:	06877
* Check Amount:	500.00	* Due Date:	02/09/2017
Payment Type:	Is this a foreign payee: No Is this payee an employee: No Is this an employee paid outside of payroll: No	Other Considerations:	<input type="checkbox"/> Check Enclosure <input type="checkbox"/> Special Handling <input checked="" type="checkbox"/> W-9/W-8BEN Completed <input type="checkbox"/> Exception Attached Immediate Payment Indicator: No
* Invoice Number:	021017/Speaker	* Invoice Date:	02/01/2017
Usage:		Invoice Received Date:	
* Payment Method:	P - Check/ACH	* Documentation Location Code:	F - 01

- i. **Usage:** Use by Facilities only for utility invoices
- j. **Invoice Received Date:** Date department received the invoice from the vendor

**k. Payment Method:**

Payment Information		hide	
<b>Payment Information</b>			
* Payment Reason Code:	M - Services Rendered/Honorariums under \$2K		
* Payee ID:	23786-0	Vendor Hold Code:	
Payee Type:	Vendor	* Payee Name:	AAPS-NE Regional Discussion Group
* Address 1:	c/o Mary Tanenbaum	Address 2:	900 Ridgebury Road
* City:	Ridgefield	State:	CT
Country:	United States	Postal Code:	06877
* Check Amount:	500.00	* Due Date:	02/09/2017
Payment Type:	Is this a foreign payee: No Is this payee an employee: No Is this an employee paid outside of payroll: No	Other Considerations:	<input type="checkbox"/> Check Enclosure <input type="checkbox"/> Special Handling <input checked="" type="checkbox"/> W-9/W-8BEN Completed <input type="checkbox"/> Exception Attached Immediate Payment Indicator: No
* Invoice Number:	021017/Speaker	* Invoice Date:	02/01/2017
Usage:		Invoice Received Date:	
* Payment Method:	P - Check/ACH	* Documentation Location Code:	F - 01

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

**I. 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

Accounting Lines		hide	
<b>Accounting Lines</b>		hide detail	
Source	* Chart	* Account	Sub-Account
	UC	4195730	
add:	University of Connecticut	Provost-Uconn Reads	
	* Object	Sub-Object	Project
	6638		
	Prof/Nonprof Svcs - Non-Consulting		
	Org Ref Id	* Amount	Actions
		500.00	
Line Description			add
Contact Information			
hide			

**5. Contact Information Tab:** Automatically fills in with Initiator name

Contact Information	
* Contact Name:	Betley, Amanda K
* Phone Number:	860
Email Address:	amanda.betley@uconn.edu
Campus Code:	01 - Storrs

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

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

**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

Wire Transfer	
If you have selected the payment method of wire transfer, please be aware that there will be a wire transfer fee charged to the department: 0 for domestic wires and 0 for foreign wires.	
Recurring Profile No.:	Waive wire transfer fee?: No
* Bank Name:	Additional Wire Information:
Bank ABA Routing #: *required for US bank	Addenda:
* Bank City:	* DV Amount Stated in: U.S. Dollars
Bank State: *required for US bank	* Currency Type:
* Bank Country:	
* Bank Account #:	
* Bank Acct in the Name of:	FYI: Foreign wires may take 10-15 business days to reach their destination.

**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 Attachments						
	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:			<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <input type="button" value="CANCEL"/>		<input type="button" value="add"/>

**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			
<b>Person Requests:</b>			
* Action Requested	* Person	Actions	
<input type="text" value="APPROVE"/>	<input type="text"/>	<input type="button" value="add"/>	
<b>Ad Hoc Group Requests:</b>			
* Action Requested	* Namespace Code	* Name	Actions
<input type="text" value="APPROVE"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>

**16. Route Log:** Tells you where 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

