Guide to the Financial Processing Module

Kuali

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Introduction

The Financial Processing (FP) module of Kuali Financials allows users to create and maintain documents (including disbursement vouchers) that support central financial operations.

In order to work efficiently in the system's Financial Processing screens, you need to understand the basics of the Kuali Financials user interface. For information and instructions on logging on and off, navigating, understanding the components of screens, and performing basic operations in the screens, see Overview in the *Overview and Introduction to the User Interface*. This and other user guides are available for download from the Kuali Financials User Documentation

Financial Processing Batch Processes

This section provides a brief introduction to the batch processes that allows your institution to create Procurement Card documents (PCDOs), populate Procurement Card Defaults table and extract DV Payments into Pre-Disbursement Processor.

Financial Processing Batch Jobs

Job Name	Description
disbursementVoucherPreDisbursementProcessorExtractJob	This job extracts Disbursement Vouchers into Pre-Disbursement Processor for payment. Only DVs with Payment Method Check/ACH are extracted.
procurementCardDocumentJob	This job does the following: Creates Procurement Card Documents either by cardholder or for each individual transaction as specified with parameter SINGLE_TRANSACTION_IND. Document Description will be the cardholders name, last 4 digits of the card number and the chart and account of the default account. If parameter PROCUREMENT_CARD_ACCOUNTING_DEFAULT_IND is set to Y accounting line information on the Procurement Card document is populated from Procurement Card Document Default table. If accounting information does not exist in the reference table for a given credit card, the ERROR_TRANSACTION* parameter values will be used. If the parameter is is set to N, the accounting line information on the Procurement Card document is generated from the bank file. Summary emails will be sent to the email addresses specified in PCARD_BATCH_SUMMARY_TO_EMAIL_ADDRESSES and use date formats specified in BATCH_SUMMARY date and timestamp parameters. The email provides a summary by posting date and includes transactions, documents created and total spend. Procurement Card documents route to the Fiscal Officer. Procurement Cards are automatically approved if AUTO_APPROVE_IND is set to Y, the purchase is not capital and the number of days specified in AUTO_APPROVE_NUMBER_OF_DAYS has been exceeded. An FYI request is sent to the Fiscal Officer.
populateProcurementCardDefaultsJob	This job populates the Procurement Card Holder Defaults table.

Financial Processing Transaction Documents

Financial Processing transaction documents

Document	Description
Advance Deposit (AD)	Records deposits that go directly to the bank without being verified through the normal cash receipts process. This document enables distribution of the amount received to the appropriate accounts in the financial system.
Auxiliary Voucher (AV)	Records accrual, adjustment and recode entries. These may be posted to open periods, which are set by each institution.
Budget Adjustment (BA)	Used to modify or create a base budget, a current budget or both, can also be used to create/edit monthly budgets.
Cash Management (CMD)	Allows you to record the actual bank deposit for one or more Cash Receipt (CR) documents and track cashiering activities that affect the cash drawer throughout the day.
Cash Receipt (CR)	Records cash and checks received by units, for subsequent deposit into bank accounts via the Cash Management Document (CMD).
Credit Card Receipt (CCR)	Records credit card receipts and distributes the funds received to the appropriate accounts in the financial system.
Disbursement Voucher (DV)	Processes payments that are not transacted through the Kuali Financials Purchasing / Accounts Payable module.
Distribution of Income and Expense (DI)	Reallocates income and expense or assets and liabilities within the organization.
General Error Correction (GEC)	Corrects accounting string data for General Ledger entries generated from other financial transactions.
Indirect Cost Adjustment (ICA)	Allows adjustment to the amount of indirect cost expense charged to a Contracts and Grants account and automatically adjusts the associated amount of indirect cost revenue.
Internal Billing (IB)	Bills for goods or services provided by one institution's department to another institution's department, reflecting income to the provider and expense to the customer.
Intra-Account Adjustment (IAA)	Use to add sub-account, sub-object code, project code or organization reference ID to previously processed transactions.
Journal Voucher (JV)	Allows you to perform accounting tasks that cannot be done by any of the other financial transaction documents.

Non-Check Disbursement (ND)	Used to record charges or debits directly assessed to a bank account created by banking transactions that do not automatically update the accounts in the system.
Pre-Encumbrance (PE)	Allows users to earmark funds for which unofficial commitments have been made.
Service Billing (SB)	Used for to bill goods and services provided by a university department to another internal department, reflecting income to the provider and expense to the customer.
Transfer of Funds (TF)	Transfers funds (cash) between accounts.

Caveats about information provided for financial documents:

Business rules provided for each document reflect the original configurations delivered with Kuali Financials and may not reflect the rules and practices established at your institution. Your institution may have modified the delivered restrictions or made additional restrictions by attributes such as object code type, object code sub type, sub-fund group, consolidation object code, and others.

The explanations that follow exclude references to ad-hoc routing because this functionality is available for use in any financial transaction document.

The explanations that follow exclude specific references to the delegate where the fiscal officer is mentioned. Assume that any action that can be performed by the fiscal officer can also be performed by the delegate.

For information on using a template to import items or accounts, see Data Import Templatesin the *Overview and Introduction to the User Interface*.

Advance Deposit

In order for users to submit the Advance Deposit document, the ENABLE_BANK_SPECIFICATION_IND parameter must be set to Y and the DEFAULT_BANK_BY_DOCUMENT_TYPE parameter must be completed. Even if your institution is not planning to use the Bank Offset feature in Kuali Financials, the DEFAULT_BANK_BY_DOCUMENT_TYPE parameter must be completed if your users plan to use the Advance Deposit document. Bank offsets will not be created if the Bank Offset feature has not been configured.

The Advance Deposit (AD) document is used to record deposits that go directly to the bank, without being verified through the normal cash receipts process. This document enables distribution of the amount received to the appropriate accounts in the financial system.

The AD document is used to record deposits that are not processed through a central processing area (such as a Bursar's Office). The AD document is used by university departments that make their own deposits, departments that use a lockbox at the bank for cash receipts, and anyone who needs to record bank deposits that are not processed through a central processing area such as the Bursar's Office. The AD is used when checks or cash are received and need to be credited to a Kuali Financials account. The user creating the AD is responsible for ensuring that the actual bank deposit occurs. The AD document creates the specified accounting entries in Kuali Financials.

Document Layout

The AD document has its own unique tab called **Advance Deposits** in addition to the standard financial transaction tabs.

For more information about the standard tabs, see Standard Tabs in the *Overview and Introduction to the User Interface*.

Advance Deposits Tab

Advance Deposits tab field definitions

Title	Description
Amt	Required. Enter the total amount of the deposit.
Bank Code	Required. Enter the bank code number to which the funds are deposited or search for a bank account from the **Bank Account** lookup icon. The bank code is automatically carried over.

Description	Optional. Enter a brief description of the transaction. This is for departmental use only, and does not appear on financial reports.
Date	Required. Enter the actual date of the deposit or select it from the calendar tool.
Reference Number	Required. Enter the transaction number or anything that meets your tracking needs.

Process Overview

Business Rules

- The advance deposits total amount must be greater than zero.
- The advance deposits total must be equal to the total of the **Accounting Lines** tab.
- Negative accounting line amounts are allowed.
- There must be at least one accounting line in the document
- The AD document is one-sided. Kuali Financials automatically generates the other side of the entry affecting the cash account, as defined by data entered into the document.
- Parameters with Component Advance Deposit control allowed and disallowed object codes on the Advance Deposit.

Routing

After an AD document is submitted, it is automatically approved and it does not route.

Example

The University receives a check from the Beckman Foundation for a grant agreement. At this University, separate bank accounts are maintained for grant related funds and deposits to these accounts are not processed through a central processing unit, such as a Bursar's office.

The Advance Deposit document allows the area receiving the check to directly deposit the check into a designated bank account and properly reflect the credit in the correct account in Kuali Financials. The advance deposit does not route to a central processing unit after it is submitted.

Auxiliary Voucher

The Auxiliary Voucher (AV) document records adjustment, accrual and recode entries. It is used to record entries to the proper posting period of the transaction for preparation of accurate and timely financial reports. Postings are allowed to the open periods that are set by your institution.

The AV document consists of three separate document types:

- **Adjustment**: The Adjustment type (AVAD) is used to post adjusting entries that do not reverse in the following month to the General Ledger. The offset to these entries is to the fund balance if the entry affects more than one account. If the entry affects only one account, then there is no offset. Adjusting entries are made to recognize revenues in the period in which they are earned, and expenses in the period they are incurred. A reversal date is not allowed for this type.
- **Accrual**: The Accrual type (AVAE) is used to post accrual entries to the General Ledger that must be reversed in a designated month following the posting period. A reversal date is required for this type of AV, which is normally during the next fiscal period, although it may be later. The offset to these entries are to the fund balance object code if the entry affects more than one account. If the entry affects only one account, then there is no offset. An accrual entry is always used to correct an accrual entry.
- **Recode**:The Recode type (AVRC) is used to properly reclassify account balances posted to a prior period so that the reclassifications occur within the same fiscal period. The offset to these entries is to the fund balance. The recode is automatically reversed. The reversal date defaults to the creation date of the document and cannot be changed. However, the actual reversal occurs on the date the document reaches full approval.

In addition, a recode generates a Distribution of Income or Expense (DI) entry with Cash as the offset transaction, and posts in the current period.

Fiscal Officers and support staff, department, responsibility center, and campus administration staff are typical users of the AV.

Document Layout

The AV document has its own unique tab called **Auxiliary Voucher Details** in addition to the standard financial transaction tabs with one additional field called **Total Amount** in the **Document Overview** tab.

For more information about the standard tabs, see Standard Tabs in the *Overview and Introduction to the User Interface*.

Auxiliary Voucher Details Tab

The **Auxiliary Voucher Details** tab is used to indicate the type of Auxiliary Voucher document being created (Adjustment, Accrual or Recode) and the Accounting Period to which the transaction should be posted. The **Reversal Date** appears only when the **Accrual** or **Recode** type is selected.

Auxiliary Voucher Details tab field definitions

Title	Description
Accounting Period	Required. Select the period the transaction should be applied to from the **Accounting Period** list.
Auxiliary Voucher Type	Required. Select the option for the type of Auxiliary Voucher document you wish to process
Reversal Date	Appears only for the AV type of accrual or recode. Requirement varies depending on the selected auxiliary voucher type: **Accrual**: Required. Select the date when the transaction entries are to be reversed from the **calendar** tool**.** **Recode:** Display-only. Defaults to today's date and cannot be changed.

Process Overview

Business Rules

- Only active Accounting Periods are displayed in the Accounting Period dropdown. The parameter, ACCOUNTING_PERIOD_GRACE_PERIOD, controls which prior period(s), if any, are displayed.
- If the AV type is Accrual Voucher, a reversal date is required. An accrual entry may have a reversal date that reverses in the future, even the next fiscal year.
- There must be at least one accounting line in the document.
- All accounts must belong to the same chart and sub-fund.
- On an accounting line, you must enter a credit or debit amount, but not both.
- Negative amounts are not allowed.
- Debits must equal credits.
- Certain object code sub-types may be restricted from being used on the Auxiliary Voucher.
- The fiscal officer for each account must approve.
- Additional approvals may be established within the review hierarchy.

Routing

Fiscal Officer for all **Credit** and **Debit** accounts must approve the AV document. Additional approvals may be established within the institution's review hierarchy.

Example

Auxiliary Voucher Accrual Example

Parts inventory purchases were received in September of 2009 but the actual invoice was not recorded in the accounts payable system until October of 2009. After selecting the **Accrual (AVAE)** option, a reversal date is entered to indicate when this accrual entry should be automatically reversed. In this example the entries are reversed on October 15th, 2009. The invoice payment is recorded in the appropriate object code (8303 Inventories-Service Parts is used in this example) and an accounts payable liability is recorded as well.

Auxiliary Voucher Recode Example

Parking operations received miscellaneous cash receipts in July of 2009, but these funds were mistakenly deposited into the wrong account (6044906). In September, the department realized that these funds should have been deposited into account 6044900.

After selecting the **Recode (AVRC)** option the system automatically fills in the reversal date of today's date. This field cannot be edited by the initiator. The correct posting period is selected and the **Accounting Lines** tab is completed.

The resulting pending ledger entries show an accrual entry for July of 2009 (the Accounting Period selected on the document) that is reversed on the same day. The document also automatically generates a behind-the-scenes Distribution of Income and Expense document (DI) with an offset to the cash object code (8000 in this example). Note that the AVRC entries are reversed after the document becomes fully approved.

Auxiliary Voucher Adjustment

Parking Services needs to recognize income previously recorded and reduce the deferred income liability associated with that income. The income was recorded as a liability in object code 9400 (Deferred Income) and is recognized in object code 1464 (Parking Fees)

The period the income was recorded is used as the posting period, which is August, 2009 in this example. The **Adjustment (AVAD)** option is selected and no reversal date field is required so that field does not appear as a valid option. The **Accounting Lines** section is completed to debit the liability and credit the income object code.

The resulting pending ledger entries show this debit to the liability object code and a credit to the income object code.

Budget Adjustment

The Budget Adjustment (BA) document is used to record or adjust budget entries. It can be used to modify a base budget, a current budget or both. It is a financial planning tool that allows an organization to adjust the current and base budget figures for a given account as circumstances may change throughout the fiscal year. It may be used to create a budget for a new account established after the beginning of a new fiscal year.

- Base budgets designate an ongoing fiscal commitment.
- Current budgets designate budgetary authority for the current fiscal year.
- A BA document is normally used to:
  - reallocate current budget as necessary throughout the fiscal year
  - transfer funds from one general fund account to another
  - establish budget lines in new accounts created after the fiscal year begins
  - make long-term adjustments to the base budget
- The document allows for the establishment of monthly budgeted amounts for users that wish to maintain budget information at this level.

Document Layout

The BA document only has the standard financial transaction document tabs and does not have any unique tabs. Two field exceptions are the **Year** field in the **Document Overview** tab and the **Monthly Lines** section in the **Accounting Lines** tab, which are explained later in this section.

For more information about the standard tabs, see Standard Tabs in the *Overview and Introduction to the User Interface*.

Document Overview Tab

The **Document Overview** tab includes one unique field called **Year**.

BA Document Overview tab field definitions

Title	Description
Year	Required. Select the fiscal year this adjustment should apply to from the **Fiscal Year** list. Most budget adjustments are made to the current fiscal year but in some cases you may be able to choose a fiscal year that has not yet begun.

For explanation of other fields, see Standard Tabs in the *Overview and Introduction to the User Interface*.

If you change the fiscal year, click **Refresh** to make sure that all the fields on the document are available for that fiscal year. For example, you might not be able to do base budget changes to a particular fiscal year. Clicking **refresh** assures that the system disables fields that aren't valid for that year.

Accounting Lines Tab

The **Accounting Lines** tab in the BA document is also different from the other financial transaction documents in that it has the **Monthly Lines** section that can be expanded by clicking **show**.

To distribute an accounting lines current budget amount into monthly periods, click **Show** on the **Monthly Lines** section.

This opens a series of twelve monthly periods where you can specify how much of the current amount for this account line should be distributed to each month. The total of all monthly distributions must equal the total current amount for this accounting line.

Use of the **From/Decrease** section automatically decreases the budget associated with the account, sub-account, and object code combination entered. The current budget, base budget, or both may be affected.

Use of the **To/Increase** section automatically increases the budget associated with the account, sub-account, and object code combination entered. The current budget, base budget, or both may be affected.

The **From/Decrease** and **To/Increase** sections do not contain totals. Increases and decreases must balance in the document with relation to object code types in order to route the document. This rule applies to the **From** and **To** sections affecting the current changed amount(s) and the **From** and **To** sections affecting the base changed amount(s).

Generation of Fringe Benefit Amounts

When you submit a BA document that uses a Labor Object Code Kuali Financials displays a message asking if you wish to have the system automatically generate the associated benefits.

- Selecting **No** routes the document without generating any additional accounting lines.
- Selecting **Yes** generates the appropriate benefit lines and amounts (determined by entries in the Labor Object Benefit and Labor Calculations tables) and returns you to the document to view the entries it has created. If object codes used on the document generate fringe benefits, a manual entry is required to balance the document.

Click **Submit** again to route the document after benefit accounting lines have been generated. You will be asked again if you want to calculate Benefits, if you have already done so, click **No**.

Income Stream Adjustments

If a Budget Adjustment involves two or more accounts with different Income Stream Accounts, Kuali Financials can be configured to create an automated Transfer of Funds transaction to properly adjust cash between those Income Stream accounts. This Transfer of Funds is generated by Kuali Financials after the Budget Adjustment is approved and does not route for approval itself.

Process Overview

Business Rules

- Accounts with Budget Recording Level of No Budget are not allowed. The budget adjustment document cannot be used on a cash control (non-budgeted) account.
- Negative amounts are not allowed except when using the **Error Correction** option.

For information about the error correction, see Correcting Errors after Approval in the *Overview and Introduction to the User Interface*.

- Increases and decreases must balance in the document with relation to object code types. Increases in income may be balanced by decreases in other income lines or by increases in expenditures. Decreases in income may be balanced by increases in other income lines or by decreases in expenditures. Similar logic applies to changes in expenditures
- If Base Adjustments have not been enabled for the selected Fiscal Year on the document then base changes are not allowed.
- The fund group and sub-fund group Chart of Account objects contain an attribute for determining how budget adjustments within that group can be made. These attributes limit the mixing of accounts with different attributes (charts, organizations, account numbers, fund groups, or sub-fund groups) on the same BA documents.
- Values for fund group are: **C** (Chart), **O** (Organization), **A** (Account), or **F** (Fund).
- Values for sub-fund group are: **C** (Chart), **O** (Organization), **A** (Account), **S** (Sub-Fund), or **N** (None).
- The budget adjustment applies the following rules using these values:
    - There can only be one fund group on the document
    - If any sub-fund on the document has a restriction (value other than**N**), then only that sub-fund can be used on the document. Furthermore, the restriction level for that sub-fund is applied to the document.
    - If all sub-funds on the document have a value of **N,** the restriction of the fund group is applied to the document.

The use of certain balance sheet object codes and certain object sub-types may be prohibited according to your institution's business rules (for example, on Contracts and Grants accounts).

Routing

The BA document is approved as final by the initiator if the following conditions are met:

- The document only adjusts a single account
- The document only adjusts current budget amount
- The Initiator is the fiscal officer for the account
- The account is not identified as a Contracts and Grants account
- The total decrease amount is not greater than the current budget balance for the object code being decreased
- If previous conditions are not met, the document continues with standard financial document routing, based on the account numbers used on the document as follows:
    - The fiscal officer for each account must approve.
    - Optionally, organization review routing occurs for the organization that owns each account.
    - Optionally, sub-fund routing occurs based on the sub-fund of each account.
    - Optionally, award routing occurs based on the CG Responsibility ID assigned to Contracts and Grants accounts.

The document status becomes FINAL when the required approvals are obtained and the transaction is posted to the G/L during the next G/L batch process.

Example

The BA document can be used to redistribute budget allocations within the same account. For example, for Object Code 6000 - In State Travel Expense, a certain amount was allocated, but the conference the money was to be used for has been canceled. At the same time, in Object Code 4900, you have overspent your Printing Budget. The BA document can be used to move budget (not base, but current fiscal year) to the Printing object code to balance your budget.

Cash Management

In order for users to submit the Cash Management document, the ENABLE_BANK_SPECIFICATION_IND parameter must be set to Y and the DEFAULT_BANK_BY_DOCUMENT_TYPE parameter must be completed. Even if your institution is not planning to use the Bank Offset feature in KFS, the DEFAULT_BANK_BY_DOCUMENT_TYPE parameter must be completed if your users plan to use the Cash Management document. Bank offsets will not be created if the Bank Offset feature has not been configured.

The Cash Management (CMD) document is used to record the actual bank deposit for one or more Cash Receipt (CR) documents and track cashiering activities that affect the cash drawer throughout the day. The cashiering activities might include change orders, cashing university checks, and temporary cash advances.

The CMD document is used to group approved cash receipts for a given verification unit into separate deposits so that they can be sent to the bank for deposit. Verifying units can choose to make interim deposits if they wish and must make a final deposit when they close out the cash drawer associated with the CMD document. You may deposit checks only during the interim deposits and checks, currencies and coins during the final deposit.

Use of the CMD document is restricted to members of Kuali Financials-FP Cash Manager role. Members of this role might be located in an institution's Bursar office or another central processing unit.

Cash Receipts cannot be approved until the Cash Management document has been opened. Only one CMD per campus can be open at a time, all Cash Managers for a specific campus can access the open CMD.

Document Layout

The CMD document has **Cash Drawer Activity, Deposits, and Cashiering Transactions** tabs in addition to the standard financial transaction tabs.

For more information about the standard tabs, seeStandard Tabs in the *Overview and Introduction to the User Interface*.

Cash Drawer Activity Tab

The **Cash Drawer Activity** tab contains information about the current status of the cash drawer, the number and amounts of approved cash receipts awaiting deposit, and the number and amounts of any deposits already made on the document.

Cash Drawer Activity Section

Cash Drawer Activity section field definitions

Title	Description
Cash Drawer Activity	Display-only. When the cash drawer is opened this section indicates how many cash receipts are available for deposit and provides a summary of the check, currency and coin totals of the cash receipts.
Cash Drawer Status	**Display-only**. This field indicates the current status of this verification unit's cash drawer. Possible statuses are: **Closed:** The cash drawer is not open for the collection of cash receipts. **Open**: The cash drawer is open and cash receipts can be grouped into deposits. The time the cash drawer was opened is also displayed. **Locked**: A member of the verification unit has selected to make a final deposit and a new cash management document and further deposits cannot be made until the current CMD is canceled or submitted.
Deposit Activity	Display-only. This section shows the Operating Deposit amount, which reflects the total of all approved cash receipts available for deposit, the number and total amounts of any interim deposits, and the amount remaining to be deposited.
Verification Unit	Display-only. This field displays the campus code of the verifying unit to which the document initiator belongs.

When the cash drawer is closed, the system displays the open cash drawer button at the bottom of this tab.

Verification of cash receipts occurs asynchronously with respect to the Cash Management document, thus the activity totals are only valid as of the last time they were calculated, and may have changed in the interim.

Click the **Refresh** button to recalculate up-to-the minute activity totals.

Cash Drawer Currency/Coin Section

Cash Drawer Currency/Coin section field definitions

Title	Description
Cash Drawer Totals	Display-only. Summarizes the cash drawer total, such as the total amount of miscellaneous checks, currency, coin, and Items in Process.
(Coin) Count	Optional. Enter the coin count for the corresponding coin denomination.
(Coin) Amount	Display-only. Total amount of money for the corresponding currency denomination. The amount is updated when the **apply transaction** button is clicked in the **Cashiering Transaction** tab or the deposits are made in the **Deposits** tab.
(Currency) Count	Optional. Enter the currency count for the corresponding currency denomination
(Currency) Amount	Display-only. Total amount of money for the corresponding currency denomination. The amount is updated when the **apply transaction** button is clicked in the **Cashiering Transaction** tab or the deposits are made in the **Deposits** tab.

When you open or re-open the cash drawer, two tabs become available: the **Deposits** tab and the **Cashiering Transactions** tab. The **Cashiering Transactions** tab tracks your daily cash transactions and the **Deposits** tab tracks the deposits that you make from the Cash Receipt documents.

Click **Open Cash Drawer** to open the cash drawer. This button is available when you open a new CMD document but not when you open an existing CMD document.

Cashiering Transactions Tab

The **Cashiering Transactions** tab allows you to keep track of all of the cashiering activities throughout the day. The activities might include, for example, change orders, advances, and cashing checks. The **Cashiering Transactions** tab is divided into **Money In** area and **Money Out** area. The **Money In** area is used to record the money you have received and **Money Out** area is used to record the money you have paid out in exact currency and coin denominations. The **Money In** and **Money Out** area must be always in balance in order for the transaction to post. For example, if you are recording cash advances in the **Money In** area, you must record the equal amount of money paid out in the **Money Out** area.

The **Money In** area includes **Currency/Coin**, **New Miscellaneous Advance**, and **Cashiering Checks** sections while the **Money Out** area includes **Currency/Coin**, and **Open Miscellaneous Advances** sections. The summary of the cash drawer activities are reflected in the **Cash Drawer Activity** tab when the **apply transaction** button is clicked.

Currency / Coin Sections

Currency / Coin section field definitions

Title	Description
(Coin) Amount	Display-only. Total amount of money for the corresponding coin denomination. The amount is updated when the **apply transaction** button is clicked.
(Coin) Count	Optional. Enter the coin count for the corresponding coin denomination.
(Currency) Amount	Display-only. Total amount of money for the corresponding currency denomination. The amount is updated when the **apply transaction** button is clicked.
(Currency) Count	Optional. Enter the currency count for the corresponding currency denomination

New Miscellaneous Advance Section

New Miscellaneous Advance section field definitions

Title	Description
Item Amount	Optional. Enter the amount for advances.
Item Description	Optional. Enter the description for the advances.
Item Open Date	Optional. Enter the date the advances are made.

Cashiering Checks Section

The fields noted as required must be entered only when the Cashiering Checks section is used.

Cashiering Checks section field definitions

Title	Description
Amt	Required. Enter the check amount.
Check / Batch number	Required. Enter the check number.
Date	Required. Enter the check date or select it from the calendar tool.
Description	Optional. Enter the check description.

Click **Add** or **Delete** to add or delete the checks.

Open Miscellaneous Advances Section

The **Open Miscellaneous Advances** section displays a running list of open advances that you have entered into the **New Miscellaneous Advance** section and allows you to record the payments towards the open cash advances. The list is updated when you click the **apply transaction** button.

Open Miscellaneous Advances section

Title	Description
Current Payment	Optional. Enter the amount
Item Amount	Display-only. The amount of transaction you have posted to the **New Miscellaneous Advance** section in the **Money In** area.
Item Description	Optional. Defaults to the description entered in the **New Miscellaneous Advances** section in the **Money In** area. Override the description as necessary.
Item Identifier	Display-only. The system-generated identifier for the transaction you have posted to the **New Miscellaneous Advance** section in the **Money In** area.
Item Open Date	Display-only. The date the advances were first opened for this item.
Item Reduced Amount	Display-only. The amount of money paid back towards the advances in the current transaction.
Item Remaining Amount	Display-only. The amount of money due to be paid back for the item.

How the Open Advances are Tracked

When a new line in the **New Miscellaneous Advance** section in the **Money In** area is created, a new corresponding entry is created in the **Open Miscellaneous Advances** section in the **Money Out** area. As the payment towards this advance item is made, you may record the payment amount in the **Money In** area in the exact currency and coin denominations or checks; and the equal amount of payment in the **Open Miscellaneous Advance** area. When the **apply transaction** button is clicked, the remaining balance is calculated and the Cash Drawer Activity tab is updated.

When the advance item is fully paid, the item in the **Open Miscellaneous Advances** section disappears and the history of the transaction appears in the **Recently Closed Miscellaneous Advances** section.

Click **Apply Transaction** to update the **Cash Drawer Activity** tab.

Deposits Tab

The **Deposits** tab shows bank deposits that the unit has made from the verified Cash Receipts associated with this CMD document. The tab also has a section allowing the unit to prepare and accept a new deposit.

When the Cash Drawer is opened or re-opened, the Cash Drawer Status changes to Open. You may see the total number and amount of the approved CR documents from the **Cash Drawer Activity** sections.

When there are approved CR documents, you may use the interim or final deposit button to make deposits to your institution's banks.

When there are no approved Cash Receipt (CR) documents for you to deposit, the following warning message appears.

The **add interim deposit** button is used for depositing the checks and the **add final deposit** button is used for depositing the final checks, currencies, and coins.

Create a New Interim Screen

The **Interim Deposits** screen is used for depositing checks only. When there are approved CR documents, you may add them to the CMD documents using the **Create a New Interim** screen.

Click **Add Interim Deposit** to make a new deposit from the approved Cash Receipt (CR) documents.

Deposit Header Tab

This tab contains banking information for this deposit.

Deposit Header tab field definitions

Title	Description
Bank Code	Required. Enter the bank code to identify the bank in which the deposit is to be made or select it from the **Bank Code** lookup icon.
Deposit number	Optional. Enter the number assigned by the CMD user to identify this deposit.
Deposit Type	Display-only. It indicates whether the type of deposit chosen was interim or final.
Undeposited Check Total	Display-only. Total amount of approved Cash Receipts and Cashiering Checks that are not currently applied to an interim deposit.

Cash Receipts Tab

The **Cash Receipts** tab shows details of the approved CR documents available for deposit. Check boxes are displayed to the left of each cash receipt, allowing you to select individual Cash Receipt documents. There is also a check box in the header row of the table that allows you to select all cash receipts in the list.

Cash Receipts tab field definitions

Title	Description
Number	Display-only. Uniquely numbers each cash receipt available for deposit.
Check Total	Display-only. Total dollar amount for checks associated with the cash receipt. If check detail is provided on the Cash Receipt document the individual checks are listed under the cash receipt summary row and display the **Check/Batch #**, **Check Date**, **Description,** and **Amount** fields for each check.
Create Date	Display-only. The date the Cash Receipt document was initiated in Kuali Financials system.
Description	Display-only. The text entered by the cash receipt initiator in the document's **Description** field.
Document Number	Display-only. Kuali Financials assigned document number for the cash receipt.

Cashiering Transaction Checks Tab

When you have the cashiering checks entered into the **Cashiering Transaction** tab, the checks are listed in the **Cashiering Transaction Checks** tab so you may deposit these checks along with the checks associated with the CR documents.

Cashiering Transaction Checks tab field definitions

Title	Description
number	Display-only. Uniquely numbers each cashiering transaction check available for deposit.
Check Amount	Display-only. The check amount for the cashiering transaction check available for deposit.
Check Date	Display-only. The check date for the cashiering transaction check available for deposit.
Check Number	Display-only. The check number for the cashiering transaction check available for deposit.
Description	Display-only. The description for the cashiering transaction check available for deposit.

Click **Create** to make an interim deposit.

Create a New Final Deposit Screen

The difference between the interim deposit and the final deposit screens is that the final deposit contains the **Currency and Coin Detail** tab.

The **Create a New Final Deposit** screen allows you to enter the final check, currencies and coin deposits. The screen has three tabs: **Deposit Header**, **Currency and Coin Detail**, and **Cash Receipts** tabs.

Click **Add Final Deposit** to make a new deposit from the approved Cash Receipt (CR) documents.

Deposit Header Tab

This tab contains banking information for this deposit.

Deposit Header tab field definitions

Title	Description
Bank Code	Required. Enter the bank code to identify the bank in which the deposit is to be made or select it from the **Bank Code** lookup icon.
Deposit number	Optional. Enter the number assigned by the CMD user to identify this deposit.
Deposit Target Amount	Display-only. Total amount of currency, coin and final checks minus cashiering checks. You will not be able to apply the final deposit until you make a total deposit equal to this amount.
Deposit Type	Display-only. It indicates whether the type of deposit chosen was interim or final.

Currency and Coin Detail Tab

Currency / Coin section field definitions

Title	Description
Cash Submission Sub Total	Display-Only. Total currency and coin. This amount is updated when the recalculate button is clicked.
(Coin) Amount	Display-only. Total amount of money for the corresponding coin denomination. The amount is updated when the **recalculate** button is clicked.
(Coin) Count	Optional. Enter the coin count for the corresponding coin denomination.
(Currency) Amount	Display-only. Total amount of money for the corresponding currency denomination. The amount is updated when the **recalculate** button is clicked.
(Currency) Count	Optional. Enter the currency count for the corresponding currency denomination

Cash Receipts Tab

The **Cash Receipts** tab shows details of the approved CR documents available for deposit. Check boxes are displayed to the left of each cash receipt, allowing you to select individual Cash Receipt documents. There is also a check box in the header row of the table that allows you to select all cash receipts in the list.

Cash transactions with no associated checks: Cash Receipt documents that record only currency and coin in the Cash Reconciliation section or have already had checks applied to an interim deposit are automatically deposited in the final deposit.

Cash Receipts tab field definitions

Title	Description
Number	Display-only. Uniquely numbers each cash receipt available for deposit.
Cash Total	Display-only. Total of the Cash Receipt.
Check Total	Display-only. Total dollar amount for checks associated with the cash receipt. If check detail is provided on the Cash Receipt document the individual checks are listed under the cash receipt summary row and display the **Check/Batch number**, **Check Date**, **Description,** and **Amount** fields for each check.
Create Date	Display-only. The date the Cash Receipt document was initiated in Kuali Financials system.
Description	Display-only. The text entered by the cash receipt initiator in the document's **Description** field.
Document Number	Display-only. Kuali Financials assigned document number for the cash receipt.

Cashiering Transaction Checks Tab

For information about the **Cashiering Transaction Checks** tab, see Create a New Interim Screen.

Finalize Deposits Button

In normal circumstances, the **add final deposit** button is used to make your final deposits to close out your CMD document. If you complete all your deposits with interim deposits, you can use the **Finalize Deposits** to finalize the last interim deposit.

Finalized Cash Management Document

When the deposits are finalized, the Cash Drawer Status becomes Locked and the CMD document is ready to be submitted.

Click **Refresh** to update the list of available cash receipts.

To cancel a deposit, click **Cancel**. Final deposits must be canceled before an Interim deposit can be canceled.

Process Overview

Business Rules

- A verifying unit can make zero to any number of interim deposits.
- Any number of interim deposits may be made, but interim deposits are not required.
- The CMD document does not route for approval. After a member of the verification group approves the document it goes to FINAL status.

Routing

The verifying unit opens a CMD document and groups approved cash receipts into one or more deposits. Multiple interim deposits can be made on a single CMD document and the document is submitted with a final deposit.

Additional CR documents that are processed and approved after the opening of the CMD document can be grouped into deposits as well.

There can be only one unapproved CMD document for a verifying unit at a time, and only one user may have that document open. That user may save the document at any time, at which point any other user authorized for the verifying unit may open it.

After a CMD document is submitted, it is automatically approved and does not route. This document only creates General Ledger Pending entries when the Flexible Bank Offset is turned on.

Flexible Bank Offset

If your institution is using the flexible banking offset the CMD creates a pending ledger entry that corresponds to the deposit detail amount using the specified bank offset account number and object code. This offset is a debit if the deposit detail amount is positive or a credit if the deposit detail is negative. Additionally, a second offsetting pending ledger entry is also added which has the opposite debit/credit indicator (it is a debit if the bank offset itself is a credit for example). This second entry uses the regular cash object code.

Opening Cash Drawer

- Click **Open Cash Drawer** to begin grouping approved cash receipt documents into deposits.

Re-opening the Cash Drawer: When the Cash Drawer has already been opened but has not been closed, the following message prompts you to either open an existing drawer (document) or return to index (dashboard). You may not open another drawer until the previously opened drawer has been closed.

- Click **Return to Index to** return to Kuali Financials dashboard.
- Click **Open Existing** to re-open the drawer that has already been opened by another document but has not been finalized. Clicking the button takes you to the document that was previously initiated.

For information on correcting cash drawer, see Cash Drawer.

Cash Receipt

The Cash Receipt (CR) document is used to record cash and checks received by units, for subsequent deposit into bank accounts by a central processing unit (such as the Bursar's office), via the Cash Management document (CMD). The CR document creates the specified accounting entries in Kuali Financials.

For more information about Cash Management document, see Cash Management.

The CR document routes for verification and preparation of bank deposits. Each unit that verifies cash receipts and prepares bank deposits uses a Cash Management document (CMD) to consolidate those cash receipts into bank deposits. The actual verification of the CASH RECEIPT is done on the CR document itself. The CMD is the document that manages a drawer.

Recording refunds to the university via the CR document allows you to credit the funds to the account and object code from which they were originally paid. The CR document may be used by university Bursar department staff that collect cash and checks and reconcile a cash drawer, but do not physically make the bank deposit themselves.

The user creating the CR utilizes reconciliation within the CR. After approved, the CR document creates the specified accounting entries in Kuali Financials.

Document Layout

The CR document has its own unique tabs called **Cash Reconciliation, Currency and Coin Detail**, **Check Detail** and **Change Request** in addition to the standard financial transaction tabs.

For more information about the standard tabs, see Standard Tabs in the *Overview and Introduction to the User Interface*.

Cash Reconciliation Tab

The **Cash Reconciliation** tab keeps track of the checks, currency and coin being deposited and any change requests being made. The **Reconciliation Net Total** must match the accounting lines amount.

When **Individual Checks/Batches** is selected, checks can be entered individually in the **Check Detail** tab. The total checks will display in the **Money Submission Total** field, when the tab is recalculated.

When **Total Only** is selected, the **Check Detail** tab does not appear in the document and you can manually enter the **Total Check Amount**.

Cash Reconciliation tab field definitions

Title	Description
Cash Submission Total	Display only. The total submitted currency and coin amount for the CR document.
Change Request Total	Display only. The total change requested on the CR.
Money Submission	Display only. The total submitted currency, coin, and check amount for the CR document.
Reconciliation Net Total	Display-only. Money Submission amount less Change Request Total.
Total Change Coin Amount	Display only. The total coin amount requested in the Change Request tab on the CR.
Total Change Currency Amount	Display only. The total currency requested in the Change Request tab on the CR.
Total Check Amount	Optional. When **Individual Checks/Batches** is selected from the list, checks may be entered in the **Check Detail** tab. Money Submission Total will be updated when the Cash Reconciliation is recalculated. When **Total Only** is selected from the list, an input box displays for the user to manually enter the **Total Check Amount** and the Check Detail tab is no longer displays on the document.
Total Coin Amount	Display only. Calculated from **Currency and Coin Detail** tab.
Total Currency Amount	Display only. Calculated from **Currency and Coin Detail** tab.

Currency and Coin Detail Tab

Currency and Coin Detail tab field definitions

Title	Description
Cent Count	Optional. Enter the total cents per type of coin. If the type of coin is not hundred, fifty, twenty, ten, five, or one cent coin, enter the total into the **Other Cent Amount** box.
Dollar Count	Optional. Enter the total dollars per type of currency. If the type of currency is not hundred, fifty, twenty, ten, five, two, or one dollar bill, enter the total into the **Other Dollar Amount** box.

Check Detail Tab

This tab displays and can be completed when **Individual Checks/Batches** is selected in the **Cash Reconciliation** tab.

Check Detail tab field definitions

Title	Description
Amt	Required. Enter the check amount.
Check/Batch number	Required. Enter the check number or batch number.
Date	Required. Enter the actual date of the receipt or select it from the calendar tool.
Description	Optional. Enter the name of payer or other description as appropriate.

Change Request Tab

The Change Request tab will not display if parameter CHANGE_REQUEST_ENABLED_IND is set to N.

Change Request tab field definitions

Title	Description
Cent Count	Optional. Enter the total cents per type of coin. If the type of coin is not hundred, fifty, twenty, ten, five, or one cent coin, enter the total into the **Other Cent Amount** box.
Dollar Count	Optional. Enter the total dollars per type of currency. If the type of currency is not hundred, fifty, twenty, ten, five, two, or one dollar bill, enter the total into the **Other Dollar Amount** box.

Print Cash Receipt Cover Sheet Option

If you need to send a paper copy of the CR document to the verifying unit along with the accompanying media (cash, checks, coins, etc.) you can print a PDF version of a cash receipt by clicking the **Print Cash Receipt Coversheet** link which appears in the top middle area of the document after submitting the document.

Process Overview

Business Rules

- The **Check Amount**, **Total Currency**, **Amount**, **Total Coin Amount** and **Change Request Total** must be zero or greater.
- The **Reconciliation Net Total** must be equal to the total of the **Accounting Lines** tab.
- Cash Receipts posted to a cash equivalent (investment), receivable, and expense objects require a negative accounting line to balance the document. The result of the cash receipt is a reduction in these objects and an increase in the cash offset.
- There must be at least one accounting line in the document.
- The CR document is one-sided. Kuali Financials automatically generates the other side of the entry affecting the cash account, as defined by the data entered into the document.
- Parameters with Component Cash Receipt control allowed and disallowed object codes on the Cash Receipt.

Making Corrections: If a CR has been initiated and approved, but the accounting line information was incorrect, use the General Error Correction (GEC) document to make corrections. If the total amount of a CR is incorrect, use the Advance Deposit (AD) document to make the correction.

For more information about the GEC and AD documents, see General Error Correction and Advance Deposit.

Routing

CR documents route directly to the members of Kuali Financials-FP Cash Manager role associated with the CR initiator's campus code. This role will verify cash receipts and prepare bank deposits (the role members may be part of the campus Bursar's office, for example). After a CR document has been submitted by the initiator, ad hoc routing is not available to anyone else. If a fiscal officer wishes to see and approve the document before it is processed by the Cash Manager role, the initiator must ad-hoc route the document to the fiscal officer. Each unit that verifies cash receipts and prepares bank deposits uses a Cash Management document (CMD) to consolidate the cash receipts into bank deposits.

Post Processing

If the change has been requested on the CR, an acknowledgement is sent to the initiator when the Cash Receipt is approved.

Example

The university received a check to refund a conference registration fee. In the **Accounting Line** tab, enter the account and expense object from which the funds were originally paid and enter the amount as a negative number. Because an expense object is being used with a negative amount, the system credits the expense object code, returning the funds to the account they originally came from. The pending entries include the credit to expense and offset generation to the cash.

Confirming and Approving Cash Receipts

Before Cash Receipts can be approved, the Cash Management Drawer must be open and the Cash Receipt must be confirmed.

For more information about the Cash Management Document, see Cash Management.

Cash Manager sections are added to the **Cash Reconciliation**, **Currency and Coin Detail, Check Detail** and **Change Request** tabs to facilitate confirmation of the monies received. All sections must be confirmed before the document can be approved.

The **Copy All** button can be used when the amounts received match what has been entered on the Cash Receipt.

Credit Card Receipt

The Credit Card Receipt (CCR) document is used to record the receipt of income via credit card payments to the university and distribute the funds received to the appropriate accounts in the financial system. Fiscal officers and support staff, department, responsibility center, and campus administration staff are typical users of the CCR.

Document Layout

The CCR document has its own unique tab called **Credit Card Receipts** in addition to the standard financial transaction tabs.

For more information about the standard tabs, seeStandard Tabs in *the Overview and Introduction to the User Interface*.

Credit Card Receipts Tab

Credit Card Receipts tab field definitions

Title	Description
Amount	Required. Enter the amount of the credit card transaction.
Date	Required. Enter the date of the receipt or select it from the calendar tool.
Ref Nbr	Required. Enter the reference number assigned to this particular credit card transaction.
Type	Required. Enter the unique code for the credit card type, or search for a type from the **Type** lookup icon.
Vendor Number	Required. Enter the unique code identifying the area in the university that processed the actual credit card transaction, or search for a vendor number from the **Vendor Number** lookup icon.

Process Overview

Business Rules

- The credit cards receipts total must be greater than zero.
- The credit card receipt total must be equal to the total of the **Accounting Lines** tab.
- Negative accounting line amounts are allowed.
- There must be at least one accounting line in the document.
- The CCR document is one-sided. Kuali Financials automatically generates the other side of the entry affecting the cash account, as defined by data entered into the document.
- Parameters with Component Credit Card Receipt control allowed and disallowed object codes on the Credit Card Receipt.

Making Corrections: If a Credit Card Receipt has been initiated and approved, but the accounting line information was incorrect, use the GEC document to make the correction. If the total amount of a Credit Card Receipt is incorrect, use the AD document to make the correction. If a credit card refund is made, use the AD document to record the transaction.

For more information about the GEC and AD documents, see General Error Correction and Advance Deposit.

Routing

This document does not route.

Example

Parking operations accepted a credit card payment in settlement of a parking fine. Each area capable of accepting credit card payments in this manner has a vendor number assigned (established using the Credit Card Vendor document). This information, along with the reference number and amount of the transaction is entered in the **Credit Card Receipts** tab. Kuali Financials account and object code that should receive the credit for this payment is entered in the **Accounting Lines** tab. The CCR document allows an operating unit to properly reflect receipts from credit card transactions that they have accepted, in the correct accounts in Kuali Financials. Unlike Cash Receipt (CR) documents, the CCR document does not route to a central processing unit, such as a Bursar's office, for reconciliation and deposit.

Disbursement Voucher

In order for users to submit the Disbursement Voucher document, the ENABLE_BANK_SPECIFICATION_IND parameter must be set to Y and the DEFAULT_BANK_BY_DOCUMENT_TYPE parameter must be completed. Even if your institution is not planning to use the Bank Offset feature in KFS, the DEFAULT_BANK_BY_DOCUMENT_TYPE parameter must be completed if your users plan to use the Disbursement Voucher document. Bank offsets will not be created if the Bank Offset feature has not been configured.

The Disbursement Voucher (DV) document is used to reimburse employees and nonemployees for expenses incurred while conducting university business and to pay other vendors for performing a service, or providing material goods for the university. Most often this payment is in the form of a check although direct deposit and wire transfer options may be available.

The disbursement voucher may be used in situations in which a payment is not processed through another procurement method, such as purchase order or procurement card.

Institutions may have different rules for the processing of payments, but the following are some instances in which a disbursement voucher might be used:

- An employee needs to be reimbursed for the purchases of supplies for a project that were paid for out of personal funds.
- A department wishes to purchase a subscription to an academic journal.
- An honorarium is needed for a guest speaker.
- Research participants need to be compensated for taking part in a scientific study.
- An employee needs to register in advance for a work-related conference.

A disbursement voucher requires more information than most financial documents. Each disbursement voucher must include the following information:

- Who is to be paid (the Payee)
- Why the payee is being paid (the Payment Reason)
- How much the payee is to be paid and how the payment is to be made (the Amount and Payment Method)
- Where any supporting documentation is stored (the Documentation Location)
- Whether any forms or documents need to be physically sent with the payment (the Check Enclosure)
- All information on the **Contact** tab.

Users must also keep the following points in mind about DVs:

- Some payment reasons, such as travel payments, may require that additional information be entered.

- Payments that are to be disbursed via check or ACH (direct deposit) will be passed to Kuali Financials Pre-Disbursement Processor (PDP) for additional processing and disbursement.
- Because Kuali Financials does not have check writing capabilities, fully approved disbursement vouchers must be passed to an external check-writing program for payment after they are processed in the PDP.

Document Layout

The DV document has several unique tabs—**Payment Information**, **Contact Information**, **Special Handling**, **Nonresident Alien Tax**, **Wire Transfer, Foreign Draft**, **Nonemployee Travel Expense**, **Pre-Paid Travel Expenses, and Pre-Disbursement Processor Status—**in addition to the standard financial transaction tabs.

For more information about the standard tabs, seeStandard Tabs in the *Overview and Introduction to the User Interface*.

In addition to the **Document Overview** and **Accounting Lines** tabs, two DV-specific tabs, **Payment Information** and **Contact Information**, are always required.

- The **Payment Information** tab contains information regarding the payee, payment reason, payment method, documentation location, and attachments.
- The **Contact Information** tab contains information relating to the initiator and contains the text to be included on the check stub.

Other tabs may be required based on the selections made in the **Payment Information** tab.

Payment Information Tab

The **Payment Information** tab contains important information such as the payment reason, amount, payment method, attachments, and documentation location. This section must be completed for every DV document.

Payment Information tab field definitions

Title	Description
Active ACH Payee	Display Only. This field appears only when the document is in Initiated, Saved, and Enroute status. If the vendor has an active Payee ACH Account, Yes is displayed. If the vendor does not have an active Payee ACH Account, No is displayed.
Address 1	Required. The first line of address to which the check should be mailed. The system fills in this information automatically but you may change it.
Address 2	Optional. Enter the second line of the address to which the check should be mailed.

Check Amount	Required. Enter the total amount of the disbursement for this document.
Check Stub Text	Required. Enter the information regarding the payment itself, intended for the payee. This commonly includes what the payment is for (invoice number, for example) or other information to assist the payee in identifying the source and reason for the payment.
City	Required. Enter the city to which the check should be mailed.
Country	Optional. Select the payee's country from the **Country** list.
Documentation Location Code	Required. Select the unique code for the location where the documentation is to be kept from the **Documentation Location Code** list or lookup icon. This indicates where supporting documentation should be sent, as well as who is responsible for maintaining the documentation. Supporting documentation refers to documents or backup submitted with the disbursement voucher (receipts, invoices, letters, memos) that detail what was purchased, the cost, the name of the vendor and the date of the transaction. If a disbursement voucher is for services, the documentation might include a memorandum or contract outlining what services are performed and the agreed-upon contract amount. **Initiating Organization**: Indicates that your department plans to retain the documentation. When you select this location you may receive a message with additional instructions based on your institution's procedures and documentation retention policies. **No Documentation**: Indicates that you have no supporting documentation for this transaction. If selected, you are required to attach a note in the **Notes and Attachments** tab of the document explaining why.
Due Date	Required. Enter the date or select it from the calendar tool. The default date is the earliest date that a payment can be made (assuming Kuali Financials is processing batch transactions nightly, this is typically the next business day). If you wish the payment to be made as soon as possible, do not change the default date. If you wish to delay a payment until a future date you can set the due date forward. Payment information is not extracted from Kuali Financials until the due date.
Name	Display-only. After you select the payee ID from the **Payee** lookup icon, the system automatically fills in the name.
Other Considerations	Optional. Select these check boxes as necessary to reflect special circumstances or special requests that are needed for the payment: **Check Enclosure**: Refers to any documents related to the DV document that must accompany the check when it is mailed to the payee. Examples might include a registration form that must accompany a payment of a conference fee or a subscription form that must be returned with payment for a subscription to an academic journal. Selecting the check box properly indicates that there is a form or other attachment that must accompany the check. **Special Handling:** Indicates that the payment should be mailed to a person other than the payee. For example, a check needs to be returned to the document initiator so it can be express mailed or picked up by the payee. When selected, a message asking you to add a note explaining the need for special handling is displayed.

	W9/W-8BEN Completed: Indicates if the payee has a W-9 (or W-8BEN for nonresident aliens) on file. For nonemployees this is generally completed as part of processing of the Payee document. **Exception Attached**: Indicates that you are requesting an exception to policy on this DV document. For instance, your institution may require that all disbursement vouchers have supporting documentation, but in this case you do not have such documentation. When this option is selected, a message prompting you to add a note of explanation is displayed. **Immediate Payment Indicator**: Indicates that a check is needed on the same day. This indicator allows for an approved Disbursement Voucher to be extracted for payment immediately. Only the Disbursement Manager may select this option. Prior to the document being approved the box can be checked. After the document is approved, but prior to it being extracted to PDP, an Extract Now button appears on the document that can be used by the Disbursement Manager to immediately extract the DV for payment.
Payee ID	Required. Retrieve the payee ID from the **Payee** Lookup icon.
Payee Type	Display-only. After you select the payee ID from the **Payee** lookup icon, the system automatically fills in the type of payee.
Payment Reason Code	Required. Display-only. This code identifies the reason for the disbursement and determines any restrictions the payment is subject to. After you select the payee ID from the **Payee** lookup icon, the system automatically fills in the payment code reason selected in the Payee Lookup screen.
Payment Method	Required. Select the method in which the payment should be made from the **Payment Method** list. **Check/ACH**: This selection generates a check or, if ACH information exists in the disbursement processing system for this payee, an Automated Clearing House direct deposit is initiated. **Foreign Draft**: This selection indicates that the payment is to be made in a foreign currency. When you select Foreign Draft as the payment method you are prompted to complete the **Foreign Draft** tab. In this section, you indicate whether the DV is stated in foreign currency or US dollars, and what currency the payment is to be made in. For example, the DV could be stated in Euros and paid in Euros, or the DV could be stated in US Dollars converted to Euros for payment. **Wire Transfer**: This selection indicates you wish to have the disbursement wired to the recipient. To do so you are required to provide additional banking information on the Wire Transfer tab. Some institutions may charge a fee to the initiating department for processing a wire transfer. Wire transfers may be made in US Dollars or foreign currency, similar to Foreign Drafts as described above.

Payment Type	Display only. The payment types are determined by the payee selected from the Payee Lookup. The Payee Lookup can be used to find vendors and employees which determine how these fields are set. **Is this a foreign payee?** If the payee is a nonresident alien, this field will display Yes. Users with appropriate permissions can change this field. **Is this payee an employee:** If the payee selected is an employee, this field will display Yes. **Employee Paid Outside of Payroll?** If the Payee record is an Employee record or a Vendor record with the same tax identification number as an Employee record, then this is set to Yes. Your institution may wish to perform specialized review on these transactions to make sure they should not be processed through your regular payroll process.
Postal Code	Required for US. Enter the postal code to which the check should be mailed.
State	Required for US. Enter the state to which the check should be mailed.

For more information about the Payment Reason Code, see Disbursement Voucher.

Notes regarding Documentation Location: Restrictions may be in place, which require you to send your documentation to a particular location. As a default in Kuali Financials, Travel Payments require the documentation be sent to Travel Management and payments to nonresident aliens must be sent to the Tax Department. Your institution may have other specific requirements based on Payment Reason or other attributes of the transaction. Specific locations can be customized and may vary from institution to institution.

The payee ID is required on the **Payment Information** tab. This identifies the employee or vendor the disbursement is paid to. Payees *must* exist in the system in order to be selected on the disbursement voucher. Kuali Financials uses the Vendor table and the KIM Person table for reference. If the payee already exists in the system, you can find it by searching for it by using the **Payee** lookup.

Several KFS parameters exist to control which types of payees can be selected for a given payment reason. After clicking **search**, the restrictions for the selected payment reason are displayed at the top of the lookup.

Vendor Types are hard coded. Parameter VALID_PAYEE_TYPES_BY_PAYMENT_REASON control which of the existing vendor types can be used with specific payment reasons. The following Vendor Types can be used in this parameter. New values will require coding.

Vendor Types allowed

Code	Description
E	Employee
V	Vendor
VRF	Revolving Fund Vendor
VRV	Refund Vendor
VSP	Participant Payment Vendor

Payee Lookup

Click the lookup icon next to **Payee ID**.

Payee Lookup search criteria

Title	Description
Active ?	Optional. Select the **Yes**, **No,** or **Both** options. You may search for payees with any status, but payments cannot be made to inactive payees.
Employee ID	Optional. Enter the unique ID assigned to Employees in the Person table. The value may come from your HR system.
Payment Reason Code	Required. Select a payment reason from the list.
Person First Name	Optional. Enter the first name of the payee as established in Kuali Financials.
Person Last Name	Optional. Enter the last name of the payee as established in Kuali Financials.
Vendor number	Optional. Enter the Vendor Number as it appears in the Vendor table.
Vendor Name	Optional. Enter the name of the vendor as it appears in the Vendor table.
Vendor Tax Number	Optional. Enter the Tax Number associated with the vendor.

For information about lookup, see Field Lookup in the *Overview and Introduction to the User Interface*.

Contact Information Tab

The **Contact Information** tab contains information that is intended to be printed on the check. When the DV document is first initiated, the **Contact Name** and the **Campus Code** default to those of the initiator's.

The Contact for a DV is typically the initiator, thus the contact information is typically the name, phone, and email address of the initiator.

Contact Information tab field definitions

Title	Description
Campus Code	Display-only. The code of the campus associated with the document's initiator, derived from the user's profile.
Contact Name	Required. This field is pre-filled with the name of the document initiator but may be edited.
Email Address	Optional. Enter the contact person's email address
Phone	Required. Enter the contact person's phone number (including area code)

The information in this tab is included on the check stub and is seen by the payee when they receive the check. If you want to include information that only other KFS users can view, add a note or attachment to the document instead. For more information about the **Notes and Attachments** tab, see Notes and Attachments Tab in the *Overview and Introduction to the User Interface*.

Special Handling Tab

The **Special Handling** tab is used *only* when a check is to be sent to someone other than the payee. For example, a department needs a check for a guest speaker sent to the Department Chair to present the check after the event. If the payee has requested the payment be mailed to them, but at a different address, simply change the address in the **Payee** tab. To request Special Handling for the payment, select the **Special Handling** check box in the **Payment Information** tab and complete the fields on this tab.

Special Handling tab field definitions

Title	Description
Special Handling Address 1	Required. Enter the first line of address where the check should be mailed.
Special Handling Address 2	Optional. Enter the second line of address where the check should be mailed.

Special Handling City	Optional. Enter the city where the check should be mailed.
Special Handling Country	Optional. Select the payee's country from the **Country** list.
Special Handling Name	Required. Enter the name of the person or entity where the check should be mailed.
Special Handling State	Optional. Enter the state where the check should be mailed.
Special Handling Zip Code	Optional. Enter the zip code where the check should be mailed.

Nonresident Alien Tax Tab

This tab is completed only if the payee is a nonresident alien and it is only editable by a member of Kuali Financials-SYS Tax Manager role when the document has routed to them. The information on this tab is used for reporting purposes and to add any special tax withholding that might be required as a result of the income classification of the payment when the fields are completed and **generate lines** is clicked. If the transaction is taxable, this function automatically adds the appropriate tax related accounting lines to the **Accounting Lines** tab of the document, and reduces the total check amount if tax needs to be withheld.

Click **Generate Lines** to add the appropriate tax related accounting lines.

This following describes the definition for the **Nonresident Alien Tax** tab.

Nonresident Alien Tax tab field definitions

Title	Description
Country Code	Required if the **Income Class** entry is Fellowship or Independent Contractor.. No entry is allowed if the **Income Class** entry is Non-Reportable. The nonresident alien payee's country of citizenship. Select the country from the list. The payee's country of citizenship is not necessarily the payee's country of residence.
Exempt Under Other Code	Optional. Used for various exemptions from tax withholding. Can be checked by itself or must be checked if an amount is present in the Special W-4 box or if USAID per Diem is checked.
Federal Tax Percent	Required if the **Income Class** entry is Fellowship or Independent Contractor. No entry is allowed if the **Income Class** entry is Non-Reportable. The percentage of federal tax to be withheld from the payment. Either enter the appropriate percentage for the income class or use the lookup icon to search for it. The default entry is 0.

Foreign Source	Optional, except no entry is allowed if the **Income Class** entry is Non-Reportable. Select this check box if the payment is defined as foreign source based on U.S. income sourcing rules. Selecting this check box indicates that there is no tax withholding on the payment.
Gross Up	Optional, except no entry is allowed if the **Income Class** entry is Non-Reportable. Any taxes required to be withheld are calculated and added to the original amount of the disbursement voucher by charging an additional matching amount to the first account listed in the **Accounting Lines** section.
Income Class Code	Required. The type of activity this disbursement is for. Select the type of activity from the list. Values may vary, but some examples include: • Fellowships: Non-service related payments • Independent Contractor: Service related payment • Non-Reportable: Goods or accountable plan travel • Royalties: Royalty, rights or permission payments
NQI Id	Optional. This field is for reference only and is not validated
Reference Doc	Optional. However, no entry is allowed if the **Income Class** entry is Non-Reportable. Identifies a reference of a former payment. Used when processing a correction to a previous payment. Even when a tax rate is indicated, no tax withholding will occur.
Special W-4 Amount	Optional. To exempt a payment from tax withholding based on withholding allowance. Income code must be F- Fellowship with the federal and state tax rates set to 0 and Exempt under other Code checked. The amount of the exemption should be the amount of the payment. Special W-4 exempt payments to the same payee for a calendar year needs to be monitored to not exceed the annual withholding allowance.
State Tax Percent	Required if the **Income Class** entry is Fellowship or Independent Contractor. No entry is allowed if the **Income Class** entry is Non-Reportable. The percentage of state tax to be withheld from the payment. Either enter the appropriate percentage for the income class or use the lookup icon to search for it. The default entry is 0.
Treaty Exempt	Optional, except no entry is allowed if the **Income Class** entry is Non-Reportable. Select this check box if there is a tax treaty with the nonresident alien payee's country. Selecting this check box indicates that there is no tax withholding on the payment.
USAID Per Diem	Optional. Check this box if the payee is receiving USAID per diem payments under a USAID grant. These payments are exempt from tax withholding but are taxable and reportable to the payee. Must select F – Fellowship, Federal and State tax rates of 0 and check box Exempt under other Code

Wire Transfer Tab

When you select **Wire Transfer** as the payment method you are prompted to complete the **Wire Transfer** tab as seen below:

Wire Transfer tab field definitions

Title	Description
Addenda	Optional. Enter any further information about the payment itself, similar to **Additional Wire Information.**
Additional Wire Information	Optional. Enter additional information that you would like to send to the financial institution regarding this wire transfer.
Bank ABA Routing number	Required for U.S. bank. Enter the nine-digit code that identifies the U.S. bank to which the funds are to be wired. Not required if wire is made to a foreign bank.
Bank Account number	Required. Enter the specific account number to which the funds are to be wired.
Bank Account in the Name of	Required. Enter the name on the account indicated above in the **Bank Account number** field
Bank City	Required. Enter the city location of the bank to which funds are to be wired
Bank Country	Required. Select the country location of the bank to which funds are to be wired from the **Bank Country** list.
Bank Name	Required. Enter the name of the financial institution to which the funds are to be wired
Bank State	Required for U.S. Enter the state location of the bank to which funds are to be wired. Not required, if wire is made to a foreign bank.
Currency Type	Required. Enter the type or unit of currency for the payment.
DV Amount Stated In	Required. Select an option from the list. The choices are U.S. Dollars, DV amount is stated in U.S. dollars; convert to foreign currency, or DV amount is stated in foreign currency.
Recurring Profile No	Optional. Enter the user established code which quickly identifies the wire transfer profile for a payee to which frequent wire transfer payments are made. There is no validation or functionality associated with this field. It is intended for institutional manual use.
Waive wire transfer fee?	Display-only. When institutions charge departments a wire transfer fee it is possible for the fee to be waived in particular situations. Only members of Kuali Financials-FP Disbursement Method Reviewer role have permission to waive the fee for a wire transfer.

Foreign Draft Tab

When you select **Foreign Draft** as the payment method you are prompted to complete the **Foreign Draft** tab as seen below:

Foreign Draft tab field definitions

Title	Description
Currency Type	Required. Enter the type of currency for the payment.
DV amount is stated in foreign currency	Optional. Select this option if the DV amount is stated in a foreign currency.
DV amount is stated in U.S. dollars; convert to foreign currency	Optional. Select this option if the DV amount is stated in U.S. Dollars and needs to be converted to a foreign currency.

Non-Employee Travel Expense Tab

This tab is required. The **Non-Employee Travel Expense Tab** breaks down entry of the nonemployee travel expense information into five sections. The **Traveler Information** and **Destination** sections are always required. Of the **Per Diem**, **Personal Vehicle**, and **Traveler Expenses** at least one must be completed, depending on the expenses needed to be reimbursed. After that, the other two are optional. The **Travel Expenses Total** section is display-only, and the **Pre Paid Expenses** section is always optional.

Traveler Information Section

Traveler Information section field definitions

Title	Description
Name	Required. Enter the name of the traveler (typically the payee).
Place of Performance	Required. Enter the location where the service was rendered.
Regular Employer	Required. Enter the name of the traveler's employer.
Service Performed	Required. Enter the service performed by this individual during this travel.

Destination Section

This section contains information regarding the travel origination and destination, as well as capturing the times of departure and return. Kuali Financials uses the travel dates and times to accurately calculate per diem reimbursement.

Destinations section field definitions

Title	Description
From [City/State/Country]	Required. Enter the location from which the traveler departed.
From [Start Date/Time]	Required. Enter the departure date and time of the traveler on this trip or select it from the calendar tool.
To [City/State/Country]	Required. Enter the traveler's destination.
To [Start Date/Time]	Required. Enter the date and time the trip concluded (when the traveler returned to the original location) or select it from the calendar tool.

Per Diem Section

This section is optional if the **Personal Vehicle** or **Traveler Expenses** section is completed.

The **Per Diem** section is used to calculate the amount due the nonemployee traveler for meals and incidental expenses. The calculation is based on dates and times provided in the **Destination** section above and the per diem rate as set forth by the Travel Per Diem table.

Per Diem section field definitions

Title	Description
Actual Amount	Required. This field is pre-filled with the calculated amount but may be edited to reduce the actual per diem payment (but never increased).
Calculated Amount	Required. Display-only. The amount is updated when **calculate** is clicked.
Category	Required. Select the category of destination of the traveler from the **Category** list defined by your institution but examples might include **Foreign**, **U.S. 48,** and **U.S. AK and HI**.
Justification for Change	Optional. Enter an explanation for the reason for the changes in the **Actual Amount** in the Per Diem, if it is changed.
Rate	Required. Enter the per diem rate in dollars. Per diem rates are based on rates set by the IRS but may vary from institution to institution. These rates are typically calculated based on the city where the traveler spent the night (per IRS regulations). Additional information about per diem rates is available by clicking **Per Diem Links** next to the rate field in this section.

Personal Vehicle Section

This section is optional if the **Per Diem** or **Traveler Expenses** section is completed.

The **Personal Vehicle** section is used to calculate a reimbursement based on a KFS defined mileage rate for the personal vehicle used during the trip. The mileage rates are set up in the Travel Mileage Rate document.

For more information about the Travel Mileage Rate document, see Disbursement Voucher Travel Mileage Rate.

Personal Vehicle section field definitions

Title	Description
Calculated Amount	Display-only. The amount is calculated based on a per mile rate stored in Kuali Financials when **calculate** is clicked.
Mileage Amount	Optional. Enter the number of personal vehicle miles driven. Enter the total number of miles for round trip travel; selecting **Round Trip** does not automatically double miles driven.
Round Trip	Optional. Select the check box if the personal vehicle was used round trip.
From (City/State)	Optional. Enter the city and state where the traveler departed.
To (City/State)	Optional. Enter the destination city and state.

Traveler Expenses Section

This section is optional if the **Per Diem** or **Personal Vehicle** section is completed.

This **Traveler Expenses** section is used to itemize other reimbursable out of pocket expenses the traveler may have incurred. These are typically expenses for which the traveler would provide you a receipt.

Traveler Expenses section field definitions

Title	Description
Amount	Required The dollar amount the traveler paid for this particular expense.
Company	Required. Enter the company name that the traveler paid for the service. Enter the company name or search for it from the lookup icon which lists pre-loaded companies specific to the expense type you have selected. See note below.
Expense Sub Total	Display-only. The expense subtotal tracks all the expenses entered in this section
Type	Required. Select the type of expense that needs to be reimbursed from the list. Examples include Airfare, Lodging, and Taxi/Limousine Services.

The new companies are added via the Travel Company document. For more information about the Travel Company document, see Disbursement Voucher Travel Company.

Grand Total Section

The **Grand Total** section is display-only. It combines the totals of the **Per Diem, Personal Vehicle** and **Traveler Expenses** sections into one total. This total should match the **Accounting Lines** section total and the **Check Amount** in the **Payment Information** tab.

Pre Paid Expenses Section

The **Pre Paid Expense** section is an optional section that can be used to enter other expenses that were prepaid for this traveler. These entries have no effect on the disbursement voucher itself, but may help give a more complete picture of all the expenses incurred by this traveler. This section functions identically to the **Traveler Expenses** section except that lines added here are not included in the **Grand Total**.

For information about the Travel Expenses section, see Traveler Expenses Sectionabove.

Pre-Paid Travel Expenses Tab

If the selected **Payment Reason** on a disbursement voucher is **Travel Payment for Prepaid Travel**, the document initiator is prompted to complete the **Pre-Paid Travel Expenses** tab.

Overview Section

The **Overview** section contains general information about the nature of the prepayment, the traveler's destination, and dates.

Overview section field definitions

Title	Description
End Date	Required. Enter the date when the travel ends or select it from the calendar tool.
Location	Required. Enter the traveler's destination. This is typically the city and state for US travel or city and country for foreign travel.
Start Date	Required. Enter the date when the travel begins or select it from the calendar tool.
Type	Required. Select the type of expense to be prepaid from the list. Selections may include: Prepaid Airfare, Prepaid Auto Rental, Prepaid Conference Registration, Prepaid Lodging, Prepaid Moving Rental, Prepaid Other, and Prepaid Taxi/Limo Service.

Expenses Section

The **Expenses** section includes details about the traveler(s) for whom the prepayment is being made.

Expenses section field definitions

Title	Description
Amount	Required. Enter the amount of the prepaid expense for the individual. The amount specified here is not included in the reimbursed expenses for this DV because this amount has already been paid. Entering a prepaid amount simply allows you to capture all details about a trip in one place.
Department Code	Required. Enter the department code for to which the traveler belongs or the department sponsoring the travel (for nonemployees)
Name	Required. Enter the name of the individual for whom the disbursement is being requested. Click **add**. Continue entering as many names as needed. Multiple travelers may be added to the same DV document as long as the payee is the same for all of them. For example, registering several employees for the same conference and paying with a single check (payable to the conference itself).
Req/Instate	Required. Enter the request or instate travel code that specifically identifies the travel for which this disbursement is being made. The nature of this code may vary, but the field can be used for any identifying code—possibly referencing a travel system external to Kuali Financials.

Pre-Disbursement Processor Status Tab

The **Pre-Disbursement Processor Status** tab displays information from the Pre-Disbursement Processor (PDP) so you can track the payment status and the status date.

Pre-Disbursement Processor Status tab field definitions

Title	Description
Pre-Disbursement Processor Status	Display-only. Displays the payment processing status from the Pre-Disbursement Processor (PDP).
PDP Extract Date	Display-only. The date when the disbursement voucher was extracted for payment processing by PDP.
PDP Paid Date	Display-only. The date when the payment was disbursed by PDP.
PDP Cancellation Date	Display-only. The date when the payment was canceled within PDP.

Print Disbursement Voucher Cover SheetLink

If you have attachments or supporting documentation that needs to go to another university location you can print a cover sheet to accompany them. This cover sheet contains identifying information about the DV as well as an address field indicating where these materials should be sent.

To print a cover sheet, click the **Print Disbursement Voucher Cover Sheet** link which becomes available in the upper middle area of the document *after* you successfully submit the document.

The cover sheet opens as a PDF document. Print the document, send it along with any attachments or supporting documentation and send it to the address shown on the cover sheet.

Process Overview

Business Rules

- DV Payee cannot be the same as the initiator.
- DV Payee must be active.
- Check amount cannot be negative.
- There must be at least one accounting line.
- Account lines total must not be negative.
- If parameter NEGATIVE_ACCOUNTING_LINES_IND is set to Y, negative accounting lines are allowed. If this parameter is set to N, negative accounting lines are not allowed.
- Total of accounting lines must match the **Check Total** field.
- If the **Federal Tax Percent** is 0, the **State Tax Percent** must be 0.
- If the **Federal Tax Percent** is greater than 0, the **State Tax Percent** must be greater than 0 if the income class has an associated state tax percent. (Royalty and Independent Contractor do not have a state tax percent, so 0 is allowed.)
- If **Foreign Source** is checked, **Federal** and **State Tax Percent** must be 0 (cannot be blank), no other boxes may be checked, and **Special W-4 Amount** must be blank.
- If **Treaty Exempt** is checked. no fields, dropdowns or checkboxes may be entered/selected/checked
- If **Exempt Under Other Code** is checked, **Federal** and **State Tax Percent** must be 0, no other boxes may be checked except for **USAID Per Diem**, and **Special W-4 Amount** may be blank or filled in.
- If **USAID Per Diem** is checked, **Income class** must be Fellowship, **Federal** and **State Tax Percent** must be 0 (cannot be blank), **Exempt Under Other Code** must be checked, no other boxes may be checked, and **Special W-4 Amount** must be blank.
- If an amount is entered in **Special W-4 Amount**, **Income Class** must be Fellowship, **Federal** and **State Tax Percent** must be 0 (cannot be blank), **Exempt Under Other Code** must be checked, and no other boxes may be checked.

- If Gross Up Payment is checked, **Federal Tax Percent** *cannot* be 0, **State Tax Percent** *cannot* be 0 *if* income class has an associated state tax percent other than 0 (Royalty and Independent Contractor do not have a state tax percent, so 0 is allowed), no other boxes may be checked, and **Special W-4 Amount** must be blank.
- Parameters with Component Disbursement Voucher control allowed and disallowed object codes on the Disbursement Voucher and other business rules, such as restricting object codes or payees allowed based on payment reasons.

Parameter VALID_PAYEE_TYPES_BY_PAYMENT_REASON controls allowable payee types by payment reason and while you can create new Vendor Types via the Vendor Type table and update the parameter, coding is required in order to recognize the new payee type and rules.

Payment Reasons

When processing a DV document, users must indicate a payment reason by selecting a **Payment Reason Code** from the **Payment Reason** list in the **Payment Information** tab. The payment reason identifies the nature of the disbursement and determines what restrictions the disbursement is subject to.

Choosing a payment reason may restrict the other choices you can make on the document. For example, most payment reasons only allow certain object codes and some restrict whether the person being paid can be an employee or nonemployee.

Set parameter ADD_PAYMENT_REASON_TO_DV_TITLE_IND is set to Y to display the Payment Reason in the Disbursement Voucher Action List title.

Set parameter ADD_PAYMENT_REASON_TAX_REVIEW_FLAG_TO_DV_TITLE_IND is set to Y if you want the DV title to indicate if tax review is required based on the payment reason (P will display if tax review is required for the payment reason, otherwise displays N).

The current payment reasons for using a disbursement voucher are explained below as typical examples:

Payment Reason Code

Code	Title	Description
Z	Claims, Settlements, or Tax Payments	Used to make payments for external insurance claims and some payments for worker's compensation.
E	Compensation for Services	Used to make payments for services such as artist fees and honoraria payments.
D	Compensation in Respect to Decedent	Used to make death benefit payments.

H	Medical, Health Care, or Insurance Payment	Used to make payments for chiropractic care, counseling/therapy/psychiatric, dental care, home health care, hospital/ambulance, lab work, pathology, nursing, patient care, ophthalmology, optometry care, physician fees, surgeon fees, vaccines, and check-ups
M	Moving Reimbursement	Used to make payments to new employees for relocation/moving expense.
C	Payment to Research Participant	Used to make payments when subject payments or participant expenses are paid to an individual participating in a research study.
L	Payments for Contractual Agreements	Used to make payments required under a contractual agreement.
A	Prize or Award	Used to make payments generally for punitive damages or settlements.
F	Refund/Repayment to Individual or Agency	Used to make payment for returned goods sold, or refunds for services rendered. This reason can also include repayment to agencies for contract and grant funding. It is possible to debit an income object code with this payment reason.
B	Reimbursement for Out of Pocket Expense	Used to reimburse individuals for out-of-pocket expenses on behalf of the departmental business operations due to an emergency or a situation where the regular procurement procedures cannot be followed
T	Rental Payment	Rents include rental payments for some equipment and space.
K	Revolving Fund Reimbursement	Revolving funds are a kind of cash account from which funds can be borrowed when cash on hand is needed for disbursements. Revolving funds are established as special types of payees that can be repaid using a DV document.
R	Royalties	Used for payments associated with royalties, rights, and permissions
W	Subscriptions, Books, Fees, and Resale	Used for any payment covering a renewal or subscription to a newspaper, magazine or to cover membership fees to a professional organization. This reason is also used by some departments, such as bookstores, to purchase books intended to be resold.
N	Travel Payment for a Nonemployee	Used to reimburse a nonemployee for travel expenses incurred for the purposes of university business.
P	Travel Payment for Prepaid Travel	Used for any prepaid travel to include conference registration, lodging, limousine and air fares. It can be used to prepay expenses for employees or nonemployees.

X	Travel Payment for Nonemployee with Honorarium	Allows the processing of a payment to a nonemployee for both travel reimbursement and an honorarium payment.
G	Utilities, Freight, or Postage	Can be used to pay utility bills, postage, or shipping and freight costs.

Routing

The DV document must route through a series of approvals before the disbursement is actually made based on the rules set up by the institution. Due to its unique nature, the DV document has some special routing issues which are explained below:

- The DV document first routes based on the account numbers used on the document as follows:
  - The fiscal officer for each account must approve.
  - Optionally, organization review routing occurs for the organization that owns each account.
  - Optionally, award routing occurs based on the CG Responsibility ID assigned to Contracts and Grants accounts.
  - Optionally, separation of duties routing if parameter ENABLE_SEPARATION_OF_DUTIES_IND is set to Y and the payee is the fiscal officer, the DV will route for additional approval.

- Then it routes as required by business rules surrounding the attributes of the transaction and the payee.

DV special condition routing

Condition	Special Routing
Payee is an employee paid outside of payroll (**Payee** tab)	KFS-SYS Tax Manager role
Payee requires backup withholding (determined by the presence of backup withholding dates on the Vendor record)	KFS-SYS Tax Manager role
Payee identified as being a nonresident alien (determined by the **Nonresident Alien?** option on the **Payee** tab)	KFS-SYS Tax Manager role
Payment reason (**Payment Information** tab) is Travel Payment for a Nonemployee or Travel Payment for Prepaid Travel	KFS-FP Travel Manager
Payment reason is identified as a Moving Payment Reason (such as Moving Reimbursement)	KFS-SYS Tax Manager role
Initiator's Campus	Final approval by members of Kuali Financials-FP Disbursement Manager role for the appropriate campus. Campus is based on the campus associated with the initiator's KFS-SYS User role

Payment Method (**Payment Information** tab) is Wire Transfer	KFS-FP Disbursement Method Reviewer role members associated with Payment Method W.
Payment Method is Foreign Draft	KFS-FP Disbursement Method Reviewer role members associated with Payment Method F.

Displaying Detailed Payment Information

After a DV has been approved, extracted, and formatted, you may access summary information about it in the **Pre-Disbursement Processor Status** tab. If the disbursement has been issued, this tab also displays the paid date.

To view more detailed payment information, click **Disbursement Info**. The system displays the Search for Payment screen and, below it, a row of data containing additional information about the DV.

Example

A guest speaker needs to be reimbursed for his or her travel expenses to speak at an event at the university.

In this scenario, the Payment Reason Code would be Travel Payment for Nonemployee Travel. At a minimum, the initiator would need to complete the **Payee**, **Payment Information**, **Nonemployee Travel**, **Accounting Lines**, and **Contact** tabs.

Distribution of Income and Expense

Use the DI document to distribute the income or expense assets and liabilities from a holding account to one or more appropriate account(s) when one account has incurred expenses or received income on behalf of one or more other accounts. It can also be used to move income, expenses, assets and liabilities to other sub-accounts, object codes, or sub-object codes. Fiscal officers and support staff, department, responsibility center, and campus administration staff are typical users of the DI documents.

Document Layout

The DI document has only the standard financial transaction document tabs and does not have any unique tabs of its own.

For more information about the standard tabs, seeStandard Tabs in *the Overview and Introduction to the User Interface*.

The Year-End Distribution of Income (YEDI) document is available only during the fiscal year-end close.

Do *not* use the DI to distribute salary, wages, or benefits. The DI does *not* accept compensation object codes. Use the Salary Expense Transfer or Benefit Expense Transfer documents instead.

Process Overview

Business Rules

- Debits must equal credits.
- Kuali Financials automatically generates cash object code offset entries as defined by the information entered into the document.
- Parameters with Component Distribution of Income and Expense control allowed and disallowed object codes on the Distribution of Income and Expense.

Routing

- The DI routes based on the account numbers in the **From** and **To** sections as follows:
  - The fiscal officer for each account must approve.
  - Optionally, organization review routing occurs for the organization that owns each account .
  - Optionally, sub-fund routing occurs based on the sub-fund of each account.
  - Optionally, award routing occurs based on the CG Responsibility ID assigned to Contracts and Grants accounts.

Example

The travel department purchases all airline tickets via a central credit card and pays the card bill via a clearing account. Then the expenses are distributed to the proper accounts after the fact.

Enter the account number, object code, and total amount to be transferred from the clearing account in the **From** section. Enter the account numbers, object codes, and amounts for the expense being transferred in the **To** section.

Departmental accounts are then charged for the airfare expenses and the credit card clearing account is reconciled. Fiscal officers approve charges on their accounts. The pending entries include the offset generation to the cash object code for each account.

General Error Correction

The General Error Correction (GEC) document is used to correct inappropriate or erroneous accounting string data for General Ledger entries generated from other financial transactions.

By consistently referring to the details of each transaction being corrected, the GEC preserves and maintains the audit trail. Fiscal officers and support staff, department, responsibility center, and campus administration staff are typical users of the GEC.

Document Layout

The GEC document only has the standard financial transaction document tabs and does not have any unique tabs of its own

For information about the standard tabs, seeStandard Tabs in the *Overview and Introduction to the User Interface*.

The Year-End General Correction (YEGE) document is available only during the fiscal year-end close.

Do not use the GEC to transfer or correct salary, wages, or benefits. The GEC does not accept compensation object codes. Use the Salary Expense Transfer and Benefit Expense Transfer documents instead.

Process Overview

Business Rules

- Debits must equal credits.
- Kuali Financials automatically generates cash offset entries as defined by the information entered into the document.
- Parameters with Component General Error Correction control allowed and disallowed object codes on the General Error Correction. Based on the restrictions that may be made with these parameters, other documents are available to correct errors.

Alternative Error Correction Documents

Transactions	Document
Budget Only Object Codes	Budget Adjustments (BA) document.
Cash	Journal Voucher (JV) document.
Fund Balance	Journal Voucher (JV) document.
Fringe Benefits	Benefits Expense Transfer document.
Hourly Wages	Salary Expense Transfer document.
Loss on Disposal of Assets	CAMS Documents.
Mandatory Transfers	Transfer of Funds (TF) document.
Other Provisions	Auxiliary Voucher (AV) document.
Salaries and Wages	Salary Expense Transfer document.
Transfer of Funds	Transfer of Funds (TF) document.
Transfer - Generic	Transfer of Funds (TF) document.
Write-Off Expense	Distribution of Income/Expense (DI) document.

Routing

- The GEC routes based on the account numbers in the **From** and **To** sections as follows:
  - The fiscal officer for each account must approve.
  - Optionally, organization review routing occurs for the organization that owns each account .
  - Optionally, sub-fund routing occurs based on the sub-fund of each account.
  - Optionally, award routing occurs based on the CG Responsibility ID assigned to Contracts and Grants accounts.

Example

Supplies were charged to an incorrect account. Use the **From** section to move the expense (credit expense) from the incorrect account and the **To** section to charge expense to the correct account (debit expense). The correct expense is debited and the incorrect expense is credited. The GEC document allows users to easily make corrections to documents previously submitted and approved.

Indirect Cost Adjustment

The Indirect Cost Adjustment (ICA) document is used to adjust the amount of indirect cost expense charged to a Contracts and Grants account and automatically adjust the associated amount of indirect cost revenue.

Every Contracts and Grants account in Kuali Financials has an associated Indirect Cost Recovery Account. When indirect cost is charged as an expense to a Contracts and Grants account, an equal amount of indirect cost revenue is generated in the corresponding Indirect Cost Recovery Account.

The ICA document is normally used to make small adjustments to align indirect costs with direct expenditures. This document might also be used to correct previous errors with the collection of indirect cost or to manually add indirect cost to an account when Kuali Financials method of calculating indirect cost recovery as a percentage of direct costs is not sufficient. There are no special permission restrictions for the ICA document.

Document Layout

The ICA document only has the standard financial transaction document tabs and does not have any unique tabs of its own.

For more information about the standard tabs, seeStandard Tabs in the *Overview and Introduction to the User Interface*.

Process Overview

Business Rules

- Accounts used on the **Grant**section of the document must have an Indirect Cost Recovery Account associated with them.
- The object codes used in the document are pre-defined, based on rules established by each institution, and cannot be edited.
- The **Receipt** section of the document is automatically generated by Kuali Financials and uses the Indirect Cost Recover Account associated with the account entered in the **Grant** section.
- After accounting lines have been added they may be edited (with the exception of the object code field). Additional lines may also be added to either side of the document. Each line added to the **Grant** section generates a corresponding **Receipt** line. Additional **Receipt** lines can be added manually as well, to reflect a split of indirect cost revenue between two or more accounts.
- Negative amounts are allowed. Entering a negative amount on the grant side reduces indirect cost expense from the grant account and reduces income from the Indirect Cost Recovery Account.
- The total amount in the **Grant** section must be equal to the total amount in the **Receipt** section of the **Accounting Lines**.

Routing

- The ICA routes based on the account numbers in the **From** and **To** sections as follows:
  - The fiscal officer for each account must approve.
  - Optionally, organization review routing occurs for the organization that owns each account .
  - Optionally, sub-fund routing occurs based on the sub-fund of each account.
  - Optionally, award routing occurs based on the CG Responsibility ID assigned to Contracts and Grants accounts.

Example

While preparing a financial report it was discovered that indirect cost on a contract account is $1.24 below what it should be. $1.24 is debited to the indirect cost expense object code 5500 on account 4431421, while an equal amount of indirect cost income is credited to the indirect cost recovery object code 1803 on account 1022387.

The initiator of this document needed to add the line on the **Grant** section of the document. The line on the **Receipt** section of the document is generated automatically.

Both sides of the document automatically populate the correct indirect cost object codes.

Internal Billing

The Internal Billing (IB) document is used to bill for goods or services provided by one university department to another university department, reflecting income to the provider and expense to the customer.

This document is *not* used to record the transfer of capital equipment between university accounts. Normally this type of transaction is recorded via a Transfer of Funds (TF) document.

Document Layout

An IB document has its own unique tab called **Items** in addition to the standard financial transaction tabs.

For more information about the standard tabs, seeStandard Tabs in the *Overview and Introduction to the User Interface*.

Items Tab

The **Items** tab is optional; however, if you choose to use this tab, **Quantity** and **Item Cost** are required fields. This tab does not have any impact on the **Accounting Lines** tab, nor does it need to balance to the accounting lines. Therefore, filling out the **Items** tab does *not* automatically update the total of the accounting lines.

Items tab field definitions

Title	Description
Date	Optional. Enter the date of service or select it from the calendar tool.
Description	Optional. Enter the description of goods or services.
Item Cost	Required. Enter the cost per item for goods or services.
Quantity	Required. Enter the quantity of goods or services provided.
Stock number	Optional. Enter the stock number for the goods or services provided.
Total	Display-only. The extended cost is calculated when you click **add** to add the line.
UOM	Optional. Enter the unit of measure.

Process Overview

Business Rules

- Negative accounting line amounts are allowed.
- There must be at least one accounting line in the **Income** section and one accounting line in the **Expense** section.
- The total in the **Income** section must equal the total in the **Expense** section in the **Accounting Lines** tab.
- Kuali Financials automatically generates cash and fund balance object code offset entries as defined by the information entered into the document.
- Parameters with Component Internal Billing control allowed and disallowed object codes and accounts on the Internal Billing.

Routing

- The IB routes based on the account numbers in the **Expense** sections as follows:
  - The fiscal officer for each account must approve.
  - Optionally, organization review routing occurs for the organization that owns each account .
  - Optionally, sub-fund routing occurs based on the sub-fund of each account.

Example

The Psychology department provided evaluation services for two days to the Dean Arts and Sciences department and needs to bill for these services.

The income of $300.00 is recorded to the Evaluation and Testing object code 5023 on the Psychology account 1031400, and the expense of $300.00 is charged to the Evaluation object code 5024 on the Dean and Sciences account 1023200.

The IB document provides a simple mechanism for departments to charge one another for services rendered.

Intra-Account Adjustment

Use the IAA document to add sub-account, sub-object code, project code or organization reference ID to previously processed transactions.

Document Layout

The IAA document has only the standard financial transaction document tabs and does not have any unique tabs of its own.

For more information about the standard tabs, seeStandard Tabs in *the Overview and Introduction to the User Interface*.

Business Rules

- The account, object code and amounts cannot be changed when using this document.
- Parameters OBJECT_SUB_TYPES and OBJECT_TYPES control which transactions can be used on this document, for example, it cannot be used to add these additional fields to salary transactions.

Routing

- The IAA routes based on the account numbers in the **From** and **To** sections as follows:
  - The fiscal officer for each account must approve.

Example

The Facilities department billing system cannot collect sub-account, sub-object and project code fields and therefore when transactions post from their system, these fields are missing. The IAA document can be used to add these additional fields without routing beyond the fiscal officer.

Journal Voucher

The Journal Voucher (JV) document is used to perform accounting tasks that cannot be done by any of the other financial transaction documents. This document creates very open ended financial transactions, with few business rule checks. The JV document can also be used to correct errors that may occur in the system which inadvertently put the G/L out of balance.

The JV document is not required to balance and does not create any offsetting entries.

Initiation of the JV document is limited to members of Kuali Financials-SYS Manager role.

Document Layout

A JV document has its own unique tab called **Journal Voucher Details** in addition to the standard financial transaction tabs. However, the **Document Overview** tab includes the display-only **Total Amount** field.

For information about the standard tabs such as **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients, Route Log**, and **Accounting Lines**tabs, seeStandard Tabs in the *Overview and Introduction to the User Interface*.

Journal Voucher Details Tab

The **Journal Voucher Details** tab is unique to the JV document and contains several fields.

Journal Voucher Details tab

Title	Description
Accounting Period	Required. Select an accounting from the **Accounting Period** list. The **Accounting Period** list contains open accounting periods only.
Balance Type Code	Required. Select a balance type from the **Balance Type Code** list or from the lookup icon. Both methods display the same selections.
Reversal Date	Optional. Enter the date when the automated reversal process should post reversing entries to the G/L for this transaction, or select it from the calendar tool.

The **Accounting Lines** tab of the JV varies slightly from other types of financial transaction documents. This section of the JV also varies depending on which Balance Type is selected. The Object Type is a required field for all JVs.

External Encumbrance Balance Type: When you select EX as the Balance Type in the **Journal Voucher Details** tab, you must enter the Reference Origination Code, Reference Number, and Reference Type Code in addition to the normal accounting string detail and credit or debit amount.

Additional information for CE, EX, IE and PE balancing type in the Accounting Lines tab

Title	Description
Encumbrance Update Code	Required. This field indicates whether an encumbrance should update the open (D) or closed amount (R) on the open encumbrances table.
Reference Number	Required. Enter the Ref Number for the specific transaction line being corrected.
Reference Origination Code	Required. Enter the system code that generated the entry being corrected or search for it in the **Ref Origin Code** lookup icon.
Reference Type Code	Required. Enter the Ref Type Code of document for the transactions being processed, or search for it in the **Ref Type Code** lookup icon.

Balance Type Code and JV: The Balance Type Code controls whether or not you are prompted to enter an offsetting transaction in the accounting line. In order to find out if the offsetting transactions are required, click the round magnifying glass icon icon next to the **Balance Type Code** and review the **Offset Generation** column. When the offset generation is set to Yes in the JV asks the user if they want to continue to route the out of balance JV.

Process Overview

Business Rules

- Only active Accounting Periods are displayed in the Accounting Period dropdown.
- At least one transaction must exist in the document before it can be submitted.
- The document cannot be updated after routing except for the addition of notes.
- If the chosen balance type is External Encumbrances (for example, EX) then the reference document origination code and the document reference type code must exist in the proper lookup table and the document reference number must not be blank.
- When the balance type selected has an offset generation set to No, a single amount field is displayed so that negative and positive amounts can be entered.
- When the balance type selected has an offset generation set to Yes, both debit and credit entry fields are displayed. An accounting line may contain only a debit or a credit, and not both.
- Kuali Financials does *not* automatically generate any offset entries for the JV.

Routing

JVs do not route.

Example

An object code correction needs to be made to a capital asset in a previous fiscal year. The JV allows the initiator to choose the posting period for the transaction, even if it is a prior year, and the type of balances to be affected, which is Actuals in this case. Because the JV does not generate any offset entries, users must enter all components of the transaction. The JV is typically restricted to a select group of users as it can be used to affect virtually anything in Kuali Financials, does not have to balance, does not route for approval, and does not generate offset entries.

Non-Check Disbursement

In order for users to submit the Non-Check Disbursement document, the ENABLE_BANK_SPECIFICATION_IND parameter must be set to Y and the DEFAULT_BANK_BY_DOCUMENT_TYPE parameter must be completed. Even if your institution is not planning to use the Bank Offset feature in KUALI FINANCIALS, the DEFAULT_BANK_BY_DOCUMENT_TYPE parameter must be completed if your users plan to use the Non-Check Disbursement document. Bank offsets will not be created if the Bank Offset feature has not been configured.

The Non-Check Disbursement (ND) document is used to record charges or debits directly assessed to a bank account created by banking transactions that do not automatically update the accounts in the system. It is used primarily by the Tax and Treasury Accounting areas to record wire transfers, foreign drafts, etc.

Document Layout

The ND document only has the standard financial transaction document tabs and does not have any unique tabs of its own.

For information about the standard tabs such as **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients, Route Log**, and **Accounting Lines**tabs, seeStandard Tabs in the *Overview and Introduction to the User Interface*.

Process Overview

Business Rules

- There must be at least one accounting line in the document.
- The ND document is one-sided. Kuali Financials automatically generates the other side of the entry affecting the cash account, as defined by information entered into the document.
- Negative amounts are not allowed. Accounting lines entered on the ND are debited.
- Reference Number (**Ref Number**) is a required field on this document.
- Parameters with Component Non-Check Disbursement control allowable object codes on the Non-Check Disbursement.

Routing

The ND document routes based on the account numbers used on the document as follows:

- The fiscal officer for each account must approve.
- Optionally, organization review routing occurs for the organization that owns each account.
- Optionally, sub-fund routing occurs based on the sub-fund of each account.
- Optionally, award routing occurs based on the CG Responsibility ID assigned to Contracts and Grants accounts.

Example

An entry is needed to record funds directly withdrawn from the First National Test Bank of Kuali bank account to pay for a dental plan, charging the expense to account 6812735.

The dental plan expense account is debited and offset entries are automatically generated. The ND document routes to the fiscal officer of account 6812735 for final approval.

Pre-Encumbrance

The Pre-Encumbrance (PE) document allows you to add encumbrances using adocument instead of relying on information from some system outside Kuali Financials. These transactions are for the use of the fiscal officers to earmark funds for which unofficial commitments have already been made, setting aside amounts for future anticipated expenses that might not otherwise be encumbered. The document can also be used to disencumber open encumbrances created with the PE document.

Kuali Financials can accept encumbrances from many sources, including external systems (such as a payroll system that might feed information into the General Ledger) and internal systems that represent other modules of Kuali Financials such as its purchasing module.

Document Layout

A PE document has its own unique tab called **Pre-Encumbrance Details** in addition to the standard financial transaction tabs.

For more information about the standard tabs, seeStandard Tabs in the *Overview and Introduction to the User Interface*.

Pre-Encumbrance Details Tab

The **Pre-Encumbrance Details** tab contains an optional **Reversal Date** field date. When entering an encumbrance, a reversal date may be entered to indicate when the system should automatically reverse the encumbrance. This date must not be earlier than the current date.

Encumbrances entered on a PE document without a reversal date must be reversed manually by processing another PE document and entering one or more accounting lines in the **Disencumbrance** section of the document.

Pre Encumbrance Details tab field definitions

Title	Description
Reversal Date	Optional. Enter the date when the system should automatically reverse the encumbrance. The date must not be earlier than the current date.

Process Overview

Business Rules

- There must be at least one accounting line in the document.
- Unlike other documents with more than one side, there is no relationship between the Encumbrance and **Disencumbrance** sections of accounting lines. Hence, there are no totals in the **Accounting Lines** tab of the document.
- Only object codes with object types specified in parameter OBJECT_TYPES component Pre-Encumbrance are allowed.
- Negative amounts are not allowed. Encumbrances and disencumbrances are both recorded as positive amounts.
- The Pre-Encumbrance can only be used to disencumber PE encumbrances. It cannot be used to disencumber CE, IE or EX encumbrances.

If you are using the Sufficient Funds checking feature of Kuali Financials, remember that encumbrances are taken into account in the sufficient funds calculation. For more information about Sufficient Funds checking, see Sufficient Funds Balance Update in the *Guide to the General Ledger Module.*

Routing

The PE document routes based on the account numbers used on the document as follows:

- The fiscal officer for each account must approve.
- Optionally, organization review routing occurs for the organization that owns each account.
- Optionally, sub-fund routing occurs based on the sub-fund of each account.

Example

Adding an Encumbrance to an Account without a Reversal Date

We need to encumber $1,000 that we plan to pay to an artist who is creating a mural. This allows us to set aside the money in our account to keep track of this $1,000 expense that is to be charged to account 1031400 in the future.

In this example we have not included a reversal date. This means that rather than having Kuali Financials automatically remove this encumbrance on a future date, the user has to disencumber the account by processing another PE document.

The **General Ledger Pending Ledger Entries** tab shows that these entries are made in balance type PE (Pre-Encumbrance). This marks the entries as being distinct from other balance types such as Actuals (AC) or Current Budget (CB).

Disencumbering the Funds

We now need to disencumber the funds that were encumbered in the first example. Notice that we have entered the same information used before, but this time the entries are made on the **Disencumbrance** section of the document. One difference is that we were required to enter two other fields: **Ref Origin Code** and **Ref Number**. We use the **Ref Origin Code** to indicate to the system that the original encumbering transaction came from (01 means Kuali Financials in this example) and the **Ref Number** indicates the identifying document number in that system (the document ID number of Kuali Financials Pre-Encumbrance document used to initially encumber the funds).

Procurement Card

The Procurement Card (PCDO) document is used to properly distribute procurement card expenses to the correct account number and object code. It is a reconciliation tool for the procurement card transactions.

Unlike other financial transaction documents, the PCDO document is generated automatically by the system by the procurementCreateJob based on an electronic feed of posted transactions from the bank's system. The PCDO document is routed to the fiscal officer of the default account assigned to the card.

They use the PCDO document to accomplish the following:

- To apply procurement card charges to an account number or object code other than the default account and object code associated with the card.
- To identify charges that the cardholder wishes to dispute.
-

When the fiscal officer selects one of the Procurement Card transactions from the **action list**, the PCDO document appears.

The Document Description displays the cardholder name, last 4 digits of the card number and chart and account of the default account number.

Document Layout

A PCDO document has its own unique **Transaction** section within the **Accounting Lines** tab in addition to the standard financial transaction tabs.

For information about the standard tabs, see Standard Tabs in the Overview and Introduction *to the User Interface*.

If the PC transaction pertains to a capital asset, the **Capital Edit** tab may identify either a new asset number in the **Create New Assets** section or an existing asset number in the **Retrieve Asset to be Updated** section. In both cases, the **Accounting Lines** tab specifies the account(s) and object code(s) to which the expense is being moved. The tab does not display the number of the clearing account from which the expense is being moved.

Transaction Section

Unlike the other document types, the PCDO document opens with the **Transaction** section and pre-populated **Chart**, **Account**, **Object Code**, and the **Amount** fields in the **Accountin**g Lines tab. The accounting information is based on the PCDO data that was uploaded via the Procurement Card Upload or defaults established in the Procurement Card Defaults table.

The **Transaction** section lists information about all the transactions posted for this card during this cycle and is *not* editable.

Transaction section field definitions

Title	Description
Card Holder Name	Display-only. Name of the card holder
Transaction Date	Display-only. The date the purchase was made
Transaction Credit Card Number	Display-only. Procurement Card number. Clicking the **Transaction Credit Card Number link** opens up a separate window which displays the credit card holder detail. This information is masked when viewed by users who are not the fiscal officer of the default account associated with this card.
Transaction Reference Number	Display-only. The bank's transaction number. Clicking the **Transaction Reference Number** link opens up a separate window which displays the procurement card transaction detail.
Transaction Total Amount	Display-only. The amount of the purchase
Vendor Name	Display-only. The name of the vendor the goods were purchased. Clicking the **Vendor Name** link opens up a separate window which displays the vendor detail.

The Dispute Button

The **dispute** button can be linked to the electronic dispute screen offered by your bank.

Click **Dispute** to open the dispute screen in a separate window.

Process Overview

Business Rules

- Parameters OBJECT_CONSOLIDATIONS, OBJECT_SUB_TYPES and OBJECT_TYPES with Component Procurement Card control allowed and disallowed object codes on the Procurement Card.
- Restrictions can also be based on the Merchant Category Code (MCC) associated with the transaction.
- Total amount cannot be changed.
- Negative amounts are allowed to accommodate credits given against prior transactions.
- The Procurement Card document can potentially create multiple accounting lines with the same **Chart**, **Account**, **Sub-Account**, **Object**, and **Sub-Object**. When capital assets are affected, before submitting the document for processing the user must either assign all identical lines together in the **Accounting Lines for Capitalization** tab or distinguish the lines by adding/changing the **Project Code** or the **Org Ref ID** in the **Accounting Lines** tab.

Routing

The PCDO document is initiated by the system and routed to the fiscal officer for the account on the transaction. The fiscal officer may change the account(s) on the PCDO to accounts belonging to other fiscal officer(s).

The PCDO document then routes to all fiscal officers on the document again. This ensures that all fiscal officers get a chance to see any changes other fiscal officers may have made to their accounts during the first pass through fiscal officer routing. In the base configuration this second approval is required even if the fiscal officer approved the document the first time. If you are not creating procurement card documents with multiple account numbers on the same document this second approval is redundant and can be configured via KIM not to force the user to take a second action.

After Fiscal Officer approval the document routes based on the account numbers used on the document as follows:

- Optionally, organization review routing occurs for the organization that owns each account.
- Optionally, sub-fund routing occurs based on the sub-fund of each account.

The document cannot be disapproved or canceled by anyone in the route log.

Automated Approval

Your institution may use an automated approval function for procurement card documents. For procurement cards that qualify for auto-approval, the system automatically enters Processed status on the day the procurement card is auto approved. The fiscal officer or delegate who normally would have received the document for primary approval instead receives an FYI request in his or her **action list**.

When parameter AUTO_APPROVE_IND is set to Y, procurement cards enroute for the number of days specified in AUTO_APPROVE_NUMBER_OF_DAYS will be auto approved, unless the procurement card is for capital purchases as defined by the Capitalization parameters. FYIs will be sent to the Fiscal Officers and Delegates.

Example

The Psychology department used a procurement card to pay for the Federal Express charges. The fiscal officer needs to change the default object code to the Shipping Postage object code to report the expenses in the correct expense object code.

The PCDO allows the user to change the object code from the default object code (4190) to the Shipping Postage object code (4370) in the **Accounting Lines** tab to correctly classify its departmental expenses.

Service Billing

The Service Billing (SB) document is a restricted use document. Like the Internal Billing (IB) document, it is used for the billing of goods and services provided by a university department to another internal department, reflecting income to the provider and expense to the customer. These transactions are generated by the servicing department.

The difference between the SB document and the IB document is that the SB does not route for fiscal officer approval. A formal pre-agreement exists between the service provider and the department being billed; based on a service provider's ability to provide documentation for all transactions. This pre-agreement serves as an ongoing approval for these transactions and restricted access for SB document initiation ensures that only authorized organizations can create a billing without approval routing.

The SB document is used by the members of KFS-FP Service Billing Processor role. These users belong to university departments that have pre-agreements for the billing of goods or services provided to other departments.

Kuali Financials-FP Service Billing Processor Role: Each member of this role is associated with one or more account numbers. These account numbers can then be used on the Income side of the document by that role member,

Document Layout

An SB document has its own unique **Items** in addition to the standard financial transaction tabs.

For information about the standard tabs, seeStandard Tabs in the *Overview and Introduction to the User Interface*.

Items Tab

The **Items** tab is optional; however, if you choose to use this tab, **Quantity** and **Item Cost** are required fields. This tab does not have any impact on the **Accounting Lines** tab, nor does it need to balance to the accounting lines. Therefore, filling out the **Items** tab does *not* automatically update the total of the accounting lines.

Items tab field definitions

Title	Description
Date	Optional. Enter the date of service or select it from the calendar tool.
Description	Optional. Enter the description of goods or services.
Item Cost	Required. Enter the cost per item for goods or services.
Quantity	Required. Enter the quantity of goods or services provided.
Stock number	Optional. Enter the stock number for the goods or services provided.
Total	Display-only. The extended cost is calculated when you click **add** to add the line.
UOM	Optional. Enter the unit of measure.

Process Overview

Business Rules

- The document initiator must be authorized (via Kuali Financials-FP Service Billing Processor role) to initiate a SB with specified income accounts.
- Negative accounting line amounts are allowed.
- There must be at least one accounting line in the **Income**section and one accounting line in the **Expense** section.
- The total in the **Income** section must equal the total in the **Expense** section in the **Accounting Lines** tab.
- Kuali Financials automatically generates cash and fund balance object code offset entries as defined by the information entered into the document.
- Parameters with Component Service Billing control allowable accounts and object codes on the Service Billing document.

Routing

The SB does not route.

Example

The Motor Pool needs to bill several departments for fuel expenses totaling $288.25. The Motor Pool income account is 6628010 with this income recorded to Vehicle Service object code 1492. The expenses of $172.48 and $115.77 are charged, respectively, to the Motor Vehicle Charge - Non Travel object code 4040 on Graduate Student Recruitment account 2331410. The SB document provides a simple mechanism for departments to charge each other for services rendered, without the need for the document to route for approval.

Transfer of Funds

The Transfer of Funds (TF) document is used to transfer funds (cash) between accounts. The TF could be used to cover an overdraft, reimburse an account for an expense, or to fulfill a funding commitment.

There are two kinds of transfer transactions, mandatory and non-mandatory. Mandatory transfers are required to meet contractual agreements. Specific object codes are used to identify these transactions. An example of this type of transfer is moving dedicated student fees to the retirement of indebtedness fund group for principal and interest payments on bonds.

Non-mandatory transfers are allocations of unrestricted cash between fund groups, which are not required by any external agreements. These transfers are most commonly used throughout the university.

Document Layout

The TF document has only the standard financial transaction document tabs and does not have any unique tabs of its own.

For information about the standard tabs such as **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients, Route Log**, and **Accounting Lines**tabs, see Standard Tabs in the *Overview and Introduction to the User Interface*.

Process Overview

Business Rules

- There must be at least one accounting line in the **From** section and one accounting line in the **To** section.
- The total in the **From** section must equal the total in the **To** section in the **Accounting Lines** tab.
- $0 accounting line amounts are not allowed.
- Negative amounts are not allowed (unless it is an Error Correction TF).
- Kuali Financials automatically generates cash object code offset entries as defined by the information entered into the document.
- The object sub-types used must be sub-types of mandatory transfers and non-mandatory transfers.
- **From** accounting lines with an object sub-type of mandatory transfer must balance with **To** accounting lines with an object sub-type of Mandatory Transfer.
- **From** accounting lines with an object sub-type of non-mandatory Transfer must balance with **To** accounting lines with an object sub-type of Non-Mandatory Transfer.
- If the account used has a fund group in the parameter FUND_GROUP_BALANCING_SET, the **From** amounts must match the **To** amounts for each specified fund group.
- If parameter ALLOW_MANY_TO_MANY_TRANSFERS_IND is set to Y, multiple accounting lines can be entered in both the From and the To sections. If the parameter is set to N, multiple accounting lines can be entered in either the From or the To, but not both.

Routing

- The TF routes based on the account numbers in the **From** and **To** sections as follows:
  - The fiscal officer for each account must approve.
  - Optionally, organization review routing occurs for the organization that owns each account .
  - Optionally, sub-fund routing occurs based on the sub-fund of each account.
  - Optionally, award routing occurs based on the CG Responsibility ID assigned to Contracts and Grants accounts.

Example

The Psychology department is transferring funds from the General Fund to cover expenses for a faculty research project. Funds need to be transferred from account 1031400 to account 2231402 to fund research expenses.

The **Pending Ledger Entries** show a debit entry of $2000 to Object Code 9900 (Transfer Out) on Account 1031400 and a credit entry of $2000 to Object Code 9915 (Transfer of Funds - Revenue) on Account 2231402, with system generated offset lines to the appropriate cash object code for each account.

Financial Processing Year End Documents

Year-end versions are available for the following financial documents:

- Budget Adjustment (YEBA)
- Distribution of Income/Expense (YEDI)
- General Error Correction (YEGEC)
- Transfer of Funds (YETF)

This documentation does not provide a separate section for each individual year end document because these documents are similar to each other and are similar to their regular document counterparts. General information about the year-end documents is provided below. For information about business rules for each document, see the section on its regular counterpart.

The Year-End documents are used to record transactions that occurred during a fiscal year, but were not recorded prior to the end of the final accounting period for that fiscal year. The standard versions of Kuali Financials financial documents post the transaction to the current fiscal year and period during which the document is approved. The Year-End documents are posted to whatever fiscal period of the previous fiscal year is currently open to receive transactions (period 12 or 13 depending on the institution's posting schedule). fiscal officers and support staff, department, responsibility center, and campus administration staff are typical users of the Year-End documents.

The Year-End documents are used primarily in the period between the end of a fiscal year and the end of the closing period for that fiscal year. Permissions can be used to control when these documents become available and for how long they are active. In most cases they are available for only a brief window of time following the end of an institution's fiscal year, prior to final closing of that fiscal year.

Year-End Document Business Rules

Year-End documents inherit all the business rules of their regular document. For example, a Year-End Distribution of Income and Expense document uses the same business rules as the regular Distribution of Income and Expense document.

For more information about the non year-end documents, see the help documentation for the associated document type.

Year-End Document Routing

Year-End documents route differently from their regular counterpart documents. Most notably they skip the fiscal officer level of routing and go directly to Organization Review. They will also optionally route based on sub-fund and CG Responsibility ID used on Contracts and Grants account.

Organization Review must be set up for Year End documents or they will route to exception.

Example

The Psychology Department has determined that prior to June 30 (the end of the fiscal year), a supply order was charged to account 1031420 with object code, 4100 (Office Supplies). It is now July 6 and the department would like to distribute the portion of the order that represents lab supplies to the correct object code, 4035 (Lab Supplies) for the prior fiscal year.

Because it is now July, the Department must process a Year-End version of the Distribution of Income and Expense document to ensure that the General Ledger entries are posted to the correct fiscal year. Aside from the name of the document in the upper-left corner, the Year-End DI is virtually the same as the regular DI document. However, instead of being posted to the current fiscal year, these entries are made to the open period of the prior fiscal year.

The document also routes differently in that it does not require the approval of the fiscal officer for account 1031420.

Financial Processing Custom Document Searches

Every Financial Processing document can be used in a custom document search, following are the two most common.

FP custom document searches are available by selecting Document Search, entering the Document Type and tabbing out of the field.

Custom Search	Description
Financial Transactions (KFST)	Allows you to specify criteria and search for financial transactions of all types. This screen includes additional fields such as account number and total amount to make it easier for you to locate the documents you need.
Disbursement Vouchers (DV)	Allows you to specify criteria and search for disbursement vouchers.

Financial Transactions

To search for all Financial Transaction documents, enter KFST in the Document Type field and move to another field.

Financial Transactions (KFST) Custom Document Search fields

Title	Description
Account Number	To search for financial transaction documents associated with a particular account, enter the appropriate account number or use the lookup icon to find it.
Chart Code	To search for financial transaction documents associated with a particular chart, select the appropriate chart from the list or use the lookup icon to find it.
Organization Code	To search for financial transaction documents associated with a particular organization, enter the appropriate organization code or use the lookup icon to find it.
Organization Document Number	To search for financial transaction documents containing a particular organization document number, enter the number. This number is typically used to identify a related record in another campus system (for example, a customer relationship management system, an order processing system, etc.).
Total Amount	To search for financial transaction documents based on the total amount, enter the amount.

In many fields you may use special characters to search on a partial entry. For information about using special characters to search, see Data Entry Tips in the *Overview and Introduction to the User Interface*.

For information about using features and options that are common to all types of custom document searches and working with the search results, see Performing Custom Document Searches in the *Overview and Introduction to the User Interface*.

After you select a financial transaction document from the search results, the system displays it in view-only mode.

For information about the fields on a financial transaction document, see Document Layout in the section on the appropriate document type.

Disbursement Vouchers

To search for Disbursement Voucher documents, enter DV in the Document Type field and move to another field.

Disbursement Vouchers (DV) Custom Document Search fields

Title	Description
Account Number	To search for disbursement vouchers based on the account affected, enter the account number or use the lookup icon to find it.
Chart Code	To search for disbursement vouchers based on the chart of the account affected, select the appropriate chart code from the list or use the lookup icon to find it.
Ledger Document Type	To search for disbursement voucher documents associated with a particular ledger document type, enter the appropriate type code or use the lookup to find it.
Organization Code	To search for disbursement vouchers based on the organization affected, enter the organization code or use the lookup icon to find it.
Organization Document Number	To search for disbursement vouchers containing a particular organization document number, enter the number. This number is typically used to identify a related record in another campus system (for example, a customer relationship management system, an order processing system, etc.
Payee ID	To search for disbursement vouchers based on the ID code for the particular person or business to which the disbursement is paid, enter the appropriate payee ID.
Payee Name	To search for disbursement vouchers based on the name of the particular person or business to which the disbursement is paid, enter the appropriate name.
Payment Reason Code	To search for disbursement vouchers based on a particular payment reason, select the appropriate payment reason code from the list or use the lookup icon to find it.
PDP Cancelation Date	To search for disbursement vouchers based on the date they were canceled within PDP, enter the appropriate date.
PDP Extraction Date	To search for disbursement vouchers based on the date they were extracted for payment processing by PDP, enter the appropriate date.
PDP Paid Date	To search for disbursement vouchers based on the date they were disbursed by PDP, enter the appropriate date.
Total Amount	To search for disbursement vouchers based on the total amount of the disbursement voucher, enter the amount.

In many fields you may use special characters to search on a partial entry. For information about using special characters to search, see Data Entry Tips in the *Overview and Introduction to the User Interface*.

For information about using features and options that are common to all types of custom document searches and working with the search results, see Performing Custom Document Searches in the *Overview and Introduction to the User Interface*.

After you select a disbursement voucher from the search results, the system displays it in view-only mode.

For information about the fields on a disbursement voucher, seeDocument Layoutin the Disbursement Voucher section.

Financial Processing Attribute Maintenance Documents

The Financial Processing module uses many supporting reference tables for central processing. Similar to Chart of Accounts documents, these documents represent records in tables that define attributes and valid values within Kuali Financials. Many of these values are required for functions related to central processes, while others provide defaults for specific document types such as the Service Billing document.

Financial Processing attribute maintenance documents

Document	Description
Cash Drawer	Allows authorized users to process deposits and make cashiering transactions.
Credit Card Type	Defines the type of credit cards that are valid in the system
Credit Card Vendor	Defines values for units that accept credit card transactions for Credit Card Receipt documents
Disbursement Voucher Payment Reason Code	Establishes the valid payment reasons that may be selected on the DV documents
Disbursement Voucher Tax Income Class	Establishes the valid income class code that appears on the DV documents
Disbursement Voucher Travel Company	Establishes the company names that can be used on the **Traveler Expenses** or **Pre Paid Expenses** sections of the **Non-Employee Travel Expense** tab on the DV documents.
Disbursement Voucher Travel Expense Type	Establishes the valid travel expense codes that appear on the DV documents
Disbursement Voucher Travel Mileage Rate	Establishes the mileage rates to calculate the personal vehicle expenses on the DV documents
Disbursement Voucher Travel Per Diem	Establishes the per diem categories available in the per diem expenses on the DV documents
Non Resident Alien Tax Percent	Establishes the valid federal and state tax percents that can be used on the DV document

Cash Drawer

The Cash Drawer document is a function of the Cash Management document that allows users in the Cash Manager role to process deposits and make cashiering transactions. Users in other roles may display a list of cash drawers but may not edit the Cash Drawer document.

Document Layout

The Cash Drawer document includes the **Campus**, **Currency Amounts**, and **Cash Drawer** tabs.

Campus Tab

Campus tab field definitions

Title	Description
Campus Code	Display Only. The campus code for the deposit being created.

Currency Amounts Tab

Currency Amounts tab field definitions

Title	Description
Currency Amounts	Required. The specific currency amounts in this deposit. Each field must have a number or zero.

Cash Drawer Tab

Cash Drawer tab field definitions

Title	Description
Cash Amounts	Required. The specific coin amounts in this deposit. Each field must have a number or zero.

Credit Card Type

The Credit Card Type document defines the types of credit cards that are valid in the system. It generally defines a company name associated with the credit card issuing company and is often used in conjunction with values from the Credit Card Vendor table.

Document Layout

Credit Card Type field definitions

Title	Description
Active Indicator	Indicates whether this credit card type is active or inactive. Remove the check mark to deactivate this type.
Company Name	Required. Enter the descriptive name for the credit card type code.
Credit Card Type Code	The unique code identifying the credit card type.

Credit Card Vendor

The Credit Card Vendor document defines values for units that accept credit card transactions for Credit Card Receipt documents.

Document Layout

Credit Card Vendor field definitions

Title	Description
Active Indicator	Indicates whether this credit card vendor number is active or inactive. Remove the check mark to deactivate this vendor number.
Credit Card Type	Required. A code identifying the type of credit card accepted by the vendor number. Existing credit card types may be retrieved from the list or from the lookup icon.
Expense Account Number	The expense account used on expense transactions for the vendor. Existing expense account numbers may be retrieved from the lookup icon.
Expense Chart	The chart code of the account used on expense transactions for the vendor. Existing expense charts may be retrieved from the list or from the lookup icon.
Expense Object Code	The expense object code used to record expense transactions associated with the vendor. Existing expense object codes may be retrieved from the lookup icon.
Expense Sub-Account Number	The sub-account number on expense transactions associated with the vendor. Existing expense sub-account numbers may be retrieved from the lookup icon.
Expense Sub-Object Code	The sub-object code used on expense transactions associated with the vendor. Existing expense sub-object codes may be retrieved from the lookup icon.
Income Account Number	The income account used to collect income for the vendor. Existing income account numbers may be retrieved from the lookup icon.
Income Chart	The chart code of the account used to collect income for the vendor. Existing income charts may be retrieved from the list or from the lookup icon.
Income Object Code	The income object code used to record income transactions associated with the vendor. Existing income object codes may be retrieved from the lookup icon.
Income Sub-Account Number	The sub-account number used to record transactions associated with the vendor. Existing income sub-account number may be retrieved from the lookup icon.

Income Sub-Object Code	The sub-object code used to record income transactions associated with the vendor. Existing income sub-object codes may be retrieved from the lookup icon.
Vendor Number	A unique number that identifies the credit card vendor.
Vendor Name	Required. The descriptive name that identifies the credit card vendor relative to the vendor number.

Disbursement Voucher Payment Reason

The Disbursement Voucher Payment Reason document is used to establish the valid payment reasons that may be selected on the Disbursement Voucher document. The payment reason broadly defines the purpose for a particular disbursement. These reasons can be used for the creation of business rules (restricting various attributes on the DV document by payment reason) and for reporting purposes.

Document Layout

Disbursement Voucher Payment Reason field definitions

Title	Description
Active Indicator	Select the check box if the payment reason is active. Clear the check box, if it is inactive. Only active payment reasons appear in the **Payment Reasons** selection box on the DV document.
Payment Reason Code	Required. Enter a code that uniquely identifies the payment reason. This value is often referenced when establishing rules related to payment reason.
Payment Reason Description	Required. Enter a text description describing the payment reason and its restrictions. After a payment reason is selected on the DV document you may click question mark to view the selected payment reason's description.
Payment Reason Name	Required. Enter a name that describes the payment reason. This name appears in the **Payment Reason** selection box on the DV document.

Disbursement Voucher Tax Income Class

The Disbursement Voucher Tax Income Class document is used to establish the valid income class codes that appear on the **Nonresident Alien Tax** tab of the Disbursement Voucher document. This code reflects the type of activity the disbursement is for, applying a category to the services or goods for which funds are being disbursed. Examples might include fellowships or royalties.

Document Layout

Disbursement Voucher Tax Income Class field definitions

Title	Description
Active Indicator	Indicates whether this income class code is active or inactive. Remove the check mark to deactivate this code.
Income Class Code	A code that uniquely identifies the income class. This value is often referenced, when establishing rules related to income class code.
Income Class Name	Required. The descriptive name of the income class code. This name appears in the **Income Class Code** selection box on the DV document.

Disbursement Voucher Travel Company

The Disbursement Travel Voucher Company document is used to add company names that can be selected on the **Traveler Expenses** or **Pre Paid Expenses** sections of the **Non-Employee Travel Expense** tab on the Disbursement Voucher document. It can also be used to modify or copy existing Travel Companies.

Document Layout

Disbursement Voucher Travel Company field definitions

Title	Description
Company Type Code	Required. Enter a code that represents the general purpose of the company. The values can be customized. Some examples might include A - Airfare L - Lodging
Travel Company Name	Required. Enter a defined name of a given travel company.

Travel Company Document is a Non-Editable Document: You may create a new code for the Disbursement Voucher Travel Company table; however, you may not edit the existing codes since the table contains identifying (key) fields only.

Disbursement Voucher Travel Expense Type

The Disbursement Voucher Travel Expense Type document is used to establish the valid travel expense codes that appear on the **Non-Employee Travel Expense** tab of the Disbursement Voucher document. These codes identify general types of travel expenses which can then be associated with specific travel companies to describe a non-employee's out-of-pocket or prepaid expenses.

Document Layout

Disbursement Voucher Travel Expense Type field definitions

Title	Description
Active Indicator	Indicates whether this travel expense type code is active or inactive. Remove the check mark to deactivate this code.
Prepaid Expense Indicator	Required. This box is selected if the Travel Expense Type appears as an option in the **Type** selection box on the **Pre-Paid Expenses** sub-section of the **Non-Employee Travel Expense** tab. If unchecked, the travel expense type only appears as an option in the **Type** selection box on the **Traveler Expenses** sub-section.
Travel Expense Type Code	A code that uniquely identifies the travel expense type.
Travel Expense Type Name	Required. The descriptive name for the travel expense type code. This name appears in the **Type** selection box on the **Non-Employee Travel Expense** tab of the DV document.

Disbursement Voucher Travel Mileage Rate

The Disbursement Voucher Travel Mileage Rate document is used to establish the mileage rates for different mileage levels that are used to calculate the Personal Vehicle expenses on the **Non-Employee Travel Expense** tab of the Disbursement Voucher document. Different mileage rates can be established based on the number of miles traveled, allowing for example, a higher rate to be paid on the first 500 miles and a lower rate on subsequent miles. Rates are also effective dated to allow for the planned change of mileage rates at a given point in time.

Document Layout

This table allows schools to set up different mileage reimbursement rates for different mileage levels. For example, the first 499 miles (Travel Mileage Limit equals 0) may be reimbursed at the full federal mileage rate, while 500 - 999 miles (Travel Mileage Limit equals 500) are reimbursed at a lower rate, and 1000 or more miles (Travel Mileage Limit equals 1000) at a further reduced rate. Each rate/limit combination is effective dated, and remains in effect until the specific Travel Mileage Limit is updated with a new rate. If the above three rates are initially set up with an effective date of 7/1/2012, and the rate with Travel Mileage Limit equals 0 is updated on 12/1/2012, the rates for Travel Mileage Limit 500 and 1000 will remain unchanged until they are individually updated.

Disbursement Voucher Travel Mileage Rate field definitions

Title	Description
Rate Effective Date	The calendar date when the mileage rate became effective.
Travel Mileage Limit Amount	The number of miles at which this rate is effective. Miles below this limit may be calculated at a different rate in the table with a lower mileage limit amount.
Travel Mileage Rate	Required. The rate, in dollars and cents, to be used to calculate mileage payments.

Disbursement Voucher Travel Per Diem

The Disbursement Voucher Travel Per Diem document is used to establish the per diem categories that are available in the **Per Diem** expenses sub-section on the **Non-Employee Travel Expense** tab of the Disbursement Voucher document. Each category is associated with a URL to direct the Disbursement Voucher initiator to a web site that lists Per Diem information for that category. Per Diem categories are also associated with a fiscal year in which they are valid.

Document Layout

Disbursement Voucher Travel Per Diem field definitions

Title	Description
Fiscal Year	The fiscal year when the per diem category is valid.
Per Diem Category/ Country Name	The descriptive name of the per diem category. This name appears in the **Category** list of the **Per Diem** section within the **Non-Employee Travel Expense** tab of the DV document.
Per Diem Category/ Country URL	The Web site to which users are directed when they choose the category and click the **Per Diem links** in the **Per Diem** section within the **Non-Employee Travel Expense** tab of the DV document.

Non-Resident Alien Tax Percent

The Non-Resident Alien Tax Percent document is used to establish the valid federal and state tax percents that can be used on the **Nonresident Alien Tax** tab of the Disbursement Voucher document. Tax percentages must be associated with an income class code and an income tax type.

Document Layout

Non Resident Alien Tax Percent field definitions

Title	Description
Active Indicator	Indicates whether this non-resident alien income tax type code is active or inactive. Remove the check mark to deactivate this code.
Income Class Code	A code to reflect the type of disbursement activity, applied to a category to the services or goods for which funds are being disbursed relative to non-resident alien tax.
Income Tax Percent	The non-resident alien tax percentage to be applied for the combination of income class code and income tax type.
Income Tax Type Code	A unique code to indicate if the non-resident alien tax is state or federal.

Procurement Card Defaults

The Procurement Card Defaults table is used to establish cardholder defaults. .

Document Layout

The Procurement Card Defaults document includes the **Procurement Card Default Settings, Default Procurement Card Holder Information** and **Procurement Card Default Account Information** tabs.

The **Procurement Card Default Account Information** tab will only display when parameter PROCUREMENT_CARD_ACCOUNTING_DEFAULT_INDis set toY. Additionally, the procurementCardDocumentJob will use this table to populate accounting lines when it creates Procurement Card documents.

The **Default Procurement Card Holder Information** tab will only display when parameter PROCUREMENT_CARD_HOLDER_DEFAULT_IND is set toY. Additionally, the procurementCardDocumentJob will use this table to populate accounting lines when it creates Procurement Card documents.

Procurement Card Default Settings **Tab**

Procurement Card Default Settings **tab field definitions**

Title	Description
Active Indicator	Indicates whether this Procurement Cardholder Defaults is active or inactive. Remove the check mark to deactivate this code.
Cardholder Name	Required. Name that displays on the Procurement Card.
Procurement Card Default ID	Read Only. Unique identifier for this procurement cardholder default.
Procurement Card Number	Required. 16 digit credit card number.

Default Procurement Card Holder Information **Tab**

The information on this tab is not validated and therefore the descriptions may differ for your institution. The table can be updated with the populateProcurementCardDefaultsJob from a file provided by the bank.

The tab will only display when parameter will only display when parameter PROCUREMENT_CARD_HOLDER_DEFAULT_IND Y. Additionally, the procurementCardDocumentJob will use this table to populate cardholder information when it creates Procurement Card documents.

Default Procurement Card Holder Information **tab field definitions**

Title	Description
Card Cycle Volume Limit	Number of transactions allowed per credit card cycle.
Cardholder Alternate Name	Indicates an alternate name for the card. For example, a department card may have the name of the department, this field identifies a specific person associated with the card.
Card Holder City Name	Cardholder's city.
Card Holder Work Phone Number	Cardholder's phone number
Card Holder Postal (ZIP) Code	Cardholder's postal/zip code.
Card Holder State Code	Cardholder's state. Two digit field.
Card Status Code	Indicates the status of the code. For example, active, canceled, suspended.
Delivery Address 1 and 2	Address lines to be used to identify the cardholder's address.
MCC Groups	Merchant Category Code. Identifies MCC codes allowed/restricted on this credit card.
Monthly Spend Limit	Monthly amount that can be spent on this credit card.
Single Transaction Limit	Maximum amount allowed per each transaction.

Procurement Card Default Account Information **Tab**

The tab will only display when parameter will only display when parameter PROCUREMENT_CARD_ACCOUNTING_DEFAULT_IND is set toY. Additionally, the procurementCardDocumentJob will use this table to populate accounting lines when it creates Procurement Card documents.

Procurement Card Default Account Information **tab field definitions**

Title	Description
Default Account	Default Account that will be used on the accounting lines when a transaction is created for this card. Enter a valid value or use the lookup icon to find one.
Default Chart	Default Chart Code that will be used on the accounting lines when a transaction is created for this card. Enter a valid value or use the lookup icon to find one.
Default Object Code	Default Object Code that will be used on the accounting lines when a transaction is created for this card. Enter a valid value or use the lookup icon to find one.
Project Code	Default Project Code that will be used on the accounting lines when a transaction is created for this card. Enter a valid value or use the lookup icon to find one.
Default Sub-Account	Default Sub-Account that will be used on the accounting lines when a transaction is created for this card. Enter a valid value or use the lookup icon to find one.
Default Sub-Object Code	Default Sub-Object Code that will be used on the accounting lines when a transaction is created for this card. Enter a valid value or use the lookup icon to find one.

Financial Processing Upload Functions

Using this function, authorized users (typically, system administrators) upload a procurement card feeder file.

Procurement Card Upload

When the user selects the **Procurement Card Upload** option, the system displays the Procurement Card Batch Upload document. This document provides the ability to upload a procurement card feeder file. This file contains data that tells Kuali Financials how to generate Procurement Card documents when Kuali Financials-FP procurementCardDocumentJob batch job is run.

In the default system, only members of Kuali Financials-SYS Operations role can use this upload screen.

Procurement Card Upload Format

For information on procedures and formatting rules that apply to all Kuali Financials batch uploads, see Batch Upload Basics in the *Overview and Introduction to the User Interface*.

Keep the following points in mind:

- The procurement card file must begin with the standard XML version line.
- The root (first) tag for PCDO files must be the procurementCardTransactions tag, and the file must contain only one procurementCardTransactions tag. This tag also contains attributes that identify the schema to which the document adheres.
- Following the procurementCardTransactions tag must be the transaction tag. This tag contains other identifier tags that describe a procurement card transaction.
- The sequence of transaction tags can repeat one or more times.

Procurement card format

Name	Type	Max Size	Required?	Special Formatting
Transaction				
transactionCreditCardNumber	Characters	16	Yes	
financialDocumentTotalAmount	Decimal		Yes	Money format (2 decimal places)
transactionDebitCreditCode	Characters	1	Yes	Must have value D or C
chartOfAccountsCode	Characters	2	Yes	
accountNumber	Characters	7	Yes	
financialObjectCode	Characters	4	Yes	
financialSubObjectCode	Characters	3	No	
projectCode	Characters	10	No	
transactionCycleStartDate	Date		No	YYYY-MM-DD format
transactionCycleEndDate	Date		No	YYYY-MM-DD format
cardHolderName	Characters	35	No	
transactionDate	Date		Yes	YYYY-MM-DD format
transactionReferenceNumber	Characters	21	No	

transactionMerchantCategoryCode	Characters	4	No	
transactionPostingDate	Date		No	YYYY-MM-DD format
transactionOriginalCurrencyCode	Characters	3	No	
transactionBillingCurrencyCode	Characters	3	No	
transactionOriginalCurrencyAmount	Decimal		No	Money Format (2 decimal places)
transactionCurrencyExchangeRate	Decimal		No	Money Format (2 decimal places)
transactionSettlementAmount	Decimal		No	Money Format (2 decimal places)
transactionSalesTaxAmount	Decimal		No	Money Format (2 decimal places)
transactionTaxExemptIndicator	Characters	1	No	Must have value Y or N
transactionPurchaseIdentifierIndicator	Characters	1	No	Must have value Y or N
transactionPurchaseIdentifierDescription	Characters	25	No	
transactionUnitContactName	Characters	35	No	
transactionTravelAuthorizationCode	Characters	50	No	
transactionPointOfSaleCode	Characters	25	No	
vendorName	Characters	45	No	
vendorLine1Address	Characters	45	No	
vendorLine2Address	Characters	45	No	
vendorCityName	Characters	45	No	
vendorStateCode	Characters	2	No	Must be 2 characters
vendorZipCode	Characters	20	No	
vendorOrderNumber	Characters	12	No	
visaVendorIdentifier	Characters	16	No	
cardHolderAlternateName	Characters	45	No	
cardHolderLine1Address	Characters	45	No	
cardHolderLine2Address	Characters	45	No	
cardHolderCityName	Characters	45	No	

cardHolderStateCode	Characters	2	No	Must be 2 characters
cardHolderZipCode	Characters	20	No	
cardHolderWorkPhoneNumber	Characters	10	No	
cardLimit	Decimal		No	Money format (2 decimal places)
cardCycleAmountLimit	Decimal			Money format (2 decimal places)
cardCycleVolumeLimit	Decimal			Money format (2 decimal places)
cardStatusCode	Characters	2	No	
cardNoteText	Characters	50	No	

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