

Quick Reference Guide: Processing a Non-Check Disbursement

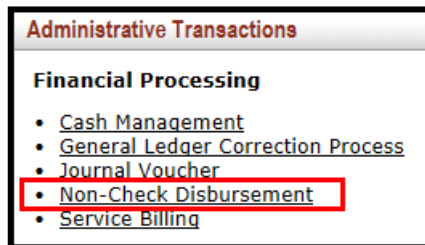
Instructions: Use the **Non-Check Disbursement (ND)** to make a payment via:

- ACH
- Wire Transfers
- Foreign Drafts
- Petty Cash
- Auto Pay

Refer to the **Processing a Payment Job Aid** for more detailed descriptions.

Note: An asterisk (*) denotes a required field.

1. Select **Non-Check Disbursement** under **Financial Processing** in the **Administrative Transactions** box.

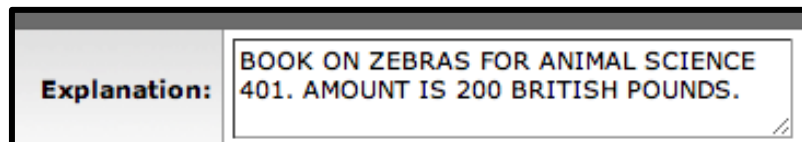


2. Type the **Vendor Name** and type of payment in the **Description** field.

Note: This is the only field that lists the name of the vendor.



3. Type the business purpose, the amount, and type of currency (i.e. 200 British Pounds).



Note: While **Explanation** is not required in KFS, it required by the Controller's Department.

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- Complete the required fields in the **Accounting Lines** tab.

Note: The **Reference Number** does not refer to anything in the ISU system. Any letters or numbers excluding special characters will work. You cannot leave the field blank.

The screenshot shows the 'Accounting Lines' tab with a table containing columns for * Chart, * Account, Sub-Account, and * Object. Below these columns is an 'add:' section with a field for '* Reference Number' containing the text 'BOOK'. This field is highlighted with a red rectangular box.

- Always complete the **Amount** field in US Dollars (estimate US Dollars when wire or foreign draft is in foreign currency).

The screenshot shows the 'Accounting Lines' tab with a table containing columns for * Object, Sub-Object, Project, Org Ref Id, * Amount, and Actions. The * Amount field contains the value '312.98' and is highlighted with a red rectangular box. A red circle with the number '5' is positioned below the box, with an arrow pointing to the field.

- Click **Add** in the **Actions** box to record this line.

The screenshot shows a box titled 'Actions' with a single button labeled 'add'. The button is highlighted with a red circle containing the number '6', with an arrow pointing to it from the right.

Note: The Treasurer's Office will adjust to the final US Dollar amount when known.

- Click the **Show** button on the **Notes and Attachments** tab.

The screenshot shows a tab titled 'Notes and Attachments (0)' with a button labeled 'show' on the right side. The 'show' button is highlighted with a red circle.

Attachments needed for processing a **Non-Check Disbursement** are listed below and on the [Controller's Department](#) website.

Attachment	When Needed
Vendor invoice, receipt, or registration form	Always
Petty Cash Voucher	Replenishing petty cash funds
Vendor invoice with banking information	When requesting an ACH or wire transfer

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8. Type a note in the **Note Text** box.

Note: Include payment type (ACH, Wire Transfer, Foreign Draft, or Petty Cash pick-up). For foreign draft, indicate currency. For petty cash, indicate denominations needed.

9. Click **Add** in the Actions box to attach the note to the eDoc.

10. Click **Attach document** and attach your supporting documentation (receipts, invoices).

11. Click **Submit** and check for errors. The document is now en route to the Fiscal Officer(s) listed on the account(s).

12. Click **Close** to return to the Main Menu.

Note: The Controller's Department will return the eDoc if attachments are missing.