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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4. 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.

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

6. Click Add in the Actions box to record this line.

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

7. Click the Show button on the Notes and Attachments tab.

Attachments needed for processing a Non-Check Disbursement are listed below and on the Controller’s Department website.

<table>
<thead>
<tr>
<th>Attachment</th>
<th>When Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor invoice, receipt, or registration form</td>
<td>Always</td>
</tr>
<tr>
<td>Petty Cash Voucher</td>
<td>Replenishing petty cash funds</td>
</tr>
<tr>
<td>Vendor invoice with banking information</td>
<td>When requesting an ACH or wire transfer</td>
</tr>
</tbody>
</table>
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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.