# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources</td>
<td>4</td>
</tr>
<tr>
<td>Objectives</td>
<td>5</td>
</tr>
<tr>
<td>Create a Requisition</td>
<td>6</td>
</tr>
<tr>
<td>Process</td>
<td>6</td>
</tr>
<tr>
<td>Create a Disbursement Voucher</td>
<td>25</td>
</tr>
<tr>
<td>Process</td>
<td>25</td>
</tr>
<tr>
<td>Search for Payment Status</td>
<td>46</td>
</tr>
<tr>
<td>Scenario 1 – Disbursement Vouchers (DV)</td>
<td>46</td>
</tr>
<tr>
<td>Scenario 2 – Payment Request (PREQ)</td>
<td>48</td>
</tr>
<tr>
<td>Scenario 3 – Search for Payment (Maintenance Tab)</td>
<td>49</td>
</tr>
<tr>
<td>View Available Balances</td>
<td>50</td>
</tr>
<tr>
<td>View Open Encumbrances</td>
<td>53</td>
</tr>
<tr>
<td>View General Ledger Entry</td>
<td>57</td>
</tr>
<tr>
<td>View Cash Balances</td>
<td>61</td>
</tr>
<tr>
<td>Configure the Action List</td>
<td>64</td>
</tr>
<tr>
<td>Process</td>
<td>64</td>
</tr>
<tr>
<td>Appendix A</td>
<td>71</td>
</tr>
<tr>
<td>Appendix B</td>
<td>72</td>
</tr>
<tr>
<td>Appendix C</td>
<td>73</td>
</tr>
<tr>
<td>Notes:</td>
<td>75</td>
</tr>
<tr>
<td>Changes to Previous Manual</td>
<td>76</td>
</tr>
</tbody>
</table>
Resources

The FMO website has a Financial Systems page at http://www.fmo.hawaii.edu/financial_systems/index.html that focuses on specific material related to the systems with the following dedicated tabs Overview, FAQs, Contact Us, Policies and Guidelines, Forms and Training.

Click on http://www.fmo.hawaii.edu/financial_systems/index.html for access to our webpage and then click on the pertinent tab for assistance with your topic of interest. The screenshot below shows the layout of the website. A description of the tabs is provided beneath the screenshot.

Overview: This tab provides you with a brief overview and live links to KFS or eThory. Just click on the respective logo to begin the log in process.

FAQs: This tab provides frequently asked questions by topic.

Contact Us: In the event you need to contact a member of the Kuali Financial Project team you can view their name, area of responsibility, phone number, and a live link to their email address. The Contact Us tab also provides the live link to submit a trouble ticket: Submit a Trouble Ticket.

Policies and Guidelines: You can review the Process Documents for each business process to get a finer level of details related to each topic.

Forms: This tab provides you with links to forms related to KFS access used by UH employees.

Training: The KFS Training Team has developed training manuals and On-Line tutorials for KFS. There are training manuals for each of the sessions as well as On-Line tutorials for each topic within the session(s). If you want to attend in-person training refer to the Training Calendar found on the "Training Calendars & Other Schedules" tab on the FMO Website homepage. Additionally, notification of upcoming training is sent to the KFS-USERS listserv. Register for training by clicking on the registration links provided. There are also Tips of the Week for commonly asked questions.

Each of the Service Areas within the FMO website has similar tabs related to the specific areas. For example, for forms related to payments and reimbursements, go to the Forms tab of the Payment/Reimbursement page.
Objectives

- Create a Requisition
- Create a Disbursement Voucher
- Search for Payment Status
- View Available Balances
- Configure the Action List
Create a Requisition

Process

Kuali Financial System allows the University staff to electronically generate Requisition eDocs to purchase goods, services, or construction on behalf of their departments.

**Navigation:** Main Menu > Transactions > Purchasing / Accounts Payable > Requisition

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the “Requisition” link. <strong>Note:</strong> You can click on a SuperQUOTE Awards link to automatically populate a KFS Requisition with relevant SuperQUOTE Award details.</td>
</tr>
<tr>
<td>2.</td>
<td>In general, you will find that most of the Requisition details can be completed within the first four tabs (Document Overview, Delivery, Vendor, and Items) of the document.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td>3.</td>
<td>Click in the “Description” field on the Document Overview tab. <strong>Note:</strong> It is UH’s business practice to begin the Description with a 3 digit FA Code followed by a short description for the document. The Description field has a limit of 40 characters. The short description entered here appears in the Action List and Document Search.</td>
</tr>
<tr>
<td>4.</td>
<td>Enter “029- FISHER HAWAII” into the Description field.</td>
</tr>
<tr>
<td>5.</td>
<td>Click in the “Explanation” field. <strong>Note:</strong> Although it is not a system required field, UH recommends using the Explanation field to further explain the description. Include class name and number, or name of office or person items are to be used for.</td>
</tr>
<tr>
<td>7.</td>
<td><strong>Important:</strong> Be sure to verify with your department if there are department specific requirements for the Description and Explanation fields.</td>
</tr>
<tr>
<td>8.</td>
<td>The Organization Document Number field is optional and is typically used for new contract numbers (assigned by OPRPM or DAGS) when applicable. Check with your business office staff for further guidance as to the need to enter a number here.</td>
</tr>
<tr>
<td>9.</td>
<td>The Chart/Org information in the Requisition Detail box is auto populated from the KFS person profile and determines the appropriate business unit to which the corresponding PO should be routed. It may be changed to route to a different business unit, if needed, by using the look up tool to select another Chart/Org. Check with your business office staff for further guidance on when it may be necessary to change the Chart/Org on the Requisition document.</td>
</tr>
<tr>
<td>10.</td>
<td>Click the “hide” button on the Document Overview tab.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>-------</td>
<td>-----------</td>
</tr>
</tbody>
</table>
| 11.   | On the **Delivery** tab, the **Delivery Campus** field is auto populated based on your **Chart/Org** code located on the **Document Overview** tab.  

**Note:** If you have a standard delivery location, the first time you create a **Requisition** you will look for your delivery **Building** and add the **Room** number. Once you have the **Building** and add your **Room** number you can set it as your default and then will not have to do this step again, unless the Delivery information changes. |
| 12.   | The **Campus Code** has been automatically entered for you.  

**Note:** If your delivery is shipped to another campus, the Delivery Campus can be changed. |
| 13.   | Click the "**magnifying glass**" in the Building field to open the **Building Lookup** window. |
14. The **Building Name** field can be used to search for a specific Building at the Campus. For cases where the official **Building Name** is not known the wildcard with a portion of the name can be entered to conduct a more thorough search.

15. Click the “search” button on the **Building Lookup** screen to display the building information at the bottom of the window.

16. You are looking for the building you want the goods delivered to. Find the correct **Building Code** or **Building Name**.

   Click the “*return value*” link on the correct **Building Code** line to populate the delivery information on the document.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td>The address fields for the Delivery Building populates when the <strong>Building</strong> is selected. You must also enter the room number in the <strong>Room</strong> field as it is a required field and is not auto populated. Enter “<strong>102</strong>” into the <strong>Room</strong> field. You can conduct a search for the room specific to the building selected using the magnifying glass if you do not know the room number.</td>
</tr>
<tr>
<td>18.</td>
<td>The <strong>set as default building</strong> button allows you to set the Building/Room data as the default delivery address. You will see a message on the top of the document “<strong>The building has been saved for use on future documents.</strong>” Click the “<strong>set as default building</strong>” button.</td>
</tr>
<tr>
<td>19.</td>
<td>The <strong>Delivery To</strong>, <strong>Phone Number</strong>, and <strong>Email</strong> fields auto populate with the initiator’s information. These fields may be modified as necessary.</td>
</tr>
<tr>
<td>20.</td>
<td>The <strong>Date Required</strong> and <strong>Date Required Reason</strong> fields are not being used by UH at this time.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>-------</td>
<td>-----------</td>
</tr>
<tr>
<td>21.</td>
<td>The <strong>Delivery Instructions</strong> field is used for instructions regarding the delivery only. For additional instructions or notes to the Vendor please use the <strong>Notes to Vendor</strong> field on the <strong>Vendor</strong> tab. If <strong>Delivery Instructions</strong> have been entered on the eDoc they will appear on the PDF version of the PO under the <strong>Delivery Instructions</strong> field. Enter “Please notify the receptionist across the hall when items are delivered”.</td>
</tr>
<tr>
<td>22.</td>
<td>Click the “hide” button on the <strong>Delivery</strong> tab.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>On the <strong>Vendor</strong> tab, use the <strong>Suggested Vendor</strong> lookup to find the desired vendor record for this requisition. Click the “magnifying glass” next to the <strong>Suggested Vendor</strong> field to open the <strong>Vendor Lookup</strong> window.</td>
</tr>
</tbody>
</table>
Step # | Procedure
--- | ---
24. | When searching for a vendor it’s a good practice to use a **wildcard** to narrow down your search results.

Enter “*Fisher*” into the **Vendor Name** field and click the “search” button.

25. | Using a wildcard at the beginning and end of your search criteria provides a listing of all vendors that contain the word “fischer”. Click the “**return value**” link for the correct vendor row.

For this example, select the “**FISHER HAWAII**” value.

**NEW:** All of the remit addresses for a given vendor record are now shown in the vendor search screen (up to 255 characters). The user can quickly verify the vendor’s address without having to open the vendor record.

For additional assistance in determining the correct vendor code, contact your business office.

**Note:** For more information regarding Vendors please refer to the Working with Vendors training manual at [http://www.fmo.hawaii.edu/financial_systems/docs/Working_with_Vendors_in_KFS_FINAL.pdf](http://www.fmo.hawaii.edu/financial_systems/docs/Working_with_Vendors_in_KFS_FINAL.pdf).
### Step # | Procedure
--- | ---
26. | The **Suggested Vendor**'s information will auto populate into the **Suggested Vendor**, **Vendor #** and **Address** fields.
27. | Use the **Notes to Vendor** field for any communication to the **Vendor**. This note will appear on the PO.
   Enter **"Please only ship complete order"**.
28. | Click the **"hide"** button on the **Vendor** tab.

### Step # | Procedure
--- | ---
29. | On the **Items** tab the **Item Type** is a required field; you can select either **QUANTITY** or **NO QUANTITY** from the drop-down menu.

**Note:** In general, the best option selected would be **NO QUANTITY** as the default choice, as this will impact liquidation of the encumbrance upon payment. However, **QUANTITY** may be used in conditions where a single quantity item will be ordered.

For this example, select the **"NO QUANTITY"** option from the **drop-down arrow**.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.</td>
<td>When <strong>NO QUANTITY</strong> is entered for the <strong>Item Type</strong> the <strong>Quantity</strong> and <strong>UOM</strong> fields are not required.</td>
</tr>
<tr>
<td>31.</td>
<td>You may enter the <strong>Vendor Catalog</strong> number for this item if available. Enter “<strong>50-100</strong>” into the <strong>Catalog #</strong> field.</td>
</tr>
</tbody>
</table>
| 32.    | The **Description** field allows you to enter a complete description of the items or services being ordered. Since you entered **NO QUANTITY**, you will need to include the item quantity and total dollar amount for the line item into the **Description** field.  

**Note**: The character limit for the **Description** field is 254 characters. If more text must be added use the pencil icon to open the note pad which has a larger character limit of 4,000.  

Enter “**3 Office Chairs @ $200 ea. = $600**” into the **Description** field. |
| 33.    | **Important**: Be sure to verify with your department if there are standards required when selecting the **Item Type** and entering the **Description** field |
| 34.    | For **NO QUANTITY** item type, enter the total cost for the item line. Enter “**600**” into the **Unit Cost** field. |
| 35.    | The **Add** button is used to assure that each item has been properly recorded to the requisition. Click the “**add**” button |
### Step # 36.

The **Additional Charges** below the **Current Items** box may be used to enter extra charges such as shipping, tax or vendor discounts, etc. However, the following considerations should be made before utilizing the Additional Charges fields.

1. Since the **MISCELLANEOUS** field is sometimes needed to enter acceptable overage charges on the related Payment Request document, UH’s standard business practice has been to enter tax or other ancillary charges on the REQ Item line instead.
2. Similarly, while lump sum discounts may be entered in the **MISCELLANEOUS** field (to record and display a negative dollar amount), it is suggested that whenever feasible, discounts be netted into the applicable item line.
3. **TRADE IN** should be used, when necessary, to record trade-in credits to applicable equipment items. For further guidance on the preferred method for entering extra charges on the Requisition, contact your departmental business office.

Click the "hide" button on the **Additional Charges** box.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| **37.** | Click the “show” button on the Accounting Lines. ![Show Accounting Lines](image.png)
|       | You can enter your accounting information for each item individually or you can setup distribution that will apply the funding to all of the items. |
|       | In this example, you will setup distribution after you have all the items entered. |

**38.** Tax can either be entered as a separate item or can be included in the total cost of the item. Check with your Fiscal Administrator (FA) to determine your organization requirements (refer to step 37 above.)

For this example you will enter tax as a separate Item Line for the goods or services ordered.

**39.** Select the Item Type as NO QUANTITY when you are adding a tax line for your purchase.

For this example select the “NO QUANTITY” option from the drop-down menu on the Item Type field.
Step # | Procedure
--- | ---
40. | Enter “Tax @ 4.712%” in the Description field.
41. | Enter the total amount of tax charged to this purchase in the Unit Cost field.
   **Note:** The tax will need to be calculated manually.
   Enter “28.27” into the Unit Cost field.
42. | Click the “add” button.
43. | Once you have added your Item Line for the taxes on your goods or services an Accounting Line needs to be entered. You can either add the Accounting Line for each item or you can setup distribution to fund all items.
   Click the “show” button on the Accounting Lines for the tax item.
   In this scenario, you will setup distribution.
44. | Click the “setup distribution” button to open the Accounting Line for the distribution.
   **Note:** The Accounting Line for the distribution is under the Add Item box and has two buttons at the bottom of the box: **distribute to items** button and **cancel** button.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>45.</td>
<td>Click the “Chart” drop-down arrow.</td>
</tr>
<tr>
<td>46.</td>
<td>Select the appropriate Chart (Campus) Code. Select “MA” from the drop-down menu.</td>
</tr>
<tr>
<td>47.</td>
<td>Enter “######” into the Account Number field, where “######” refers to a valid account number the item will be charged to.</td>
</tr>
<tr>
<td>48.</td>
<td>Enter “3200” into the Object field.</td>
</tr>
<tr>
<td>49.</td>
<td>The *Percent field allows you to enter the percentage to be charged to the accounts(s). <strong>Note:</strong> To split fund all the items you must have the total for all the accounts equal to 100. Percentages may only be specified in whole numbers. Notwithstanding this KFS feature which allows entry of multiple accounts per Item line, it is recommended that, to the extent possible, each item is charged to only one accounting line to facilitate Payment Request processing. Questions regarding the preferred method for splitting accounting line charges may be directed to your business office staff. The *Percent field defaults to 100. In this scenario you will use “100”.</td>
</tr>
<tr>
<td>50.</td>
<td>Click the “add” button.</td>
</tr>
</tbody>
</table>
51. Click the “distribute to items” button. Each item will display the funding from the template. Changes can be made to any field on the accounting line of any item.

**Note:** The message “Accounts were distributed successfully to line items where no accounts existed.” will display on the top of the window.

52. Click the “hide” button on the Items tab.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>53.</td>
<td>The <strong>Capital Asset</strong> tab is used when a capital asset object code is used (over $5000 item). This tab is not included in this training. Please refer to the Capital Asset training manual for instructions on completing this tab. The Capital Asset training can be found on the UH FMO website: <a href="http://www.fmo.hawaii.edu/financial_systems/docs/Capital_Assets_Manual_FINAL.pdf">http://www.fmo.hawaii.edu/financial_systems/docs/Capital_Assets_Manual_FINAL.pdf</a></td>
</tr>
<tr>
<td>54.</td>
<td>The baseline <strong>Payment Info</strong> tab displays Payment Info and Billing Address information. However, since UH is not utilizing this feature for billing address purposes, information displayed in this tab may be disregarded at this time.</td>
</tr>
</tbody>
</table>
### Step # | Procedure
--- | ---
55. | The data on the **Additional Institutional Info** tab defaults to the initiator’s profile data. You may change the information if needed.  
   * Click the “**hide**” button on the **Additional Institutional Info** tab.  

56. | Click the “**show**” button on the **Account Summary** tab.  
   * Click the “**refresh account summary**” button.  
   * **Note:** Once an accounting line has been entered, you may use this tab to view all of the accounting information for the item(s) or service(s) on the requisition for easy reference.  

57. | Click the “**hide**” button on the **account summary** tab.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>58.</td>
<td>The View Related Documents tab can be used to link to the related Requisition, Purchase Order, and Payment Request. As each are created in the process a link to the applicable doc is displayed on this tab.</td>
</tr>
</tbody>
</table>
| 59.    | The View Payment History tab will display payments regarding the purchase. As Payment Requests are submitted for the Requisition / PO the payment information is displayed. The following are some useful fields when viewing this tab for payments:  
**PDP Extract Date** = The date the doc was approved and the date the payment was included in the batch check run process.  
**Paid** = Verifies if there was a payment.  
Within the disbursement info button:  
**Disbursement Date** = The date the check was cut / ran through the check print process.  
**Payment Status** = The current status of the payment. The KFS values include:  
CDIS = Cancel Disbursement  
CLRD = Cleared Check  
CPAY = Cancel Payment  
EXCP = Exception  
EXTR = Extracted  
FORM = Selected for Format  
HELD = Held  
HTXB = Held for Tax (NRA - Empl)  
HTXE = Held for Tax (Employee)  
HTXN = Held for Tax (NRA)  
ISSD = Issued Check  
OPEN = Open Payment |
| Notes and Attachments tab | Attach any Notes and/or Attachments that support the requisition to be submitted (as reviewed in the Fundamentals class.) |

**Note:** For the Requisition supporting documentation must be attached to the document; such as, the [Form 95 Determination of Cost or Price Reasonableness](https://www.hawaii.edu/policy/docs/temp/OPRPM_Form_95_Determination_of_Cost_or_Price_Reasonableness.pdf).

Other OPRPM supporting procurement documents may be found at the [Administrative Procedures Chapter 8 Business and Finance](http://www.hawaii.edu/policy/?action=viewChapter&policySection=ap&policyChapter=8&menuView=closed).
### Step #   | Procedure
--- | ---
61. | The **Ad Hoc Recipients** tab can be used to route the document to someone that is not in the regular workflow.  
62. | The **Route Log** tab can be reviewed prior to and/or after the submission of the eDoc to verify the workflow of the document. The **Requisition** will be routed for approvals by the **Content Reviewer** (optional), **Account Supervisor** and **Fiscal Officer**.  
63. | Click the **“submit”** button.  
64. | Be sure you receive a **“Document was successfully submitted”** message at the top of the page.  
**Note:** If there are errors on the document it will not submit successfully. You will receive a message in red text of the issues with the document. You will need to make the changes and then resubmit the document at the bottom of the page until you receive the success message.  
**End of Procedure.**
Create a Disbursement Voucher

Process

This tutorial explains how to create a **Disbursement Voucher**.

The disbursement voucher (DV) is used to reimburse employees and nonemployees for expenses incurred while conducting University of Hawaii (UH) business or pay recurring payments to vendors such as utility payments. Most often these payments are in the form of a check although direct deposit (ePayment) and wire transfer options are available. The DV may be used in situations in which a payment is not processed through another procurement method, such as purchase order or procurement card (PCard). For detailed and comprehensive information on creating other types of Disbursement Vouchers, click the following link and then click on the Disbursement Voucher User Guide: [http://www.fmo.hawaii.edu/financial_systems/index.html#tab8](http://www.fmo.hawaii.edu/financial_systems/index.html#tab8).

**Note:** Before a DV is created, a vendor record must be setup in Kuali Financial System (KFS). For vendor information that includes how to search for and create a vendor, click the following link and then click on the Working With Vendors Training Manual in the Vendors category: [http://www.fmo.hawaii.edu/financial_systems/index.html#tab10](http://www.fmo.hawaii.edu/financial_systems/index.html#tab10).

DV payments to UH faculty and staff are made without creating vendor records. In KFS, the 8-digit UH ID Number is called the Payee ID or Payee Number. However students, RCUH employees, and businesses are required to have a KFS vendor record before initializing DV payment processing.

The following are some instances in which a DV may be used:

1. Automobile Allowance
2. Mileage
3. Post Death Payments
4. Postage and Postal Charges
5. RCUH
6. Refunds
7. Reimbursement
8. Relocation
9. Royalties and Commissions
10. Scholarships and Fellowships
11. Stipends
12. Utility Expenses
13. Uniform Maintenance Allowance
14. Vacation Leave Credits
Business Rules for Processing DVs:

1. A DV payee cannot be the same as the initiator.
2. A DV employee payee must be in an Active status. KFS will not allow a DV to be processed for employees in LWOP status.
3. Check amount cannot be negative.
4. There must be at least one accounting line and account(s) must be active.
5. Accounting lines total must not be negative.
6. Total of accounting lines must match the Check Total field.
7. Certain object codes, object levels, and object sub-types can be restricted from this document or from certain payment reasons.

Navigation: Main Menu > Transactions > Financial Processing > Disbursement Voucher

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>65.</td>
<td>Click the “Disbursement Voucher” link.</td>
</tr>
</tbody>
</table>
The Disbursement Voucher eDoc will display with expanded and collapsed tabs.

For this example a Disbursement Voucher for a reimbursement of supplies will be used.

**Note:** For detailed and comprehensive information on creating other types of Disbursement Vouchers, click the following link and then click on the Disbursement Voucher User Guide: [http://www.fmo.hawaii.edu/financial_systems/#tab8.](http://www.fmo.hawaii.edu/financial_systems/#tab8)
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>68.</td>
<td>On the <strong>Document Overview</strong> tab, click in the “<strong>Description</strong>” field and enter <strong>“075-REIMBURSE TRAINEE JULY 2016”</strong>&lt;br&gt;&lt;br&gt;<strong>Note:</strong> Please refer to Step #3 page 7 for UH business process regarding the Document <strong>Description</strong>.&lt;br&gt;&lt;br&gt;The following <strong>Description</strong> field formats will help in promptly processing your DV.&lt;br&gt;&lt;br&gt;<strong>Format:</strong> FO #, DV Type, Last name, Time Period&lt;br&gt;&lt;br&gt;<strong>Samples:</strong>&lt;br&gt;029 MILEAGE LUCAS JULY 2016&lt;br&gt;028 UTILITIES HECO JULY 2016&lt;br&gt;055 STIPEND KIMURA FALL 2016&lt;br&gt;060 REIMBURSE MORISAWA 04-01-16&lt;br&gt;027 WIRE TRANSFER IMPRIEMIE OFFICELLE</td>
</tr>
</tbody>
</table>
Step # | Procedure
--- | ---
74. | The Payment Information tab captures information about the payee and general information about the payment.

The Payment Reason Code field is display only. This code identifies the reason for the disbursement and determines whether the payment is subject to any restrictions. To select the appropriate payment reason code, the Payee Lookup screen must be opened. This is done by clicking the Payee ID magnifying glass. The Payment Reason Code is automatically populated to the DV when the Payee Lookup is completed.

Note: Only one payment reason code may be used on one DV at a time, (i.e., cannot combine payment reason codes on a DV).

75. | Click the Search icon for the Payee ID field to retrieve the payee id from the Payee Lookup and populate the Payment Reason Code field.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>76.</td>
<td>Click the “Payment Reason Code” drop-down list box.</td>
</tr>
<tr>
<td>77.</td>
<td>Select the appropriate Payment Reason Code for the disbursement. For this example, click “G – Supplies-3000 - 3478” from the drop-down as the Payment Reason.</td>
</tr>
<tr>
<td>78.</td>
<td>To search for UH employees (Faculty/Staff) in the Payee Lookup, use these fields: UH Employee (Faculty/Staff) First Name and/or UH Employee (Faculty/Staff) Last Name. Use wildcards (* or %) to assist with searching. Important: Use the (Business, Students, RCUH Emp, etc) Vendor Name field to search for businesses, companies, students, or RCUH employees.</td>
</tr>
<tr>
<td>79.</td>
<td>For this example, we are providing reimbursement for a UH employee. Click in the “UH Employee (Faculty/Staff) Last Name” field. Enter “Trainee*” in the UH Employee (Faculty/Staff) Last Name field.</td>
</tr>
<tr>
<td>80.</td>
<td>Click the “search” button.</td>
</tr>
</tbody>
</table>
Step #  | Procedure
--- | ---
81. | Review your search results for the Payee you are looking for. For this scenario, there are numerous results that match your search criteria.

Select the “**return value**” link for the applicable **Employee** with a valid address that is shown as masked.

**Note:** For security reasons an employee's address is masked and will display a string of asterisks. However, if an employee's address contains two commas separated by a space, this means the employee's address is not in KFS, therefore, do not select. The employee’s home address record should be updated in PeopleSoft. However, if the employee's records are up-to-date in PeopleSoft, submit a KFS trouble ticket for further research.

**Important:** Be sure to select the vendor record for RCUH and student employees, and not their employee record. The vendor record will display a Vendor number (xxxxx-x) whereas the employee record will display an 8-digit UH number as the Payee Number.

If the payee is not found, please refer to the Working with Vendors training manual found at: [http://www.fmo.hawaii.edu/financial_systems/index.html#tab10](http://www.fmo.hawaii.edu/financial_systems/index.html#tab10).

### Step #82

The employee information is populated in the **Payment Information** fields.

**Note:** If the check is to be sent to an address different from the address populated:

a) For Vendors: submit a **Vendor eDoc** to add the address (Refer to the [Working with Vendors Training Manual](#)).

b) For Employees: the address will need to be added to their personal profile in PeopleSoft.

c) To have the check picked up by the department for forwarding: check the Special Handling checkbox in Other Considerations field. (Refer to Step# 87 page 33 and Step# 114 page 40 for additional details.)

### Step #83

Click in the **Check Amount** field and enter the total amount of the disbursement for this document. This check amount must equal to the total of the amounts in the accounting lines.

### Step #84

Enter **69.90** in the **Check Amount** field.

### Step #85

**Note:** The Due Date field populates with the next calendar day. Leave this field as the defaulted date. UH is not using this field at this time.

### Step #86

The **Payment Type** field is display only. The payment type is determined by the payee selected for the DV and is tied to the **Payee ID** at the time the ID is created. Each **Payment Type** attribute from the Payee ID may have an impact on the ability to process a particular payment on a DV, and how it routes for approval.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>87.</td>
<td>The <strong>Other Considerations</strong> field contains check boxes that are <em>Optional</em>. Select these check boxes as necessary to reflect special circumstances or special requests that are needed for the payment:</td>
</tr>
</tbody>
</table>

**Check Enclosure:** Refers to any documents related to the DV document that must accompany the check when it is mailed to the payee. Examples 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. If enclosures are required with the check, the documents should be scanned and attached in the Notes and Attachments tab. In the Note Text field (Notes and Attachments tab) enter in uppercase “ENCLOSURE” to alert Disbursing that the enclosure must be printed to be mailed with the check.

**Special Handling:** Indicates the payment will be picked up by the department. 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 is displayed notifying the user to enter a note in the Notes and Attachments tab that explains the need for special handling. Disbursing prefers users complete the Special Handling tab for special handle transactions. Special Handling takes more effort to process and may delay payments. Refer to Step# 114 page 40 for additional details.

**W9/W-8BEN Completed:** Indicates whether the payee has a W-9 (or W-8BEN for nonresident aliens) on file. For nonemployees this is generally completed when creating the vendor record.

**Exception Attached:** (Do not use).
### Step # | Procedure
--- | ---
88. | Click the “Payment Method” drop-down list box to select the method in which the payment should be made from the Payment Method list.

89. | **Payment Method options:**
   - **P - Check/ACH:** (default setting) Generates a check or, if Automated Clearing House (ACH) information exists in the disbursement processing system for this payee, an ACH direct deposit is initiated. However, if a vendor or employee has ACH direct deposit and the DV is flagged special handling, KFS will ignore the ACH direct deposit flag and cut a check instead. This ensures the payment will not combine with other payments to the same vendor or employee.
   - **W - Wire Transfer:** Indicates a request to have the disbursement wired to the recipient. This selection requires you to provide additional banking information on the Wire Transfer tab. The wire transfer may require extra time to complete. Refer to Step# 116 page 41 for additional details.

90. | For this example, select the “Check/ACH” option.

91. | The **Documentation Location Code** is where the original documents are retained and who is responsible for maintaining the documentation. The default value for this field is **S - Initiating Organization**. (Do not change this default.)
Step # | Procedure
--- | ---
92. | Click in the “**Check Stub Text**” field to enter a summary for the disbursement.
93. | Enter information regarding the payment in the **Check Stub Text** field intended for the payee.

For utilities, enter the account number, meter number and/or invoice number, as applicable. This information is printed on the remittance portion of the check. Limited to 4000 characters.

Enter “**Reimbursement for UH Manoa Bookstore purchase on 07/11/16**” in the **Check Stub Text** field.

94. | Click the “**hide**” button on the **Payment Information** tab.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>95.</td>
<td>The <strong>Accounting Lines</strong> tab captures information about which account(s) will be charged. Click the <strong>Chart</strong> field drop-down list box and select “MA” for this example. (e.g., Manoa = MA)</td>
</tr>
<tr>
<td>96.</td>
<td>Enter the <strong>Account Number</strong> or select the magnifying glass to perform a search. For this example enter “2258852” in the <strong>Account Number</strong> field.</td>
</tr>
</tbody>
</table>
| 97.   | In the **Object** field, enter the Object Code or select the magnifying glass to perform a search. For this example, enter “3405” in the **Object** field.  

**Note:** Depending on the Payment Reason selected, the system may restrict certain object codes from being used. To view the object codes associated with each payment reason, go to:  
[http://www.fmo.hawaii.edu/financial_systems/index.html#tab10](http://www.fmo.hawaii.edu/financial_systems/index.html#tab10)  

- Navigation: Financial Processing > DV Payment Reason Payee Types and Object Codes List |
| 98.   | Click in the **Amount** field and enter the amount of the invoice or the amount to be charged to the account. For this example, enter “69.90” in the **Amount** field.  

**Note:** If multiple accounting line rows are added the total amount for all rows must match the amount in the **Check Amount** field on the **Payment Information** tab.  

**Note:** The Disbursing Office is allowed to increase or decrease the disbursement voucher’s (DV’s) dollar amount up to $100 to match supporting documentation. The Disbursing Office will email the FA to obtain their approval before making the change. After the change is made and Disbursing approves the DV, a message is displayed in the Notes and Attachments tab, “The check amount was changed from $XXX.XX to $XXX.XX by (Disbursing clerks’ username)” |
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 99. | The **Line Description** field can be used to describe an invoice but the description entered is not printed on the check.  
For this example, enter “**Bookstore receipt 7/11/2016**” in the “**Line Description**” field. |
| 100. | The **Invoice Number** field can be used to enter the specific invoice that is being paid by this DV. The **Invoice Number** entered here is printed on the check. Multiple invoices can be paid per DV. **Note:** For more information on multiple invoices, go to: [http://www.fmo.hawaii.edu/payment_reimb/index.html#tab11](http://www.fmo.hawaii.edu/payment_reimb/index.html#tab11)  
| 101. | The **Invoice Date** field is used to enter the date of the specific invoice being paid by this DV. The **Invoice Date** entered here is printed on the check.  
If the invoice date is not known, enter the current date (format = mm/dd/yyyy) or select from the calendar icon.  
For this example enter “**07/11/2016**” in the **Invoice Date** field. |
| 102. | The **Goods/Services Rec'd Date** field (GSRD) is a required field and is used to help calculate interest charges for late payments. The date the interest charge begins is based on the GSRD or the Invoice Rec’d Date, whichever is later.  
Enter “**07/11/2016**” in the **Goods/Services Rec'd Date** field, for this example. |
| 103. | The **Invoice Rec'd Date** field (IRD) is a required field and is used to help calculate interest charges for late payments.  
For this example, enter “**07/11/2016**” in the **Invoice Rec'd Date** field. |
| 104. | Click the “**add**” button to add the accounting line to the document. |
| 105. | Click the “**hide**” button on the **Accounting Lines** tab. |
106. Use the **Grant-in-Aid** tab to process scholarship and fellowship payments when **Payment Reason Code** *S-Grant-in-Aid Schhip/Fellwship-6500-6543* is selected. Using the **Grant-in-Aid** tab will eliminate the need to attach either the DISB-26 or DISB-36 form.

**Note:** Please refer to Appendix C for additional information.

**Note:** There are currently six (6) **Grant-in-Aid** Object Codes: 6500, 6503, 6510, 6514, 6540, 6543, please refer to the [Object Code Matrix](http://www.fmo.hawaii.edu/payment_reimb/docs/GIA_Object_Codes.pdf) at:

http://www.fmo.hawaii.edu/payment_reimb/docs/GIA_Object_Codes.pdf

**Note:** This tab includes a helpful link to A 8.561 to help users complete this tab. Please also refer to additional processing instructions at:


107. **Enter a 8-digit UH ID Number (found on UH ID card)** is an optional field.

108. **Enter Semester/Term for Fellowship/Stipend, (e.g., SPRING/20XX, SUMMER/20XX, or FALL/20XX)** is an optional field.

109. For the **Type of Payment** section select one of the radio buttons.

110. Click the “*hide*” button on the **Grant-in-Aid** tab.
111. The Contact Information Tab contains departmental contact information that may be used by Disbursing and Vendors. Review and update, if necessary.

The Contact Name and Phone Number fields pre-fill with the name of the document initiator but may be edited.

**Note:** The Contact Name and Phone Number fields on this tab are printed on the check stub and are seen by the payee when they receive the check. If vendor inquiries are taken by the business office, use the name and phone number of the person in the business office who will answer the calls. To include information that only other KFS users can view, add a note or attachment to the document instead.

112. Click the “hide” button on the Contact Information tab.

113. Click the “save” button at the bottom of the eDoc.
114. The **Special Handling** tab is used when a check will be picked up by the department. It is not used to send a check to an alternate address.

Complete the first 2 lines only and enter as uppercase letters (capitalized).

**Special Handling Name:** CAMPUS CODE FA # DEPT NAME

**Special Handling Address Line 1:** SPECIAL HANDLING

**Note:** Special Handling takes more effort to process and may delay payments. If additional information is required by the vendor, the other option is to add payment information in uppercase in the DV **Check Stub Text** field, such as account number, invoice number, meter number, etc. This information will be printed on the check remittance portion of the check to notify the vendor which account to properly credit. Remember the **Check Stub Text** field can hold up to 4,000 characters.

115. Only the Disbursing Office will use the **Nonresident Alien Tax** tab. It is completed by Disbursing and is only editable by a member of the KFS-SYS Tax Manager role (Disbursing) when the document is routed to them.

**Note:** 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. 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.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 116.  | **The Wire Transfer** tab is required when **Wire Transfer** is selected as the **Payment Method** on the **Payment Information** tab. (refer to Step #89 page 34)  

**Note:** Wire transfers may be made to US or foreign banks. There is no fee at this time. Please disregard the pop-up warning message that informs users there may be a fee. (See sample warning below) Click “OK” on the warning message.  

The wire transfer may require extra time to complete. If making wire transfers to a foreign bank, the SWIFT code must be included in the **Additional Wire Information** field.  

**Note:** For more information and procedures on wire transfers, go to:  
| 117.  | **The Non-Employee Travel Expense** tab will not be used by UH at this time. |
| 118.  | **The Pre-Paid Travel Expenses** tab will not be used by UH at this time. |
119. The Pre-Disbursement Processor Status tab displays information from the Pre-Disbursement Processor (PDP) so users can track payment status.

**PDP Processor Statuses:**

- **Pre-Extraction:** the DV has not been extracted for payment. DV status may be Saved, Enroute, Canceled, or Disapproved.
- **Extracted:** the DV has been extracted for payment after the nightly batch runs DV Status is FINAL.
- **Paid:** the check is cut.
- **Canceled:** the check is canceled. DV Status is FINAL.

120. The PDP Extraction Date shows when the DV was extracted for payment processing by the PDP.

121. The PDP Paid Date shows when the payment was disbursed by PDP, (i.e., check date).

122. The PDP Cancellation Date shows when a payment was canceled within PDP.

123. Click the “show” button on the General Ledger Pending Entries tab.

124. The General Ledger Pending Entries tab displays the debit/credit information based on the accounts used in the Accounting Lines tab. The data on this tab will only be available after the document has been saved and while the transactions are pending. Once the document is approved and the transactions post to the GL in the nightly process, the data on this tab will no longer be displayed.
Step # | Procedure
--- | ---
125. | On the **Notes and Attachments** tab, enter any notes or attachments that support the DV payment. For this example, the attachments for reimbursement such as the bookstore receipts would need to be attached and a note entered describing the attachments.

**Note:** Please be sure to enter additional notes related to any of the checkboxes checked in the Other Considerations field (Step# 87 page 33).
- Special Handling: explain the need for the Special Handling request
- Check Enclosures: enter **“ENCLOSURE”** in uppercase letters.

**Note:** DV payments made to non UH employees for $25 or less will bypass the Account Supervisor’s approval and will route directly to the FA. A message will be displayed in the Notes and Attachments and Route Log tabs, “DV bypassed Account Supervisor routing due to the de minimis threshold.” The Account Supervisor will receive a “FYI” notification in their action list that their approval was bypassed. All DV payments made to UH employees, regardless of dollar amount, will continue to route through the Account Supervisor for approval.

**Note:** To view what supports (e.g., receipts, invoices, etc.) should be attached to the DV, go to [http://www.fmo.hawaii.edu/payment_reimb/index.html#tab10](http://www.fmo.hawaii.edu/payment_reimb/index.html#tab10)

The matrix will inform users by payment reason code what type of supports are required to process the DV.

126. | Users may use the **Ad Hoc Recipients** tab to route to another person or group in addition to the normal routing. Remember however, that each time the eDoc is routed to another approver, it increases the time to final approval.
127. The Route Log tab is the final tab in the DV. View the Route Log to verify the workflow of the eDoc and determine where the eDoc is in the approval routing. Click on the “show” button for additional information about a particular action. When the DV is submitted it will route to the Account Supervisor for approval. After the Account Supervisor approves the DV it routes to Fiscal Administrator (FA) on the account for approval. (Note: KFS will skip this routing step if the initiator is also the FA or an account delegate for the account listed on the DV). After both Account Supervisor and FA approve the DV, it routes to Disbursing for processing.

128. Click the “submit” button.
**Step #** | **Procedure**
--- | ---
129. | Be sure you receive a **“Document was successfully submitted”** message at the top of the page.  
**Note:** Please refer to Step #64 page 24 for additional information.

130. | **Note:** The Coversheet can be used to submit receipts or other supporting documents to your business office.

131. | Automated Clearing House (ACH) or electronic funds transfer (EFT) is an efficient way to electronically send payments to our payees. Payees will receive payments faster and save a trip to the bank to deposit checks. This type of payment will also reduce the manual work involved with check printing and distribution.

For UH employees wishing to sign up for ACH/EFT, go to: [www.hawaii.edu/epayment](http://www.hawaii.edu/epayment)
There are nearly 1,200 employees in this program and there are over 21,150 banks to choose from.

For all others, (i.e., vendors, nonemployees, students, etc.), wishing to sign up, contact the Disbursing Office. They require two completed forms and a voided check with valid bank routing and accounts numbers (NOT a deposit ticket). The two forms are:
1. UH Electronic Funds Transfer Authorization form
2. UH International Electronic Funds Transfer Certification form
These forms can be found at: [http://www.fmo.hawaii.edu/payment_reimb/index.html#tab11](http://www.fmo.hawaii.edu/payment_reimb/index.html#tab11)


132. | You have successfully finished the **Create a Disbursement Voucher** tutorial.  
**End of Procedure**
Search for Payment Status

In this exercise, you will search for payment status within the Payment Requests (PREQ) and Disbursement Vouchers (DV) eDocs.

Searching can be performed by either of the following navigations for PREQ’s or DV’s:

Main Menu Tab>Doc Search (button)

Main Menu Tab > Custom Document Searches > Purchasing / Accounts Payable > Payment Requests

Main Menu Tab > Custom Document Searches > Financial Processing > Disbursement Vouchers

Scenario 1 – Disbursement Vouchers (DV)

Main Menu Tab > Custom Document Searches > Financial Processing > Disbursement Vouchers

You will look for various data on a Disbursement Voucher using the following information:

- Initiator = ksouza
- Date Created = 06/24/2016
- Payee = BOARD OF WATER SUPPLY (VN: 17022-0)
- Payment Reason Code = U-Utilities – 1730,1740,54XX,6204
- Chart Code = MA
- Account Number = 2230112
- Total Amount = $580.97
- Invoice Number = 06202016

<table>
<thead>
<tr>
<th>#</th>
<th>QUESTION</th>
<th>ANSWER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>What search pages can be used to find this DV?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Which Search Result Type contains the <strong>Date Created From</strong> column?</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Which Search Result Type contains the <strong>Total Amount</strong> column?</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>What is the <strong>Payment Method</strong>?</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>What is the <strong>Pre-Disbursement Process Status</strong> for the payment?</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>What is the <strong>Extraction Date</strong>?</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>What is the <strong>PDP Paid Date</strong>?</td>
<td></td>
</tr>
</tbody>
</table>
Scenario 2 – Payment Request (PREQ)

You will look for various data related to a Payment Request using the following information:

- Initiator = scottmhs
- Invoice Number = 71761810
- Vendor = HAWAIIAN TELCOM (VN: 15590-3)
- Chart Code = MA
- Account Number = 2263212

<table>
<thead>
<tr>
<th>#</th>
<th>QUESTION</th>
<th>ANSWER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>What was this payment for?</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>What is the Requisition Number associated with this PREQ?</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>What is the date of the payment?</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>What is the Payment Method?</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>What is the Payment Amount?</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Which is the Check Number?</td>
<td></td>
</tr>
</tbody>
</table>
Scenario 3 – Search for Payment (Maintenance Tab)

Navigation: Maintenance Tab > Pre-Disbursement Processor > Search for Payment

In this exercise you will search for various data on a Disbursement Voucher using the following information

> Invoice Number = 06202016

<table>
<thead>
<tr>
<th>#</th>
<th>QUESTION</th>
<th>ANSWER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>What is the Source Document Number?</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>What is the Payment Method?</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>What is the Payment Status?</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>What is the Check Number?</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>What is the Disbursement Date?</td>
<td></td>
</tr>
</tbody>
</table>

Source Document Number: For payment requests this number is the payment request number; for disbursement vouchers it is the KFS document number.

Payment Status Code:
- **CDIS**—Cancel Disbursement: The Payment has been canceled after formatting.
- **CPAY**—Cancel Payment: The payment has been canceled before formatting.
- **EXTR**—Extracted: Checks go immediately to this status when formatted. ACH Payments go to this status after they are processed out of 'Pending ACH' status.
- **FORM**—Selected for Format: Normally this is a transitional status. If a format process fails, payments selected by that process will be assigned this status for easy identification.
- **HELD**—Held: The payment has manually been placed on hold and will undergo no further status changes until the hold is removed.
- **HTXA**—All Held for Tax: This status is only used for Payment Searches. Selecting this status will return results with any Held for Tax status listed below.
- **HTXB**—Held for Tax (NRA - Empl): The payment is currently held for further review because the payee is identified as both an Employee and a Non-Resident Alien.
- **HTXE**—Held for Tax (Employee): The payment is currently held for further review because the payee is identified as an Employee.
- **HTXN**—Held for Tax (NRA): The payment is currently held for further review because the payee is identified as a Non-Resident Alien.
- **OPEN**—Open Payment: The payment has been uploaded to the PDP but has not yet been formatted.
- **PACH**—Pending/ACH: ACH payments go to this status when formatted. They move to Extracted status after the pdpExtractAchPaymentsJob is run.
- **PCHK**—Pending/Check: Check payments go to this status after being formatted. They move to Extracted status after the pdpExtractChecksJob batch job is run. Note that in the base configuration this job runs immediately upon execution of a format process.
View Available Balances

Viewing Available Balances allows the retrieval of General Ledger Balances by account or other data in a format that combines the impact of multiple transactions including budgets, pending entries and available balances. The Available Balances inquiry shows budget, actual, encumbrance and variance amounts by object code. The variance amount represents the difference between the Budget Amount, Actuals Amount and Encumbrance Amount (for expenses). You can view either consolidated or detailed results, which segregate sub-accounts and sub-object codes.

As an example, suppose you recorded a $1,000 budget in object code 3200 for office supplies, processed several purchase orders to buy supplies and you would like to purchase additional supplies but you are not sure how much is remaining in your budget to spend. You could use the Available Balances lookup to determine the available amount by checking the variance amount. If the variance amount is positive, you have that much to spend. If the variance amount is negative, you have exceeded your budget. This lookup can also be helpful even if you did not budget at the account level but want to know the total amount of expenditures and encumbrances as of today for the current fiscal year or the totals for the prior fiscal year. For example, you would like to know how much was expended and encumbered for office supplies (object code 3200) as of today, the negative variance amount is the total expenditures and encumbrances posted to your account.

Navigation: Main Menu > Balance Inquiries > General Ledger > Available Balances

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>133.</td>
<td>Click the &quot;Available Balances&quot; link.</td>
</tr>
</tbody>
</table>
### Step # Procedure

| 134. | On the Available Balances Lookup screen there are some fields or options that are populated with default values. These default values can be changed / removed as applicable.  

The Fiscal Year field defaults to the current fiscal year.  

The Consolidation Option defaults with the Consolidation option selected.  

- **Consolidation** - The search results display an aggregate total for all sub-accounts and sub-object codes.  
- **Detail** - The search results display the balances for each sub-account and sub-object.  

The Include Pending Ledger Entry option defaults with the No option selected.  

- **No** - The search results display does not include pending entries.  
- **Approved** - The search result display includes only approved pending entries for documents in FINAL or PROCESSED statuses.  
- **All** - The search result display includes both approved and unapproved pending entries, to include documents in all statuses; excluding Cancelled or Disapproved as these statuses are finalized and have no related pending entries. |

| 135. | At minimum, the Fiscal Year, Chart Code and Account Number fields are required for a successful search. |
### Step # | Procedure
---|---
137. | Click in the “Account Number” field. Enter your “Account Number” in the Account Number field.  
138. | Click the “search” button.  
139. | The search results will display all rows for the Account Number entered to include a separate line item for each Object Code.  
140. | The Budget Amount column represents the Current Budget balance for the account for Expenditures (by Budget Summary Code) and/or Revenue, if applicable.  
141. | The Actuals Amount column represents all general ledger activity recorded for the fiscal year.  
142. | The Encumbrance Amount column represents encumbrance activity for the fiscal year to include EX (External Encumbrance) and PE (Pre Encumbrance balance types).  
**Note:** The Encumbrance Amount currently does not include the related indirect cost encumbrance for contract and grant accounts eligible for indirect cost recovery.  
143. | For Expenditures, the Variance column represents the difference between the Budget Amount versus the Actuals Amount + Encumbrance Amount.
View Open Encumbrances

The Open Encumbrance Lookup is used to view the details of open encumbrances on an account. It provides the Open, Closed and Outstanding encumbrance amounts generated by document types such as the payment requests (PREQ), purchase orders (PO), and pre-encumbrances (PE).

If you would like to know how much encumbrance was left on a particular purchase order (Balance Type EX) for a particular fiscal year, you would enter the appropriate fiscal year (if not the defaulted fiscal year), purchase order number in the document number field, hit the search button and the encumbrance details would be displayed for that specific purchase order. You can also obtain a listing of all purchase order encumbrance details for a particular account by completing the Fiscal Year, Chart Code, Account Number, and Balance Type EX, hit the search button and all purchase orders related to that account will be displayed.

Navigation: Main Menu > Balance Inquiries > General Ledger > Open Encumbrances

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>144.</td>
<td>Click the “Open Encumbrances” link.</td>
</tr>
</tbody>
</table>
### Step #145

On the **Open Encumbrance Lookup** screen there are some fields / options that are populated with default values. These default values can be changed / removed as applicable.

The **Fiscal Year** field defaults to the current fiscal year.

The **Balance Type Code** field defaults with the value of EX, which stands for External Encumbrance, and represents obligations to pay entities outside the University.

- **Note:** The **Balance Type** field can be blank to include all **Balance Types** or you may change the value to display a different specific **Balance Type** for your search. The other encumbrance balance type currently in use is PE (Pre-Encumbrance).

The **Include Pending Ledger Entry** option defaults to the **No** option selected.

- **No** - The search results display does not include pending entries.
- **Approved** - The search result display includes only approved pending entries for documents in FINAL or PROCESSED statuses.
- **All** - The search result display includes both approved and unapproved pending entries, to include documents in all statuses; excluding Cancelled or Disapproved as these statuses are finalized and have no related pending entries.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>146.</td>
<td>At minimum, either the Fiscal Year, Chart Code, Account Number, OR the Fiscal Year and Document Number fields must be entered to complete a successful search.</td>
</tr>
<tr>
<td></td>
<td>• Note: Balance Type EX Document Number to be entered is dependent on whether the search is done before or after nightly batch processing:</td>
</tr>
<tr>
<td></td>
<td>o Before: Enter the PO eDoc number + Include Pending Ledger Entry=All</td>
</tr>
<tr>
<td></td>
<td>o After: Enter the PO number only</td>
</tr>
<tr>
<td>147.</td>
<td>Enter your search parameters in the corresponding fields.</td>
</tr>
<tr>
<td>148.</td>
<td>Click the “search” button.</td>
</tr>
</tbody>
</table>

![Image of Open Encumbrance Lookup](image)

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>149.</td>
<td>The Open Amount column reflects the total amount of encumbrance generated by the PO eDoc to date.</td>
</tr>
<tr>
<td>150.</td>
<td>The Closed Amount column reflects the amount of that encumbrance relieved by the related PREQs to date.</td>
</tr>
<tr>
<td>151.</td>
<td>The Outstanding Amount column reflects the Open Amount minus the Closed Amount.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>--------</td>
<td>-----------</td>
</tr>
</tbody>
</table>
| 152.   | For Balance Type EX,  
  - The **Open**, **Closed** and **Outstanding** entries may be updated as purchasing documents are processed, (e.g., **PO Amend**, **PO Void**, **PO Close**, etc.).  
  - The **Open Encumbrances** search results does NOT display the actual amounts paid when the amount paid exceeds the encumbered amount for each accounting line.  
  - **Note**: The actual amount paid will post to the general ledger.  
  - **RCUH** purchase order transactions (Origin Code RC) are fed to KFS on a daily basis and are reflected in the Open Encumbrance Lookup.  
  
For Balance Type PE,  
- The **Open** Amount reflects the PE eDoc encumbrance amount.  
- The **Closed** Amount reflects the PE eDoc disencumbrance amount. |
View General Ledger Entry

The **General Ledger Entry** displays the individual transactions that make up the balance in an account. It is used to view accounting entries that have posted (or are pending posting) to the General Ledger. You can choose to include or exclude pending entries or further refine the inquiry by a number of other criteria such as Object Code, Document Type, Origin code, Document Number, etc. For example, if you would like to verify that your Advance Deposit was posted to the **General Ledger**, you can enter the Fiscal Year in the Fiscal Year field (if not defaulted current fiscal year) and the Advance Deposit eDoc number in the Document Number field, hit search and the accounting entries related to that Advance Deposit would be displayed.

The General Ledger Entry inquiry screen is the same inquiry that can be displayed by drilling down into the **General Ledger Balance** inquiry screen, but by selecting it from the main **Balance Inquiries** menu you can directly access the individual transactions.

**Navigation:** Main Menu > Balance Inquiries > General Ledger > General Ledger Entry

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>153.</td>
<td>Click the “<strong>General Ledger Entry</strong>” link.</td>
</tr>
</tbody>
</table>
On the General Ledger Entry Lookup screen there are some fields that are populated with default values. These default values can be changed / removed as applicable.

The Fiscal Year field defaults to the current fiscal year.

The Balance Type Code field defaults to the value of AC, which stands for Actuals, and represents the transactions that have been or will be posted to the account.

The Fiscal Period field defaults to the current fiscal period (month) of the fiscal year.

The Pending Entry Approved Indicator option defaults to the No option selected.

- **No** – The search result display will not include pending entries.
- **Approved** - The search result display includes only approved pending entries for documents in FINAL or PROCESSED statuses.
- **All** - The search result display includes both approved and unapproved pending entries, to include documents in all statuses; excluding Cancelled or Disapproved as these statuses are finalized and have no related pending entries.
155. At minimum, either the Fiscal Year, Chart Code, Account Number, and Fiscal Period fields, OR the Fiscal Year and Document fields must be entered to complete a successful search.

Enter your search parameters in the corresponding fields.

156. Click the "search" button.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 158.   | The Document Type field displays the type of document that recorded the transaction (e.g., PO, POA, POC, PREQ etc.). **Note:** The search results are listed in order by Transaction Date; however can be resorted to group by Document Type (or any of the columns displayed).  
  - **Note:** For a complete list of the Document Types, see the KFS Document Type Matrix:  
| 159.   | Each Document Number is an active link. Clicking on the link will open the corresponding document that created the transaction.  
  - **Note:** This is only available for transactions that are initiated in KFS.  
    External feed (e.g., RCUH, Banner), certain General Ledger and Labor Ledger Correction Process transactions do not display transactions details. |
| 160.   | The Transaction Ledger Entry Amount field displays the amount of the transaction. |
| 161.   | **Note:** Each transaction will have a corresponding TP Generated Offset row. |
View Cash Balances

The Cash Balances inquiry displays the beginning, fiscal year-to-date, and available cash balances for an account. You can view either consolidated or detailed results, which segregate sub-accounts and sub-object codes.

The Cash Balance inquiry is used to view the net result of cash entries that have posted to an account. For income generating programs, the available cash balance inquiry is used to determine the amount of cash available to be expended or encumbered. The inquiry was designed for accounts that produce income/revenue through sales and services and provide cash balances for those fiscal administrators that are concerned about their cash position. For example, your department manager would like to purchase a $1,000 laptop from his income generating account to replace an obsolete desktop computer used for that program. The available cash balance for the income generating account per the cash balance lookup is only $750; therefore you would not be able to certify availability of funds to make this purchase.

Navigation: Main Menu > Balance Inquiries > General Ledger > Cash Balances

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>162.</td>
<td>Click the “Cash Balances” link.</td>
</tr>
</tbody>
</table>
On the **Cash Balance Lookup** screen there are some fields that are populated with default values. These default values can be changed / removed as applicable.

The **Fiscal Year** field defaults to the current fiscal year.

The **Consolidation Option** defaults with the Consolidation option selected.
- **Consolidation** - The search results display an aggregate total for all sub-accounts and sub-object codes.
- **Detail** - The search results display the balances for each sub-account and sub-object.

The **Include Pending Ledger Entry** field defaults with the **No** option selected.
- **No** - The search results display does not include pending entries.
- **Approved** - The search result display includes only approved pending entries for all documents in FINAL or PROCESSED statuses.
- **All** - The search result display includes both approved and unapproved pending entries, to include documents in all statuses; excluding Cancelled or Disapproved as these statuses are finalized and have no related pending entries.

At minimum, the **Fiscal Year**, **Chart Code** and **Account Number** fields must be entered to complete a successful search.

Enter your search parameters in the corresponding fields.

Click the "search" button.
### Step #166

The search results include a row for the **Account Number** and **Cash Object Code 8100**.

### Step #167

The **Beginning Balance Line Amount** column represents the amount in this account at the beginning of the fiscal year.

### Step #168

The **Contracts Grants Beginning Balance Amount** column represents the cumulative amount in this account that was carried forward from the previous year. This amount is only populated for inception-to-date accounts, which include contracts and grants accounts.  

- **Note**: Cash balances carried forward from the previous year are posted in the **Beginning Balance Line Amount** for all accounts including inception-to-date accounts.

### Step #169

The **Account Line Annual Balance Amount** column represents the activity in this account across all periods of the fiscal year.

### Step #170

The **Available Cash Balance** column represents the beginning balance plus the fiscal year-to-date activity.
Configure the Action List

Process

The Action List can be configured for each individual user. This tutorial covers ways to customize your action list.

Navigation: Main Menu > Action List

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>171.</td>
<td>Click the “action list” button.</td>
</tr>
</tbody>
</table>
172. The “Action List” displays Id, Type, Title, Route Status, Action Requested, Initiator, Delegator, Date Created, Group Request and Actions fields.

The Id is the document number.

The Route Status provides information about the status of the document.

- ENROUTE – the document is still pending approvals
- SAVED - the document has not been submitted
- DISAPPROVED - the document has been disapproved by an approver after the document was submitted
- PROCESSED - the document was blanket approved
- FINAL - the document does not have pending actions
- EXCEPTION - the document had a system error during processing

173. Click the “preferences” button to configure your Action List.
### Workflow Preferences

- **General**
  - **Automatic Refresh Rate:** 5 in whole minutes - 0 is no automatic refresh.
  - **Action List Page Size:** 10
  - **Email Notification:** Immediate
  - **Receive Primary Delegate Emails:**
  - **Receive Secondary Delegate Emails:**
  - **Delegator Filter:** Secondary Delegators on the Action List Page
  - **Primary Delegate Filter:** Primary Delegates on the Action List Page

### Fields Displayed In Action List

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>174.</td>
<td>The <strong>General</strong> data box provides options to control your <strong>Action List</strong>.</td>
</tr>
<tr>
<td>175.</td>
<td>Click in the &quot;<strong>Automatic Refresh Rate</strong>&quot; field.</td>
</tr>
<tr>
<td>176.</td>
<td>For this tutorial you will enter “5” in the <strong>Automatic Refresh Rate</strong> to have your action list refreshed every 5 minutes. <strong>Caution:</strong> A time of 0 is for no automatic refresh. If you choose 0 you must refresh your action list manually by clicking the <strong>refresh</strong> button on the <strong>Action List</strong> page.</td>
</tr>
<tr>
<td>177.</td>
<td>The <strong>Action List Page Size</strong> field determines the maximum number of rows that display on each page of your <strong>Action List</strong>.</td>
</tr>
<tr>
<td>178.</td>
<td>The <strong>Email Notification</strong> field allows you to control how often you would like to receive email notifications for new documents in your <strong>Action List</strong>. Click the “<strong>Email Notification</strong>” drop-down list box.</td>
</tr>
</tbody>
</table>
Step # | Procedure
--- | ---
179. | **The email notification choices are:**

   **None** - Select if you intend to be in KFS on a regular basis and do not need reminders.

   **Daily** - Select if you want an email notification only once a day at 6:00am.

   **Weekly** - Select if you want an email notification only once a week on Sundays at 6:00 am.

   **Immediate** - Select if want an email notification every time your action list is updated. **Note:** The default selection is **Immediate**.

**Note:** Please refer to Appendix A and B for sample emails of each option.

For this tutorial you will use Immediate. Click on “Immediate”
The **Fields Displayed in Action List** data box lists all the fields that are available to display on your **Action List**. A check in the box will display the field on your **Action List**. To remove or add a field, click on the related **Check Box** to add or remove the check.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 181.   | The **Document Route Status Colors for Action List Entries** data box provides the option to color code the items in your **Action List** by the **Document Route Status**.  
   For this tutorial you will have all your **Saved** documents highlighted in **Blue**.  
   Click the “**Blue**” radio button on the **Saved** row. |
| 182.   | For this tutorial you will have all your **Disapproved** documents highlighted in **Red**.  
   Click the “**Red**” radio button on the **Disapproved** row. |
| 183.   | Click the “**save**” button. |
| 184.   | You have modified your **Action List**. |
### Step #    Procedure

#### 185.
You can sort the **Action List** by clicking on any of the headings in the table that are underlined. For example, click on the "**Action Requested**" heading to sort all your documents by the **Action Requested**.

#### 186.
The **Action Requested** field is sorted alphabetically in the **Action List**.

The **Action Requested** field provides information about the action you must perform on the document.

- **ACKNOWLEDGE** - the document requires you to open it and click the "acknowledge" button before it can be removed from your **Action List**.
- **APPROVE** - the document requires your approval before it continues on.
- **COMPLETE** - your document has been saved but not submitted and therefore has not routed anywhere.
- **FYI** - the document is just for a notification and has continued on irrespective if it is in your **Action List**

#### 187.
You have successfully finished the **Configure the Action List** tutorial.

**End of Procedure**
Appendix A

The following is a sample email you will receive if you set the Email Notification field to either Daily or Weekly on the Action List preferences page.

<table>
<thead>
<tr>
<th>Your Action List has 12 eDocs(electronic documents) that need your attention:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

To respond to each of these eDocs:

Go to [https://kfs.hawaii.edu/kfs-prd/kew/ActionList.do](https://kfs.hawaii.edu/kfs-prd/kew/ActionList.do), and then click on its numeric DocumentID in the first column of the List.

To change how these email notifications are sent (immediately, weekly or none):

Go to [https://kfs.hawaii.edu/kfs-prd/kew/Preferences.do](https://kfs.hawaii.edu/kfs-prd/kew/Preferences.do)

For additional help, email <mailto:kfs-help@lists.hawaii.edu>

**Note:** It is suggested to click on the 1st link which takes you directly into your Action List where you can click on the document id you would like to take action on.
Appendix B

The following is a sample email you will receive if you set the Email Notification field to Immediate on the Action List preferences page.

Your Action List has an eDoc(electronic document) that needs your attention:

- **Document ID:** 1393842
- **Initiator:** Initiator, Name
- **Type:** Add/Modify ACCT
- **Title:** Edit Account - 002-CG39-Create FY15 Formula Fund Acct

To respond to this eDoc:

- Go to https://kfs.hawaii.edu/kfs-prd/kr/maintenance.do?methodToCall=docHandler&docId=177758&command=displayActionListView

Or you may access the eDoc from your Action List:

- Go to https://kfs.hawaii.edu/kfs-prd/kew/ActionList.do, and then click on the numeric Document ID: 177758 in the first column of the List.

To change how these email notifications are sent (daily, weekly or none):

- Go to https://kfs.hawaii.edu/kfs-prd/kew/Preferences.do

For additional help, email <mailto:kfs-help@lists.hawaii.edu>

**Note:** It is suggested to click on the 1st link which takes you directly into the document.
Appendix C

Payment Information Tab

Payment Reason Code:

S - Grant-in-Aid Schship/Felwship-6500-6543

Payee ID:

If a Payee has both a KFS vendor number and an employee number, be sure to select the vendor number for fellowship purposes; otherwise, the DV will be rejected to the initiator and will need to be resubmitted for approval.

Grant-In-Aid Tab:

Information for Financial Aid: [Optional]

1. UH ID Number: Input UH Student 8 digit ID number if payment is being made to a UH Student
2. Semester/Term for Fellowship/Stipend: Input Semester and School Year (e.g., Fall/2016)

Type of Payment: [Must select Only 1]

1. Qualified Educational Expenses
2. Non-qualified Educational Expenses
3. Services Performed
4. Expenses under Accountable Plan (employment related)

For definitions and explanations of qualified/non-qualified educational expenses, please review A 8.561, Tax Treatment of Non-Service Financial Assistance for Individuals
Recorded webinars, PowerPoint presentations, FAQs, and Grant-In-Aid Object Code Matrix are available at the FMO web site, Payment/Reimbursement section, Training Tab, Click on this link at: http://www.fmo.hawaii.edu/payment_reimb/index.html#tab12

Notes and Attachments Tab

Note Text:

Briefly note any relevant information regarding this payment.

Attached File:

Scan and attach any information/documentation that supports the DV payment if applicable, including receipts. If fellowship payment is for travel, attach authorization letter, event flyer, etc.
## Changes to Previous Manual

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Section/page</th>
<th>Initials</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.08</td>
<td>01/06/2017</td>
<td>Create a Requisition, p 20</td>
<td>ej</td>
<td>Revised explanation for Payment Info tab in step 54.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Search for Payment Status, p 46-48</td>
<td>mn</td>
<td>Switched the order of Scenario 1 and 2. New order, Scenario 1=DV, Scenario 2=PREQ.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View Available Balances, p 53</td>
<td>ec</td>
<td>Added “For Expenditures” in step 143 to clarify variance for expenditures.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View Open Encumbrances, p 57</td>
<td>ec</td>
<td>Added “RCUH purchase order transactions” to step 152, Balance Type EX.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View Cash Balances, p 64</td>
<td>ec</td>
<td>Added “fiscal” in step 170 to clarify fiscal year-to-date activity.</td>
</tr>
<tr>
<td>3.07</td>
<td>07/18/2016</td>
<td>Disbursement Voucher, p 25-45</td>
<td>tv, ak, ay, lr</td>
<td>Replaced example of employee mileage reimbursement with an example of employee reimbursement for supplies example. Included business rules as well as reference to new DV User Guide.</td>
</tr>
<tr>
<td>3.06</td>
<td>03/28/2016</td>
<td>Resources, p 4</td>
<td>tv, lr</td>
<td>Replaced Training Section</td>
</tr>
</tbody>
</table>

Last Updated: 01/06/2017  KFS Extended Basics  Page 76