



University of
Connecticut

KFS Prepaid Registration Guide

For UConn Employees

Kuali Implementation Team

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This is a step-by-step guide to process direct payments for Employee Conference Registrations. The steps below begin after signing into UConn's [Kuali Financial System](#). For more information about KFS, please visit this website: [UConn Kuali System](#)s. There is no form to complete with this request, but all documentation must be attached to the Disbursement Voucher.

On the **Main Menu** tab:

Transactions

Accounts Receivable

- [Cash Control](#)
- [Customer Credit Memo](#)
- [Customer Invoice](#)
- [Customer Invoice Writeoff](#)
- [Customer Invoice Writeoff Lookup](#)
- [Payment Application](#)


Budget Construction

- [Budget Construction Selection](#)

Financial Processing

- [Advance Deposit](#)
- [Adjustment/Accrual Voucher](#)
- [Budget Adjustment](#)
- [Cash Receipt](#)
- [Credit Card Receipt](#)
- [Disbursement Voucher](#)
- [Distribution of Income and Expense](#)
- [General Error Correction](#)
- [Indirect Cost Adjustment](#)
- [Internal Billing](#)
- [Pre-Encumbrance](#)

Under Transactions, Financial Processing, Select Disbursement Voucher



1. On the **Document Overview** tab:


- Enter one the following in the **Description** field.
 - **K – Employee Registration**
 - **K – RS Employee Registration** (RS = resubmission)
- Put the name of the Conference and list the attendees in the **Explanation** box.
- The **Organization Document Number** is for departmental use.

Document Overview ▼ hide

Document Overview	
* Description:	<input type="text" value="K - Employee Registration"/>
Organization Document Number:	<input type="text"/>
Explanation:	<div style="border: 1px solid gray; padding: 2px;"> UConn Excellence Conference: Joe Husky Susan Husky </div>

Financial Document Detail


2. On the **Payment Information** tab:

- Click on the lookup icon next to **Payee ID** ;  .
- Select **return value** for the Vendor and all address information will populate. Enter information as specified below. If the Vendor is not found, the Vendor will need to be created and finalized to submit the DV. For instructions on how to add a vendor, see the [KFS Purchasing and Accounts Payable Guide](#).

Payment Information

Payment Information

* Payment Reason Code: K - Fees

* Payee ID: 18167-0 

Payee Type: Vendor

* Address 1: U-3053

* City: Storrs


Country: United States

* Check Amount: 1,000.00

Vendor Hold Code:

* Payee Name: Uconn Alumni Association

Address 2: 2384 Alumni Drive

State: CT 

Postal Code: 06289-3053

* Due Date: 09/11/2012

Other Considerations:

Check Enclosure

Special Handling

W-9/W-8BEN Completed

Exception Attached

Invoice Number: REG09/30/12

Invoice Date:

Usage:

* Payment Method: P - Check/ACH

* Documentation Location C

Only Vendors can be paid under Payment Reason Code K.


Due Date- Date the conference must receive payment.

Check Amount- Total amount for all attendees. This amount must match the total of the accounting lines.

Invoice Date- Select current date.

Invoice Number-In State 'REG' and first date of conference.
Out of State 'REG' and Travel Approval Doc ID
Resubmitting after Disapproval 'RS' and previous Inv Num

W- Wire Transfer must be selected for any payment being sent via wire. ****SEE ADDITIONAL INFORMATION****

3. On the **Accounting Lines** tab fill out the four required fields; **Chart, Account Number, Object, and Amount**. Use the lookup icons as needed;  .


Accounting Lines

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:								0.00	add
1	UC University of Connecticut	2911030 Prof Developmt Ucpa		6305 Registration Fees - Student				1,000.00	delete bal inquiry
								Total: 1,000.00	

4. Attach all required documents (*ie.* Travel Approval, Enclosures, etc.) on the **Notes and Attachments** tab. Be sure to type a description of the attachment in the “Note Text” box, and remember to click “add.” Click the Submit button on the bottom of the Disbursement Voucher.

Notes and Attachments (1) hide

Note Text-Required field. Open format for departmental use.

Notes and Attachments					
	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:			<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="add"/>	
1	08/10/2012 09:46 AM	Glenn P Harzewski-Burl	Registration for UConn Excellence Conference	 Registration Form and TAF.PDF (188 KB, application/pdf)	<input type="button" value="CANCEL"/>

- 6 When the document is successfully submitted, a link to a PDF cover sheet will become available above the **Document Overview** tab. Registrations will not require original documentation unless the conference requires the check to be mailed with the registration packet. Print the cover sheet and mail to Travel Services.

Additional Information

- The preferred method for paying registration is the University ProCard.
- **The Kual DV is considered the official record.** All documentation required must be attached to the DV.
- At any point in time you may go to the **Route Log** to see where your DV is in the Workflow and what **Future Action Requests** are required before payment is made.
- All claims for Grant funds are routed to OSP staff before they arrive in Travel Services workflow.
- A Wire Transfer requires the corresponding tab to be completed and a [Wire Transfer form](#) must be completed and attached to the DV.