KFS Prepaid Registration Guide
For UConn Employees
Kuali Implementation Team
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 Systems. There is no form to complete with this request, but all documentation must be attached to the Disbursement Voucher.

On the **Main Menu** tab:

1. On the **Document Overview** tab:
   - Enter one of 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.
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 Tab](image1)

   **Only** Vendors can be paid under Payment Reason Code K.

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

   **Due Date** - Date the conference must receive payment.

   **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 Tab](image2).
4. Attach all required documents (*i.e.* 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.

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 Kuali 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.