Financial Process Module

Non-Check Disbursement

The Non-Check Disbursement (ND) document is used to record charges or debits directly assessed to a bank account created by banking transactions that do not automatically update the accounts in the system. It is used primarily by the Tax, Treasury, and Accounting areas to record wire transfers, foreign drafts, etc.

Document Layout

The ND document only has the standard financial transaction document tabs and does not have any unique tabs of its own.

Process Overview

Business Rules

• There must be at least one accounting line in the document.

• The ND document is one-sided. The KFS automatically generates the other side of the entry affecting the cash account, as defined by information entered into the document.

• Negative amounts are not allowed. Accounting lines entered on the ND are debited.

• Reference Number (Ref Number) is a required field on this document.

• The object code field has the following default restrictions.

Object Code Sub Type restrictions for Non-Check Disbursement documents

<table>
<thead>
<tr>
<th>Object Code Sub Type</th>
<th>Description</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU</td>
<td>Budget-Only Object Codes</td>
<td>Unallowable</td>
</tr>
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</table>
### Object Code Type restrictions for Non-Check Disbursement documents

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<tr>
<td>IC</td>
<td>Income Not Cash</td>
<td>Unallowable</td>
<td></td>
</tr>
<tr>
<td>ES</td>
<td>Expense Not Expenditure</td>
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### Initiating a Non-Check Disbursement Document

1. Select **Non-Check Disbursement** from the Financial Procession section in the **KFS Modules** tab in the KFS portal.


3. Complete the standard tabs.

4. Click **submit**.

5. Review the **General Ledger Pending Entries** tab.

   The pending entries include offset generation lines to cash or fund balance object codes.

6. Review the **Route Log** tab.

   The document is routed to the fiscal officer for each account used in the Accounting Lines tab. The Route Status shows 'ENROUTE'.

7. Appropriate fiscal officers and organization reviewers approve the document.

8. The document routes to the Moneymov group in Treasury for payment.

### Example

An entry is needed to record funds directly withdrawn from the university bank account to pay for child support, charging the expense to account 9612730.

The garnishment account is debited and offset entries are automatically generated. The ND document routes to the fiscal officer of account 9612730 for final approval.
The General Ledger Pending Entries tab shows that account 9612730 has been debited for object code 9020 and the system has automatically generated the appropriate cash offset to object code 8000.

**Routing**

The ND document routes based on the account numbers used on the document as follows:

- The fiscal officer for each account must approve.
- Organization review routing occurs for the organization that owns each account.
- Sub-fund routing occurs based on the sub-fund of each account.
- The document status becomes 'FINAL' when the required approvals are obtained and the transaction is posted to the G/L during the next G/L batch process.