

Check Enclosures and Special Handling Guide

When creating a Disbursement Voucher (DV) or Travel and Event Management (TEM) e-document in KFS, users can select three special check handling options. You can enclose additional documents with a check, print a check for pick up at Financial Services in Aldrich Hall, or force a check to be printed when the payee has ACH direct deposit set up.

Detailed instructions for both DV and TEM e-documents are below. If you have questions or need help, please contact the KFS Help Desk at kfs@uci.edu or 949-824-7001.

How to Enclose Additional Documents with a Check

Follow these instructions to enclose additional documents with a check.

IF YOU'RE WORKING ON A DISBURSEMENT VOUCHER

- Locate the **Payment Information tab**, and look for the section labeled **Other Considerations**.
- Check the box labeled **Check Enclosure**
- Gather your documents for enclosure and make sure they **reference the KFS document number** of your disbursement voucher.
- **Mail the documents** for enclosure to:

**PAYMENT PROCESSOR
ACCOUNTS PAYABLE
ZOT 1050**

Important! Don't delay in mailing documents for enclosure. Checks are mailed within three business days of the Payment Processor's receipt with or without check enclosures.

Payment Information	
Payment Information	
* Payment Reason Code:	
* Payee ID:	
Payee Type:	

* Due Date:	04/10/2015
Other Considerations:	<input type="checkbox"/> Immediate Payment Indicator
	<input checked="" type="checkbox"/> Check Enclosure
	<input type="checkbox"/> Special Handling
	<input type="checkbox"/> W-9/W-8BEN Completed
	<input type="checkbox"/> Exception Attached
Documentation Location Code:	01 - DIST & DOC MANAGEMENT

IF YOU'RE WORKING ON A TEM E-DOCUMENT

- Locate the **Trip Overview Tab**. Note that this tab is labeled **Entertainment Overview** in the Entertainment (ENT) eDoc.
- Check the box labeled **Check Enclosure**.
- In most TEM eDocs, the Check Enclosure checkbox is located in the **Trip Information section**. In an ENT eDoc, this section is called **Entertainment Information**.

Image Scanning hide

Scanned image data was not found for this document. Please scan the document.

Scanned Document Number: [input field]

Entertainment Overview hide

Payee (Person to be reimbursed)

Event Title: [input field]

Event Host Name: [input field]

Liability Insurance:

Entertainment Information

* Chart Code: IR [dropdown]

Special Handling: None [dropdown]

* Purpose: [dropdown]

Check Stub Text: [input field]

* Event Begin: [calendar icon]

* Event End: [calendar icon]

Check Enclosure:

* Payment Method: [dropdown] Check

- Gather your documents for enclosure and make sure they **reference the KFS document number** of your TEM eDoc.
- **Mail the documents** for enclosure to:

**PAYMENT PROCESSOR
ACCOUNTS PAYABLE
ZOT 1050**

Important! Don't delay in mailing documents for enclosure. Checks are mailed within three business days of the Payment Processor's receipt with or without check enclosures.

How to Print a Check for Pick Up at Financial Services in Aldrich Hall

Selecting **Special Handling** automatically generates a paper check regardless of whether direct deposit is set up for the payee. Follow these instructions if the department or payee would like to pick up a printed check from the Financial Services office in Aldrich Hall.

IF YOU'RE WORKING ON A DISBURSEMENT VOUCHER

- Check the box labeled **Special Handling** in the **Other Considerations** section of the **Payment Information** tab.
- Fill out the first two fields of the **Special Handling** tab with this information:

Special Handling Name: PICKUP FINSERV
Special Handling Address 1: PICKUP FINSERV

* Due Date:	04/10/2015
Other Considerations:	<input type="checkbox"/> Immediate Payment Indicator <input type="checkbox"/> Check Enclosure <input checked="" type="checkbox"/> Special Handling <input type="checkbox"/> W-9/W-8BEN Completed <input type="checkbox"/> Exception Attached
Documentation Location Code:	01 - DIST & DOC MANAGEMENT

Important! Financial Services in Aldrich Hall is the only allowable location for pickup.

Special Handling	
Send Check To	
Special Handling Name:	
Special Handling Address 1:	
Special Handling Address 2:	

IF YOU'RE WORKING ON A TEM E-DOCUMENT

- Look for the **Trip Overview Tab**. If you're working on an ENT e-document, this tab will be called the **Entertainment Overview Tab**.
- A **Special Handling** drop-down menu is located in the **Trip Information** section. This section is called **Entertainment Information** in the ENT eDoc.
- Select the **Pickup-FinServ** option from the drop-down menu.

Liability Insurance:	<input type="checkbox"/>
Entertainment Information	
* Chart Code:	IR
Special Handling:	None
* Purpose:	

Important! Checks held at Financial Services are mailed after 30 days if not picked up.

How to Mail a Printed Check When Payee has ACH Direct Deposit

This option will send a printed check by mail even if ACH direct deposit is set up for the payee. **It can be used when separate checks need to be disbursed for a payee, avoiding one single payment.** In particular, this is required for the U.S. Department of Homeland Security – Vendor #7334.

IF YOU'RE WORKING ON A DISBURSEMENT VOUCHER

- Check the box labeled **Special Handling** in the **Other Considerations** section of the **Payment Information** tab
- Fill out the first two fields of the **Special Handling** tab with this information:

Special Handling Name: MAIL CHECK

Special Handling Address 1: MAIL CHECK

* Due Date:	04/10/2015
Other Considerations:	<input type="checkbox"/> Immediate Payment Indicator <input type="checkbox"/> Check Enclosure <input checked="" type="checkbox"/> Special Handling <input type="checkbox"/> W-9/W-8BEN Completed <input type="checkbox"/> Exception Attached
Documentation Location Code:	01 - DIST & DOC MANAGEMENT

Special Handling	
Send Check To	
Special Handling Name:	
Special Handling Address 1:	
Special Handling Address 2:	

IF YOU'RE WORKING ON A TEM E-DOCUMENT

- Look for the **Trip Overview Tab**. If you're working on an ENT e-document, this tab will be called the **Entertainment Overview Tab**.
- A **Special Handling drop-down** menu is located in the **Trip Information** section. This section is called **Entertainment Information** in the ENT eDoc
- Select **Mail Check** from the drop-down menu.

Important! If **None** is selected, the payment will be sent by the payee's default method of payment, including ACH direct deposit if it's been set up.

Special Handling:	None
Final Reimbursement:	None Mail Check Pickup-FinServ
Check Stub Text:	Special Handling