## Business Process Flow

### DV - Payment Reason Code B

**Books, Resale, Library**

**Disbursing**

<table>
<thead>
<tr>
<th>Business Unit(s)</th>
<th>Disbursing, Campus Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short Description of Business Process</strong></td>
<td>Paying for books, any resale or library payments using the DV with the payment reason code B – Books, Resale, Library</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>June 7, 2012</td>
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</tbody>
</table>
Disbursement Voucher for Payment Reason “B” - Resale, Books, Library

- Start of Process
  - E. Vendor Setup
      - Scan documentation and attach to DV. DV is submitted
        - Fiscal Officer Approval?
          - Other Approvals?
            - Routes for approvals
              - Disapproves and returns to Initiator
                - DV is disapproved with action required indicated and routed back to initiator
                  - DV in Compliance?
                    - YES: DV is approved.
                      - Payment is extracted to RDP and check or ACH is issued
                        - Check?
                          - Yes: Check is sent to Vendor
                            - ACH is sent to Vendor
                          - No: Special Handling?
                            - Yes: Delivered per instructions
                              - No: Check is sent to Vendor
            - NO: NO
    - NO: NO

1. Set up a Vendor
2. PDP Process
DV-Payment Reason Code B – Books, Resale, Library:

- Check to see if the vendor is set up in KFS, if not refer to the Vendor Create/Edit process to create a new vendor
- DV is initiated with Payment Reason Code “B” – Books, Resale, Library for a vendor
  - Object Codes 6206, 780A, 781A, 782A, 783A, 780F, 780G
- Documentation is scanned and attach to the document
  - Documentation must not contain sensitive data
- DV is submitted
- DV routes for Fiscal Officer approval
- Fiscal Officer routes for additional approval(s)
- Disbursing reviews DV for proper documentation and business purpose, and ensures university policies are followed
- If the DV is in compliance it is approved
- Payment is sent to PDP for extraction (See PDP Process, Format Checks/ACH)
- If the payment is by check the check is distributed
- If the payment is by ACH the ACH is sent from the bank

Note: if the DV is disapproved at any of the route levels it is returned to the initiator