## Business Process Flow

**DV - Payment Reason Code F**

**Other Curr Exps, Fees**

**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>Payment other current expenses or fees using the DV with the payment reason code F – Other Curr Exps, Fees</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>June 7, 2012</td>
</tr>
</tbody>
</table>
Disbursement Voucher for Payment Reason “F” - Other Curr Exps, Fees

Start of Process → Initiate DV with Payment Reason Code “F” - Other Curr Exps, Fees → Scan documentation and attach to DV. DV is submitted → Fiscal Officer Approval? → YES → Other Approvals? → YES → Routes for approvals → NO → 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 FDP and check or ach is issued → NO → Tax Manager Approval? → YES → Disbursing reviews DV for proper documentation and business purpose, and ensures university policies are followed → Special Handling? → YES → Check? → NO → Delivered per Instructions. → Check is sent to Vendor → ACH is sent to Vendor → NO → Set up a Vendor → PDP Process → 1 → 2
DV-Payment Reason Code F – Other Curr Exps, Fees:

- 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 “F” – Other Curr Exps, Fees
  - Object Codes 7200, 7245
- 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)
- DV routes for Tax Manager approval
- 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