Business Process Flow

DV - Payment Reason Code H

Res Corp Univ of Hawaii

Disbursing

<table>
<thead>
<tr>
<th>Business Unit(s)</th>
<th>Disbursing, Campus Departments</th>
</tr>
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<tbody>
<tr>
<td>Short Description of Business Process</td>
<td>Payment s for Research Corporation of the University of Hawaii using the DV with the payment reason code H – Res Corp of Univ of Hawaii</td>
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<tr>
<td>Date</td>
<td>June 7, 2012</td>
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DV-Payment Reason Code H – Res Corp of Univ of Hawaii

- 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 “H” – Res Corp of Univ of Hawaii
  - Object Codes 1740, 1740, 2071, 2087, 2097, 3000, 3005, 3010, 3015, 3018, 3020, 3025, 3028, 3030, 3035, 3040, 3041, 3042, 3045, 3048, 3050, 3055, 3060, 3100, 3105, 3110, 3120, 3200, 3201, 3208, 3300, 3305, 3310, 3400, 3401, 3403, 3405, 3407, 3408, 3411, 3422, 3424, 3470, 3471, 3472, 3473, 3478, 3500, 3501, 3507, 3600, 3700, 3800, 3801, 3802, 3805, 3810, 3815, 3820, 3825, 3830, 3835, 3840, 3845, 3900, 3905, 3910, 4000, 4001, 4240, 4241, 4250, 4251, 4252, 4310, 4320, 4330, 4340, 4341, 4350, 4351, 4352, 4440, 4441, 4450, 4463, 4470, 4471, 4480, 4502, 4540, 4541, 4550, 4551, 4552, 4570, 4571, 4580, 4581, 4582, 4821, 4840, 4841, 4850, 4851, 4852, 4870, 4871, 5440, 5500, 5501, 5502, 5505, 5570, 5600, 5605, 5606, 5610, 5700, 5800, 7100, 7115, 7200, 7215, 7216, 7217, 7220, 7230, 7232, 7240, 7245, 7271, 7284, 7719, 7720, 7761
- 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