

Financial Processing

Non-Check Disbursement:

International Payments

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| Document Summary | |
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| Lesson Objectives | |
|  | On completion of this lesson you should be able to:   * Navigate to the Non-Check Disbursement in KFS * Know the process to create a new Non-Check Disbursement * Know how to approve a Non-Check Disbursement * Know how to correct a Non-Check Disbursement |

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| Lesson Scenario | |
|  | * As an existing staff member you will be able to create a Non-Check Disbursement for International/Foreign Payments and other direct payments/debits on bank statements. * You will also be able to attach relevant documentation and be able to submit the Non-Check Disbursement in order for it to route via approval levels to Financial Administration for payment. |

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| Lesson Prerequisites | |
|  | * You need to be a NWU staff member that is registered on KFS as a user. |

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## How to create a Non-Check Disbursement

**KFS:** **Main Menu >** **Administrative Transactions** **>** **Financial Processing >** **Non-Check Disbursement**

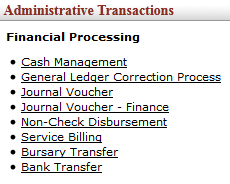


Figure 1

## 1.1 Document Overview tab



Figure 2

* No need to complete the Description field.

## 1.2 General Info & Accounting Lines tabs

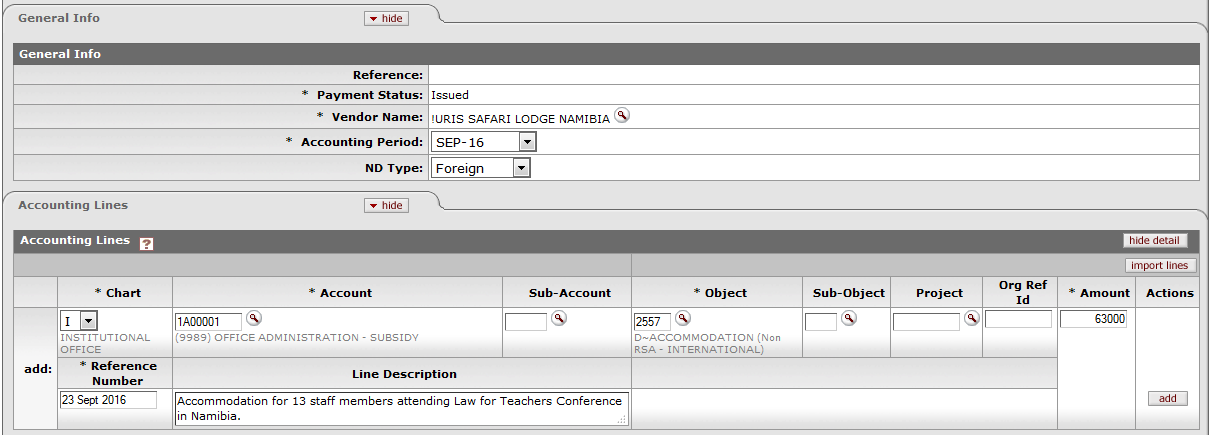


Figure 3

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| 1. | Click on **Vendor Name** to search for relevant Foreign Vendor, for example: |
| 2. | Click on **Accounting Period** and select the relevant period. |
| 3. | Click on drop-down arrow  and specify the **ND Type**:     * **Petty Cash**: To upload funds onto your Debit Cards issued by staff members. * **Foreign**: To make payments to Foreign Vendors. * **Standard**: For Central Finance use only. |
| 4. | This **ND Type** will reflect on your Action List in the **Title** column, for example: |
| 5. | Navigate to accounting lines, clickon the drop-down list for **Chart, Account** and **Object** codes and search for relevant account and object. Also complete Amount, Reference Number (staff number/date) and Line Description for GL purposes. |
| 6. | Please note that **no** **VAT** will be Calculated when a **Foreign ND Type** was selected. |
| 7. | Click on **add**. |

## 1.3 Notes and Attachments tab

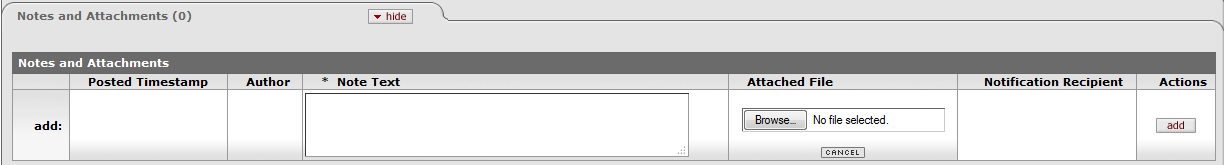


Figure 4

**The following information is very important:**

* All supporting documentation should be attached.
* Complete the International Payment application form and attached to the Non-Check Disbursement.This form is also available on the <http://www.nwu.ac.za/kfs> website: For example:

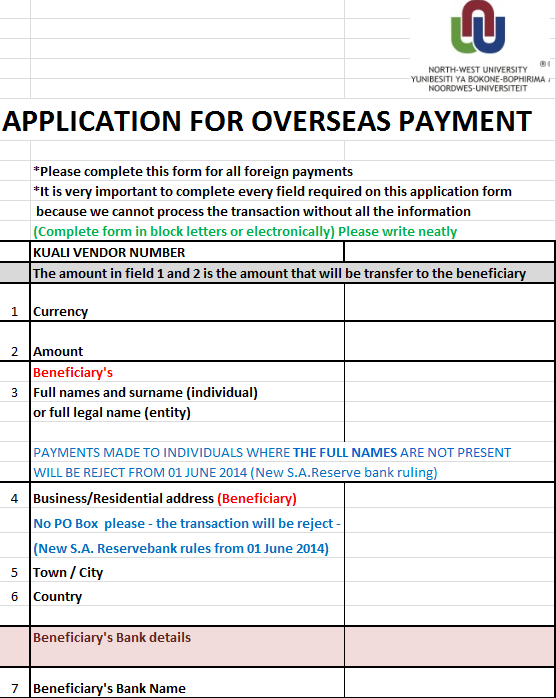


Figure 5

* No transaction will be done without this form.
* The form must be completed correctly and the amount to be transferred must be stated clearly, because we use this form to make the transfers.
* Make use of a “**Currency Convertor**” on Google to calculate the Rand amount.
* The amount in **Rand** **must be used** to complete the Non-Check Disbursement.
* As soon as we receive the final Rand amount from Absa, we will fill in the correct amount on the Non-Check Disbursement before we change its status to “**Final**”.
* Please take note that we need to give Absa **5** working days before we will receive a proof of payment.

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| 1. | Click on **Notes and Attachments** and complete the **Note Text** field, click then on  to attach the relevant documentation. |
| 2. | Click on |

## 1.4 The General Ledger Pending Entries tab

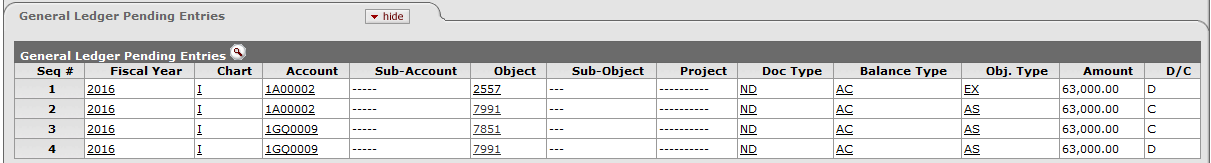


Figure 6

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| 1. | Click on |
| 2. | Click on the **General Ledger Pending Entries** to see the GL entries. |
| 3. | The Actual expense[**2557 \*-\* D~ACCOMMODATION (Non RSA - INTERNATIONAL)**](https://test-fin.nwu.ac.za/kfs/kr/inquiry.do?chartOfAccountsCode=N&businessObjectClassName=org.kuali.kfs.coa.businessobject.ObjectCode&universityFiscalYear=2016&financialObjectCode=2557&methodToCall=start) will be Debited (D)and the Relevant Cash Account (bank) **7851 \*-\* D~ABSA MAIN BANK A/C CASH** will beCredited (C). |
| 4. | Click on |

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| **Lesson Summary** | |
|  | Having completed this lesson you should be able to:   * Navigate to the Non-Check Disbursement in KFS * Know the process to create a new Non-Check Disbursement * Know how to approve a Non-Check Disbursement * Know how to correct a Non-Check Disbursement |