

Financial Processing

Non-Check Disbursement:

Petty Cash Debit Cards

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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 upload of money in to Debit Cards issued to employees.
* 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

## Document Overview

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Figure 2

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| 1. | No need to complete the **Description** field. |
| 2. | Click on **Vendor Name** to search for relevant Vendor. The Vendor name should be created in the following format: **DT CARD-VENTER FJ** |
| 3. | Click on **Accounting Period** and select the relevant period. |
| 4. | Click on drop-down arrow  and specify the required **ND Type**: * **Petty Cash**: To upload funds onto your Debit Cards issued by staff members.
* **Foreign**: To make payments to Foreign Vendors.
* **Standard**: For centralized use by Finance only.
 |
| 5. | This **ND Type** will reflect on your Action List in the **Title** column, for example: |
|  |  |
| 6. | 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) and Line Description. |
| 7. | In case of a new petty cash Debit (D) **Object 7982** andCredit (C) the **relevant cash account**. In case of replenishment of existing petty cash Debit (D) actual expense objectand Credit (C) therelevant cash account. |
| 8. | Click on **add**. |

## Notes and Attachments

 

Figure 3

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| 1. | Click on **Notes and Attachments** and complete the **Note Text** field. Click on  to attach the relevant documentation. For a new petty cash copy of Id must be attached. |
| 2. | Click on  to add the attachment. |
| 3. | Click on  and a message will appear - **document was successfully submitted**. The ND will first route to AP Manager/Bank Recon Manager for approval and then to fiscal officer for final approval. |

## The ND General Ledger Pending Entries



Figure 4

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| 1. | Click on the **General Ledger Pending Entries** to see the GL entries. |
| **Lesson Summary** |
|  |  Having completed this lesson you should be able to:* Navigate to the Non-Check Disbursement in KFS
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* Know how to approve a Non-Check Disbursement
* Know how to correct a Non-Check Disbursement
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