**Guidelines to complete a Non-Check Disbursement (ND) document:**

* **KFS navigation:** **Main Menu >** **Administrative Transactions** **>** **Financial Processing >** **Non-Check Disbursement**
* Open a new Non -Check Disbursement document and **write down the Doc Nbr** in the document header on your original documentation. Use the Tab key on your keyboard between fields.

|  |  |  |
| --- | --- | --- |
|  | **Tab / Action** | **Fields to be completed** |
| 1. | Document Overview | * No need to complete and the Explanation field is optional
 |
| 2. | General Info | * Click on for the Vendor Name

* Click on to select the Accounting period

* Click on to select the ND Type:

 |
| 3. | Accounting Lines  | * Complete or Chart Code

* Complete or Account Number

* Complete or Object

* Complete Amount
* Complete Line Description
* Click

 |
| 4. | General Ledger Pending Entries | * Click

* Review Pending Entries that will post to GL
 |
| 5. | Notes and Attachments | * Type your notes in the Note field
* Click on to browse on your computer for the supporting documents (contracts etc.) you want to attach.

* Click

 |
| 6. | Ad Hoc Recipients (Optional) | * Click to choose from available actions the recipient must take

* Complete or the person to add to the routing

* Click

 |
| 7. | Route for approval | * Click at the bottom of the E-doc

 |
| 8. | Route Log | * To follow the progress and find out who is next in line to approve
* Click in the Pending and Future Action Requests

 |
| 9. | Close the document | * Click to close the document.

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