NEW ACCOUNT REQUESTS/EDITS: When creating a new account or editing an existing one, the following fields must be filled out under the Guidelines And Purpose Tab:
- Account Expense Guideline Text,
- Account Income Guideline Text, and the
- Account Purpose Text.

In Legacy, these fields did not exist, therefore, when the accounts migrated to KFS, the N/A was added. However, the University will not accept N/A as a description for these fields and will not approve the edoc without adequate text in these fields.

PAYMENTS TO THE SAME VENDOR: When MORE THAN ONE Disbursement Voucher is created to pay the SAME VENDOR on or around the same date, the KFS System will COMBINE the total amount of the Disbursement Vouchers and issue ONE CHECK. This has created problems for Arts College managers when they needed separate checks issued to the same vendor for a certain dollar amount on or around the same date.

TO AVOID THIS:

ONE OPTION (PREFERRED): When creating the Disbursement Vouchers, you can select different PAY DATES, but should make sure there is a sufficient lapse between each payment. Approved Disbursement Vouchers load to the Pre-Disbursement Processor at 10:30am, 2:30pm and at 9pm. Accounts Payable creates the payment file in the mornings using the next Business Day as a Pay Date, but will group payments covering the date of receipt, the date of payment processing, and the pay date.

SECOND OPTION: When creating a Disbursement Voucher, you can select the check enclosure, this will trigger the system NOT to combine the checks. If you select the check enclosure option, checks will be returned to DFA by FEDEX and will need to be picked up by the department at East Hill Plaza. Checks cannot be re-turned by FEDEX to the Department.

PLEASE NOTE: DFA REQUESTS THAT THE CHECK ENCLOSURE/ATTACHMENT OPTION BE LIMITED TO EMERGENCIES AND NOT BECOME THE STANDARD OPERATING PROCEDURE FOR VENDOR PAYMENTS.

NEW INTERDEPARTMENTAL LAB SUPPLY OBJECT CODE! There is a new lab supply object code: 6545, Name: Interdept - Lab Supply & Material. Please consider using this code when acquiring lab supplies from stockrooms, Cornell Store, and other campus purveyors.

HOW TO TREAT BACKUP FOR VISAS AND PASSPORTS: You can scan and attach VISA and PASSPORTS to Disbursement Vouchers and keep them in your Department as long as the birthdates are blacked out before you scan them and as long as the copies that are kept in the Department have the birthdates of the individuals blacked out.
• **ELIGIBILITY FOR 30% TAX EXEMPTION FOR FOREIGN VENDORS:**

If a W8ben form is received that indicated a U.S. Federal ID number on it, that particular individual or entity may be eligible to be exempt from tax withholding. We say may be eligible because all treaties have articles that cover all types of payments. However, in most cases the exemption can be granted if both a W8ben form has been completed and a U.S. Federal ID number has been obtained.

• **COPYING A DISBURSEMENT VOUCHER CAUTION:** When a Disbursement Voucher is copied, if the vendor address was manually changed before submission, the system will copy the original address, and NOT the final one that it was manually changed to. To prevent this, add the address that you want to use in the system, that way when you copy the Disbursement Voucher, it will pull in the address that you want.

• **CODING SALES TAX– ALLOWABLE OR UNALLOWABLE:**

The coding of sales tax on payment edocs follows that of the item purchased. For example: For alcohol purchased, the sales tax is coded using a federal unallowable object code. For allowable items purchased on Amazon, the sales tax can be grouped with the purchase object code and thus is coded as federally allowable.

• **CREATING REQUISITIONS:** When creating a requisition, please do not use any special characters (for example, (@, #, %, ^, &, (,), *) in the Notes to Vendor or the Delivery Instructions. The special characters are causing a transmission error, and the suppliers are not receiving the purchase order. The KFS Technical team is working on this issue.

Compiled by the Arts College Administrative Service Center
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