Business Process Flow

DV - Payment Reason Code S

Grant-in-Aid Stipends, Scholarships
(Students not in Banner)

Disbursing

<table>
<thead>
<tr>
<th>Business Unit(s)</th>
<th>Disbursing, Campus Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short Description of Business Process</strong></td>
<td>Payments for grant-in-aid stipends and scholarships using the DV with the payment reason code S – Grant-in-Aid Stipends, Scholarships</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>October 10, 2012</td>
</tr>
</tbody>
</table>
Disbursement Voucher for Payment Reason “S” - Grant-in-Aid Stipends (Students not in Banner)

Initiate DV with Payment Reason Code “S” - Grant-in-Aid Stipends

Scan documentation and attach to DV. DV is submitted

Fiscal Authority Approval?

Any other approvals needed?

Routes for approvals

NO

Disapproves and returns to initiator

NO

DV is disapproved with action indicated and routed back to initiator

YES

Disbursing reviews DV for proper documentation and business purpose, and ensures university policies are followed

Disbursing approves DV

DV is approved.

Check?

Check is distributed to Payee

Payment is sent via ACH

YES

Special Handling?

Delivered per instructions

YES

Tax Manager Approval?

NO

DV in Compliance?

NO

NO

Payment is extracted to PDP and check or ach is issued

YES

Start of Process

Any other approvals needed?

YES

Disbursing reviews DV for proper documentation and business purpose, and ensures university policies are followed
**DV-Payment Reason Code S – Grant-in-Aid Stipends, Scholarships (Students not in Banner):**

<table>
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<tr>
<th>Responsible Party</th>
<th>Activity</th>
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| **Department: Initiator** | 1 Check KFS to see if the vendor is setup.  
*Note: If the vendor is not setup in KFS, refer to the Vendor Create/Edit process to create a new vendor.* |
| **Department: Initiator** | 2 Initiate the DV with the payment reason.  See tutorial at [http://www.hawaii.edu/kualifinancial/under Training > KFS Basics > Create a Disbursement Voucher.](http://www.hawaii.edu/kualifinancial/under Training > KFS Basics > Create a Disbursement Voucher.) |
| **Department: Initiator** | 3 Scan and attach the payment documents to the DV edoc. In addition to DISB-36, for reimbursements of mandatory classroom textbooks, receipts are required. |
| **Department: Initiator** | 4 If special handling is required for payment, on the ‘Payment Info’ tab add payment description language in the check stub text field in capital letters (e.g. FELLOWSHIP, STIPEND, SCHOLARSHIP, etc.).  
- Under the special handling name field, type in the two-alpha letter campus code, add a space and type in the three-digit Fiscal Authority (FA) code.  
- Under the special handling street address field, type in SPECIAL HANDLING in capital letters. Leave the city, state and zip code fields blank. |
| **Department: Initiator** | 5 **SUBMIT** the DV edoc and payment documents and ad hoc route edoc to Account Supervisor. |
| **Fiscal Authority** | 6 The DV edoc and payment documents are routed to the FA’s Action List for approval.  
- If approved, route the DV edoc and payment documents for additional approval(s) if required. Each campus/department may have their own policies with respect to obtaining approvals.  
- If not approved, route the DV edoc and payment documents back to the Initiator who will need to create a new edoc and make the corrections. |
| **Fiscal Authority** | 7 Once approved, DV edoc will automatically route to the Tax Manager’s Action List. |
| **Disbursing: Tax Manager** | 8 Verify that the correct tax forms and documentation are included with the DV edoc and payment documents. Tax forms should be attached to vendor create, not DV edoc.  
- If the forms and documentation are incorrect, route the DV edoc and payment documents back to the Initiator who will need to create a new edoc and make the corrections. If documents contain personal information they should be redacted.  
- Once approved, route the DV edoc and payments documents to the Pre-Audit Clerks by FA number. |
| **Disbursing: Pre-Audit** | 9 Review the DV edoc and payment documents for proper documentation, business purpose, and ensure university policies are followed.  
1. Verify all required payment documents are included.  
2. Ensure the vendor name and address on the payment documents agree to the Vendor Table.  
3. Ensure the dollar amounts on the payment documents and DV edoc agree.  
4. If the DV edoc and payment documents are in compliance, **APPROVE** the DV edoc.  
5. If the DV edoc and payment documents are not in compliance, route the DV edoc back to the Initiator who will need to make corrections.  
6. Once the DV edoc and payment documents are in compliance, **SUBMIT** the DV edoc. |
| **PDP** | 10 The payments are routed to PDP for extraction.  
*Note: Refer to the PDP Process, Format Checks/ACH process for check and ACH processing.*) |
Complete the following to assist in determining the tax status as recommended by the Internal Revenue Service.

A. Does this payment require the recipient to perform certain special services outside of his/her study?
   - Yes
   - No

B. If above answer is “yes”, are the services required for all students in this field of study?
   - Yes
   - No

<table>
<thead>
<tr>
<th>PAYEE'S NAME (Last name, First name, Middle Initial)</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>PAYEE'S PERMANENT MAILING ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>CITY:</td>
</tr>
<tr>
<td>STATE:</td>
</tr>
<tr>
<td>ZIP CODE:</td>
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<tr>
<th>DEPARTMENT</th>
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NOTE: Use of this form does not automatically exclude the above student from tax liability. Refer all questions about tax status to the local branch of the Internal Revenue Service.