The Online Request for Disbursements (RFD) System

RFD - Login

Please type in your username and password, and click on Login to the Request For Disbursement System

Login: 
Password: 
Login

Training Guide

The UConn Foundation, Inc.

June 10, 2014
Table of Contents

1.0 Benefits of The Online RFD System ............................................................................. 4
  1.1 Benefits ......................................................................................................................... 4
  1.2 Highlights of This New Application ............................................................................. 4

2.0 Logging In To The RFD System .................................................................................. 5-6

3.0 Using The RFD System .............................................................................................. 6
  3.1 Left Menu Bar Options – General Overview ................................................................. 6-7

4.0 Entering an Online Request for Disbursement .......................................................... 7
  4.1 Creating a Request for Disbursement (RFD) – Initial Screen ....................................... 7-9

5.0 Entering Details of Expense ......................................................................................... 10

6.0 Chose Valid Codes from List ..................................................................................... 11
  6.1 GL Codes ...................................................................................................................... 11
  6.2 Account Codes ............................................................................................................. 11-13

7.0 Editing Options When Creating A RFD ................................................................... 13

8.0 Submitting Your RFD ................................................................................................ 14
  8.1 Submitting the Online RFD Form ................................................................................ 14
  8.2 Printing the Final RFD Report ...................................................................................... 15
  8.2.1 Obtaining Signatures of the Final RFD Report ........................................................ 16

9.0 Making Changes To Your RFD After It Has Been Submitted .................................... 16

10.0 Reviewing the Status of Your RFD .......................................................................... 17

11.0 Search Options Within The Online RFD System ...................................................... 18

12.0 Making a Payment To A Vendor That Has Not Been Set-Up In The System ............ 19
  12.1 Using The “Vendor Not In List” Form ...................................................................... 19-21

13.0 Creating a Purchase Order ......................................................................................... 21

APPENDIX .......................................................................................................................... 22
ONLINE RFD SYSTEM – AVAILABLE HELP

Login IDs and passwords for the RFD system are assigned by the IT Department. If you have forgotten your password, would like to change your password, or cannot access the system, please contact the IT Help Desk at 486-0964.

If you have a question regarding the processing of your RFD / PO, need an account, please contact Disbursements at 486-9221 or 486-1189.
1.0 Benefits of The Online RFD System

The new online Request for Disbursement (RFD) system was a collaborative effort between the IT and Disbursements areas at the UConn Foundation to design a new web-based application to create and submit RFDs. This online process enhances the efficiency and effectiveness of the current RFD process – by reducing errors, enabling a single point-of-entry, and providing access to real-time accounts payable information.

1.1 Benefits

- **Management & Controls of Outstanding Disbursements**
  - The end-user will be able to answer:
    - What is the online status of my disbursement?
    - Was the disbursement paid?
    - What was the check number?
    - When was it paid?

- **Processing Efficiencies**
  - Eliminates data entry errors (end-user responsible for own data entry).
  - Centralized process for Disbursement tracking. (No looking through piles of paper!)
  - Reduced turnaround time.
  - Improves vendor relationships. (Can respond quicker to vendor inquiries.)

- **Web-Based (Centralized, single point-of-entry access)**

- **Purchase Order to Disbursement – Request Process Integration**

1.2 Highlights of This New Application

- Web-based application, with secured access based on a User ID and password.
- Accounts will be assigned to a specific Departmental security profile. Based on your user login set-up information, the system will default to your specific Department(s) account information.
- Users of the RFD system can enter their own information online and print their own hardcopy report.
- Users will be able to track the online status of their RFD.
- There will be online validation of information reducing the need for corrections.
- Integrate both the Purchase Order and RFD process into one disbursement process.
- By maintaining a single-point-of-entry, will be able to respond to inquiries quicker – therefore, providing better customer service and improved vendor relations.
- Electronic version of W-9 Tax form is easy to access.
2.0 Logging In To The RFD System

You can find the RFD System on the UConn Foundation’s **Intranet** or **Extranet** website, at the following address:

- [intranet.foundation.uconn.edu](http://intranet.foundation.uconn.edu)
- OR
- [extranet.foundation.uconn.edu](http://extranet.foundation.uconn.edu)

Once on the site, you can find the RFD System under the “**Online Apps**” menu bar. Click once on “**Online Apps**” and choose the “**RFD System**” from the list. *Once there, save that page as one of your favorites for easy access.*

Along the top navigation bar, you will see that there is a link to the formal **Disbursement Policy** for the UConn Foundation. By clicking on this, you can open or save a current copy of the policy. There is also a link to this manual and to the User Account Form.
Use your assigned login ID and password (same ID and password used for Millennium – if you already have a Millennium account).

Login IDs and passwords are assigned by the Foundation Disbursements Department. If you need an account, or need to make changes to your account; please fill out User Account Form with necessary changes. If you have any questions about the process please call Disbursements at 860-486-9221.

3.0 Using The RFD System

When you first access the application, you will see a list of all of the disbursement transactions you have entered into the RFD system over the last (6) months. This date range can be changed by user. This is the list “Documents” default view.

![Intranet Home Disbursement Policy](image)

### Documents for: Accounts Payable(Msmith)

<table>
<thead>
<tr>
<th>CREATE DATE</th>
<th>DOC ##</th>
<th>TYPE</th>
<th>STATUS</th>
<th>PAYEE</th>
<th>AMOUNT</th>
<th>CHECK</th>
<th>VIEW</th>
<th>EDIT</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/29/2005</td>
<td>AF1448</td>
<td>PO</td>
<td>Posted</td>
<td>Marketing Communication Res</td>
<td>$13,456.00</td>
<td>87608</td>
<td>View</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>09/29/2005</td>
<td>AF1449</td>
<td>PO</td>
<td>Posted</td>
<td>Curtis 1000 Inc.</td>
<td>$2,935.00</td>
<td>88194</td>
<td>View</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>09/30/2005</td>
<td>TS1450</td>
<td>RFD</td>
<td>Posted</td>
<td>1-800-Confrence(R)</td>
<td>$893.64</td>
<td>86464</td>
<td>View</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>09/30/2005</td>
<td>TS1451</td>
<td>RFD</td>
<td>Posted</td>
<td>1-800-Confrence(R)</td>
<td>$150.00</td>
<td>86539</td>
<td>View</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>10/03/2005</td>
<td>TS1452</td>
<td>RFD</td>
<td>Posted</td>
<td>Best Software Inc TX</td>
<td>$155.75</td>
<td>86700</td>
<td>View</td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>

On the left corner of the screen you will see several menu options available: “NEW RFD”, “NEW PO”, “Change Dept.”, “Vendor not in List”, “Documents”, and “LogOff”. These are described below.

3.1 Left Menu Bar Options – General Overview

- To create a new RFD, click on the “NEW RFD” link.
- To create a new Purchase Order (PO), click on the “NEW PO” link.
- To change Departments, click on “CHANGE DEPT” link. **The first thing you should always consider before creating a new RFD is what department you need to be accessing.**
- If payment is being made to a new vendor (information is not already maintained by Disbursements) you will need to complete an online form with the new vendor information. This form can be found under “Vendor not in List”. More about this is addressed later in this document with regards to actually entering an RFD / PO.
➢ To see all of the documents submitted by your department, click on the “Documents” link (which is the original default view when you first log in.). The “Documents” view will display the Create Date, Document #, Type (RFD or PO), and Status (Open, Submitted, Queue, Accepted and Posted) Payee, Amount, Check #, Check Date.

4.0  Entering an Online Request for Disbursement

4.1 Creating a Request for Disbursement (RFD) – Initial Screen

Click on the “NEW RFD” item on the left navigation area. That will open a “Create a RFD” (NEW) screen.

As part of the initial “Create a RFD” (NEW) screen, you will need to complete the following information for the RFD:

<table>
<thead>
<tr>
<th>Information</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amount</td>
<td>Total dollar amount of purchase</td>
</tr>
<tr>
<td>Invoice Number</td>
<td>Invoice Number</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>Date on Invoice (must be in MM/DD/YY format)</td>
</tr>
<tr>
<td>Account Name</td>
<td>Populated based on User ID</td>
</tr>
<tr>
<td>Department Name</td>
<td>Populated based on User ID</td>
</tr>
<tr>
<td>Contact Name</td>
<td>Populated based on User ID</td>
</tr>
</tbody>
</table>

**see Procedural Information, Note 1 below**

**see Procedural Information, Note 2 below**
### Information

<table>
<thead>
<tr>
<th><strong>Contact Phone / Unit</strong></th>
<th>Populated based on User ID</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Disposition</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Mail to Department (For EXTERNAL Users Only)</td>
<td></td>
</tr>
<tr>
<td>• Mail to Vendor</td>
<td></td>
</tr>
<tr>
<td>• Pick Up Check</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Comments (See RFD’s and You Tip Sheet located at end of manual)</strong></th>
<th>Provide a description of the expense, including relevance of the expense to the account being charged. 60 character limit. ONLY LETTERS AND NUMBERS can be used!</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Payee: Individual Reimbursement:</strong></th>
<th>Choose from list of available vendors. List is first letter searchable – and can hold key down to continue scrolling through the list.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 4 or 5 Letters of Last Name then first 4 or 5 Letters of First Name. i.e. Anthony Perrelli would be PERREANTHO</td>
<td>Note: If the vendor you want to make payment to is not included on the list, you need to notify Disbursements, using the “Vendor not in List” feature. This will bring up the “Vendor Information Form” screen to be filled out and “submitted” to Disbursements (discussed in Section 10.0).</td>
</tr>
<tr>
<td>For Vendors: First 4 or 5 Letters of First Name, then First 4 or 5 Letters of Last Name. i.e. Mansfield Supplies would be MANSSUPP</td>
<td></td>
</tr>
</tbody>
</table>

### Procedural Information:

1. **Total Amount:** This is the total amount you wish the check which will be cut to be for. This can include the item expense and any shipping fees. As a tax exempt entity, cannot include tax. If the vendor includes tax, need to provide them with a copy of our Tax Exemption Permit. Note: An exception to this is that we currently do pay taxes on meals and lodging.

2. **Invoice # Policy:** Please always include an Invoice number. For those expenses that do not have an invoice number assigned, please see RFD’s and You Tip Sheet at the end of the manual:

   - If for an individual, please use their LAST NAME and the beginning date that the service or activity commenced on. Have the Invoice Date be the end date for the span of service. Please do not use any spaces. Here is an example of a valid invoice number: Brown110204.

3. **Invoice Date:** Do not use a date beyond current date.

Make sure that you still complete the required forms for different disbursements. For example, you will still need to submit a signed Travel Expense. For Internal Users, aside from a Travel Expense form, if a Seminar/Conference form is required, that too will need to be attached as back up.

Once you have completed the initial screen to create a new RFD, click the >Continue< button on the bottom of the screen. **Be sure that you have the correct Vendor ID Picked. If it is incorrect the RFD will have to be deleted!**

Once you click on the >Continue< button, the database will accept the information and assign a tracking number to the RFD. In this example, you can see that this entry for the Accounts Payable group has been assigned to “AP2254”. Each functional area will be assigned a code to track their own information. For
example, the Annual Fund will be AF###. The last 4 digits are the unique numbers which should be used to reference the RFD.

You will then receive the following screen, which will allow you to enter line item details for the expense. The RFD status will read that the RFD is out of balance until all of the line items add up to the Total Amount balance entered on the first page.
5.0 Entering Details of Expense

You can enter multiple line items within the same RFD as long as they are in the same department. (See Appendix A - System Limitation and Workaround for more details). For each line item, you need to enter the following information:

<table>
<thead>
<tr>
<th>Information</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>Disregard this field</td>
</tr>
<tr>
<td>Fund</td>
<td>Never change this field from what it is defaulted.</td>
</tr>
<tr>
<td>GL Codes</td>
<td>List of all active GL Codes in MIP. Consult the G/L Guide for help choosing the correct one.</td>
</tr>
<tr>
<td>Account Code</td>
<td>defaults to your Department’s primary Account Code based on your security profile. You can also choose another Account Code from the dropdown list provided it has the same department code you are currently using.</td>
</tr>
<tr>
<td>Dept Code</td>
<td>If the department code needs to be changed, it has to be done prior to creating the RFD by clicking “Change Dept”. If you do not have access to the department you need, you will have to fill out an RFD Account form to gain access to that specific department.</td>
</tr>
<tr>
<td>Amount</td>
<td>Enter amount of specific expense.</td>
</tr>
<tr>
<td>Description</td>
<td>Provide a specific description of the expense line item. 60 Characters Max. ONLY Numbers and Letters Allowed!</td>
</tr>
</tbody>
</table>

You will need to complete the Item Line Detail (GL Code and Amount and Description) at the bottom of the screen (under the blue bar). The Fund, Account Code, and Dept. Code will all default based on your Department. You can change the account codes by choosing from a list of other valid codes from the drop down list.
6.0  Chose Valid Codes from List

6.1  GL Codes

Please consult G/L Guide in back of manual to decide which is the proper G/L code. If your fund code is defaulted to “120” or “200” your G/L Code will begin with a “3” i.e. 3351 for Supplies. If your fund code defaulted to “100”, your G/L Code will begin with a “2” i.e. 2351 for Supplies.

Add RFD Line: IT242

6.2  Account Codes

This will default to your Department’s primary Account Code based on your department. You can also choose another Account Code from the dropdown list provided it has the same department code.

<table>
<thead>
<tr>
<th>Line</th>
<th>Action</th>
<th>Fund</th>
<th>GL Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[NEW]</td>
<td>100</td>
<td>0206</td>
<td>Accounts Receivable</td>
<td>0104 Foundation Admin</td>
</tr>
<tr>
<td></td>
<td>Amount</td>
<td>42.21</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line</th>
<th>Action</th>
<th>Fund</th>
<th>GL Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[NEW]</td>
<td>100</td>
<td>0206</td>
<td>Accounts Receivable</td>
<td>1014 FDN Computer Service</td>
</tr>
<tr>
<td></td>
<td>Amount</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The RFD status will read that the RFD is out of balance (until all of the line items add up to the Total Amount balance entered on the first page). Status header changes to “RFD Ready for Submission” when all information is complete and the line items total the Total Amount.

Once the RFD is ready for submission, you can click on the >Submit< button.
Click on >Submit< to enter the RFD into the system, and have it available for import into MIP. **ALWAYS** Submit an RFD when you finish creating it. You can still Edit and Delete the RFD when it is in the Submitted phase. These Edit or Delete options will be available to you next to the RFD record in the Documents view for the remainder of the day.

However, make sure that if you made any changes to the RFD content that you click on the >Update RFD< button to have these changes saved to the database.

### 7.0 Editing Options When Creating A RFD

<table>
<thead>
<tr>
<th>Information</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel</td>
<td>Cancels you out of the current screen, and brings you back to the Documents screen.</td>
</tr>
<tr>
<td>Update</td>
<td>When making changes to the content of an RFD / PO, make sure to always click on the “Update” button. The update button sends the changes to the database.</td>
</tr>
<tr>
<td>Submit</td>
<td>This option only appears once all of the details of the RFD / PO have been met (balance of line items is equal to the Total Amount on the first screen) Always click Submit when you finish creating an RFD or PO. Also, if you make changes using the update feature, be sure to click submit if prompted to.</td>
</tr>
</tbody>
</table>
8.0 Submitting Your RFD

8.1 Submitting the Online RFD Form

Once you have clicked on >Submit< to enter the RFD into the system the status will change to Submitted. You can still update this RFD, until it has been pulled into MIP (overnight process). You will know that it is no longer available for updating once the status has been changed to” Queue” and then, “Accepted”.

![RFD Form Image]

- **Status:** Submitted
- **Date:** 03/29/2006
- **Account Name:** Foundation
- **Department Name:** Communications
- **Contact Name:** Devon Harkness
- **Invoice Name:** POSTAGE 02/06
- **Invoice Date:** 03/29/2006
- **Payee:** [Select Vendor from List]
- **Phone:** 1170 (Mail to Vendor)
- **Total Amount:** $78.00
- **Description:** POSTAGE FOR DONOR RELATIONS

**Comments:**

Can only be 60 characters long and no special characters

**Action:**

- [Edit]
- [ADD]

**Status**

- Submitted
- Open

**Updated by:**

- Dharkness

---

C:\Users\student2460\Desktop\RFDTrainingManual.doc
If you choose to update the information, you can either change the text in the main top area, or click on Edit or Delete option on the line item. If you choose to Edit the information, make sure that you click on the >Update RFD< button to submit any changes to the database.

8.2 Printing the Final RFD Report

If the RFD is complete, at this time you can Print the RFD form. If a Foundation employee, click the PRINT icon above the Preview panel. The print feature will open up a Java Script Page (Internal Users Only) (see example below). If you are a External User, use the print button on the Toolbar.
8.2.1 Obtaining Signatures of the Final RFD Report

The bottom of the report will have the signature lines for obtaining the primary and secondary signatures for this purchase. In order to complete the RFD process, you will still need to obtain the necessary signatures, as well as attach all appropriate paperwork (invoices, receipts, etc.) and submit it to Disbursements.

<table>
<thead>
<tr>
<th>PRIMARY SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>To the best of my knowledge, I certify that the above request for disbursement is consistent with all pertinent business policies and procedure.</td>
<td></td>
</tr>
</tbody>
</table>

Procedural Information:

There are various policies regarding the required/authorized Primary and Secondary signatures. Please refer to The Foundation’s formal Disbursement Policy for authorized signatures and payment amount levels.

9.0 Making Changes To Your RFD Before and While Submitted

You can still Edit or Delete this RFD until it has been Accepted into MIP (the day after submitting). If you choose Delete, you will get the following message box to confirm that you REALLY want to delete this specific RFD.

If you choose to Edit the RFD, you can either Edit the content that you already typed in (for example the main information, or the line item information) or you can choose to ADD LINE – which will add a whole new line item.

Note: Make sure when making changes to an RFD, make sure that you always click on the >Update RFD< button. This will make sure that the changes are submitted to the database and will be saved as part of this RFD. If you cancel out of this screen, without Updating, you will lose all of the changes.
10.0 Reviewing the Status of Your RFD

You can login to the RFD system at any time to review the status of your RFD / PO. Once you have submitted your RFD / PO, you can track its status. Below is a list of valid status codes and their descriptions.

Valid Statuses:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Source of update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>RFD created online. RFD has not been sent yet, available for modification. You can save this RFD as Open, and still logout of the system and have it available to you for future updating.</td>
<td>System – Default initial status.</td>
</tr>
<tr>
<td>Submitted</td>
<td>RFD posted by user by hitting the “Submit” button. Makes RFD available to import. Still available for modification. Once you submit your RFD, it will be imported to MIP as part of an overnight process. Once it moves to the next status level of “Queue” you will be no longer able to modify it.</td>
<td>System – Set when user clicks the Submit button and all validation is met.</td>
</tr>
<tr>
<td>Queue</td>
<td>RFD imported into MIP. No longer available for user modification.</td>
<td>System – Set when the RFD is selected for import to MIP.</td>
</tr>
<tr>
<td>Accepted</td>
<td>RFD posted in MIP as an Encumbrance after Disbursements department review.</td>
<td>System – updated from MIP. (Manual process to import and post to MIP)</td>
</tr>
<tr>
<td>Posted</td>
<td>The invoice batch is created and posted, liquidating the RFD Encumbrance.</td>
<td>System -- When Encumbrance is liquidated, the status is updated to Posted.</td>
</tr>
</tbody>
</table>

Once the check has been cut, the status will change to **Posted** and the check number and check date will be added to the record. **Note:** If there is no check number after (30) days of being accepted, please contact Disbursements at 860-486-9221 to follow up on.
11.0 Search Options Within The Online RFD System

- To search for a specific online RFD or PO, simultaneously hit CTRL+F. A find box will pop up. Type the last 4 digits of your online RFD Doc Number and it will bring you to that specific RFD.

- You can also change the Document Date Range. It will always default to showing you 6 months worth of the RFD’s you created within that Department. To change the date range, type in the new dates you wish to see in the Document Date Range Boxes and click the Update button to the right of the boxes.
12.0 Making a Payment To A Vendor That Has Not Been Set-Up In The System

12.1 Using The “Vendor Not In List” Form

One of the options available on the left menu bar is for “Vendor not in List”. If the vendor you want to make payment to is not included on the dropdown Payee list, you need to notify Disbursements, using the “Vendor not in List” feature. This will bring up the “Vendor Information Form” below screen to be filled out and “submitted” to Disbursements.

Before completing this form, you will want to get the new vendor’s W-9 form so that you have their assigned Federal ID! Click on link to print W-9 form.
Complete the following information in the “Vendor not in List” online form: (REMEMBER: ONLY NUMBERS and LETTERS should be used in the fields)

<table>
<thead>
<tr>
<th>Information</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name</td>
<td>Provide Your Name</td>
</tr>
<tr>
<td>Your Email Address</td>
<td>Provide Your Email Address *required field</td>
</tr>
<tr>
<td>Your Phone Number</td>
<td>Provide Your Phone Number</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Vendor Name *required field</td>
</tr>
<tr>
<td>Vendor Address 1</td>
<td>Vendor Address 1</td>
</tr>
<tr>
<td>Vendor Address 2</td>
<td>Vendor Address 2</td>
</tr>
<tr>
<td>Vendor City</td>
<td>Vendor City</td>
</tr>
<tr>
<td>Vendor State</td>
<td>Vendor State</td>
</tr>
<tr>
<td>Vendor Zip Code</td>
<td>Vendor Zip Code</td>
</tr>
<tr>
<td>Vendor Phone</td>
<td>Vendor Phone</td>
</tr>
<tr>
<td>Vendor Fax</td>
<td>Vendor Fax</td>
</tr>
<tr>
<td>Vendor Fed ID</td>
<td>Vendor Fed ID</td>
</tr>
<tr>
<td>Vendor SS#</td>
<td>Vendor SSN (Remember no dashes)</td>
</tr>
<tr>
<td>Vendor Payment Terms</td>
<td>Vendor Payment Terms</td>
</tr>
<tr>
<td>Additional Information</td>
<td>This field should be filled with a brief description of what we are paying this vendor for. i.e. Honoarium, University Employee, if they are an LLC, Corporation, Sole Proprietor, etc.</td>
</tr>
</tbody>
</table>

Once you have completed all of the information that you have for the vendor, click on the <Submit Form> button on the bottom of the screen. This will create an email that will be sent to Disbursements. They will use this information to create the vendor in the MIP system, and therefore, create a valid record for this vendor and make them available for payment using the RFD system (i.e., their name will appear in the dropdown list of Payees.

Disbursements will notify you directly once the vendor is in MIP; when it will be available on the online system and what the Vendor ID is.

Once you submit the new vendor information form, you will receive the following confirmation screen:
**Procedural Information:**

1. At this time, the process is to first submit this information to Disbursements, wait for the vendor to be set-up, and then complete your RFD / PO. Do not Enter the new RFD or PO into the system, until you have received verification from Disbursements that the vendor has been created in the system and when it can be used.

2. Disbursements will create this new vendor, and have it available to you within 24 hours of your request (once you submit the information). If there is a problem, they will contact you directly.

13.0 Creating a Purchase Order

The process for completing a Purchase Order is the exact same as the RFD process. However, it will be assigned a type of “PO” as opposed to an “RFD”. Once you create the Purchase Order, you can print the report and obtain the necessary Primary or Secondary signature on the form to proceed with the purchase.

The only difference is that on the Report, there is an additional signature for “Received By” that must be signed to confirm receipt of the item. Do not wait for the invoice to be received before submitting the PO. Remember, as long as the vendor ID is correct, everything else can be changed up until the check is cut.

**You Should NOT create a new RFD when the invoice comes in. You should use the PO which you have already created, attach the invoice when it comes in to that PO, and send it to Disbursements for processing.**

<table>
<thead>
<tr>
<th>SECONDARY SIGNATURE</th>
<th>DATE</th>
<th>PRIMARY SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECEIVED BY</td>
<td>DATE</td>
<td>To the best of my knowledge, I certify that the above request for disbursement is in accordance with all pertinent University policies and procedures.</td>
<td></td>
</tr>
</tbody>
</table>

****NOTE: Make sure to also send the Terms and Conditions with the PO to the vendor. You will need to click on the “Please Note” section on the PO under the billing information to print this attachment.
Appendix

A. ) System Limitation and Workaround

A limitation of the On-Line RFD system is that you cannot enter multiple Departments on (1) RFD form. Based on feedback from users this will effect a very small population and an easy workaround has been developed.

If you need to create an RFD for an invoice that will be charged to multiple Departments here is the process:

Choose 1 of the 2 departments and create an RFD within that department. Create the line with the correct Department Code first. For the second line with the other department code, intentionally use the wrong department and account codes for that line. Once you have submitted and printed the RFD, hand write the correct department and account code. It will be entered correctly in the system.

Send originally signed RFD with required back-up to Disbursements and they will make the proper changes in MIP to reflect the various Departments listed and corresponding dollar amounts.

B. ) Part of the Formal Disbursement Policy

Requests to disburse funds from Foundation accounts are made by submitting a completed Request for Disbursement form (RFD). The RFD is a summary form which is supported by detailed documentation as required.

The information provided on the RFD needs to convey the following information:

- Account name and number from which funds are to be disbursed.
- Department name and contact.
- Description of the disbursement request.
- Amount of funds to be disbursed.
- Payee.
- Relevance of the disbursement to the account being charged for the expense.
- Date and time expense occurred (when relevant).
- Specific business purpose and benefit to the University.
- Names and University relationship of individuals involved (where applicable).
- Must be signed by the appropriate signatory (please refer to the “Signatory” section that follows).
The following documents are required depending upon the type of disbursement and/or use of the funds:

- Original invoice.
- Proof of payment and receipt (for reimbursements to individuals).
- Copy of FRS documentation if reimbursing UConn.

Particular types of disbursements (i.e., travel, compensation, etc.) may require supplemental forms and/or reports. Please refer to the appropriate section of this manual for specific information.

**FOR A COMPLETE COPY OF THE FOUNDATION’S FORMAL DISBURSEMENTS POLICY, PLEASE GO TO THE ONLINE VERSION AVAILABLE ON THE RFD WEBSITE.**

Go to the following link:
Disbursement Examples of a proper description: (60 character limit)

Consistency = Organization

Invoices:

- Invoice Numbers (when there is none):
  - Payee is individual: Last name and date (mm-dd-yy) of transaction/event
    If transaction/event takes place on more than one day; the first date of the transaction/event is used for the invoice; e.g., John Smith wants to be reimbursed for dinner on March 25, 2006: Smith032506.

- Invoice Dates (when there is none):
  - Should be the same date as the transaction/event which is being reimbursed. If the transaction/event takes place on more than one day; the last date of the transaction should be used, NOT THE DATE ON WHICH YOU WRITE UP THE DISBURSEMENT.
  - NOTE: If RFD is prepared in advance of the transaction/event, the invoice date must be the last day of the current month.

* When Doing an online RFD for a Blanket, the Online RFD page should be the first page in the pile, with the blanket authorization page being second.

Comment: (what appears on the stub of the check). Description of entire transaction/event (limit 60 characters)

Description:

- NO PUNCTUATION

- Standard descriptions should follow the pattern: What ---Who---When. When typing a description, Use Initial Caps Formatting for Readability

- Remember to abbreviate words:
  - Reimburse = Reim
  - Service = Srvc
  - Hartford = Htfd
  - Reception = Recept
  - Development = Dvlpmnt
  - Cultivation = Cultiv
  - Membership = Mmbrshp
  - etc.
• When reimbursing an individual: (not necessary to include individual’s name in description)
  ➢ Reim Parking 030106
  ➢ Reim Mileage 030106 to 030506

• When reimbursing individual who has had a meal with another person(s): (not necessary to include individual in description):
  ➢ Reim Dinner w Jane Smith 032506
  ➢ Reim Dinner Jane Smith Bob Jones 032506

• If a description will not fit due to the 60 character space limit, delete these characters first:
  ➢ First names

• When paying for goods from a vendor:
  ➢ Prntg 200 Invitations Holiday Reception 032906
  ➢ Coffee Maker Devlpmnt Office 032206
Using the Online RFD System

Things to Know before getting started
- You must be using Internet Explorer on a PC. Mac’s cannot be used. Mozilla or other internet services cannot be used.
- Your login ID and Password are case sensitive. (must be at least 6 characters with at least 4 letters and at least 1 number)
- ALWAYS make sure the correct Vendor/Payee has been selected. This cannot be changes in our accounting system if an error is made.
- Always SUBMIT as soon as you finish creating an RFD or PO.

Step by Step Procedure for Online RFD’s
1. Log On
2. Identify the correct department needed (Click Change Department if you need to change from your default Department)
3. Click “New RFD”
4. Enter the Total Amount (amount the check is to be issued for)
5. Select Vendor from Payee List (Alphabetized by Capitalized ID’s<for Vendors: first 4 or 5 letters of first word, then first 4 or 5 letters of second word, for Individuals: first 4 or 5 letters of last name, then first 4 or 5 letters of first name> )
6. Enter Invoice Number: If paying a vendor; it should be on the invoice somewhere; If reimbursing person: Last Name and date i.e. Perrelli011508; If reimbursing FRS: FRS# and Date i.e. FRS123456011508(Refer to RFD’s and You)
7. Enter Invoice Date: Should be on invoice. **Is not today’s date!!**(Refer to RFD’s and You)
8. Select Disposition (Mail to Vendor; Department; Pick up)
9. Enter Comments: Include all pertinent information in just 60 Characters with NO PUNCTUATION(This is what is printed on Check Stub) (Refer to RFD’s and You)
10. Review and then click “Continue”.
11. Select Proper G/L Code (G/L Guide Sheet)
12. Make sure you have chosen the correct Foundation Account Code.

13. Input the correct amount (if multiple lined RFD, make sure you are putting just the amount for that specific account and/or G/L)

14. Enter a description that accurately describes what that specific line is for. (If you are doing a one line transaction you can highlight and copy the Comments field, and paste it into the description field)

15. Review to make sure all information is input correctly.

16. ALWAYS CLICK SUBMIT AS SOON AS YOU FINISH CREATING AN RFD

17. Click the Red Print at the top left corner of the gray box. (do not click File, Print on your Internet Explorer)

18. Once you print, close the screen that opened when you clicked the red Print.

19. Click “Documents” and scroll to the bottom to make sure the RFD you created is at the bottom of the list and is in the status of Submitted.

20. Log Off.

PURCHASE ORDERS

-Pretty much Same process as above.

-Instead of entire amount in line transaction; you enter quantity and amount per unit to equal your total amount.

-Always Print the Terms and Conditions page so you can send/fax it to the vendor along with the PO.

-When invoice comes in, attach to already created PO. Hand write any corrections (i.e. G/L code changes, amount changes, etc.) **DO NOT CREATE NEW RFD FOR PO WHEN INVOICE COMES IN**

-If actual amount of invoice is higher than estimated amount; the signatory must sign and date to note that he or she approves the increased amount.