Check Enclosures and Special Handling Guide

When creating a Disbursement Voucher (DV) or Travel and Event Management (TEM) e-document in KFS, users can select three special check handling options. You can enclose additional documents with a check, print a check for pick up at Financial Services in Aldrich Hall, or force a check to be printed when the payee has ACH direct deposit set up.

Detailed instructions for both DV and TEM e-documents are below. If you have questions or need help, please contact the KFS Help Desk at kfs@uci.edu or 949-824-7001.

How to Enclose Additional Documents with a Check

Follow these instructions to enclose additional documents with a check.

**IF YOU’RE WORKING ON A DISBURSEMENT VOUCHER**

- Locate the Payment Information tab, and look for the section labeled Other Considerations.
- Check the box labeled Check Enclosure
- Gather your documents for enclosure and make sure they reference the KFS document number of your disbursement voucher.
- Mail the documents for enclosure to:
  
  PAYMENT PROCESSOR
  ACCOUNTS PAYABLE
  ZOT 1050

**Important!** Don’t delay in mailing documents for enclosure. Checks are mailed within three business days of the Payment Processor’s receipt with or without check enclosures.
**IF YOU’RE WORKING ON A TEM e-DOCUMENT**

- Locate the **Trip Overview Tab**. Note that this tab is labeled **Entertainment Overview** in the Entertainment (ENT) eDoc.

- Check the box labeled **Check Enclosure**.

- In most TEM eDocs, the Check Enclosure checkbox is located in the **Trip Information section**. In an ENT eDoc, this section is called **Entertainment Information**.

- Gather your documents for enclosure and make sure they refer to the **KFS document number** of your TEM eDoc.

- **Mail the documents** for enclosure to:
  
  PAYMENT PROCESSOR  
  ACCOUNTS PAYABLE  
  ZOT 1050

**Important!** Don’t delay in mailing documents for enclosure. Checks are mailed within three business days of the Payment Processor’s receipt with or without check enclosures.
How to Print a Check for Pick Up at Financial Services in Aldrich Hall

Selecting **Special Handling** automatically generates a paper check regardless of whether direct deposit is set up for the payee. Follow these instructions if the department or payee would like to pick up a printed check from the Financial Services office in Aldrich Hall.

**IF YOU’RE WORKING ON A DISBURSEMENT VOUCHER**

- Check the box labeled **Special Handling** in the Other Considerations section of the Payment Information tab.
- Fill out the first two fields of the Special Handling tab with this information:
  
  **Special Handling Name:** PICKUP FINSERV  
  **Special Handling Address 1:** PICKUP FINSERV

**Important!** Financial Services in Aldrich Hall is the only allowable location for pickup.

**IF YOU’RE WORKING ON A TEM E-DOCUMENT**

- Look for the **Trip Overview Tab**. If you’re working on an ENT e-document, this tab will be called the Entertainment Overview Tab.
- A **Special Handling drop-down menu** is located in the Trip Information section. This section is called **Entertainment Information** in the ENT eDoc.
- Select the **Pickup-FinServ** option from the drop-down menu.

**Important!** Checks held at Financial Services are mailed after 30 days if not picked up.
How to Mail a Printed Check When Payee has ACH Direct Deposit

This option will send a printed check by mail even if ACH direct deposit is set up for the payee. It can be used when separate checks need to be disbursed for a payee, avoiding one single payment. In particular, this is required for the U.S. Department of Homeland Security – Vendor #7334.

**IF YOU’RE WORKING ON A DISBURSEMENT VOUCHER**

- Check the box labeled **Special Handling** in the **Other Considerations** section of the **Payment Information** tab
- Fill out the first two fields of the **Special Handling** tab with this information:
  - **Special Handling Name**: MAIL CHECK
  - **Special Handling Address 1**: MAIL CHECK

**IF YOU’RE WORKING ON A TEM e-DOCUMENT**

- Look for the **Trip Overview Tab**. If you’re working on an ENT e-document, this tab will be called the **Entertainment Overview Tab**.
- A **Special Handling drop-down** menu is located in the **Trip Information** section. This section is called **Entertainment Information** in the ENT eDoc
- Select **Mail Check** from the drop-down menu.

**Important!** If **None** is selected, the payment will be sent by the payee’s default method of payment, including ACH direct deposit if it’s been set up.