HOW TO SUBMIT AN ONLINE DISBURSEMENT REQUEST

Tools for Treasurers with a SABS Bank Account

Checks vs. SDRs

	Small Dollar Reimbursement	Checks
Who can be the payee?	Students Only	Students, Individuals, or Companies
What is the issue amount?	$20 or less	Any amount
How does the payee get the money?	Must be picked up at SABS Office	Check can be mailed out or picked up in our office
What do I need to know?	Payee must present a photo ID when picking up SDR	Payee's address if check is being mailed

Transfers

- Treasurer simply needs to submit an Online Disbursement Request – Transfers to USG will require an Invoice #
- Process to pay USG or other student organizations with money from your SABS bank account
- Funds are taken out of your account and deposited directly into the targeted account
- Recipients will be notified once the funds have been deposited into their account

Bulk Disbursement Criteria

All criteria must be met to qualify for a Bulk Disbursement:

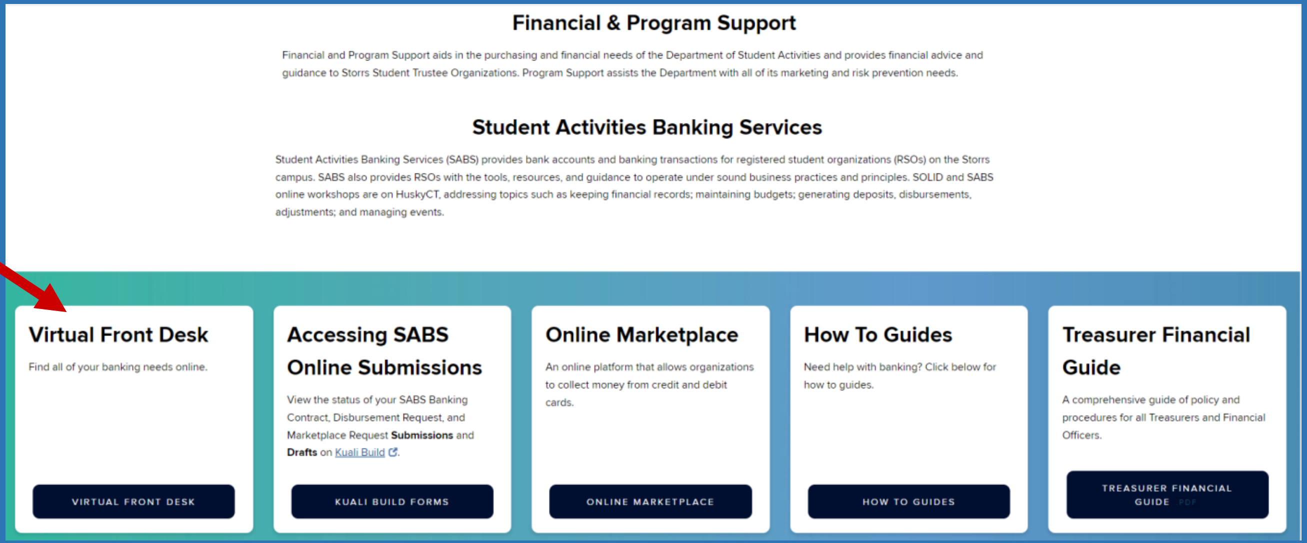
- 3 or more disbursement requests to multiple payees
- Payees must be from UConn (student/staff/faculty/advisor/parent)
- Payment method & expense codes must be identical
- Reviewers may not be listed as a payee in the bulk request

Step 1: Virtual Front Desk

1. Go to DSA Financial and Program Support: https://financialandprogramsupport.studentactivities.uconn.edu/

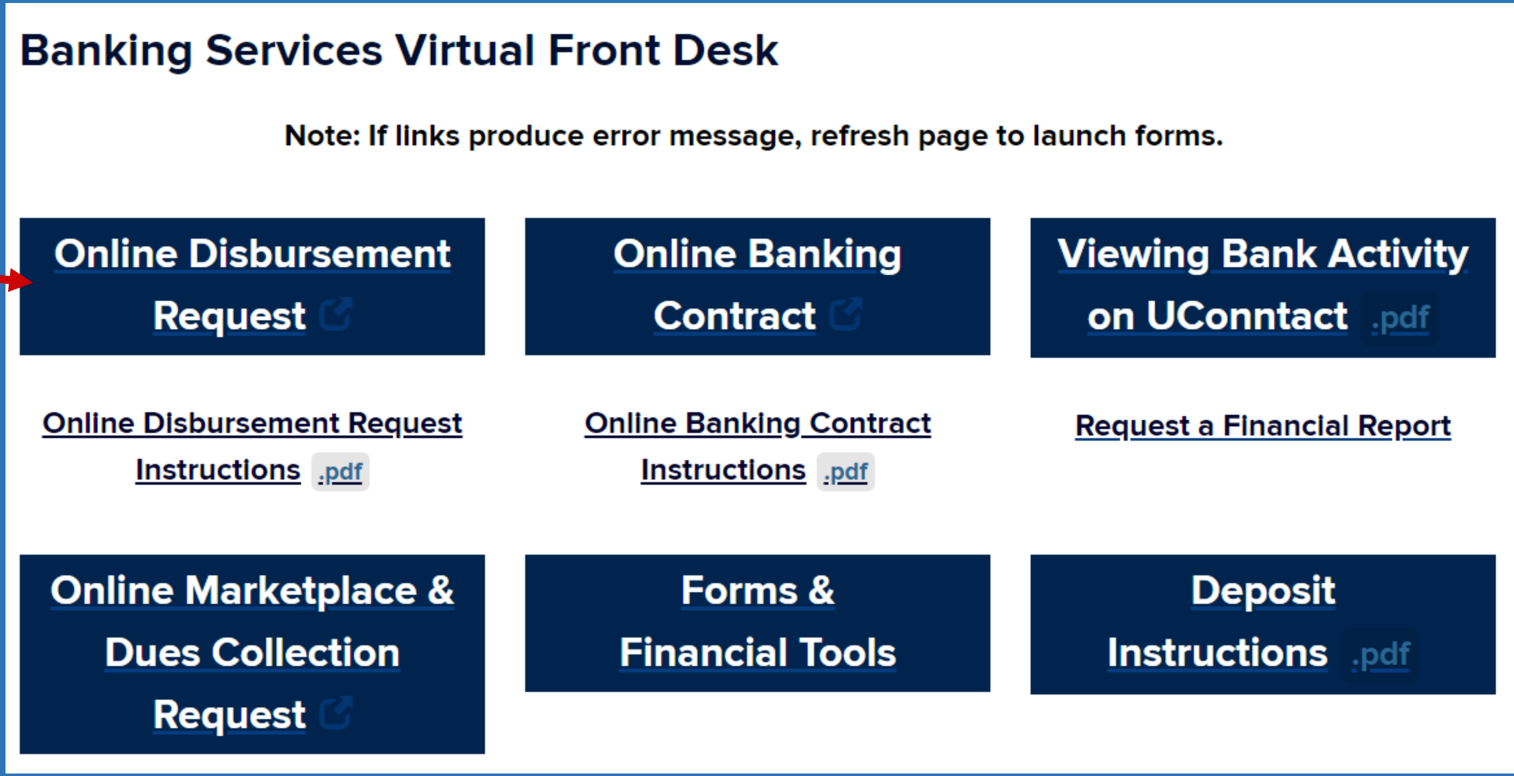
2. Click on Virtual Front Desk

(Note: you may need to scroll down to see this on the Homepage)



Step 2: Finding the Form

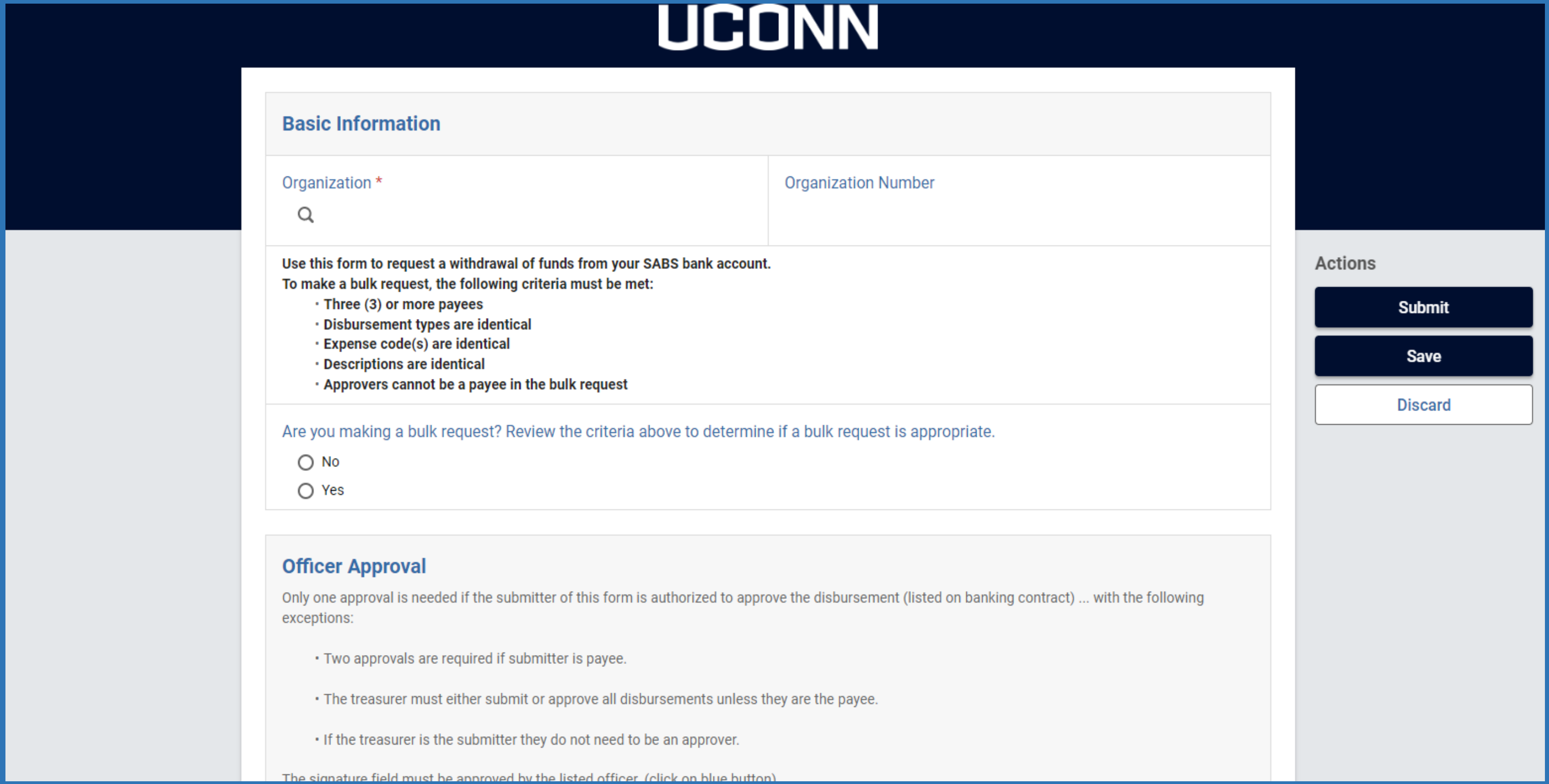
3. Click on Online Disbursement Request



This step brings you to **Kuali Build**

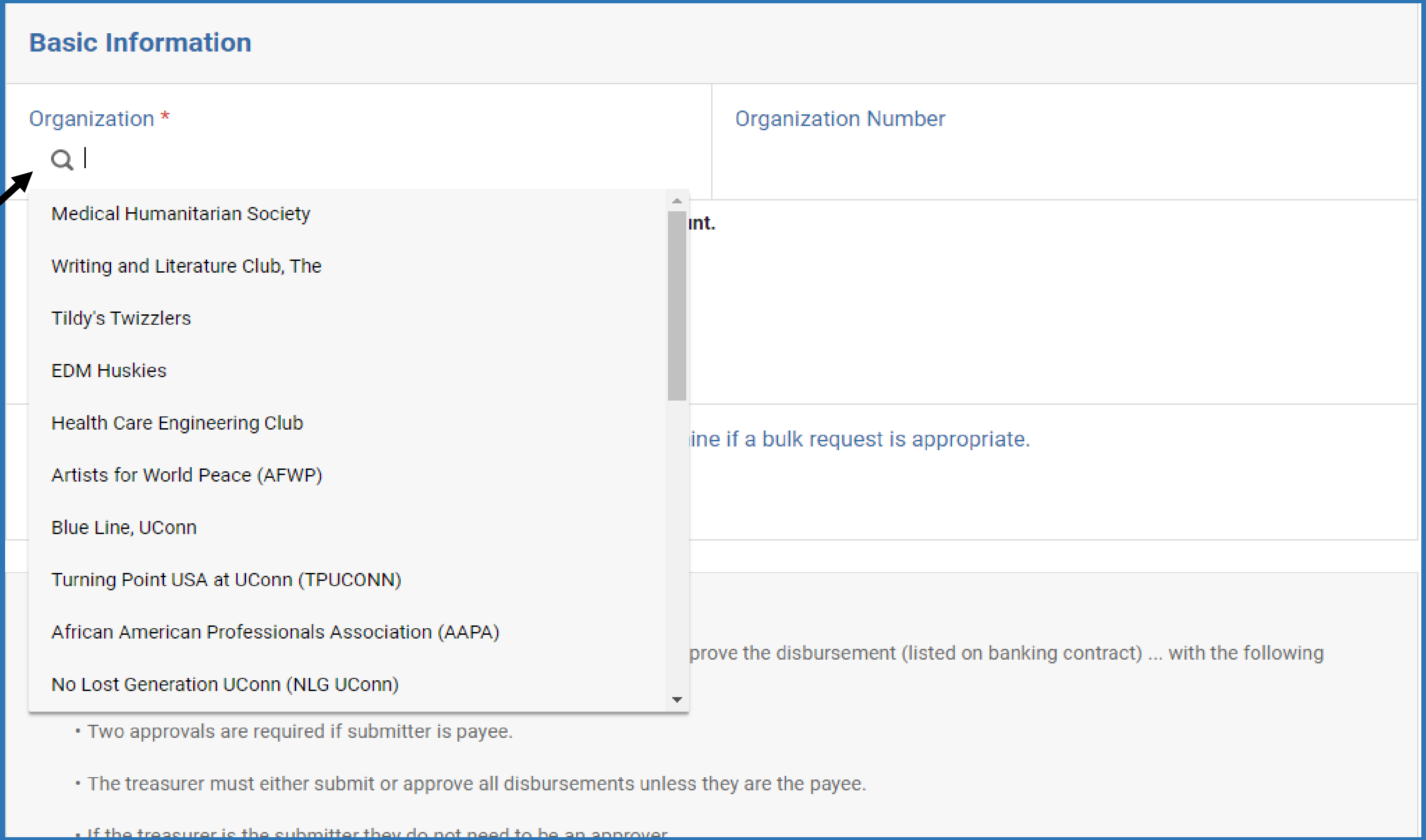
Step 3: Access the Form

1. Sign in with your NetID and password
2. If you have done so correctly you will see this page



Step 4: Organization information

Under basic information find your Organization (If it is not on the list type the first few letters in the name). If done correctly, your Org's Number should auto-populate



Bulk Request?

If submitting an individual check or SDR, please skip to Slide #11

If submitting a bulk request, please continue to the next slide

Are you making a bulk request? Review the criteria above to determine if a bulk request is appropriate.

- ○ No
- ○ Yes

Bulk Request

Important: You do not need to fill out sections titled **Breakdown – Line 2**, **Breakdown – Line 3**, and **Breakdown – Line 4** unless there is more than 1 expense code needed

Criteria for Bulk Requests:

Three (3) or more payees
Disbursement types are identical
Expense code(s) are identical
Descriptions are identical
Approvers cannot be a payee in the bulk request

To make a bulk request, the following criteria must be met:

- 3 or more disbursements to multiple payees
- Disbursement methods are identical
- Expense code(s) are identical
- Reviewers cannot be a payee in the bulk request

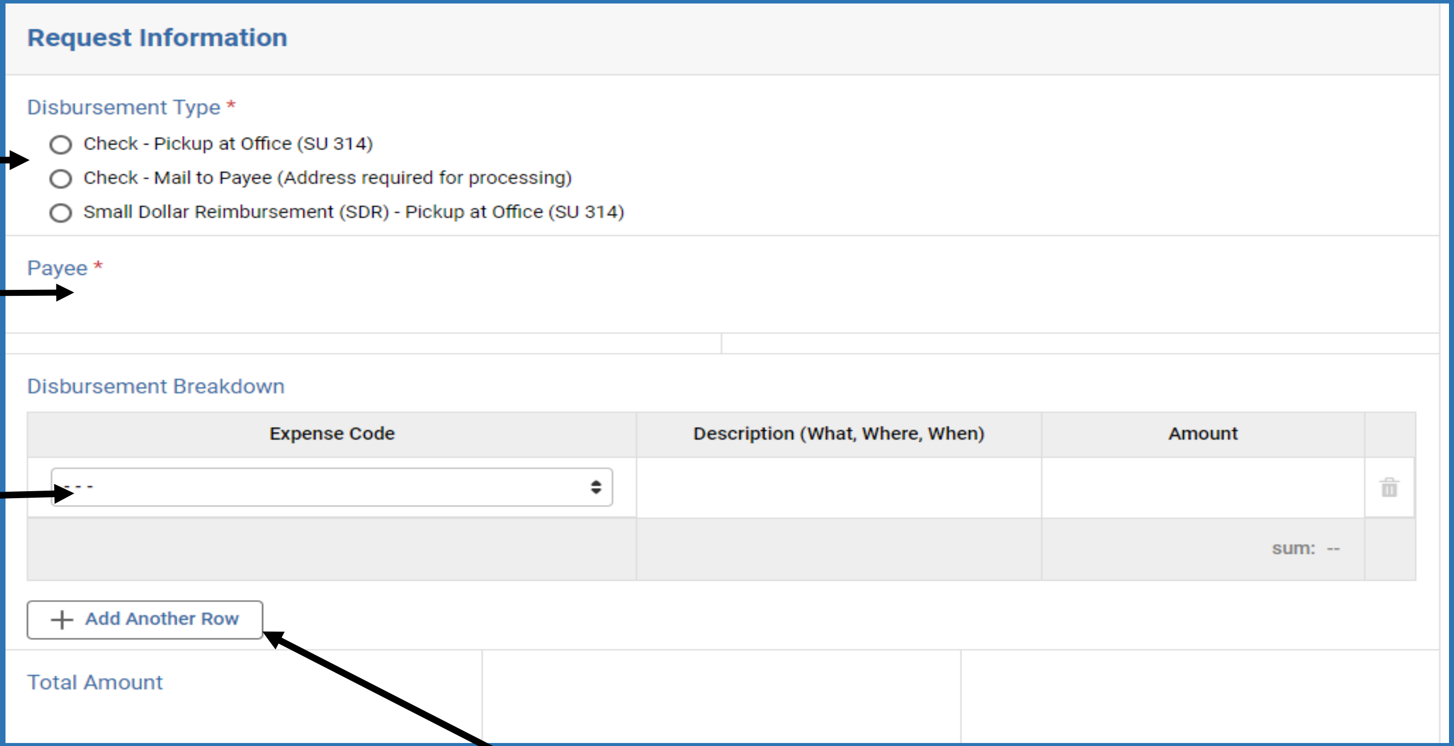
SABS Online Disbursement Request Organization:

Payee	Disbursement Method	Address for mailing disbursement	Amount	Breakdown - Line 1 - Expense Code	Breakdown - Line 1 - Amount	Breakdown - Line 1 - Description (What,Where,When)	Breakdown - Line 2 - Expense Code	Breakdown - Line 2 - Amount	Breakdown - Line 2 - Descriptio (What,Where,When)

If your request meets the Criteria:

1. Select Yes under Bulk Request
2. Click the *Link to Download Bulk Request Form*
3. Download the excel file
4. Fill out all required information about the payees
5. Save the excel document to your desktop
6. Upload the document by clicking *Select a file*

Step 5: Request Information



Select the disbursement type from the options provided

Fill in the Payee's Name exactly as it will appear on the check

Expense Code: Please select the appropriate Expense Code from the dropdown

If you are unsure what Expense Code to use, please refer to our Chart of Accounts found under Forms and Financial tools

If multiple expense codes are needed, please click Add Another Row

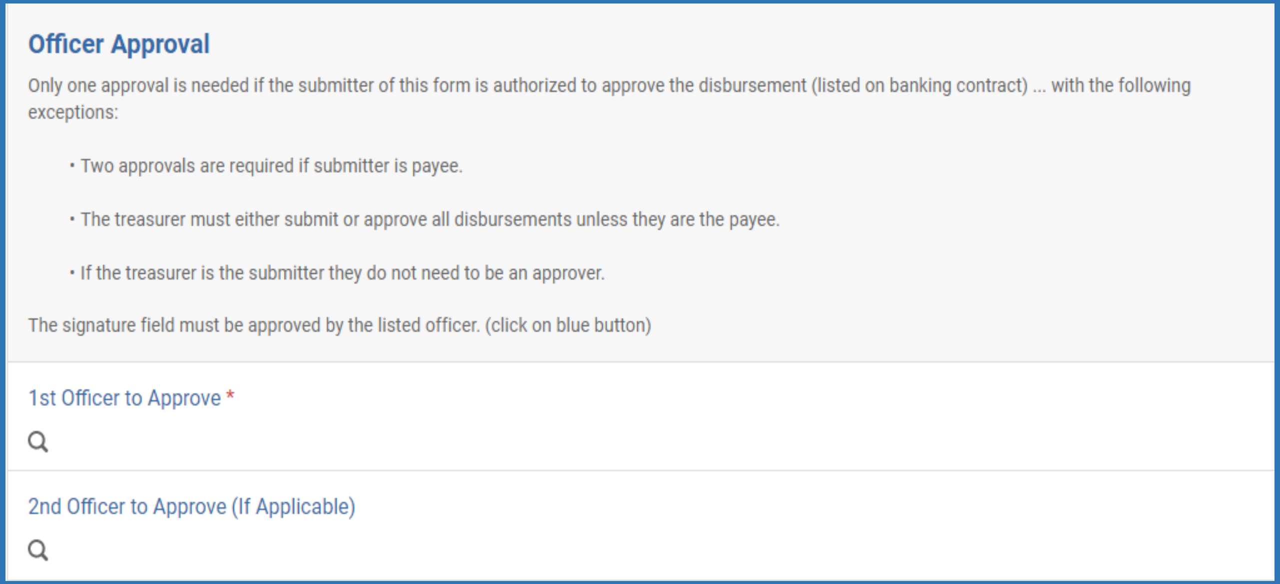
Step 6: Officer Approval

Enter Officer Approval (to review and approve the request):

1. If the treasurer is the submitter, select one Officer from your Banking Contract (Last Name, First Name)

2. If the treasurer is not the submitter, the treasurer must be selected as the Approver

3. If the Treasurer is the payee:
   - The President is required as an Approver in place of the Treasurer
   - A second Approver (not the treasurer) is also required



Officer Approval

Only one approval is needed if the submitter of this form is authorized to approve the disbursement (listed on banking contract) ... with the following exceptions:

- Two approvals are required if submitter is payee.
- The treasurer must either submit or approve all disbursements unless they are the payee.
- If the treasurer is the submitter they do not need to be an approver.

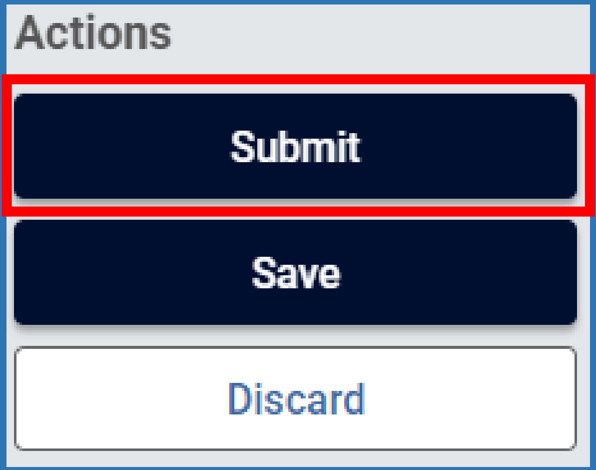
The signature field must be approved by the listed officer. (click on blue button)

1st Officer to Approve *

2nd Officer to Approve (If Applicable)

Step 7: Submitting your Disbursement Request

Once you have filled out all the required fields and have looked over the information for accuracy, click Submit under the Actions tab on the right of the request



Congrats! You've submitted a Disbursement Request

What happens next?

See next slide for next steps

What’s next?

1. All Approvers on the form receive an email from Kuali Notifications:
   - Subject will say: “Request for Approval: SABS Disbursement Request”

2. (If applicable) The second Approver will only receive their email once the previous Approver has approved the form

3. Approvers must open the form, review the data, sign, and approve or deny the form as submitted

4. SABS will process the form when approval is complete (you will be notified)

5. Email dsabusinessservices@uconn.edu with any questions or problems you encounter

6. Instructions for Approvers can be found on the last slide

Instructions for Approvers

Open the email from Kuali Notifications with the subject line “**Request for Approval: SABS Disbursement Request**”

1. Click the **Begin Review** box in the email to open the form

2. Review the Disbursement information

3a. If you agree with the information:

- **a.** Click on the **Sign this form** box under your name
- **b.** Type your name in the box to E-sign the form
- **c.** Click **Save**
- **d.** Click the **Approve** box in the top right corner of the form (under Actions)
- **e.** Comments are optional then click the **Approve** box

3b. If you do not agree with the information in the request:

- **a.** Click the **Send Back** box in the top right corner of the form (under Actions)
- **b.** Enter reason in the **Add Comments** box and click the **Send Back** box

3c. If you do not want this request to exist or be an Approver for this request:

- **a.** Click the **Deny** box in the top right corner of the form (under Actions)
- **b.** Enter reason in the **Add Comments** box and click the **Deny** box