Disbursement Voucher (DV) and Concur Payments Requiring Processing by Wire Transfer

Wire transfer payments require banking/wire instruction information to be obtained and provided to Accounting to facilitate wire processing. When processing payments by wire transfer to individuals, it is important to maintain the security of the banking information provided by the vendor.

Do not attach wire transfer instructions for individuals to a DV or to a Concur Expense Report. This information is considered sensitive and must be redacted and/or removed upon processing. Wire instructions for companies are not considered sensitive and may be attached to a DV.

The wire instructions need to be attached to the KFS vendor record where it will be a restricted view. This can be done by editing the vendor and attaching the wire instruction documentation. The wire instruction documentation can be provided via the Wire Instruction Form, an invoice, an email, etc.

Instructions for Adding Wire Instructions to the KFS Vendor Record

1. Search for vendor to edit

From the Main Menu in KFS under the Lookup and Maintenance section select <u>Vendor</u>:

Search by name or vendor number if known:

Vendor Name:	
US Tax Number:	
Foreign Tax Id:	
Vendor #:	12345-0
Active Indicator:	○ Yes ○ No ◉ Both

**If the vendor has existing wire information attached to the vendor, you will not need to add it again, unless contacted by Accounting.

2. Select the edit action to add wire transfer information to the vendor:

Actions
edit create division

3. Enter the description and add the wire instructions in the Notes and Attachments area:

Vendor ?

Document Overview ▾ hide

Document Overview

* **Description:**	Add wire info
Organization Document Number:	

Vendor ▾ hide

Notes and Attachments (4) ▾ hide

Notes and Attachments

	Posted Timestamp	Author	* Note Text	Attached File	Attachment Type	Notification Recipient	Actions
add:			Wire info	Choose File BANK DETAI...DIQUE.pdf CANCEL	Restricted View ▾		add

4. Submit the vendor edit:

submit   save   close   cancel

If the wire information is included as a part of an invoice, redact the sensitive banking information from the invoice and attach to the DV as support.
(https://helpx.adobe.com/acrobat/how-to/redact-pdf.html)

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