

CHECK RUNS: KFS automatically runs a format twice a day for all documents in final status (approximately 7am and 2pm). From those daily formats, Accounts Payable has a **check run twice a week on Tuesday and Thursday morning**. DV's that have final status prior to 7am on Tuesday/Thursday should be included in that check run. TEM documents and PREQs do not hit a check run until they have been in final status for at least two daily formats. Departments ultimately control when a PREQ will hit a check run. Electronic Fund Transfers (ACH payments) that are cut on Tuesday will be in the payee's banks on Thursdays and ACH payments that are cut on Thursday will be in their banks on Mondays (unless there is a Federal Holiday. In that case it will be delayed another day). If you need something in a specific check run you need to contact the A/P tech in charge of your vendor. They will do their best to accommodate your request. Keep in mind we do our best to pay everything in a fair and timely manner and cannot move all documents to the top of the pile. If you have made arrangements to receive a call when your check is ready, those calls come from Banking Services and will be made sometime during the day on Tuesday and Thursday. Please do not come over until you have been called.