KFS User Guide: Financial Processing

Disbursement Voucher - Draft

Professional Development Center, 03/11/2010

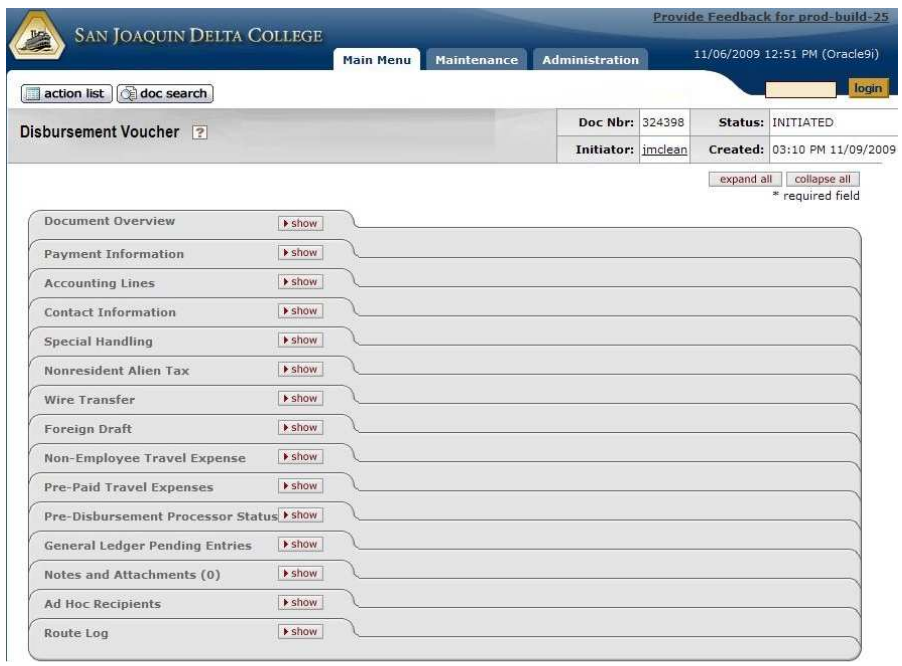
KUALI – FINANCIAL PROCESSING: *DISBURSEMENT VOUCHER (DV)*

E-Doc	Purpose	Oracle Equivalent	Users	Restrictions	Routing
Disbursement Voucher (DV)	• Reimbursement of employees and nonemployees for expenses incurred while conducting college business. • Payment of contractual agreements. • Payment of utilities which use vendors. • Payment in situations where a Purchase Order is not the preferred method of procurement. *Payment is most often in the form of a check.*	Payment Request Form	External/ Internal Users	Restrictions on Object Code and Payee Type will vary based on the Payment Reason Code chosen. All payroll, benefits, income, asset, liability, and fund balance Object Codes are restricted for use on this document.	Routes to the Fiscal Officer. May add routing to Accounts Payable in the future.

The DV has two main parts:

1) The **Document Header** identifies information about the DV's creation and status.

2) The **Tabs** expand to display details about the type, amount and recipient of the disbursement.



DOCUMENT HEADER

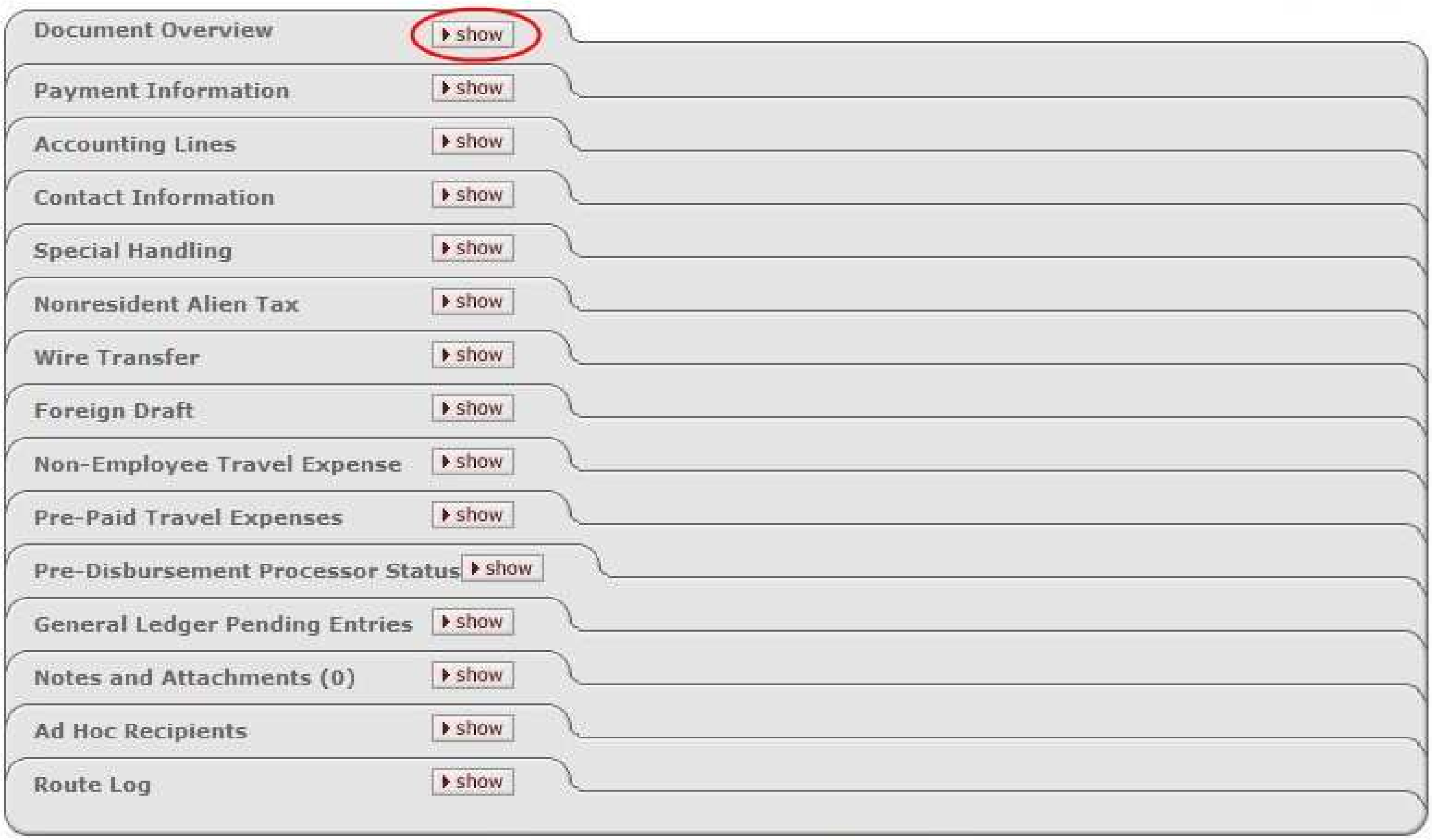
The **Document Header** displays the **Doc Nbr**, **Initiator**, **Status** and date **Created**. All fields are automatically filled-in when you initiate (open) a new document. It's a good idea to <u>write down the **Doc Nbr**</u> so you can easily pull up the DV when performing a search.

DOCUMENT HEADER	
FIELD	**DEFINITION**
Doc Nbr	Document Number to be used in search queries; auto-supplied when a new doc is initiated.
Initiator	Person inputting the Disbursement Voucher.
Status	Workflow status: *INITIATED, SAVED, ENROUTE, CLOSED.*
Created	Creation time and date stamp.

DISBURSEMENT VOUCHER TABS

To help with readability begin with all tabs collapsed.

Open one at a time by clicking **show**.



NOTE: ***Document Overview, Payment Information, Accounting Lines*** *and* ***Contact Information*** *are <u>required tabs that must be filled-in.</u> Many of the remaining tabs are optional depending on the selections made under* ***Payment Information.***

For example, if you select a ***Payment Reason Code*** *that is travel related, you may need to fill-in the* ***Non-Employee Travel Expense*** *or* ***Pre-Paid Travel Expense*** *tab. Based on the* ***Payment Method*** *chosen, you may need to provide additional information under* ***Wire Transfer*** *or* ***Foreign Draft.***

General Ledger Pending Entries, Notes and Attachments, Ad Hoc Recipients *and* ***Route Log*** *are standard to all "Financial Processing" documents.*

DOCUMENT OVERVIEW

Document Overview shows what the Disbursement Voucher is for and allows you to enter a brief explanation. Information entered here should benefit you when performing searches, so use terminology that is clear and will make sense to you later.

NOTE: *Fields marked with an asterisk (*) are required and cannot be left blank.*

DOCUMENT OVERVIEW		
FIELD	**CONDITION**	**DEFINITION**
Description	Required	Short statement of what the DV is for. (Travel Reimb; Payment on Contract; etc.) *This is what will display in the Action List, so be specific and include <u>who</u> is being paid.*
Org. Doc. #	Optional	Not required; optional number defined for interdepartmental purposes.
Explanation	Optional	Brief details to supplement **Description**.
Bank Code	Required	Defaulted to Wells Fargo; can use **Search** to change.
Total Amount	Display Only	Total dollar amount of the DV; updates when document is saved.

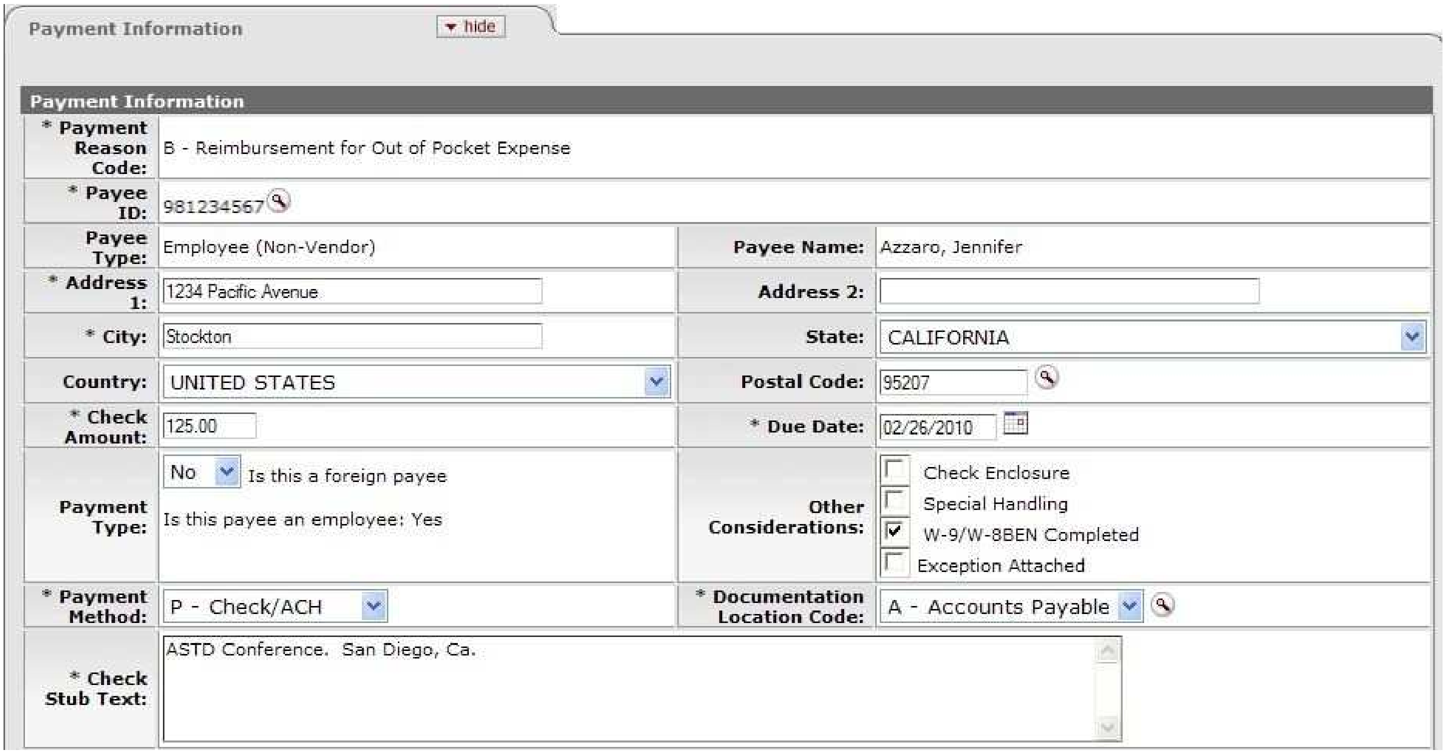
Remember to save after completing each tab!

save

PAYMENT INFORMATION

Payment Information identifies the following:

- A reason for the payment (the *Payment Reason Code*)
- The payee
- Payee contact info
- Method of payment


Payment Information ▾ hide

Payment Information

* Payment Reason Code:	B - Reimbursement for Out of Pocket Expense		
* Payee ID:	981234567		
Payee Type:	Employee (Non-Vendor)	Payee Name:	Azzaro, Jennifer
* Address 1:	1234 Pacific Avenue	Address 2:	
* City:	Stockton	State:	CALIFORNIA
Country:	UNITED STATES	Postal Code:	95207
* Check Amount:	125.00	* Due Date:	02/26/2010
Payment Type:	No Is this a foreign payee Is this payee an employee: Yes	Other Considerations:	Check Enclosure Special Handling W-9/W-8BEN Completed Exception Attached
* Payment Method:	P - Check/ACH	* Documentation Location Code:	A - Accounts Payable
* Check Stub Text:	ASTD Conference. San Diego, Ca.		

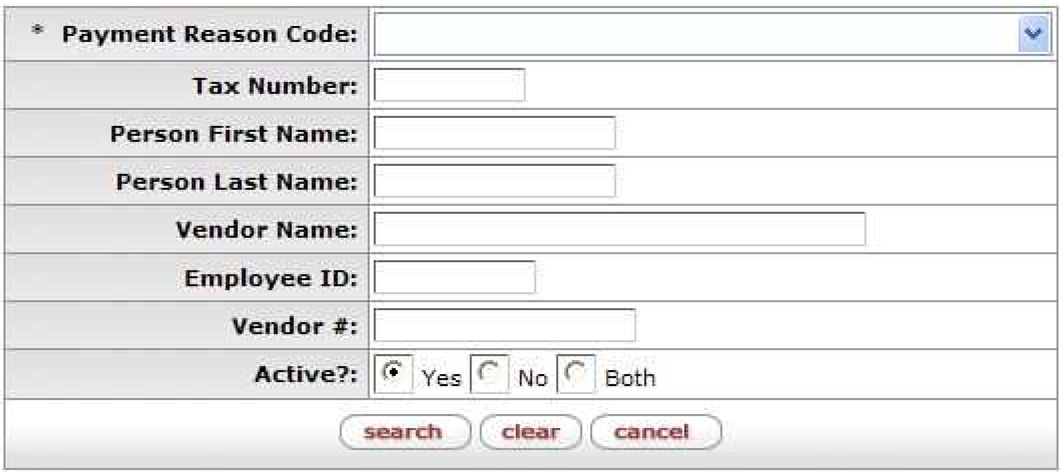
PAYMENT INFORMATION		
FIELD	**CONDITION**	**DEFINITION**
Payment Reason Code	Required/Display Only	The reason for the payment. Cannot type in this field - Must skip to **Search** in **Payee ID** field to select the **Payment Reason Code**. (See steps on pp. 7-8)
Payee ID	Required	Employee ID number of payee, or the vendor receiving the payment. Use **Search** to select the **Payee ID**.
Payee Type	Display Only	Automatically supplied based on the **Payee ID**. *Employee (Non-Vendor)* or *Vendor*
Payee Name	Display Only	Automatically supplied based on the **Payee ID**.
Address (1 & 2), City, St, Country, Postal Code	Required	Address to which check should be mailed.
Check Amount	Required	Amount of payment.
Due Date	Required	Date the payment should be made. Use calendar widget to ensure proper date format.
Payment Type	Optional/Display Only	Automatically configured based on the **Payee ID**.

Other Considerations	Optional	Special requests regarding the payment. **Check Enclosure:** indicates documentation that must accompany the check, such as a receipt or registration form. **Special Handling**: indicates what to do with the check after it is run. For example, allowing an employee to pick it up on campus rather than having it mailed. *Requires additional info under **Special Handling** tab, and a note of explanation under **Notes and Attachments**.* **W-9/W-8BEN Completed:** indicates whether payee has a W-9 form on file; *automatically checked based on **Payee ID**.* **Exception Attached:** indicates an exception to policy if something in the DV process needs to be circumvented. *Requires a note of explanation under **Notes and Attachments**.*
Payment Method	Required	Select Check/ACH.
Documentation Location Code	Required	Location of any documentation supporting the DV, such as travel forms, receipts, invoices, etc. This should be defaulted to *Accounts Payable*.
Check Stub Text	Required	Text to be printed on the check stub; usually helps the payee identify what the payment is for. <u>When possible, please include the Invoice #.</u> *This is also known as a "Remittance Advice."*

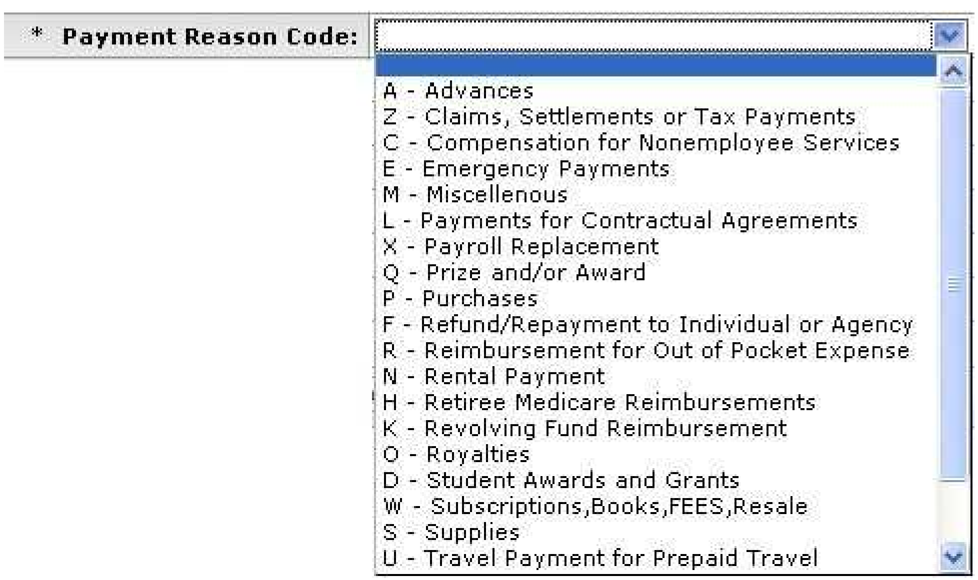
PAYEE REASON CODE AND PAYEE ID LOOKUP

Despite the **Payment Reason Code** appearing before the **Payee ID** field, you have to click next to **Payee ID** to retrieve both.

Clicking in this field will display the Payee Lookup screen –



Choose a **Payment Reason Code** from the drop-down menu –



For a definition of each Payment Reason Code, including restrictions, please see the corresponding DV Payment Reason Sheet.

Then click on **search** to display the **Payee ID**s associated with that code –

Payee IDs
(Employees and Vendors)

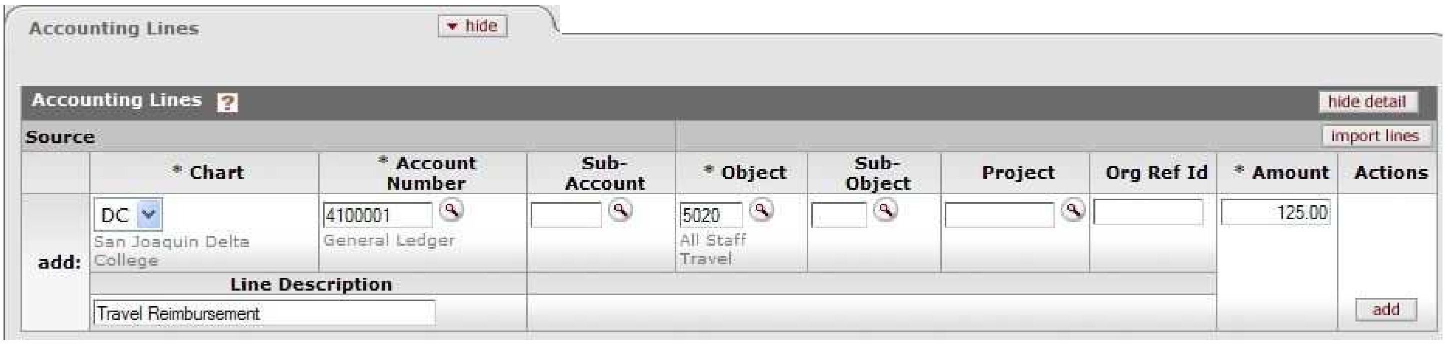
Return Value	Payee Name	Payee Type	Address	Payee Number	Active?	Tax Number
return value	Azzaro, Jennifer	Employee (Non-Vendor)	, ,		Yes	
return value	Williamson Jr, Willie	Employee (Non-Vendor)	, ,		Yes	
return value	Willis, Roxane	Employee (Non-Vendor)	, ,		Yes	
return value	A & A PORTABLES INC	Vendor	201 ROSCOE RD, MODESTO, CA US	5079-0	Yes	942485924
return value	ADVANCED ROOFING	Vendor	7548 CRAWFORD AVE, OAKDALE, CA US	5117-0	Yes	412273317

To select a payee, click **return value**. You will be returned to the main DV entry screen with the **Payment Reason Code, Payee ID, Payee Type** and **Payee Name** fields automatically filled-in.

* Payment Reason Code:	B - Reimbursement for Out of Pocket Expense		
* Payee ID:	981234567		
Payee Type:	Employee (Non-Vendor)	Payee Name:	Azzaro, Jennifer

ACCOUNTING LINES

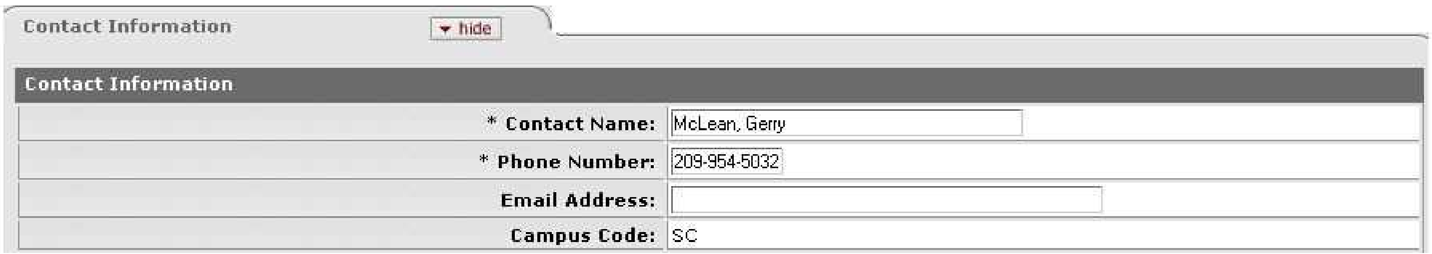
The **Accounting Lines** tab is where you indicate the account the disbursement should be drawn from.



ACCOUNTING LINES		
FIELD	**CONDITION**	**DEFINITION**
Chart Code	Required	Select **DC** for *San Joaquin Delta College*.
Account Number	Required	Can fill-in manually or use **Search**
Sub-Account Code	Optional	Fill-in if you wish to use a Sub-Account code that has been defined by your department for internal use – for example, the *Purchasing Dept.* Account may have Sub-Accounts for the *Publication Center* and *Mail Room*.
Object Code	Required	Can fill-in manually or use **Search**
Sub-Object Code	Optional	Fill-in if you wish to use a Sub-Object code that has been defined by your department for internal use – for example, the *Travel* Object Code can have Sub-Object codes for *Local* or *Out-of-State*.
Project Code	Optional	To indicate that the Disbursement Voucher is associated with a specific project.
Organization Reference ID	Optional	Fill-in if you wish to use an Organization Reference ID that has been defined by your department for internal use.
Amount	Required	Total amount of the disbursement.
Line Description	Optional	Brief note to explain the Accounting Line.
Actions	Required	Click **add** to add the Accounting Line to the item.

CONTACT INFORMATION

Contact Information is filled-in by default with the name and contact info of the person initiating the Disbursement Voucher.



CONTACT INFORMATION		
FIELD	**CONDITION**	**DEFINITION**
Contact Name	Required	Name of person initiating the DV. Can be edited/changed.
Phone Number	Required	Phone number of initiator. Can be edited/changed. *Area Code cannot be entered with parenthesis.* *(209) 954-5032 should be 209-954-5032.*
Email Address	Optional	Email Address of initiator. Can be edited/changed.
Campus Code	Display Only	Will be filled-in based on the initiator's login account. *SC=Stockton Campus; MC=Manteca Center; OC=Off Campus, etc.* Can be edited/changed.

ADDITIONAL TABS ON DISBURSEMENT VOUCHER (DV) DOCUMENT - (NON-REQUIRED)

Special Handling: designate an alternate address to mail the check. Fill-in only if you checked **Special Handling** box under *Payment Information* tab.

Nonresident Alien Tax: fill-in only if the payee is a nonresident alien.

Wire Transfer: fill-in only if you selected **Wire Transfer** as the the **Payment Method** under *Payment Information*.

Foreign Draft: fill-in only if you selected **Foreign Draft** as the **Payment Method** under *Payment Information*.

Non-Employee Travel Expense: fill-in only if you selected **Travel Payment for a Nonemployee** as the **Payment Reason Code**. Sub-sections are *Traveler Information, Destination, Per Diem, Personal Vehicle Mileage, Traveler Expenses,* and *Pre Paid Expenses.*

Pre-Paid Travel Expenses: fill-in only if you selected **Travel Payment for Prepaid Travel** as the **Payment Reason Code**.

Pre-Disbursement Processor Status: allows you to track the status of the disbursement.

General Ledger Pending Entries: displays G/L transactions that are pending until the DV is complete and the G/L updated.

NOTES AND ATTACHMENTS

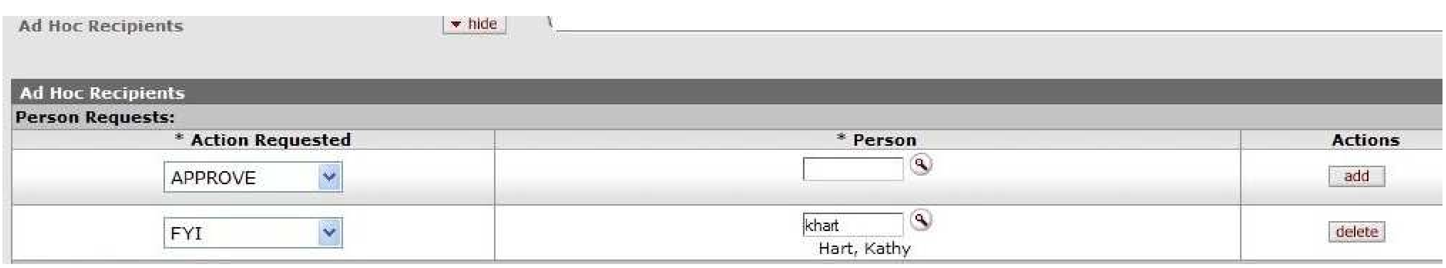
Notes and Attachments is used to provide supplementary documentation regarding the Disbursement Voucher, such as copy of a receipt or conference registration form. You can either type a note into the **Note Text** box by itself, or type a note and attach a file. <u>It is recommended that you attach a copy of the invoice or travel request form here.</u>

NOTE: *Although the Note field is marked with an asterisk (*), it is only required to be filled in when you attach a file.*

AD HOC RECIPIENTS

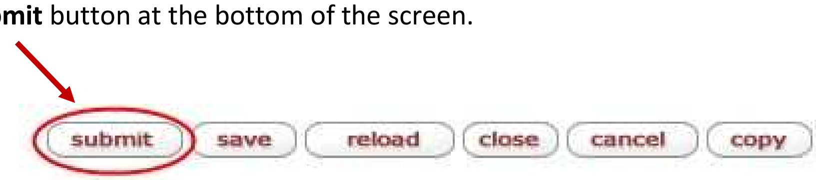
Ad Hoc Recipients allows you to include one or more additional people in the Disbursement Voucher loop. (Meaning of "Ad Hoc" - *for this purpose; impromptu*).

Use **Search** to select a person.
Indicate the **Action Requested** – *APPROVE, ACKNOWLEDGE, FYI.* (Options may vary based on your permissions.)
Click **add**



SUBMITTING THE DISBURSEMENT VOUCHER

When you are ready to submit the DV, click the **submit** button at the bottom of the screen.



Scroll up to the top of the DV document and you will see a message confirming that the **Document was successfully submitted.**

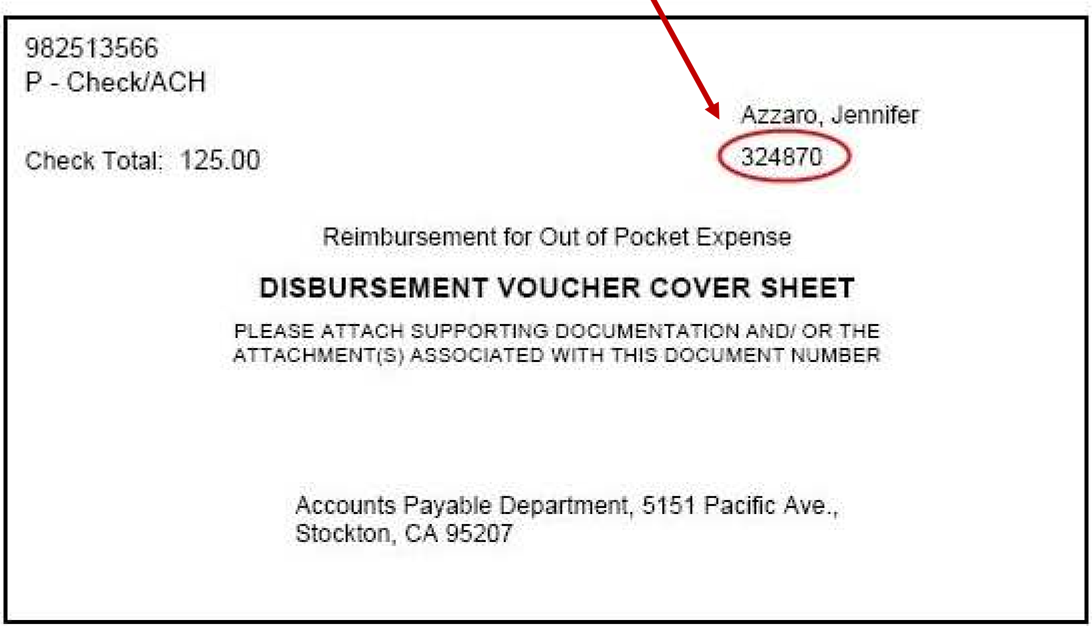
PRINTING A COVER SHEET

After submitting, the top of the document will display a prompt to print a Disbursement Voucher cover sheet.

Print Disbursement Voucher Coversheet

Print the cover sheet (sample below), attach it to any supporting documentation such as the invoice, travel request, or conference registration form, and send via interoffice mail to the **Accounts Payable** Department. Note the 6-digit **Document Number** in the upper right corner below the payee name. This allows **Accounts Payable** to look up the DV in KFS.

Doc Nbr


982513566
P - Check/ACH

Azzaro, Jennifer

Check Total: 125.00

324870

Reimbursement for Out of Pocket Expense

DISBURSEMENT VOUCHER COVER SHEET

PLEASE ATTACH SUPPORTING DOCUMENTATION AND/ OR THE ATTACHMENT(S) ASSOCIATED WITH THIS DOCUMENT NUMBER

Accounts Payable Department, 5151 Pacific Ave., Stockton, CA 95207

ROUTE LOG

The **Route Log** tells you where a document is in the workflow process. This is a helpful place to come back and see how your Disbursement Voucher is progressing. After submitting, it should look similar to the following.
Please note:

The **Status** is **ENROUTE**.
The **Actions Taken** show **COMPLETED** (by the initiator).
The **Pending Action Requests** show **APPROVE** (by the Fiscal Officer).