

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
<b>Disbursement Voucher (DV)</b>	<ul style="list-style-type: none"> <li>Reimbursement of employees and nonemployees for expenses incurred while conducting college business.</li> <li>Payment of contractual agreements.</li> <li>Payment of utilities which use vendors.</li> <li>Payment in situations where a Purchase Order is not the preferred method of procurement.</li> </ul> <p><i>Payment is most often in the form of a check.</i></p>	Payment Request Form	External/Internal Users	<p>Restrictions on Object Code and Payee Type will vary based on the Payment Reason Code chosen.</p> <p>All payroll, benefits, income, asset, liability, and fund balance Object Codes are restricted for use on this document.</p>	<p>Routes to the Fiscal Officer.</p> <p>May add routing to Accounts Payable in the future.</p>

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.

The screenshot displays the 'Disbursement Voucher' interface for San Joaquin Delta College. At the top, the college logo and name are visible, along with a feedback link and the date/time '11/06/2009 12:51 PM (Oracle9i)'. The navigation menu includes 'Main Menu', 'Maintenance', and 'Administration'. Below the navigation, there are search and action buttons: 'action list', 'doc search', and 'login'. The document details are shown in a table:

<b>Doc Nbr:</b>	324398	<b>Status:</b>	INITIATED
<b>Initiator:</b>	imclean	<b>Created:</b>	03:10 PM 11/09/2009

Below the document details, there are two buttons: 'expand all' and 'collapse all', with a note '\* required field'. A list of expandable tabs is provided, each with a 'show' button:

- Document Overview
- Payment Information
- Accounting Lines
- Contact Information
- Special Handling
- Nonresident Alien Tax
- Wire Transfer
- Foreign Draft
- Non-Employee Travel Expense
- Pre-Paid Travel Expenses
- Pre-Disbursement Processor Status
- General Ledger Pending Entries
- Notes and Attachments (0)
- Ad Hoc Recipients
- Route Log

## 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 write down the Doc Nbr so you can easily pull up the DV when performing a search.



The screenshot shows the top navigation bar of the San Joaquin Delta College system. It includes the college logo, the name "SAN JOAQUIN DELTA COLLEGE", and a "Provide Feedback for build-1310" link. Below the navigation bar are buttons for "action list" and "doc search", and a "Logged in User: jennazzaro" indicator. The main content area displays a "Disbursement Voucher" header with a help icon. To the right, a table shows the document details:

<b>Doc Nbr:</b>	324813	<b>Status:</b>	INITIATED
<b>Initiator:</b>	imclean	<b>Created:</b>	10:24 AM 11/04/2009

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

Document Overview	▶ show
Payment Information	▶ show
Accounting Lines	▶ show
Contact Information	▶ show
Special Handling	▶ show
Nonresident Alien Tax	▶ show
Wire Transfer	▶ show
Foreign Draft	▶ show
Non-Employee Travel Expense	▶ show
Pre-Paid Travel Expenses	▶ show
Pre-Disbursement Processor Status	▶ show
General Ledger Pending Entries	▶ show
Notes and Attachments (0)	▶ show
Ad Hoc Recipients	▶ show
Route Log	▶ show



**NOTE:** *Document Overview, Payment Information, Accounting Lines and Contact Information are required tabs that must be filled-in. 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 ▼ hide

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**Document Overview**

<b>* Description:</b> <input type="text" value="Travel Reimbursement for Jennifer Azzaro"/>	<b>Explanation:</b> <input type="text" value="Reimbursement of out-of-pocket expense incurred while attending a training conference."/>
<b>Org. Doc. #:</b> <input type="text"/>	

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**Financial Document Detail**

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

**Remember to save after completing each tab!**



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

### PAYMENT INFORMATION


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

<b>Other Considerations</b>	Optional	<p>Special requests regarding the payment.</p> <p><b>Check Enclosure:</b> indicates documentation that must accompany the check, such as a receipt or registration form.</p> <p><b>Special Handling:</b> 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. <i>Requires additional info under <b>Special Handling</b> tab, and a note of explanation under <b>Notes and Attachments</b>.</i></p> <p><b>W-9/W-8BEN Completed:</b> indicates whether payee has a W-9 form on file; <i>automatically checked based on <b>Payee ID</b>.</i></p> <p><b>Exception Attached:</b> indicates an exception to policy if something in the DV process needs to be circumvented. <i>Requires a note of explanation under <b>Notes and Attachments</b>.</i></p>
<b>Payment Method</b>	Required	Select Check/ACH.
<b>Documentation Location Code</b>	Required	Location of any documentation supporting the DV, such as travel forms, receipts, invoices, etc. This should be defaulted to <i>Accounts Payable</i> .
<b>Check Stub Text</b>	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> <i>This is also known as a "Remittance Advice."</i>

## 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.

\* Payee ID: 

Clicking  in this field will display the Payee Lookup screen –

* Payment Reason Code:	<input type="text"/>
Tax Number:	<input type="text"/>
Person First Name:	<input type="text"/>
Person Last Name:	<input type="text"/>
Vendor Name:	<input type="text"/>
Employee ID:	<input type="text"/>
Vendor #:	<input type="text"/>
Active?:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

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

* Payment Reason Code:	<input type="text"/>
<ul style="list-style-type: none"><li>A - Advances</li><li>Z - Claims, Settlements or Tax Payments</li><li>C - Compensation for Nonemployee Services</li><li>E - Emergency Payments</li><li>M - Miscellaneous</li><li>L - Payments for Contractual Agreements</li><li>X - Payroll Replacement</li><li>Q - Prize and/or Award</li><li>P - Purchases</li><li>F - Refund/Repayment to Individual or Agency</li><li>R - Reimbursement for Out of Pocket Expense</li><li>N - Rental Payment</li><li>H - Retiree Medicare Reimbursements</li><li>K - Revolving Fund Reimbursement</li><li>O - Royalties</li><li>D - Student Awards and Grants</li><li>W - Subscriptions, Books, FEES, Resale</li><li>S - Supplies</li><li>U - Travel Payment for Prepaid Travel</li></ul>	

***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 IDs** associated with that code –



Payee IDs  
(Employees and Vendors)

Return Value	Payee Name	Payee Type	Address	Payee Number	Active?	Tax Number
<a href="#">return value</a>	Azzaro, Jennifer	Employee (Non-Vendor)			Yes	
<a href="#">return value</a>	Williamson Jr, Willie	Employee (Non-Vendor)			Yes	
<a href="#">return value</a>	Willis, Roxane	Employee (Non-Vendor)			Yes	
<a href="#">return value</a>	A & A PORTABLES INC	Vendor	201 ROSCOE RD, MODESTO, CA US	5079-0	Yes	942485924
<a href="#">return value</a>	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.

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

## ACCOUNTING LINES

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

The screenshot shows the 'Accounting Lines' tab with a 'hide' button. Below the tab is a table with the following data:

Accounting Lines <span>?</span> <span>hide detail</span>									
Source <span>import lines</span>									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	DC San Joaquin Delta College	4100001 General Ledger		5020 All Staff Travel				125.00	
<b>Line Description</b>									
	Travel Reimbursement								add

ACCOUNTING LINES		
FIELD	CONDITION	DEFINITION
<b>Chart Code</b>	Required	Select <b>DC</b> for <i>San Joaquin Delta College</i> .
<b>Account Number</b>	Required	Can fill-in manually or use <b>Search</b>
<b>Sub-Account Code</b>	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 <i>Purchasing Dept.</i> Account may have Sub-Accounts for the <i>Publication Center</i> and <i>Mail Room</i> .
<b>Object Code</b>	Required	Can fill-in manually or use <b>Search</b>
<b>Sub-Object Code</b>	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 <i>Travel</i> Object Code can have Sub-Object codes for <i>Local</i> or <i>Out-of-State</i> .
<b>Project Code</b>	Optional	To indicate that the Disbursement Voucher is associated with a specific project.
<b>Organization Reference ID</b>	Optional	Fill-in if you wish to use an Organization Reference ID that has been defined by your department for internal use.
<b>Amount</b>	Required	Total amount of the disbursement.
<b>Line Description</b>	Optional	Brief note to explain the Accounting Line.
<b>Actions</b>	Required	Click <b>add</b> 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	
* <b>Contact Name:</b>	McLean, Gerry
* <b>Phone Number:</b>	209-954-5032
<b>Email Address:</b>	
<b>Campus Code:</b>	SC

CONTACT INFORMATION		
FIELD	CONDITION	DEFINITION
<b>Contact Name</b>	Required	Name of person initiating the DV. Can be edited/changed.
<b>Phone Number</b>	Required	Phone number of initiator. Can be edited/changed. <i>Area Code cannot be entered with parenthesis. (209) 954-5032 should be 209-954-5032.</i>
<b>Email Address</b>	Optional	Email Address of initiator. Can be edited/changed.
<b>Campus Code</b>	Display Only	Will be filled-in based on the initiator's login account. <i>SC=Stockton Campus; MC=Manteca Center; OC=Off Campus, etc.</i> 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. It is recommended that you attach a copy of the invoice or travel request form here.


Notes and Attachments					
	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:			<input type="text"/>	<input type="text"/> Browse... CANCEL	add
1	11/05/2009 12:27 PM	McLean, Jerry	Copy of hotel receipt showing 1 night paid out-of-pocket.	Hotel Receipt.doc (21 KB, application/msword)	delete



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** 

Ad Hoc Recipients		
Person Requests:		
* Action Requested	* Person	Actions
APPROVE	<input type="text"/>	add
FYI	khart Hart, Kathy	delete

## 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	
<b>DISBURSEMENT VOUCHER COVER SHEET</b>	
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).

Route Log ▼ hide

Route Log refresh

ID: 324264 ▼ hide

<b>Title</b>	Disbursement Voucher - Travel Reimbursement for Jennifer Azzaro [E:A:N:N]		
<b>Type</b>	Disbursement Voucher	<b>Created</b>	12:27 PM 11/05/2009
<b>Initiator</b>	McLean, Jerry	<b>Last Modified</b>	12:37 PM 11/05/2009
<b>Status</b>	<b>ENROUTE</b>	<b>Last Approved</b>	
<b>Node(s)</b>	Account	<b>Finalized</b>	

**Actions Taken** ▼ hide

Action	Taken By	For Delegator	Time/Date	Annotation
<b>COMPLETED</b>	McLean, Jerry		12:37 PM 11/05/2009	

**Pending Action Requests** ▼ hide

Action	Requested Of	Time/Date	Annotation
<a href="#">▶ show</a> <b>IN ACTION LIST FYI</b>	Hart, Kathy	12:37 PM 11/05/2009	Ad Hoc Routed by jmclean
<a href="#">▶ show</a> <b>IN ACTION LIST APPROVE</b>	Puentes, Raquel	12:37 PM 11/05/2009	KFS-SYS Fiscal Officer 4100001 DC