Disbursement Vouchers – to be used when invoice is in hand

Under Transactions – Financial Processing – Select Disbursement Voucher

Under Document Overview – Input a description in the Description box – The vendor name should be the description (this helps A/P techs identify the DV’s that are theirs in the action list)
Under Payment Information – Payee ID – Click magnifying glass

Select Payment Reason Code from the drop down menu
Input vendor name if company or non-employee, Input person Last name if employee reimbursement or you should use the employees ID (this way you won’t accidentally pay the wrong (Jane Doe). Use the * as a wildcard search. When vendor comes up select the correct vendor and click return value.

If vendor number has multiple addresses you need to select the correct remit address and click return value.
Input the invoice number in the invoice number box (A) and the invoice date in the invoice date box (B). These boxes are not mandatory but will help prevent duplicate payments. If there isn’t an actual invoice number leave the box blank as you do not want to enter the same note on all your payments to this vendor. Input dollar amount of invoice (C). Do not touch the Due Date box (D) this will default to the next day. If you need information to be sent with a check or you need a separate check mark the check enclosure box (E). That box will make sure the vendor receives a separate check for this DV. Select Payment method from drop down menu (F) Input information into the Check Stub Text (G) (This is where you input the invoice number – if paying a company and reimbursement information if paying an individual. This information will be printed on the check stub or payment advice)
Select Chart from drop down menu (CO) - Input account number(s), Object, dollar amount and click add. Amount(s) must equal the Check Amount

Attached Scanned invoice under Notes and Attachments and click submit button. Once you click submit you cannot make changes to your DV.
If all went well you will get this message.

- Document was successfully submitted.