

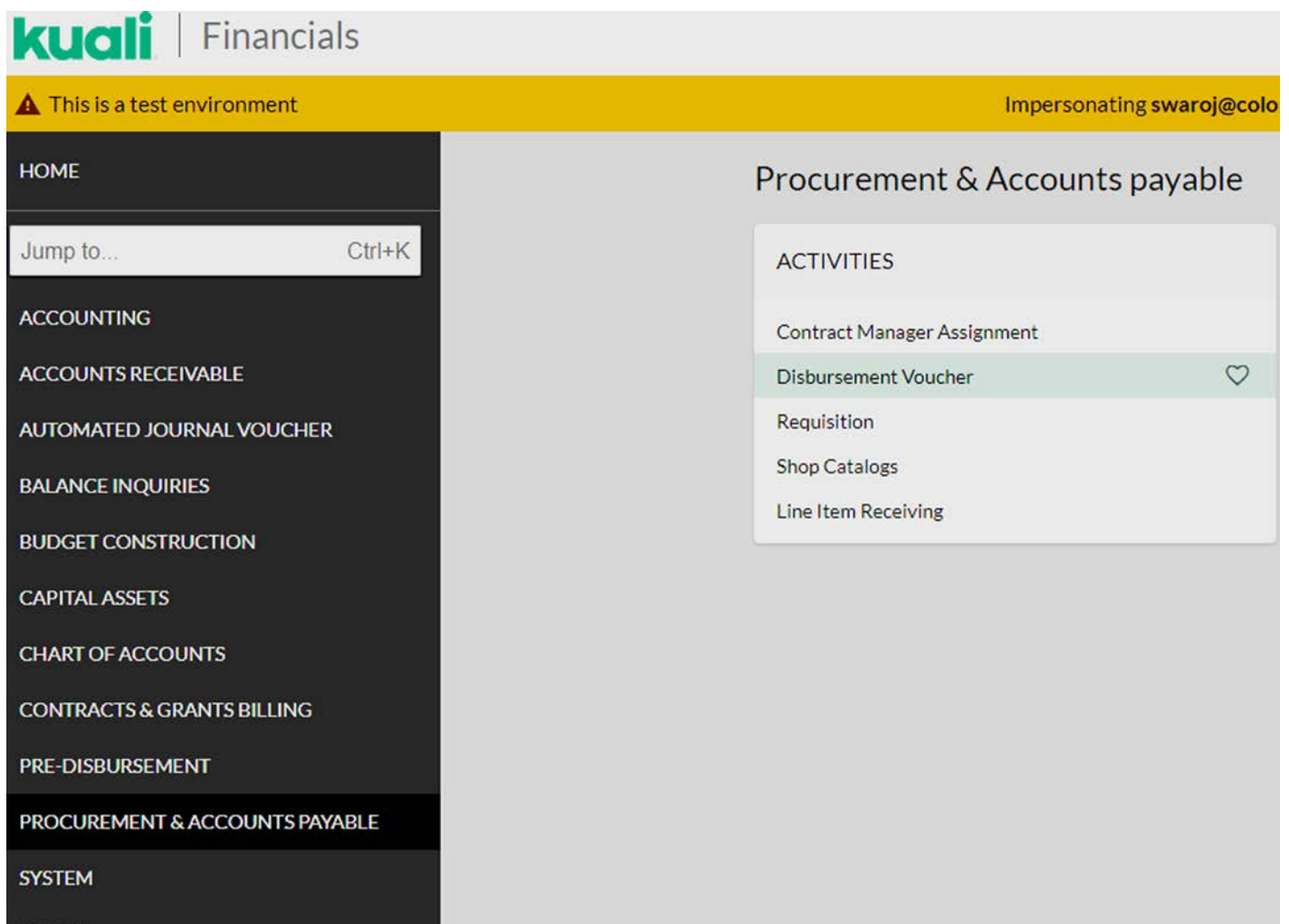
Disbursement Voucher

Document Overview:

The Disbursement Voucher (DV) document is used in situations in which a payment is not processed through a procurement method, such as a purchase order or procurement card. This document should be used for immediate payments, employee reimbursements, or when we have an invoice in hand that needs to be paid (i.e. Utility bills). Payment can be issued to vendors and employees through either check, ACH, or wire.

How to Complete the Document:

The DV document is on the Procurement & Accounts Payable Tab on the side menu of Kualu. To open the document, click on “Disbursement Voucher” under Activities. Another option would be to type “Disbursement Voucher” into the “Jump To” search on the side menu.



The screenshot displays the Kualu Financials interface. At the top left, the Kualu logo is followed by the word "Financials". A yellow banner below the header contains a warning icon and the text "This is a test environment" on the left, and "Impersonating swaroj@colo" on the right. A dark sidebar on the left lists various menu items: HOME, Jump to... (with Ctrl+K shortcut), ACCOUNTING, ACCOUNTS RECEIVABLE, AUTOMATED JOURNAL VOUCHER, BALANCE INQUIRIES, BUDGET CONSTRUCTION, CAPITAL ASSETS, CHART OF ACCOUNTS, CONTRACTS & GRANTS BILLING, PRE-DISBURSEMENT, PROCUREMENT & ACCOUNTS PAYABLE, and SYSTEM. The "PROCUREMENT & ACCOUNTS PAYABLE" item is highlighted. The main content area shows the "Procurement & Accounts payable" section with a list of "ACTIVITIES": Contract Manager Assignment, Disbursement Voucher (highlighted with a heart icon), Requisition, Shop Catalogs, and Line Item Receiving.

This will open the Disbursement Voucher document. Please be sure to input the vendor name in the description box as this will help the Accounts Payable approvers identify their vendor payment documents in their shared action list.

DOCUMENT OVERVIEW

OVERVIEW

* Description : 7725654 - City of Fort Collins - Utiliti
Explanation : Electric service work in the pedestrian tunnel @ Center & Prospect
Organization Document Number :

FINANCIAL DOCUMENT DETAIL

* Bank Code : 02 GENERAL DISBURSEMENTS
Total Amount :

PAYMENT INFORMATION





PAYMENT INFORMATION

* Payment Reason Code : U - Utilities
* Payee ID : 9603-0 
Payee Type : Vendor
Invoice Number :
* Address 1 : City Clerks Office
* City : Fort Collins
Country : United States
* Check Amount :
Is this a foreign payee : No
Payment Type : Is this payee an employee : No
* Payee Name : City of Fort Collins
Invoice Date : 
Address 2 : PO Box 500
State : CO
Postal Code : 80522 0580
* Due Date : 
Other Considerations : Check Enclosure
 W-9/W-8BEN Completed

In the Payment Information section, the user will input the Payee ID by clicking on the magnifying glass next to Payee ID (as shown below). The payee can be either an employee or non-employee, all non-employee payees will be active vendors set up in Kuali.

PAYMENT INFORMATION

PAYMENT INFORMATION

* Payment Reason Code :
* Payee ID : 
Payee Type :
Invoice Number :
* Address 1 :
* City :
Country :
* Check Amount :
Is this a foreign payee : No
Payment Type : Is this payee an employee :
* Payment Method :
* Check Stub Text :
* Payee Name :
Invoice Date : 
Address 2 :
State :
Postal Code :
* Due Date : 
Other Considerations : Check Enclosure
 W-9/W-8BEN Completed
* Documentation Location Code : AP - Accounts Payable 

By clicking the magnifying glass, the Payee Lookup screen will pop up. The Payment Reason Code needs to be selected. Below is a list of current payment reason codes:

PAYMENT REASON CODE	PAYMENT REASON NAME	PAYMENT REASON DESCRIPTION
A	< \$5000	Disbursement vouchers for < \$5000
B	Benefits	Benefits for the University and its employees
C	CSURF and CSUF payments	CSURF and CSUF payments
D	Advertising	Advertising
E	Athletics	Athletic visiting team guarantee, consigned tickets, conference membership, fees for officials at NCAA events, athlete medical bills (Intercollegiate Athletics only)
F	Contract Payments	Contract payments settled upon execution of contract by CSU Controller
G	Membership dues	Membership dues.
H	Military Sciences	Military property custodian purchases (Military Science only).
I	Insurance	Insurance premiums (Environmental Health Services Dept only)
J	Postal Charges	Postal and other delivery charges including messenger fees (Bookstore, Central Receiving, Cooperative Extension, DEO, and University Development only).
K	Registration Fees	Registrar fees related to conferences, seminars, receptions or other official events.
L	Library	For use by Library only.
M	Employee Moving-Employee Payment	Employee moving expenses. Payment to employees.
N	Stipends	Stipends, honorariums, allowances, support, and grants.
O	Program Obligations	Payments for program obligations which have been pre-approved by the Director of Purchasing, including legal fees & CSFS direct reimbursement already approved.
P	Bookstore, Food Service, Student Center	For use by Bookstore, Food Service, Student Center only.
Q	Tuition	Tuition expenses at other educational institutes.
R	Refunds	Refunds and cost shares (does not include reimbursements > \$1,000 for employees).
S	Securities	Securities, taxes, regulatory fees, and fund transfers (Business & Financial Services only).
T	Accreditation Expenses	Travel expenses not issued through TEM - Chart codes BG and PB only.
U	Utilities	Utilities (water, gas, electric) and customary local and long distance telephone service including pagers and cell phones.
V	Sponsorships	For External Relations use Only.
W	Employee Moving-Company Payment	Employee moving expenses. Payment to companies.
X	Foreign Vendor	Foreign Vendor.
Y	Board of Governors	Used to make Board of Governors Payments
Z	Death Benefit	Used to make Death Benefit Payments

Once the payment reason code is selected, we can search for the payee. For all non-employee/vendor payments we will search for the payee using the "Vendor Name" field. If the payee is an employee, then the payee can be located using the "Person First Name" and/or "Person Last Name" fields. As an example, we can search for AT&T using the Vendor Name field; type "*A T and T*". The * acts as a wildcard so it will pick up any word with A T and T in the name. Also, acronyms as vendors are spaced out. In this case it is not AT&T, but will have a space between it. Also, the & is not used, but is spelled out as "and." After putting in the information, click search and the below will appear.

Payee Lookup 1-8 of 8

* Payment Reason Code:

Person First Name:

Vendor Name:

Vendor #:

Vendor Tax Number:

Person Last Name:

Employee ID:

Active?: Yes No Both

Search Results

Return Value	Payee Name	Payee Type	Address	Payee Number	Active?	Vendor Tax Number
return value	A.T.A.N.D.T	Vendor	PO BOX 5094, CAROL STREAM, IL US	28574-0	Yes	*****
return value ←	A T And T Mobility	Vendor	Ste 1100-Co, Atlanta, GA US	107791-0	Yes	*****
return value	A T and T Sports/Net Rocky Mtn LLC	Vendor	2399 BLAKE ST #130, DENVER, CO US	19566-0	Yes	*****
return value	Compass Group USA, Inc	Vendor	PO BOX 91337, CHICAGO, IL US	7633-0	Yes	*****
return value	Compass Group USA, Inc > A.T.A.N.D.T EXEC EDUC AND CONFERENCE CTR	Vendor	1900 UNIVERSITY AVE, AUSTIN, TX US	7633-3	Yes	*****
return value	Compass Group USA, Inc > Chartwells Campus Dining	Vendor	435 N Garland #104, Fayetteville, AR US	7633-4	Yes	*****
return value	Compass Group USA, Inc > Chartwells Dining Services	Vendor	Chartwells at New Mexico Tech, Socorro, NM US	7633-2	Yes	*****
return value	Compass Group USA, Inc > Everest Dining Services	Vendor	2400 Yorkmont Rd, Charlotte, NC US	7633-1	Yes	*****

Export options: CSV | spreadsheet | XML

This brought up 8 options. Select the option that matches to the invoice or correspondence. In this case, click "return value" next to "A T And T Mobility." Once selected, the screen will take you to the Vendor

Address Lookup screen. Next, click return value by the address desired. For this example, select the last address. Please note that either the Purchase order address or Remit address can be used. Also, if there are not multiple addresses for the vendor you will not be prompted to select an address and the existing address in the vendor file will default.

Search Results								
Return Value	Address Type Description	Address 1	Address 2	State	City	Postal Code	Country	Vendor Fax Number
return value	PURCHASE ORDER	Ste 1100-Co	5565 Glenridge Connector	GA	Atlanta	30342	US	
return value	PURCHASE ORDER	Po Box 70831		NC	Charlotte	28272-0813	US	
return value	REMIT	Po Box 70813		NC	Charlotte	28272-0813	US	
return value	REMIT	Po Box 30523		FL	Tampa	33630-3523	US	
return value	REMIT	P O Box 30218		CA	Los Angeles	90030-0218	US	
return value	REMIT	P O Box 79075		AZ	Phoenix	85062-9075	US	
return value	REMIT	Athys	P O Box 6444	IL	Carol Stream	60197-6444	US	
return value	REMIT	P O Box 54360		CA	Los Angeles	90054-0360	US	
return value	PURCHASE ORDER	188 Inverness Dr W Ste 400		CO	Englewood	80112-5205	US	
return value	REMIT	P O Box 6463		IL	Carol Stream	60197-6463	US	
return value	REMIT	P O Box 30178		CA	Los Angeles	90030-0178	US	
return value	REMIT	P O Box 536216		GA	Atlanta	30353-6216	US	
return value	PURCHASE ORDER	1001 16th St Ste A-128		CO	Denver	80265-5205	US	
return value	PURCHASE ORDER	Po Box 78522		AZ	Phoenix	85062-8522	US	
return value	REMIT	P O Box 78214		AZ	Phoenix	85062-8214	US	
return value	REMIT	P O Box 78522		AZ	Phoenix	85062-8522	US	
return value	REMIT	PO Box 989049		CA	W Sacramento	95798-9049	US	
return value	REMIT	PO Box 6463		IL	Carol Stream	60197-6463	US	

After you click return value, you will be directed back to the Disbursement Voucher screen and the vendor information will be populated in the Payment Information section. In this section, the user will complete the Invoice Number; this should be entered even though there is no asterisk requiring information. The total amount of the payment should be entered in the Check Amount field. Payment Method also needs to be entered; unless the payment is a wire the P/Check ACH option should be selected from the dropdown box. In the Check Stub Text box we should enter the invoice number and the total payment amount (should match the Check amount field above). The Invoice Date and Due Date fields do not need to be filled out and should be left at the default values. The due date will default to the next day and the check will be cut on the next available check run once the DV is final. Click the "Check Enclosure" box if the payment should be sent via check instead of wire/ACH. If the check enclosure box is checked and the check will be picked up or needs special handling please put a note in the notes and attachments so A/P knows what to do with the check. An example may be: John Doe will pick up the check, please call 555-5555 when check is ready. Requests to have checks mailed to departments through Campus Delivery would also be an example of special handling instructions.

PAYMENT INFORMATION

close Payment Information

PAYMENT INFORMATION

* Payment Reason Code: A - - \$5000
 * Payee ID: 10791-0
 Payee Type: Vendor
 Invoice Number: 1234
 * Address 1: PO Box 6463
 * City: Carol Stream
 Country: United States
 * Check Amount: 200.00
 Is this a foreign payee: No
 Payment Type: Is this payee an employee: No
 Is this an employee paid outside of payroll: No
 * Payment Method: P - Check/ACH
 Invoice number 1234
 * Check Stub Text:

* Payee Name: A.T And T.Mobility
 Invoice Date: 08/25/2019
 Address 2:
 State: IL
 Postal Code: 60197-6463
 * Due Date: 08/26/2019
 Other Considerations: Check Enclosure
 W-9/W-BBEN Completed
 * Documentation Location Code: AP - Accounts Payable

The Accounting Lines section is where the expense will be charged to. Everything with an * must be filled out, make sure to click the add button when the required fields are completed.

ACCOUNTING LINES

close Accounting Lines

SOURCE HIDE DETAILS IMPORT LINES

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	LINE DESCRIPTION	ACTIONS
CO							0.00		+
1 CO	1357020 Colorado State University Procurement Services		6201 General Supplies				200.00		⚖️ 🔄 🗑️
TOTAL:							200.00		

In the Contact Information Section, the user completes contact name and phone number. In the Notes and Attachments section, make sure to attach the support/invoice in PDF format. Once complete, click submit. The message as shown below will appear when submitted.

Disbursement Voucher

• Document was successfully submitted.

Doc Nbr: 20114316 Status: ENROUTE
 Initiator: gpolzer@colostate.edu Created: 11:45 AM 08/25/201

EXPAND ALL COLLAPSE ALL

[Print Disbursement Voucher Coversheet](#)

Payment Lookup:

To look up if the DV has been paid, on the main menu screen of Kuali click “doc search.” That will take you to the document lookup screen. In that screen input the document number in the Document/Notification Id section and click search.

Type:	<input type="text"/>	
Initiator:	<input type="text"/>	
Document/Notification Id:	2530430	
Date Created From:	<input type="text"/>	
Date Created To:	<input type="text"/>	
Name this search (optional):	<input type="text"/>	
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>		

1 items found. Please refine your search criteria to narrow down your search.
One item retrieved.

Document/Notification Id	Type	Title	Route Status	Initiator	Date Created	Route Log
2530430	Disbursement Voucher	Disbursement Voucher - pay june ogc cell phone bill	FINAL	Bitner, Sandra	07/25/2013 11:32 AM	

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Click on the document number and it will open the document. In the Pre-Disbursement Processor Status of the document it will say the status and the date extracted and paid.

DISBURSEMENT VOUCHER PRE-DISBURSEMENT PROCESSOR STATUS

Pre-Disbursement Processor Status:	Paid
PDP Extraction Date:	07/09/2019
PDP Paid Date:	07/11/2019 Disbursement Info
PDP Cancellation Date:	
Disbursement Number:	

By clicking on the “disbursement info” button you will be able to find additional information about the disbursement, including the check or ACH number (disbursement number):

Pay Date	Disbursement Date	Payment Status	Disbursement Type Name	Disbursement Number	Net Payment Amount
07/09/2019	07/11/2019	Check Cleared	<u>Check</u>	1139466	5,000.00

Document Routing:

Once the document has been submitted, it will route to required approvers. For a normal routing process, the document will route to the fiscal officer on each account. Account departmental approvals (ORG-xxxx) are also required if the document is greater than or equal to \$1,000. Division approvals (DIV-xx) will be required on any documents that are greater than or equal to \$10,000. The document will then route to the Disbursement Method Reviewer and Disbursement Manager (Both Accounts Payable approvals).

Additional approvals may also be required dependent on object codes used (ex. authorized business function object code 6649), sub-accounts used within the document (ex. PLANT, SPONPR, and GIFT), and Fund Groups used (ex. Fund Group A).

Route Log						refresh
ID: 10379477 hide						
Title	Disbursement Voucher Y - Board of Governors - Pay AT&T Wireless Oct 2016					
Type	Disbursement Voucher			Created	01:51 PM 10/18/2016	
Initiator	Teufel, Sharon			Last Modified	07:14 PM 10/20/2016	
Route Status	FINAL			Last Approved	02:38 PM 10/18/2016	
Node(s)	PaymentMethod			Finalized	02:38 PM 10/18/2016	
Actions Taken hide						
Action	Taken By	For Delegator	Time/Date		Annotation	
SAVED	Teufel, Sharon		01:56 PM 10/18/2016			
hide COMPLETED	Teufel, Sharon		01:58 PM 10/18/2016			
Action	Requested Of	Time/Date		Annotation		
COMPLETE	Teufel, Sharon	01:56 PM 10/18/2016				
APPROVE	Teufel, Sharon	01:58 PM 10/18/2016		KFS-SYS Fiscal Officer BG 1103000		
hide APPROVED	Akin, Cherie L.	Disbursement Method Reviewer	02:38 PM 10/18/2016			
Action	Requested Of	Time/Date		Annotation		
hide APPROVE	(Multiple - expand to see details)	02:38 PM 10/18/2016		KFS-SYS Disbursement Method Reviewer P		
Action	Requested Of	Time/Date		Annotation		
APPROVE	Riba, Jackie	02:38 PM 10/18/2016		KFS-SYS Disbursement Method Reviewer P		
APPROVE	Bedan, Terri L.	02:38 PM 10/18/2016		KFS-SYS Disbursement Method Reviewer P		
APPROVE	Fritzler, Elizabeth L.	02:38 PM 10/18/2016		KFS-SYS Disbursement Method Reviewer P		
APPROVE	Akin, Cherie L.	02:38 PM 10/18/2016		KFS-SYS Disbursement Method Reviewer P		
APPROVE	Navsary, Parvin	02:38 PM 10/18/2016		KFS-SYS Disbursement Method Reviewer P		
APPROVE	Chapman, Sharon J.	02:38 PM 10/18/2016		KFS-SYS Disbursement Method Reviewer P		
APPROVE	LOWELL, SARAH R.	02:38 PM 10/18/2016		KFS-SYS Disbursement Method Reviewer P		
APPROVE	BECKER, VICKI I.	02:38 PM 10/18/2016		KFS-SYS Disbursement Method Reviewer P		
APPROVE	Perez, Rose A.	02:38 PM 10/18/2016		KFS-SYS Disbursement Method Reviewer P		
APPROVE	Polzer, Grant Matthew	02:38 PM 10/18/2016		KFS-SYS Disbursement Method Reviewer P		
APPROVE	DeMint, Christopher James	02:38 PM 10/18/2016		KFS-SYS Disbursement Method Reviewer P		
hide APPROVE	(Multiple - expand to see details)	01:58 PM 10/18/2016		KFS-FP Disbursement Manager MC		
Action	Requested Of	Time/Date		Annotation		
APPROVE	Riba, Jackie	01:58 PM 10/18/2016		KFS-FP Disbursement Manager MC		
APPROVE	Chapman, Sharon J.	01:58 PM 10/18/2016		KFS-FP Disbursement Manager MC		
APPROVE	Akin, Cherie L.	01:58 PM 10/18/2016		KFS-FP Disbursement Manager MC		
APPROVE	Fritzler, Elizabeth L.	01:58 PM 10/18/2016		KFS-FP Disbursement Manager MC		
APPROVE	Navsary, Parvin	01:58 PM 10/18/2016		KFS-FP Disbursement Manager MC		
APPROVE	Bedan, Terri L.	01:58 PM 10/18/2016		KFS-FP Disbursement Manager MC		
APPROVE	Perez, Rose A.	01:58 PM 10/18/2016		KFS-FP Disbursement Manager MC		
APPROVE	DeMint, Christopher James	01:58 PM 10/18/2016		KFS-FP Disbursement Manager MC		

Document Exceptions/Restrictions:

Below is the list of parameters related to the DV document. If the Constraint Code is "A", this means "Allowed" and if "D" it means "Disallowed".

Namespace Code	Component	Application ID	Parameter Name	Parameter Description	Parameter Value	Parameter Constraint Code
KFS-FP	DisbursementVoucher	KFS	ADD PAYEE TAX REVIEW FLAG TO DV TITLE IND...	Set to Y if you want the DV title to ind...	Y	A
KFS-FP	DisbursementVoucher	KFS	ADD PAYMENT REASON TAX REVIEW FLAG TO DV...	Set to Y if you want the DV title to ind...	Y	A
KFS-FP	DisbursementVoucher	KFS	ADD PAYMENT REASON TO DV TITLE IND	Set to Y if you want the Payment Reason ...	Y	A
KFS-FP	DisbursementVoucher	KFS	AR_PRE_DISBURSEMENT_EXTRACT_ORGNIZATION	Allowed organization code for loading Di...	6003	A
KFS-FP	DisbursementVoucher	KFS	AR_PRE_DISBURSEMENT_EXTRACT_SUB_UNIT	Allowed sub unit code for loading Disbur...	DV	A
KFS-FP	DisbursementVoucher	KFS	CHECK_EMPLOYEE_PAID_OUTSIDE_PAYROLL_IND	Indicator for turning the "employee paid...	Y	A
KFS-FP	DisbursementVoucher	KFS	CHECK_PREPAID_ACTIVE_EMPLOYEE_IND	Indicator for turning the "prepaid activ...	Y	A
KFS-FP	DisbursementVoucher	KFS	COVER_SHEET_TEMPLATE_ATTACHMENT	Text that prints on the Disbursement Vou...	Check Enclosure	A
KFS-FP	DisbursementVoucher	KFS	COVER_SHEET_TEMPLATE_BAR	Text that prints on the Disbursement Vou...	-----	A
KFS-FP	DisbursementVoucher	KFS	COVER_SHEET_TEMPLATE_HANDLING	Text that prints on the Disbursement Vou...	Special Handling	A
KFS-FP	DisbursementVoucher	KFS	COVER_SHEET_TEMPLATE_LINES	Text, relating to tax implications, that...	Departments must submit all required doc...	A
KFS-FP	DisbursementVoucher	KFS	COVER_SHEET_TEMPLATE_NON_RESIDENT_ALIEN	Text that prints on the Disbursement Vou...	Nonresident Alien	A
KFS-FP	DisbursementVoucher	KFS	COVER_SHEET_TEMPLATE_RLINES	Text that prints on the Disbursement Vou...	I hereby certify that the information re...	A
KFS-FP	DisbursementVoucher	KFS	CUSTOMER_PAYEE_TYPE_LABEL	Label used for payees with type code C w...	Customer	A
KFS-FP	DisbursementVoucher	KFS	DECEDENT_COMPENSATION_PAYMENT_REASONS	Payment reason(s) used for the compensat...	D	A
KFS-FP	DisbursementVoucher	KFS	DEFAULT_DOCUMENTATION_LOCATION	The default document location for Disbur...	AP	A
KFS-FP	DisbursementVoucher	KFS	DEFAULT_EMPLOYEE_ADDRESS_TYPE	If USE_DEFAULT_EMPLOYEE_ADDRESS_IND is N...	HOME	A
KFS-FP	DisbursementVoucher	KFS	ENABLE_SEPARATION_OF_DUTIES_IND	Indicates whether separation of duties s...	Y	A
KFS-FP	DisbursementVoucher	KFS	IMMEDIATE_EXTRACT_NOTIFICATION_FROM_EMAIL...	Email address which sends out the notifi...	NULL	A
KFS-FP	DisbursementVoucher	KFS	IMMEDIATE_EXTRACT_NOTIFICATION_TO_EMAIL...	Email addresses which receive notifiatio...	NULL	A
KFS-FP	DisbursementVoucher	KFS	INDIVIDUAL_OWNERSHIP_TYPES	Vendor ownership types that indicate tha...	ID	A
KFS-FP	DisbursementVoucher	KFS	MOVING_PAYMENT_REASONS	Payment reason(s) used for moving that t...	M	A
KFS-FP	DisbursementVoucher	KFS	NEGATIVE_ACCOUNTING_LINES_IND	Flag to indicate whether or not negative...	N	A
KFS-FP	DisbursementVoucher	KFS	NON_RESIDENT_ALIEN_DOCUMENTATION_LOCATIO...	Allowed location(s) where a Disbursement...	AP	A
KFS-FP	DisbursementVoucher	KFS	NON_RESIDENT_ALIEN_TAX_FEDERAL_ACCOUNT	Allowed Account on the Non-resident Alie...	2420000	A
KFS-FP	DisbursementVoucher	KFS	NON_RESIDENT_ALIEN_TAX_FEDERAL_CHART	Allowed Chart on the Non-resident Alien ...	CO	A
KFS-FP	DisbursementVoucher	KFS	NON_RESIDENT_ALIEN_TAX_FEDERAL_OBJECT_CO...	NRA Federal Tax Line objects by income c...	F=2024;I=2024;R=2024	A
KFS-FP	DisbursementVoucher	KFS	NON_RESIDENT_ALIEN_TAX_STATE_ACCOUNT	Allowed Account on the Non-resident Alie...	2420000	A
KFS-FP	DisbursementVoucher	KFS	NON_RESIDENT_ALIEN_TAX_STATE_CHART	Allowed Chart on the Non-resident Alien ...	CO	A
KFS-FP	DisbursementVoucher	KFS	NON_RESIDENT_ALIEN_TAX_STATE_OBJECT_CODE...	Allowed Object Code(s) on the Non-reside...	F=2020;I=2020;R=2020	A
KFS-FP	DisbursementVoucher	KFS	NON_VENDOR_EMPLOYEE_PAYEE_TYPE_LABEL	Label used for employee who are not ven...	Employee (Non-Vendor)	A
KFS-FP	DisbursementVoucher	KFS	NONEMPLOYEE_TRAVEL_ACTUAL_MILEAGE_LIMIT...	Indicator used to determine if an instit...	Y	A
KFS-FP	DisbursementVoucher	KFS	NONEMPLOYEE_TRAVEL_PAYMENT_REASONS	Payment reason(s) that trigger Nonemploy...	V	A
KFS-FP	DisbursementVoucher	KFS	PAYEE_TYPE_NAME	Label used for payees with type code C w...	Customer	A
KFS-FP	DisbursementVoucher	KFS	PAYMENT_REASON_CODE_RENTAL_PAYMENT	Non Taxable Payment Reason Code - Rental...	NULL	A
KFS-FP	DisbursementVoucher	KFS	PAYMENT_REASON_CODE_ROYALTIES	Non Taxable Payment Reason Code - Royalt...	NULL	A
KFS-FP	DisbursementVoucher	KFS	PAYMENT_REASON_CODE_TRAVEL_HONORARIUM	Non Taxable Payment Reason Code - Travel...	NULL	A
KFS-FP	DisbursementVoucher	KFS	PO_AND_DV_PAYEE_TYPE_LABEL	Label used for vendors with type code PO...	Vendor	A
KFS-FP	DisbursementVoucher	KFS	PRE_DISBURSEMENT_EXTRACT_ORGANIZATION	Allowed organization code for loading Di...	CSU	A
KFS-FP	DisbursementVoucher	KFS	PRE_DISBURSEMENT_EXTRACT_SUB_UNIT	PDP Sub-Unit Code for loading DV payment...	DV	A
KFS-FP	DisbursementVoucher	KFS	RESEARCH_NON_VENDOR_PAY_LIMIT_AMOUNT	Total amount limit on Disbursement Vouch...	100	A
KFS-FP	DisbursementVoucher	KFS	TAX_DOCUMENTATION_LOCATION	Allowed location where a Disbursement Vo...	X	A
KFS-FP	DisbursementVoucher	KFS	TRAVEL_PER_DIEM_LINK_PAGE_MESSAGE	Creates the message that appears when th...	Click on the selected category link to c...	A
KFS-FP	DisbursementVoucher	KFS	USE_DEFAULT_EMPLOYEE_ADDRESS_IND	If the value is Yes then use whatever ad...	Y	A
KFS-FP	DisbursementVoucher	KFS	VALID_DOCUMENTATION_LOCATIONS_BY_CAMPUS	Defines a valid relationship between the...	CO=AP;BG=AP;CR=AP	A
KFS-FP	DisbursementVoucher	KFS	VALID_VENDOR_OWNERSHIP_TYPES_BY_PAYMENT...	Defines an valid relationship between th...	M=ID	A
KFS-FP	DisbursementVoucher	KFS	INVALID_OBJECT_CODES_BY_PAYMENT_REASON	Invalid objects by payment reason. Form...	A=2100;B=2100;C=2100;D=2100;E=2100;F=210...	D
KFS-FP	DisbursementVoucher	KFS	INVALID_SUB_FUND_GROUPS_BY_PAYMENT_REASO...	Defines an invalid relationship between ...	T=CAPGEN;T=CPLB;T=CPAD;T=CPOTH;V=CAPGEN;...	D
KFS-FP	DisbursementVoucher	KFS	NON_RESIDENT_ALIEN_PAYMENT_REASONS	Restricted Payment Reason(s) when the No...	C;H;I;N;S;T;U;V	D
KFS-FP	DisbursementVoucher	KFS	OBJECT_CODES	Object Code(s) restricted from use on th...	4353;6632;6679;8205;8245;8247;8270;8280;...	D
KFS-FP	DisbursementVoucher	KFS	OBJECT_LEVELS	Object Level(s) restricted from use on t...	CASH;SATH;INVS;STRC;LAND;LNDI;BLDG;LEPY;...	D
KFS-FP	DisbursementVoucher	KFS	OBJECT_SUB_TYPES	Object Sub-Type(s) restricted from use o...	BU;CA;CP;FB;MT;NM;CG;AB;CE;CI	D
KFS-FP	DisbursementVoucher	KFS	OBJECT_TYPES	Object Type(s) restricted from use on th...	FB;IC;TI;TE	D
KFS-FP	DisbursementVoucher	KFS	SUB_FUND_GROUPS	Sub-Fund Group(s) restricted from use on...	PRESEN;BANK;ENDOW;WORKST;COSFA;FEDSFA;DI...	D

Below is the explanation of these restrictions:

The DV disallows the use of object codes that report the following Object Sub-Type Codes:

- BU - Budget Only Object Codes
- CA - Cash
- CP - Capital Assets
- FB - Fund Balance
- MT - Mandatory Transfers
- NM - Non-Mandatory Transfers
- CG - C+G Revenue
- AB - Compensated Absences
- CE - Cost Recovery Expense

- CI - Cost Recovery Income

The use of the following Sub Fund Groups is not allowed:

- PRESEN; 1PRESE - Presentation Fund
- BANK - Bank Accounts
- ENDOW; 1ENDOW - Endowment Fund
- WORKST; 1WORKS
- COSFA; 1COFSA - Student Financial Assistance
- FEDSFA; 1FEDSF - Federal Student Financial Aid
- DIRLN; 1DIRLN - Federal Direct Loans
- 1SUSPE – Suspense

DV document does not allow the use of FB (Fund Balance), IC (Revenue not Cash), TI (Transfer of Funds-Revenue), or TE (Transfer of Funds-Expense) Object Types.

Object Levels that are not allowed include CASH (Cash), SATH (Spending Authority), INVS (Investments), STRC (Student Receivable), LAND (Land), LNDI (Land Improvements), BLDG (Buildings), LEPY (Lease Payable), ISPY (Intra System Payable), DTOF (Due To), FBAL (Fund Balance), TRMR (Transfer Mandatory-Revenue), TRNR (Transfer Non Mandatory-Revenue), TRMX (Transfer Mandatory- Expense), TRNX (Transfer Non Mandatory - Expense), INRV (Intra State), INCR (Interdepartment Credits), INCA (Interauxiliary Credits), IDCE (Indirect Cost Expense), IDCR (Indirect Cost Revenue), STLD (Student Loan Expense).

The following object codes are not allowed for use on the Disbursement Voucher:

- 4353 - Program Assessment Charges
- 6632 - Doubtful Accounts - Institutional Support
- 6679 - Depreciation Expense
- 8205 - Internal Equipment Movement
- 8245 - Capital Equipment Federally Owned
- 8247 - Capital Equipment Loaned
- 8270 - Equipment Extension County
- 8280 - Art & Museum Objects
- 8290 - Library Acquisitions
- 8291 - Library Acquisitions – Federally Funded
- 8312 - Capital Lease >\$5,000
- 8320 - Other Real Property Lease Payment
- 8330 - Building Improvements Leased Property
- 8340 - Investment Leasehold - Land
- 8341 - Land Purchase
- 8344 - Land Purchase Depreciable
- 8345 - Land Improvements Non-Depreciable
- 8500 - Fabricated Equipment - CSU
- 8510 - Fabricated Equipment - Federally Funded
- 8520 - Construction in Progress
- 9417 - Loss on Capital Assets
- 9704 - Loss on Extinguishable Debt
- 6050 - Travel Encumbrance

Non Resident Alien Payment Reasons that are restricted from use include the following:

- C - CSURF and CSUF payments
- H - Military Sciences
- I - Insurance
- N - Stipends
- S - Securities
- T - Travel
- U - Utilities
- V - Sponsorships

The Payment Reason codes restrict the use of the following sub funds:

- T = CAPGEN, CPLB, CPAD, CPOTH, 1CAPGE, 1CPLB, 1CPAD, 1CPOTH
- V = CAPGEN, CPLB, CPAD, CPOTH, 1CAPGE, 1CPLB, 1CPAD, 1CPOTH

Object Code 2100 (Accounts Payable) is not allowed for use with the following Payment Reason codes:

- A, B, C, D, E, F, G, H, L, M, N, P, T, V, W, X, Z