

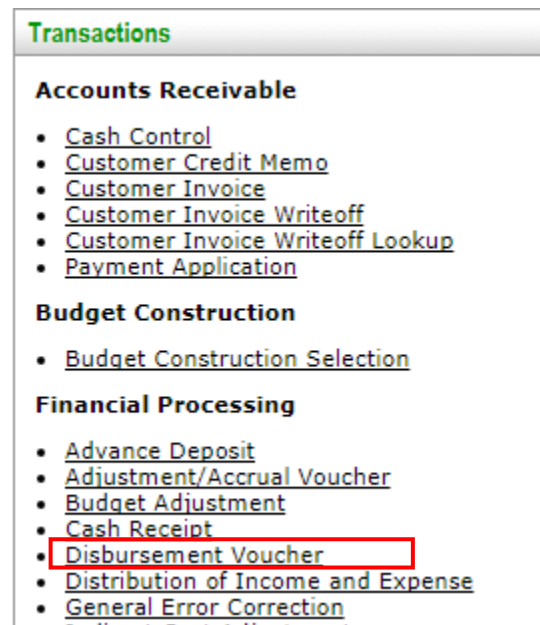
# Disbursement Voucher

## 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 main menu screen of Quali. To open the document click on “Disbursement Voucher” under Financial Processing.



This will open up 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.

Disbursement Voucher		Doc Nbr:	11173623	Status:	FINAL
		Initiator:	dmak@colostate.edu	Created:	03:13 PM 01/25/2017
Document Overview <span>hide</span>					
* Description:		7725654 - City of Fort Collins-Utilities			
Organization Document Number:		Explanation: Electric service work in the pedestrian tunnel @ Center & Prospect.			
Financial Document Detail					
* Bank Code:		02 GENERAL DISBURSEMENTS	Total Amount:		622.68
Payment Information <span>hide</span>					
Payment Information					
* Payment Reason Code:		U - Utilities			
* Payee ID:		9603-0			
Payee Type:		Vendor	* Payee Name:		City of Fort Collins
Invoice Number:		E2 12582	Invoice Date:		
* Address 1:		Utility Services	Address 2:		PO Box 580
* City:		Fort Collins	State:		CO
Country:		United States	Postal Code:		80522-0580
* Check Amount:		622.68	* Due Date:		01/26/2017
Payment Type:		Is this a foreign payee: No	Other Considerations:		Check Enclosure: No
		Is this payee an employee: No			<input checked="" type="checkbox"/> W-9/W-8BEN Completed
		Is this an employee paid outside of payroll:			
* Payment Method:		P - Check/ACH	* Documentation Location Code:		AP - Accounts Payable
* Check Stub Text:		Invoice #512582			

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 Quali.

Payment Information		<span>hide</span>			
Payment Information					
* Payment Reason Code:					
* Payee ID:		<input type="text" value=""/>			
Payee Type:				* Payee Name:	
Invoice Number:		<input type="text" value=""/>		Invoice Date:	
* Address 1:				Address 2:	
* City:				State:	
Country:				Postal Code:	
* Check Amount:		0.00		* Due Date:	
Payment Type:		Is this a foreign payee: No		Other Considerations:	
		Is this payee an employee:		<input type="checkbox"/> Check Enclosure	
				<input type="checkbox"/> W-9/W-8BEN Completed	
* Payment Method:				* Documentation Location Code:	
				AP - Accounts Payable <input type="text" value=""/>	
* Check Stub Text:		<input type="text" value=""/>			

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 member...
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,...
K	Registration Fees	Registrar fees related to conferences, seminars, receptions or other o...
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 D...
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 ...
S	Securities	Securities, taxes, regulatory fees, and fund transfers (Business & Fin...
T	Travel	Travel expenses not issued through TEM - Chart codes BG and PB only.
U	Utilities	Utilities (water, gas, electric) and customary local and long distance...
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 \* required field

* Payment Reason Code:	Y - Board of Governors
Vendor Tax Number:	
Person First Name:	
Person Last Name:	
Vendor Name:	*A T and T*
Employee ID:	
Vendor #:	
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"/>	

6 items retrieved, displaying all items.

Return Value	Payee Name	Payee Type	Address	Payee Number	Active?	Vendor Tax Number
return value	A T AND 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	10791-0	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 AND T EXEC EDUC AND CONFERENCE CTR	Vendor	1900 UNIVERSITY AVE, AUSTIN, TX US	7633-3	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 > Eurest Dining Services	Vendor	2400 Yorkmont Rd, Charlotte, NC US	7633-1	Yes	*****

This brought up 6 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.

18 items retrieved, displaying all items.

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

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.

▼ hide

**Payment Information**

* Payment Reason Code: Y - Board of Governors	
* Payee ID: 10791-0	* Payee Name: A T And T Mobility
Payee Type: Vendor	Invoice Date: 01/01/2018
Invoice Number: 2850	Address 2:
* Address 1: PO Box 6463	State: IL
* City: Carol Stream	Postal Code: 60197-6463
Country: United States	* Due Date: 01/10/2018
* Check Amount: 629.57	Other Considerations:
Payment Type:	<input type="checkbox"/> Check Enclosure <input checked="" type="checkbox"/> W-9/W-8BEN Completed
Is this a foreign payee: No Is this payee an employee: No Is this an employee paid outside of payroll: No	* Documentation Location Code: AP - Accounts Payable
* Payment Method: P - Check/ACH	Acct #2875032
* Check Stub Text:	

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 hide

Accounting Lines hide detail

Source								import lines
* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
CO							0.00	
add: <span>add</span>								
BG	1103000		6618				629.57	
1 <span>delete</span> <span>bal inquiry</span>								
Total: 629.57								

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 ?

Doc Nbr:	2663424	Status:	ENROUTE
Initiator:	epillsbu	Created:	03:12 PM 10/28/2013

Document was successfully submitted.

expand all collapse all  
\* required field

[Print Disbursement Voucher Coversheet](#)

### Payment Lookup:

To look up if the DV has been paid, on the main menu screen of Kualu 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.

Document Lookup ? detailed search superuser search clear saved searches Searches \*

Type:	
Initiator:	
Document/Notification Id:	2530430
Date Created From:	
Date Created To:	
Name this search (optional):	

search clear 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.

<b>Pre-Disbursement Processor Status:</b>	Paid
<b>PDP Extraction Date:</b>	02/08/2017
<b>PDP Paid Date:</b>	02/09/2017 <a href="#">disbursement info</a>
<b>PDP Cancelation Date:</b>	
<b>Disbursement Number:</b>	

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):

<u>Pay Date</u>	<u>Disbursement Date</u>	<u>Payment Status</u>	<u>Disbursement Type Name</u>	<u>Disbursement Number</u>	<u>Net Payment Amount</u>
02/08/2017	02/09/2017	Check Cleared	<a href="#">Check</a>	1030207	75.00

## 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 <span>hide</span>					
<b>Title</b>	Disbursement Voucher Y - Board of Governors - Pay AT&T Wireless Oct 2016				
<b>Type</b>	Disbursement Voucher		<b>Created</b>	01:51 PM 10/18/2016	
<b>Initiator</b>	Teufel, Sharon		<b>Last Modified</b>	07:14 PM 10/20/2016	
<b>Route Status</b>	FINAL		<b>Last Approved</b>	02:38 PM 10/18/2016	
<b>Node(s)</b>	PaymentMethod		<b>Finalized</b>	02:38 PM 10/18/2016	
<b>Actions Taken</b> <span>hide</span>					
<b>Action</b>	<b>Taken By</b>	<b>For Delegator</b>	<b>Time/Date</b>	<b>Annotation</b>	
SAVED	Teufel, Sharon		01:56 PM 10/18/2016		
<span>hide</span> COMPLETED	Teufel, Sharon		01:58 PM 10/18/2016		
	<b>Action</b>	<b>Requested Of</b>	<b>Time/Date</b>	<b>Annotation</b>	
	COMPLETE	Teufel, Sharon	01:56 PM 10/18/2016		
	APPROVE	Teufel, Sharon	01:58 PM 10/18/2016	KFS-SYS Fiscal Officer BG 1103000	
<span>hide</span> APPROVED	Akin, Cherie L.	Disbursement Method Reviewer	02:38 PM 10/18/2016		
	<b>Action</b>	<b>Requested Of</b>	<b>Time/Date</b>	<b>Annotation</b>	
<span>hide</span> APPROVE	(Multiple - expand to see details)		02:38 PM 10/18/2016	KFS-SYS Disbursement Method Reviewer P	
	<b>Action</b>	<b>Requested Of</b>	<b>Time/Date</b>	<b>Annotation</b>	
	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	
<span>hide</span> APPROVE	(Multiple - expand to see details)		01:58 PM 10/18/2016	KFS-FP Disbursement Manager MC	
	<b>Action</b>	<b>Requested Of</b>	<b>Time/Date</b>	<b>Annotation</b>	
	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_ORGNIZATION	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
- DIRLNL; 1DIRLNL - 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