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 Kuali. 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.

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.
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.

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:
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.

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.

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 form 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.
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.

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.

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.
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.

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):
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).
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”.

<table>
<thead>
<tr>
<th>Namespace Id</th>
<th>Component Type/ID</th>
<th>Application Id</th>
<th>Parameter Name</th>
<th>Parameter Description</th>
<th>Parameter Value</th>
<th>Parameter Constraints Code</th>
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</thead>
<tbody>
<tr>
<td>KS-PR</td>
<td>CovAuth/Reviewer</td>
<td>KPS</td>
<td>USD PAYEE TAX REVISED FLG. TO DV TITLE IN...</td>
<td>Set to Y if you want the DV title to...</td>
<td>Y</td>
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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: