Disbursement Voucher
Access Information

- A user must have the Financial Document Preparer role to initiate a Disbursement Voucher (DV).

- If an employee is set up for direct deposit or PayCard for payroll, they will not receive a paper check for reimbursements. The direct deposit or PayCard information will be pulled from payroll for reimbursements. Else, the reimbursement will be issued via check.

- All employees are in the financial system as employees and do not need to be added as vendors for reimbursements.

- Students who are not employees must be added as SP – Special Payments vendors – before a reimbursement can be processed on a Disbursement Voucher.
Location in Financial System

- From the Kuali Financial Systems **Main Menu**, within the **Transactions** box, click on the **Disbursement Voucher** link.
Payment Information Tab

- The Payment Information tab identifies the payment reason, the payee and other important information concerning the actual payment. This section must be completed for every Disbursement Voucher.
Payee ID

- Click on the **Payee ID** Search button. This will take you to the Payee Lookup screen. On the **Payee Lookup** screen you will select the payment reason as well as the vendor to be paid.
Payee Lookup

- On the **Payee Lookup** screen, select a payment reason and a payee. The payment reason is selected here first so that the system can determine which vendor type is allowed for this payment reason. You will see the message explaining the vendor options after this payment reason is selected.
Payee Lookup – Payment Reason Code

- Click on the selection arrow in the Payment Reason Code drop-down list and select the type of payment (I - Reimbursements/Petty Cash/Out of Pocket option in this example).
Payee Lookup - Name

Payee ID —identifies the person or business being paid on this Disbursement Voucher. The Payee must exist in the vendor or employee database to be selected. If a payee is not in the database, a vendor request must be created and approved before further processing can continue. The **Payee ID** also identifies and creates the payee type (employee or vendor) and the address used on the Disbursement Voucher.

- For an employee reimbursement, click in the **Person Last Name** field and type the last name of the person being reimbursed for your search criteria.
- Note: at least one search criteria is required when searching for a payee.
Payee Lookup - Search

- Click the **Search** button to retrieve information. Assuming the vendor and the correct address are in the system and the vendor type is allowed for this payment reason, the **return value** link will be available. If the vendor is in the system but not allowed to be used on this particular payment reason, the vendor will show but the **return value** link will not display. Contact the Accounting office with questions about making payments on Disbursement Vouchers.
Payee Lookup – Return Value

- At the bottom of the screen, click the **Return Value** link to return to the Payment Information Tab in the Disbursement Voucher document to continue processing the document.
Check Amount

- Click the **Check Amount** field and enter the total amount for the Disbursement Voucher to be paid to the payee.
- Note: The check amount total must be equal to the accounting line total.
Payment Method

- Click the down arrow in the **Payment Method** drop-down list and select the **P – Check/ACH** option from the list. Payments will be paid by check unless an ACH record exists in the Pre-Disbursement Processor for this vendor. For all employee reimbursements, the **P – Check/ACH** option will be used as this information will be obtained from the Human Resources system and use the same information for the payroll checks. An e-mail notification will be sent when the ACH transaction is completed. Payments may also be made via Wire Transfer.

<table>
<thead>
<tr>
<th>Payment Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payment Reason Code:</strong></td>
<td><strong>I - Reimbursements/Petty Cash/Out of Pocket</strong></td>
</tr>
<tr>
<td><strong>Payee ID:</strong></td>
<td><strong>007</strong></td>
</tr>
<tr>
<td><strong>Payee Type:</strong></td>
<td><strong>Employee (Non-Vendor)</strong></td>
</tr>
<tr>
<td><strong>Address 1:</strong></td>
<td><strong>1 Abbott Rd</strong></td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td><strong>East Lansing</strong></td>
</tr>
<tr>
<td><strong>Country:</strong></td>
<td><strong>US</strong></td>
</tr>
<tr>
<td><strong>Check Amount:</strong></td>
<td><strong>0.00</strong></td>
</tr>
<tr>
<td><strong>Payment Type:</strong></td>
<td><strong>Is this a foreign payee: No</strong></td>
</tr>
<tr>
<td><strong>Other Considerations:</strong></td>
<td><strong>Is this payee an employee: Yes</strong></td>
</tr>
<tr>
<td><strong>Payment Method:</strong></td>
<td><strong>P – Check/ACH</strong></td>
</tr>
<tr>
<td><strong>Check Stub Text:</strong></td>
<td><strong>P - Foreign Draft</strong></td>
</tr>
<tr>
<td><strong>W - Wire Transfer</strong></td>
<td></td>
</tr>
</tbody>
</table>
Check Stub Text

- The **Check Stub Text** field is limited to 1400 characters. Text included in this section will appear on the check stub and will be crucial information for the vendor to use to credit the payment. Use this section to include invoice number, account number, customer number, or other descriptive text to ensure that the payment will be properly credited by the vendor. Do not include the business purpose in the Check Stub Text field. No documentation will be included with the check sent to the vendor.
Other Payment Information

- **Due Date** — The default date is set in the system for the following day. DO NOT change this field. This is the earliest date the payment will disburse to the payee.
- **Payment Type** — This information will also fill in from the payee chosen and will identify whether the payee is foreign or an employee. This will help identify if additional routing is necessary.
- **Other Considerations** — If any documents are needed to be sent to the payee with this Disbursement Voucher a special handling request is needed.
Accounting Lines Tab

- Accounting information for a financial transaction is entered in the Accounting Lines tab, similar to all other financial documents in the finance system. Fiscal Officers can edit the accounting line information for their accounts before approving the Disbursement Voucher.

- Line Description – this field is used if further definition is needed for multiple accounting lines. An example might be if two departments were sharing the expenses and there was a need to define the reason for the different accounting lines on the Disbursement Voucher. This information supersedes the Description field in the Document Overview tab.
Contact Information Tab

- Contact information defaults to the initiator’s user profile when a document is created from scratch. Includes name, phone and email address. This information will not show on the check or to the payee; this is displayed so anyone along the workflow process knows who to contact in the event the actual contact person is different from the originator of the document.

- Contact information will not be populated when you copy a Disbursement Voucher. End users must enter the information in this instance.
Special Handling Tab

- The Special Handling tab is used when a check is sent to someone other than the payee or when a person would like to pick up the check. When attachments are required with the payment, Special Handling also applies. There is a $25 fee for special handling services. Special handling action cannot take place until all other approvals are complete. You must check the Special Handling box in the Payment Information tab (Other Considerations section) in order to complete this tab.
NonResident Alien Tax Tab

- This tab is completed by the Tax Manager when the payee is a nonresident alien.
Wire Transfer Tab

- You are required to complete the **Wire Transfer** tab when you select Wire Transfer as the payment method in the payment information tab.
Foreign Draft Tab

- You are required to complete the **Foreign Draft** tab when the Foreign Draft is selected as the payment method in the payment information tab.
General Ledger Pending Entries Tab

- After a financial transaction document has been submitted, the **General Ledger Pending Entries** tab displays the actual entries that will be posted to the General Ledger. Once the document is fully approved and the General Ledger batch process has been run, this tab will not show any entries since they are no longer pending. The actual entries would then be seen through the General Ledger Entry lookup process. In addition to the entries the user created, this tab may include system-generated offset transactions, similar to all other documents.
Notes and Attachments Tab

• The Notes and Attachments tab displays user notes, attachments or system-generated information about the document. The number of notes and/or attachments is indicated on the tab. In the example below there are no notes or attachments as indicated by the number zero (0). An attachment is required for the Disbursement Voucher. Note: When attaching documents, take care not to disclose any sensitive or confidential information.

• Disbursement Vouchers with a sub-contract payment reason must have Principal Investigator (PI) certification electronically attached. This certificate must be signed by the Principal Investigator.
Ad Hoc Recipients Tab

- Disbursement Vouchers for faculty and staff employee reimbursements, prepared by someone other than the employee, are required to route to the person being reimbursed (using ad hoc routing) for approval. Student, temporary, and on-call employees do not need to be routed for approval.
Route Log Tab

- This tab is critical for knowing where the Disbursement Voucher document is within the workflow process. The Disbursement Voucher document has many possible stops along the way based on the data entered in the document. For example, if multiple accounts are used on the document, multiple fiscal officers will need to approve it. If the payment is for a foreign payee then the Disbursement Voucher will also need to route to the Tax Manager to determine the tax implications of the payment.
Special Handling

- Examples of Special Handling Requests

  - Disbursement Vouchers requiring expedited handling or same day processing. The due date defaults to the current day, and represents the earliest date payment can be disbursed. The Disbursement Voucher must be fully approved before payment can be issued. Initiators should alert approvers along the route log of the urgency of this payment so they can approve the document, and keep it moving quickly through the route log.

  - Disbursement payments that need to be picked up in person. To pull this particular payment from the others in the check writing process, special handling is required.

  - Documentation that needs to be sent to the payee with the payment. Since the DV has the check stub note that will show on the check, any remittance attachments are typically not needed. However, if something must accompany the check, the department will need to pick up the check, and process the check mailing with the required attachments.
Special Handling Tab Completion

- Click in the fields as needed to process the special handling. The only required fields are the **Special Handling Name** and **Special Handling Address 1**. If the check is to be mailed to another party, different from the actual check payee, all address fields need to be completed.
- If the check is going to be picked up, users must check the **Hold Check for Pick Up** checkbox. This indicator will trigger the check processors to hold the check and set it up for department pick up. The department will be notified when the check will be ready for pick up.
Special Handling – Accounting Lines

- The accounting line information line must be completed for the special handling. Note the object code is defaulted and cannot be changed. Also note that there are some accounts that will not accept special handling fees so cannot be used in this field. An error message will appear if such accounts are used.
Disbursement Voucher Search (Cont’d)

• Data Used To Conduct a Search
  – Document number
  – Initiator’s name
  – Date
  – Payee name
  – Payment reason
  – Account number
  – Total

• Reasons to Perform a Search
  – Make sure all approvals are complete. You may want to know where the Disbursement Voucher is in the approval process.
  – Verify that the Disbursement Voucher has been extracted to the Pre-Disbursement Processor for payment.
  – Copy data from one Disbursement Voucher to create a new Disbursement Voucher.
Search Location

- From the Kuali Financial Systems Main Menu, under Custom Document Searches, click on the Disbursement Vouchers link. This action will open the Disbursement Voucher Document Search page.
Document Search

- Enter search criteria to find the relevant Disbursement Vouchers.
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