



# 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 Quali Financial Systems **Main Menu**, within the **Transactions** box, click on the **Disbursement Voucher** link.

The screenshot shows the Quali Financial Systems Main Menu. The page has a green header with the Quali logo and navigation tabs for 'Main Menu', 'Maintenance', and 'Administration'. A yellow bar indicates the user is logged in as 'hunteri'. Below the header, there is a 'Message Of The Day' section with a link to accounting resources. The main content area is divided into three columns: 'Transactions', 'Lookup and Maintenance', and 'Custom Document Searches'. The 'Transactions' column contains several sub-sections, with 'Disbursement Voucher' circled in red. The 'Lookup and Maintenance' column contains sections for 'Capital Asset Builder', 'Capital Asset Management', and 'Chart of Accounts'. The 'Custom Document Searches' column contains sections for 'Financial Transactions', 'Capital Asset Management', 'Financial Processing', 'Purchasing/Accounts Payable', and 'Balance Inquiries'.

**Quali**  
financial systems

Main Menu Maintenance Administration

action list doc search Logged in User: hunteri Logout

Message Of The Day  
Accounting resources available at - <http://ctr.msu.edu/COAccounting/FinancialSystemTrans.aspx>

**Transactions**

**Financial Processing**

- Advance Deposit
- Auxiliary Voucher
- Budget Reallocation
- Cash Receipt
- Credit Card Receipt
- Disbursement Voucher**
- Distribution of Income and Expense
- General Error Correction
- Indirect Cost Adjustment
- Internal Billing
- Intra-Account Adjustment
- Pre-Encumbrance
- Transfer of Funds

**Purchasing/Accounts Payable**

- Contract Manager Assignment
- Payment Request
- Requisition
- Vendor Credit Memo

**Administrative Transactions**

**Lookup and Maintenance**

**Capital Asset Builder**

- Pre-Asset Tagging

**Capital Asset Management**

- Asset
- Asset Fabrication
- Asset Global (Add)
- Asset Location Global
- Asset Payment
- Asset Retirement Global

**Chart of Accounts**

- Account
- Account Global
- Account Delegate
- Account Delegate Global
- Account Delegate Model
- Account Delegate Global From Model
- Financial Reporting Code
- Mission Code
- Object Code
- Object Code Global
- Organization
- Organization Review
- Personnel Code

**Custom Document Searches**

**Financial Transactions**

**Capital Asset Management**

- Asset Maintenance

**Financial Processing**

- Disbursement Vouchers

**Purchasing/Accounts Payable**

- Electronic Invoice Rejects
- Payment Requests
- Purchase Orders
- Requisitions
- Vendor Credit Memos

**Balance Inquiries**

**General Ledger**

- Available Balances
- Balances by Consolidation
- Cash Balances



# 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.

Payment Information	
<b>Payment Information</b>	
* Payment Reason Code:	1 - Reimbursements/Petty Cash/Out of Pocket
* Payee ID:	654654654654
Payee Type:	Employee (Non-Vendor)
* Address 1:	1 Abbot
* City:	East Lansing
Country:	US
* Check Amount:	100.00
Payment Type:	No <input type="checkbox"/> Is this a foreign payee Is this payee an employee: Yes
* Payment Method:	
* Check Stub Text:	Information entered here prints on the check stub and should be meaningful to the payee
* Payee Name:	Spartan, Joe
Address 2:	
State / Province:	MI
Postal Code:	48824
* Due Date:	03/02/2011
Other Considerations:	<input checked="" type="checkbox"/> Special Handling
* Documentation Location Code:	SA - Scan and Attach Documents



# 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.

The screenshot displays a web application interface with the following sections:

- Document Overview** (with a 'hide' button):
  - \* Description: Reimbursement
  - Org. Doc. #: [Empty]
  - Explanation: Expenses from Big Ten Conference
  - Secured Field: [Empty]
- Financial Document Detail**: Total Amount: [Empty]
- Payment Information** (with a 'hide' button):
  - \* Payment Reason Code: [Empty]
  - \* Payee ID: [Empty] (This field is highlighted with a red box containing a magnifying glass icon)
  - Payee Type: [Empty]
  - \* Address 1: [Empty]
  - \* City: [Empty]
  - Country: [Empty]
  - \* Check Amount: 0.00
  - \* Payee Name: [Empty]
  - Address 2: [Empty]
  - State: [Empty]
  - Postal Code: [Empty]
  - \* Due Date: 06/16/2010



# 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.

The screenshot shows the Kuali financial systems interface. At the top left is the Kuali logo with the text "financial systems". To the right are navigation tabs for "Main Menu", "Maintenance", and "Administration". In the top right corner, there are links for "Provide Feedback" and "Glossary", and a version number "KFS-3.0-MSU-TRN-4". Below the navigation is a yellow bar with "action list" and "doc search" buttons. The main content area is titled "Payee Lookup" and includes a search icon and a "required field" asterisk. The form contains the following fields:

- \* Payment Reason Code: (dropdown menu)
- Tax Number: (text input)
- Person First Name: (text input)
- Person Last Name: (text input)
- Vendor Name: (text input)
- Employee ID: (text input)
- Vendor #: (text input)
- Active?: (radio buttons for Yes, No, Both)

At the bottom of the form are "search", "clear", and "cancel" buttons.



# 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).

The screenshot shows the 'Payee Lookup' web application. At the top, there is a navigation bar with 'action list' and 'doc search' buttons, and a 'Logged in User: initiator' indicator. The main content area is titled 'Payee Lookup' and contains a form with several fields: 'Payment Reason Code', 'Tax Number', 'Person First Name', and 'Person Last Name'. The 'Payment Reason Code' field is currently open, displaying a list of options. The option 'I - Reimbursements/Petty Cash/Out of Pocket' is highlighted with a red box. Below the dropdown, there are 'search' and 'clear' buttons. The form also includes a 'Vendor #' field and an 'Active?' checkbox.



# 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 ? \* required field

\* Payment Reason Code: I - Reimbursements/Petty Cash/Out of Pocket ▼

**Person Last Name:**

Person Last Name:

Vendor Name:

Employee ID:

Vendor #:

Active?:  Yes  No  Both



# 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 ⓘ \* required field

* Payment Reason Code:	I - Reimbursements/Petty Cash/Out of Pocket ▾
Employee ID:	
Employee (Non-Vendor) First Name:	
Employee (Non-Vendor) Last Name:	Spartan
Vendor Name:	
Vendor Number:	
Vendor #:	
Active?:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="clear"/> <input type="button" value="cancel"/>	

**search**



# 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.

Vendor Name:

Tax Number:

Vendor #:

Active?:  Yes  No  Both

[search](#) [clear](#) [cancel](#)

One item

<a href="#">Return Value</a>	<a href="#">Address</a>	<a href="#">Payee Number</a>	<a href="#">Active?</a>	<a href="#">Tax Number</a>
<a href="#">return value</a>	Abbot, East Lansing, MI US	654654654654	Yes	564654654654654

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



# 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.

The screenshot shows a web-based form titled "Payment Information" with a "hide" button. The form contains the following fields and values:

* Payment Reason Code:	I - Reimbursements/Petty Cash/Out of Pocket		
* Payee ID:	007	* Payee Name:	Spartan, Joe
Payee Type:	Employee (Non-Vendor)	Address 2:	
* Address 1:	1 Abby	State:	MI
* City:	East L	Postal Code:	48824
Country:	US	* Due Date:	06/16/2010
* Check Amount:	0.00	Other Considerations:	<input type="checkbox"/> Special Handling
Payment Type:	No <input checked="" type="checkbox"/> Is this a foreign payee Is this payee an employee: Yes	* Documentation Location Code:	I - Accounting
* Payment Method:			
* Check Stub Text:			

The "Check Amount" field, which contains the value "0.00", is highlighted with a red rectangular box.



# 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.

The screenshot shows a 'Payment Information' form with the following fields and values:

* Payment Reason Code:	1 - Reimbursements/Petty Cash/Out of Pocket		
* Payee ID:	007		
Payee Type:	Employee (Non-Vendor)	* Payee Name:	Spartan, Joe
* Address 1:	1 Abbott Rd	Address 2:	
* City:	East Lansing	State:	MI
Country:	US	Postal Code:	48824
* Check Amount:	0.00	* Due Date:	06/16/2010
Payment Type:	No <input type="checkbox"/> Is this a foreign payee Is this payee an employee: Yes	Other Considerations:	<input type="checkbox"/> Special Handling
* Payment Method:	P - Check/ACH		
* Check Stub Text:	F - Foreign Draft W - Wire Transfer		



# 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.

Payment Information	
<b>Payment Information</b>	
* Payment Reason Code:	I - Reimbursements/Petty Cash/Out of Pocket
* Payee ID:	007
Payee Type:	Employee (Non-Vendor)
* Address 1:	1 Abbott Rd
* City:	East Lansing
Country:	US
* Check Amount:	0.00
* Due Date:	06/18/2010
* Payee Name:	Spartan, Joe
Address 2:	
State:	MI
Postal Code:	48824
Payment Type:	No <input type="checkbox"/> Is this a foreign payee Is this payee an employee: Yes
* Payment Method:	P - Check/ACH
Other Considerations:	<input type="checkbox"/> Special Handling
* Documentation Location Code:	I - Accounting
* Check Stub Text:	



# 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.

Payment Information	
<b>Payment Information</b>	
* Payment Reason Code:	I - Reimbursements/Petty Cash/Out of Pocket
* Payee ID:	654654654654
* Payee Type:	Employee (Non-Vendor)
* Address 1:	1 Abbot
* City:	East Lansing
Country:	US
* Check Amount:	100.00
Payment Type:	No <input type="checkbox"/> Is this a foreign payee Is this payee an employee: Yes
* Payment Method:	
* Check Stub Text:	Information entered here prints on the check stub and should be meaningful to the payee
* Payee Name:	Spartan, Joe
Address 2:	
State / Province:	MI
Postal Code:	48824
* Due Date:	03/02/2011
Other Considerations:	<input checked="" type="checkbox"/> Special Handling
* Documentation Location Code:	SA - Scan and Attach Documents



# 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.

Accounting Lines									
Accounting Lines									
Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	MS MICHIGAN STATE UNIVERSITY	NT023133 STORES OPEN ORDERS - AUX Other		6428 SUPPLIES - OTHER				500.00	
								Total: 500.00	



# 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.

Contact Information	
* Contact Name:	Deoust, Ruthann
* Phone Number:	517-432-9445
Email Address:	
Campus Code:	EL



# 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.

Special Handling <span>hide</span>	
<b>Send Check To</b>	
* Special Handling Name:	Special Handling City:
* Special Handling Address 1:	Special Handling State:
Special Handling Address 2:	Special Handling Postal Code:
Hold Check for Pick Up: <input type="checkbox"/> No	Special Handling Country:
<b>Accounting Lines</b> <span>hide detail</span>	
Special Handling	
Total: 0.00	



# NonResident Alien Tax Tab

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

Nonresident Alien Tax			
<b>NRA Tax</b>			
* Income Class Code:		Treaty Exempt:	No
* Federal Tax Percent:		Foreign Source:	No
* State Tax Percent:		Gross Up:	No
Country Code:		Reference Doc:	



# 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.

Wire Transfer hide

**Wire Transfer**

If you have selected the payment method of wire transfer, please be aware that there will be a wire transfer fee charged to the department.

* DV Amount Stated in: U.S. Dollars	* Bank Name:
Currency Type:	Branch Name, Routing No or Sort code:
* Name on Bank Account:	* ABA Routing No/BIC SWIFT #: *required for US bank
* IBAN or Bank Acct No.:	Bank Address:
Beneficiary Email:	* Bank City:
Extra Banking Details:	Bank State:
* Payee Payment Details:	* Bank Country:
Intermediary Bank1:	Bank1 ABA/SWIFT:
Intermediary Bank2:	Bank2 ABA/SWIFT:
	Waive wire transfer Charge?: No

**Accounting Lines** hide detail

Wire Transfer export lines

	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	MS			6382				25.00	
	MICHIGAN STATE UNIVERSITY								
	Line Description								
	Wire Transfer Fee								add



# 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.

The screenshot shows a window titled "Foreign Draft" with a "hide" button. The window contains the following elements:

- A header bar labeled "Foreign Draft".
- Two radio button options:
  - Payment amount is stated in U.S. dollars; convert to foreign currency
  - Payment amount is stated in foreign currency
- A label "Currency Type:" followed by an empty text input field.



# 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.

General Ledger Pending Entries hide

General Ledger Pending Entries												
Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2010	MS	XT023133	.....	6+28	.....	.....	DVCA	AC	EX	500.00	D
2	2010	MS	XT023133	.....	2055	.....	.....	DVCA	AC	LI	500.00	C



# 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.

Notes and Attachments (0) <span>▼ 000</span>					
Notes and Attachments					
	Posted Timestamp	Author	* Note Text	Attached File	Actions
			<input type="text" value="add:"/>	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="add"/>
				<input type="button" value="CANCEL"/>	



# 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.

Ad Hoc Recipients ▼ hide

**Ad Hoc Recipients**

**Person Requests:**

* Action Requested	* Person	Actions
APPROVE ▼	<input type="text"/> 🔍	<input type="button" value="add"/>

**Ad Hoc Group Requests:**

* Action Requested	* Namespace Code	* Name	Actions
APPROVE ▼	<input type="text"/>	<input type="text"/> 🔍	<input type="button" value="add"/>



# 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.

The screenshot displays the 'Route Log' interface for document ID 12202661. It includes a metadata table, an 'Actions Taken' table, and a 'Pending Action Requests' table.

Title	Disbursement Voucher 1 - Reimbursements/Out of Pocket Expenses - Lu recruit Hansmas 2/1/17, Zoo [E:N:M:N]		
Type	Disbursement Voucher	Created	03:22 PM 02/02/2017
Initiator	Feighl, Beata	Last Modified	09:20 AM 02/03/2017
Route Status	ENROUTE	Last Approved	
Node(s)	Campus	Finalized	

  

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	Feighl, Beata		03:26 PM 02/02/2017	
COMPLETED	Feighl, Beata		03:29 PM 02/02/2017	
APPROVED	Zou, Ben		03:42 PM 02/02/2017	
APPROVED	Leach, Margaret		09:20 AM 02/03/2017	

  

Action	Requested Of	Time/Date	Annotation
IN ACTION LIST APPROVE	(Multiple - expand to see details)	09:20 AM 02/03/2017	KFS-FF Disbursement Auditor EL DY



# 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.

Campus Code: EL

Special Handling [hide](#)

**Send Check To**

* Special Handling Name:	<input type="text"/>	Special Handling City:	<input type="text"/>
* Special Handling Address 1:	<input type="text"/>	Special Handling State:	<input type="text"/>
Special Handling Address 2:	<input type="text"/>	Special Handling Postal Code:	<input type="text"/>
Hold Check for Pick Up:	<input type="checkbox"/>	Special Handling Country:	<input type="text"/>

**Accounting Lines** [hide detail](#)

Special Handling	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	6499	<input type="text"/>	<input type="text"/>	<input type="text"/>	15.00	<input type="button" value="add"/>
Line Description									
Special Handling Fee									

Nonresident Alien Tax [show](#)

Wire Transfer [show](#)



# 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.

Special Handling hide

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**Send Check To**

* Special Handling Name:	<input type="text"/>	Special Handling City:	<input type="text"/>
* Special Handling Address 1:	<input type="text"/>	Special Handling State:	<input type="text"/>
Special Handling Address 2:	<input type="text"/>	Special Handling Postal Code:	<input type="text"/>
Hold Check for Pick Up:	<input type="checkbox"/>	Special Handling Country:	<input type="text"/>

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**Accounting Lines** hide detail

Special Handling	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	6482	<input type="text"/>	<input type="text"/>	<input type="text"/>	15.00	<input type="button" value="add"/>
Line Description									
Special Handling Fee									



# 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 Quali Financial Systems **Main Menu**, under **Custom Document Searches**, click on the **Disbursement Vouchers** link. This action will open the Disbursement Voucher Document Search page.

The screenshot shows the Quali Financial Systems Main Menu. The navigation path is as follows:

- Custom Document Searches** (highlighted in red)
- Disbursement Vouchers** (highlighted in red)

The menu items are organized into several sections:

- Transactions**
  - Financial Processing
    - Advance Deposit
    - Auxiliary Voucher
    - Budget Reallocation
    - Cash Receipt
    - Credit Card Receipt
    - Disbursement Voucher
    - Distribution of Income and Expense
    - General Error Correction
    - Indirect Cost Adjustment
    - Internal Billing
    - Pre-Encumbrance
    - Transfer of Funds
    - Intra Account Adjustment
  - Purchasing/Accounts Payable
    - Electronic Invoice Rejects
    - Payment Requests
    - Invoice Requests
    - Purchase Orders
    - Requisitions
    - Vendor Credit Memos
- Lookup and Maintenance**
  - Capital Asset Builder
    - Pre-Asset Tagging
  - Capital Asset Management
    - Asset
    - Asset Fabrication
    - Asset Global
    - Asset Location Global
    - Asset Payment
    - Asset Retirement Global
  - Chart of Accounts
    - Account
    - Account Global
    - Account Delegate
    - Account Delegate Global
- Custom Document Searches**
  - Financial Transactions
  - Capital Asset Management
    - Asset
    - Asset Fabrication
    - Asset Global
    - Asset Location Global
    - Asset Payment
    - Asset Retirement Global
  - Purchasing/Accounts Payable



# Document Search

- Enter search criteria to find the relevant Disbursement Vouchers.

The screenshot shows a web application titled "Document Search". At the top right, there are three tabs: "DISBURSEMENT VOUCHERS", "ACCOUNT NUMBER", and "ORGANIZATION NUMBER". A search box labeled "Searches" is located to the right of these tabs. Below the tabs, there is a "Document Search" section with various input fields and dropdown menus. The fields include:

- Document Type: (dropdown menu)
- TelDate: (text input)
- Document Id: (text input)
- Date Entered From: (date input)
- Date Entered To: (date input)
- Document Description: (text input)
- Organization Document Number: (text input)
- Fiscal Ed: (text input)
- Expense Number: (text input)
- Disbursement Document Order: (dropdown menu)
- PDP Extraction Date From: (date input)
- PDP Extraction Date To: (date input)
- PDP Paid Date From: (date input)
- PDP Paid Date To: (date input)
- PDP Cancellation Date From: (date input)
- PDP Cancellation Date To: (date input)
- Chart Code: (dropdown menu)
- Account Number: (text input)
- Organization Code: (text input)
- Responsibility Center Code: (text input)
- Security or Organization: (text input)
- Fund/Program Type: (text input)
- Total Amount: (text input)
- Cash/Disb Type: (dropdown menu)
- Name this search (optional): (text input)

At the bottom of the form, there are buttons for "search", "clear", and "cancel".



Accounting Office

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