Disbursement Voucher (DV)

The Disbursement Voucher (DV) e-doc is used to reimburse employees and nonemployees for expenses incurred while conducting Stevens business and to pay other vendors for performing a service, or providing material goods for Stevens.

The disbursement voucher may be used in situations in which a payment is not processed through another procurement method, such as purchase order or procurement card.

The following are some instances in which a disbursement voucher might be used:
- An employee needs to be reimbursed for travel or other business expenses that were paid for out of personal funds.
- A department wishes to purchase a subscription to an academic journal.
- An honorarium is needed for a guest speaker.
- Research participants need to be compensated for taking part in a scientific study.
- An employee needs to register in advance for a work-related conference.

A disbursement voucher e-doc requires more information than most financial documents. Each disbursement voucher must include at least the following information:
- Who is to be paid (the 'Payee')
- Why the payee is being paid (the 'Payment Reason')
- How much the payee is to be paid and how the payment is to be made (the 'Amount' and 'Payment Method')
- Where any supporting documentation is stored (the 'Documentation Location')
- Whether any forms or documents need to be physically sent with the payment (the 'Check Enclosure')
- The name and phone number of the individual requesting the disbursement (the ‘Contact’)

This is the path to follow from the Departmental Menu of the Kuali Portal to get to the Disbursement Voucher (DV) document.
### Disbursement Voucher (DV) Document Layout

#### Purpose
- Reimburse employees and nonemployees for travel or other business expenses
- Pay vendors for services that did not require a purchase order

#### FRS Equivalent
- Check Request

#### Users
- Department and central users

#### Restrictions
- Sub-Funds: TRUE – True Endowments
- FFE – Funds Functioning as Endowments

#### Routing
1. Organization Administrative Reviewer
2. Fiscal Officer
3. Organization Reviewer (based on amount)

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**DV Document Layout**

The DV e-doc has two main parts:

1. The Document Header
2. The Disbursement Voucher Tabs

![Disbursement Voucher e-doc](image_url)
The DOCUMENT HEADER displays the:

- Document Number (Doc Nbr)
- Initiator
- Status and
- Date and Time Stamp (Created).

These four fields in the Document Header are automatically filled-in when you initiate (open) a new document. The Status will update based on actions taken by the initiator, as well as, approvers and reviewers, as the e-doc routes for approval.

The other three fields (Doc Nbr, Initiator and Created) cannot be changed or modified in any way.

It’s a good idea to write down the Doc Nbr on your original documentation so you can easily pull up the DV when you are performing a search.

Remember, any place you see this  you can click for on screen help.
DISBURSEMENT VOUCHER TABS
To help with readability, begin with all tabs collapsed by clicking **collapse all.**

Here is the resulting screen.

You can open each tab, one at a time, by clicking **show** on each individual tab.
This guide will walk through all the tabs with an explanation of each relevant field and the purpose of the tab.

Four tabs of the DV are always required: Document Overview, Accounting Lines, Payment Information and Contact Information.

Start with clicking show on the Document Overview tab.

Note the tab opens and the show button becomes a hide button.
Document Overview shows what the Disbursement Voucher e-doc is created for and it allows you to enter both a Description (required) and a brief Explanation (optional). Choose terminology that will make sense to you later when you perform searches.

Description is a required field that can hold up to 40 characters. Choose terminology that will make sense to you later when you perform searches. The system will precede your description with the word requisition, so consider that when using the forty characters to best refer to your transaction. This description will appear in the general ledger as the title for this transaction. (A KFS feature yet to be discussed is the Action List. This is a user specific list of the e-doc’s requiring their review, completion, approval or acknowledgement. The description will show on the Action List.)

Explanation is optional, but can be very useful to the initiator and the subsequent approvers as the document routes through the workflow approval process.

Start by completing the first required field, Description. For this part of the text we will enter “Example DV for Reference Guide 7.6.11”. This required filed must be completed to save the document, another feature that will be demonstrated.

Bank Code is the next required field, it will pre fill with 13 PNC Bank N.A. This is the bank account at PNC Bank used for all disbursements from Stevens.

Org. Doc # is an optional field defined for interdepartmental purposes.

Total Amount is a display field, that is, it will reflect the total amount of the DV that is entered in a later tab. This field will update after that tab is completed and the document is saved or submitted.
Click save after completing each tab!

The save button is located at the bottom of the e-doc screen.

The following screen will result in the message at the top of the e-doc.

Messages regarding users’ actions (saving, submitting, reloading, etc.) will show here. Error messages will present here as well, along with red notations near the area in error.
Below is a summary of the fields in the **Document Overview** tab. In this chart, required fields are further marked by appearing in blue highlight.

<table>
<thead>
<tr>
<th>Field</th>
<th>Condition</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Required</td>
<td>Short statement of what the DV is for. <em>This is what will display in the Action List and the general ledger, so be specific. Limited to 40 characters.</em></td>
</tr>
<tr>
<td>Org. Doc. #</td>
<td>Optional</td>
<td>Not required; optional number defined for interdepartmental purposes.</td>
</tr>
<tr>
<td>Explanation</td>
<td>Optional</td>
<td>Reasonable explanation of what the DV is for; used to supplement <strong>Description</strong>. Do not include invoice number in this field.</td>
</tr>
<tr>
<td>Total Amount</td>
<td>Display Only</td>
<td>Total dollar amount of the DV; updates when document is saved. missionary</td>
</tr>
</tbody>
</table>

![Save button](image)

Remember to click **save** after completing each tab! The save button is located at the bottom of the e-doc screen.

Click on the **hide** button on the **Document Overview** tab.

Click on the **show** button on the **Payment Information** tab.

![Payment Information](image)

The first field is a required field, Payment Reason Code. This will prefill from the information you enter in the Payee ID. Retrieve the Payee ID by clicking on the look up icon 🔄. The screen on the next page will present.
Fill in the payment reason code using the drop down menu, consulting the chart on the last two pages of this guide which details the codes and their descriptions.

You can then fill in any of the other fields to narrow your search. If you are uncertain of a name spelling or have only a partial ID number you can utilize the wild card * . This is also useful if a name is particularly long or has a tricky spelling, this example looks like we were just lazy.

In the example below, we are looking for Randy Greene and take a short cut by typing R* and G* as follows:

By utilizing the wildcard feature as we did (which is available in ANY lookup screen!), you will get a list of all persons whose first name starts with R and whose last name starts with G. (This serves to demonstrate the wild card functionality, in most instances you would most certainly have the full name of the individual being reimbursed.)

Click search.

Read through the list of Payees that match your criteria. Click on the return value link.

On the following screen note all of the fields that are completed by this look up.
Check Amount: You will need to enter the total amount of the disbursement for this e-doc.

Check Stub Text: You will need to enter the information regarding the payment itself; this information is intended for the payee. This commonly includes what the payment is for (invoice number, for example) or other information to assist the payee in identifying the source and reason for the payment.

Due Date: The default date that populates is the next business day. Enter the date or select it from the calendar for due dates other than the default date. Any date selected must be later than the default date.

Payment Type: Prefilled as determined by the payee selected for the DV.

Other Considerations: Select these check boxes as necessary to reflect special circumstances or special requests that are needed for the payment:

- Check Enclosure: Refers to any documents related to the DV document that must accompany the check when it is mailed to the payee. Examples might include a registration form that must accompany a payment of a conference fee or a subscription form that must be returned with payment for a subscription to an academic journal. Selecting the check box properly indicates that there is a form or other attachment that must accompany the check.

- Special Handling: Indicates that the payment should be mailed to a person other than the payee. For example, a check needs to be returned to the document initiator so it can be express mailed or picked up by the payee. When selected, a message asking you to add a note explaining the need for special handling is displayed. Unless there are significant extenuating circumstances, checks will be mailed directly to the Payee by Accounts Payable.

- W9/W-8BEN Completed: Indicates if the payee has a W-9 (or W-8BEN for nonresident aliens) on file. For nonemployees this is generally completed as part of processing of the Payee document.

- Exception Attached: Indicates that you are requesting an exception to policy on this DV document. When this option is selected, a message prompting you to add a note of explanation is displayed.
**Payment Method:** Select the method in which the payment should be made from the drop down list.

**Check/ACH:** This is the preferred method of payment and generates a check. In the future, if ACH information exists in the disbursement processing system for this payee, an Automated Clearing House direct deposit will be initiated.

**Foreign Draft:** This selection indicates that the payment is to be made in a foreign currency. When you select Foreign Draft as the payment method you are prompted to the Foreign Draft tab. In this section, you indicate whether the DV is stated in foreign currency or US dollars, and what currency the payment is to be made in. For example, the DV could be stated in Euros and paid in Euros, or the DV could be stated in US Dollars converted to Euros for payment. This payment method results in an extra fee charged by the bank, which will be passed through to the unit.

**Wire Transfer:** This selection indicates you wish to have the disbursement wired to the recipient. To do so you are required to provide additional banking information on the Wire Transfer tab. Wire transfers may be made in US Dollars or foreign currency, similar to Foreign Drafts as described above. This payment method results in an extra fee charged by the bank, which will be passed through to the unit.

**Document Location Code:** Prefills with F-01 which means the Accounts Payable office in the Howe Center.

Remember to click **save** after completing each tab! The save button is located at the bottom of the e-doc screen.

Click on the **hide** button on the **Payment Information** tab.

Click on the **show** button on the **Accounting Lines** tab. The next screen is the result.

Complete the accounting lines for a Disbursement Voucher e-doc in accordance with the chart below. Note fields with an (*) asterisk are, as always, required fields. In this chart, required fields are further marked by appearing in blue highlight.
### ACCOUNTING LINES

<table>
<thead>
<tr>
<th>Field</th>
<th>Condition</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart Code</td>
<td>Required</td>
<td>Select SI for Stevens Institute of Technology.</td>
</tr>
<tr>
<td>Account Number</td>
<td>Required</td>
<td>Can fill-in manually or use the Search feature.</td>
</tr>
<tr>
<td>Sub-Account Code</td>
<td>Optional</td>
<td>Fill-in if you wish to use a Sub-Account code that has been defined by your department for internal use – for example, Facilities is using sub-accounts for many of the campus buildings.</td>
</tr>
<tr>
<td>Object Code</td>
<td>Required</td>
<td>Can fill-in manually or use the Search feature.</td>
</tr>
<tr>
<td>Sub-Object Code</td>
<td>Optional</td>
<td>Fill-in if you wish to use a Sub-Object code that has been defined by your department for internal use – for example, some units may choose to segregate their physical plant work order expense into categories such as improvements, routine maintenance, and other maintenance.</td>
</tr>
<tr>
<td>Project Code</td>
<td>Optional</td>
<td>To indicate that the DV is associated with a specific project that has been previously set up as a Project Code.</td>
</tr>
<tr>
<td>Organization Reference ID</td>
<td>Optional</td>
<td>Fill-in if you wish to use an Organization Reference ID that has been defined by your department for internal use.</td>
</tr>
<tr>
<td>Amount</td>
<td>Required</td>
<td>Positive amounts would most commonly be used on this e-doc. However, negative numbers are allowed, and would be used if you were billing a service at a full rate, and then wanted to apply a discount to be recorded in a different object code.</td>
</tr>
<tr>
<td>Line Description</td>
<td>Optional</td>
<td>Enter text on this line that will appear at the detail transaction level for each accounting line in the transaction ledger. This information is intended for general ledger account analysis purposes to assist in identifying the purpose for the payment.</td>
</tr>
<tr>
<td>Actions</td>
<td>Required</td>
<td>Click add to add the Accounting Line.</td>
</tr>
</tbody>
</table>

**Accounting Lines tab**

- The Chart is always SI for Stevens. Enter SI and tab to the next field.
- Fill in the account number or choose return value after conducting a search using the magnifying glass. Tab to the next field.
- Sub-Account is an optional field. Tab to the next field.
- Fill in the Object code or choose return value after conducting a search using the magnifying glass. Tab to the next field.
- Sub-Object is an optional field, as are Project and Org Ref Id. Tab to the next field.
- Line Description is an optional field. Text entered on this line will appear in the general ledger.
Remember to click **save** after completing each tab!
The save button is located at the bottom of the e-doc screen.

Click **hide** on the **Accounting Lines** tab.

Click **show** on **Contact Information** tab.

This tab prefills with the name of the e-doc initiator and the Stevens switchboard telephone number. Provide different information if you wish another to be the main contact with questions on this document. Provide the appropriate e-mail address.

Remember to click **save** after completing each tab!
The save button is located at the bottom of the e-doc screen.

Click **hide** on the **Contact Information** tab.
Click **show** on the **Special Handling** tab.

The **Special Handling** tab is used *only* when a check is to be sent to someone other than the payee. For example, a department needs a check for a guest speaker sent to the Department Chair to present the check after the event. If the payee has requested the payment be mailed to them, but at a different address, simply change the address in the **Payee** tab. To request Special Handling for the payment, select the **Special Handling** check box in the **Payment Information** tab and complete the fields on this tab.

![Image of Special Handling tab]

Remember to click **save** after completing each tab!

The save button is located at the bottom of the e-doc screen.

Click **hide** on the **Special Handling** tab.
Click **show** on the **Nonresident Alien** Tax tab.

This tab is completed only if the payee is a nonresident alien and it is only editable by a member of the KFS-SYS Tax Manager role when the document has routed to them. The information on this tab is used for reporting purposes and to add any special tax withholding that might be required as a result of the income classification of the payment when the fields are completed.

Remember to click **save** after completing each tab!

The save button is located at the bottom of the e-doc screen.

Click **hide** on the **Nonresident Alien Tax** tab.
Click **show** on the **Wire Transfer** tab.

When you select wire transfer as the payment method in the **Payment Information** tab you are prompted to complete the **Wire Transfer** tab as seen below. All of the fields marked with an asterisk are required and will likely be provided by the vendor. Attach the documentation supporting the wire transfer details to the disbursement voucher. Wire transfers result in an extra fee charged by the bank, which will be passed through to the unit.

😄Remember to click **save** after completing each tab!

The save button is located at the bottom of the e-doc screen.

Click **hide** on the **Wire Transfer** tab.
Click **show** on the **Foreign Draft** tab.

When you select foreign draft as the payment method in the **Payment Information** tab you are prompted to complete the **Foreign Draft** tab as seen below.

Indicate whether the amount in the upper section is expressed in U.S. dollars or in a foreign currency, and indicate the foreign currency (required).

Foreign drafts result in an extra fee charged by the bank, which will be passed through to the unit.

![Foreign Draft tab](image)

Remember to click **save** after completing each tab!  
The save button is located at the bottom of the e-doc screen.

Click **hide** on the **Foreign Draft** tab.
Click **show** on the **Pre-Disbursement Processor Status** tab.

This tab displays information from the Pre-Disbursement Processor so you can track the payment status and the status date.

**Pre-Disbursement Processor Status**: Displays the payment processing status from the Pre-Disbursement Processor (PDP). Pre-Extraction means the disbursement has not been processed for payment.

**PDP Extract Date**: The date when the disbursement voucher was extracted for payment processing by the PDP.

**PDP Paid Date**: The date when the payment was disbursed by PDP.

**PDP Cancellation Date**: In the event a payment was subsequently cancelled, the date when the payment was canceled within PDP.

Remember to click **save** after completing each tab!

The save button is located at the bottom of the e-doc screen.

Click **hide** on the **Pre-Disbursement Processor Status** tab.
Click **show** on the **General Ledger Pending Entries** Tab.

**General Ledger Pending Entries (GLPE)** displays G/L transactions that are pending until the DV is complete and the G/L updated. Pending Entries shown on this tab will go away after the e-doc status turns **FINAL**, (one day after the Fiscal Officer’s date of approval). Before submitting the DV, the GLPE tab will report that there are no pending entries.

After the Disbursement Voucher is submitted, GLPE will look similar to the screen shown below.

The GLPE will show two entry lines for each account used on the e-doc, because Disbursement (DV) involves a change in the cash available within each account.

![General Ledger Pending Entries](image)

Remember to click **save** after completing each tab! The save button is located at the bottom of the e-doc screen.

Close the **GLPE tab**, by clicking **hide** on that tab.
Open the **Notes and Attachments** tab by clicking **show** on that tab.

**Notes and Attachments** is used to provide supplementary documentation regarding the Disbursement Voucher, such as a worksheet showing how the amount was determined and the required documentation for each pay reason.

A chart with the pay reasons, allowable payee types, and list of required documents is included at the end of this document.

You can either type a note into the **Note Text** box by itself, or type a note and attach a file. The **Note Text** field is a required field **ONLY IF** there is an **Attached File**.

To attach a file click on the **Browse** and choose the file from your computer to attach. Next we filled in the required **Note Text** box for each attachment. Remember to click **add** for each line of entry to present a new line.

![Remember to click save after completing each tab!](image)

The save button is located at the bottom of the e-doc screen.

Close the **Notes and Attachments tab** by clicking **hide** on that tab.
Open the Ad Hoc Recipients Tab by clicking on show on that tab.

A user can enter names into Ad Hoc Recipients to route the document to individuals outside the established routing for approval (we will look at approvals required in the Route Log tab).

Under Action Requested there are three choices: APPROVE, FYI and ACKNOWLEDGE

APPROVE requires the named person to review and approve the document.
FYI does not require any action by the recipient.
ACKNOWLEDGE requires the recipient to open the e-doc. It does not delay the processing. However, the document will never reach its status of FINAL until the recipient asked to ACKNOWLEDGE has opened the e-doc.

Remember to click save after completing each tab! The save button is located at the bottom of the e-doc screen.

Close the Ad Hoc Recipients Tab by clicking on hide on that tab.
The user needs to submit the document, using the submit button at the bottom of the e-doc. A message will present at the top of the e-doc noting the document was successfully saved or indicating an error. In the case of an error, the user will be directed to the tab with the error or missing information.

Click on this link to print the following cover sheet.

Attach the original supporting documentation to the cover sheet and send it to Accounts Payable in the Howe Center.
Open the **Route Log** tab, by clicking **show** on that tab.

**Route Log** tells you where a document is in the workflow process. This is a helpful place to come back and see whether your e-doc is complete. From the **Route Log** tab the user can see the **Actions Taken** already, the **Pending Action Requests**, as well as, the **Future Action Requests**.

Clicking **show** on the **Future Action Requests** tab results in this screen.

Close the e-doc by clicking on the button at the bottom of the screen.
## Payment Reason Table

<table>
<thead>
<tr>
<th>Payment Reason Name</th>
<th>DV Payment Reason Code</th>
<th>DV Payment Reason Description</th>
<th>Allowable Payee Type</th>
<th>Required Attachment Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prize and/or Award</td>
<td>A</td>
<td>Payments made for Prizes or Awards to Vendors, Employees or Students. Awards may not include personal services, contest winnings, and scholarship or fellowship payments. Object codes include 6940.</td>
<td>Y       Y       Y</td>
<td>Award or Prize Letter</td>
</tr>
<tr>
<td>Employee Reimbursement for Out of Pocket Expense</td>
<td>B</td>
<td>Reimbursement for Out of Pocket Expenses may be made to University employees. These reimbursements are paid to an individual who incurs out-of-pocket expenses on behalf of their departmental business operations due to an emergency. This payment reason may not be used in lieu of the procurement process. No travel, meals, or personal service payments may be made using this payment reason.</td>
<td>N       Y       N</td>
<td>Travel and Business Expense Reimbursement form (TABER)</td>
</tr>
<tr>
<td>Payment to Research Participant</td>
<td>C</td>
<td>Research Participant should be used when subject payments and participant expense is reimbursed for an individual participating in a research study. Subjects can not be employees. Object codes include 6041, 6042, 6043 and 6044.</td>
<td>Y       N       Y, if not employee</td>
<td>Participant Roster</td>
</tr>
<tr>
<td>Compensation in Respect to Decedent</td>
<td>D</td>
<td>Used to make death benefit payments.</td>
<td>Y       N       N</td>
<td>Legal Document to support disbursement request</td>
</tr>
<tr>
<td>Compensation for Services (Non-employee Vendors)</td>
<td>E</td>
<td>Compensations for Services can be used for Vendors only. These services include honoraria. Some common object codes would include 6011-6040, 6031-6032, 6146.</td>
<td>Y       N       N</td>
<td>Invoice</td>
</tr>
<tr>
<td>Refund/Repayment to Individual or Agency</td>
<td>F</td>
<td>Refund/Repayment to individual or Agency are payments made to Non-employee individuals for returned goods sold, or services rendered, by the University. This reason can also include repayment to agencies for contract and/or grant funding. This payment reason may not be used for refunds of fees, tuition or residence hall payments. Object codes would include income object codes.</td>
<td>Y       N       N</td>
<td>Statement of Account showing duplicate payment, and copy of duplicate payment from AP Office</td>
</tr>
<tr>
<td>Utilities, Freight or Postage</td>
<td>G</td>
<td>Payments for Utilities, Freight, and Postage can be made to non-employees only. These payments can be made for telephone service, utilities, and postage, etc. Common object codes would include 6111-6113, 6114, 6115, 6401-6407.</td>
<td>Y       N       N</td>
<td>Invoice</td>
</tr>
<tr>
<td>Medical, Health Care or Insurance Pmnt.</td>
<td>H</td>
<td>Payments to vendors for employment benefits such as Medical, Health Care, and Insurance Payments. Some common object codes would include 5401-5512.</td>
<td>Y       N       N</td>
<td>Invoice</td>
</tr>
<tr>
<td>Revolving Fund Reimbursement</td>
<td>K</td>
<td>REVOLVING FUND REIMBURSEMENT can be used by Athletics and Physical Plant for replenishment of their working capital accounts.</td>
<td>Y       N       N</td>
<td>Schedule of Disbursements from Working Capital Account being submitted for replenishment of fund</td>
</tr>
<tr>
<td>Payments for Contractual Agreements</td>
<td>L</td>
<td>Used to make payments required under a contractual agreement.</td>
<td>Y       N       N</td>
<td>Invoice</td>
</tr>
</tbody>
</table>
## Disbursement Voucher (DV)

### Payment Reason Table - Items in blue are the most common payment reasons

<table>
<thead>
<tr>
<th>DV Payment Reason Code</th>
<th>DV Payment Reason Name</th>
<th>DV Payment Reason Description</th>
<th>Allowable Payee Type:</th>
<th>Required Attachment Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Moving Reimbursement</td>
<td>Moving Reimbursement are payments to new University employees for relocation/moving expense. These payments are subject to University policy on Moving Expenses. The object code used would be 6150.</td>
<td>N</td>
<td>Travel and Business Expense Reimbursement form (TABER)</td>
</tr>
<tr>
<td>P</td>
<td>Travel Reimbursement</td>
<td>Employee Travel Reimbursement should be used for any travel to include conference registration, lodging, limousine and air fares. Common object codes would include 6211-6217.</td>
<td>Y</td>
<td>Travel and Business Expense Reimbursement form (TABER)</td>
</tr>
<tr>
<td>R</td>
<td>Royalties</td>
<td>Any payments associated with royalties, rights and permissions should use this payment reason.</td>
<td>Y</td>
<td>Invoice or Royalty Payment Schedule</td>
</tr>
<tr>
<td>T</td>
<td>Rental Payment</td>
<td>Rents include rental payments for some equipment and space. Common object codes would include the 6421-6424 rental object codes.</td>
<td>Y</td>
<td>Invoice or Lease Payment Schedule</td>
</tr>
<tr>
<td>W</td>
<td>Subscriptions, Books or Membership Fees</td>
<td>Subscriptions, Books and/or Membership Fees may be used for any payment covering a renewal subscription to a newspaper, magazine or cover membership fee to a professional association. When using this reason for subscriptions, please include a ship to address in the check stub text area for the vendor's convenience. Common object codes would include 6133, 6134, 6134.</td>
<td>Y</td>
<td>Invoice, Application or Renewal Form for Subscription or Membership</td>
</tr>
<tr>
<td>Z</td>
<td>Claims, Settlements, Tax or Other Payments</td>
<td>Claims, Settlements, Tax or Other Payments is used for payment of real estate taxes, UBIT taxes, income taxes, external insurance claim payments, permits, licenses or other payments not categorized above. Common object codes would include 6131, 6411-6415.</td>
<td>Y</td>
<td>Invoice</td>
</tr>
</tbody>
</table>

7/12/11 version