

STEVENS INSTITUTE OF TECHNOLOGY

Disbursement Voucher Guide to Electronic Document Preparation

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Disbursement Voucher (DV) Overview

The Disbursement Voucher (DV) document 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 document 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 Code', this dictates taxability of payment)
- How much the payee is to be paid and how the payment is to be made (the 'Amount' and 'Payment Method')
- 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 Kuali Portal to get to the Disbursement Voucher (DV) document.



Alternatively, you can search for the Disbursement Voucher using the **Search** bar.

Document	Purpose	Users	Restrictions	Routing
Disbursement Voucher (DV)	<ul style="list-style-type: none"> • To reimburse employees and nonemployees for travel or other business expenses • To pay vendors for services that did not requires a purchase order 	Department and central users	Not allowed for accounts in Sub-Funds: TRUE – True Endowments FFE – Funds Functioning as Endowments	<ol style="list-style-type: none"> 1. Organization Administrative Reviewer 2. Fiscal Officer 3. Organization Reviewer (based on amount) 4. Tax Manager 5. Disbursement Manager

DV Document Layout

Document Header


These fields are displayed in the document header:

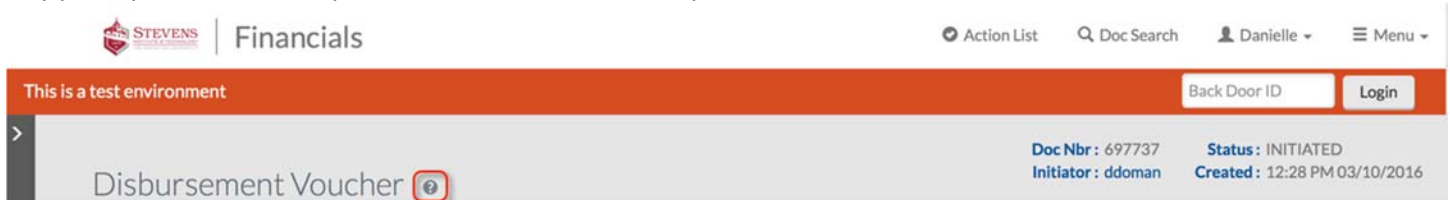
Document Number (Doc Nbr)
Initiator
Status and
Date and Time Stamp (Created).


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, approvers, and reviewers as the document routes for approval.

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



Any place you see the , you can click for on-screen help.





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. You can also search for your initiated DV document by clicking on  **Doc Search**






































In the search screen that presents (example below), you can type in your Doc Nbr in the **Document ID** field if you know it. Otherwise, type in: DV for **Type**. Once you tab/click out of the field, the search will refresh and you will have many DV


specific fields to search by. Entering the name of the initiator and the approximate time frame that the document was initiated in the **Created From** and **Created To** fields will probably be the most helpful.

Document Search  detailed search superuser search clear saved searches Searches 

* required field

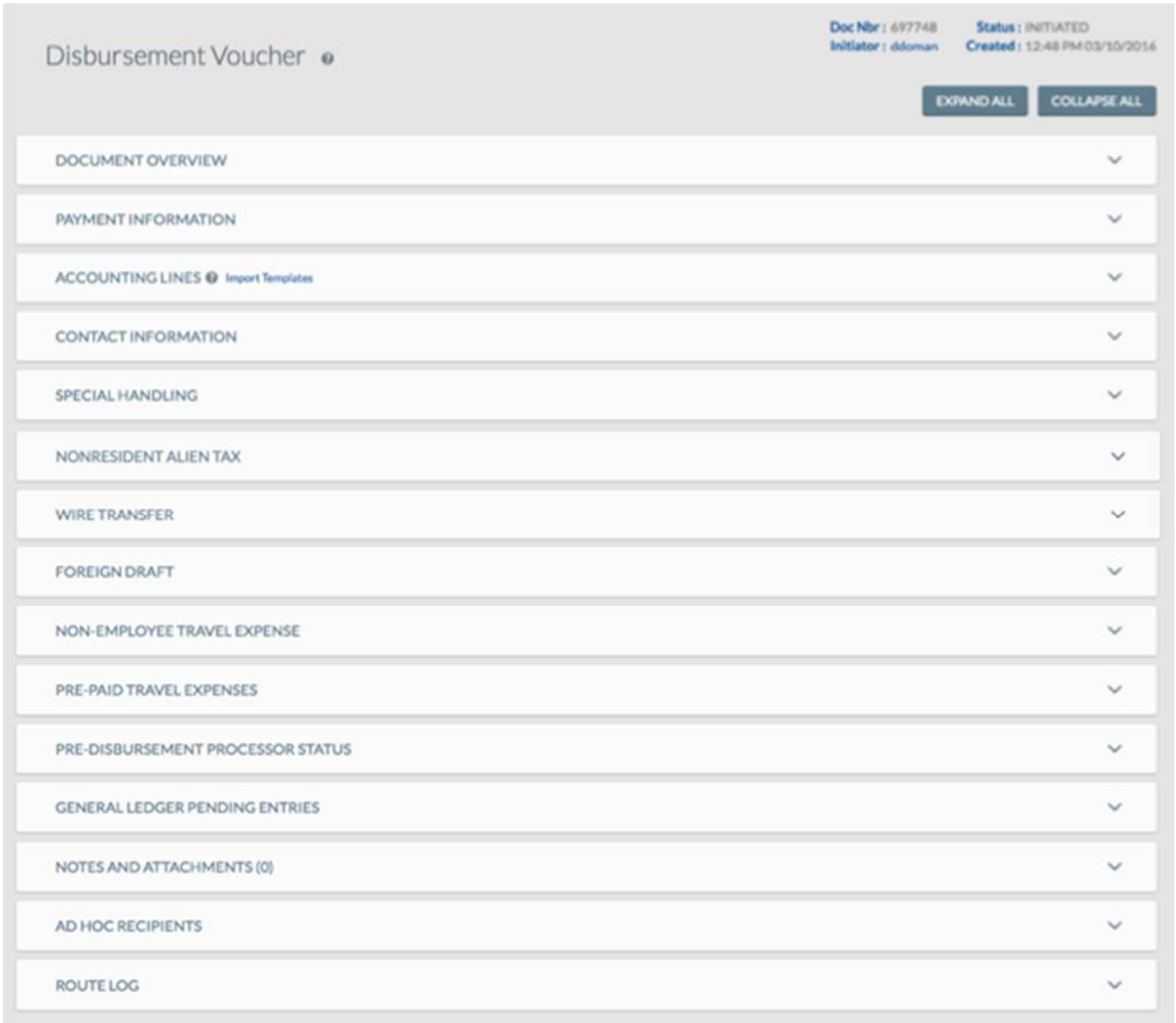
Document Type:	<input type="text" value="dv"/>   
Initiator:	<input type="text"/>   
Document Id:	<input type="text"/> 
Date Created From:	<input type="text"/>  
Date Created To:	<input type="text"/>  
Document Description:	<input type="text"/> 
Organization Document Number:	<input type="text"/> 
Payee ID:	<input type="text"/> 
Payee Name:	<input type="text"/> 
Payment Reason Code:	<input type="text"/>   
PDP Extraction Date From:	<input type="text"/> 
PDP Extraction Date To:	<input type="text"/> 
PDP Paid Date From:	<input type="text"/> 
PDP Paid Date To:	<input type="text"/> 
PDP Cancellation Date From:	<input type="text"/> 
PDP Cancellation Date To:	<input type="text"/> 
Chart Code:	<input type="text"/>   
Organization Code:	<input type="text"/>  
Account Number:	<input type="text"/>  
Ledger Document Type:	<input type="text"/>  
Total Amount:	<input type="text"/> 
Search Result Type:	<input checked="" type="radio"/> Document Specific Data <input type="radio"/> Workflow Data 


Disbursement Voucher Tabs

To help with readability, begin with all tabs collapsed by clicking .



Here is the resulting screen.



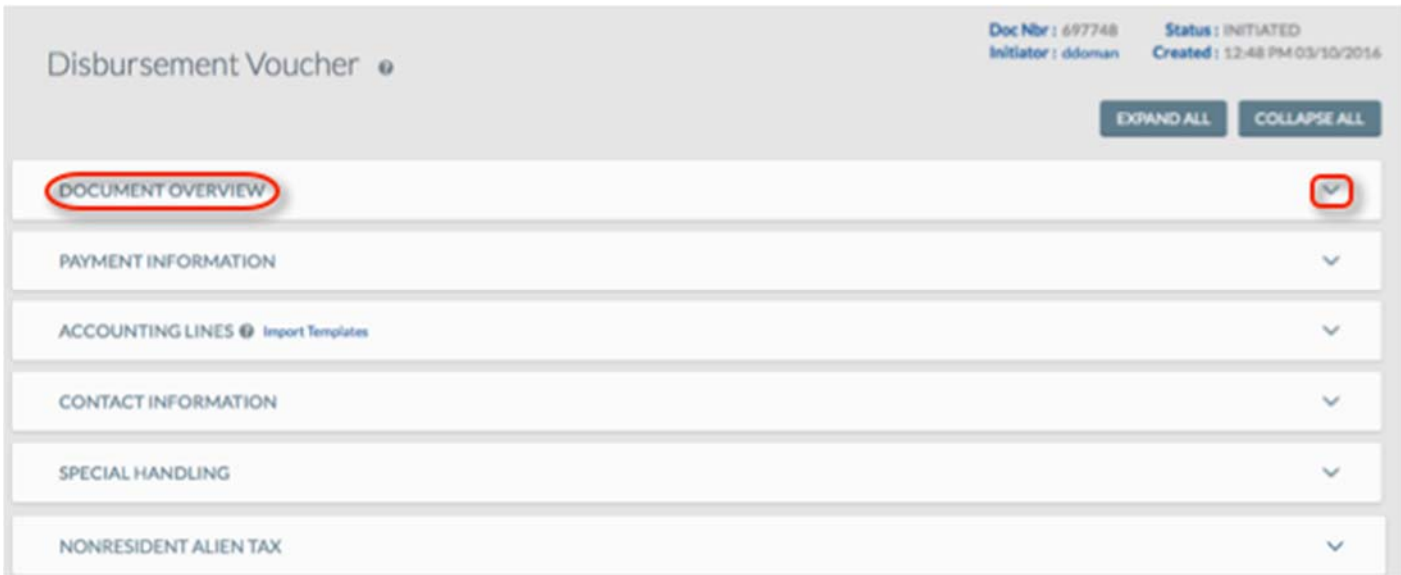
You can open each tab, one at a time, by clicking the show/hide arrow, , on the far right of each individual tab.

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**.

Document Overview

Start with clicking  on the **DOCUMENT OVERVIEW** tab to expand it.



Document Overview tab should show the reason the Disbursement Voucher document is created. 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.

NOTE: As always, fields marked with an asterisk (*) are required and cannot be left blank.

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 “Disbursement Voucher”, 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. The description will also 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**. This required field 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 check disbursements from Stevens. The bank code for Wire transfers is "01" and will be changed the by Accounts Payable Manager before being approved.

Org. Doc # is an optional field defined by departments for their internal use.

Total Amount is a display field that will reflect the total amount of the DV that is entered in a later tab. This field will update automatically after that tab is completed and the document is saved or submitted.

Complete the Document Overview tab. Start by completing the first required field, **Description**. For this part of the text we will enter "Example DV for Reference Guide 3.12.15". This required field must be completed to save the document.

DOCUMENT OVERVIEW ^

OVERVIEW

* Description: Example DV for Reference Guide 3.12.15 Explanation:

Organization Document Number:

FINANCIAL DOCUMENT DETAIL

* Bank Code: 13 PNC Bank N.A. Total Amount:

Click **save** after completing each tab! Save

The save button is located on a ribbon that will stay at the bottom of your screen while in a document.

Submit Save Close Cancel Copy

The following screen will result. Note the message at the top of the document, and the Status will change from "INITIATED" to "SAVED."

Disbursement Voucher

Doc Nbr: 697798 Initiator: ddoman Status: **SAVED** Created: 10:52 AM 03/15/2016

Document was successfully saved.

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.

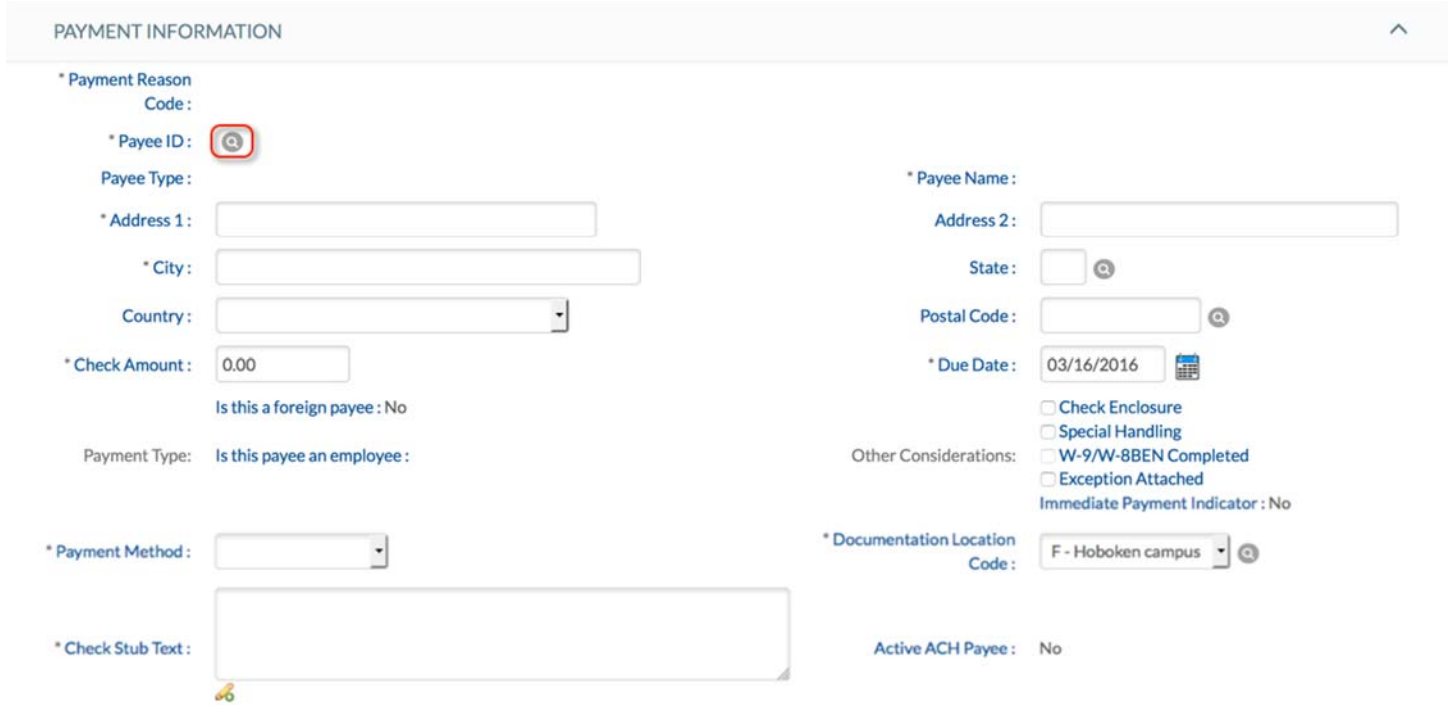
DOCUMENT OVERVIEW		
Field	Condition	Definition
Description	Required	Short statement of what the DV is for. <i>This is what will display in the Action List and the general ledger, so be specific. Limited to 40 characters.</i>
Org. Doc. #	Optional	Not required; optional number defined for interdepartmental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

Click on the  button on the **DOCUMENT OVERVIEW** tab to minimize i

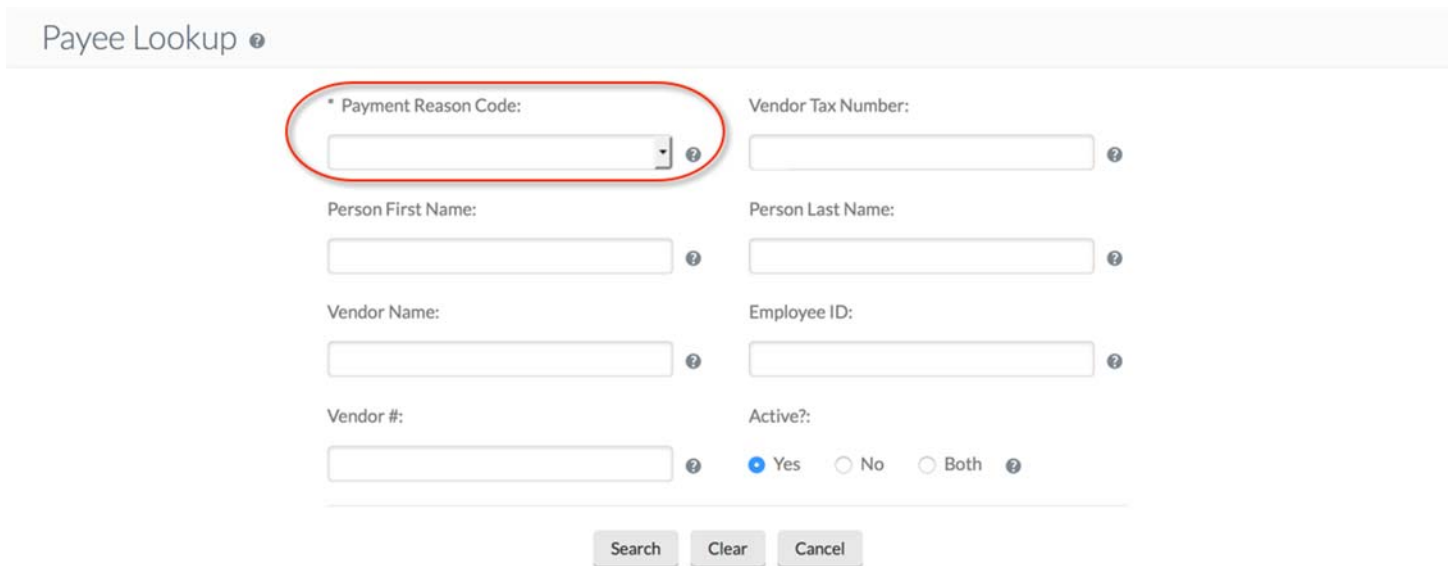
Payment Information

Click on the  button on the **PAYMENT INFORMATION** tab to expand it.

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 lookup icon will take you to the Payee Lookup screen



The Payment Reason Code is required, and can be populated using the drop down menu. Consult the chart on the last two pages of this guide which details the codes and their descriptions. In our example we are going to choose B – Employee Reimbursement for Out of Pocket.

Next, you complete a few of the fields to help with the look up of the payee.

- When searching for names of employees or students that have been paid and included in Steven’s payroll, use the Person First and Last Name when searching for employees (code B). 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. Type the characters of the name you are sure of, preceded and followed by asterisks. For example for George Washington, you could type Geo* in the first name and *ington* in the last name.
- Use the Vendor Name field for all other payee types. Vendor name can be a non-employee individual or company.

In the search example below for the Employee Reimbursement we typed B* in the first name and V* for the last name.

Payee Lookup ?

* Payment Reason Code:

B - Employee Reimbursement for Out of Pc ?

Vendor Tax Number:

Person First Name:

B* ?

Person Last Name:

V* ?

Vendor Name:

Employee ID:

Vendor #:

Active?:

 Yes No Both ?

Search

Clear

Cancel

Click Search .

By utilizing the wildcard feature as we did, you will get a list of all persons whose first name starts with B and whose last name starts with V. (This serves to demonstrate the wild card functionality, in most instances you would most certainly have the full name of the individual being reimbursed, although you could be uncertain of exact spelling. You can use this wild card search feature in any field.) Notice that the Payee Type for these results is ‘Employee (Non-Vendor).’

Search Results						1-5 of 5
Return Value	Payee Name	Payee Type	Address	Payee Number	Active?	Vendor Tax Number
return value	Van Oostendorp, Brian	Employee (Non-Vendor)	1 Castle Point On Hudson, Hoboken, NJ US	22017	Yes	
return value	Vandegrift, Brandon	Employee (Non-Vendor)	133 Elton Ave, Hamilton, NJ US	16468	Yes	
return value	Villaruel, Bryan	Employee (Non-Vendor)	33 Rutan Road, Belleville, NJ US	18702	Yes	
return value	Viola, Bret	Employee (Non-Vendor)	112 Highview Dr, Carmel, NY US	21012	Yes	
return value	Voyer, Brian	Employee (Non-Vendor)	79-53 Juniper Valley Road, Middle Village, NY US	20781	Yes	

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

Read through the list of Employee Payees that match your criteria. Click on the [return value](#) link to return your desired individual back into the Disbursement Voucher.

For Non-Employee reimbursements and all Vendors (including companies or individuals) use the Vendor Name field. Wildcards work in this field as well. Notice that typing in *lope* in the Vendor Name brings back companies, American Envelope and Ticket Envelope Company, as well as a non-employee individual, Karen Lopez. The Payee Type for each of these results is 'Vendor'.

Payee Lookup ⓘ

- Vendor is the only valid Payee Type for Payment Reason E - Compensation for Services (Non-employee).

* Payment Reason Code: ⓘ Vendor Tax Number: ⓘ

Person First Name: ⓘ Person Last Name: ⓘ

Vendor Name: ⓘ Employee ID: ⓘ

Vendor #: ⓘ Active?: Yes No Both ⓘ

Search Results 1-3 of 3

Return Value	Payee Name	Payee Type	Address	Payee Number	Active?	Vendor Tax Number
return value	AMERICAN ENVELOPE	Vendor	212 Columbus Avenue, Roselle, NJ US	6652-0	Yes	*****
return value	LOPEZ, KAREN	Vendor	196 HIGH STREET, PERTH AMBOY, NJ US	10528-0	Yes	*****
return value	TICKET ENVELOPE COMPANY	Vendor	4700 9th Avenue Nw, Seattle, WA US	10190-0	Yes	

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

Now back to our DV walk through example.

We know we are going to reimburse Loretta Funches, so we type those names in the appropriate boxes, then click search. Note there is only one value returned. Click on [return value](#) and note on the next screen the information that is brought into the DV document.

Payee Lookup

• Employee (Non-Vendor) and SUBJECT PAYMENT are the only valid Payee Types for Payment Reason B - Employee Reimbursement for Out of Pocket.

* Payment Reason Code: ?

Vendor Tax Number: ?

Person First Name: ?

Person Last Name: ?

Vendor Name: ?

Employee ID: ?

Vendor #: ?

Active?: Yes No Both ?

Search Results

1-1 of 1

Return Value	Payee Name	Payee Type	Address	Payee Number	Active?	Vendor Tax Number
<u>return value</u>	Funches, Loretta	Employee (Non-Vendor)	17 Morton Pl, Jersey City, NJ US	12957	Yes	

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

On the following screen note all of the fields that are completed by the return value of the look up.

PAYMENT INFORMATION

* Payment Reason Code: B - Employee Reimbursement for Out of Pocket

* Payee ID: 12957 ?

Payee Type: Employee (Non-Vendor)

* Address 1:

* City:

Country:

* Check Amount:

Is this a foreign payee: No

Payment Type: Is this payee an employee: Yes

* Payment Method:

* Check Stub Text:

* Payee Name: Funches, Loretta

Address 2:

State: ?

Postal Code: ?

* Due Date: ?

Other Considerations: Check Enclosure Special Handling W-9/W-8BEN Completed Exception Attached


Immediate Payment Indicator: No

* Documentation Location Code: ?

Active ACH Payee: No

Check Amount: You will need to enter the total amount of the disbursement for this document.

Check Stub Text: You will need to enter the information regarding the payment itself; this information is intended for the payee. In general, this should be the invoice number, if applicable, or other information to assist the payee in identifying the source and reason for the payment. *Note: The text in this field should be limited to 14 characters including spaces.* Additional characters will be manually removed because they will not print on the check.

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. Please note: check run dates are generally Thursdays. Documents must be in the action list of the Accounts Payable Manager or Voucher Auditor no later than Wednesday at 5PM for a check to be cut on Thursday.

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. To ensure Accounts Payable send the correct attachment with your check, please include "check enclosure" in the note text field accompanying your attachment.

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 by Accounts Payable to the address that is pre-populated in this tab.

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. For employees, it will be pre-populated.

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.

P- 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.

F- Foreign Draft: This method is not used at Stevens.

W-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, however, the DV document must be in US dollars with an attachment showing the dollar amount conversion (using the current exchange rate) and your source. 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-Hoboken Campus which means the Accounts Payable office in the Howe Center.



Click **save** after completing each tab!




The save button is located on a ribbon that will stay at the bottom of your screen while in a document.




Click on the  button on the **PAYMENT INFORMATION** tab to minimize it

Accounting Lines Tab



Click on the  button on the ACCOUNTING LINES to expand it.

ACCOUNTING LINES Import Templates 

SOURCE HIDE DETAILS IMPORT LINES

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	ACTIONS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	

Complete the accounting lines for a Disbursement Voucher document in accordance with the chart on the next page. 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 Tab Summary of Fields		
Field	Condition	Definition
Chart Code	Required	This field will auto populate with SI when the user enters an account number.
Account Number	Required	Can fill-in manually or use the Search feature.
Sub-Account Code	Optional	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.
Object Code	Required	Can fill-in manually or use the Search feature.
Sub-Object Code	Optional	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 <i>improvements</i> , <i>routine maintenance</i> , and <i>other maintenance</i> .
Project Code	Optional	To indicate that the DV is associated with a specific project that has been previously set up as a Project Code.
Org Ref ID	Optional	Fill-in if you wish to use an Organization Reference ID that has been defined by your department for internal use.
Amount	Required	The number must be a positive number indicating a payment. If a credit memo needs to be processed please forward information to the Accounts Payable department for processing.
Line Description	Optional	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.
Actions	Required	Click  to add the Accounting Line. After each line of accounting is filled in the user MUST click the  button. When this is done, a new blank line for accounting to be entered will show.

Accounting Lines tab

- The Chart is always **SI** for Stevens. This field will auto populate once the account number is entered.
- 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.

When you successfully add an accounting line, additional icons will appear next to the line.

ACCOUNTING LINES Import Templates ^

SOURCE HIDE DETAILS IMPORT LINES

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	ACTIONS
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	+
1 SI Stevens Institute	1100302 FINANCE SYSTE...	<input type="text"/>	6174 Materials/supplie...	<input type="text"/>	<input type="text"/>	<input type="text"/>	100.00	Reimburse for Office Suppli	⚖️ ↻ 🗑️
TOTAL:							100.00		



Click this icon to take you to the Balance Inquiry Report Menu. You can then select the appropriate lookup.



Click this icon to refresh the screen if you make updates to the Accounting Line after adding it.



Click this icon to delete the Accounting Line after adding it.



Click **save** after completing each tab!

Save

The save button is located on a ribbon that will stay at the bottom of your screen while in a document.


Submit Save Close Cancel Copy

Click ^ on the **ACCOUNTING LINES** tab to minimize it

Contact Information tab

Click  on the CONTACT INFORMATION tab to maximize it.

This tab prefills with the name, phone number and email of the document initiator. Provide different information if you wish another to be the main contact with questions on this document.


CONTACT INFORMATION 

* Contact Name :

* Phone Number :

Email Address :

Campus Code : HB - Hoboken

 Click **save** after completing each tab!

The save button is located on a ribbon that will stay at the bottom of your screen while in a document.

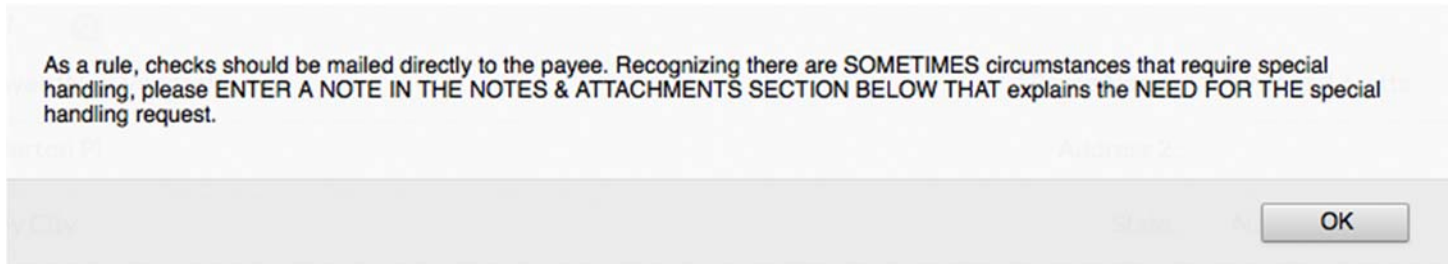
Click  on the CONTACT INFORMATION tab to minimize it.

Special Handling tab


Click  on the **SPECIAL HANDLING** tab to maximize it.

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. When the Special handling feature is invoked, the check is processed in a separate check run. This enables the Accounts Payable team to ensure the check does not get mailed with the regular checks.

When you select the Special Handling box in the Payment information tab, you will receive the following message:



Please add the appropriate note in the Notes and Attachments tab, and complete the Special Handling tab.

SPECIAL HANDLING 

SEND CHECK TO

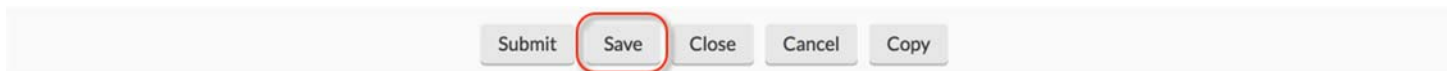
Special Handling Name: <input type="text"/>	Special Handling City: <input type="text"/>
Special Handling Address 1: <input type="text"/>	Special Handling State: <input type="text"/>
Special Handling Address 2: <input type="text"/>	Special Handling Postal Code: <input type="text"/>
	Special Handling Country: <input type="text"/>



Click **save** after completing each tab!



The save button is located on a ribbon that will stay at the bottom of your screen while in a document.



Click  on the **SPECIAL HANDLING** tab to minimize it.

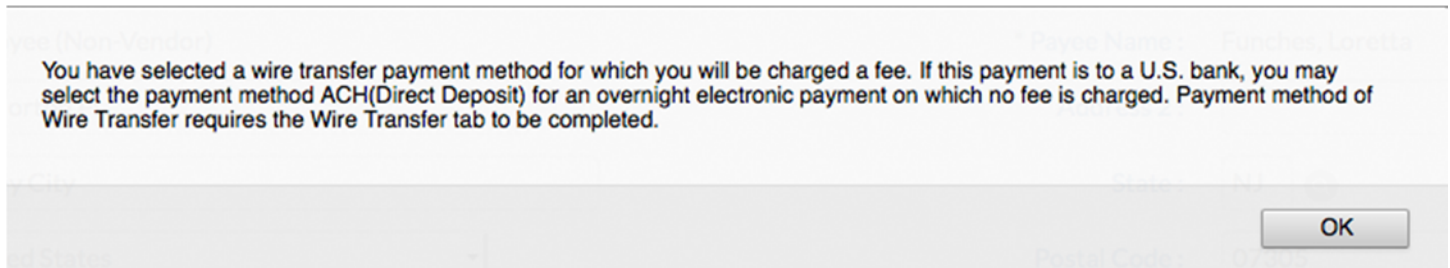
Nonresident Alien Tax tab.

This is not used at Stevens.

Wire Transfer tab

Click  on the WIRE TRANSFER tab to maximize it.

When you select W-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.



Please complete all of the required fields in the **WIRE TRANSFER** tab. Note that the **DV Amount Stated In** field should always be U.S. Dollars. Wire transfers may be made in US Dollars or foreign currency, however, the DV document must be in US dollars with an attachment showing the dollar amount conversion (using the current exchange rate) and your source.

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: 0 for domestic wires and 0 for foreign wires.

Recurring Profile No. : <input type="text"/>	Waive wire transfer fee?: No
* Bank Name : <input type="text"/>	Additional Wire Information : <input type="text"/>
Bank ABA Routing # : <input type="text"/> *required for US bank	Addenda : <input type="text"/>
* Bank City : <input type="text"/>	* DV Amount Stated in : U.S. Dollars
Bank State : <input type="text"/> *required for US bank	* Currency Type : <input type="text"/>
* Bank Country : <input type="text"/>	
* Bank Account # : Not Displayed	
* Bank Acct in the Name of : <input type="text"/>	

FYI: Foreign wires may take 10-15 business days to reach their destination.



Click **save** after completing each tab!



The save button is located on a ribbon that will stay at the bottom of your screen while in a document.



Click  on the **WIRE TRANSFER** tab to minimize it.

Foreign Draft tab

This tab is not used at Stevens.

Non-Employee Travel Expense tab

This tab is not used at Stevens.

Pre-paid Travel Expenses tab

This tab is not used at Stevens.

Pre-Disbursement Processor Status tab

Click  on the **PRE-DISBURSEMENT PROCESSOR STATUS** tab to maximize it.

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. Once the payment has been disbursed, you will see a **Disbursement Info** button appear. This will take you to the Search for Payment screen with more information about the disbursement, including the check (disbursement) number.

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

This is an image of a DV that has been submitted, approved, and the payment has been disbursed by AP.

PRE-DISBURSEMENT PROCESSOR STATUS ^

Pre-Disbursement Processor Status: Paid
PDP Extraction Date: 03/08/2016
PDP Paid Date: 03/10/2016 [Disbursement Info](#)
PDP Cancellation Date:

This is the Search for Payment screen accessed by clicking the [Disbursement Info](#) button above.

Search for Payment ?

Unit: Sub-Unit:
Source Document Number: 697220 Source Document Type: DVCA
Payment Group Id: Disbursement Number:

[Search](#) [Clear](#) [Cancel](#)

Search Results 1-1 of 1

Customer	Source Document Number	Purchase Order/TEM Number	Invoice Number	Payee Name	Pay Date	Disbursement Date	Payment Status	Disbursement Type Name	Disbursement Number	Net Payment Amount
HB-KUAL-PRAP	697220			PSEG COMPANY	03/08/2016	03/08/2016	Extracted	Check	373264	322.13

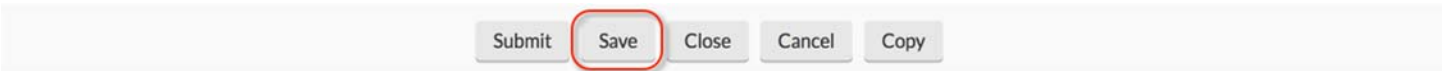
Export options: [CSV](#) | [spreadsheet](#) | [XML](#)



Click **save** after completing each tab!

[Save](#)

The save button is located on a ribbon that will stay at the bottom of your screen while in a document.



Click ^ on the **PRE-DISBURSEMENT PROCESSOR STATUS** tab to minimize it.

General Ledger Pending Entries Tab

Click  on the GENERAL LEDGER PENDING ENTRIES tab to maximize it

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 document status turns **FINAL**, (one day after the last approval occurs). This tab will not be populated until after the accounting lines have been added, and the document has been saved.

The GLPE will show two entry lines for each Accounting Line used on the document because the disbursement involves a change in the cash available within each account.

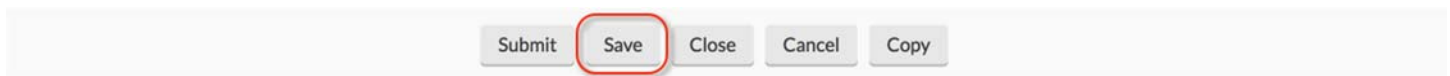
GENERAL LEDGER PENDING ENTRIES													^
SEQ #	FISCAL YEAR	CHART	ACCOUNT	SUB-ACCOUNT	OBJECT	SUB-OBJECT	PROJECT	DOCTYPE	BALANCE TYPE	OBJ. TYPE	AMOUNT	D/C	
1	2016	SI	1100302	----	6174	---	-----	DVCA	AC	EX	100.00	D	
2	2016	SI	1100302	----	2100	---	-----	DVCA	AC	LI	100.00	C	



Click **save** after completing each tab!



The save button is located on a ribbon that will stay at the bottom of your screen while in a document.



Click the  on the GENERAL LEDGER PENDING ENTRIES to minimize it.

Notes and Attachments tab

Click the  on the **NOTES AND ATTACHMENTS** tab to maximize it.



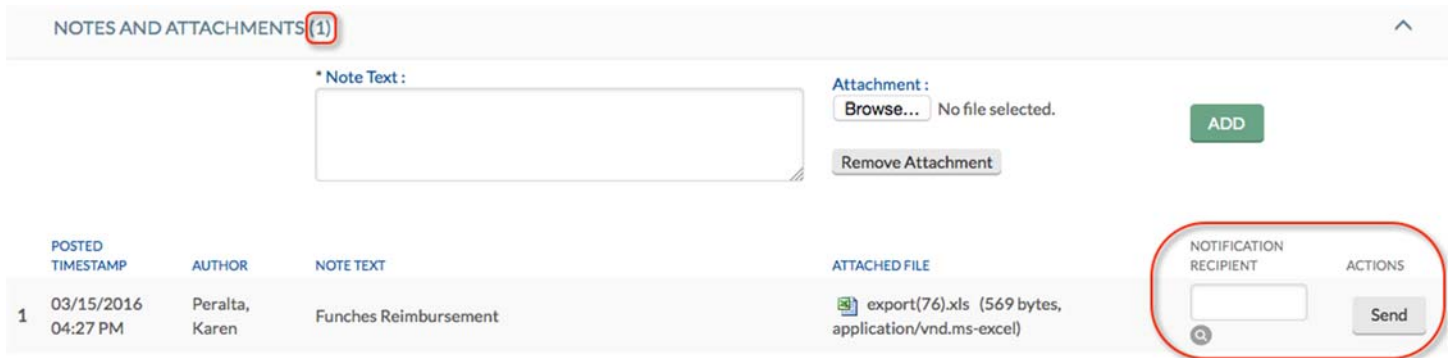
Notes and Attachments is used to provide supplementary documentation regarding the Disbursement Voucher, such as a worksheet showing how the amount was determined and the required documentation for each pay reason.


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

You can add just a note to the document using the **Note Text** box, or you can add a note and an attachment. The **Note Text box** is required when adding an attachment. To attach a file, click on the **Browse...** button and chose the file from your computer to attach. If you select the wrong file, you can use the **Remove Attachment** button to delete it. Once you have your attachment and/or your note added, click the **ADD** button. Note that once the note/attachment is added, it cannot be removed.

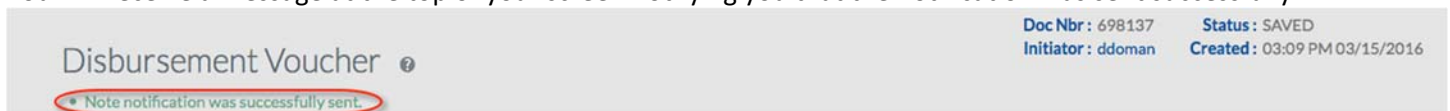
Once the note or attachment is added, the header of the tab will update with the number of notes/attachments added.

Notice that you also have the ability to send an FYI to a specific user. Search for or enter their name in the Notification Recipient box and then click **Send**.



	POSTED TIMESTAMP	AUTHOR	NOTE TEXT	ATTACHED FILE	NOTIFICATION RECIPIENT	ACTIONS
1	03/15/2016 04:27 PM	Peralta, Karen	Funches Reimbursement	 export(76).xls (569 bytes, application/vnd.ms-excel)	<input type="text"/>	Send

You will receive a message at the top of your screen notifying you that the notification was sent successfully.




Disbursement Voucher ⓘ

Doc Nbr : 698137 Status : SAVED
Initiator : ddoman Created : 03:09 PM 03/15/2016

• Note notification was successfully sent.

The user will receive an item in their action list asking them to read the notes for this document. Note that this action functions like an FYI and will not hold up the processing of the document.

<u>Id</u>	<u>Type</u>	<u>Title</u>	<u>Route Status</u>	<u>Action Requested</u>	<u>Initiator</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Group Request</u>	<u>Actions</u>	<u>Log</u>
697799	Disbursement Voucher	Disbursement Voucher - Example DV for Guide 3.12.15 [E:N]	SAVED	READ NOTES	Doman, Danielle		12:37 PM 03/15/2016		NONE ▾	



Click **save** after completing each tab!



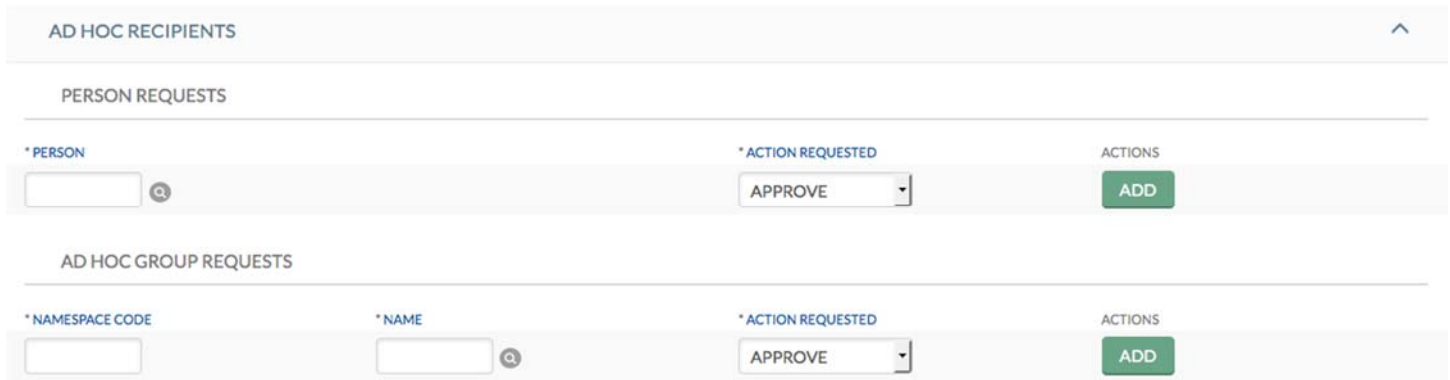
The save button is located on a ribbon that will stay at the bottom of your screen while in a document.



Click the  on the **NOTES AND ATTACHMENTS** tab to minimize it.

Ad Hoc Recipients Tab

Click the  on the **AD HOC RECIPIENTS** tab to maximize it.



The screenshot displays the 'AD HOC RECIPIENTS' tab interface. It is divided into two main sections: 'PERSON REQUESTS' and 'AD HOC GROUP REQUESTS'. Each section contains a search field, a dropdown menu for 'ACTION REQUESTED' (currently set to 'APPROVE'), and an 'ADD' button.

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).

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

APPROVE requires the named person to review and approve the document. This person will be interjected into the routing BEFORE the next scheduled person and he/she must approve before the document will continue.

FYI does not require any action by the recipient.

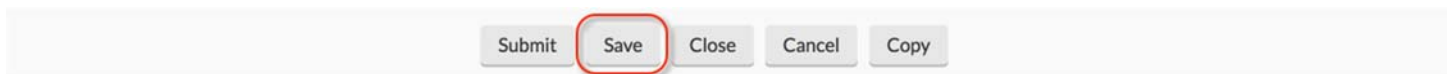
ACKNOWLEDGE requires the recipient to open the document. It does not delay the processing. However, the document will never reach its status of FINAL until the recipient asked to ACKNOWLEDGE has opened the document.



Click **save** after completing each tab!



The save button is located on a ribbon that will stay at the bottom of your screen while in a document.



The screenshot shows a ribbon at the bottom of the screen with five buttons: 'Submit', 'Save', 'Close', 'Cancel', and 'Copy'. The 'Save' button is highlighted with a red circle.

Click the  on the **AD HOC RECIPIENTS** tab to minimize it.



The user needs to **submit** the document, using the submit button at the bottom of the document. A message will present at the top of the document 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.



All original supporting documentation and the required documentation for each pay reason should be scanned and attached in the Notes and Attachments tab. **Do not send hard copies of documents to Accounts Payable.**

Please note:

The Accounts Payable Manager or Voucher Auditor cannot approve any DV that does not contain an invoice or appropriate documentation.

Route Log tab

Click the  on the **ROUTE LOG** tab to maximize it.

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

ROUTE LOG ^

Route Log [refresh](#)

ID: 697798 [hide](#)

Title	Disbursement Voucher - Example DV for Reference Guide 3.12.15 [E:N]		
Type	Disbursement Voucher	Created	10:52 AM 03/15/2016
Initiator	Doman, Danielle	Last Modified	04:51 PM 03/15/2016
Route Status	ENROUTE	Last Approved	
Node(s)	OrganizationalAdministrativeReviewer	Finalized	

Actions Taken [hide](#)

	Action	Taken By	For Delegator	Time/Date	Annotation
show	SAVED	Doman, Danielle		11:01 AM 03/15/2016	
	COMPLETED	Doman, Danielle		04:51 PM 03/15/2016	

Pending Action Requests [hide](#)

	Action	Requested Of	Time/Date	Annotation
show	IN ACTION LIST APPROVE	Landsbergis, Sharon	04:51 PM 03/15/2016	KFS-FP Organizational Administrative Reviewer SI 1200

Future Action Requests [hide](#)

	Action	Requested Of	Time/Date	Annotation
show	PENDING APPROVE	Ceglinski, Marcin	04:55 PM 03/15/2016	KFS-SYS Fiscal Officer SI 1100302
show	PENDING APPROVE	Wheeler, Mary	04:55 PM 03/15/2016	KFS-SYS Accounting Reviewer SI NONE DV 1200 0.00
show	PENDING APPROVE	McGee, Ivy Murolo, Elisabeth Camey, Sharon	04:55 PM 03/15/2016	KFS-FP Disbursement Manager HB

The **Future Action Requests** tab shows all the actions needed to bring the DV to FINAL.

To close the document and be returned to the Home screen, click the  button on the bottom of your screen.

Send AdHoc Requests
Reload
Close
Copy

Payment Reason Code Table

Payment Reason Code Table						
DV Payment Reason Code	DV Payment Reason Name	DV Payment Reason Description	Allowable Payee Types:			Required Attachment Document
			Vendor	Employee	Student	
A	Prize and/or Award	Payments made for Prizes and Awards. Awards may not include personal services, contest winnings, and scholarship or fellowship payments. For payments of Prizes and Awards to University Employees, please contact University Payroll.	Y	Y	Y	Award or Prize Letter
B	Employee Reimbursement	Reimbursements to employees (including student employees) for out of pocket business expenses including travel (excluding moving expenses use M). A TABER needs to be completed. This payment reason may not be used in lieu of the procurement process.	N	Y	Y only if also an employee	TABER Travel and Business Expense Reimbursement Form
C	Payment to Research Participant	Research Participant should be used when subject payments and participant expense is reimbursed for an individual participating in a research study. Subjects cannot be employees. Object codes include 6041, 6042, 6043 and 6044.	Y	N	Y if NOT an employee	Participant Roster
D	Compensation in Respect to Decedent	Used to make death benefit payments.	Y	N	N	Legal Document to support disbursement request
E	Compensation for Services (Non-employee)	Compensations for Services can be used for Vendors (Non-employees) only. These services include honoraria. Some common object codes would include 6011-6040, 6031-6032, 6146.	Y	N	N	Invoice
F	Refund/Repayment to Individual or Agency	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.	Y	N	N	Statement of Account showing duplicate payment, and copy of duplicate payment form AP office
G	Utilities, Freight or Postage	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.	Y	N	N	Invoice
H	Medical, Health Care or Insurance Pmt.	Payments to vendors for employment benefits such as Medical, Health Care, and Insurance Payments. Some common object codes would include 5401-5512.	Y	N	N	Invoice
K	Revolving Fund Reimbursement	REVOLVING FUND REIMBURSEMENT can be used by Athletics and Physical Plant for replenishment of their working capital accounts.	Y	N	N	Schedule of Disbursements from Working Capital Account being submitted for replenishment of fund
L	Payments for Contractual Agreements	Used to make payments required under a contractual agreement.	Y	N	N	Invoice

M	Moving Reimbursement	Moving Reimbursements are payments to University employees for relocation/moving expense. These payments are subject to University policy on Moving Expenses. The object code used would be 6150.	N	Y	N	TABER Travel and Business Expense Reimbursement Form
N	Non-Employee Reimbursement	Reimbursements to non-employees (including students that are not on the payroll) for out of pocket business expenses including travel. A TABER needs to be completed. This payment reason may not be used in lieu of the procurement process.	Y	N	Y, only if they are not on the payroll	TABER Travel and Business Expense Reimbursement Form
P	no longer used					
R	Royalties	Any payments associated with royalties, rights and permissions should use this payment reason.	Y	Y	N	Invoice or Royalty Payment Schedule
T	Rental Payment	Rents include rental payments for some equipment and space. Common object codes would include the 6421-6424 rental object codes.	Y	N	N	Invoice or Lease Payment Schedule
W	Subscriptions, Books or Membership Fees	Subscriptions, Books and/or Membership Fees may be used for any payment covering a subscription or renewal 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 and 6134.	Y	N	N	Invoice, Application or Renewal Form for Subscription Membership
Z	Claims, Settlements, Tax or Other Payments	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.	Y	Y	Y	Invoice