

Disbursement Vouchers – to be used when invoice is in hand

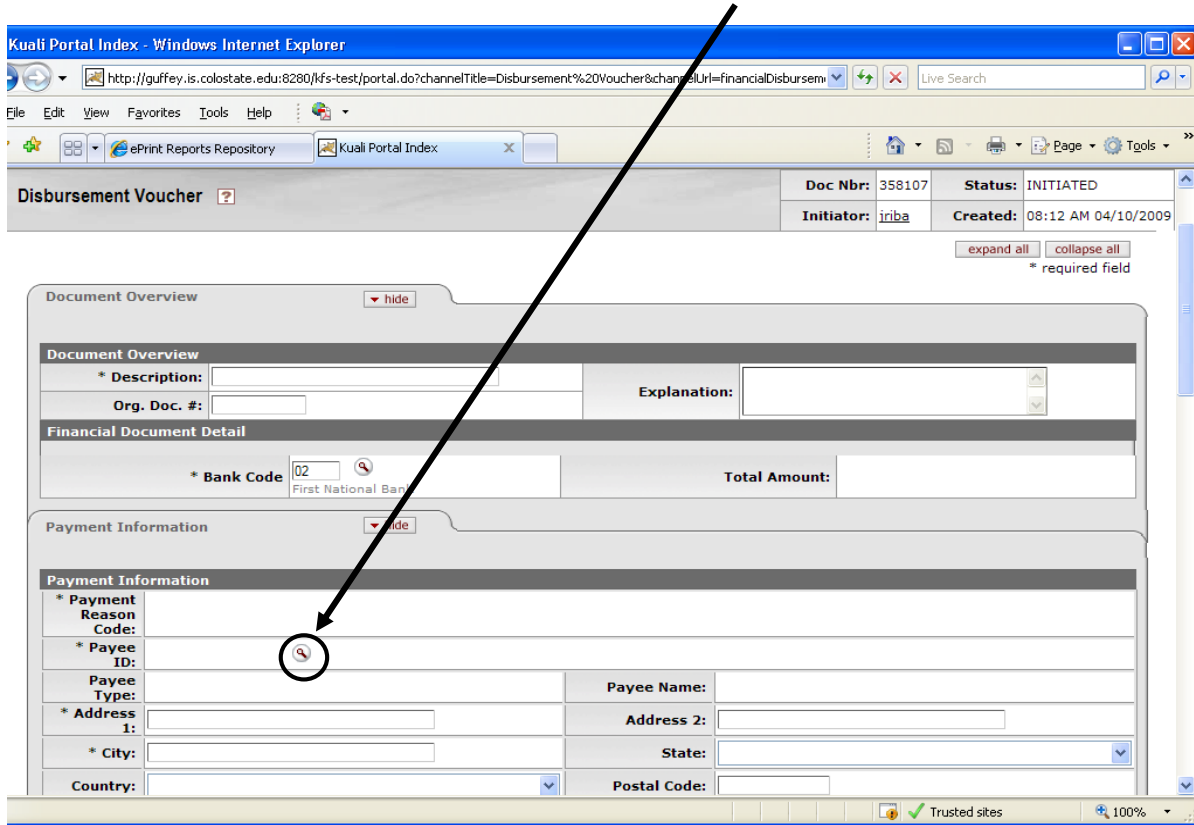
Under Transactions – Financial Processing – Select Disbursement Voucher

The screenshot shows the Kualifinancial systems portal interface. The user is logged in as jrriba@colostate.edu. The main navigation menu includes 'Main Menu', 'Maintenance', and 'Administration'. The 'Transactions' section is expanded, showing a list of options under 'Financial Processing'. The 'Disbursement Voucher' option is circled in red, and a black arrow points from the text above to it. Other options in the 'Financial Processing' list include 'Advance Deposit', 'Adjustment/Accrual Voucher', 'Budget Adjustment', 'Cash Receipt', 'Disbursement Voucher', 'Distribution of Income and Expense', 'General Error Correction', 'Indirect Cost Adjustment', 'Internal Billing', 'Internal Order', 'Pre-Encumbrance', 'Single Sided Budget Adjustment', 'Transfer of Funds', and 'Work Order Authorization'. Other sections visible include 'Custom Document Searches', 'Balance Inquiries', and '1099 Process'.

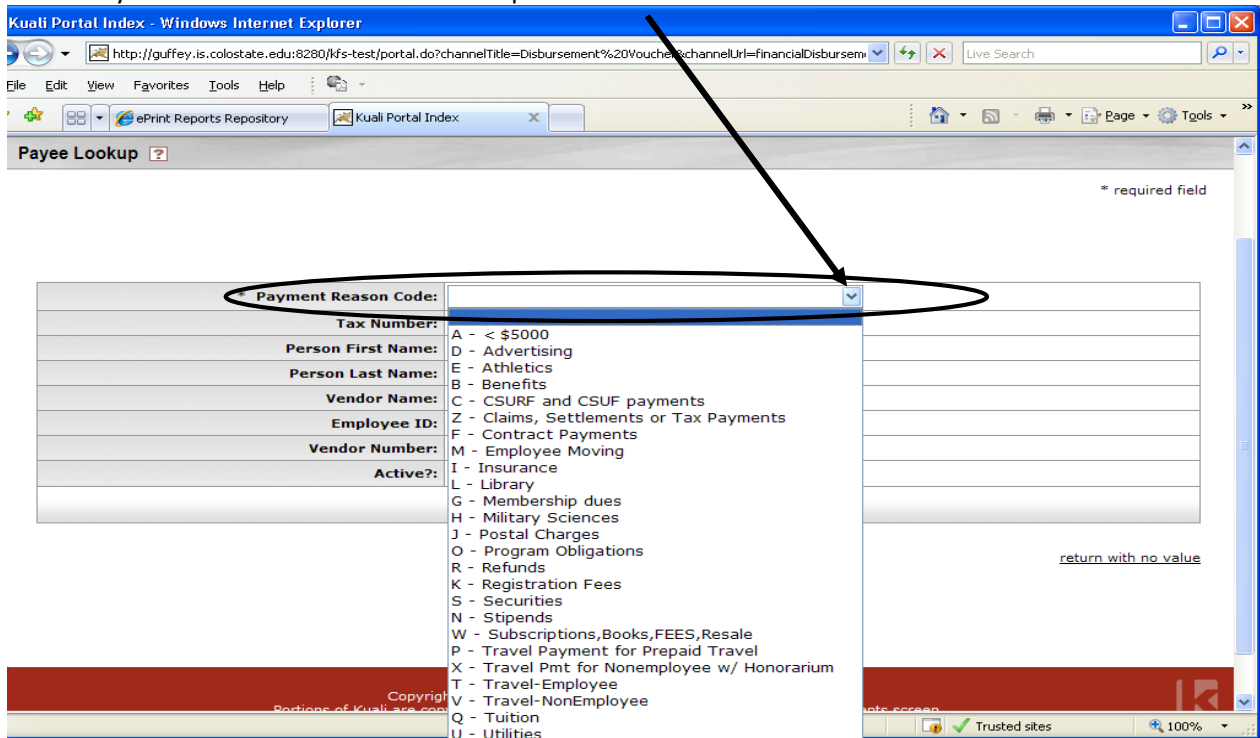
Under Document Overview – Input a description in the Description box – The vendor name should be the description (this helps A/P techs identify the DV's that our theirs in the action list)

The screenshot shows the 'Disbursement Voucher' document overview form. The form is titled 'Disbursement Voucher' and includes fields for 'Doc Nbr: 358107', 'Status: INITIATED', 'Initiator: jrriba', and 'Created: 08:12 AM 04/10/2009'. Below this is the 'Document Overview' section, which contains a 'Description' field (circled in red with a black arrow pointing to it), an 'Org. Doc. #' field, and an 'Explanation' field. The 'Financial Document Detail' section includes a 'Bank Code' field (set to '02' for 'First National Bank') and a 'Total Amount' field. The 'Payment Information' section includes fields for 'Payment Reason Code', 'Payee ID', 'Payee Name', 'Address 1', 'Address 2', 'City', 'State', and 'Postal Code'. The form is displayed in a Windows Internet Explorer browser window.

Under Payment Information – Payee ID – Click magnifying glass



Select Payment Reason Code from the drop down menu



Input vendor name if company or non-employee, Input person Last name if employee reimbursement or you should use the employees ID (this way you won't accidentally pay the wrong (Jane Doe). Use the * as a wildcard search. When vendor comes up select the correct vendor and click return value

Logged in User: jrriba@colostate.edu

Payee Lookup

* required field

* Payment Reason Code: A - < \$5000

Vendor Tax Number:

Person First Name:

Person Last Name:

Vendor Name: *corporate e*

Employee ID:

Vendor #:

Active?: Yes No Both

search clear cancel

4 Items retrieved, displaying all items.

Return Value	Payee Name	Payee Type	Address	Payee Number	Active?	Vendor Tax Number
return value	Corporate Environments	Vendor	11111 West 6th Ave, Lakewood, CO US	8806-0	Yes	841001080
return value	Corporate Express	Vendor	13800 E 39th Ave, Aurora, CO US	7871-0	Yes	650055232
return value	Corporate Expressions	Vendor	5748 Sierra Dr, Fort Collins, CO US	34688-0	Yes	522026357
return value	Faison Corporate Express	Vendor	13800 E 39th Ave, Aurora, CO US	8425-0	Yes	840524848

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

If vendor number has multiple addresses you need to select the correct remit address and click return value

Address Type:

Address 1:

Address 2:

City:

State:

Postal Code:

Province:

Country:

Attention:

URL:

Vendor Fax Number:

Email Address:

Active Indicator: Yes No Both

search clear cancel

12 Items retrieved, displaying all items.

Return Value	Address Type	Description	Address 1	Address 2	State	City	Postal Code	Country	Vendor Fax Number	Active Indicator
return value	REMIT		13800 E 39th Ave	Attn: Diana Petersen	CO	Aurora	80011-1608	US		Yes
return value	REMIT		Promotional Marketing	P O Box 95615	IL	Chicago	60694-5615	US		Yes
return value	PURCHASE ORDER		Furniture Division	13800 E 39th Ave	CO	Aurora	80011-1608	US		Yes
return value	REMIT		P O Box 3291		NE	Omaha	68103	US		Yes
return value	REMIT		33421 Treasury Center		IL	Chicago	60694-3400	US		Yes

Input the invoice number in the invoice number box (A) and the invoice date in the invoice date box (B). These boxes are not mandatory but will help prevent duplicate payments. If there isn't an actual invoice number leave the box blank as you do not want to enter the same note on all your payments to this vendor. Input dollar amount of invoice (C). Do not touch the Due Date box (D) this will default to the next day. If you need information to be sent with a check or you need a separate check mark the check enclosure box (E). That box will make sure the vendor receives a separate check for this DV. Select Payment method from drop down menu (F) Input information into the Check Stub Text (G)(This is where you input the invoice number – if paying a company and reimbursement information if paying an individual. This information will be printed on the check stub or payment advice)

The screenshot shows a web browser window with the URL <http://kprd.is.colostate.edu/kfs-prd/portal.do?channelTitle=Disbursement Voucher&channelUrl=financialDisbursementVoucher.do>. The browser tabs include 'Colorado State Univers...', 'CSU Department of Bu...', and 'Kuali Portal Index'. The page title is 'Kuali Portal Index' and the page content is 'KFS Disbursement Voucher'. The form is titled 'Payment Information' and has a 'hide' button. The form fields are as follows:

* Payment Reason Code: A - < \$5000	
* Payee ID: 7871-0	
Payee Type: Vendor	* Payee Name: Corporate Express
A Invoice Number: <input type="text"/>	Invoice Date: <input type="text"/> <input type="button" value="Calendar"/>
* Address 1: P O Box 3291	Address 2: <input type="text"/>
* City: Omaha	State: NE
Country: United States	Postal Code: 68103
C * Check Amount: <input type="text" value="0.00"/>	* Due Date: <input type="text" value="06/18/2014"/> <input type="button" value="Calendar"/>
Payment Type: Is this a foreign payee: No Is this payee an employee: No Is this an employee paid outside of payroll: No	Other Considerations: <input type="checkbox"/> Check Enclosure E <input type="checkbox"/> W-9/W-8BEN Completed
F * Payment Method: <input type="text"/>	* Documentation Location Code: AP - Accounts Payable <input type="button" value="Search"/>
* Check Stub Text: <input type="text"/> G	

At the bottom of the form, there is a section for 'Accounting Lines' with a 'hide' button. The browser status bar shows a zoom level of 125%.

Select Chart from drop down menu (CO) - Input account number(s), Object, dollar amount and click add. Amount(s) must equal the Check Amount

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	CO Colorado State university	1356620 BUSINESS & FINANCIAL SERVICES		6201 GENERAL SUPPLIES				100.00	add

Attached Scanned invoice under Notes and Attachments and click submit button. Once you click submit you cannot make changes to your DV.

* Contact Name: RIBA, JACKIE
* Phone: 9704911363
Email Address:
Campus Code: M

Special Handling [show](#)
Nonresident Alien Tax [show](#)
Wire Transfer [show](#)
Foreign Draft [show](#)
Non-Employee Travel Expense [show](#)
Pre-Paid Travel Expenses [show](#)
Pre-Disbursement Processor Status [show](#)
General Ledger Posting Entries [show](#) * Phone
Notes and Attachments (0) [show](#)
Ad Hoc Recipients [show](#)
Route Log [show](#)

[submit](#) [save](#) [close](#) [cancel](#) [copy](#)

If all went well you will get this message.

Disbursement Voucher ?

Doc Nbr:	358110	Status:	ENROUTE
Initiator:	iriba	Created:	08:46 AM 04/10/2009

Document was successfully submitted.

[Print Disbursement Voucher Coversheet](#)

Document Overview hide

Document Overview	
* Description:	test
Org. Doc. #:	
Explanation:	

Financial Document Detail

* Bank Code	02 First National Bank	Total Amount:	100.00
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Payment Information hide

Payment Information			
* Payment Reason Code:	A - < \$5000		
* Payee ID:	7594-0		
Payee Type:	Vendor	Payee Name:	CORPORATE EXPRESS
* Address 1:	P O BOX 1446	Address 2:	
* City:	DENVER	State:	CO
Country:	US	Postal Code:	80201-1446
* Check Amount:	100.00	* Due Date:	04/11/2009
Is this a foreign payee:	No	Check Enclosure:	No
Is this payee an employee:	No	Special Handling:	No