Quick Reference Guide: Processing a Disbursement Voucher

**Instructions:** Use the **Disbursement Voucher** to process recurring payments to the same vendor or when tax reporting is required. Examples include:

- Paying a utility company that bills monthly
- Paying a speaker
- Paying research participants where payments are more than $100

Refer to the **Processing a Payment Job Aid** for more detailed descriptions.

**Note:** An asterisk (*) denotes a required field.

1. Select **Disbursement Voucher** under **Financial Processing** in the **Transactions** box.

2. Type the **Vendor Name** in the **Description** field under the **Document Overview** tab.

3. Use the **Explanation** field to explain the business purpose of the payment.

**Note:** While **Explanation** is not required in KFS, it is required by the Controller’s Department.
Quick Reference Guide: Processing a Disbursement Voucher

4. Click the ☰ in the Payee ID field on the Payment Information tab.

 Note: To type in a Payment Reason Code, you must first complete fields on the Payment Lookup screen.

5. Select Payment Reason Code on the Payee Lookup screen. Numbers in parentheses are Object Codes that are used with the Payment Reason Code.

 Note: The most common code is O - Other.

6. In the Vendor Name field, type the Vendor Name or part of the name followed by an (*). At least 4 characters must be used for the lookup.

7. Click Search.

8. Click Return Value on the left side of the box for the vendor to be paid.

 Note: If the Vendor does not exist, you will need to create it. Refer to the Quick Reference Guide: Creating a New Vendor for more information.

 Note: You will automatically return to the Disbursement Voucher screen and the Vendor information will populate Payment Information tab fields. You can change the address information if necessary.
Quick Reference Guide: Processing a Disbursement Voucher

9. Enter the reimbursement amount in the **Check Amount** field.

10. **Do not** change the **Due Date**.

*Note:* Changing the date will void the check as if it was never written. If you want the payment made on a different date, **Save** the document and **Submit** it on the appropriate date.

11. Click **Special Handling** box only if special payment considerations need to be made.

*Note:* You must also complete fields in **Special Handling** tab. For more details, refer to the Processing a Disbursement Voucher Job Aid.

12. Check to make sure the **Payment Method** field is pre-populated with **P-Check**.

13. Enter descriptive information (e.g., invoice number, date, services) in the **Check Stub Text** field.

*Note:* This is the only information the vendor will receive. A **Voucher** will **not** be sent.

14. Complete the required fields in the **Source** column of the **Accounting Lines** tab.

15. Click the **Add** button.

*Note:* Repeat steps 14 & 15 until all accounts have been included.
Quick Reference Guide: Processing a Disbursement Voucher

16. Under the **Special Handling** tab, complete the **Send Check To** fields **only** if you need the check sent to you so you send the check to the **Vendor**.

![Send Check To](image)

17. Click **Show** on the Notes and Attachments tab.

![Notes and Attachments](image)

**Attachments Needed for Processing Disbursement Vouchers**

Attachments associated with DVs are listed below and on the [Controller’s Department](#) website.

<table>
<thead>
<tr>
<th>Attachment</th>
<th>When Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor invoice, receipt, or registration form</td>
<td>Always</td>
</tr>
<tr>
<td>Cash Advance / Payroll Authorization Form</td>
<td>When requesting a travel advance for an employee</td>
</tr>
<tr>
<td>Cash Advance Authorization for a Non-Employee Form</td>
<td>When requesting a travel advance for a non-employee</td>
</tr>
<tr>
<td>Independent Personal Services (IPS) Form</td>
<td>Services performed by non-employees when amount per voucher is less than $600.00, and the amount for the year is not expected to exceed $1,000.00.</td>
</tr>
<tr>
<td>IRS Form 8233</td>
<td>For payment of services performed by non-resident aliens within the United States. If the payee does not have an SSN or ITIN, is from a country that does not have a tax treaty, or has exceeded the maximum number of days in the US, Form 8233 is not needed. Under any of these conditions, please add a note to DV that you understand the payee is not exempt and will have 30% withheld for federal taxes.</td>
</tr>
<tr>
<td>Research Participant Receipt Form (equal to or greater than $100.00)</td>
<td>Documents receipt of compensation associated with participation in a research study conducted by ISU personnel.</td>
</tr>
<tr>
<td>Professional Services Contractual Agreement (PSCA)</td>
<td>Documents arrangements with independent contractors. Required when paying for professional services of $600.00 or more per voucher or $1,000.00 or more per year. If services may be more than $2,000.00 per year, a Web Requisition is required, and a VO instead of DV.</td>
</tr>
</tbody>
</table>
Quick Reference Guide: Processing a Disbursement Voucher

18. Type a note in the Note Text box if the Special Handling tab has been completed.

19. Click the Add button in the Actions box to attach the note to the eDoc.

20. Click Attach document and attach your supporting documentation (receipts, invoices).

*Note*: The Controller’s Department will return the eDoc if attachments are missing.

21. Click Submit and check for errors. The document is now en route to the Fiscal Officer(s) listed on the account(s).

22. Click Close to return to the Main Menu.
Quick Reference Guide: Processing a Disbursement Voucher

Copying a DV to Create a New One
If you have recurring payment (i.e. check to ALLIANT ENERGY), you can use the Copy feature in KFS. This features copies most of the information from the existing eDoc into a new eDoc. The benefit is that it will greatly reduce errors and allow you to edit the information and eDoc before routing. However, the copy function will not work if you need to increase the voucher amount. To Copy an eDoc:

1. Click Doc Search in KFS.

2. Type DV in the Document Type field and your ISU NetID (i.e. llundy) in the Initiator field.

3. Click Search to display a list of DVs you submitted in the past for the same vendor.

4. Click one of the Document Id numbers from the list to open the existing eDoc.

Note: Be sure to select Document Id that has been approved and in Final status, i.e. 289118.
Quick Reference Guide: Processing a Disbursement Voucher

5. Click **Copy** at the bottom of eDoc to open a new Disbursement Voucher.

![Copy button](image)

*Note:* A new **DV** opens with new **Doc Nbr 299127** assigned to the new DV, which is pre-populated with information from **Copied Document Id 289118**.

![Disbursement Voucher](image)

6. Edit the new **Disbursement Voucher** by making changes to:
   - Explanation
   - Check Amount
   - Check Stub Text
   - Accounting Lines
   - Contact Information
   - Notes and Attachments
Quick Reference Guide: Processing a Disbursement Voucher

7. Click **Submit** and check for errors. The document is now en route to the Fiscal Officer(s) listed on the account(s).

8. Click **Close** to return to the **Main Menu**.