Quick Reference Guide: Processing a Simple Disbursement Voucher

Instructions: Use the Simple Disbursement Voucher to process one-time payments that typically do not require tax reporting. Examples include:

- Pay a departmental subscription for an academic journal
- Reimburse a candidate for interview expenses
- Compensate research participants taking part in a scientific study paying less than $100

Refer to the Processing a Payment Job Aid for more details.

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

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

2. Type the Vendor Name in the Description field.

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

Note: While Explanation is required in KFS, it is required by the Controller’s Department.
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4. In the Payment Information tab, type in the Payee Name.

5. Complete the address, including state, country, and postal code. All are required. 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.

*Note:* Check the Special Handling box only if special payment considerations need to be made. In this case, complete the fields in the Special Handling tab.

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

7. Click the Add button.

*Note:* Repeat steps 5 & 6 until all Accounts have been included.
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8. Complete the Send Check To fields in the Special Handling box ONLY for the rare instance when you need the check sent to you and then you send the check to the vendor.

9. Click on the Show button on the Notes and Attachments tab.

Attachments Needed for Processing Simple Disbursement Vouchers
Attachments associated with SDVs 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>Non-Employee Travel Worksheet and related receipts</td>
<td>Reimbursement to a non-employee for travel expenses</td>
</tr>
<tr>
<td>Research Participant Receipt Form (less than $100.00)</td>
<td>Documents the receipt of compensation associated with participation in a research study conducted by ISU personnel.</td>
</tr>
</tbody>
</table>
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10. Type a note in the **Note Text** box if you checked the **Special Handling** box.

11. Click the **Add** button in the **Actions** box to attach the note to the e-doc.

12. Click **Attach Document** and attach your supporting documentation (receipts, invoices).

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

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

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