Disbursement Vouchers – to be used when invoice is in hand

Under Transactions – Financial Processing – Select Disbursement Voucher

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 are theirs in the action list)
Payment Information:

Look-up Payee ID – Click magnifying glass (the payee is the company or individual that is receiving payment. All payees must be set-up as vendors in the financial system. If you cannot find your payee, then a new vendor record must be established before any payments can be made. Contact the Fiscal Office for assistance.)

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.

If vendor number has multiple addresses you need to select the correct remit address and click return value.
**Payment Information continued:**

Input the following Payment Information for your invoice:

A. Invoice Number

B. Invoice Date - 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.

C. Dollar amount of invoice

D. Do NOT enter the Due Date box this will default to the next day.

E. Other considerations are used 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.

F. Select Payment method from drop down menu

G. Input information into the Check Stub Text - 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.
Accounting Lines Information:
Select Chart from drop down menu (CO) - Input account number(s), Object, dollar amount and click add. Amount(s) must equal the Check Amount.

Notes and Attachments Information:
Attached Scanned invoice under Notes and Attachments and click submit button. You will need to click the add button to attach the notes and receipts to the document.

Click Submit. Reminder - Once you click submit you cannot make changes to your DV.
SUCCESS!

If all went well you will get this message.