

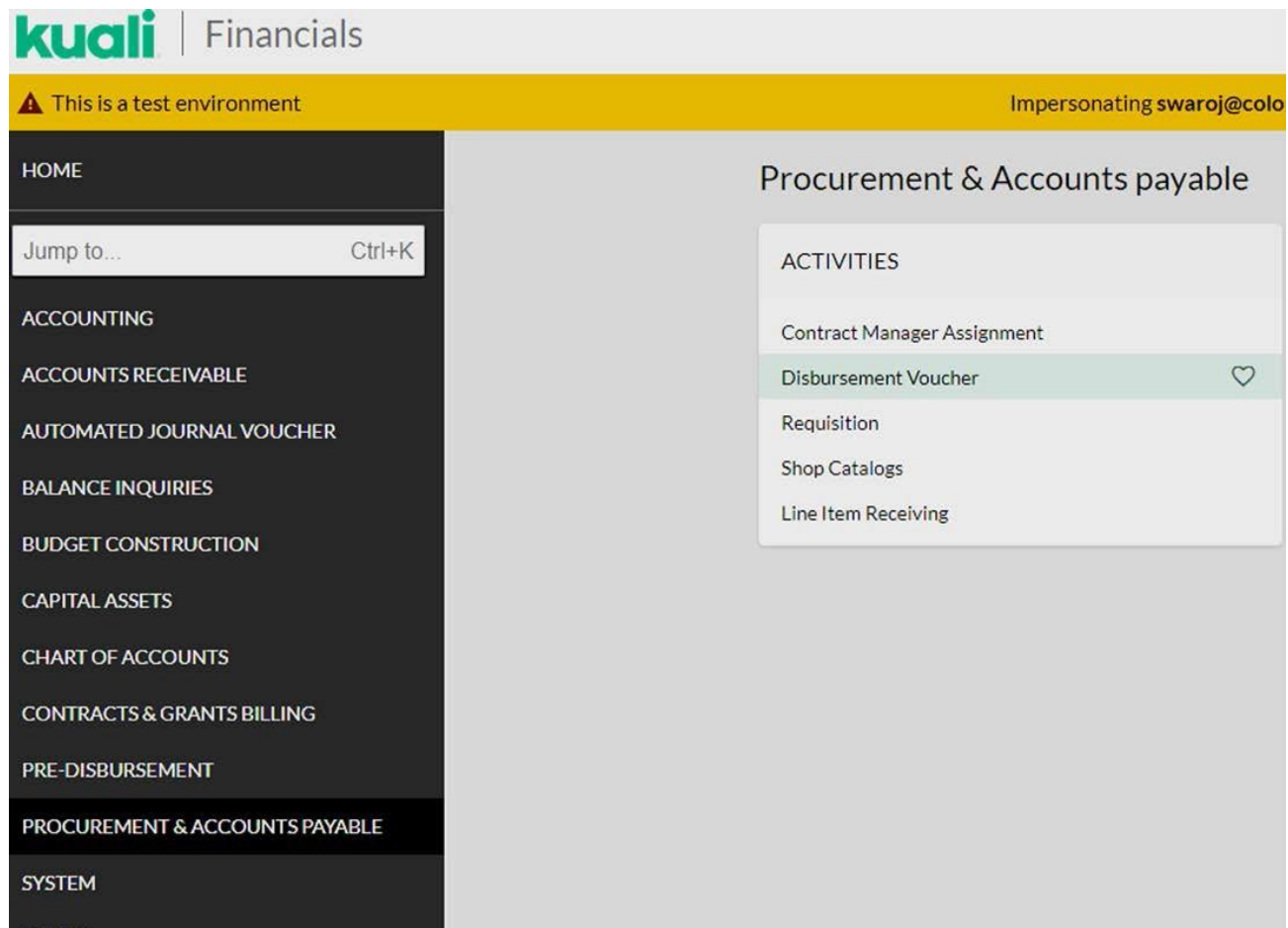
CSU Extension Disbursement Voucher How To

Document Overview:

The Disbursement Voucher (DV) document is used in situations in which a payment is not processed through a procurement method, such as a purchase order or procurement card. This document should be used for immediate payments, employee reimbursements, or when we have an invoice in hand that needs to be paid (i.e. Utility bills). Payment can be issued to vendors and employees through either check, ACH, or wire.

How to Complete the Document:

The DV document is on the Procurement & Accounts Payable Tab on the side menu of Kualu. To open the document, click on “Disbursement Voucher” under Activities. Another option would be to type “Disbursement Voucher” into the “Jump To” search on the side menu.



This will open the Disbursement Voucher document. Please be sure to input the vendor name in the description box as this will help the Accounts Payable approvers identify their vendor payment documents in their shared action list.

DOCUMENT OVERVIEW

OVERVIEW

* Description: 7725654 - City of Fort Collins - Utiliti Explanation: Electric service work in the pedestrian tunnel @ Center & Prospect
Organization Document Number:

FINANCIAL DOCUMENT DETAIL

* Bank Code: 02 GENERAL DISBURSEMENTS Total Amount:

PAYMENT INFORMATION

PAYMENT INFORMATION

* Payment Reason Code: U - UTILITIES
* Payee ID: 9603-0 
Payee Type: Vendor * Payee Name: City of Fort Collins
Invoice Number: E2 12582 Invoice Date: 09/23/2019 
* Address 1: City Clerks Office Address 2: PO Box 500
* City: Fort Collins State: CO
Country: United States Postal Code: 80522-0580
* Check Amount: 622.68 * Due Date: 09/24/2019 
Is this a foreign payee: No
Payment Type: Is this payee an employee: No
Other Considerations: Check Enclosure
 W-9/W-8BEN Completed

In the Payment Information section, the user will input the Payee ID by clicking on the magnifying glass next to Payee ID (as shown below). The payee can be either an employee or non-employee, all non-employee payees will be active vendors set up in Kual.



The screenshot shows the 'PAYMENT INFORMATION' section of the system. The 'Payee ID' field is highlighted with a red box, and a magnifying glass icon is positioned to its right. Other fields include 'Payment Reason Code', 'Payee Type', 'Invoice Number', 'Address 1', 'City', 'Country', 'Check Amount', 'Is this a foreign payee', 'Payment Type', 'Is this payee an employee', 'Payment Method', 'Check Stub Text', 'Payee Name', 'Invoice Date', 'Address 2', 'State', 'Postal Code', 'Due Date', 'Other Considerations', and 'Documentation Location Code'.

By clicking the magnifying glass, the Payee Lookup screen will pop up.

The Payment Reason Code needs to be selected. Below is a list of current payment reason codes:

PAYMENT REASON CODE	PAYMENT REASON NAME	PAYMENT REASON DESCRIPTION
A	< \$5000	Disbursement vouchers for < \$5000
B	Benefits	Benefits for the University and its employees
C	CSURF and CSUF payments	CSURF and CSUF payments
D	Advertising	Advertising
E	Athletics	Athletic visiting team guarantee, consigned tickets, conference membership, fees for officials at NCAA events, athlete medical bills (Intercollegiate Athletics only)
F	Contract Payments	Contract payments settled upon execution of contract by CSU Controller
G	Membership dues	Membership dues.
H	Military Sciences	Military property custodian purchases (Military Science only).
I	Insurance	Insurance premiums (Environmental Health Services Dept only)
J	Postal Charges	Postal and other delivery charges including messenger fees (Bookstore, Central Receiving, Cooperative Extension, DEO, and University Development only).
K	Registration Fees	Registrar fees related to conferences, seminars, receptions or other official events.
L	Library	For use by Library only.
M	Employee Moving-Employee Payment	Employee moving expenses. Payment to employees.
N	Stipends	Stipends, honorariums, allowances, support, and grants.
O	Program Obligations	Payments for program obligations which have been pre-approved by the Director of Purchasing, including legal fees & CSFS direct reimbursement already approved.
P	Bookstore, Food Service, Student Center	For use by Bookstore, Food Service, Student Center only.
Q	Tuition	Tuition expenses at other educational institutes.
R	Refunds	Refunds and cost shares (does not include reimbursements > \$1,000 for employees).
S	Securities	Securities, taxes, regulatory fees, and fund transfers (Business & Financial Services only).
T	Accreditation Expenses	Travel expenses not issued through TEM - Chart codes BG and PB only.
U	Utilities	Utilities (water, gas, electric) and customary local and long distance telephone service including pagers and cell phones.
V	Sponsorships	For External Relations use Only.
W	Employee Moving-Company Payment	Employee moving expenses. Payment to companies.
X	Foreign Vendor	Foreign Vendor.
Y	Board of Governors	Used to make Board of Governors Payments
Z	Death Benefit	Used to make Death Benefit Payments

The most common payment reason will be Payment Reason Code A = “Disbursement vouchers for < \$5000”

Other items that might be used include:

Payment Reason Codes: D – Advertising, G – Membership Dues, J – Postal Charges, K – Registration fees, and U – Utilities.

Once the payment reason code is selected, we can search for the payee.

Payee Search:

- **For all non-employee/vendor payments** we will search for the payee using the “Vendor Name” field.
- **When an employees is the payee**, use the “Person First Name” and/or “Person Last Name” fields.
 - As an example, we can search for AT&T using the Vendor Name field; type “*A T and T*”. The * acts as a wildcard so it will pick up any word with A T and T in the name. Also, acronyms as vendors are spaced out. In this case it is not AT&T, but will have a space between it. Also, the & is not used, but is spelled out as “and.” After putting in the information, click search and the below will appear.

Payee Lookup

* Payment Reason Code: A - < \$5000

Vendor Tax Number:

Person First Name:

Person Last Name:

Vendor Name: A T and T*

Employee ID:

Vendor #:

Active: Yes No Both

Search Clear Cancel

Search Results 1-8 of 8

Return Value	Payee Name	Payee Type	Address	Payee Number	Active?	Vendor Tax Number
return value	ATANDT	Vendor	PO BOX 5094, CAROL STREAM, IL US	28574-0	Yes	*****
return value	A T and T Mobility	Vendor	Ste 1100-Co, Atlanta, GA US	10791-0	Yes	*****
return value	A T and T Sports/Net Body Mtn LLC	Vendor	2399 BLAKE ST #130, Denver, CO US	19566-0	Yes	*****
return value	Compass Group USA Inc	Vendor	PO BOX 91337, CHICAGO, IL US	7633-0	Yes	*****
return value	Compass Group USA Inc - A T AND T EXEC EDUC AND CONFERENCE CTR	Vendor	1900 UNIVERSITY AVE, AUSTIN, TX US	7633-3	Yes	*****
return value	Compass Group USA Inc - Chartwells Campus Dining	Vendor	435 N Garland #104, Fayetteville, AR US	7633-4	Yes	*****
return value	Compass Group USA Inc - Chartwells Dining Services	Vendor	Chartwells at New Mexico Tech, Socorro, NM US	7633-2	Yes	*****
return value	Compass Group USA Inc - Everest Dining Services	Vendor	2400 Yorkmont Rd, Charlotte, NC US	7633-1	Yes	*****

Export options: CSV | spreadsheet | XML

This brought up 8 options.

Select the option that matches to the invoice or correspondence. In this case, click “return value” next to “A T And T Mobility.”

Once selected, the screen will take you to the **Vendor Address Lookup** screen.

Next, click return value by the address desired. For this example, select the last address. Please note that either the Purchase order address or Remit address can be used. **Also, if there are not multiple addresses for the vendor you will not be prompted to select an address and the existing address in the vendor file will default.**

Search Results

Return Value	Address Type Description	Address 1	Address 2	State	City	Postal Code	Country	Vendor Fax Number
return value	PURCHASE ORDER	Ste 1100-Co	5565 Glenridge Connector	GA	Atlanta	30342	US	
return value	PURCHASE ORDER	Po Box 70831		NC	Charlotte	28272-0813	US	
return value	REMIT	Po Box 70813		NC	Charlotte	28272-0813	US	
return value	REMIT	Po Box 30523		FL	Tampa	33630-3523	US	
return value	REMIT	P O Box 30218		CA	Los Angeles	90030-0218	US	
return value	REMIT	P O Box 79075		AZ	Phoenix	85062-9075	US	
return value	REMIT	Atlys	P O Box 6444	IL	Carol Stream	60197-6444	US	
return value	REMIT	P O Box 54360		CA	Los Angeles	90054-0360	US	
return value	PURCHASE ORDER	188 Inverness Dr W Ste 400		CO	Englewood	80112-5205	US	
return value	REMIT	P O Box 6463		IL	Carol Stream	60197-6463	US	
return value	REMIT	P O Box 30178		CA	Los Angeles	90030-0178	US	
return value	REMIT	P O Box 536216		GA	Atlanta	30353-6216	US	
return value	PURCHASE ORDER	1001 16th St Ste A-128		CO	Denver	80265-5205	US	
return value	PURCHASE ORDER	Po Box 78522		AZ	Phoenix	85062-8522	US	
return value	REMIT	P O Box 78214		AZ	Phoenix	85062-8214	US	
return value	REMIT	P O Box 78522		AZ	Phoenix	85062-8522	US	
return value	REMIT	PO Box 989049		CA	W Sacramento	95798-9049	US	
return value	REMIT	PO Box 6463		IL	Carol Stream	60197-6463	US	

After you click return value, you will be directed back to the Disbursement Voucher screen and the vendor information will be populated in the Payment Information section.

Payment Information Section:

Input the following Payment Information for your invoice:

- 1) Invoice Number
- 2) 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.
- 3) Dollar amount of invoice
- 4) Do NOT enter the Due Date box this will default to the next day. Check will be cut on the next available check run once the DV is final.
- 5) Other Considerations - **Click the "Check Enclosure" box if the payment should be sent via check instead of wire/ACH.** If the check enclosure box is checked and the check will be picked up or needs special handling please put a note in the notes and attachments so A/P knows what to do with the check.
 - a. An example may be: John Doe will pick up the check, please call 555-5555 when check is ready. Requests to have checks mailed to departments through Campus Delivery would also be an example of special handling instructions.
- 6) Payment Method, select from drop down menu - unless the payment is a wire the P/Check ACH option should be selected from the dropdown box.
- 7) Check Stub Text - Enter the invoice number and total payment amount (should match the check amount field above) – 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 'PAYMENT INFORMATION' form with the following fields and values:

- Payment Reason Code: A - \$5000
- Payee ID: 10791-0
- Payee Type: Vendor
- Invoice Number: 1234
- Address 1: PO Box 6463
- City: Carol Stream
- Country: United States
- Check Amount: 200.00
- Is this a foreign payee: No
- Payment Type: Is this payee an employee: No
- Is this an employee paid outside of payroll: No
- Payment Method: P - Check/ACH
- Check Stub Text: Invoice number 1234
- Payee Name: A T And T Mobility
- Invoice Date: 08/25/2019
- Address 2:
- State: IL
- Postal Code: 60197-6463
- Due Date: 08/26/2019
- Other Considerations: Check Enclosure, W-9/W-8BEN Completed
- Documentation Location Code: AP - Accounts Payable

Accounting Lines Section:

The Accounting Lines section is where the expense will be charged to. Everything with an * must be filled out, make sure to click the add button when the required fields are completed. **Please note, if you are using a sub-account this is where that will be included.**

Input account number(s), Sub-Account (if applicable), Object*, dollar amount and click add – the + sign to add the line to the document.

If you are splitting the expense between multiple accounts or sub-accounts, repeat the process to add each line with the appropriated expense amount, and click add. The Total amount must equal the total invoice/payment request once all accounting lines are added.

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	LINE DESCRIPTION	ACTIONS
CO							0.00		+
1	CO	1357020	6201				200.00	Colorado State University Procurement Services General Supplies	⚖️ ↻ 🗑️
TOTAL:							200.00		

In the **Contact Information Section**, the user completes contact name and phone number. This information will default to the person who is inputting the DV. If you wish another person to be the contact, you can change that here. Please note that a name and phone number are required.

* Contact Name: Smilanich-Rose, Jana

* Phone Number: 970-491-6367

Email Address: Jana.Smilanich-Rose@colostate.edu

Campus Code: MC - CSU Main Campus

Scroll Down to Notes and Attachments to upload your invoice, payment request, receipts and other back-up documentation.

Notes and Attachments Section:

NOTES AND ATTACHMENTS (0)

* Note Text :

Attachment : No file selected.

A note text is required. An example is “Receipts and Hospitality Form backup documentation”

Click browse to navigate to back-up documentation, select the correct document and then click the add button to add the materials to your DV document. Make sure to attach the support/invoice in **PDF format.**

Once complete, click submit.

Success!

The message as shown below will appear when submitted.

Disbursement Voucher ⓘ

• Document was successfully submitted.

Doc Nbr : 20114316 Status : ENROUTE
Initiator : gpolzer@colostate.edu Created : 11:45 AM 08/25/201

[Print Disbursement Voucher Coversheet](#)