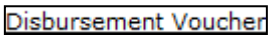




















## Creating a Disbursement Voucher

**Navigation:** KFS > Main Menu > Transactions > Financial Processing > Disbursement Voucher

Step	Action
1.	Click the <b>Disbursement Voucher</b> link. 
2.	Before you begin you may choose to click the <b>collapse all</b> button in the upper right-hand corner. This document contains 8 tabs. This job aid is reviewing 3 of the main tabs needed to successfully complete a request for a new <b>Disbursement Voucher</b> . Click the <b>collapse all</b> button. 
3.	To open the <b>Document Overview</b> tab, click the <b>show</b> button. 
4.	Any field that has an <b>asterisk (*)</b> next to the field is mandatory. Enter a valid value in the <b>Description</b> field.
5.	To close the <b>Document Overview</b> tab, click the <b>hide</b> button. 
6.	To open the <b>Payment Information</b> tab, click the <b>show</b> button. 
7.	The <b>Payment Reason Code</b> is blank and will be populated once you return the value in the <b>Payee ID</b> field. Click the <b>magnifying glass</b> button. 
8.	Click the <b>Payment Reason Code</b> drop-down arrow button. 
9.	A list of the <b>Payment Reason Codes</b> are displayed. Choose the correct option for the <b>Disbursement Voucher</b> .
10.	Enter a valid vendor number in the <b>Vendor #</b> field, or search by name using a wildcard and a valid value in the <b>Vendor Name</b> field.
11.	Click the <b>search</b> button. 

Step	Action
12.	Select vendor, click the <b>return value</b> link. <a href="#">return value</a>
13.	Always return the value for the <b>REMIT</b> Address Type. Click the <b>return value</b> link. <a href="#">return value</a>
14.	Verify the address you have chosen has an assigned <b>Mail Code</b> . The <b>Mail Code</b> field will be blank if you have chosen an invalid address.
15.	Enter a valid value in the <b>Invoice Number</b> field.
16.	Enter a valid value in the * <b>Invoice Date</b> field.
17.	<b>KFS</b> will default to the date one week in the future for the <b>Due Date</b> ; however, this date may be updated by Accounts Payable based on the State of Maryland policies.
18.	Enter a valid value in the <b>Check Amount</b> field.
19.	The <b>Payment Distribution Type</b> will default to the method of payment listed on the <b>Vendor</b> record.  <b>Note:</b> If you are unsure about the total check amount, enter the <b>accounting lines</b> first.
20.	The <b>Received Date</b> represents the date the invoice was received on campus.
21.	Click the <b>Payment Method</b> drop-down arrow button. 
22.	<b>UM Central AP</b> processes payments for all UM departments, as well as payments for Campus 07 (UMCES) and Campus 08 (UMSO), except the following Delegated AP Units and the Working Fund:  - Dining Services - Freight <b>Petty Cash</b> is to be selected only by Petty Cash Custodians for their reimbursement. <b>UMES AP</b> is to be selected only by the University of Maryland, Eastern Shore (UMES). <b>Travel</b> is to be selected by Central AP only.
23.	Click the <b>Documentation Location Code</b> drop-down arrow button. 

Step	Action
24.	<p>Use the <b>Documentation Location Code</b> drop-down to select the appropriate AP Unit where the supporting documentation will be submitted for processing.</p> <p>The Documentation Location Code <b>A - UMCP Central AP</b> should be selected for all <b>Disbursement Vouchers</b> initiated by UMCP, UMCES and UMSO campus users.</p>
25.	<p>Enter a valid value in the <b>Comments/Explanation</b> field.</p> <p><b>Note: Comments/Explanation</b> is mandatory.</p>
26.	<p>To close the <b>Payment Information</b> tab, click the <b>hide</b> button.</p> 
27.	<p>To open the <b>Accounting Lines</b> tab, click the <b>show</b> button.</p> 
28.	<p>Click the <b>Chart</b> drop-down arrow button.</p> 
29.	<p>Each Campus has an associated <b>Chart Code</b>. Select the appropriate chart code option from the drop-down menu.</p>
30.	<p>Enter a valid value in the <b>Account</b> field.</p>
31.	<p>Enter a valid value in the <b>Object</b> field.</p> <p><b>Note:</b> The Object Code must coincide with the Payment Reason Code. See the DV Reasons Code document for valid values. (Click here)</p>
32.	<p>Enter a valid value in the <b>Amount</b> field.</p>
33.	<p>Enter a valid value in the <b>Line Description</b> field.</p>
34.	<p>Click the <b>add</b> button.</p> 
35.	<p>After adding the <b>Accounting Line</b>, it was assigned a number and there is now a blank <b>Accounting Line</b> above it. Use the blank line to add another <b>Accounting Line</b>, if needed.</p>
36.	<p>Notice the <b>Total</b> is calculated. This <b>Total</b> must equal the <b>Check Amount</b> entered on the <b>Payment Information</b> tab to successfully submit the document.</p> <p><b>Note:</b> If the check amount has been entered and you have saved the document and the total amount on the accounting lines does not match the check amount field, you will not be able to change the check amount. Cancel the document and create a new DV.</p>

Step	Action
37.	To close the <b>Account Lines</b> tab, click the <b>hide</b> button. 
38.	To open the <b>Contact Information</b> tab, click the <b>show</b> button. 
39.	The <b>Contact Information</b> tab is pre-populated based on your login. Populate or edit fields if necessary. Click the <b>Contact Information</b> tab, click the <b>hide</b> button. 
40.	<p>You can now submit the <b>Disbursement Voucher</b>. Once submitted, the document will be routed to the Fiscal Officer(s) of the Account(s) used on the document for payment.</p> <p>After the Fiscal Officer approvals have taken place, the document will be routed to the appropriate AP Unit for approval depending on the <b>Payment Method</b> selected. The AP Unit will not approve the document until the original supporting documentation has been received and reviewed.</p> <p>After the Disbursement Voucher has been submitted, a link will be available that will allow the user to print the PDF of the Disbursement Voucher Coversheet. Please attach all supporting documentation to the Disbursement Voucher Coversheet and submit to the appropriate AP unit.</p>