

# Disbursement Voucher (DV) Training

# Things You'll Need Before Starting a DV:

- **Vendor ID**

- If the vendor is not in the Quali Financial System (KFS), you will need to obtain a complete W-9 from them and send it to the Office of Purchasing
- Verify the correct address is listed for your vendor
  - *Contact the Office of Purchasing with any questions or to update information*

- **KFS Account Number & Object Code**

- *Contact the Office of Accounts Payable with any questions*

- **Invoice, Contract, Receipts, Official Function form(s), Scanned & Saved**

*Save the Vendor ID, Account Number, and Object Code for your records*

# Heading & Document Review

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Doc Nbr : 23055129 Status : INITIATED  
Initiator : C833231638@csupueblo.edu Created : 03:00 AM 07/17/2020

Disbursement Voucher EXPAND ALL COLLAPSE ALL

DOCUMENT OVERVIEW ^

OVERVIEW

\* Description:  Explanation:

Organization Document Number:

FINANCIAL DOCUMENT DETAIL

\* Bank Code : 02 GENERAL DISBURSEMENTS Total Amount :

Submit Save Close Cancel Copy

In this box, you should title the document in this format:  
"Who, What: XYZ Corp- What Was Paid For"

# Payment Information

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PAYMENT INFORMATION ^

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PAYMENT INFORMATION

\* Payment Reason Code:

\* Payee ID:  

Payee Type:

Invoice Number:

\* Address 1:

\* City:

Country:

\* Check Amount:

Is this a foreign payee:  No


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:  Check Enclosure  
 W-9/W-8BEN Completed

\* Documentation Location Code:  

Click this  
Magnifying  
Glass to enter  
& select payee  
information

# Payment Information

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### Payee Lookup ?

* Payment Reason Code:	Vendor Tax Number:
<input type="text"/>	<input type="text"/>
Person First Name:	Person Last Name:
<input type="text"/>	<input type="text"/>
Vendor Name:	Employee ID:
<input type="text"/>	<input type="text"/>
Vendor #:	Active?:
<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both

Select your  
"Payment  
Reason  
Code" here

In this box, you'll enter  
your "Vendor Number"  
and click search

# Payment Information

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### Payee Lookup

\* Payment Reason Code:  Vendor Tax Number:

Person First Name:  Person Last Name:

Vendor Name:  Employee ID:

Vendor #:  Active?:  Yes  No  Both

### Search Results 1-1 of 1

Return Value	Payee Name	Payee Type	Address	Payee Number	Active?	Vendor Tax Number
<a href="#">return value</a>	<a href="#">COLO.COUNCIL ON NURSING EDUCATION</a>	Vendor	CAMPUS BOX 72, DENVER, CO US	49952-0	Yes	*****

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

After this screen appears, click "Return Value"

# Payment Information

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Province:  Country:

Attention:  URL:

Vendor Fax Number:  Email Address:

Active Indicator:  Yes  No  Both

Search Results 1-3 of 3

Return Value	Address Type Description	Address 1	Address 2	State	City	Postal Code	Country	Vendor Fax Number	Active Indicator
<u>return value</u>	<u>PURCHASE ORDER</u>	CAMPUS BOX 72	PO BOX 173362	CO	DENVER	80217-3362	US		Yes
<u>return value</u>	<u>TAX</u>	6352 S COVENTRY LN		CO	LITTLETON	80123	US		Yes
<u>return value</u>	<u>PURCHASE ORDER</u>	Front Range Community College	Colo Council on Nursing 4616 S Shields	CO	Fort Collins	80526	US		Yes

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Click "Return Value" to import the information from the "Purchase Order" into the DV

# Payment Information

Fill out the following areas accordingly

The screenshot shows the 'PAYMENT INFORMATION' form in the Kuali Financials system. The form includes the following fields and options:

- Payment Reason Code:** G - Membership dues
- Payee ID:** 49952-0
- Payee Type:** Vendor
- Invoice Number:** [Empty text box]
- Address 1:** CAMPUS BOX 72
- City:** DENVER
- Country:** United States
- Check Amount:** 0.00
- 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:** [Dropdown menu]
- Check Stub Text:** [Empty text box]
- Payee Name:** COLO COUNCIL ON NURSING EDUCATION
- Invoice Date:** [Calendar icon]
- Address 2:** PO BOX 173362
- State:** CO
- Postal Code:** 80217-3362
- Due Date:** 07/18/2020 [Calendar icon]
- Other Considerations:**  Check Enclosure,  W-9/W-8BEN Completed
- Documentation Location Code:** AP - Accounts Payable

At the bottom of the form are buttons for Submit, Save, Close, Cancel, and Copy.

In this box, enter the "Invoice Number". If there isn't one, enter the "Account Number"

In this box, enter the following: "CSU Pueblo Account Number, & Invoice Number".  
\*\*If there is no Account/ Invoice Number, provide a description of what is being paid.  
For example: "CSU Pueblo Membership Fees For Jane Smith".



# Payment Information

Fill out the following areas accordingly

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### ACCOUNTING LINES

**SOURCE** HIDE DETAILS IMPORT LINES

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	LINE DESCRIPTION	ACTIONS
PB CSU Pueblo	1310431 BUSINESS FINAN...		6630 Dues/Membership...				0.00		<span style="background-color: #28a745; color: white; padding: 5px;">+</span>

### CONTACT INFORMATION

\* Contact Name:

\* Phone Number:

Email Address:

Campus Code: PC - CSU Pueblo Campus

### SPECIAL HANDLING

Submit Save Close Cancel Copy

# Notes & Attachments

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NON-EMPLOYEE TRAVEL EXPENSE

PRE-PAID TRAVEL EXPENSES

PRE-DISBURSEMENT PROCESSOR STATUS

GENERAL LEDGER PENDING ENTRIES

NOTES AND ATTACHMENTS (1)

\* Note Text:

Attachment :  No file chosen

	POSTED TIMESTAMP	AUTHOR	NOTE TEXT	ATTACHED FILE	NOTIFICATION RECIPIENT	ACTION
1	07/17/2020 04:05 AM	MARROW, DEMETRIUS	Invoice, Contract, Receipt(s), Official Function Form(s), ETC.		<input type="text"/>	<input type="button" value="Send"/>

This is where you enter your **“Notes & Attachments”**. Type a description of the file being attached.

After you have your notes, click to select your respective files

When you’ve written your notes & attached your file(s), click **“Add”** to place this on the document

# Ad- Hoc Recipients

NOTES AND ATTACHMENTS (1)

AD HOC RECIPIENTS

PERSON REQUESTS

* PERSON	* ACTION REQUESTED	ACTIONS
<input type="text" value="C83323266C"/> TRUJILLO-MARTINEZ, GERALDINE A	APPROVE	ADD

AD HOC GROUP REQUESTS

* NAMESPACE CODE	* NAME	* ACTION REQUESTED	ACTIONS
<input type="text"/>	<input type="text"/>	APPROVE	ADD

ROUTE LOG

Submit Save Close Cancel Copy


Enter your recipients Net ID followed by @csupueblo.edu

After you've entered the proper Net ID, click "Add" to send the document to them for approval


# Find Ad-Hoc Recipients Net ID- PART 1

If you need to locate your recipients Net ID, click the magnifying glass

The screenshot shows the Kuali Financials interface. At the top left is the 'kuali | Financials' logo. At the top right are links for 'Action List', 'Doc Search', and a user profile for 'DEMETRIUS'. The main content area is divided into sections: 'NOTES AND ATTACHMENTS (1)', 'AD HOC RECIPIENTS', 'PERSON REQUESTS', 'AD HOC GROUP REQUESTS', and 'ROUTE LOG'. The 'PERSON REQUESTS' section contains a table with the following data:

* PERSON	* ACTION REQUESTED	ACTIONS
C83323266C  TRUJILLO-MARTINEZ, GERALDINE A	APPROVE	ADD

The 'AD HOC GROUP REQUESTS' section contains a table with the following data:

* NAMESPACE CODE	* NAME	* ACTION REQUESTED	ACTIONS
<input type="text"/>	<input type="text"/> 	APPROVE	ADD

At the bottom of the interface are buttons for 'Submit', 'Save', 'Close', 'Cancel', and 'Copy'. A blue arrow points from the text on the left to the magnifying glass icon in the 'PERSON REQUESTS' table.

# Find Ad-Hoc Recipients Net ID- PART 2

Enter your recipients first name with an \* before and after the name and click search

Person Lookup ?

Principal Name:  ?

Principal ID:  ?

Entity ID:  ?

First Name:  ?

Middle Name:  ?

Last Name:  ?

Email Address:  ?

Phone Number:  ?

Employee ID:  ?

Campus Code:  ?

Primary Department Code:  ?

Employee Status Code:  ?

Employee Type Code:  ?

Active Indicator:  Yes  No  Both ?

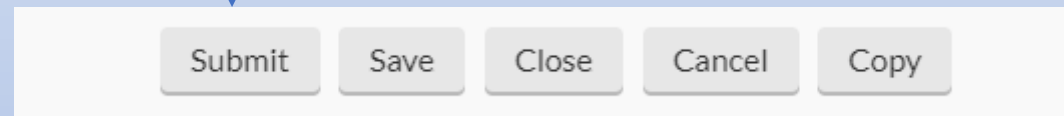
One item retrieved.

Return Value	Principal ID	Principal Name	Name	Entity ID	Campus Code	Primary Department Code	Employee ID
<a href="#">return value</a>	<a href="#">2001959</a>	<a href="#">C833232660@csupueblo.edu</a>	TRUJILLO-MARTINEZ, GERALDINE A	<a href="#">45121</a>	<a href="#">PC</a>	<a href="#">PB-P304</a>	<a href="#">PID053559</a>

Once your recipients name appears here, click "Return Value" to populate the Net ID into the document

# Action Buttons

“Submit” your document after you have gone through to check for accuracy.



Always “Save” your document before submitting it.

# *What if my doc gets DISAPPROVED?*

- If the document is disapproved, for starters, it will appear in your “Action List”. Then, is when you complete the following:
  - Go to your “Action List” and open the document
  - Read “Note” for the disapproval reason, click “Copy”
  - Change or correct what is needed
  - Submit and record new document number
  - Go back to your “Action List” and open the disapproved document again
  - Make a note in “Notes and Attachments” section to say the following:
    - “Resubmitted on (ENTER NEW DOCUMENT NUMBER)”
  - Click “Acknowledge”

# Questions, Comments, and/or Concerns?

- **Business Financial Services**

- **Juanita Pena**, *Director of BFS/Controller*
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- **Robin Arwood**, *Senior Accountant*
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- **Nicole Lara**, *Accounts Payable Specialist*
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- **Carolina Gonzalez**, *Staff Accountant*
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- **Purchasing**

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