



Disbursement Voucher (DV) e-doc Quick Guide

Before beginning the Disbursement Voucher (DV) e-doc, determine if the DV - and not the Requisition - is the appropriate e-doc to use.

- Financial Processing**
- Advance Deposit
 - Auxiliary Voucher
 - Budget Adjustment
 - Cash Receipt
 - Credit Card Receipt
 - Disbursement Voucher
 - Distribution of Income and Expense
 - General Error Correction
 - Indirect Cost Adjustment
 - Internal Billing
 - Pre-Encumbrance
 - Transfer of Funds



Use the REQS if:

- The payee is a vendor and requires a PO.

Use the DV if:

- The payment cannot be paid on a pcard.
- The payee does not require a purchase order (PO).

Note Some examples of when to use the DV are:

- Rent payments for university-negotiated leases
- Utility payments

Consult [Buying Manual sections 201 and 203](#) for a complete list of eligible payments allowed on DV.

- Reimbursement for non-employee travel, i.e., a job candidate
- An honorarium
- Advance registration for a work-related conference and pcards are not accepted

Two types of payees are allowable on a DV:

Note Individuals who exist in our KIM (Kuali Identity Management) tables, i.e., faculty, staff, students and alumni.

- Vendors

A Cornell affiliated individual can be paid as a KIM payee (vendor setup not required) for reimbursements, but must be set up as a vendor to receive taxable payments such as Prizes, Awards, or Royalties.

1. Choose Disbursement Voucher from the [KFS Main Menu](#).
2. The Document Overview tab is the same as that on other e-docs, Description is the only required field (*).
 - Bank Code is fixed
3. In the Payment Information tab, first click the Payee ID lookup. This will bring up the Payee Lookup screen.
4. Choose the Payment Reason Code from the drop-down, search for the name of the payee and return the payee ID and Reason Code to the DV e-doc.

Note -Payment Reasons are restricted by Payee Types.
 -Payment Reasons have valid object codes and object levels assigned to them.
 -The reasons and codes are set to comply with Procurement policies.



Searching for Payees:

- Individuals (KIM) - Search by **Person First Name** and **Person Last Name**. (**Legal Name, KFS does not use preferred name**)
 - Keep in mind that people may share first and last names. Look for identifying information to confirm you have selected the correct individual and verify that the information makes sense for the individual you are selecting, e.g. an employee with a home address in Oregon might be the wrong person.
 - Some KIM individuals have opted out of publishing their names in CU directories. These individuals will show up as “xxxx” in the results. Upon selecting these records, the name will populate the DV.
- Vendors – Search by **Vendor Name**.
- Remember to use wildcards (*) when searching, either before, after or on either side of the search string.

5. Verify that the vendor information is correct. If needed, edit the information. Any edits will not update the Vendor tables. If the edits should be permanent, submit a Vendor e-doc or contact your service center.

6. Enter the check amount and payment method. The preferred payment method is ACH, which will be the default if the vendor is set up for it.

7. Enter the invoice number and invoice date. These fields will automatically print on the check and ACH remittance notices.

8. The first 3 lines (72 characters each) entered in the Check Stub Text field will print on the check. More information can be included on the e-doc but only the first 3 lines will print on the check. Do not hit **Enter** (↵) in this field as it will reduce what is printed on the check. The information provided should help recipient apply the payment correctly, e.g., account number, project name.

9. Verify the payment due date, which automatically defaults to 7 days from DV creation date. For ACH payments, it should correspond to the invoice due date. For Check payments, remember that checks are printed and mailed once a week on Wednesdays; adjust the due date accordingly.

10. Fill in the Accounting Lines tab.

11. The Contact Name and Phone Number of the initiator will be pre-filled. This information will print on the check stub. It can be edited to provide an appropriate contact for the vendor.

Specialized Tabs

Special Handling

Nonresident Alien Tax

Wire Transfer

Foreign Draft

Non-Employee Travel Expense

Pre-Paid Travel Expenses

12. If the Special Handling box is checked, the Special Handling tab must be completed. This will automatically result in a check being issued (instead of ACH). Checks will be mailed to the address listed in the Special Handling tab.

13. Nonresident Tax tab is informational only. It will be completed by the tax department if needed.

14. The Wire Transfer tab must be filled out when the wire transfer payment option is chosen.

15. The Foreign Draft tab must be filled out when there is a foreign draft.

16. You can determine if a DV has been paid by reviewing the information in the Disbursement Voucher Pre-Disbursement Processor Status.

Note