



UNIVERSITY OF HAWAII

Disbursement Voucher User Guide

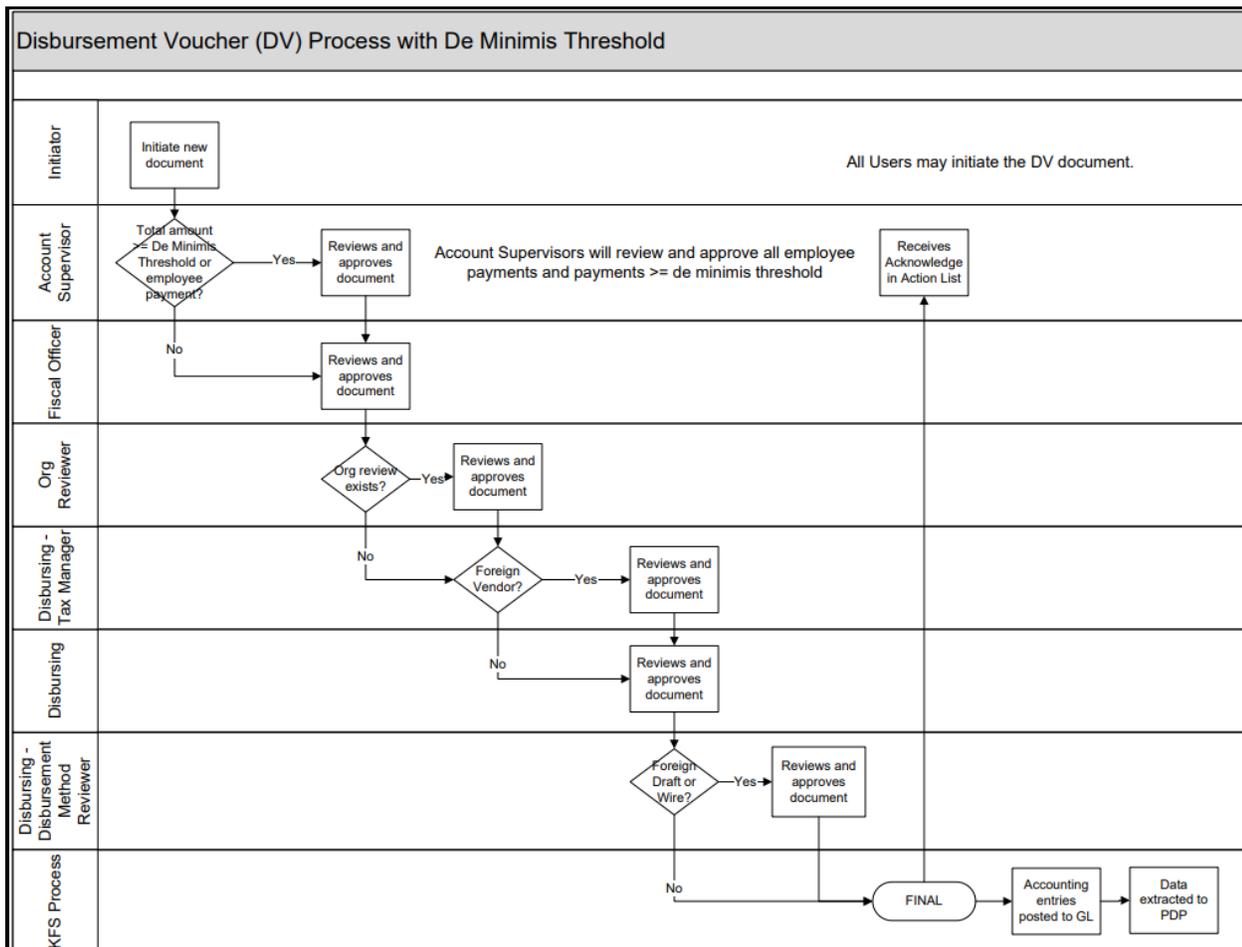
Fiscal Services Office

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Disbursement Voucher (DV) Workflow



How to Process a Disbursement Voucher

The disbursement voucher (DV) is used to reimburse employees and nonemployees for expenses incurred while conducting University of Hawaii (UH) business or pay recurring payments to vendors such as utility payments. Most often these payments are in the form of a check although direct deposit (ePayment) and wire transfer options are available.

The DV may be used in situations in which a payment is not processed through another procurement method, such as purchase order or procurement card (PCard).

The following are some instances in which a DV may be used:

- | | |
|-------------------------------|---------------------------------|
| 1. Automobile Allowance | 7. Reimbursement |
| 2. Mileage | 8. Royalties and Commissions |
| 3. Post Death Payments | 9. Scholarships and Fellowships |
| 4. Postage and Postal Charges | 10. Stipends |
| 5. RCUH | 11. Utility Expenses |
| 6. Refunds | 12. Vacation Leave Credits |

Each DV must include the following information:

1. Why the payee is being paid (*Payment Reason*).
2. Who is to be paid (*Payee and Payee Type*).
3. How much the payee is to be paid and how the payment is to be made (*Amount and Payment Method*).
4. Accounting information (*Chart, Account Number, and Object Code*).

Note: Before a DV is created, a vendor record must be setup in the Kualu Financial System (KFS). For vendor information that includes how to search for and create a vendor, click the following link and then click on the Vendor Maintenance User Guide: http://www.fmo.hawaii.edu/financial_systems/index.html#tab8.

DV payments to UH faculty and staff are made without creating vendor records. Employee home addresses are uploaded nightly from PeopleSoft into the KFS Kualu Identity Management (KIM) systems. KIM will provide address data for employees. In KFS, the 8-digit UH ID Number is called the Payee ID or Payee Number.

However students, RCUH employees, and businesses are required to have a KFS vendor record before initializing DV payment processing.

To submit a DV, users will also need to know the payment reason in addition to the account and object codes to use in the accounting line. These items are covered in this user guide.

Object codes typically used for POs may be used when a DV is used for processing reimbursements to employees. DVs do not take the place of POs. POs are used for the procurement of goods and services. For more information on goods and services procurement, refer to Administrative Procedure AP 8.220, General Principles at:

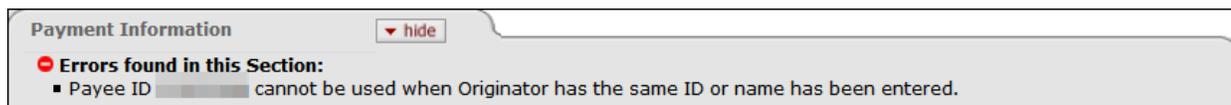
<https://www.hawaii.edu/policy/?action=viewChapter&policySection=ap&policyChapter=8&menuView=closed>.

A sample list of object codes used with corresponding payment reasons is provided at the end of this user guide. For the most current Payment Reason Payee Types and Object Codes List, go to:

http://www.fmo.hawaii.edu/financial_systems/docs/PaymentReason6_PayeeType_ObjCd_LIST.pdf

Business Rules

1. A DV payee cannot be the same as the initiator. The following error message will appear.



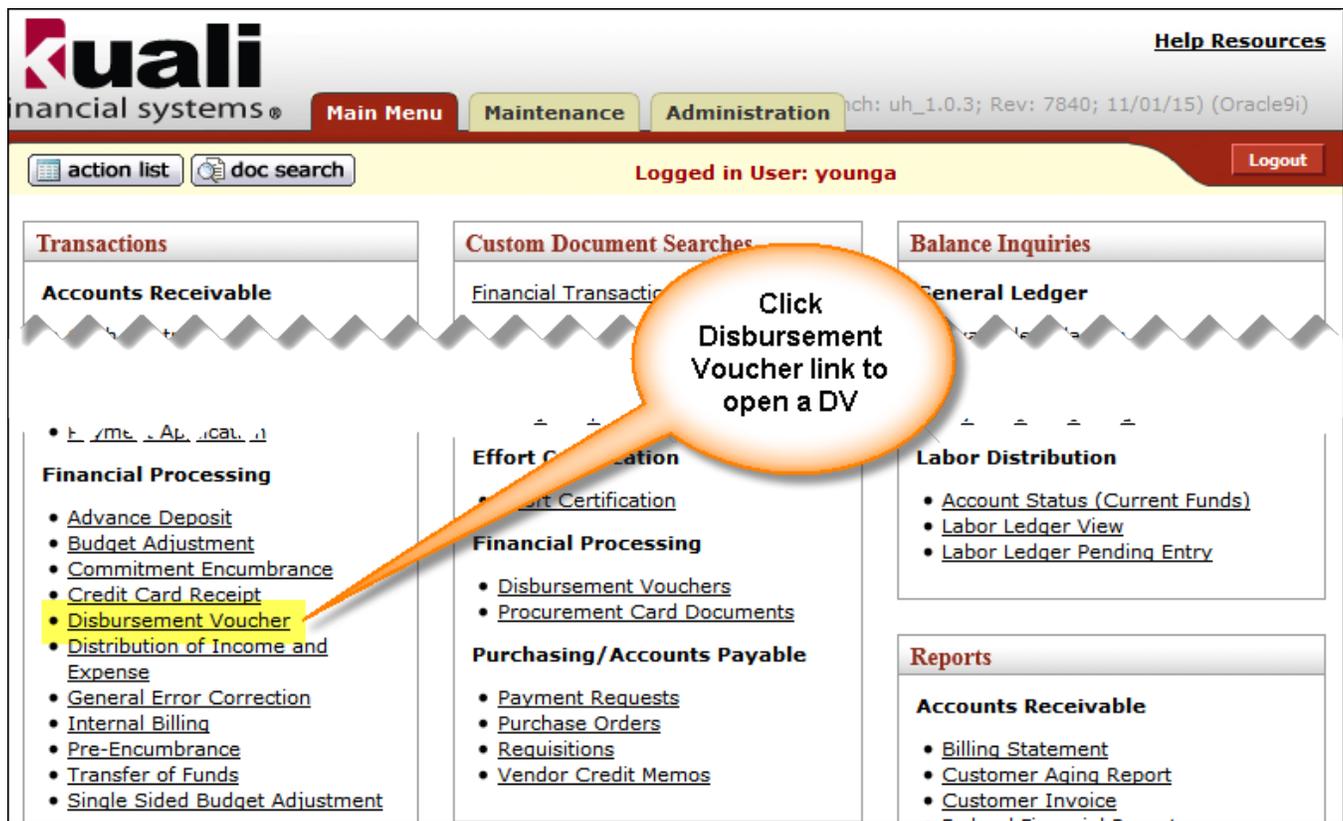
2. A DV employee payee must be in an Active status. KFS will not allow a DV to be processed for employees in Leave without Pay (LWOP) status.
3. Check amount cannot be negative.
4. There must be at least one accounting line and the account(s) must be active.
5. Accounting lines total must not be negative.
6. Total of accounting lines must match the Check Total field.
7. Certain object codes, object levels, and object sub-types can be restricted from this document or from certain payment reasons.

Process a Disbursement Voucher

The following pages explain each component of the DV and how to process a DV.

Note: To make DV processing smoother, ensure the payee's vendor record exists in KFS prior to initiating a DV. For vendor information that includes how to search for and create a vendor, click the following link and then click on the *Vendor Maintenance* User Guide: http://www.fmo.hawaii.edu/financial_systems/index.html#tab8.

To open a DV, go to the Main Menu and click on the Disbursement Voucher link. Go to: Main Menu → Transactions → Financial Processing → Disbursement Voucher.



The screenshot displays the Kuali Financial Systems web application interface. At the top left is the Kuali logo and 'Financial systems' text. A navigation bar includes 'Main Menu', 'Maintenance', and 'Administration' tabs. Below this, there are buttons for 'action list' and 'doc search', and a status bar indicating 'Logged in User: younga' with a 'Logout' button. The main content area is divided into three columns: 'Transactions', 'Custom Document Searches', and 'Balance Inquiries'. The 'Transactions' column contains a 'Financial Processing' section with a list of links, where 'Disbursement Voucher' is highlighted in yellow. An orange callout bubble with a pointer to this link contains the text: 'Click Disbursement Voucher link to open a DV'. Other sections visible include 'Effort Certification', 'Purchasing/Accounts Payable', and 'Reports'.

The DV consists of a document header and 15 tabs but only four tabs are required to make a simple payment. The four tabs include: Document Overview, Payment Information, Accounting Lines, and Notes and Attachments. Here's a screenshot of all the DV tabs.

kuali financial systems Help Resource

Main Menu Maintenance Administration Prod (Branch: uh_1.0.3; Rev: 7840; 11/01/15) (Oracle9i)

action list doc search Logged in User: younga Logout

Disbursement Voucher Doc Nbr: 1636692 Status: INITIATED

Initiator: younga Created: 10:14 AM 11/09/20

expand all collapse all
* required field

Document Overview	show
Payment Information	show
Accounting Lines	show
Grant-in-Aid	show
Contact Information	show
Special Handling	show
Nonresident Alien Tax	show
Wire Transfer	show
Non-Employee Travel Expense	show
Pre-Paid Travel Expenses	show
Pre-Disbursement Processor Status	show
General Ledger Pending Entries	show
Notes and Attachments (0)	show
Ad Hoc Recipients	show
Route Log	show

submit save close cancel copy

For typical reimbursement payments, only four DV tabs are required. The four tabs include: Document Overview, Payment Information, Accounting Lines, and Notes and Attachments.

DV Document Header

Disbursement Voucher ?	Doc Nbr: 1637793	Status: ENROUTE	Copied from Document Id: 1621091
	Initiator: saitor	Created: 09:11 AM 11/10/2015	

For more information about the standard document header, tabs, and workflow action buttons, please refer to the Standard KFS eDoc Layout User Guide.

Document Overview Tab

Document Overview hide

Document Overview	
* Description: 044 MILEAGE MCKOWN SEPT 2015	Explanation: McKown Master of Education in Teaching Program Mileage Reimbursement September 2015
Organization Document Number:	
Financial Document Detail	
* Bank Code 030 UNIVERSITY OF HAWAII GENERAL ACCOUNT	Total Amount: 32.95

- Description** - (Required) Enter the 3-digit FO Code followed by a short description for the document. The Description field is limited to 40 characters. Examples include:
 - 029 MILEAGE LUCAS JULY 2015
 - 070 UTILITIES HECO JULY 2015

- c. 055 STIPEND KIMURA FALL 2015
 - d. 060 REIMBURSE MORISAWA 08/01/15
 - e. 027 WIRE TRANSFER IMPRIEMERIE OFFICIELLE
2. **Explanation** - (UH Required) Disbursing recommends the Explanation field be used to provide a detailed explanation of the Description field. (Maximum 400 characters).
 - a. Enter a more detailed **justification** to supplement the information provided in the description field, e.g., "To reimburse UH Employee for purchase of essential office supplies during the SME conference used by the keynote speaker. Commercial office supply vendor would not accept UH purchase order or PCard for payment".
 - b. If the UH employee incurs out of pocket expenses as part of doing his/her job and requests reimbursement, the department will need to explain why normal procurement procedures were not followed.
 - c. Failure to provide adequate justification and receipts could warrant denial of reimbursement.
 3. **Organization Document Number** - (Optional) Enter an Organization Document Number that is typically an internal reference number or external system reference number, if required by the Departmental Business Office or University policies and procedures. Examples include travel return date or new contract number assigned by OPRPM or DAGS. (Maximum 10 characters).
 - a. Enter a departmental or organizational document number related to the transaction being recorded if available, e.g., "P551424" should be recorded as Organization Document Number.
 - b. For manual travel reimbursements, enter the travel return date using format MM/DD/YY.
 - c. For non-travel advances (Object code 7101), enter the date (MM/DD/YY) the survey or project is projected to be completed.

NOTE: For manual travel reimbursements or non-travel advances, the corresponding "T" or "TT" document numbers should be entered in the Org Ref Id field in the accounting line. Refer to the Accounting Lines Tab section, Org Ref Id for more information.
 4. **Bank Code** - (Display Only) The Bank Code is automatically prefilled with Bank number and title.
 5. **Total Amount** - (Display Only) Updates as the DV is completed.

Payment Information Tab

Payment Information		▼ hide	
Payment Information			
* Payment Reason Code:			
* Payee ID:			
Payee Type:	* Payee Name:		
* Address 1:	Address 2:		
* City:	State:		
Country:	Postal Code:		
* Check Amount:	0.00	* Due Date:	11/11/2015 
Payment Type:	Is this a foreign payee: No	Other Considerations:	<input type="checkbox"/> Check Endorsement
	Is this payee an employee: No		<input type="checkbox"/> Special Handling
			<input type="checkbox"/> W-9/W-8BEN Completed
			<input type="checkbox"/> Exception Attached
* Payment Method:	P - Check/ACH ▼	* Documentation Location Code:	S - Initiating Organization ▼ 
* Check Stub Text:			

Click magnifying glass to open Payee Lookup to select Payment Reason and Payee.

The Payment Information tab captures information about the payee and general information about the payment.

1. **Payment Reason Code** - (Required) Display-only. This code identifies the reason for the disbursement and determines whether the payment is subject to any restrictions. To select the appropriate Payment Reason Code, the Payee Lookup screen must be opened first. This is done by clicking the Payee ID magnifying glass. From the Payment Reason Code drop down list, select the desired Payment Reason. The Payment Reason Code is automatically populated to the DV when the Payee Lookup is completed. Below is a sample of the 25 available payment reasons.

(Note: Only one Payment Reason Code may be used on one DV at a time, i.e., cannot combine payment reason codes on a DV.)

Payee Lookup * required field

Backdoor ID myray is in use

* Payment Reason Code:	▼
Vendor Tax Number:	
Person First Name:	X - Bond,Refunds,AR,DueState-0010,5110,6000,
Person Last Name:	A - CashAwards,Advances-7244,7101
Vendor Name:	W - Ceded Land Pmts/Cr to OHA-7203-7204
Employee ID:	C - Computer Srvc, etc-7215-7217
Vendor #:	D - Dues/Subscriptions-3500-3507
Active?:	E - Equipment-777U
	P - Freight,Postage,Telephone-3600-3870,6204
	S - Grant-in-Aid Schship/Felwship-6500-6543
	I - Insurance,Interest-0521,0522,0541,5900,
	Z - Other
	F - Other Curr Exps,Fees-7200,7245
	K - Print/Advertise,Photocopy-3900-4002,7220
	N - Relocation-4891-4899
	L - Rental of Land,Equipment,Bldg-5500-5705
	Q - Repairs and Maintenance-5800-5871
	H - Res Corp Univ Hawaii (RCUH) & Petty Cash
	B - Resale,Books,Library-6206,780A,781A,etc
	R - Services,Royalty-7100&7102-7190,7105
	Y - Short Term Loan

2. **Payee ID** - (Required) Retrieve the Payee ID from the Payee Lookup using the magnifying glass. The Payee ID is required on the Payment Information tab. This identifies the person or business the disbursement is paid to. Payees *must* exist in the system in order to be selected on the DV. KFS uses the Vendor table and the KIM Person table for reference. If the payee already exists in the system, users can use the Payee Lookup to search for payees. Several KFS parameters exist to control which types of payees can be selected for a given payment reason. After clicking search, the restrictions for the selected payment reason are displayed at the top of the lookup.

Vendor is the only valid Payee Type for Payment Reason S - Grant-in-Aid Schship/Felwship-6500-6543.
 * required field

* Payment Reason Code:	S - Grant-in-Aid Schship/Felwship-6500-6543 ▼
Vendor Tax Number:	<input type="text"/>
Person First Name:	adam
Person Last Name:	sm*
Vendor Name:	<input type="text"/>
Employee ID:	<input type="text"/>
Vendor #:	<input type="text"/>
Active?:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

2 items retrieved, displaying all items.

Return Value	Payee Name	Payee Type	Address	Payee Number	Active?	Vendor Tax Number
	Smith, Adam	Employee	*****	20627273	Yes	
return value	SMITH, ADAM	Vendor	-----	29836-0	Yes	*****

- a. To search for UH employees in the Payee Lookup, use these fields: **First Name** and/or **Last Name**. Wildcards (* or %) may be used to assist with searching.

- b. To search for businesses, companies, students, or RCUH employees in the Payee Lookup, use this field: **Vendor Name.**
 - 1) In KFS, a vendor number is required for businesses, RCUH employees, and student employees.
 - 2) Wildcards (* or %) may be used to facilitate searching.
- c. In the Payee Lookup, users may also search by employee Id or vendor number.
- 3. Payee Type - (Display-only) After the Payee ID from the Payee Lookup is selected, the system automatically populates the type of payee.
- 4. Address Information - (Display-only) After the Payee ID from the Payee Lookup is selected, the system automatically populates the name and the address information. If an incorrect address is selected, repeat the process by clicking on the Payee ID magnifying glass and select the correct address.
 - a. If the correct address is not shown, Save the DV and submit a vendor request with the correct address and appropriate supports such as W-9 (Businesses) or WH-1 (Individuals). After the new address is approved by Disbursing, open the saved DV, click the Payee ID magnifying glass, and select the newly created address.
 - b. For security reasons, an employee’s address is displayed as asterisks. However, if an employee’s address is blank, this means the employee’s address is not in KFS. The employee’s home address record should be updated in PeopleSoft. In the screenshot below, employee Lingley, Kate has an address in KFS and a DV may be created for her. However, Lingling, Zeng does not have an address as shown by the blank line and KFS will not allow creation of a DV for her. She needs to contact her Personnel Officer to update PeopleSoft. However, if her records are up-to-date in PeopleSoft, submit a KFS trouble ticket for further research.

2 items retrieved, displaying all items.

Return Value	Payee Name	Payee Type	Address	Payee Number	Active?	Vendor Tax Number
return value	Lingley, Kate	Employee	*****	16192390	Yes	
return value	Lingling, Zeng	Employee		19886897	Yes	

After clicking **return value**, the payment reason code and payee’s address information are populated to the DV Payment Information tab.

Kuali financial systems 6.0.1.0.1-SNAPSHOT (Oracle9i) Help Resources

Main Menu Maintenance Administration

action list doc search Logged in User: youngm Impersonating User: mshannon Login Logout

Disbursement Voucher Backdoor Id mshannon is in use Doc Nbr: 4775249 Status: INITIATED

Initiator: mshannon Created: 01:48 PM 09/18/2019

expand all collapse all * required field

Document Overview show

Payment Information hide

Payment Information

* Payment Reason Code:	G - Supplies-3000-3478		
* Payee ID:	[icon]		
Payee Type:	Employee	* Payee Name:	Lingley, Kate
* Address 1:		Address 2:	
* City:	HONOLULU	State:	HI
Country:	UNITED STATES	Postal Code:	
* Check Amount:	0.00	* Due Date:	09/19/2019 [calendar icon]
Payment Type:	Is this a foreign payee: No Is this payee an employee: Yes	Other Considerations:	<input type="checkbox"/> Check Enclosure <input type="checkbox"/> Special Handling <input checked="" type="checkbox"/> W-9/W-8BEN Completed <input type="checkbox"/> Exception Attached Immediate Payment Indicator: No
* Payment Method:	P - Check/ACH	* Documentation Location Code:	S - Initiating Organization [icon]
* Check Stub Text:			

5. **Check Amount** - (Required) Enter the total amount of the disbursement for this document. This check amount must equal to the total of the amounts in the accounting lines.
6. **Due Date** - (Display-Only) DV Due Dates are defaulted to the next day. Checks or ACH transactions once fully approved, will be processed in that night's batch run. The checks are printed the following day and sent to the Campus Mailroom for mailing. Normally, all checks are mailed no later than a day after the Paid date. Disbursing prints checks daily, Monday through Friday except holidays.
7. **Payment Type** - (Display-Only) Payment Type is determined by the Payee selected for the DV. These values apply only to DV payees which are established through the use of the Payee Type document. Each Payment Type attribute from the Payee Type record will be evaluated when the DV is submitted and may have an impact on the ability to process a particular payment on a DV and how it routes for approval.
 - a. *Is this a foreign payee?* If the payee is a nonresident alien (NRA), this is set to 'Yes'.
 - b. *Is this payee an employee?* If the Payee record is an Employee record then this is set to 'Yes'.
8. **Other Considerations** (Optional) - Select these check boxes as necessary to reflect special circumstances or special requests that are needed for the payment:
 - a. **Check Enclosure** - (Optional) Refers to any documents related to the DV document that must accompany the check when it is mailed to the payee. Examples might include a registration form that must accompany a payment of a conference fee or a subscription form that must be returned with payment for a subscription to an academic journal. Selecting the check box properly indicates that there is a form or other attachment that must accompany the check. If enclosures are required with the check, the documents should be scanned and attached in the Notes and Attachments tab. In the Note Text field (Notes and Attachments tab), enter in uppercase "ENCLOSURE" to alert Disbursing that the enclosure must be printed to be mailed with the check.
 - b. **Special Handling** - (Optional) Indicates the check(s) will be picked up by the department. For example, a check needs to be returned to the document initiator so it can be express mailed or picked up by the payee. When Special Handling is selected, a message is displayed notifying the user to enter a note in the Notes and Attachments tab that explains the need for special handling. **Disbursing does not require a note in the Notes and Attachments tab for special handling.** Disbursing prefers users complete the Special Handling tab for special handle transactions. (Special Handling tab information is found below.)

- c. W9/W-8BEN Completed - (Optional) - Indicates if the payee has a W-9 (or W-8BEN for nonresident aliens) on file. For nonemployees this is generally completed as part of processing of the vendor document.
 - d. Exception Attached - (**Do not use.**)
 - e. Immediate Payment Indicator – (**Do not use.**)
 - a. **Payment Method** - (Required) Select the method in which the payment should be made .
 - b. **P - Check/ACH** - (Default) This selection generates a check or if Automated Clearing House (ACH) information exists in the Pre-Disbursement Processor for this payee, an ACH direct deposit is initiated. However, if a vendor or employee has ACH direct deposit and the DV is flagged special handling, KFS will ignore the ACH direct deposit flag and cut a check instead. This is so the payment will not combine with other payments to the same vendor or employee.
 - b. **W - Wire Transfer** - (Optional) This selection indicates the disbursement is requested to be wired to the recipient. For more wire transfer information, go to the Payment/ Reimbursement→Forms→Wire Transfers at http://www.fmo.hawaii.edu/payment_reimb/index.html#tab11 **Form**
10. **Documentation Location Code** - (Required) **Do not change this code.** The Documentation Location Code where the original documents are retained is defaulted to “S-Initiating Organization”.
11. **Check Stub Text** – (Required) Enter information regarding the payment itself in the Check Stub Text field, intended for the payee. This commonly includes what is the reason for the payment, account number, invoice number, meter number, or other information to assist the payee in identifying the source and reason for the payment. Limited to 4,000 characters. This information is printed on the check’s remittance portion of the check.

Accounting Lines Tab

Accounting Lines									
Accounting Lines ?									
Source									
* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
SW	1134422		3200				5253.65		
add:									
Line Description		Invoice Number	Invoice Date	Goods/Services Rec'd Date	Invoice Rec'd Date				
		INV NBR 1628468	11/06/2015	11/10/2015	11/20/2015				

The Accounting Lines tab captures information about which account(s) will be charged. One accounting line will be entered for each account and/or invoice. If there are multiple accounting lines, the user may use the Import Lines feature instead of manually entering each accounting line. See **Import Multiple Accounting Lines to DV** attachment at the end of this user guide.

1. **Chart** - (Required) Select the chart, e.g., MA = UH-Manoa.
2. **Account Number** - (Required) Enter the account number or select the magnifying glass to search.
3. **Sub-Account** - (Optional) Enter the sub-account or select the magnifying glass to search.
4. **Object** - (Required) Enter the object code or select the magnifying glass to search.
5. **Sub-Object** - (Optional) Enter the sub-object or select the magnifying glass to search.
6. **Project** - (Optional) Enter the project or select the magnifying glass to search.
7. **Org Ref Id** - (Optional) Enter the organization reference Id, if required by the Departmental Business Office or University policies and procedures. (Maximum 8 characters).
 - a. For manual travel reimbursements, enter the T-Doc number. Format is T followed by the 3 digit FO Code and 3 digit departmental control number, e.g., T056001 (TFOCodennn).
 - b. For non-travel advances (Object code 7101), enter the TT-Doc number. Format is TT followed by the 3 digit FO Code and 2 digit departmental control number, e.g., TT05601 (TTFOCodenn).

- c. **Note:** Enter the travel return date or projected survey or project completion date in the DV Organization Document Number field. Date format is MM/DD/YY. Refer to the Document Overview Tab, Organization Document Number field for more information. This is so all documents associated with this document number may be easily searched and verified.
- 8. **Amount** - (Required) Enter the amount of the invoice or the amount to be charged to the account.
- 9. **Line Description** - (Optional) Enter a description. (Currently, information entered here does not print on the check.)
- 10. **Invoice Number** - (Optional) Enter the invoice number.
 - a. If the invoice number is available, KFS will validate the invoice number and vendor for both DV and PREQ payments. If a match is found, users will receive a warning message whether to continue with the payment processing. This will give the user time to research and confirm whether the invoice is in fact a duplicate. If the invoice is not a duplicate, press Continue and continue processing the payment.
 - b. The invoice number is included in the direct deposit ACH (Automated Clearing House) record to the recipient. The ACH record format is: invoice number, invoice date, discount amount, net amount, contact info, and space permitting, check stub text.
 - c. For information on how many invoices are allowed on a DV by payment type, see the *Disbursement Voucher Multiple Invoice Matrix* attachment at the end of this guide or online go to: http://www.fmo.hawaii.edu/payment_reimb/index.html#tab11 Payment/Reimbursement → Forms → Disbursement Vouchers (DV) Multiple Invoices.
 - d. If the invoice number is available and the vendor has direct deposit (ACH), it is highly recommended this field be completed. This will help the payee credit the proper account.
- 11. **Invoice Date** - (Optional) Enter the invoice date.
- 12. **Goods/Services Rec'd Date** – (Required) Used to help calculate interest charges for late payments. This field is also used to facilitate the collection of accounts payable liability information for fiscal year end. Enter the current date if the Goods/Services Rec'd Date is not known. For periodical subscriptions, enter the date the subscription begins. For manual travel, enter the date travel begins.
- 13. **Invoice Rec'd Date** – (Required) Used to help calculate interest charges for late payments. Enter the current date if the Invoice Rec'd Date is not known.

(**Note:** The Aging Start Date (ASD) stamp is not required by Disbursing if the DV Goods/Services Rec'd Date and Invoice Rec'd Date fields are completed. However, confirm with the fiscal administrator (FA) or business office who may still require the ASD on invoices for internal controls.)
- 14. **Actions** - (Required) Click the “add” button to add the accounting line to the DV.

How to Handle Credit Memo on DV

- 15. DV payments with credit memos (CMs) should be “netted” out. In the example below, the total of the DV is \$297.75 (\$360.00 invoice *less* \$62.25 credit memo). In the DV Check Stub Text field, cite the following to inform vendor on how the check amount was derived.
 - a. Invoice Number and Dollar Amount.
 - b. Credit Memo Number and Credit Amount.
 - c. Net.

Example:	Invoice # 1060410	\$360.00
	Apply CM #1058891	(<u>\$ 62.25</u>)
	Net	\$297.75

Grant-in-Aid Tab

Grant-in-Aid ? ▼ hide

Help Link to AP 8.561

Information for Financial Aid

1. Enter a 8-Digit UH ID Number (found on UH ID card):

2. Enter Semester/Term for Fellowship/Stipend: (Example: SPRING/20XX, SUMMER/20XX, or FALL/20XX):

Both fields are optional

Type of Payment

1. Qualified Educational Expenses (Includes tuition, fees, books, supplies, etc.):

2. Non-qualified Educational Expenses (Includes room, board, travel costs, etc.):

3. Services Performed:

4. Expenses under Accountable Plan (Employment related):

Select only one Type of Payment

The Grant-in-Aid tab is used to process scholarship and fellowship payments and is required when Payment Reason Code S, *Grant-in-Aid Schship/Felwship-6500-6543*, is selected. With built-in logic, this tab will also validate the object code(s) entered on the accounting line based on financial aid information, type of payment, payee residency, and withholding reason.

There are six (6) valid scholarship and fellowship object codes which include:

1. 6500, G-IN-AID, SCHSHIP/FELWSHIP
2. 6510, G-IN-AID, TUITION
3. 6514, G-IN-AID, TUITION (LOAN REPAYMENT)
4. 6540, G-IN-AID, TRAVEL
5. 6503, G-IN-AID, SCHSHIP/FELWSHIP (REPORTABLE)
6. 6543, G-IN-AID, TRAVEL (REPORTABLE)

Information for Financial Aid (Optional)

1. Enter an 8-digit UH ID Number (found on UH ID card): - (Optional) Enter the 8-digit UH Number assigned to the student.
2. Enter Semester/Term for Fellowship/Stipend, e.g., SPRING/20XX, SUMMER/20XX, or FALL/20XX): - (Optional) Enter the academic term for the payment. Use the recommended format of term/academic year.

Type of Payment (Required Select One.)

1. Qualified Educational Expenses (Includes tuition, fees, books, supplies, etc.):
2. Non-qualified Educational Expenses (Includes room, board, travel costs, etc.):
3. Services Performed:
4. Expenses under Accountable Plan (Employment related):

This tab also includes a help link to AP 8.561, Tax Treatment of Non-Service Financial Assistance for Individuals, to help users complete this Tab. Click the question mark to the right the Grant-in-Aid tab title.

Other helpful information can be found in the Payment/Reimbursement section of the FMO website under [Policies and Guidelines](#) and [Training](#) tabs.

Contact Information Tab

Contact Information	
* Contact Name:	Kimura, Alan
* Phone Number:	808-956-6621
Email Address:	alankimu@hawaii.edu
Campus Code:	MA - Manoa

Highlighted fields are required (*).

The Contact Information tab contains departmental contact information that may be used by Disbursing and Vendors.

1. **Contact Name** - (Required) Pre-filled with the name of the document initiator but may be edited.
2. **Phone Number** - (Required) Pre-filled with the contact person's phone number (including area code) but may be edited. (**Note:** When a DV is "copied", the Phone Number field becomes blank and a phone number must be re-entered.)
3. **Email Address** - (Optional) Pre-filled with contact person's email address but may be edited.
4. **Campus Code** - (Display-only) Pre-filled with the campus associated with the document's initiator, derived from the user's profile. This is the physical campus location where the user works. In this above example, even though *Alan Kimura* is part of System, his campus is Manoa.

NOTE: The contact name and phone number from the Contact Information tab are printed on the check stub and are seen by the payee when they receive the check, e.g., "Info: Kimura, Alan 808-956-6621". If vendor inquiries are taken by the business office, use the name and phone number of the person in the business office who will answer the calls.

Special Handling Tab

Special Handling	
Send Check To	
Special Handling Name:	MA-017 HIG
Special Handling Address 1:	SPECIAL HANDLING
Special Handling Address 2:	
Special Handling City:	
Special Handling State:	
Special Handling Postal Code:	
Special Handling Country:	

The Special Handling tab is used only when checks are picked up by the department. It is not used to send a check to an alternate address.

In the DV Special Handling tab complete only the first two fields.

1. **Special Handling Name:** Enter chart code and Fiscal Office (FO) code, and Dept Name, e.g., "MA 017 HIG".
2. **Special Handling Address 1:** Enter "SPECIAL HANDLING", all in capital letters.
3. **Special Handling Address 2:** Leave blank.
4. **Special Handling City:** Leave blank.
5. **Special Handling State:** Leave blank.
6. **Special Handling Postal Code:** Leave blank.
7. **Special Handling Country:** Leave blank.

Special Handling takes more effort to process and may delay payments. If additional information is required by the vendor, another option is to add payment information in uppercase in the DV Check Stub Text field, such as account number, invoice number, meter number, etc. This information will be printed on the check remittance portion of the check to notify the vendor which account to properly credit. Remember the Check Stub Text field can hold up to 4,000 characters.

Nonresident Alien Tax Tab

(Only the Disbursing Office will use this tab.)

The Nonresident Alien Tax tab is only editable by a member of the KFS-SYS Tax Manager role when the document is routed to them. The information on this tab is used for reporting purposes and to add any special tax withholding that might be required as a result of the income classification of the payment. If the transaction is taxable, this function automatically adds the appropriate tax related accounting lines to the Accounting Lines tab of the document, and reduces the total check amount if tax needs to be withheld.

Nonresident Alien Tax ▼ hide			
NRA Tax			
* Income Code:	15 - Stipends, Scholarship, Fellowship	Foreign Source:	No
Federal Tax Rate:	14.00	Treaty Exempt:	
State Tax Percent:	0.00	Exempt Under Other Code:	
Resident Country Code:	CHINA	Gross Up Payment:	
NQI Id:		USAID Per Diem:	
Reference Doc:		Special W-4 Amount:	
Ownership Type Code:	INDIVIDUAL/SOLE PROPRIETOR	Exemption Code:	00 - No exemption claimed
Ownership Type Category:		Withholding Reason:	01 - No SSN or TIN
Visa Type:	F1 - Student	Last Update Date:	11/09/2015

TAX MANAGER USE ONLY.
 FOR DISPLAY ONLY.

1. Income Code - (Display Only) Defaulted from the vendor record's Income Class Code.
2. Federal Tax Rate - (Display Only) Defaulted from the vendor record.
3. State Tax Percent - (Display Only) This field is not used.
4. Resident Country Code - (Display Only) Required for payees identified as foreign. Select the country of residency of the nonresident alien payee from the list
5. NQI Id - (Display Only) This field is not used.
6. Reference Doc - (Display Only) This field is not used.
7. Ownership Type Code - (Display Only) Defaulted from the vendor record.
8. Ownership Type Category - (Display Only) Defaulted from the vendor record.
9. Visa Type - (Display Only) Defaulted from the vendor record.
10. Foreign Source - (Display Only) This field is not used.
11. Treaty Exempt - (Display Only) This field is not used.
12. Exempt Under Other Code - (Display Only) This field is not used.
13. Gross Up Payment (Display Only) This field is not used.
14. USAID Per Diem - (Display Only) This field is not used.
15. Special W-4 Amount - (Display Only) This field is not used.
16. Exemption Code - (Display Only) Defaulted from the vendor record.
17. Withholding Reason - (Display Only) Defaulted from the vendor record.
18. Last Update Date - (Display Only) Defaulted from the vendor record.

Wire Transfer Tab

The Wire Transfer tab is required when Wire Transfer is selected as the payment method. **Wire transfers may be made to US or foreign banks.** There is no fee at this time. Please disregard the pop-up warning message that notifies the user there may be a fee.

If the wire transfer is to a foreign bank, the SWIFT code must be included in the Additional Wire Information field. If the Wire Transfer tab is used, please ensure **W-Wire Transfer** option is selected in the Payment Method field on the DV Payment Information tab.

Wire Transfer	
If you have selected the payment method of wire transfer, please be aware that there will be a wire transfer fee charged to the department: 0 for domestic wires and 0 for foreign wires.	
Recurring Profile No.: <input type="text"/>	Waive wire transfer fee?: No WIRE TRANSFER example for US BANK
* Bank Name: <input type="text" value="AMERICAN SAVINGS BANK"/>	Additional Wire Information: <input type="text"/>
Bank ABA Routing #: <input type="text" value="123456789"/>	Addenda: <input type="text"/>
* Bank City: <input type="text" value="HONOLULU"/>	* DV Amount Stated in: <input type="text" value="U.S. Dollars"/>
Bank State: <input type="text" value="HI"/>	* Currency Type: <input type="text" value="DOLLARS"/>
* Bank Country: <input type="text" value="UNITED STATES"/>	
* Bank Account #: <input type="text" value="1234567"/>	
* Bank Acct in the Name of: <input type="text" value="CAPTAIN AMERICA"/>	<small>FYI: Foreign wires may take 10-15 business days to reach their destination.</small>

When Wire Transfer is selected as the payment method, the user is prompted to complete the Wire Transfer tab. See APM A8.808, Bank Wire Transfer, <http://www.hawaii.edu/policy/?action=viewPolicy&policySection=ap&policyChapter=8&policyNumber=808&menuView=closed>

1. **Recurring Profile No.** - (Optional) Enter the user established code which quickly identifies the wire transfer profile for a payee to which frequent wire transfer payments are made.
2. **Bank Name** – (Required) Enter bank name.
3. **Bank ABA Routing #** - (Required for US bank.) Enter bank ABA routing number.
4. **Bank City** – (Required) Enter bank city.
5. **Bank State** – (Required for US bank.) Enter bank state.
6. **Bank Country** – (Required) Enter bank country.
7. **Bank Account #** – (Required) Enter bank account number.
8. **Bank Acct in the Name of** - (Required) Enter the name on the account indicated above in the bank account# field.
9. **Waive wire transfer fee?** - (Display only) When institutions charge departments a wire transfer fee it is possible for the fee to be waived in particular situations. Only members of the KFS-FP Disbursement Method

Reviewer role have permission to waive the fee for a wire transfer. **Note:** UH does not charge a fee at this time.

10. Additional Wire Information - (Optional) Enter additional information that the financial institution may need regarding this wire transfer. Enter SWIFT code if wire is to a foreign bank.
11. Addenda - (Optional) Enter any further information about the payment itself, similar to Additional Wire Information.
12. **DV Amount Stated in** – (Required) Select the currency type from the DV Amount Stated in list. The three choices are:
 - a. "U.S. Dollars"
 - b. "DV amount is stated in U.S. dollars; convert to foreign currency"
 - c. "DV amount is stated in foreign currency".
13. **Currency Type** - (Required) Enter the type or unit of currency for the payment.

Important KFS System Notes for DV Wire Transfers

14. In the DV Document Overview:
 - a. Description field, enter FO Code, "WIRE TRANSFER", and vendor name. For example: "024 WIRE TRANSFER CAMBRIDGE DATA CENTER".
 - b. Explanation field, enter a more detailed explanation that states a wire transfer is requested and in what currency.
15. Complete the Wire Transfer Form found at http://www.fmo.hawaii.edu/payment_reimb/index.html#tab11. Then click: Payment/Reimbursement → Forms → Wire Transfers → Wire Transfer Form.
16. Complete DV Wire Transfer tab. See example below to a foreign bank.

Wire Transfer	
If you have selected the payment method of wire transfer, please be aware that there will be a wire transfer fee charged to the department: 0 for domestic wires and 0 for foreign wires.	
Recurring Profile No.:	Waive wire transfer fee?: No
* Bank Name:	Additional Wire Information:
Bank ABA Routing #:	Addenda:
* Bank City:	* DV Amount Stated in:
Bank State:	* Currency Type:
* Bank Country:	
* Bank Account #:	
* Bank Acct in the Name of:	FYI: Foreign wires may take 10-15 business days to reach their destination.

WIRE TRANSFER example for FOREIGN BANK

18. Scan and attach the Wire Transfer Form and supports, e.g., invoices, receipts, etc., into the Notes and Attachments tab.
19. UH OPM approval is required for purchases greater than \$25,000.

20. To search for DV wire transfers, go to Document Lookup → Detailed Search. Enter criteria:
 - a. Type: DV
 - b. Route Status: ENROUTE
 - c. Ledger Document Type: **DVWF**
 - d. Search Result Type (Optional): Workflow Data

More Important Processing Notes for DV Wire Transfers

21. **Send hard copy of Wire Transfer Form, PO, and original invoice to: University of Hawaii, Disbursing Office, 1402 Lower Campus Road, Bldg H, Rm 34, Honolulu, HI 96822.**
22. The Vendor name in KFS must match the Name of the Bank Account in the wire transfer. If the name does not match, the wire transfer cannot be finalized.
23. Overall, wire transfers are done for businesses. Wire transfers to individuals will be reviewed on a case by case basis by Disbursing for approval or disapproval.
24. Wire transfers in USD/foreign currency can ONLY be done by Disbursing between 7:00am – 10:30am HST due to exchange rate fluctuations. Disbursing will adjust the wire transfer amount if it is different due to fluctuations.
25. Whenever a wire transfer is completed by the Disbursing Office, a scanned copy of the wire documentation will be emailed to the Fiscal Administrator that requested the wire. The documentation will include the **International Wire Trace Number**. The same documentation will also be attached to the DV in the Notes and Attachments tab.
26. If the vendor does not receive the wired funds, give the vendor the International Wire Trace Number. The vendor will give the number to their bank to trace where the wire is located.
27. The department can also request a wire trace for a fee from Bank of Hawaii to the recipient’s US bank. Contact the UH Treasury (Bursar) office at (808) 956-8527.
28. Wire transfer questions should be directed to the UH Disbursing Office, AP Supervisor at (808) 956-6621.

Pre-Disbursement Processor Status Tab

The Pre-Disbursement Processor Status tab displays information from the Pre-Disbursement Processor (PDP) so users can track the payment status and Extraction, PDP Paid, or PDP Cancellation dates. For disbursement number (check number) information, click on the disbursement info button next to PDP Paid Date to view the check details. Information can also be found at Maintenance → Pre-Disbursement Processor → Search for Payment. (Contact your FA to request KFS Payment Viewer Role (18) to access the Search for Payment screen.)

Pre-Disbursement Processor Status	
Pre-Disbursement Processor Status:	Paid
PDP Extraction Date:	07/08/2019
PDP Paid Date:	07/09/2019 disbursement info
PDP Cancellation Date:	

1. Pre-Disbursement Processor Status – (Display only) Displays the payment processing status from the Pre-Disbursement Processor (PDP). PDP status types are listed below.
 - a. **Pre-extraction** is when the DV has not been extracted for payment. DV status maybe Saved, Enroute, Canceled, or Disapproved.
 - b. **Extracted** is when the DV has been extracted for payment after the nightly batch runs. DV status is Final.

- c. **Paid** is when the check is cut. Normally, all checks are mailed no later than a day after the Paid date. Disbursing prints checks daily, Monday through Friday except holidays. DV status is Final.
 - d. **Canceled** is when the check is canceled. DV status is Final.
2. PDP Extraction Date- (Display only) When the DV was extracted for payment processing by the PDP.
 3. PDP Paid Date - (Display only) When the payment was disbursed by PDP, i.e., check date.
 4. Disbursement Info – Click on button and the disbursement information will display.

Search for Payment * required field

Unit:	Sub-Unit:
Source Document Number: 4710167	Source Document Type: DVCA
Payment Group Id:	Disbursement Number:

One item retrieved.

Customer	Source Document Number	Purchase Order/TEM Number	Invoice Number	Payee Name	Pay Date	Disbursement Date	Payment Status	Disbursement Type Name	Disbursement Number	Net Payment Amount
HI-KUAL-DV	4710167			KOON, WYATT K	07/07/2019	07/09/2019	Cleared Check	Check	3475747	150.00

5. PDP Cancellation Date - (Display only) When the payment was canceled within PDP.

General Ledger Pending Entries Tab

The General Ledger Pending Entries tab displays the debit/credit information based on the accounts and object codes used in the Accounting Lines tab. The data on this tab will only be available after the document has been saved and while the transactions are pending. Once the document is approved and the transactions post to the GL in the nightly process, the data on this tab will no longer be displayed.

Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2016	SW	1134422	----	3200	---	-----	DVCA	AC	EX	2,000.00	D
2	2016	SW	1134422	----	9100	---	-----	DVCA	AC	LI	2,000.00	C
3	2016	SW	1134402	----	3000	---	-----	DVCA	AC	EX	3,000.00	D
4	2016	SW	1134402	----	9100	---	-----	DVCA	AC	LI	3,000.00	C

Notes and Attachments Tab

On this tab, enter any note or attachment that supports the DV payment. The Note Text field is required when a file is attached to the DV. Notes and attachments may be added to the eDoc even after it is in Final status if the user is an approver in the route log.

The Note Text field is where a user would enter in uppercase “ENCLOSURE” to alert Disbursing that an enclosure is attached to be enclosed with the check. See sample screenshots below:

Payment Information ▼ hide

* Payment Reason Code: X - Bond,Refunds,AR,DueState-0010,5110,6000,	
* Payee ID: 15623-1	
Payee Type: Vendor	* Payee Name: KAMEHAMEHA SCHOOLS
* Address 1: 567 S KING ST STE 102	Address 2:
* City: HONOLULU	State: HI
Country: UNITED STATES	Postal Code: 96813
* Check Amount: 0.00	* Due Date: 10/03/2019
Payment Type: Is this a foreign payee: No Is this payee an employee: No Is this an employee paid outside of payroll: No	Other Considerations: <input checked="" type="checkbox"/> Check Enclosure <input type="checkbox"/> Special Handling <input checked="" type="checkbox"/> W-9/W-8BEN Completed <input type="checkbox"/> Exception Attached Immediate Payment Indicator: No
* Payment Method: P - Check/ACH	* Documentation Location Code: S - Initiating Organization
* Check Stub Text: UH Hilo Schl Return, Summer 2019. Please see attached list.	

Notes and Attachments (1) ▼ hide

	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:				Choose File No file chosen CANCEL		add
1	10/02/2019 01:57 PM	Kaneshiro, Shana	ENCLOSURE - Please enclose attached list with check	TEST enclosure.pdf (68 KB, application/pdf)		delete send

To view what supports, i.e., itemized receipts, invoices, proof of purchase, etc., should be attached to the DV, go to http://www.fmo.hawaii.edu/payment_reimb/index.html#tab10 and click on Policies and Guidelines → Process Documents and open *DV Supporting Documentation Matrix*. The matrix will inform users by payment reason code what type of supports are required to process the DV.

KFS is an open system, meaning other people with the proper permissions may be able to view other user’s attachments. Sensitive information should be redacted before attaching. After adding an attachment and note, don’t forget to click the Add button.

If an attachment or note with sensitive information is added to the Notes and Attachments Tab and the DV eDoc is in Enroute or Final status, users should attach a redacted replacement and submit a trouble ticket to request deletion of the attachment containing sensitive information. Submit a trouble ticket by either clicking **Help Resources** in the upper right hand corner of the KFS screen or go to <http://www.hawaii.edu/kualifinancial/feedbackForm.php>.

If an attachment or note does not contain any sensitive information and doesn't belong to the DV, add a note in the Notes and Attachments Tab to disregard the attachment or note.

Also Approvers in the route log are allowed to delete notes or attachments if the eDoc’s status is INITIATED, DISAPPROVED, CANCELED or SAVED. Approvers are not allowed to delete attachments when the eDoc’s status is ENROUTE, PROCESSED, or FINAL.

Notes and Attachments (1) hide

Notes and Attachments						
	Posted Timestamp	Author	* Note Text	Attachments	Notification Recipient	Actions
add:						<input type="button" value="add"/>
1	10/02/2019 02:08 PM	Kaneshiro, Shana	ENCLOSURE - Please enclose list with check	<input type="button" value="CANCEL"/>  TEST enclosure.pdf (68 KB, application/pdf)		<input type="button" value="delete"/> <input type="button" value="send"/>

The DV Initiator, Acct Supervisor, FA (or delegate), & Disbursement Manager can delete notes or attachments when the DV status is Initiated, Disapproved, Canceled or Saved.

In the above example, the DV was initiated by user Shana Kaneshiro and approvers within the route log are allowed to delete any note or attachment. (Note highlighted Delete button.)

How to Handle Multiple Receipts and Disapproval Reason

Requests for employee reimbursement often involve a myriad of cash register receipts. To help Disbursing's Disbursement Managers process payments more efficiently, please follow these tips.

1. Before scanning the receipts:
 - a. Ensure the name of the store is on the receipt or legible if hand-written.
 - b. Paste or tape receipts on 8.5 X 11 inch plain white paper. Try to avoid taping over the amount as this sometimes makes the amount unreadable.
 - c. Label each receipt in order, e.g., #1, #2, #3, etc.
 - d. Circle the total cost (amount) due as shown on the receipt. Try not to use highlighting as they tend to blur the amount when scanned.
 - e. If there are more than three receipts, include an adding machine tape on the first page. The tape should list all receipt amounts and the total amount to be reimbursed. Illegible receipts or invoices without proof of payment may be rejected, the DV disapproved, and payment delayed. An Excel spreadsheet may be used in place of an adding machine tape.

- If the DV is disapproved, the reason will be annotated in the Notes and Attachments in the Note Text section and in the DV Route Log tab. In the example screenshot, the disapproval reason is found in both the Notes and Attachments and Route Log tabs.

Notes and Attachments (2) hide

Notes and Attachments						
	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:			<input type="text"/>	Choose File No file chosen <input type="button" value="CANCEL"/>		<input type="button" value="add"/>
1	10/02/2019 01:57 PM	Kaneshiro, Shana	ENCLOSURE - Please enclose attached list with check	TEST enclosure.pdf (68 KB, application/pdf)	<input type="text"/>	<input type="button" value="delete"/> <input type="button" value="send"/>
2	10/02/2019 02:22 PM	Padilla, Sherrie	Disapproval reason - Incorrect account charged		<input type="text"/>	<input type="button" value="delete"/> <input type="button" value="send"/>

Route Log hide

Backdoor Id **sherriep** is in use refresh

ID: 4775794 hide

Title	Disbursement Voucher - MN Test		
Type	Disbursement Voucher	Created	01:54 PM 10/02/2019
Initiator	Kaneshiro, Shana	Last Modified	02:22 PM 10/02/2019
Route Status	DISAPPROVED	Last Approved	
Node(s)	Account Supervisor	Finalized	02:22 PM 10/02/2019

Actions Taken hide

	Action	Taken By	For Delegator	Time/Date	Annotation
<input type="button" value="show"/>	SAVED	Kaneshiro, Shana		01:55 PM 10/02/2019	
<input type="button" value="show"/>	COMPLETED	Kaneshiro, Shana		02:04 PM 10/02/2019	
<input type="button" value="show"/>	DISAPPROVED	Padilla, Sherrie		02:22 PM 10/02/2019	Disapproval reason - Incorrect account charged

Pending Action Requests hide

	Action	Requested Of	Time/Date	Annotation
<input type="button" value="show"/>	IN ACTION LIST ACKNOWLEDGE	Kaneshiro, Shana	02:22 PM 10/02/2019	Action ACKNOWLEDGE generated by Workflow because sherriep took action DISAPPROVED

Ad Hoc Recipients Tab

Users may use Ad Hoc routing to route to another person or group in addition to the normal routing. Remember however, that each time the eDoc is routed to another approver it increases the time to final approval. The screenshot below shows the four different ad hoc actions: *Approve*, *Complete*, *FYI*, and *Acknowledge*. **Note:** Before creating an Ad Hoc routing, be sure to check the current Route Log for future routing.

Ad Hoc Recipients hide

Ad Hoc Recipients

Person Requests:

* Action Requested	* Person	Actions
ACKNOWLEDGE	<input type="text"/>	<input type="button" value="add"/>
APPROVE		
COMPLETE		
FYI		
ACKNOWLEDGE		

Ad Hoc G

* Namespcae Code	* Name	Actions
<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>

- Action Requested – Prior to submitting the eDoc, ad hoc options include: Approve, Complete, FYI or Acknowledge.

- a. *Approve* means action is requested to approve or disapprove and until one of these actions is completed, the eDoc will not route to the next approver.
- b. *Complete* – means the eDoc routes to another user or group for completion, or for review prior to approval routing. The eDoc will not continue in the workflow until it is completed and submitted.
- c. *FYI* can be cleared from the results page of the individual’s action list. The FYI action is for informational purposes only and does not require action.
- d. *Acknowledge* means the eDoc **must** be opened, viewed, and the acknowledge button must be clicked before its status becomes Final.

Note: While *Approve* and *Complete* will stop the routing until the eDoc is approved, *FYI* and *Acknowledge* will not stop the routing to the next approver.

- 2. If the eDoc is not in the Action List for approval and is not in Final status, users can still ad hoc route the eDoc but options will only be limited to FYI and Acknowledge; Approve is no longer an option.
- 3. Person – Enter the UH username or select the magnifying glass to search.
- 4. Actions – click Add to complete action and select a person.
- 5. When the DV Initiator clicks the Submit button, the ad hoc request is sent. **Note:** Before clicking Submit, the action requested options are **Approve, Complete, FYI** or **Acknowledge**. After clicking Submit, the action requested options are now only **FYI** or **Acknowledge**.



Ad Hoc Group Request assignment is similar to the Person Request, except you would be selecting a Group Name as opposed to a Person.

For more information about the standard document header, tabs, and workflow action buttons, please refer to the Standard KFS eDoc Layout User Guide.

Route Log Tab

Route Log tab is the final tab in the DV. View the Route Log to determine where the eDoc is in the approval routing. Click on the “show” button for additional information about a particular action.

The normal DV approver routing is:

- 1. DV Initiator creates the DV.
- 2. Account Supervisor approves use of their accounts and certifies that the transaction supports the applicable program goals, initiatives and requirements.
- 3. Fiscal Administrator (Delegate) certifies fund availability.
- 4. Disbursement Manager preaudits and approves DV for payment. Preauditing includes reviewing for:
 - a. Legality. The application of the statutes of each encumbrance and payment transaction.
 - b. Propriety. The proper application of State and University rules, regulations and administrative directives.
 - c. Authorization. The appropriate approving, purchasing, and fiscal authorities.

In the example below, the DV's **Actions Taken** tab shows (Follow the red steps.):

1. The DV was initiated, saved, and completed by Lee, Deborah.
2. The Account Supervisor, Lin, Susan, was bypassed because the DV was less than the \$25 "de minimus" threshold.
3. The FA's delegate, Kashiwaeda, Justin approved the DV.
4. The Disbursement Manager, Shimizu, Maliwan, disapproved the DV.

Note: The de minimus threshold does not apply to employee reimbursements, therefore reimbursements for less than \$25 will route to the Account Supervisor for approval.

The DV's **Pending Action Requests** tab (Follow the yellow steps.):

- A. Acknowledge actions were sent to Kashiwaeda, Justin and Lee, Deborah concerning the Disapproval.
- B. An FYI was sent to Lin, Susan that her approval was bypassed because the DV was less than the \$25 "de minimus" threshold.

Route Log Backdoor Id slin is in use refresh					
Actions Taken hide					
Action	Taken By	For Delegator	Time/Date	Annotation	
SAVED	Lee, Deborah		02:53 PM 11/09/2015		
▶ show COMPLETED	Lee, Deborah		02:55 PM 11/09/2015		
LOG MESSAGE	KFSSYS		02:55 PM 11/09/2015	DV bypassed Account Supervisor routing due to de minimus threshold.	
▶ show APPROVED	Kashiwaeda, Justin	Mantain, Blanche	02:56 PM 11/09/2015		
▶ show DISAPPROVED	Shimizu, Maliwan		02:57 PM 11/09/2015	Disapproval reason - Per FA, DV disapproved because receipt was for \$200 and not \$20.	
Pending Action Requests hide					
Action	Requested Of	Time/Date	Annotation		
A ▶ show IN ACTION LIST ACKNOWLEDGE	Kashiwaeda, Justin	02:57 PM 11/09/2015	Action ACKNOWLEDGE generated by Workflow because maliwan took action DISAPPROVED		
▶ show IN ACTION LIST ACKNOWLEDGE	Lee, Deborah	02:57 PM 11/09/2015	Action ACKNOWLEDGE generated by Workflow because maliwan took action DISAPPROVED		
B ▶ show IN ACTION LIST FYI	Lin, Susan	02:57 PM 11/09/2015	DV bypassed Account Supervisor routing due to de minimus threshold.		

For more information about the standard document header, tabs, and workflow action buttons, please refer to the Standard KFS eDoc Layout User Guide.

DV User Guide Additional Reference Material

1. Common Object Code Acronyms
2. Fiscal Administrators May Adjust Accounting Line Amounts
3. DV Coversheet
4. ACH/EFT Direct Deposit
5. Payment Reason, Payee Type, & Object Code List
6. Disbursement Voucher Multiple Invoice Matrix
7. Disbursement Voucher Supporting Document Matrix
8. Import Multiple Accounting Lines to DV

Common Object Code Acronyms

E - Employee
 NE – Non Employee
 FNE - Foreign Non Employee
 R - Reportable (1099/1042)
 NR – Non Reportable
 T - Taxable (W-2)

When conducting a search for a PO or DV, you may want to use the Description field to narrow your search results. The Description will contain information the user entered on the eDoc when it was created. You may also notice there are extra characters after the document title of Disbursement Voucher and PO, such as, [E:N:N], [N:A:N], or [N:A] within the Title column. The codes represent E=Employee, A=NonResidentAlien or N=NoTaxReview. You can find the basic logic for the DV's and PO's below.

Disbursement Voucher: format is {1}:{2}:{3} 1. If the payee is an employee, replace the 1 with an E, otherwise replace it with an N. 2. If the payee is foreign, replace the 2 with an A, otherwise replace it with an N. 3. If the payment reason requires Tax Review, replace the 3 with a T, otherwise replace it with an N.

The screenshot shows a 'Document Search' window with the following search criteria:

- Document Type: DV
- Initiator: (empty)
- Document Id: (empty)
- Date Created From: (empty)
- Date Created To: (empty)
- Document Description: *E:N*N* (highlighted with a red box)
- Organization Document Number: (empty)
- Payee ID: (empty)

Below the search criteria, there is a field for 'Name this search (optional):' and buttons for 'search', 'clear', and 'cancel'.

One item retrieved.

Document Id	Status	Document Description	Organization Document Number	Goods/Services Rec'd Date	Ledger Document Type	Total Amount	Route Log
2539763	FINAL	004- Sylvia Wu (SAPFB) [E:N:N]		12/08/2017	DVCA	1,997.33	

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

Fiscal Administrators May Adjust Accounting Line Amounts

Once the DV is Enroute, the FA may adjust the accounting distribution, i.e., accounting line amounts. However, the FA cannot change the Check Amount total due to internal controls. If the account line amounts do not equal the Check Amount total, the FA will receive an error message.

The screenshot shows the Quali Financial Systems interface. At the top, there is a navigation bar with 'Main Menu', 'Maintenance', and 'Administration' tabs. The user is logged in as 'younga' and impersonating 'jkkashiw'. The document number is 1628968, and the status is 'ENROUTE'. The initiator is 'younga' and it was created on 10:41 AM 12/03/20. A red banner indicates 'Backdoor Id jkkashiw is in use'. Below this, there is a 'Disbursement Voucher' section with a 'Document Overview' and 'Route Log' section, each with a 'show' button. At the bottom, there is a yellow error message: '1 error(s) found on page.' and 'Other errors: The total for the accounting lines has changed from \$10.00 to \$8.00. This is not allowed when you are approving a document.' Below the error message, there are buttons for 'send ad hoc request', 'save', 'reload', 'approve', 'disapprove', 'close', and 'copy'.

If the FA discovers the DV amounts are incorrect and adjusting the accounting lines is not an option, the DV should be disapproved. Then the DV Initiator should use the DV Copy option, adjust the amounts, and resubmit the DV.

DV Coversheet

The Coversheet can be used to submit receipts or other supporting documents to the business office, especially if there are documents that are not scanned and attached. Do not send DV Coversheets to Disbursing.

ACH/EFT Direct Deposit

Automated Clearing House/Electronic Funds Transfer (ACH/EFT) is another way to electronically send payments to payees. Payees will receive their payments quicker and save a trip to the bank to deposit checks. This type of payment will also reduce the manual work involved with check printing and distribution as well as checks are susceptible to damage or loss.

1. UH employees are highly encouraged to enroll in ePayment so their reimbursements, travel advances and refund payments are electronically sent directly to their checking or savings account. This will avoid lost, damaged, or misrouted checks in addition to lowering mailing and handling costs. To enroll, go to <http://www.hawaii.edu/epayment> .
2. For all other payees, e.g., vendors , nonemployees, students, etc., who will be paid through KFS, they should complete two forms and attach a voided check with valid bank routing and account numbers (NOT a deposit ticket.). The two forms can be found at http://www.fmo.hawaii.edu/payment_reimb/index.html#tab11. Go to: Payments/Reimbursement → Forms → ACH/EFT. Both forms should be sent to the UH Disbursing Office for processing (see address at the bottom of the forms.) The two forms are:
 - a. UH Electronic Funds Transfer Authorization form.
 - b. UH International Electronic Funds Transfer Certification form.

Note: ACH/EFT is not permitted to foreign banks.)

Payment Reason, Payee Type, Object Code List

This attachment can be found at FMO website → Financial Systems → Training → Financial Processing → Training Manuals and References → DV Payment Reason Payee Types and Object Codes List:

http://www.fmo.hawaii.edu/financial_systems/docs/PaymentReason6_PayeeType_ObjCd_LIST.pdf

Disbursement Voucher Multiple Invoice Matrix

This attachment can be found at FMO website → Payment/Reimbursement → Forms → Disbursement Vouchers (DV) Multiple Invoices: http://www.fmo.hawaii.edu/payment_reimb/index.html#tab11

PR	Payment Reason (PR) Title	Invoice Level	Invoice Parameter
A	CashAwards,Advances-7244,7101	1 to 1	
B	Resale,Books,Library-6206,780A,781A,etc	Multiple	Max 10 Invoices
C	Computer Srvc, etc-7215-7217	1 to 1	
D	Dues/Subscriptions-3500-3507	1 to 1	
E	Equipment-777U	1 to 1	
F	Other Curr Exps,Fees-7200,7245	Multiple	Max 10 Invoices
G	Supplies-3000-3478	Multiple	Max 10 Invoices
H	Res Corp Univ Hawaii (RCUH) & Petty Cash	1 to 1	
I	Insurance,Interest-0521,0522,0541,5900,	1 to 1	
K	Print/Advertise,Photocopy-3900-4002,7220	Multiple	Max 10 Invoices
L	Rental of Land, Equipment,Bldg-5500-5705		
M	Use Payment Reason T, Travel	1 to 1	
P	Freight,Postage,Telephone-3600-3870,6204	Multiple	Max 10 Invoices
Q	Repairs and Maintenance-5800-5871	1 to 1	
R	Services,Royalty-7100&7102-7190,7105	1 to 1	
S	Grant-in-Aid Schship/Felwship-6500-6543	1 to 1	
T	Tvl-4140-4250,4301,4501,4240-4893,7230	1 Hard Copy Trvl Doc Allowed	
U	Utilities-1730,1740,54XX,6204	Multiple	Max 10 Invoices *
V	Vacation Credits,Post Death-2071,2961	1 to 1	
W	Ceded Land Pmts/Cr to OHA-7203-7204	Multiple	Max 10 Invoices
X	Bond,Refunds,AR,DueState-0010,5110,6000,	Multiple	Max 10 Invoices
Y	Short Term Loan	1 to 1	
Z	Other	1 to 1	

* - Although the matrix lists a maximum of 10 invoices per DV, a maximum of 30 accounting lines is permitted for processing all multiple invoices. For example, 10 invoices with 5 accounting lines per invoice equal 50 accounting lines. Users should only process 6 invoices per DV with 5 accounting lines, or 30 accounting lines

Disbursement Voucher Supporting Documentation Matrix

This matrix provides a list of the acceptable documentation required or highly recommended for each type of expenditure for UH Employee Reimbursement, Non-UH Employee Reimbursement, and Regular Disbursement Voucher Payments – Commercial Vendors.

This attachment can be found at FMO website → Payment/Reimbursement → Policies and Guidelines → Process Documents → DV Supporting Documentation Matrix:

http://www.fmo.hawaii.edu/payment_reimb/index.html#tab10

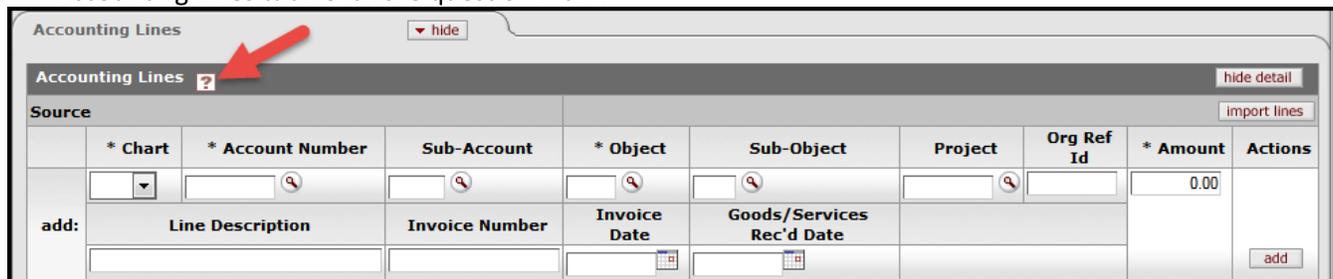
Import Multiple Accounting Lines to DV

This attachment can be found at FMO website → Payment/Reimbursement → Forms → Disbursement Vouchers (DV) Multiple Invoices → DV Multiple Invoice Import Procedure:

http://www.fmo.hawaii.edu/payment_reimb/index.html#tab11

The following procedure will illustrate how to import multiple accounting lines into the DV Accounting Lines tab rather than entering and adding each line manually.

1. Open a DV and after completing the Document Overview and Payment Information tabs, go to the Accounting Lines tab. Click the question mark.



Accounting Lines									
Accounting Lines ?									
Source									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00					
add:	Line Description		Invoice Number	Invoice Date	Goods/Services Rec'd Date				add
	<input type="text"/>								

2. After clicking the question mark, the Data Import Templates will appear. Click on “DV_Import.xls”.

Contents

- Overview
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 - Navigating through the KFS
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 - Data Import Templates**
 - Maintenance E-Doc Fundamentals
 - Workflow: Overview and Key Concepts
 - Reports
 - Batch Upload Basics
 - Core Modules
 - Accounts Receivable
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 - Effort Certification
 - Financial Processing
 - Labor Distribution
 - Purchasing/Accounts Payable
 - System Administration

Overview

Data Import Templates

KFS line import templates allow you to import any number of accounting lines and purchasing line items, and other types of data from a comma-delimited (.csv) file. This section contains a table that lists types of e-docs for which templates are available in the default system and provides a link to the corresponding template for each document type. Following the table is a process overview that includes complete instructions for using templates to import multiple lines of data. Additional subsections contain detailed information about each template.

More:

- Links to Default Data Import Templates
- Process Overview
- Standard_Import.xls
- AD_CR_CCR_SB_Import.xls
- DV_Import.xls
- AV_Import.xls
- BA_YEBA_Import.xls
- GFS_YE_GFS_Import.xls

BC_Monthly_Request_Imports.xls
Group_Import.xls
Attendee_List_Import.xls

3. The basic format of the template should appear. To open the spreadsheet, click on the DV_Import.xls link.

Overview > Data Import Templates

DV_Import.xls

The DV_Import.xls template applies to Disbursement Voucher (DV) documents.

The basic format of the template is shown below.

	A	B	C	D	E	F	G	H	I	J	K
1	If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column before using this template.										
2	Delete the first three rows of text before saving your document to import in csv format.										
3	Chart* (2 characters)	Account* (7 digits)	Sub-Acct (4 digits)	Object* (4 digits)	Sub-Obj (3 digits)	Project (up to 10 digits)	Org Ref ID (up to 8 digits)	Line Descr. (up to 40 Characters)	Amount*	Invoice Number (up to 20 characters)	Invoice Date mm/dd/yy
4											
5											

L	M	N
		* Indicates Required Field
Goods/Services Received Date mm/dd/yy	Invoice Received Date mm/dd/yy	

DV_Import template format

Column	Field
A	Chart Code* exclaim.gif If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete this column before using the template.
B	Account Number*

4. Only the fields with red text are required. The dates must be in format MM/DD/YYYY.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column before using this template.													
2	Delete the first three rows of text before saving your document to import in csv format.													
	Chart* <small>(2 characters)</small>	Account* <small>(7 digits)</small>	Sub-Acct <small>(4 digits)</small>	Object* <small>(4 digits)</small>	Sub-Obj <small>(3 digits)</small>	Project <small>(up to 10 digits)</small>	Org Ref ID <small>(up to 8 digits)</small>	Line Descr. <small>(up to 40 Characters)</small>	Amount*	Invoice Number <small>(up to 20 characters)</small>	Invoice Date <small>mm/dd/yy</small>	Goods/Services Received Date <small>mm/dd/yy</small>	Invoice Received Date <small>mm/dd/yy</small>	* Indicates Required field
3	SW	1134422		3200				SUPPLIES 1	100.00	ABC2015	11/11/2015	11/11/2015	11/11/2015	
4	SW	1134422		3200				SUPPLIES 2	200.00	ABC2016	11/11/2015	11/11/2015	11/11/2015	
5	SW	1134422		3200				SUPPLIES 3	300.00	ABC2017	11/11/2015	11/11/2015	11/11/2015	

5. Per instructions found in Row 1, delete the first three rows and save as a CSV (comma delimited) file. (Tip: Remember where the file is saved.)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SW	1134422		3200				SUPPLIES 1	100.00	ABC2015	11/11/2015	11/11/2015	11/11/2015
2	SW	1134422		3200				SUPPLIES 2	200.00	ABC2016	11/11/2015	11/11/2015	11/11/2015
3	SW	1134422		3200				SUPPLIES 3	300.00	ABC2017	11/11/2015	11/11/2015	11/11/2015

6. Return to the DV and click on the Import Lines button. Now click the Choose File button, select the CSV file, and click the Add button.

The screenshot shows the 'Accounting Lines' window. At the top right, there is a 'Choose File' button highlighted with a red box and a red arrow. Below it, there is a table with columns: * Chart, * Account, Sub-Account, * Object, Sub-Object, Project, Org Ref Id, * Amount, and Actions. The first row shows MA, UH-Manoa, and an amount of 0.00. Below this is an 'add:' section with fields for Line Description, Invoice Number, Invoice Date, Goods/Services Rec'd Date, and Invoice Rec'd Date.

7. The multiple accounting lines should now be added to the DV. Continue processing the DV.

The screenshot shows the 'Accounting Lines' window with three lines added. Line 6 is highlighted in yellow, line 7 in cyan, and line 8 in orange. Each line has a 'Line Description' field, an 'Invoice Number' field, an 'Invoice Date' field, a 'Goods/Services Rec'd Date' field, and an 'Invoice Rec'd Date' field. The 'Amount' column shows 100.00 for line 6, 200.00 for line 7, and 300.00 for line 8. At the bottom right, there is a 'Total: 600.00' label.