

Disbursement Voucher (DV) Multiple Invoices

As of 07/01/2013, KFS Disbursement Voucher (DV) payments now have the capability to add multiple invoices to one DV payment. During the first year of KFS, only one invoice per DV payment was permitted by KFS baseline. The Disbursement Voucher Multiple Invoice Matrix was created to establish guidelines of which type of DV Payment Types would permit the use of multiple invoices.

The matrix is a work in progress and may be adjusted in the future depending on the volume of disbursement voucher payments and additional improvements made to the DV system itself. There are certain limitations to processing multiple invoices:

- Invoice Number and Invoice Date fields were moved to the Accounting Line tab.
- Data entered into the Line Description field currently will not print on the check. A fix is in process.
- ACH/EFT employees/individual vendors are limited to one payment per check run. A fix is in process.
- All wire transfer payments are limited to one invoice at a time

The Disbursement Voucher Multiple Invoice Matrix lists examples of how the invoices are to be setup for payment. The following Tabs A - H are base line examples. Please use them as models when preparing DV payments. Please note that due to the volume of DV payments coming in at any given time and to expedite payments, organize your scanned invoices to the line items as shown on the DV. Otherwise, your DV will be subject to disapproval and returned back for correction.

Important Notes to Follow:

- DV Utility payments are restricted to the Electric, Water, Gas & Hawaiian Telcom companies regulated by the Hawaii Public Utilities Commission. Any payments for services e.g. – insurance, print, advertising, repair & maintenance, freight (FedEx, UPS, etc.), wireless telcom (Verizon, AT&T, Sprint, etc.) should be paid via purchase order. The exception to those services are allowed when they are direct reimbursements to UH employees with justification. During the first year of KFS, we allowed those payments to be processed as DVs. However, direct payments to commercial vendors for services should be done on purchase orders.
- Payments that have **credit memos** should be netted out. In the check stub text field, cite the invoice number and amount, & the credit memo number and credit amount.
- Multiple invoices must be scanned in the order cited in your Accounting Line entries. For example, the invoice cited on the first Accounting Line must be the first scanned invoice in the Notes and Attachment field followed by the second invoice, etc.
- Although the matrix lists a maximum of 10 invoices per DV, for certain DV payment types, a maximum limit of 30 accounting lines is permitted for processing all multiple invoices. For example, 10 invoices with 5 accounting lines per invoice would equal 50 accounting line entries. You can only do 6 total invoices for this DV.
- UHM Library Services uses Alma as their library services platform for the purchase of publications and periodical subscriptions. The KFS DV system allows their L/K doc purchase orders to be processed for payment. If processing for multiple invoices to the same vendor list the invoices by invoice number in numerical order and input into KFS.