

Creating a Disbursement Voucher

- Click on “**Disbursement Voucher**” link in “**Transactions**” column under “**Financial Processing**” header
- Tabs to input information
 - Document Overview
 - **Description**
 - Start with FO code
 - Example: “057 – Kashiwaeda mileage reimbursement”
 - Payment Information
 - Click on  button for **Payee ID**
 - Select appropriate “**Payment Reason Code**” (required)
 - Search Payee ID by using wild cards (asterisk *)
 - Select vendor by clicking on “**return value**” link
 - If no vendor we must setup vendor code
 - Same process – Departments will obtain WH-1/W-9
 - Input **check amount**
 - Select Payment Method “**P – Check/ACH**”
 - Check Stub Text
 - Write a short description (like a description for a PO)
 - Accounting Lines
 - Select campus codes in **Chart** (KA)
 - Enter **Account Number**
 - Enter **Object** (Object code/Subcode)
 - Enter “**Amount**”
 - Enter “**Line Description**”
 - Enter “**Invoice Number**”
 - Enter “**Invoice Date**”
 - Enter “**Goods/Services Rec’d Date**”
 - Enter “**Invoice Rec’d Date**”
 - Click “**Add**” button
 - Contact Information
 - Input your **phone number** (808-734-XXXX)
- Ad Hoc routing to Approving Authority before submitting to the Business Office (**only if account supervisor is payee**)
 - Select Action Requested
 - **Approve** (needs to be approved before document can be processed)
 - Input UH user name
 - Click on “**add**” button
 - Click on “**Send Ad Hoc Request**” button on bottom
- Click “**Submit**” button