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