

# Disbursement Voucher (DV) Supporting Documentation Procedures

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## Background:

Indiana University will leverage the functionality available in KUALI Financial System (KFS) that requires supporting documentation to be attached to the DV prior to fiscal review routing. This document clarifies procedure for disbursement voucher supporting documentation and includes a link to the form that must be submitted by procedure when the document location known as “Initiating Organization” is selected on the KFS DV.

## Benefits for improved design:

The benefits of the improved design include but are not limited to:

1. Each reviewer in the approval routing will have the relevant supporting documentation available at review;
2. Final approval review will be more prompt since the supporting documentation will be available as soon as the document routes to Accounts Payable;
3. Each reviewer along the approval route has an opportunity to confirm that the attached supporting documentation is both legible and complete.

## Submitting supporting paperwork:

Department users have one option for submitting paperwork that supports the transaction processed on the disbursement voucher.

Option 1: PDF files including the DV coversheet as page one and the supporting documents following page one may be uploaded via the webpage linked below.

There are two primary benefits for uploading supporting paperwork as a PDF file.

1. The paperwork reaches FMS more promptly than hard copy.
2. There is an audit trail associated with the uploaded file. The lost paper conversation can be avoided and submissions can be tracked and researched.

## Uploading DV supporting paperwork:

Supporting paperwork for DVs with either AP payment reasons or Travel payment reasons may be uploading via the FMS AP Documentation Upload Tool found on the Accounts Payable webpage:

<https://fms.iu.edu/accounts-payable/>

The FMS AP Documentation Upload Tool is in the main AP webpage menu as shown in the image below.

The screenshot shows the Indiana University Accounts Payable (IU AP) website. The header includes the IU logo and navigation links: HOME, ACCOUNTS PAYABLE, CASH CONTROL, OPERATIONS, PAYROLL, SUPPORT, TAX, and TRAINING. The main content area is titled "Financial Management Services Accounts Payable" and features a sidebar with links: Accounts Payable, ACH Authorization, Disbursement Vouchers (DV), FMS AP Documentation Upload Tool (highlighted with a mouse cursor), KFS PURAP, Procurement Cards (P-Cards), Staff and Contacts, and Status of Payments. The main content area displays "Indiana University Accounts Payable (IU AP)" with contact information: 400 E. 7th Street, Poplars 526, Bloomington, IN 47405, (812) 855-4004, 8:00am - 5:00 pm, Monday through Friday. Below this, there are three service cards: "ACH Authorization" (How to establish an Automated Clear House (ACH) payment method with IU Accounts Payable), "Disbursement Vouchers (DV)" (Information about KFS Disbursement Vouchers (DV)), and "FMS AP Upload Tool" (Link to submit DV and PCard supporting documentation electronically). A "Staff and Contacts FAQs" button is also visible.

These quick tips can help you successfully upload Disbursement Voucher (DV) supporting documentation for the correct DV.

- Ensure your PDF file's first page is the DV coversheet.
- Name the file using the DV number first, the payee name (last name or company name) next, and amount last.

Reason: When you browse your folders during the upload process, the payee name and dollar amount are helpful for confirming the right file is selected. Additionally, the file will be easier for you to find if future retrieval is necessary.

Example: "35661110 Sage 250.00.pdf"

- If your DV is disapproved and you need to initiate a new DV, print a new coversheet from the new DV and discard the coversheet from the disapproved DV.  
Reason: procedure requires uploading the paperwork to the current DV number. A new coversheet with complete support pages makes the complete audit record and will need to be uploaded to the new DV. Coversheets are printed from the link at the top of a DV document.

**Note:** PDFs retained by the department should be stored on a secure server that is backed up regularly by procedure.

The initial upload should be the complete audit packet. A second link allows subsequent uploads in case additional documentation is required.

### Disbursement Voucher (DV) Paperwork

- Initial PDF paperwork submission
  - You should include DV coversheet and all supporting documentation
  - Only one initial file upload is allowed per DV document number
- Audit paperwork submission
  - Upload additional supporting documentation per FMS AP request

The DV document number is entered and validated to begin the upload process:

### Disbursement Voucher

The screenshot shows a web interface for a Disbursement Voucher. It features a dark red header with the text 'Disbursement Voucher'. Below the header is a white rectangular area containing a text input field on the left and a button labeled 'Validate DV Number' on the right.

#### Reference

FMS Accounts Payable: [Best Practices for DV Supporting Paperwork Upload](#)  
 FMS Accounts Payable: [Best Practices for P-Card Supporting Paperwork Upload](#)  
 University Information Technology Services: [Best practices for securing your computer, accounts, and data](#)  
 University Information Policy Office: [Critical Data](#)

Most users report the upload process is intuitive and user friendly. Questions should be referred to the Accounts Payable DV Team at [fmsdvhlp@indiana.edu](mailto:fmsdvhlp@indiana.edu).

## Submitting electronic paperwork in lieu of original paperwork

For the purpose of this document the physical paper associated with the disbursement voucher transaction is called the original paperwork. The submission of audit paperwork attests that the submitted document is the equivalent of original receipt documentation. The paperwork will not be submitted for any other reimbursement or disbursement.

The image attached to the KFS disbursement voucher is the audit record. Departments will retain the original paper in the case of PDF submission for the period defined below.

## **Retention of original paperwork and copies of original paperwork:**

Original paperwork for DV supporting documentation are to be retained for a period of one fiscal year plus the current fiscal year (total = 2 years). Documentation that is electronic in its original format and submitted as a PDF file does not need to be printed for storage.

The purge period for DV paperwork is quicker than traditional financial paperwork because the requirement that paperwork is attached prior to fiscal review routing benefits confirming the audit documentation is clear and complete. Each reviewer has the responsibility to assure the audit record meets quality assurance standards. The Accounts Payable team performs the final review with an eye on policy compliance and a complete, legible audit document.

The department will retain supporting paperwork known as Document location = Initiating Organization for the traditional financial retention period of seven fiscal years plus current year.

Contact the [Office of Research Administration](#) regarding retention period requirements for payments associated with contracts and grants.

## **Process for Document location = Initiating Organization:**

The majority of business cases benefit when the supporting paperwork is attached electronically to the DV. There are business cases that merit the department retaining paperwork at the department location. This document location is known as "Initiating Organization".

By procedure departments will submit the form documenting where the audit paperwork is retained via PDF upload and the reason for initiating organization as a document location attached to a coversheet as instructed above. Typical business reasons for departments holding supporting paperwork in their files include HIPAA and Reasons of Confidentiality.

The form design for this purpose is linked on the last page of this documentation. It can also be found on the FMS Accounts Payable website in the Disbursement Voucher (DV) section.

## **Attachment types in KFS:**

KFS has a design benefit that attachments can be added to any KFS document via a browse and upload feature in the notes section of the document.

Supporting paperwork for disbursement vouchers should NOT be added to the notes section as an attachment. Those attachments are viewable to all users who open the DV document. Those attachments do not benefit the routing of the DV.

The attachment that benefits the routing of the DV is a special attachment type that must be added by an Accounts Payable staff member. This function is defined by procedure, role and permission. Questions should be referred to the FMS Accounts Payable Disbursement Voucher Team at [fmsdvhlp@indiana.edu](mailto:fmsdvhlp@indiana.edu).

The supporting documentation on a DV is visible to individuals whose roles and permission grant access to the supporting documentation tab. These individuals include fiscal officers and their delegates for the general ledger accounts on the document.

Here is a picture of the tab where the supporting documentation is located on the DV when the user has the role and permission designation to view supporting documentation.



### **Link to the “Disbursement Voucher Initiating Org Form”**

[https://fms.iu.edu/files/5914/0084/8762/Disbursement\\_Voucher\\_Initiating\\_Org\\_Form.pdf](https://fms.iu.edu/files/5914/0084/8762/Disbursement_Voucher_Initiating_Org_Form.pdf)