Financial Processing Module

Disbursement Voucher (DV)

The Disbursement Voucher (DV) document is used to reimburse employees and nonemployees for expenses incurred while conducting university business and to pay other vendors for performing a service, or providing material goods for the university. Most often this payment is in the form of a check although direct deposit and wire transfer options may be available.

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

Institutions may have different rules for the processing of payments, but the following are some instances in which a disbursement voucher might be used:

- An employee needs to be reimbursed for the purchases of supplies for a project that were paid for out of personal funds.
- A department wishes to purchase a subscription to an academic journal.
- An honorarium is needed for a guest speaker.
- Research participants need to be compensated for taking part in a scientific study.
- An employee needs to register in advance for a work-related conference.

A disbursement voucher requires more information than most financial documents. Each disbursement voucher must include the following information:

- Who is to be paid (the 'Payee')
- Why the payee is being paid (the 'Payment Reason')
- How much the payee is to be paid and how the payment is to be made (the 'Amount' and 'Payment Method')
- Where any supporting documentation is stored (the 'Documentation Location')
- Whether any forms or documents need to be physically sent with the payment (the 'Check Enclosure')
- All information on the Contact tab.

Document Layout

The GEC document only has the standard financial transaction document tabs and does not have any unique tabs of its own.

For information about the standard tabs such as Document Overview, Notes and Attachments, Ad Hoc Recipients, Route Log, and Accounting Lines tabs, see “Standard Tabs” in the IU KFS Overview and Introduction. Here is what the GEC document looks like:
Important Note: The Year-End General Correction (YEGE) document is available only during the fiscal year-end close.

Warning! Do not use the GEC to transfer or correct salary, wages, or benefits. The GEC does not accept compensation object codes. Use the Salary Expense Transfer or Benefit Expense Transfer documents instead.

**Process Overview**

**Business Rules**

- Debits must equal credits.
- The KFS automatically generates cash offset entries as defined by the information entered into the document.

The following object sub-types are prohibited on this document:

**Restricted object sub types in the GEC document:**

<table>
<thead>
<tr>
<th>Sub-Type</th>
<th>Description</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU</td>
<td>Budget Only Object Codes</td>
<td>Use Budget Adjustments (BA) document.</td>
</tr>
<tr>
<td>CA</td>
<td>Cash</td>
<td>Use Journal Voucher (JV) document.</td>
</tr>
<tr>
<td>FB</td>
<td>Fund Balance</td>
<td>Use Journal Voucher (JV) document.</td>
</tr>
<tr>
<td>FR</td>
<td>Fringe Benefits</td>
<td>Use Benefits Expense Transfer document.</td>
</tr>
<tr>
<td>HW</td>
<td>Hourly Wages</td>
<td>Use Salary Expense Transfer document.</td>
</tr>
<tr>
<td>LD</td>
<td>Loss on Disposal of Assets</td>
<td>Use CAMS Documents.</td>
</tr>
<tr>
<td>MT</td>
<td>Mandatory Transfers</td>
<td>Use Transfer of Funds (TF) document.</td>
</tr>
<tr>
<td>OP</td>
<td>Other Provisions</td>
<td>Use Auxiliary Voucher (AV) document.</td>
</tr>
<tr>
<td>----</td>
<td>------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>SA</td>
<td>Salaries and Wages</td>
<td>Use Salary Expense Transfer document.</td>
</tr>
<tr>
<td>TF</td>
<td>Transfer of Funds</td>
<td>Use Transfer of Funds (TF) document.</td>
</tr>
<tr>
<td>TN</td>
<td>Transfer - Generic</td>
<td>Use Transfer of Funds (TF) document.</td>
</tr>
<tr>
<td>WO</td>
<td>Write-Off Expense</td>
<td>Use Distribution of Income/Expense (DI) document.</td>
</tr>
</tbody>
</table>

Initiating a GEC Document

1. Select General Error Correction from the Financial Processing submenu group in the Transactions submenu on the Main Menu tab.
2. Log into the KFS as necessary.
   A blank GEC document with a new document ID appears.
3. Complete the standard tabs.
   - The Accounting Lines tab of the GEC document varies slightly from other types of financial transaction documents:
     - The Ref Number is a required field on the GEC document. This field identifies the reference number of the document being corrected.
     - The Line Desc box is optional and can be used to enter a description specific to that line of the GEC. If left blank, the description from the Document Overview tab passes to the G/L for that line of the transaction.
     - The Ref Origin Code is a required field. This code identifies the system that created the transaction being corrected.
   For information about the standard tabs such as Document Overview, Notes and Attachments, Ad Hoc Recipients, Route Log, Accounting Lines and Capital Edit tabs, see “Standard Tabs” in the IU KFS Overview and Introduction.
4. Click submit.
5. Review the General Ledger Pending Entries tab.
   This document automatically generates cash offset entries to cash or fund balance object codes.
6. Review the Route Log tab.
   The document is routed to the fiscal officer for each account used in the Accounting Lines. The Route Status shows 'ENROUTE'.
   For information about the Route Log tab, see “Route Log” in the IU KFS Overview and Introduction.
7. Appropriate fiscal officers and organization reviewers approve the document.
   For more information about how to approve a document, see “Workflow Action Buttons” in the IU KFS Overview and Introduction.