

DV CERTIFICATION: REFERENCE GUIDE

DV CERTIFICATION PROCESS

1. Have KFS access. DV access can only be provisioned to KFS users.
2. Score 80% or better on the DV Certification quiz (limit: 3 attempts).

More information: <https://fms.iu.edu/training/kfsiuie-training/dv-certification/>

DISBURSEMENT VOUCHER STEPS

- **Step 1:** Determine the most appropriate payment method.
- **Step 2:** Search for an existing payee or vendor record.
- **Step 3:** If no vendor exists, create a new vendor record.
- **Step 4:** Initiate the DV document in KFS.
- **Step 5:** Gather and submit supporting documentation.
- **Step 6:** Follow the DV document until it reaches final status and the payment is generated.

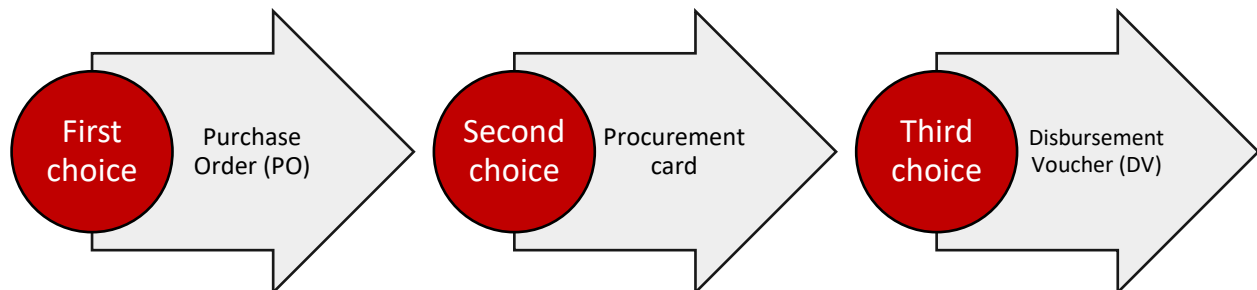
More information: <https://fms.iu.edu/documentation/disbursement-voucher-overview/>

STEP 1: DETERMINE THE MOST APPROPRIATE PAYMENT METHOD

FOUR PAYMENT METHODS FOR IU FUNDS

- **Purchase Order (PO) process:** KFS process that is highly controlled through contract negotiation and spend reporting.
- **Procurement card (P-Card):** departmental credit card.
- **Disbursement Voucher (DV) document:** complex electronic document in KFS that processes payment transactions.
- **Additional pay:** add a payment to an employee's base salary through the payroll process.

ORDER OF PREFERENCE FOR PAYMENTS TO EXTERNAL ENTITIES



PAYMENT REASON CODES

Those in **bold** are the most commonly used. Maximum dollar limits are listed, when applicable.

- (Z) Claims, Settlements, or Tax Payments
- **(E) Compensation for Services** (*maximum dollar amount: \$1,000*)
- (D) Compensation in Respect to Decedent
- (H) Medical, Health Care, or Insurance Payment
- **(C) Payment to Research Participant**
- (L) Payments for Contractual Agreements
- (A) Prize or Award
- **(F) Refund/Repayment to Individual or Agency**
- **(B) Reimbursement for Out of Pocket Expense** (*maximum dollar amount: \$500*)
- (T) Rental Payment
- (K) Revolving Fund Reimbursement
- (R) Royalties
- (W) Subscriptions, Books, Fees, and Resale
- (P) Travel Payment for Prepaid Travel
- **(N) Travel Payment for a Nonemployee**
- (G) Utilities, Freight, or Postage

COMMON EXCEPTIONS

DVs should not be used for:

- Purchases/payments that are normally made with IU Foundations funds.
- IU employee's services, unless payment is being made to a research participant.
- Transactions between university departments; use a Transfer of Funds, Budget Adjustment, Internal Billing, or Service Billing document instead.
- Capital equipment, including furniture and retirement gifts.
- Animals.
- Controlled substances, firearms, ammunition, and radioactive chemicals/substances.

More information: <https://fms.iu.edu/documentation/dv-step-1/>

STEP 2: SEARCH FOR AN EXISTING VENDOR RECORD

Always search for an existing vendor record before creating a new record! If a vendor record already exists for your payee, do **not** create a new one.

KINDS OF VENDORS IN KFS

'Vendor records' are individuals and/or entities who are set up in KFS to receive DV payments.

- **Purchase Order vendor (PO).**
 - Required paperwork: Vendor Information Packet (VIP) and W-8 or W-9.
 - Reviewed and approved by: Vendor Work Group in Purchasing.
 - Can receive payment from either a purchase order or a disbursement voucher.
- **Disbursement Voucher vendor (DV).**
 - Required paperwork: W-8 or W-9.
 - Reviewed and approved by: DV Vendor Approval Workgroup in FMS Accounts Payable.
 - Can receive payment from a disbursement voucher but not purchase order.
- **Participant Payment vendor (SP).**
 - Required paperwork: none.
 - Reviewed and approved by: DV Vendor Approval Workgroup in FMS Accounts Payable.
 - Can receive certain kinds of disbursement voucher payments.
 - Maximum dollar amount: \$400 per calendar year.

- **Refund vendor (RV).**
 - Required paperwork: none.
 - Reviewed and approved by: no one – routes to final upon submission.
 - Can receive certain kinds of disbursement voucher payments.
- **Revolving Fund vendor (RF).**
 - Established by Financial Management Services and used in conjunction with Custodial Fund accounts.

EMPLOYEE PAYEE RECORDS

All IU employees have an employee payee record in KFS. Employee payee records are created automatically based on HRMS records.

DV PAYEE TYPES BY PAYMENT REASON

Payment reason	PO	DV	SP	RV	RF	Employee Payee
(Z) Claims, Settlements, or Tax Payments	X	X				X
(E) Compensation for Services	X	X				
(D) Compensation in Respect to Decedent	X	X				
(H) Medical, Health Care, or Insurance Payment	X	X				
(C) Payment to Research Participant	X	X	X			X
(L) Payments for Contractual Agreements	X	X				
(A) Prize or Award	X	X				
(F) Refund/Repayment to Individual or Agency	X	X		X		X
(B) Reimbursement for Out of Pocket Expense	X	X		X		X
(T) Rental Payment	X	X				
(K) Revolving Fund Reimbursement					X	
(R) Royalties	X	X				
(W) Subscriptions, Books, Fees, and Resale	X	X				
(N) Travel Payment for a Nonemployee	X	X		X		
(P) Travel Payment for Prepaid Travel	X	X				
(G) Utilities, Freight, or Postage	X	X				

STEPS TO SEARCH FOR AN EXISTING VENDOR RECORD IN KFS

1. In KFS, search for and select **Vendor**. Alternatively, scroll down to the Vendor module and choose **Vendor** from the **Reference list**.
2. Enter your vendor's name in the **Vendor Name** field. Use wildcard characters to broaden your search. None of the other fields need to be specified.
3. Look under the **Vendor Type** column to identify the vendor type.

Note: Keep in mind that the KFS vendor search will not return results for Employee Payee Records, since employees do not have vendor records.

More information: <https://fms.iu.edu/documentation/dv-step-2/>

STEP 3: IF NO VENDOR RECORD EXISTS, CREATE A NEW VENDOR RECORD

If neither a vendor record nor an employee payee record exists for your payee, you'll need to create a new vendor record. Begin vendor record creation as soon as possible – depending on your situation, it can take between *1 day and 10 weeks* to establish a vendor record and issue payment.

The process of creating a DV vendor record in KFS for a domestic vendor is comprised of three required steps and one optional step:

1. Obtain tax documentation from the vendor.
2. Create the DV vendor record in KFS.
3. Submit the DV vendor paperwork.
4. *Optional:* submit ACH authorization forms

OBTAIN TAX DOCUMENTATION FROM THE VENDOR

Before initiating the vendor record in KFS, request the appropriate tax documentation from the vendor. When working with domestic vendors, you will request a completed and signed W-9. Remote vendors can share their W-9s with you using Slashtmp. Instructions here: <https://kb.iu.edu/d/angt#let>

CREATE A DV VENDOR RECORD IN KFS

Always search for an existing vendor record before creating a new record!

1. Search for and select 'vendor.' Alternatively, scroll down to the "KFS Vendor" module and choose 'Vendor' from the 'Activities' list.
2. Click the "Create New" button in the top right corner of the Vendor Lookup page.
3. Fill in the required fields and click "Submit." Depending on the vendor type, different fields will be required. Refer to the *Vendor Creation Guide* document for a step-by-step guide of the fields in the vendor record document: <http://go.iu.edu/vendor> (pdf).
4. Upon submission of the new vendor record, you will see the vendor coversheet. Print it out **immediately**, as you cannot return to it later.

SUBMIT DV VENDOR PAPERWORK FOR A DOMESTIC VENDOR

The third step of the vendor record creation process is the submission of required documentation. The following paperwork **must** be submitted to the DV Vendor Approval Workgroup before the DV vendor record can be established:

- Vendor coversheet from KFS
- W-9

Write the KFS vendor document number, located in the upper right hand corner of the eDoc, on both the vendor coversheet and W-9 tax form. The document number should be clearly visible. The DV Vendor Approval Workgroup will use the document number to approve your vendor record.

Follow the submission instructions on the vendor coversheet. You may either submit the documentation via fax or via Slashtmp.

You will receive an FYI in KFS when the DV vendor record is approved and ready to use.

OPTIONAL: SUBMIT ACH AUTHORIZATION FORMS

Automated Clearing House (ACH) authorization forms can be submitted at any time and are not required to establish a DV vendor record. Direct deposit can be significantly more convenient than a paper check for both the vendor and IU.

- For employees: <https://fms.iu.edu/accounts-payable/ach-authorization/employee-ach/>
- For vendors: <https://fms.iu.edu/accounts-payable/ach-authorization/vendor-ach/>

More information: <https://fms.iu.edu/documentation/dv-step-3/>

STEP 4: INITIATE THE DV DOCUMENT IN KFS

CRITICAL DATA IN KFS

In almost all cases, critical data **should not** be entered into fields in KFS. Critical data is information that, if inappropriately handled, could result in criminal or civil penalties, identity theft, personal financial loss, invasion of privacy, and/or unauthorized access to this type of information by an individual or many individuals.

Unless a KFS field specifically requires the entry of critical data (e.g., the US Tax Number field on the Vendor Document or the Wire Transfer fields on the DV document), critical data **does not** belong in KFS.

DOCUMENT OVERVIEW TAB

- **Description:** required. The information entered in this searchable field should be detailed and meaningful, to the extent that it would make sense as a single cell in a spreadsheet. Include the payee's name. 40-character limit. Required.
- **Explanation:** use this field to expand on the description. Optional field that some departments require.
- **Organization Document Number:** searchable field used by some departments to categorize the transaction (e.g., with a faculty member's name). Optional field that some departments require.

PAYMENT INFORMATION TAB

The **Payment Reason Code** field will be populated when a Payee ID is selected. See a complete list of all 16 payment reason codes at the top of page 2. This code determines:

- Allowable vendor/payee types.
- Object code restrictions.
- Which tabs and fields of the DV document must be completed.
- Document route path.

Payee ID

- Required field.
- Search results are based on the Payment Reason Code selected.
- If a "return value" link displays in the left-most column, the vendor or payee can be used with the selected Payment Reason Code.

Address fields will auto-populate when the payee is selected. Although it is possible to edit the addresses on the DV document, permanent changes to the vendor's address should be made on the vendor record, not in the DV document. If an address is updated on the vendor record, the new address will not populate to a previously-initiated DV document.

Note: If a vendor has a new permanent address, the vendor record must be updated and a new W-9 tax form must be obtained and submitted to the DV Vendor Approval Workgroup.

Enter the amount due to the payee in the **Check Amount** field. The amount in this field must equal the "Total" amount in the Accounting Lines tab.

Use the **Due Date** field to hold a payment until a certain date. If holding a payment until a date 30 days out, add a note to the "Notes and Attachments" tab to document the business reason for holding the payment. If the payment does not need to be held, do not update the field. The default date indicates the earliest possible date that IU could cut a check if the document went directly to final status (usually the next business day). It does *not* indicate when the payee will receive the check.

Payment Type will auto-populate when the payee is selected.

The **Payment Method** selection determines how the payee will receive their payment.

- P - Check/ACH: paper check or direct deposit; the most common option.
- F - Foreign Draft: a paper check in a foreign currency. The initiating department will incur an additional charge.
- W - Wire Transfer: electronic distribution of funds in either U.S. dollars or foreign currency. The initiating department will incur an additional charge.

The **Document Location Code** selection is determined by the kind of supporting documentation that will be uploaded. Select "F - FMS - Bloomington" *except* in the following cases:

- X - FMS Tax Area: use when making a payment to a foreign vendor.
- O - Initiating Organization: use when the initiating organization will retain the supporting documentation.
 - *More information:* <https://fms.iu.edu/documentation/dv-step-5/#org-guidelines>
- T - Travel Management: use for prepaid travel.

Information entered in the **Check Stub Text** field (1,400-character limit) will be printed on the check stub if the payee receives a paper check. If the payee has signed up for direct deposit, they will receive an email with this information. Use this field to provide details that explain the purpose of the check, including payment itemization, when appropriate.

ACCOUNTING LINES TAB

- Required.
- There must be at least one accounting line on the document.
- The totals entered in the amounts fields of the accounting lines must equal the amount entered in the "Check Amount" field on the "Payment Information" tab.
- The check amount (total of accounting lines) cannot be negative.

Be sure to use an appropriate object code. Your choice of object code impacts:

- How your department budgets for and tracks income and expense.
- The accuracy of the university's financial statements.
- The taxability of certain payments.

When in doubt, ask your Fiscal Officer which object code(s) to use. Per IU procedure, only certain object codes can be used on DVs.

The *DV Payment Reasons and Object Codes* document provides the most common object codes used with each DV Payment Reason Code: https://fms.iu.edu/index.php/download_file/1028/.

CONTACT INFORMATION TAB

The information entered in these fields, with the exception of the Email Address and Campus Code fields, will be printed on the check stub if the payee receives a paper check. If the payee has signed up for direct deposit, they will receive an email with this information. The document initiator's name, phone number, and email will populate these fields by default but can be edited to reflect another IU staff member's contact information.

NOTES AND ATTACHMENTS TAB

This optional tab may be used to include relevant information that will become part of the official record of the transaction or to communicate with other individuals on the Route Log. For example, you might upload a PDF copy of an email chain with communication about the transaction, or use the Notes field to respond to questions about the transaction from your Fiscal Officer. *Remember: critical data should never be entered in the Notes and Attachments tab.*

DV COVERSHEET

Upon submission, you will see a link to the Disbursement Voucher Coversheet at the top of the document. Follow the link to download the coversheet. The DV initiator's university ID number will display in the top left corner. The DV payment method will display immediately under the IU ID number. The DV payee will display in the top right corner, with the KFS document number immediately below.

More information: <https://fms.iu.edu/documentation/dv-step-4/>

STEP 4: CONSIDERATIONS

IRS ACCOUNTABLE PLAN

The IRS Accountable Plan creates a safe harbor period for reimbursements. Out of pocket reimbursements which meet the following criteria may fall under the IRS Accountable Plan:

- Reimbursement for business expenses only
- Reimbursement must be substantiated with appropriate receipts

By adhering to the following rules set out by the IRS Accountable Plan, IU can reimburse employees, volunteers, and independent contractors **without a tax impact**:

- Substantiation must be received by IU (via the **initiation** of a DV document) within:
 - **60 days** from date of purchase, or
 - **60 days** from the end of the trip (per IU Travel), or
 - **60 days** from date of reimbursement request (per University Tax Services).

If the DV is initiated **60-120 calendar days** after the trip/purchase, the reimbursement will be taxed.

If the DV is initiated **120+ calendar days** after the trip/purchase, IU may not issue a reimbursement.

IU follows these time limits in order to comply with IRS guidelines and to make sure employees are reimbursed in a timely manner.

If you are not able, for good reason, to initiate the DV within the 60-day window, add a note regarding your circumstances to the “Notes and Attachments” tab of your DV document. AP staff will review the note and determine whether the justification is valid.

Note: The department issuing the reimbursement determines whether the reimbursement falls under the IRS Accountable Plan, meaning the department ultimately decides if the reimbursement is for a business expense.

More information: <https://fms.iu.edu/tax/other-tax/accountable-plan/>

REPORTABLE OBJECT CODES

Object codes classify a financial transaction as income, expense, asset, liability, or fund balance. Reportable object codes track what payments need to be reported on a Form 1099-MISC (for domestic vendors) or a Form 1042-S (for international vendors).

The most common form of payment that must be reported on a Form 1099-MISC is nonemployee compensation. Honoraria is the most frequent form of nonemployee compensation (object code 4535).

A list of common reportable object codes is available at <http://go.iu.edu/reportable>. That page also links to the “1099 Reportable Object Codes” report in IUIE, which provides a complete list of all reportable object codes at IU.

If reportable object codes are not applied to payments that are required by law to be reported, the IRS can levy substantial fines against your department and/or IU. The fines can be in excess of \$1,000,000.

When in doubt, err on the side of using a reportable object code. It is easier and less expensive for IU to issue an amended Form 1099-MISC than to generate a new form after the rest of IU’s Form 1099-MISCs have been distributed.

Contact University Tax Services at taxpayer@iu.edu with questions related to reportable object codes.

More information: <https://go.iu.edu/reportable>

STEP 5: GATHER AND SUBMIT SUPPORTING DOCUMENTATION

Supporting documentation consists of:

1. DV Coversheet, which is generated upon submission of the DV document in KFS.
2. Appropriate justification and itemization documentation (examples below).
3. Other documentation as necessary. For example, you may type up a paragraph in Word to provide additional details the above documentation does not address.

Justification and itemization documentation may be any of the following:

- A vendor-prepared receipt or invoice that includes:
 - Items purchased,
 - Date of purchase,
 - Proof of payment (showing that funds were tendered), and
 - The vendor's name.
- Completed and signed Payee Certification form:
https://fms.iu.edu/index.php/download_file/358/
 - Use when an invoice for compensation for services or non-employee travel is unavailable.
 - Exact amounts are required for compensation for services; travel expenses can be estimated.

Note: when a good or service is purchased with cash, a statement of attestation that cash was used is considered proof of payment.

STEPS TO SUBMIT SUPPORTING DOCUMENTATION

1. Submit the DV document in KFS.
2. Save the DV coversheet (PDF) from KFS.
3. Redact all critical data (e.g., credit card, bank account, and/or social security numbers) from your supporting documentation.
 - Blacking out critical data with a Sharpie is not an acceptable redaction technique.
 - Redaction guidelines: <https://kb.iu.edu/d/adgl>.
4. Combine all supporting documentation into a single PDF
 - The DV Coversheet will be the first page.
 - Name the file using the DV number first, the payee name (last name or company name) next, and the amount last (e.g., "35661110 Sage 250.00.pdf").
5. Submit the supporting documentation using the Accounts Payable Upload Tool for DV Supporting Paperwork: <http://go.iu.edu/AP-uploader>
 - Click the "Initial PDF paperwork submission" link.
 - A search field will appear on the page. Enter your DV number in the field and click "Validate DV Number". If you just submitted your DV document in KFS, it may take up to 15 minutes for the Upload Tool to recognize the DV number from KFS.

ACCOUNTS PAYABLE REVIEW AND UPLOAD

When Accounts Payable staff process supporting documentation to upload, they only check if the documents are legible and all the required pieces are included. They do not review the documents for compliance with IU's policies. Policy review occurs later in the routing process.

Note: it can take Accounts Payable staff **up to four days** to attach the supporting documentation to the DV document. Once uploaded, supporting documentation is visible under the "Supporting Documentation" tab of the DV document (just above "Notes and Attachments").

If an AP staff member finds a problem with the supporting documentation files, they will communicate with the DV document initiator in one of two ways:

- If the supporting documentation submitted was accurate, but incomplete, an AP staff member will leave a note in the DV document's "Notes and Attachments" tab; the DV initiator will be notified of the note via their Action List.
- If the supporting documentation submitted does not relate to the payment on the DV document, the AP staff member will send the document initiator an email instructing the initiator that the mismatched file has been purged and the correct documentation should be uploaded.

RETENTION OF SUPPORTING DOCUMENTATION

After uploading supporting documentation, the department must retain the original documents in a secure location for the rest of the current fiscal year and the entirety of the next. Documents received by the department in hardcopy form must be stored in hardcopy form. Documents received by the department electronically may be stored electronically on a secure drive that is backed up regularly.

Note: the retention requirements are longer for DVs issued from contract and grant accounts. Contact your grant administrator for more information.

More information: <https://fms.iu.edu/documentation/dv-step-5/>

STEPS 4 & 5 CONSIDERATION: CHECK ENCLOSURE AND SPECIAL HANDLING

The **Other Considerations** box on the DV document contains the following check boxes:

- Check Enclosure.
- Special Handling.
- Exception Attached (not used at IU).

CHECK ENCLOSURE

If you select **Check Enclosure**, Accounts Payable will bundle paperwork with the check when it is mailed. Paperwork to be enclosed should be uploaded with the supporting documentation. In addition to checking the "Check Enclosure" box, the DV initiator must add a note to the "Notes and Attachments" tab of the document clarifying what paperwork should be enclosed with the check. Check enclosure is often used to submit a subscription or membership form with a check.

If the payee has signed up for direct deposit, this selection will override the ACH default and they will receive a paper check.

SPECIAL HANDLING

The "Special Handling" option in the Other Considerations field of the DV document in KFS allows the document initiator to customize the method of check delivery. Specifically, it allows the document initiator to specify that an individual on campus should be notified when the check has been printed. That individual visits a designated location on each campus and picks up the check (see locations on next page). The individual, not Accounts Payable, assumes responsibility for the check's delivery to the payee. When processing a check using Special Handling, the Special Handling tab must be completed. Additionally, an explanation for the Special Handling selection must be entered in the Notes field of the "Notes and Attachments" tab.

If the payee has signed up for direct deposit, “Special Handling” will override the ACH default and the vendor will receive a paper check.

Note: Special Handling does *not* change the check recipient, despite the misleading notification that is generated when Special Handling is selected.

SPECIAL HANDLING PICKUP LOCATIONS BY CAMPUS

Checks are printed each weekday morning on the IUB campus. IUPUI checks are taken to Indianapolis by IU’s daily courier and are typically available by 1 p.m. IU South Bend checks are overnighted via FedEx. Checks for all other campuses are sent overnight by USPS Priority Mail.

Campus	Location	Notes
IU Bloomington	FMS Customer Service, Poplars 527.	Pickup requires photo ID and signature.
IUPUI	Finance and Administration, LV 1173.	Pickup requires photo ID and signature. Checks can also be sent via campus mail.
IU East	Administration and Finance, WZ 101.	Must pick up in person.
IU Kokomo	Physical Facilities, KO 036.	DV initiator will be contacted to arrange pickup.
IU Northwest	Accounting Services, HW 109.	Pickup requires photo ID and signature.
IU South Bend	Office of Administrative and Fiscal Affairs, Admin 236A.	DV initiator will be contacted to arrange pickup.
IU Southeast	Office of the Bursar, US 103.	DV initiator will be contacted to arrange pickup.

More information: <https://fms.iu.edu/documentation/other-considerations>

STEP 6: FOLLOW THE DV DOCUMENT UNTIL THE PAYMENT IS GENERATED

The DV document initiator is responsible for ensuring that the DV reaches final status and the vendor is paid in a timely manner.

REQUIRED ROUTING NODES

Node	Description	Timeframe
1. KFS Image Attachment Node.	The DV document will not route past the Image Attachment Node until the DV Review Team has imaged and attached supporting documentation.	4 business days.
2. Account Node.	The account’s fiscal officer (or their delegate) makes a judgment about the amount and purpose of the payment. They will also review the supporting documentation for completeness and compliance with policy.	Depends on the FO.
3. Campus Node.	Campus Node: “KFS-FP Disbursement Manager BL” is the DV Review Team in Accounts Payable who double-checks that the supporting documentation of DVs is complete and compliant following the FO’s approval.	5 business days.

CONDITIONAL ROUTING NODES

Used with more complicated DVs. Each adds additional time before the document reaches final status.

Node	Sequence	Description
Purchasing	Between Image Attachment Node and Account Node.	Routes to the “Disbursement Voucher Purchase Order Vendor Reviewer” node when paying a PO vendor with a DV.
Tax	Between Account Node and Campus/Travel Node.	Routes to University Tax Services when: <ul style="list-style-type: none"> • Paying a foreign vendor. • Paying a vendor with a tax ID that matches an employee tax ID with the DV payment reason “Compensation for Services.”
Payment Method	After Campus/Travel Node.	<ul style="list-style-type: none"> • Wire transfers route to the Office of the Treasurer. • Foreign drafts route to a subgroup (Disbursement Method Reviewer node) in Accounts Payable.
Other	Variable.	Customized routing by chart, organization, or department.

WAYS TO FOLLOW A DV DOCUMENT

DOCUMENT SEARCH

Use the “Document Search” in KFS to identify DV documents you’ve initiated that are still en route.

- In the “Document Type” field, enter “DV” to search for all DVs in KFS.
- Enter your username in the “Initiator” field view only DVs you have initiated.
- To see where the document is in the route log, click the “Route Log” link on the far right of your search results.

PRE-DISBURSEMENT PROCESSOR (PDP) TAB

Check the status of the payment in the Pre-Disbursement Processor Status (PDP) tab in KFS. PDP is the system that cuts paper checks and generates an electronic file for ACH payments.

The morning after the DV document has been fully approved, the PDP extraction and pay date will display in the PDP tab (the extraction and pay dates are usually the same). That date indicates that the payment has been generated. Typically, once a DV document reaches final approval status, the check is cut and mailed the next day.

CHECK STATUS

After the payment has been generated, use the “IUIE PDP Disbursement (Check) Status Report,” linked to from <http://go.iu.edu/checkstatus>, to see if a check has been deposited. To do so, you’ll need the check number from the DV payment. Open the DV’s PDP tab and click the “Disbursement Info” link.

The number listed in the “Disbursement Number” column is the check number. Copy this number to your clipboard. Paste the check number into the “Disbursement / Check Number” field of the IUIE report. Make sure the “Disbursement Cleared Date” column is selected and run the report. If the check has been deposited, the deposit date will be listed in the “Disbursement Cleared Date” column.

STOP PAYMENT

If a payment has been generated but the check has not cleared, go to <http://go.iu.edu/checkstatus> to use the “Stop Payment Request WorkFlow Form” to stop payment on a check. Use the same form to reissue a new check. The payment request document will route to Cash Control, who will double-check that the original check has not yet been cashed before processing the reissue.

More information: <https://fms.iu.edu/documentation/dv-step-6/>

CONTACTS

Always seek help from your Fiscal Officer or from someone within your department first. They will be aware of the policies and procedures specific to your department that may not apply to all of IU.

Group	Organization	Contact information
Accounts Payable Team for ACH Authorization	Financial Management Services	fmsaphlp@indiana.edu (812) 855-4004 Fax: (812) 856-4452
Accounts Payable DV Review Team	Financial Management Services	fmsdvhlp@indiana.edu (812) 856-2499 Fax: (812) 855-0888
Accounts Payable DV Vendor Approval Workgroup	Financial Management Services	fmsdvhlp@indiana.edu Fax: (812) 855-0888
FMS Training and Documentation	Financial Management Services	fmstrain@indiana.edu
University Tax Services	Financial Management Services	taxpayer@iu.edu
Purchasing	Office of Procurement Services	purhelp@iu.edu (812) 856-5008
Treasury Operations	Office of the Treasurer	moneymov@iu.edu