



INDIANA UNIVERSITY

OFFICE OF FINANCIAL MANAGEMENT SERVICES

FINANCIAL INFORMATION SYSTEM

Disbursement Voucher

Financial Management Services Department

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Introduction.....	4
Prerequisites.....	4
How to Use This Book.....	4
Chapter 1: Basic Processes	5
DV Basics	5
What is it?.....	5
Why is it used?.....	5
Who uses it?.....	5
When is it used?.....	5
How does it work?	6
DV Policy.....	6
Procurement Cycle/Purchasing.....	6
Restrictions	7
Responsibility	8
Payment Reasons	8
Travel Payments.....	10
DV Interface.....	10
Anatomy of a Disbursement Voucher.....	10
Understanding Backscreens	12
Procedures.....	13
Supporting Documentation	13
Attachments	14
Cover Sheets and Printing.....	15
Special Handling.....	15
Routing.....	15
Normal Routing	16
PDP and How Checks Get Issued.....	16
Payment Methods.....	17
Example: Reimbursing Employees.....	19
Chapter 2: DVs for Travel	24
Employee Travel.....	24
Travel Backscreens	24
Collecting Travel Documentation from Non-Employees.....	25
Example: Prepaid Travel.....	25
Example: Non-Employee Travel	30
Paying the Hotel Bill.....	38
Making Reservations	38
Chapter 3: Managing Disbursement Voucher Payees	40
How do I Search for a Payee on the Disbursement Voucher?	40
What if I Can't Find the Payee?.....	41
When Should I Use EPIC?.....	41
When Should I Use the FIS Payee Maintenance Document?.....	42
How Do I Access EPIC?.....	42
How do I Add a Payee in Vendor?	44
What Tax Documentation is Needed to Approve My Vendor?.....	46
How do I Search for Existing Vendors in EPIC?	47
How do I Modify Existing Vendors?.....	48

How do I Change the Address of a Current Vendor?	48
How Can I Tell if a Vendor Document has been Approved?	50
Can I Receive a Notification that my Vendor has been Approved?	51
Adding a New Payee in FIS.....	52
Modifying Existing Payee Information	55
Appendix I: Glossary of Fields	57
The Document Information Zone Fields.....	57
The Payee Information Zone Fields.....	59
Payment Handling and Account Section Fields.....	61
Contact Information and Check Stub Fields.....	63
Action Buttons	64
Sub Accounting Fields.....	65
“Non-Employee Travel Expenses” Screen Fields	68
Prepaid Travel Expense Fields.....	73
Foreign Draft Fields.....	74
Wire Transfer Fields	75
ACH/DD Fields	77
“Send Check To” Fields.....	79
Payee Maintenance Screen Fields.....	81
Payee Maintenance-Continuation Screen Fields	83
Appendix II: Object Code Restrictions by Payment Reason.....	86
Appendix III: Common Object Codes by Payment Reason	90
Disbursement Voucher Payee Certification.....	91
Foreign Individual/Entity Certification of Address Form.....	92
W-9 Form.....	93

Introduction

Prerequisites

This book assumes that the reader has passing knowledge of the Financial Information System (FIS) Transaction Processing system at Indiana University. A basic understanding of how Transaction Processing documents are created, routed, and approved, will be helpful.

Basic information is available from our online training environment or from FIS classroom training offered by Financial Management Services.

FIS classroom training schedule: https://fdrs.fms.indiana.edu/cgi-bin/training/fis_schedule.pl

Disbursement Voucher training is recommended prior to initiating a Disbursement Voucher document. Disbursement Voucher classes are available at regular intervals on both the Bloomington and IUPUI campuses.

How to Use This Book

This book provides basic information about the functions and features of the Disbursement Voucher document and many examples showing how to use it in various situations.

Chapter 1: Basic Processes, explains the Disbursement Voucher interface and general policies and procedures concerning its use. It is recommended that all users read Chapter 1.

Chapter 2: Disbursement Vouchers for Travel, describes in detail the process for using a Disbursement Voucher to pay for prepaid or non-employee travel expenses. Only those users who will use the Disbursement Voucher to pay travel expenses will need to read Chapter 2.

Chapter 3: Managing Payees, describes the process for adding Disbursement Voucher payees using either EPIC or FIS. If you use the Disbursement Voucher to make payments to non-employees you will need to be familiar with Chapter 3.

Appendices: The appendices include an explanation of the many different fields on the Disbursement Voucher, object code restrictions, as well as commonly used object codes and copies of important forms such as the W-9 and Payee Certification Form.

Chapter 1: Basic Processes

This chapter explains what the Disbursement Voucher is, how its interface functions, and contains an example of a common type of Disbursement Voucher processed at Indiana University.

DV Basics

What is it?

The Disbursement Voucher (DV) is a document that is used to reimburse Indiana University employees, non-employees, and other vendors for expenses incurred while conducting university business, performing a service, or providing material goods for the university. Most often this reimbursement is in the form of a check (although occasionally another method of disbursement might be used such as a direct deposit or wire transfer).

Why is it used?

The following are some instances in which a Disbursement Voucher might be used:

- An IU employee purchases some supplies for a project out of her own pocket and needs to be reimbursed.
- A department wishes to purchase a subscription to an academic journal.
- A guest speaker visits IU and needs to be paid an honorarium.
- Researchers at IU want to compensate research participants for their participation in a scientific study.
- An IU employee needs to register in advance for a work-related conference.

Who uses it?

Anyone who has access to the Financial Information System (FIS) can use the Disbursement Voucher, but it is recommended that a user has received training in the document's use prior to initiating a document. Disbursement Voucher classes are available at regular intervals on both the Bloomington and IUPUI campuses.

FIS classroom training schedules for both IUB and IUPUI are available here:
https://fdrs.fms.indiana.edu/cgi-bin/training/fis_schedule.pl

To request training at other IU campuses please contact fmshelp@indiana.edu

When is it used?

The Disbursement Voucher can be used in certain situations in which a payment does not go through the procurement cycle. The procurement cycle is the process of initiating a requisition, creating a purchase order, and making a payment through Accounts Payable or using a procurement card.

For a detailed discussion of what the Disbursement Voucher may be used for and what uses are restricted, please see the section entitled “DV Policy” below.

How does it work?

An FIS user initiates a Disbursement Voucher including the following information:

- Who is to be paid (the “Payee”)
- Why they are being paid (the “Payment Reason”)
- How much they are to be paid and how the payment will be made (the “Amount” and “Payment Method”)
- Where any supporting documentation will be stored (the “Documentation Location”)
- Whether or not any forms or documents need to be physically sent along with the payment (“attachments”)

The Disbursement Voucher is routed for approval, and when finally approved the information is transferred from FIS to PDP (the Pre-Disbursement Processing system) where a check is created and mailed to the Payee.

DV Policy

Because the disbursement of university funds is involved in the processing of every Disbursement Voucher, the document’s use is subject to certain policies and restrictions.

Procurement Cycle/Purchasing

The DV is not designed to replace standard university procurement methods or documents nor is it intended to alter or circumvent the procurement policies mandated by The Board of Trustees of Indiana University. It is not a substitute for sanctioned procurement channels. A number of authorized procurement processes exist that provide efficiency and timeliness to the department in their buying efforts. These are:

Standard Purchase Order (PO)
Automated Purchase Order (APO)
Enhanced APOs (EAPO)
Procurement Card

The Disbursement Voucher and the Purchase Order (PO) are used for different reasons. Generally, the PO is used for the order of supplies, equipment, and services. If you are unsure whether to use the DV, a Purchase Order, or a procurement card please contact the Purchasing Office on your campus.

More information about the various types of purchase orders and the procurement card can be found on the Purchasing Department Website: <http://www.indiana.edu/~purchase>

Restrictions

The DV process generally restricts payments made directly to vendors for goods and services, particularly those for professional services. Payments that are restricted from the DV are to be handled by standard procurement processes described under the section “Procurement Cycle/Purchasing” above.

The following restrictions on the use of the DV apply:

- Reimbursement to an IU employee for personal services (with the exception of "Payment to Research Participant") . IU employees must be paid for services through the regular payroll process.
- Payment to university departments. The appropriate document is a Transfer of Funds, Budget Adjustment or Internal Billing document.
- Purchases of capital equipment. Contact the Purchasing Department for this type of payment.
- Payments for software upgrades. Contact the Purchasing Department if more information is required.
- Installment payments. A DV can only be used for a one-time payment. Installment transactions should be done on a purchase order.
- FIS users may not initiate DVs where they are the payee.

The following types of direct payments to suppliers are not allowed on the Disbursement Voucher:

- Trophies, plaques, and other prizes may not be paid using the payment reason *Prizes and Awards*.
- Payments for the following purposes may not be made under the payment reason of *Compensation for Services* or *Payments for Contractual Agreement*:
 - Consulting fees
 - Magazine and newspaper ads
 - Advertising
 - Photographs
 - Printing
 - Workshops
 - Exhibits
 - Hospitality
 - Temporary services
 - Credit and collection services
 - Lecture fees >\$5,000
- Telecommunication charges are not allowed to be processed under the payment reason *Utilities, Postage and Freight*.

Regardless of the dollar amount, the following items may not be purchased (on a DV or otherwise), nor are they reimbursable:

- Alcoholic beverages
- Automobiles
- Animals
- Controlled Substances
- Donations or contributions
- Firearms, ammunition
- Flowers
- Furniture
- Items considered personal in nature
- Purchases representing a conflict of interest
- Radioactive chemicals and substances
- Retirement gifts or parties

Responsibility

As with any university policy or procedure, every contingency cannot be articulated. It is the responsibility of the IU employee involved with expending university funds to do so in a prudent, ethical, and authorized manner. If uncertainty exists about the suitability of a particular transaction, it is incumbent upon the employee to seek clarification of the appropriateness of the transaction before proceeding.

Payment Reasons

When processing a Disbursement Voucher, users must indicate a Payment Reason. The Payment Reason identifies the nature of the disbursement and determines what restrictions the disbursement is subject to. The current Payment Reasons for using a disbursement voucher are explained below.

The payment reason selected limits the object codes that can be used for a given disbursement. For a full list of object code restrictions see Appendix II (pg. 86).

Note: Many payment reasons are used only by a small number of users at IU. Where appropriate, common types of users are indicated in the Payment Reason descriptions.

Claims, Settlements, or Tax Payments: Claims include payments for external insurance claims and some payments for worker's compensation.

Compensation for Services: Compensations for Services can be used for non-employees only. These services include artist fees and honoraria.

Compensation in Respect to Decedent: This payment reason is used only to make death benefit payments.

Medical, Health Care, or Insurance Payment: Medical, Health Care, and Insurance Payments include payments for chiropractic care, counseling/therapy/psychiatric, dental care, home health care, hospital/ambulance, lab work, pathology, nursing, patient care, ophthalmology, optometry care, physician fees, surgeon fees, vaccines, and check-ups.

Moving Reimbursement: Moving Reimbursements are payments to new IU employees for relocation/moving expense. These payments are subject IU Financial Policy I-310, Moving Expenses (<http://www.indiana.edu/~vpcfo/policies/accounting/i-310.html>).

Payment to Research Participant: This reason should be used when subject payments or participant expenses are paid to an individual participating in a research study.

Payments for Contractual Agreements: This payment reason should be used only for those payments required under a contractual agreement. These would include contractual payments to the I.U. Foundation, student organizations, and escrow payments to banks. This would not include installment payments for purchase of goods and services.

Prize and/or Award: Payments made for Prizes and Awards must be made to non-employees only. Awards may not include personal services, contest winnings, and scholarship or fellowship payments. These payments are generally for punitive damages and/or settlements. You must enter the fair market value of merchandise that has been won. For payments of Prizes and Awards to IU Employees, please contact your campus payroll office.

Refund/Repayment to Individual or Agency: Refund/Repayment to Individual or Agency are payments made for returned goods sold, or services rendered, by the university. This reason can also include repayment to agencies for contract and/or grant funding. This payment reason may not be used for refunds of fees, tuition or residence hall payments. Object codes would include income object codes and some of the 59XX refund object codes.

Reimbursement for Out of Pocket Expense: Reimbursement for Out of Pocket Expenses may be made to IU employees. These reimbursements are paid to an individual who incurs out-of-pocket expenses on behalf of their departmental business operations due to an emergency. This payment reason may not be used in lieu of the procurement process. A reimbursement should not exceed a total of \$500.00. No travel, meals, or personal service payments may be made using this payment reason. This reimbursement procedure is for emergencies and such occasions where you may be out of town and require items for carrying out University duties. It is not endorsed for routine acquisitions.

Rental Payment: Rents include rental payments for some equipment and space.

Revolving Fund Reimbursement: All revolving fund transactions should be processed through the FIS, and the Disbursement Voucher should be used to request a revolving fund reimbursement.

Royalties: Any payments associated with royalties, rights and permissions should use this payment reason.

Subscriptions, Books, Fees, Resale: Subscriptions, Books and/or Membership Fees may be used for any payment covering a renewal or subscription to a newspaper, magazine or to cover membership fees to a professional organization. When using this reason for subscriptions, please include a “ship-to” address in the check stub text area for the vendor's convenience. This reason is also used by some departments, such as bookstores, to purchase books intended to be resold.

Travel Payment for a Non-Employee: This payment reason is used to reimburse a non-employee for travel expenses incurred for the purposes of university business. This payment reason may not be used for employee travel.

Travel Payment for Prepaid Travel: Travel Payment for Prepaid Travel should be used for any pre-paid travel to include conference registration, lodging, limousine and air fares. It can be used to prepay expenses for employees or non-employees.

Travel Payment for Non-Employee with Honorarium: *Use of this payment reason is currently suspended.* Please process two disbursement vouchers to pay for a non-employee's travel and honorarium payments separately.

Utilities, Freight, or Postage: Payments for Utilities, Freight, and Postage can be made to non-IU utilities or non-employees only. These payments may not be made for any telecommunications charges.

Travel Payments

IU employees (including students) are not reimbursed for travel through a Disbursement Voucher. Most travel payments at IU are initiated through the use of an In State Travel form or an Out of State Travel Authorization form.

Chapter 2 details the situations in which a Disbursement Voucher document may be used to pay for travel expenses.

DV Interface

This section details the interface of the disbursement voucher.

Anatomy of a Disbursement Voucher

The Disbursement Voucher document and its component sections are shown below.

Disbursement Voucher		Departmental Information	
Document #: 01-TT6192503	Created: 06/23/2003	Status: ?	Org Doc #: []
Initiator: DADORSEY	Description: []		
Payment Reason: []	Payee ID: []		
Payee: []	NR	Paid	Rvng
Address: []	Alien	Out	Fund
City: []	Pynt?	Pyrl?	Payee?
State: []	Country: []	ZIP: []	
Dollar Amount: []	Payment Method: []	Due Date: 06/24/2003	Attachment: []
Accounting: []	COA: []	Account: []	Object: []
Exception Attached: []	Amount: []	Total: 0.00	
Contact Name: DORSEY, DAMON R	Phone Number: []	E-mail address: []	Campus: BL
Check Stub: []	[]		

A. Documentation Header

Includes basic document information such as the Disbursement Voucher’s unique document number, status, and description.

B. Payee Information

This section includes the payment reason and the name and address information for the payee (the individual or organization to whom the disbursement is being made).

C. Payment Handling and Accounting

This section includes the total amount and method of the payment (check, direct deposit, wire transfer, etc.), information about any special handling required for the document, the check itself, or its supporting documentation; and what IU account(s) will fund the disbursement.

D. Contact Information and Check Stub

This section indicates to the payee who should be contacted with questions about the payment. Information entered into the Check Stub field will be printed on the check.

E. Buttons

Like all FIS documents, the Disbursement Voucher includes buttons that allow you to route or approve the document, check the routing, add notes, and perform other basic functions common to most types of documents. Some buttons, such as the Non-Employee Travel and Prepaid Travel buttons are unique to the Disbursement Voucher and used only with certain types of disbursements.

If your supporting documentation for a Disbursement Voucher has been scanned and attached to the document you will see an image button as shown below.



A definition of all the fields shown above can be found in the Appendix I (see pg. 57).

Understanding Backscreens

Certain types of disbursements, such as Travel payments or disbursements being direct deposited or wire transferred, require the document initiator to enter further information. This information is entered into and stored in “backscreens” or “sibling” screens—parts of the disbursement voucher that are not always visible.

The Non-Employee Travel screen shown below is an example of a backscreen. It is used to collect detailed information about a non-employee’s trip and what expenses they need to be reimbursed for.

Other examples of backscreens are the “Prepaid Travel,” “Wire Transfer,” and “ACH Direct Deposit” backscreens. Most backscreens appear only when triggered by clicking a button (like the Non-Employee Travel button) or when a selection is made in another field (such as selecting “Wire Transfer” as a payment method).

Procedures

Supporting Documentation

“Supporting documentation” refers to documents submitted with the disbursement voucher (receipts, invoices, letters, memos) that detail what items were purchased, the cost of each item, the name of the vendor and the date of the transaction. If a disbursement voucher is for services, the documentation should include a memorandum or contract outlining what services were performed and the agreed-upon contract amount. If no other document can serve as a receipt for services, you must use IU’s Payee Certification form (see pg. 91).

All disbursement vouchers should have supporting documentation!

The “Documentation Location” field of the Disbursement Voucher document is a required field which indicates where supporting documentation should be sent, as well as who is responsible for maintaining the documentation. In some situations, such as travel payments or payments to Non-Resident Aliens, you must send your supporting documentation to a specific location. Certain IU campuses may also require that you send your documents to their office. This is based on the IU Chart to which the document initiator belongs. But for most types of disbursements you generally have a choice.

The choices available are detailed below.

Campus Accounting Offices such as *Financial Management Services—Bloomington, IUPUI Accounting, East Campus, Kokomo Campus, Northwest Campus, South Bend Campus, and South East Campus.* These offices can store and maintain the supporting documentation for Disbursement Voucher initiators on the corresponding campus. Some campuses (such as Bloomington and IUPUI) will scan your supporting documentation and attach the resulting image to the Disbursement Voucher.

FMS Tax Area: Supporting documentation for payments made to Non-Resident Aliens must be forwarded to the FMS Tax Area. More information on paying Non-Resident Aliens can be found online here: <https://www.fms.indiana.edu/tax/NRA/FVTguide.asp>

Initiating Organization: This indicates that the initiator’s department or organization will be responsible for storing and maintaining the supporting documentation. Supporting documents must be kept for seven years and made available when requested by the campus financial office and/or auditors.

No Documentation: If you do not have any supporting documentation you should choose this option. It is Indiana University policy that all disbursements must have supporting documentation, so when this documentation location is selected you will be prompted to add a note to the document. This note should explain why there is no documentation and what was purchased or what service rendered.

Travel Management: The supporting documentation for all travel-related Disbursement Vouchers (payments for prepaid and non-employee travel) must be sent to Travel Management Services. They will store and maintain the documentation.

Attachments

“Attachments” refers to any documents related to the Disbursement Voucher that must accompany the check when it is mailed to the payee. Examples might include a registration form that must accompany a payment for a conference registration or a subscription form that must be returned with payment for a subscription to an academic journal.

Clicking the “attachments” box on the Disbursement Voucher will properly indicate that there is a form or other attachment that must accompany your check.

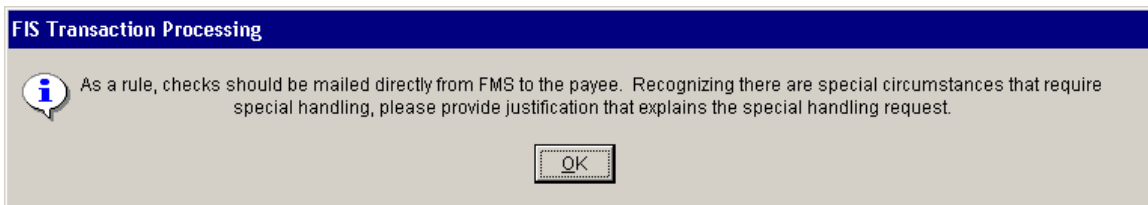
Cover Sheets and Printing

Users of the Disbursement Voucher often wish to or are required to send their supporting documentation or attachments to a central processing office. Whether this central processing office is a campus accounting office, or a special office like Travel Management Services or the Financial Management Services Tax Area, when the document is routed the system will prompt the initiator to print a cover sheet.

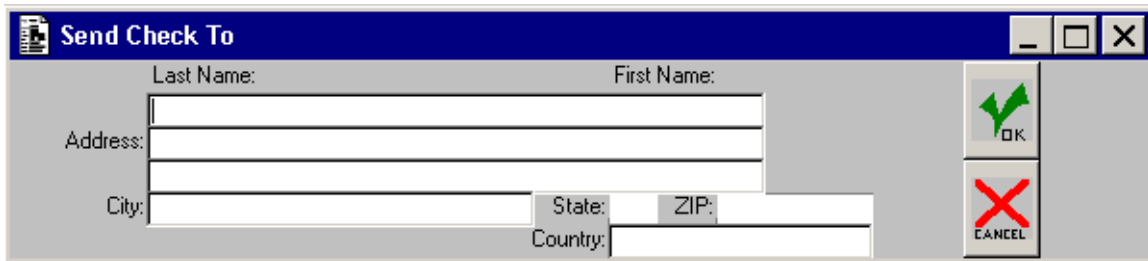
The cover sheet is a single page that lists important information about the Disbursement Voucher (such as the initiator's user ID, the dollar amount, payee, and document number) and also lists the address the documentation/attachments should be sent to. Staple your supporting documentation and/or attachments to the cover sheet and send it via campus mail to the address on the cover sheet. Supporting documentation and attachments should be sent in special Disbursement Voucher envelopes, available from:
http://www.fms.indiana.edu/payroll/form_request.asp

Special Handling

As a general rule, checks are mailed directly to the payee. However there may be instances when a check will require special handling, such as a check that needs to be returned to the document initiator so it can be express mailed or even picked up by the payee. If a check requires special handling, check the "special handling" box on the disbursement voucher. You will receive a message asking you for justification.



After you click "OK" on the message you will be taken to the notes screen where you must add a note explaining why the check requires special handling. After adding your note click "OK" and a "Send Check To" window will appear.

A screenshot of a "Send Check To" form window. The form contains several input fields: "Last Name:", "First Name:", "Address:" (with two stacked text boxes), "City:", "State:", "ZIP:", and "Country:". On the right side of the form, there are two buttons: a green checkmark button labeled "OK" and a red X button labeled "CANCEL".

Enter the address that the check should be sent to in this box and click "OK."

Routing

Like all FIS documents, the Disbursement Voucher must route through a series of approvals before the disbursement is actually made. Due to its unique nature, the Disbursement Voucher has some special routing issues which are explained below.

Normal Routing

The Disbursement Voucher will first route to the Fiscal Officer for each account in the Accounting section of the document. If the Fiscal Officer has established a delegate for the “All” category of financial documents or specifically for the Disbursement Voucher, the document will instead route to the delegate.

After it has been approved by all required Fiscal Officers or delegates, the document will route to anyone in the organizations associated with the accounts who has been set up to approve Disbursement Vouchers. This routing is established using the “Review Hierarchy” document in FIS and varies from organization to organization.

Once the document has been approved by all organizational approvers, it will go through any special routing. Special routing is when a particular department needs to approve the Disbursement Voucher due to the nature of the transaction. Examples of special routing include Disbursement Vouchers that use a contract and grant account and must be approved by the appropriate account administrator in Contract and Grant Administration. Payments made to non-resident aliens must be approved by the FMS Tax Area.

After the special routing approvals have been made or if no special routing was required, the document will route to a central processing area for final review and approval. If the payment is travel related (Pre-paid Travel or Non-Employee Travel) it will route to Travel Management Services for final approval. Otherwise the payment will route to a central processing office based on the document initiator’s campus. So if the initiator is on the Indianapolis campus, the disbursement voucher will route to the IUPUI central processing office.

PDP and How Checks Get Issued

After a document is approved by the central processing office, the information must be extracted into the Pre-Disbursement Processor (PDP) in order for the check to be printed.

A Disbursement Voucher that is in “A” (approved) status will be extracted to PDP during a nightly batch cycle. This extraction moves all the necessary information from FIS to PDP so that the check may be created. Once the data has been extracted, the status of the Disbursement Voucher in FIS will become “E” (extracted).

Once a Disbursement Voucher has been extracted into PDP, it may take up to 2 business days before the check is mailed.

After the check is created, the central processing area will pair it with any associated attachments (such as registration or order forms) and mail it directly to the payee.

As a general rule all checks are mailed directly to the payee, but if you need a check mailed to a different address or perhaps returned to you directly, you can accomplish this by selecting “Special Handling” on the Disbursement Voucher (see “Special Handling” pg. 15).

Payment Methods

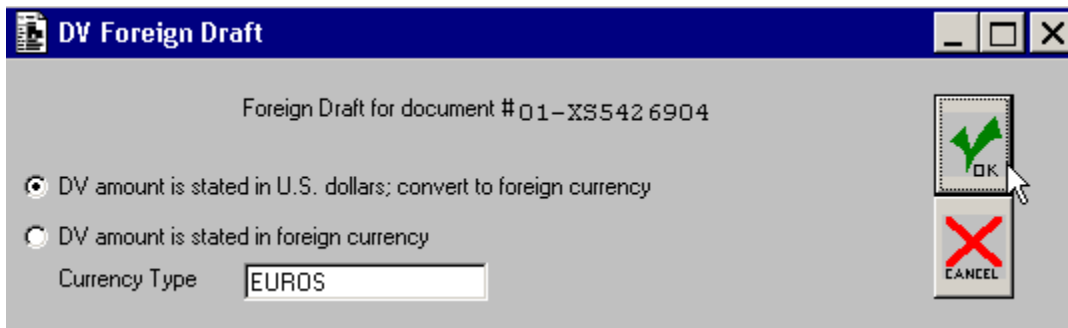
There are currently four different ways in which a payment can be made via a Disbursement Voucher.

Check

Checks are mailed directly to the payee unless special handling has been requested (see “Special Handling” pg. 15). Checks addressed to campus addresses will be sent via campus mail. Other checks will be posted through U.S. mail. There is no special charge for a payment issued by check.

Foreign Draft

Selecting Foreign Draft allows you to specify what currency the Disbursement Voucher is stated in or what currency you would like the amount converted to. For example, you could indicate that the DV is stated in Euros or you could indicate that the DV is stated in U.S. Dollars and must be converted to Euros. The conversion is handled by FMS Accounts Payable.



DV Foreign Draft

Foreign Draft for document # 01-33542 6904

DV amount is stated in U.S. dollars; convert to foreign currency

DV amount is stated in foreign currency

Currency Type

OK

CANCEL

Wire Transfers

A Wire Transfer allows you to wire money to a U.S. or Foreign bank account. A fee is charged to the initiating department for a Wire Transfer. The amount of the fee will be displayed when this payment method is selected. No pay advice or other paperwork is sent to the payee when payment is made by Wire Transfer. Wire Transfers are handled by IU's Office of the Treasurer.

After selecting the Payment Method of Wire Transfer you will be prompted to enter the payee's banking information and indicate the currency to be used.

Wire Transfer

Wire Transfer for document #01-XS542 6904

You have selected the payment method of wire transfer. Please be aware that there will be a wire transfer fee charged to the department: \$11.00 for domestic wires and \$20.00 for foreign wires.

Recurring Profile No.

Bank Name

Bank ABA Routing Number *Required if US Bank

Bank City

Bank State

Bank Country

Bank Account Number

Bank Acct in the Name of

Additional Wire Information

Addenda

Wire to U.S. Bank U.S. Dollars
 Wire to Foreign Bank DV amount is stated in U.S. dollars; convert to foreign currency
 DV amount is stated in foreign currency
 Currency Type

OK

CANCEL

If you are doing a Wire Transfer please put the code “DAN” in the Org Doc # field. This helps the Treasurer’s office properly identify the transaction as a debit against one of IU’s bank accounts.

ACH/Direct Deposit

If you need to deposit money into a U.S. bank account you can use the ACH/DD Payment Method. No fee is charged to the initiating department for using this payment method. No pay advice or other paperwork is sent to the payee when payment is made by ACH/Direct Deposit. ACH/Direct Deposits are handled by IU’s Office of the Treasurer.

After selecting the payment method of ACH/DD you will be prompted to enter the payee’s banking information.

ACH/Direct Deposit

ACH/DD for document #01-XS542 6904

You have selected the payment method of ACH/Direct Deposit. ACH transfers may only be made within the US, and no fee will be charged to the department.

Recurring Profile No.

Bank Name

Bank ABA Routing Number

Bank City

Bank State

Bank Country

Bank Account Number Checking Savings

Bank Acct in the Name of

Addenda

OK

CANCEL

If you are doing a ACH/Direct Deposit please put the code “DAN” in the Org Doc # field. This helps the Treasurer’s office properly identify the transaction as a debit against one of IU’s bank accounts.

Example: Reimbursing Employees

In this example we will reimburse an IU employee for business-related expenses incurred out of pocket.

Situation

Jeff Bardzell, an IU employee, purchased supplies while teaching abroad. The supplies purchased totaled \$100.00. He is submitting a request for reimbursement for these supplies because they were for IU business.

What You Need

In order to reimburse Jeff we’ll need the original receipt for the supplies he purchased.

Warning

Indiana University is a sales tax exempt organization. IU cannot reimburse sales tax on any reimbursement. To obtain IU’s tax exempt number please contact Purchasing at (812) 855-3720.

Using the Interface

The steps below walk through the process of completing the Disbursement Voucher in FIS.

Document Header

Most of the information in the document header is generated for us.

Disbursement Voucher		Departmental Information	
Document #: 01-ZN0083004	Created: 11/04/2003	Status: ?	Org Doc #: <input type="text"/>
Initiator: D&DORSEY	Description: Reimburse Jeff Bardzell		

1. For a payment of this type the Org Doc# field is optional and can be used for any identifying code we wish or left blank. For this example we’ve decided not to leave it blank. *For more information on the Org. Doc # see Appendix I (pg. 57).*
2. Enter a brief description describing what this document will do. This field is only 40 characters long, so it needs to be brief. In this case we’ve entered “Reimburse Jeff Bardzell for Supplies”

Payee Information

Next we must select a Payment Reason and identify the payee by finding his Payee ID number.

The screenshot shows a software interface with a dropdown menu for "Payment Reason". The menu is open, displaying a list of options. The option "Reimbursement for Out of Pocket Expense" is highlighted in blue. A mouse cursor is pointing at this option. The background shows fields for "Payee ID", "Address", "City", "Dollar Amount", and "Accounting".

1. Select the Payment Reason which identifies why this disbursement voucher is being created. In this case we will choose "Reimbursement for Out of Pocket Expense." To see information about the payment reason we've selected we could click the "?" button to the right of the field.

The screenshot shows the same software interface as the previous one, but now the "Payment Reason" dropdown menu is closed and displays "Reimbursement for Out of Pocket Expense". The "?" button is visible to the right of the dropdown. The background shows fields for "Payee ID", "Address", "City", "State", "ZIP", and "Country".

2. Search for the Payee ID number by clicking on the down arrow button on the Payee ID field. We don't know the Payee ID number for Jeff Bardzell, so we need to search for it.

Payee Search

Search Criteria

Vendor/Payee/Univ ID:

SSN/FEIN:

Name: BARDZELL,*

City:

Search: Vendor Payee Employee

Status: Active Only Show All

Search Results

ID Number	Name	Address	City	St	Type
1000019336	BARDZELL,JEFFREY S	BL-INFO	BLOOMINGTON	IN	E
1000186549	BARDZELL,SHAOWEN LU	BL-HPER	BLOOMINGTON	IN	E

Buttons: OK, More..., Add..., Cancel

3. Enter the payee's last name and create a wildcard character (press "F2" then the "*[8]" key). The wildcard will replace zero to any number of characters in the search and ensures that we will find the payee. We could also search by Social Security Number or Federal ID Number if we had that information.
4. Click the Search button to display the matching results.
5. Select the correct payee by double clicking on the ID Number to the left of the payee's name or click once and click the "OK" button at the bottom of the window.

Payment Reason: Reimbursement for Out of Pocket Expense

Payee ID: 1000019336 Payee: BARDZELL,JEFFREY S

Address: POPLARS 522

City: BLOOMINGTON CAMPUS State: ZIP: Country:

NR Paid Rvling
Alien Out Fund
Pymt? Pyl? Payee?

6. Tab out of the payee ID field to bring in the payee information. You can update the address fields if you wish. The check boxes on the right will only fill in if the payee is a Non-Resident Alien, an Employee Paid Outside of Payroll, or a Revolving Fund Payee. This information is established when a new payee is created (see pg. 40).

Payment Handling and Accounting Section

Here we'll specify how much the payment will be for, what accounts will pay for it, and how the payment will be made. We'll also specify any special handling instructions and indicate what we're going to do with our original receipt.

Dollar Amount:	Payment Method:	Due Date:	Attachment:	Documentation Location:
100.00	Check	06/25/2003	<input type="checkbox"/>	FMS - Bloomington
Accounting		COA	Account	Object
		Exception Attached:	Amount	

1. Enter the dollar amount of 100.
2. Choose the Payment method of Check.
3. Skip the Due Date field.
4. Skip the series of check boxes—we have no attachments, this check does not require special handling, and we do not need to request an exception to policy.
5. Select “FMS—Bloomington” for Documentation Location. We will send the receipt to Financial Management Services on the Bloomington campus so they can scan it and attach it electronically to this document.

Accounting		COA	Account	Object	Exception Attached:	Amount
1	UA	1912610	4080	<input type="checkbox"/>	100.00	
<input type="checkbox"/>	GENFND	FMOP	FMS ADMINISTRATION	TEACH SUPPLS	N	
<input type="button" value="Insert Line"/> <input type="button" value="Delete Line"/>					Total:	100.00

6. In the Accounting section enter the account number that the disbursement should come from. In this example we’re using 1912610. If you needed to enter multiple account numbers use the “Insert Line” button.
7. Enter an appropriate object code to describe the disbursement. In this example we’ve chosen object code 4080—teaching supplies. If you are unsure of the object code, click the down arrow next to the field to search or see the list of commonly used object codes in the Appendix III (pg. 90).
8. Enter the amount of this disbursement that should come from this account and object code. In this example all \$100 is coming from account 1912610, object code 4080, so we enter 100.

Contact Information and Check Stub

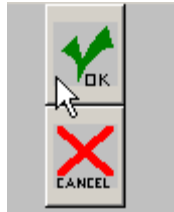
Now we need to add information to let the payee know who to contact with questions and what this payment is specifically for.

Contact Name	Phone Number	E-mail address	Campus
DORSEY, DAMON R	(812) 855-7460	dadorsey@indiana.edu	BL
Check Stub Txt:	REIMBURSEMENT FOR TEACHING SUPPLIES PURCHASED ON 10/01/2003 FROM "PARIS ART SUPPLIES."		

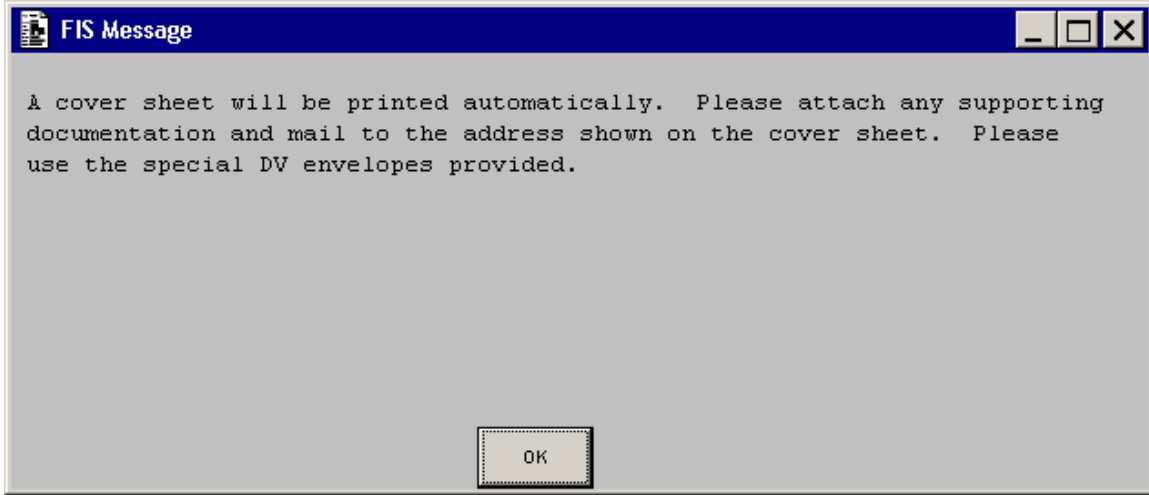
1. The Contact Name will default to your name, but it can be changed if someone else should be contacted with questions.
2. Enter the phone number, starting with the area code and without entering any spaces or punctuation. When you tab out of the field FIS will format the number.
3. Enter a complete e-mail address.
4. In the Check Stub area try to include information about the payment that will identify it for the payee. Dates and other specific information can help a payee figure out exactly what it is they are being paid for and reduce inquiries after the fact.

Routing the Document

Now we are ready to route the document for approval and print the cover sheet we will send to FMS along with our receipt.



1. Click the "OK" button to route the document.



2. A message will be displayed indicating that your cover sheet will be printed. Click "OK" and then "Print."

DADORSEY		BARDZELL, JEFFREY S	
Check Total:	100.00		
		01-ZN0083004	
		Reimbursement for Out of Pocket Expense	
DISBURSEMENT VOUCHER COVER SHEET			
PLEASE ATTACH SUPPORTING DOCUMENTATION AND/OR THE ATTACHMENT(S) ASSOCIATED WITH THIS DOCUMENT NUMBER			
Financial Management Support Poplars 526 BLOOMINGTON CAMPUS			

3. Staple the receipt to the cover sheet and put the cover sheet in a Disbursement Voucher envelope (DV envelopes can be ordered online here: https://www.fms.indiana.edu/payroll/form_request.asp). The address on the coversheet should show the through the window on the envelope.
4. Send the cover sheet through campus mail.

The cover sheet and supporting documentation will arrive in FMS. The electronic Disbursement Voucher will route and, if everyone in the approval chain approves it, it will arrive in FMS. There the document will be reviewed and approved, the receipt scanned and attached to the document, and a check printed and mailed to the Payee.

Chapter 2: DVs for Travel

Two kinds of travel-related Disbursement Vouchers may be processed: pre-payments for conference registrations and reimbursements for non-employees. Conference registrations may be pre-paid for anyone (IU employee or non-employee) and reimbursements for out-of-pocket travel expenses can be made to non-employees who travel for Indiana University business.

Employee Travel

Faculty, staff, and students of IU are not reimbursed for any out-of-pocket travel expenses via a Disbursement Voucher. Travel Management Services maintains a separate system to reimburse these travelers. Separate reimbursement forms exist for out-of-state and in-state travel. Employees must fill out and submit the appropriate form to be reimbursed. For more information on employee reimbursements, visit Travel Management Service's website: <http://www.indiana.edu/~travel/>

Travel Backscreens

All travel-related payments require users to fill out one of two backscreens, represented by the buttons shown below.



Non-Employee Travel Backscreen: Used only with the “Travel Payment for a Non-Employee” and “Travel Payment for a Non-Employee with Honorarium” payment reasons, this backscreen collects information about the traveler and the nature of their reimbursement. Per diem, vehicle mileage, and other out-of-pocket expenses are entered here to generate a total reimbursement amount.

Prepaid Travel Backscreen: Used only with the “Travel Payment for Prepaid Travel” payment reason, this backscreen collects information about the traveler and the nature and cost of a given prepaid travel trip.

Collecting Travel Documentation from Non-Employees

If you are reimbursing a non-employee for travel expenses it is very important that you collect all the original receipts for which they are requesting reimbursement. **Payment cannot be made without the receipts and a signature from the non-employee.** The signature of the payee can be on the Disbursement Voucher cover sheet, the Pay Certification form (see pg. 91), or another piece of supporting documentation. Travel cannot accept the signature on a W-9 tax form as the signature for this purpose.

Prepaid Travel

In this example we will pay a registration fee for an IU employee who will be attending an out-of-state conference.

Situation

Phyllis Taylor, an IU employee, will be attending an Education Conference in Chicago, Illinois next month. The conference registration fee is \$225.00 and there is a registration form that must be completed and sent with the payment.

What You Need

In order to pay the conference registration we'll need the following:

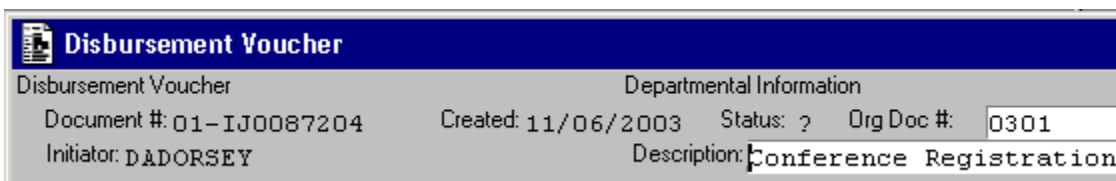
- An Out-of-State Travel Authorization form for Phyllis that is specific to this trip. We can get this form here: <http://www.indiana.edu/~travel/reimb.html>
This form will need to be completed and submitted along with our registration form as supporting documentation. We'll need an identifying number (the travel authorization number) from the form before we can complete our Disbursement Voucher.
- The completed Education Conference registration form that needs to be sent along with the payment.

Using the Interface

The steps below walk through the process of completing the Disbursement Voucher in FIS.

Document Header

Most of the information in the document header is generated for us.



Disbursement Voucher	
Disbursement Voucher	Departmental Information
Document #: 01-IJ0087204	Created: 11/06/2003 Status: ? Org Doc #: 0301
Initiator: DADORSEY	Description: Conference Registration

1. Though usually an optional field, when processing a prepaid travel Disbursement Voucher you'll need to enter the travel authorization number in the Org Doc # field. In our example this number will be 0301, coming from Phyllis' Out-of-State Travel

Authorization form. *For more information on the Org. Doc # see the Appendix (see pg. 57).*

- For our description we enter “Conference Registration, Phyllis Taylor”

Payee Information

Next we must select a Payment Reason and identify the payee by finding the corresponding Payee ID number.

- The correct payment reason for this disbursement is “Travel Payment for Prepaid Travel.”
- We’ve searched for the Payee ID using the Payee Search Screen. *For more information on searching for Payees, see pg. 40.*

Payment Handling and Accounting Section

Here we’ll specify how much the payment will be for, what accounts will pay for it, and how the payment will be made. We’ll also specify that we have an attachment that needs to be sent to the payee along with the check.

- The dollar amount of \$225 is entered and the Payment Method of “Check” is selected.
- Skip the Due Date field.
- Click the attachment box. This will indicate to Travel Management Services that we have something that needs to accompany the check (in our case, a registration form).
- Select “Travel Management” for Documentation Location. Whenever you select a Payment Reason with the word “Travel” in its title you must select Travel Management as your Documentation Location.

Accounting	COA	Account	Object	Exception Attached	Amount
1	UA	1912610	6100	<input type="checkbox"/>	225.00
	GENFND	FPOP	FMS ADMINISTRATION		OTST TRVL N
Total:					225.00

5. In the Accounting section enter the account number that the disbursement should come from. In this example we're using 1912610.
6. Enter object code 6100, Out of State Travel. If the conference being attended was within the State of Indiana we would use object code 6000. If a non-employee was attending the conference the correct object code would be 4089. ***For more information on object codes see Appendix III on pg. 90.***
7. Enter the amount of this disbursement that should come from this account and object code. In this example all \$225 is coming from account 1912610, object code 6100, so we enter 225.

Prepaid Travel Backscreen

All travel Disbursement Vouchers require that we complete a backscreen that requests additional information about the trip.



Click the Prepaid Travel button to open the Prepaid Travel Expenses backscreen.

1. Enter the location of the conference along with the start and stop dates.
2. Choose “Conference Registration” from the Type drop-down list.
3. Next, enter information about the traveler. Enter the traveler’s Department (Organization) Code, which is simply the abbreviation for the department’s name.
4. Enter the Request/Instate number. In our example this number is coming off the Out of State Travel Authorization form. It is the same number that we entered in the Org Doc # field on the main Disbursement Voucher screen. If this were an in-state conference we would use the number off the In State Travel Reimbursement form instead.

5. Enter the dollar amount, in this case \$225 is the registration fee for attending the Education Conference.
6. Enter the traveler's full name.

Multiple Travelers?

If there were additional people attending this same conference you could pay for all their registration fees simultaneously using this Disbursement Voucher. To do so, just click the insert line button and enter the next traveler's information.

7. Click "Ok" to return to the main Disbursement Voucher screen.

Contact Information and Check Stub

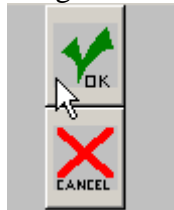
Now that all the above information is accounted for we need to add information to let the payee know who to contact with questions and what this payment is specifically for.

Contact Name	Phone Number	E-mail address	Campus
DORSEY,DAMON R	(812) 855-7460	dadorsey@indiana.edu	BL
Check Stub Txt: CONFERENCE REGISTRATION FOR PHYLLIS TAYLOR CHICAGO EDUCATION CONFERENCE TAKING PLACE FROM 12/01/2003 TO 12/03/2003 PHYLLIS WILL ATTEND LUNCHEON ON 12/02/2003			

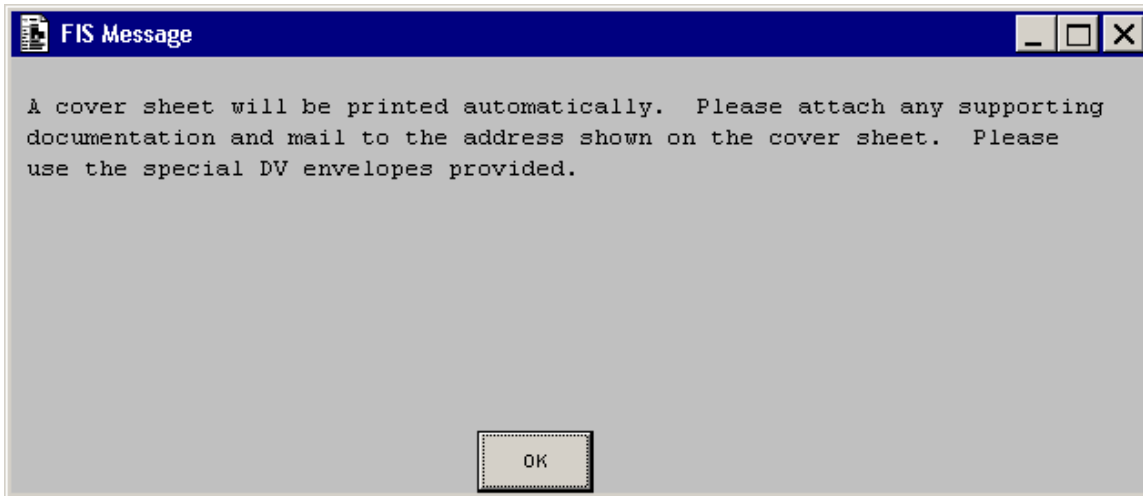
1. Enter the contact phone number and e-mail address.
2. In the Check Stub area try to include information about the payment. In this case we've included the name of the traveler, the name of the conference she'll be attending, the conference dates, and any special information (such as a luncheon she might be attending at the conference or any special dietary needs). Including this information will help simplify matters if the check gets separated from the registration form after the payee receives it.

Routing the Document

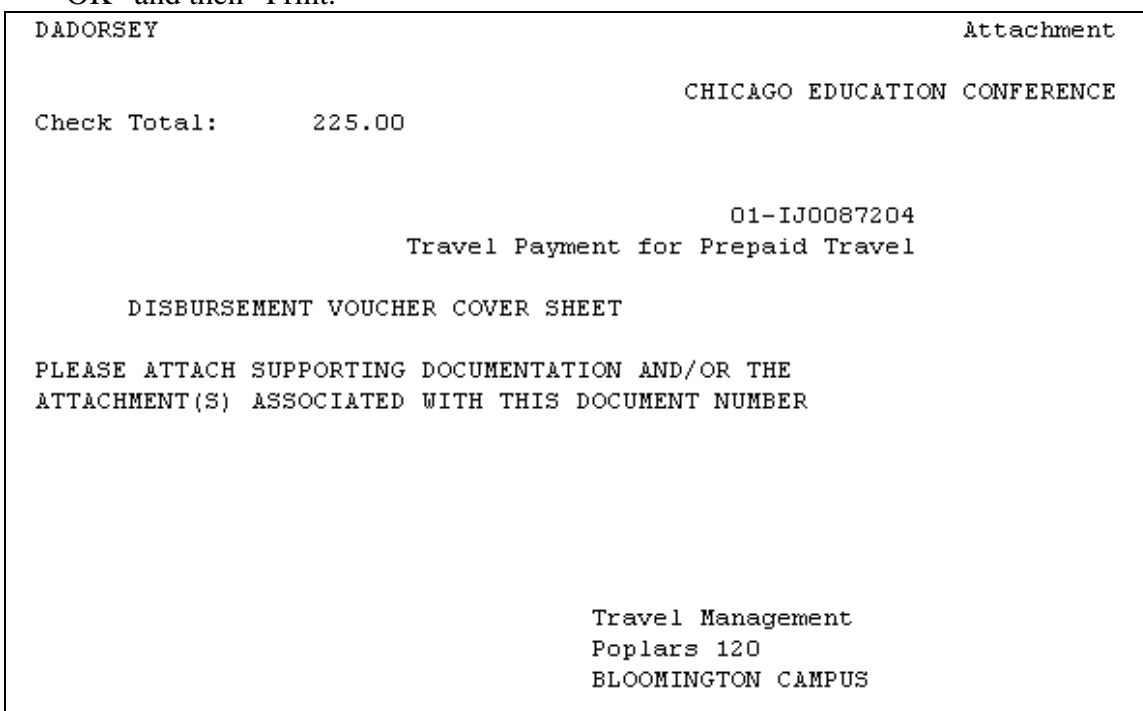
Now we are ready to route the document for approval and print the cover sheet we will send to Travel Management Services along with our receipt.



1. Click the "OK" button to route the document.



2. A message will be displayed indicating that your cover sheet will be printed. Click “OK” and then “Print.”



3. Staple the Conference Registration form AND the Out of State Travel Authorization form to the cover sheet and put the cover sheet in a Disbursement Voucher envelope (DV envelopes can be ordered online: https://www.fms.indiana.edu/payroll/form_request.asp). The address on the coversheet should show through the window on the envelope.
4. Send the cover sheet to Travel Management Services through campus mail.

The electronic Disbursement Voucher will route and, if everyone in the approval chain approves it, it will arrive in Travel Management Services. When Travel receives your cover sheet and supporting documentation they will then review the electronic Disbursement Voucher and process the payment.

Example: Non-Employee Travel

In this example we will pay the out-of-pocket travel expenses for a person who is not employed at IU but who traveled to an IU campus to perform a service.

Situation

John Harrison, a teacher at the Chicago Vocational Institute, traveled to the Bloomington Campus of IU to speak at an IU Technology Conference. We will reimburse Mr. Harrison for his out-of-pocket travel expenses. We will also need to arrange to have his hotel bill paid.

What You Need

In order to pay the conference registration we'll need the following:

- All of Mr. Harrison's original receipts for any travel expenses we will reimburse him for. In this example these receipts are:
 - Airfare receipt for \$250
 - Rental car receipt for \$75
- To correctly calculate Mr. Harrison's Per Diem reimbursement for meals we will need to know the date and time that he left Chicago and the date and time at which he arrived back home.
- Mr. Harrison's signature.

Using the Interface

The steps below walk through the process of completing the Disbursement Voucher in FIS.

Document Header

Disbursement Voucher			
Disbursement Voucher		Departmental Information	
Document #: 01-PN3589104	Created: 02/27/2004	Status: ?	Org Doc #: <input type="text"/>
Initiator: DADORSEY	Description: John Harrison, Conferen		

1. The "Org Doc #" field is optional for this payment.
2. Enter a brief description "John Harrison, Conference Speaker."

Payee Information

Payment Reason: Travel Payment for a Nonemployee		?		
Payee ID: P000161409	Payee: HARRISON,JOHN	NR	Paid	Rvlg
Address: 2254 LAKE SHORE DRIVE		Alien	Out	Fund
City: CHICAGO		Pymt?	Pyrl?	Payee?
State: IL		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZIP: 60673		Country: USA		

3. The correct payment reason for this disbursement is "Travel Payment for a Nonemployee."
4. We've searched for the Payee ID using the Payee Search Screen. **For more information on searching for Payees, see pg. 40.**

Non-Employee Travel Backscreen

Before we can determine the total amount of this disbursement we'll need to calculate all of Mr. Harrison's travel expenses.



Click the Nonemployee Travel button to open the Prepaid Travel Expenses backscreen.

Non-Employee Travel Expenses or Moving Expenses			
Traveller's Name	John Harrison	Place of Performance	BLOOMINGTON CAMPUS
Service Performed	CONFERENCE SPEAKER	Regular Employer	CHICAGO VOCATIONAL INSTIT

1. Enter the traveler's name, place of performance, service performed and regular employer. All of these are required fields. If the non-employee is a student, unemployed, or self-employed, just indicate so in the "Regular Employer" field.

Travel:	City:	St:	Country:	Date:	Time:
From:	CHICAGO	IL	UNITED STATES	02/01/2004	08:00 AM
To:	BLOOMINGTON	IN	UNITED STATES	02/04/2004	08:00 PM
Per Diem Category:	Per Diem Rate:	Per Diem Calc. Amt:	Per Diem Actual Amt:		
Per Diem Change Reason:					

2. To properly calculate per diem (food expenses), fill in the location they traveled from and what time they left. On the second line fill in the destination they traveled to. The date and time on the "To" line should be the date and time that the traveler returned home. The purpose of these fields is to capture the total amount of time the traveler was traveling.

Travel:	City:	St:	Country:	Date:	Time:
From:	CHICAGO	IL	UNITED STATES	02/01/2004	08:00 AM
To:	BLOOMINGTON	IN	UNITED STATES	02/04/2004	08:00 PM
Per Diem Category:	Per Diem Rate:	Per Diem Calc. Amt:	Per Diem Actual Amt:		
Foreign					
US 48					
US-AL & HI					

3. Next, select the proper per diem category. Per diem is based on the location traveled to, so in this example we select "US 48" as the proper category. This will launch a pop-up window that explains how to determine the proper per diem rate. Click the "OK" button to be taken to a web site listing all per diem rates.

- Select the state traveled to and you'll be presented with a grid listing cities within that states and various rates. The per diem column used by IU will be column B the "M&IE Rate" (meals and incidental expenses).

Per diem locality (Cities not listed or located in listed counties have a Standard CONUS rate of \$55 Lodging & \$31 M&IE for FY 2004; for all other years the rate is \$55 Lodging & \$30 M&IE)		Maximum lodging (excludes taxes) (a)	+	M & IE rate (b)	=	Maximum per diem rate (4) (c)	Property Listing Update
Key city (1)	County and/or other defined location (2, 3)						Properties at Per diem
Bloomington	Monroe	63		31		94	Prop. List
Carmel	Hamilton	65		43		108	Prop. List

If the city is not listed consult the top of the grid to find out what the standard M&IE rate for cities not listed is.

Please Note: IU follows Federal Per Diem rates, which are subject to change.

- Once you've determined the proper per diem rate, \$31 in the example above, return to the Disbursement Voucher and enter this amount in the "Per Diem Rate" field.

Travel:	City:	St:	Country:	Date:	Time:
From:	CHICAGO	IL	UNITED STATES	02/01/2004	08:00 AM
To:	BLOOMINGTON	IN	UNITED STATES	02/04/2004	08:00 PM
Per Diem Category:	Per Diem Rate:	Per Diem Calc. Amt:	Per Diem Actual Amt:		
US 48	31.00	124.00	124.00		
Per Diem Change Reason:					

- Tab out of the field and FIS will calculate the total per diem amount the traveler is eligible for. This amount is the maximum that may be paid; if you would like to pay less, change the per diem actual amount and indicate why the per diem has been changed.

Per Diem Category:	Per Diem Rate:	Per Diem Calc. Amt:	Per Diem Actual Amt:
US 48	31.00	124.00	50.00
Per Diem Change Reason:	MOST MEALS WERE PROVIDED.]		

In our example we'll reduce the actual per diem amount to \$50.00 because we provided most of the traveler's meals while they were here. We'll indicate that most meals were provided in the "Per Diem Change Reason" field.

We will skip the mileage section, because Mr. Harrison did not claim any mileage for his trip. When using the mileage section it is important to know that you must enter the total mileage for round trips. Checking the "round trip" checkbox does not automatically double the mileage entered.

Travel Reimbursements:		
Type:	Company:	Amount:
Airfare	U.S. AIRWAYS	250

7. In the “Travel Reimbursements” section we will provide details for the other out-of-pocket expenses Mr. Harrison incurred. He paid \$250 for an airline ticket with U.S. Airways, so we’ll select Airfare as the “Type,” U.S. Airways as the “Company,” and \$250 as the “Amount.”

Travel Reimbursements:		
Type:	Company:	Amount:
Airfare	U.S. AIRWAYS	250.00
Automobile Rental	NATIONAL	75.00
Subtotal:		325.00

8. We also need to reimburse Mr. Harrison for a rental car from National Rental for \$75. Click the insert line button and add this expense.

Charged on IU		
Type:	Company:	Amount:
Prepaid Lodging	COURTYARD	225.00
Subtotal:		225.00

9. The “Charged on IU” section allows us to post any other expenses that won’t be paid directly to Mr. Harrison but will be paid for him. He stayed at the Courtyard and we will pay his hotel bill for him. So select Prepaid Lodging as the “Type,” Courtyard as the “Company,” and \$225 as the “Amount.”

Please Note: This will not get the Courtyard paid, nor will it have any effect on the payment amount that will be made to Mr. Harrison on this Disbursement Voucher. This section is simply a place to list other expenses associated with this trip. This section is not required.

Non-Employee Travel Expenses or Moving Expenses

Traveller's Name: John Harrison Place of Performance: BLOOMINGTON CAMPUS
 Service Performed: CONFERENCE SPEAKER Regular Employer: AGO VOCATIONAL INSTITUTE

Travel: City: St: Country: Date: Time:
 From: CHICAGO IL UNITED STATES 02/01/2004 08:00 AM
 To: BLOOMINGTON IN UNITED STATES 02/04/2004 08:00 PM

Per Diem Category: Per Diem Rate: Per Diem Calc. Amt: Per Diem Actual Amt:
 US 48 31.00 124.00 50.00

Per Diem Change Reason: MOST MEALS WERE PROVIDED.

Personal Vehicle
 From: City: St: To: City: St:
 Round Trip? Auto: miles = calculated amount actual amount

Travel Reimbursements:

Type:	Company:	Amount:
Airfare	U.S. AIRWAYS	250.00
Automobile Rental	NATIONAL	75.00
Subtotal:		325.00

Charged on IU

Type:	Company:	Amount:
Prepaid Lodging	COURTYARD	225.00
Subtotal:		225.00

Grand Total: 375.00

10. We've now completed the Non-Employee Travel backscreen. The grand total owed to Mr. Harrison for his out-of-pocket travel expenses will appear in the lower right-hand corner.

11. Click "Ok" to return to the main Disbursement Voucher screen.

Payment Handling and Accounting Section

Dollar Amount:	Payment Method:	Due Date:	Attachment: <input type="checkbox"/>	Documentation Location:
375.00	Check	02/28/2004	Special Handling: <input type="checkbox"/>	Travel Management
Accounting:	COA:	Account:	Object:	Exception Attached: <input type="checkbox"/>
				Amount:

1. The dollar amount of \$375 is entered and the Payment Method of "Check" is selected.
2. Skip the Due Date field.
3. Select "Travel Management" for Documentation Location. Whenever you select a Payment Reason with the word "Travel" in its title you must select Travel Management as your Documentation Location.

Accounting		W-9 Complete? <input checked="" type="checkbox"/>	
COA	Account	Object	Exception Attached: <input type="checkbox"/>
1	UA 1912610	4089	Amount: 375.00
<input type="checkbox"/>	GENFND FMOP FMS ADMINISTRATION		NON EMPLOYEE N
<input type="button" value="Insert Line"/> <input type="button" value="Delete Line"/>			Total: 375.00

4. In the Accounting section enter the account number that the disbursement should come from. In this example we're using 1912610.
5. Enter object code 4089, Non-Employee Travel. *For more information on object codes see Appendix III on pg. 90.*
6. Enter the amount of this disbursement that should come from this account and object code. In this example all \$375 is coming from account 1912610, object code 4089, so we enter 375.

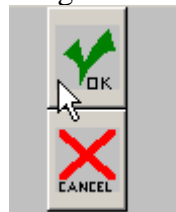
Contact Information and Check Stub

Contact Name	Phone Number	E-mail address	Campus
DORSEY, DAMON R	(812) 855-7460	dadorsey@indiana.edu	BL
Check Stub Txt:	IU BLOOMINGTON TECHNOLOGY CONFERENCE 02/01/04 - 02/04/04 THANKS FOR SPEAKING AT OUR CONFERENCE!!		

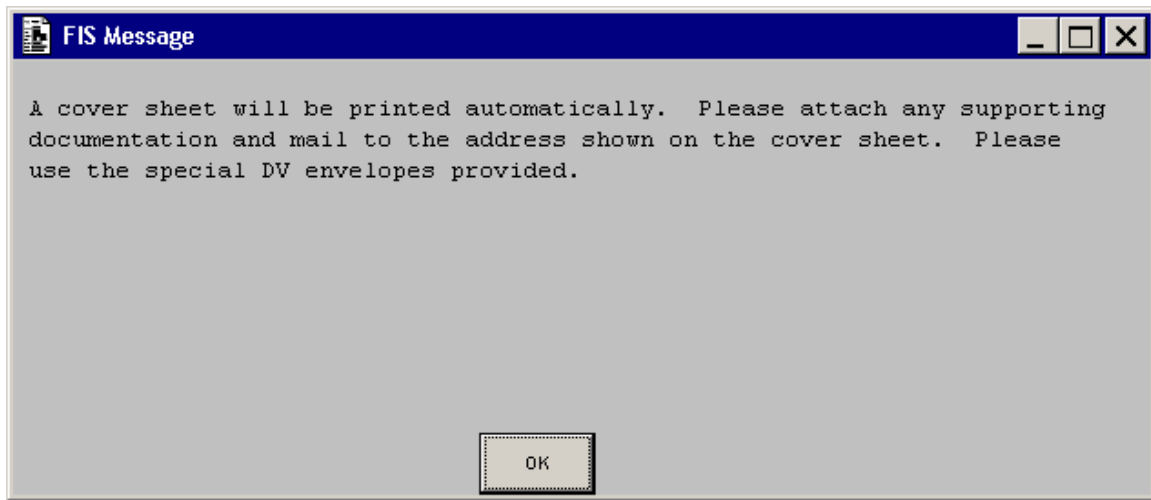
1. Enter the contact phone number and e-mail address.
2. In the Check Stub area try to include information about the payment. In this case we've included the name of the conference, the conference dates, and a note to the payee thanking them for their participation.

Routing the Document

Now we are ready to route the document for approval and print the cover sheet we will send to Travel Management Services along with our receipt.



1. Click the "OK" button to route the document.



2. A message will be displayed indicating that your cover sheet will be printed. Click "OK" and then "Print."

DADORSEY

HARRISON, JOHN

Check Total: 375.00

01-PN3589104

Travel Payment for a Nonemployee

DISBURSEMENT VOUCHER COVER SHEET

PLEASE ATTACH SUPPORTING DOCUMENTATION AND/OR THE ATTACHMENT(S) ASSOCIATED WITH THIS DOCUMENT NUMBER

Travel Management
Poplars 120
BLOOMINGTON CAMPUS

I hereby certify that the information relating to FIS (TP) Document Number PN3589104 requesting payment for expense is just and correct. I certify that all charges and/or reimbursements pertain to Indiana University business, that the amount is legally due after allowing all just credits and that no part of the same has previously been paid or will be paid by another source.

Amount of payment: 375.00

Payee Signature _____ Payee Address _____

Date: _____

Account Manager _____ Payee Phone # _____

Signature _____ Payee Tax ID# _____

3. Staple all of Mr. Harrison's receipts to the cover sheet. We'll also need something with Mr. Harrison's signature on it. **Without the traveler's signature Travel Management Services cannot make a disbursement.** There is a place at the bottom of the cover sheet that can be used for this purpose, or you can use the Payee Certification form (see pg. 91) and send it to Travel Management Services at the address indicated.
4. Send the cover sheet and your original documentation to Travel Management Services through campus mail.

The electronic Disbursement Voucher will route and, if everyone in the approval chain approves it, will arrive in Travel Management Services. When they receive your cover sheet and supporting documentation through campus mail, they will then review the electronic Disbursement Voucher and process the payment.

Paying the Hotel Bill

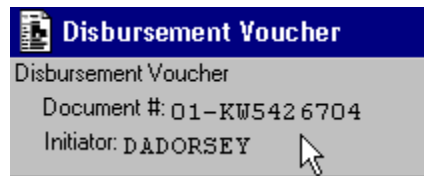
We still need to pay Mr. Harrison's hotel bill. When you receive the bill (though we can't force them to, most hotels will send your department a bill directly if you ask them to), simply write your department code at the top of the bill, along with the account number that you'd like the hotel bill to be paid from, and also note the Disbursement Voucher document number on which the Non-Employee's reimbursement was processed. After you've added this information to the bill, send it to Travel Management Services and they will pay the bill and charge your account directly.

Making Reservations

You can make reservations for a non-employee by contacting one of IU's designated travel agencies. When you call a designated travel agency they will request three pieces of information:

- Disbursement Voucher document number
- Your department code (the abbreviation for your department, such as PSY for Psychology or TRMS for Travel Management Services).
- The 7-digit IU account number you wish to have these travel reservations charged to.

To get the Disbursement Voucher document number you will need to open a new Disbursement Voucher document. The document number is in the upper left-hand corner.



It is recommended that you fill out the following fields on the Disbursement Voucher at this time:

Description: be sure to enter the traveler's name so you can identify this voucher later.
Payment Reason: Travel Payment for a Non-Employee
Documentation Location: Travel Management

Now you can call your designated travel agency and make any reservations necessary. The travel agency, working with Travel Management Services, will bill your account directly for these reservations. For more information and a list of designated travel agencies see Travel Management Service's web site at: <http://www.indiana.edu/~travel/>.

You will use the Disbursement Voucher that you have created to pay for any out-of-pocket expenses the traveler may need to be reimbursed for after his trip.

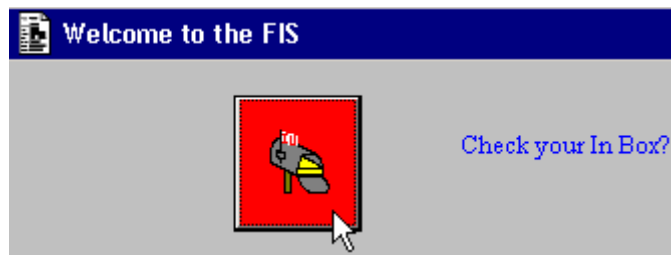
This means you will need to save this Disbursement Voucher you have started and complete it after the non-employee has taken his trip and given you any receipts for which he needs to be reimbursed.

Save the Partially Complete DV

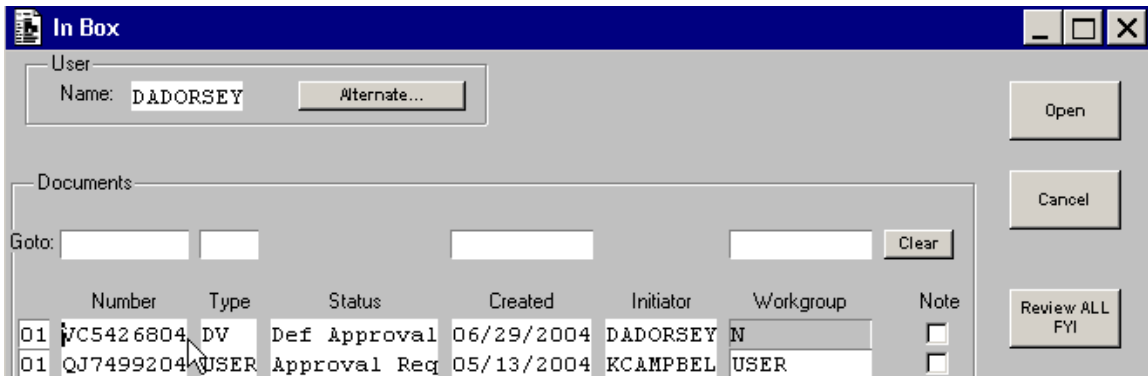
To save the partially complete Disbursement Voucher select “File”→”Save.” The document will be stored in your In-Box where it can be retrieved after the non-employee has completed their trip.

Retrieve the Partially Complete DV

To retrieve the document open your in-box by selecting the “Check Your In-Box?” button from the FIS Welcome screen.



Find the document in your in-box, the type should be “DV,” the status “Deferred Approval,” and the create date should be the date you originally started the document.



Double-click the document number or click once and click the “Open” button to open the Disbursement Voucher.

Complete the DV as explained in the non-employee travel example on pg. 30.

If you’ve made reservations for a non-employee but don’t end up having any out-of-pocket travel expenses to reimburse to the non-employee follow these steps.

1. Retrieve the saved Disbursement Voucher and complete it as explained above. For the dollar amount enter \$0.01 (FIS will not accept a 0 in the amount field).

2. Print a copy of the completed Non-Employee Travel backscreen by choosing “File”→”Print” or by hitting the F12 key.
3. Exit the Non-Employee backscreen and print the rest of the Disbursement Voucher by choosing “File”→”Print” or by hitting the F12 key.
4. Print the cover sheet for the document by choosing “File→Print Cover Sheet.”
5. Save your changes to the completed Disbursement Voucher by choosing “File”→”Save.”
6. Retrieve the saved Disbursement Voucher from your in-box and cancel it by choosing “Workflow”→”Cancel Document.”
7. Send the printed copy of your document, including the Non-Employee Travel backscreen, to Travel Management Services.
8. Travel Management Services will keep this information on file to serve as backup documentation for the expenses paid through the designated travel agency.

Chapter 3: Managing Disbursement Voucher Payees

While IU employees are automatically available to be selected as payees on a Disbursement Voucher, you will likely encounter times when you need to pay a non-employee who has never been paid by IU before. In these instances you will be required to add a new payee. This chapter explains how payees are categorized, how to add new ones, and how to modify existing payees.

Depending on the type of payment being made, new payees are added either in the EPIC (Electronic Procurement and Invoicing Center) system or by use of an FIS Payee Maintenance document. Both methods and the criteria that determine which to use for a specific payee are discussed below.

How do I Search for a Payee on the Disbursement Voucher?

When searching for a payee you must first select a Payment Reason. This information helps FIS determine which tables should be eligible for your search.

When searching you will see that there are three different tables that a search can be conducted on: Vendor, Payee, and Employee.

As noted above, the payment reason selected determines which table or tables will be searched on.

Vendor: Payees added or converted into the EPIC Vendor system.

Payee: Payees that are added using the Payee Maintenance Document in FIS. See pg. 42 for information on which payees can be added in FIS.

Employee: This table only searches for IU employees based on employment records.

When searching by name, remember that all payees are entered in the format: lastname,firstname (with no space following the comma between the names). Use the wildcard character (made by hitting F2+*[8]) to make searching more productive.

What if I Can't Find the Payee?

If you are unable to find a payee on the Payee search screen, click the “Add” button. You will receive one of three results, depending on the payment reason selected:

1. If the payment reason requires an EPIC Vendor, then a pop-up window will appear indicating that you should open Internet Explorer and navigate to <https://onestart.iu.edu/> (see “How Do I Access EPIC?” below).
2. If the payment reason could allow either an EPIC or an FIS payee, a pop-up window will open allowing you to choose. If you select Epic you will be directed to navigate to <https://onestart.iu.edu/>. If you choose FIS a Payee Maintenance document will open.

See below for more information on which system can be used to add payees for different payment reasons.

When Should I Use EPIC?

The EPIC application should be used when adding Disbursement Voucher vendors for any of the following payment reasons:

- Claims, Settlements, or Tax Payments
- Compensation for Services
- Compensation in Respect to Decedent
- Medical, Health Care or Insurance Pmt.
- Moving Reimbursement

- Payment to Research Participant (if \$100 or more)
- Payments for Contractual Agreements
- Prizes or Awards
- Rental Payment
- Revolving Fund Reimbursement
- Royalties
- Subscriptions, Books, FEES, Resale
- Travel Payment for Non Employee
- Travel Payment for Non-Employee w/ Honorarium
- Utilities, Freight or Postage

If a vendor is added in EPIC, then the ID assigned will be in the format 0000000-00. EPIC requires a SSN/FEIN and a W9 (see pg. 46 for more information). If the vendor is set up in EPIC, the vendor will not be available for use in the FIS/TP application until 15 minutes after the Vendor document has been approved.

When Should I Use the FIS Payee Maintenance Document?

Disbursement Voucher payees can be added in the FIS/TP application by using the Payee Maintenance Document only for the following payment reasons:

- Payment to Research Participant (If less than \$100)
- Refund to Individual or Agency
- Revolving Fund Reimbursement
- Reimbursement for Out of Pocket Expense
- Travel Payment for Prepaid Travel

These particular payment reasons, with the exception of "Payment to Research Participant," are not considered reportable for tax purposes. Therefore the payee can be set up in the FIS/TP application and the ID assigned will be in the format P00000000. The system will not require a SSN/FEIN or W9. The exception is "Payment to Research Participant." SSN/FEIN is required for this payment reason and the edit on the DV checks to ensure that this information has been provided.

If a payee is set up in the FIS, then the system-assigned payee ID number is available for immediate use on the Disbursement Voucher.

Payees can be added for most of the above payment reasons using either Vendor or the FIS Payee Maintenance document. If added in Vendor, a SSN/FEIN and W-9 must be supplied.

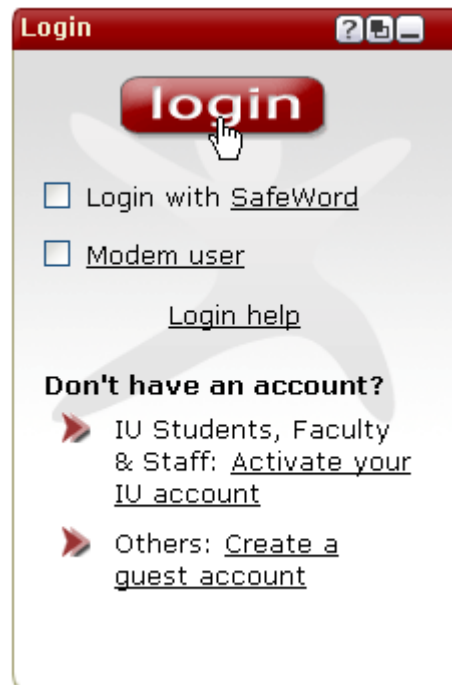
Please note that payees established in FIS will not be loaded into the Vendor database and payees added in FIS will not appear in EPIC Vendor searches.

How Do I Access EPIC?

EPIC is accessed through IU's OneStart portal: <https://onestart.iu.edu/>

The recommended browser for using EPIC is Internet Explorer 6.0 or greater.

Users must login to OneStart to access EPIC. Login consists of your network username and password. Safeword card authentication is not required to access EPIC. If the Safeword box is checked, it may be unchecked. If you leave the Safeword box checked you will still be able to use EPIC but will be forced to authenticate with your Safeword card as well as your username and password.



Once you've logged in, look for the "**University Systems**" tab along the top of your OneStart menus. If you do not see the "**University Systems**" tab click on "**More**" and select it from that list.

On the "**University Systems**" tab click on the **Vendor** link in the **EPIC Channel**.



From the Vendor Maintenance window you can now search for and create new payees.

How do I Add a Payee in Vendor?

1. Under the “Vendor Actions” drop-down select “Add a New Vendor” and click the “Go” button.



2. Enter the following information:

Start >	Address >	Vendor Detail >	Additional >	Review/Submit
Tax Number:		<input type="text" value="111223333"/>		
Tax # type:		<input type="radio"/> FEIN <input checked="" type="radio"/> SSN <input type="radio"/> NONE		
Vendor Type:		<input type="text" value="Disbursement Voucher"/>		
Is this a foreign vendor?		<input type="text" value="No"/>		
<input type="button" value="cancel new vendor"/> <input type="button" value="continue to address"/>				

Tax Number (no dashes or spaces)

Tax # Type: Is it Federal ID # or a Social Security #?

Purpose: Select “Disbursement Voucher”

Is this a Foreign Vendor? Select “Yes” if the payee is a Non-Resident Alien or Foreign Corporation. If the payee is a Non-Resident Alien or a Foreign Corporation then Tax Number is not required. You will need to complete the Foreign Individual/Entity Certification form (see pg. 14) in order to get foreign Vendors established.

When you have entered this information click “Continue.”

3. Enter the following information:

Start	Address	Vendor Detail	Additional	Review/Submit
**Vendor's Legal Name:		<input type="text"/> -or-		
Last, First		<input type="text" value="Vendor"/> , <input type="text" value="Joseph"/>		
Address Type:		<input type="text" value="Remit"/>		
**Address Line 1:		*Postal Code: <input type="text" value="47403"/>		
Address Line 2:		Province: <input type="text"/>		
**City:		**Country: <input type="text" value="UNITED STATES"/>		
*State:		<input type="text" value="INDIANA"/>		
<input type="button" value="cancel new vendor"/> <input type="button" value="previous"/> <input type="button" value="continue"/> <input type="button" value="review/submit"/>				

Vendor's Legal Name: Or first and last name if the vendor is an individual.

Address: Address, City, State, and Postal Code, and Country are required fields for US addresses.

When you have entered the vendor's name and address, click “Continue.”

4. Enter the following information:

Start	Address	Vendor Detail
		Ownership Type: Individual/Sole Proprietor <input type="button" value="v"/>
		Ownership Category: <input type="button" value="v"/>
		Supplier Diversity: <input type="button" value="EDIT"/>
		Backup Withholding Begin Date: <input type="text"/>
		Backup Withholding End Date: <input type="text"/>
		W9 Received: Yes <input type="button" value="v"/>
		W-8BEN Received: <input type="button" value="v"/>
		Payment Terms: <input type="button" value="v"/>

Ownership Type: Select the appropriate choice from the drop-down list.

W-9 Received: Vendor payees cannot be approved without a completed W-9. If the payee is a foreign vendor a W-8BEN will be needed to process a payment but it is not needed to establish the vendor.

No other fields on this page are required.

5. Click the “Review/Submit” button and review the information you have entered.
6. Click “Route for Approval” and you will receive a message indicating your document ID number and telling you where to send the vendor’s completed tax documentation.

Add A Vendor - Route Complete

The new vendor, **Vendor, Joseph**, has been routed for approval.
 The vendor's document ID is: **12104**
 The vendor ID is: **19489-0**

Search for a Vendor

Please print out this page and mail it with your tax documentation to:

DV Vendor Approval Workgroup
Poplars 532
Bloomington Campus

or fax your tax documentation to (812) 856-4452 for vendor approval.
 If faxed please write the Eden document number on the top of the tax document submitted. To follow-up on your vendor approval, please contact Tim Keene (tkeene@indiana.edu) or Alena Davis (ad1@indiana.edu).

What Tax Documentation is Needed to Approve My Vendor?

For a U.S. Vendor:

- **A W-9 is required** to establish a vendor in EPIC unless you are establishing a foreign vendor (non-resident alien or a foreign corporation).

If establishing a Foreign Vendor:

- **The *Foreign Individual/Entity Certification of Address for Vendor Set Up* form is required** (a copy is available on pg. 92). If you have a completed **W8-BEN** you can submit that in lieu of this form.

Please note that for foreign vendors this is the only information required to establish the vendor, but additional information may be required to make a payment.

Your Vendor document will not be approved until the approval workgroup receives the appropriate tax documentation.

After the workgroup has approved your new vendor you should be able to use it on the Disbursement Voucher within 15 minutes.

How do I Search for Existing Vendors in EPIC?

When you navigate to EPIC in OneStart the default screen is the Vendor Search screen. You can conduct a vendor search in EPIC using any of the fields below.

Vendor Maintenance (STG)

Enter at least one of the following search criteria:

Vendor Actions:

Vendor Name:	<input type="text" value="Vendor"/>	Status:	<input type="text" value=""/>
Tax # (FEIN or SSN):	<input type="text" value=""/>	Vendor Type:	<input type="text" value=""/>
Vendor #:	<input type="text" value=""/>	Legacy Payee ID:	<input type="text" value=""/>

Search Results: 2 found.

Vendor Name	Vendor Id	Status	Vendor Type	City	State	Supplier Diversity Type
Vendor,Joseph	40963-0	Active	DV	Bloomington	IN	No

Vendor Name: No wildcard characters are necessary when searching by “Vendor Name.” A search will return any match made in the name field as long as there are at least 2 characters used in the search.

Tax #: Entered with no dashes or spaces.

Vendor #: The number assigned by the EPIC Vendor system in the format 0000000-00.

Status: Either “Active,” ready for current use; “Inactive,” removed and no longer usable; or “Pending,” currently being routed for approval. If you choose a status for a search you must also enter something in the “Vendor Name” field.

Vendor Type: “Disbursement Voucher” or “Purchase Order.” Currently only Disbursement Voucher vendors are added using EPIC.

Legacy Payee ID: If you know the Payee’s ID number from the previous payee maintenance system (ex. P000111111) you can enter it here. This search is only successful if the vendor was converted from the old payee system.

A search will not display more than 50 results. So you may need to use additional criteria to restrict your search to a reasonable number of results.

How do I Modify Existing Vendors?

To modify a vendor, perform a search as described above and then click the vendor’s name to select it.

Summary	Detail	Address	Contact	Notes
Vendor Id:	40963-0			
Vendor Name:	Vendor,Joseph			
Vendor Type:	Disbursement Voucher			
Contact Name:				
Contact Phone:				
Default Address:	Remit 123 First Street Bloomington, IN 47403			
Vendor Phone:				
Vendor URL:				

You will be presented with a summary of the Vendor information. To change information select the appropriate heading, such as “address” to modify the payee’s address or add a second address.

How do I Change the Address of a Current Vendor?

To change an address select the Address heading then click the “Address Type” of the address you wish to modify.

Address Info:						
Address Type	Address	City	State	PO Fax #	Campus Default	Status
Remit	123 First Street	Bloomington	IN		IU	

[add new address](#)

The current address information will appear below. Make your modifications and click Save.

**Address Type:	Remit	
**Address Line 1:	123 <input type="text" value="First Street"/>	Province: <input type="text"/>
Address Line 2:	<input type="text"/>	**Country: <input type="text" value="UNITED STATES"/>
Attention:	<input type="text"/>	URL: <input type="text"/>
**City:	<input type="text" value="Bloomington"/>	
*State:	<input type="text" value="INDIANA"/>	
*Postal Code:	<input type="text" value="47403"/>	

[save](#)

In order to strengthen audit records for DV vendor address changes, effective February 2009, the DV Vendor approval group will require a note to the EPIC Vendor record by the initiator of the address document.

This note should contain a description of:

1. Why the change is being made.
2. The source of the information.

To add a note select the Notes heading. Enter a note in the Note Text field, then click Save.

Summary	Details	Addresses	Contacts	Notes
---------	---------	------------------	----------	--------------

[save](#) [cancel](#)

Notes Info:		
Note Text	Create Date	Note Creator
Letter received from Jane Doe, vendor# 123-0, 2/10/2009. She has moved from 123 Main Street, Indianapolis.		

[save](#) [cancel](#)

Any changes will need to route for approval before they appear in FIS. After you click “Save” you will be given a document ID # identifying your changes.

Address has been routed for approval. The document Id is 21339.

You can search for this document and check on its approval (see below).

How Can I Tell if a Vendor Document has been Approved?

In OneStart you can search for a Vendor document and see if it has been approved.

There are two different ways you can search for Vendor documents:

Select the **HRMS tab** available to staff under the “More” tab. In the “Routing” channel select “Document Search.”

or

Select the **Eden Services tab** (if this does not appear as an option you can send an e-mail to eden@indiana.edu and request access). Then select the “Document Search” channel.

Enter the document ID in “Routing ID” (or you can search by any of the other available criteria) and click “Search.”

Document Type: ?	Document Type quickfinder Document Type Group quickfinder					
Initiator Network Id: ?	<input type="text"/>					
	User quickfinder					
Routing Id: ?	<input type="text" value="146317"/>					
Date Created: ?	from	<input type="text"/>	to	<input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="Clear"/> Detailed Search						
Search Results:						
1 of 1 Document						
Routing ID	Type	Title	Route Status	Initiator	Date Created	Route Log
146317	Add Vendor	BL Stone,Kenneth	ENROUTE	Janet S Thoms	06/22/2004	
1 of 1 Document						

If the document has a Route Status of “Final” then it has been fully approved and the vendor should be ready for use in FIS. If the status is “Enroute” that indicates that the document is still waiting for approval.

Under Search Results you can view the Vendor document by clicking the Routing ID number or view the routing by clicking the “Route Log” icon.

Release Number: 1.5 RC4 Build Date: 06/04/2004 04:28 PM			
Routing ID: 146317		Route Log	
Document Information			
Document Title: ?	BL Stone,Kenneth		
Document Type: ?	Add Vendor	Created: ?	01:28:08 PM 06/22/2004
Initiator: ?	Janet S Thoms	Last Modified: ?	01:28:08 PM 06/22/2004
Route Status: ?	ENROUTE	Last Approved: ?	
Route Level: ?	AdHoc	Finalized: ?	
Document Monitors Add new monitor			
Actions Taken			
Action	Taken By	Time/Date	Annotation
COMPLETED	Janet S Thoms	01:28:08 PM 06/22/2004	Route Document Annotation
IN ACTION LIST	UA.PUR.PURNONPURCHASING		

If the document is in the action list of a workgroup (as seen above) rather than a person, you can click the name of that workgroup to see who its individual members are. Checking the membership of a workgroup will require you to log in with a safeword card.

Can I Receive a Notification that my Vendor has been Approved?

The system can be configured to send you an e-mail when your Vendor documents are final approved. This is a preference that can be set by navigating to your action list in OneStart.

To set this preference follow these steps:

1. Navigate to the Action List

Select the HRMS tab available to staff under the “More” tab. In the “Routing” channel select “Action List.”

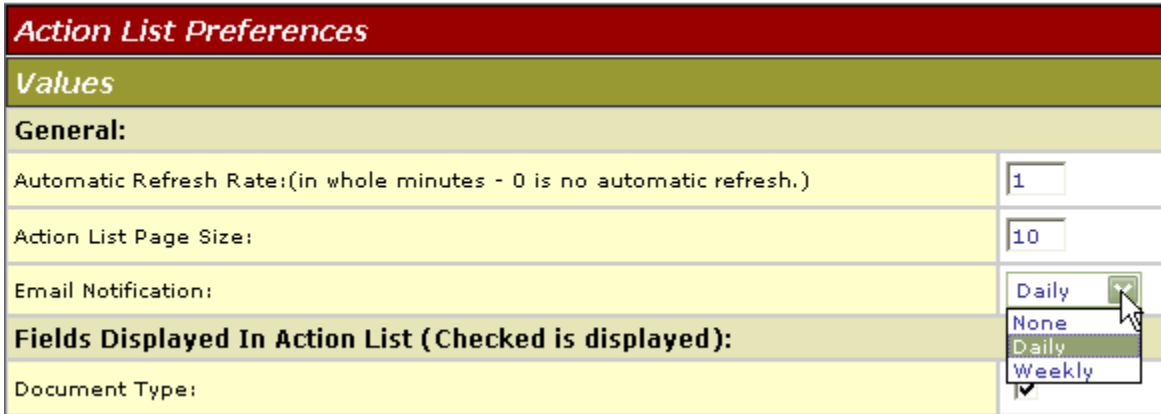
or

Select the Eden Services tab (if this does not appear as an option you can send an e-mail to eden@indiana.edu and request access). Then select the “Action List” channel.

2. Select the Preferences button

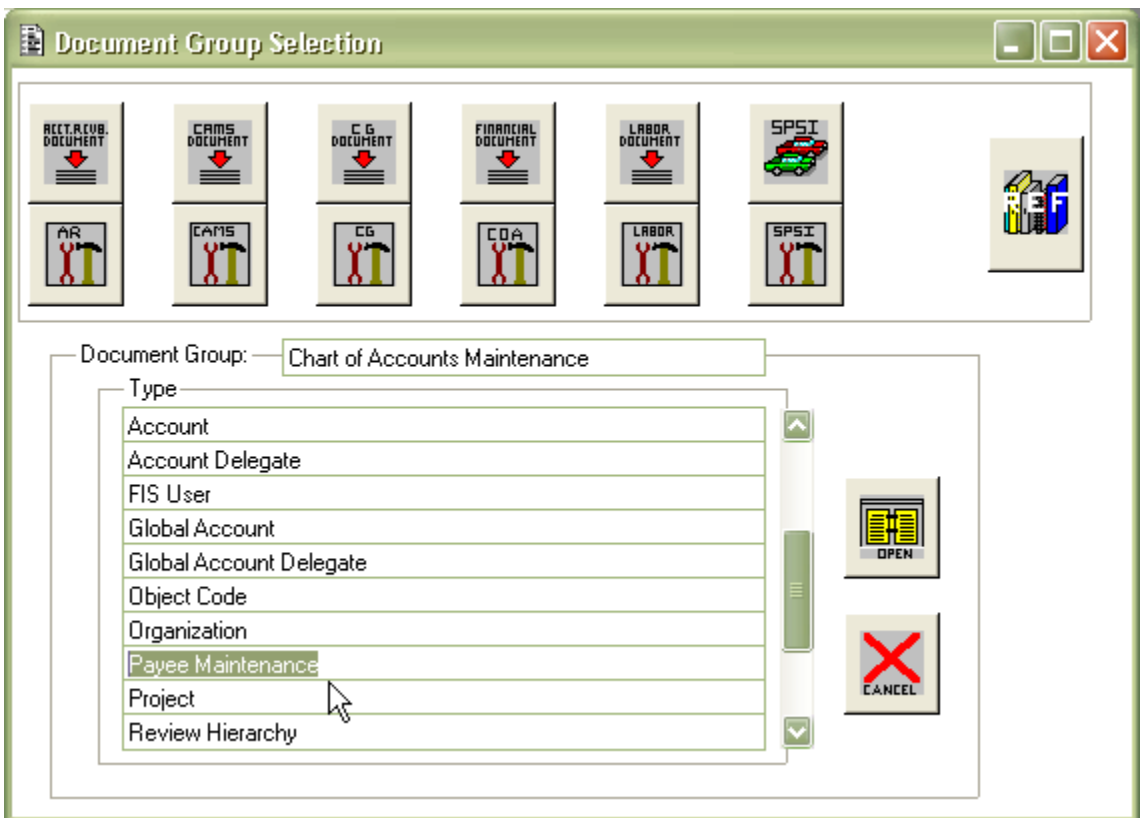


3. Select a frequency for e-mail notifications.



4. Scroll to the bottom of the page and click “Save Preferences.”

Adding a New Payee in FIS



If you have selected a payment reason for which you can add a payee in FIS you will need to complete a Payee Maintenance document. You can access the Payee Maintenance document by clicking the “Add” button on the payee search screen or by going to “Enter TP Documents” from the FIS Welcome screen, selecting the “COA” document group, and double-clicking the “Payee Maintenance” document from the list.

Begin the document by entering a description. It is recommended that you use the same description here that you would use on your Disbursement Voucher.

Click on the “New” Button to the right of the screen and a new payee identification number will be returned to the “Payee ID” field



Select the “Ownership Type” from the list of payee types (e.g. Corporation, Health Care Provider, Individual, Sole Proprietor)

Fill in the tax ID number (either the Social Security Number for an individual or the Federal Employee Identification Number for a business) and click on the SSN or FEIN option. You may not have a SSN or FEIN for all payees you add through the Payee Maintenance document (see pg. 42). If you do not have an SSN or FEIN, leave this field blank.

Fill in the payee name and address lines, and click on the W9 flag (if one has been completed).

The screenshot shows a 'Payee Maintenance' window with the following details:

- Document #:** 01-VS7654105
- Org Doc #:** [Empty]
- Initiator:** D&DORSEY
- Status:** ?
- Created:** 12/16/2004
- Description:** Travel Manager's Conference

The window is divided into three sections: Current, Copy, and New.

- Current:** Payee ID # [Empty], Active? . Ownership Type [Empty]. Employee Paid Outside of Payroll? . Revolving Fund Payee? . Tax ID # [Empty], with radio buttons for SSN and FEIN. Nonres Alien? . Name [Empty]. Payee Address1 [Empty]. Payee Address2 [Empty]. Payee City [Empty]. State [Empty]. ZIP Code [Empty]. Country [Empty]. W-9 Complete .
- Copy:** [Empty]
- New:** Payee ID # P000171330, Active? . Ownership Type Corporation / Nonprofit. Employee Paid Outside of Payroll? . Revolving Fund Payee? . Tax ID # [Empty], with radio buttons for SSN and FEIN. Nonres Alien? Yes No. Last/Co Name EL MANAGER'S CONFERENCE. First Name [Empty]. Name [Empty]. Payee Address1 1205 OAK STREET. Payee Address2 [Empty]. Payee City CHICAGO. State IL. ZIP Code 61761. Country USA. W-9 Complete .

On the right side of the window, there are several icons: a green checkmark (OK), a red X (CANCEL), a document icon (NEW), a notepad icon (NOTES), a tax form icon (TAX IRS INFO), and a folder icon (COPY).

After clicking on the “OK” button to route the document a message will appear asking if you would like to copy the payee’s address information to their “tax address information.” Unless you have been provided with a different tax address for the payee click “Yes.” If you have a second “tax” address for the payee you can click “No” and a window will appear where you can enter the tax address.

The screenshot shows a 'FIS Message Dialog' window with the following text:

Do you want to copy all of payee's address information to their tax address information?

At the bottom of the dialog, there are two buttons: 'Yes' and 'No'.

W-9 Warning: If you do not check the W-9 complete check box you will receive a warning that the W-9 is needed. If establishing a payee for one of the following payment reasons you do not need a W-9:

- Refund to Individual or Agency
- Revolving Fund Reimbursement
- Reimbursement for Out of Pocket Expense
- Travel Payment for Prepaid Travel

If the selected payment reason is “Payment to Research Participant” the W-9 is required. Research participant payees can only be established using the Payee Maintenance document if they are being paid less than \$100.

For more information on payment reasons and the FIS Payee Maintenance document see pg. 42.

After this the document will route. Unlike EPIC documents, the FIS Payee Maintenance document allows you to use the payee you have added immediately. If you were taken to the Payee Maintenance document from inside the Disbursement Voucher payee search screen you will be returned to your DV and the new payee ID number will appear in the payee ID field. If you created the Payee Maintenance document from “Enter TP Documents” you can now open a Disbursement Voucher and search for the payee you added.

Modifying Existing Payee Information

To modify information about a payee, you must access the “Payee Maintenance” document via the “Chart of Accounts Document Selection Group.” This will retrieve a blank “Payee Maintenance” screen.

Payee Maintenance

Document #: 01-007654205 Org Doc #:
 Initiator: DADORSEY Status: ?
 Created: 12/16/2004 Description:

Current	Copy	New
Payee ID # <input type="text"/>	Payee ID # <input type="text"/>	Payee ID # <input type="text"/>
Ownership Type <input type="text"/>	Ownership Type <input type="text"/>	Ownership Type <input type="text"/>
Employee Paid Outside of Payroll? <input type="checkbox"/>	Employee Paid Outside of Payroll? <input type="checkbox"/>	Employee Paid Outside of Payroll? <input type="checkbox"/>
Revolving Fund Payee? <input type="checkbox"/>	Revolving Fund Payee? <input type="checkbox"/>	Revolving Fund Payee? <input type="checkbox"/>
Tax ID # <input type="text"/>	Tax ID # <input type="text"/>	Tax ID # <input type="text"/>
Nonres Alien? <input type="checkbox"/>	Nonres Alien? <input type="checkbox"/>	Nonres Alien? <input type="radio"/> Yes <input type="radio"/> No
Name <input type="text"/>	Name <input type="text"/>	Last/Co Name <input type="text"/>
Payee Address1 <input type="text"/>	Payee Address1 <input type="text"/>	First Name <input type="text"/>
Payee Address2 <input type="text"/>	Payee Address2 <input type="text"/>	Name <input type="text"/>
Payee City <input type="text"/>	Payee City <input type="text"/>	Payee Address1 <input type="text"/>
State <input type="text"/>	State <input type="text"/>	Payee Address2 <input type="text"/>
ZIP Code <input type="text"/>	ZIP Code <input type="text"/>	Payee City <input type="text"/>
Country <input type="text"/>	Country <input type="text"/>	State <input type="text"/>
W-9 Complete <input type="checkbox"/>	W-9 Complete <input type="checkbox"/>	ZIP Code <input type="text"/>
		Country <input type="text"/>
		W-9 Complete <input type="checkbox"/>

Buttons on the right: OK, CANCEL, NEW, NOTES, TAX IRS INFO, COPY

Click on the “Search” button (the button with the image of the magnifying glass) to the right of the screen. This will activate a blank “Payee Search” screen:

Payee Search

Search Criteria

Vendor/Payee/Univ ID

SSN/FEIN

Name TRAVEL

City

Search Vendor Payee Employee

Status Active Only Show All

Buttons: Search, Clear

Search Results

ID Number	Name	Address	City	St	Type
P000052339	TRAVEL INDUSTRY ASSOCIATION OF A	1100 NEW YORK AVENUE, NW	WASHINGTON	DC	P
P000171331	TRAVEL MANAGER'S CONFERENCE	1205 OAK STREET	CHICAGO	IL	P

Search for the payee you wish to modify and when you locate it double-click the ID number or click once and click the “OK” button at the bottom of the Payee Search screen.

The payee’s current information will appear on the left. Click the “Copy” button in the lower right to copy over all current information to the “New” side of the document on the right. Then you can make any changes in the appropriate fields on the right.

Appendix I: Glossary of Fields

The Document Information Zone Fields

Field Name	Title & Description	Other information
Document #	Document Number This is the document number assigned by the FIS when a document is initiated.	System generated. Display only.
Created	Document Create Date This is the date the document was created by the initiator.	System generated. Format is DD/MM/YY. Display only.

Status	Document Status This is the status of the document ? = uninitiated; I = in process; O,P,R = waiting approval; A = approved; C = canceled; E = extracted (i.e. pulled from FIS and sent to PDP).	System Generated. Display only.
Initiator	Document Initiator This is the person who has initiated the document.	System generated. Display only.
Description	Document Description This is an updateable field for describing the purpose of the transaction.	Required. Double-click on the field for field expansion.
Org Doc #	Organizational Reference Number This is a field in which the initiator may assign a departmental reference number to assist in the tracking of the document. Prepaid travel payments require an in-state or out-of-state travel number to be entered in this field. For Wire Transfers or Direct Deposits the code "DAN" should be used in this field.	Optional. Limited to 10 characters.

The Payee Information Zone Fields

Payment Reason:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payee ID:	Payee:	NR	Paid	Rvng
<input type="text"/>	<input type="text"/>	Alien	Out	Fund
Address:	<input type="text"/>	Pymt?	Pymt?	Payee?
City:	State:	ZIP:	Country:	<input type="text"/>

<u>Field Name</u>	<u>Title & Description</u>	<u>Other information</u>
Payment Reason	Payment Reason This field explains the reason for the DV and drives the routing of the document. The box with a question mark to the right of the "Payment Reason" field provides a brief explanation of each payment reason.	Required. Click on the down arrow to access a pick list. For an explanation of each payment reason, you must first choose a payment reason by clicking on the down arrow to the right of the "Payment Reason" field and then click on one of the options. Once that reason has been returned to the "Payment Reason" field, click on the question mark for an explanation of that reason.
Payee ID	Payee Identification Number This is the ID of the payee as assigned by the system. For employees this is the Universal User ID.	System generated when Payee ID is selected. Display only.
Payee	Payee Name This is the last/first name if payee is an individual, and the entire name if a business.	System generated when Payee ID is selected. Display only.
Address 1	Payee Address 1 This is the first address line for the payee.	System generated when Payee ID is selected. Updateable.
Address 2	Payee Address 2 This is a second address line to allow suite or apartment numbers, "Attn to", etc.	System generated when Payee ID is selected. Updateable.
City	Payee City This is the city in which the payee's address is located. Indicate here if this is a campus address, such as "Bloomington Campus"	System generated when Payee ID is selected. Updateable.

State	Payee State This is the two-letter code of the state in which the payee's address is located.	System generated when Payee ID is selected. Updateable field. Required if non-campus US address.
Zip	Payee Zip Code This is the five-digit zip code for the city in which the payee's address is located, with the option of an additional four digits if a post office box.	System generated when Payee ID is selected. Updateable field. Required if non-campus US address.
Country	Payee Country This field denotes the country in which the payee's address is located.	System generated when Payee ID is selected. Updateable. Use "USA" for United States.
NR Alien Payment?	Non-Resident Alien Payment Indicator This is a flag that identifies the alien residency status of the payee.	Flag is returned based on information obtained when payee is established. Not updateable.
Paid Out Pyrl?	Employee Paid Outside of Payroll Indicator This is a flag that identifies if an employee is being paid for services outside the IU payroll system.	Flag is returned based on information obtained when payee is established. Not updateable.
Rvling Fnd Payee?	Revolving Fund Payee Indicator This is a flag that identifies if a payee is a Revolving Fund.	Flag is returned based on information obtained when payee is established. Not updateable.

Payment Handling and Account Section Fields

Dollar Amount:	Payment Method	Due Date:	Attachment: <input type="checkbox"/>	Documentation Location:
Accounting	<input type="text"/>	12/17/2004	Special Handling: <input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	COA	Account	W-9 Complete? <input type="checkbox"/>	Exception Attached: <input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	Object	Amount
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Insert Line"/> <input type="button" value="Delete Line"/>				Total: 0.00

Field Name	Title & Description	Other information
Dollar Amount	Total Dollar Amount This is the total dollar amount for this disbursement.	Required. Numeric field only. Format is \$00.00.
Payment Method	Payment Method This field indicates how the disbursement is to be made. The choices available are: Check, Wire Transfer, Foreign Draft, or ACH/Direct Deposit.	Required. If “Check” is selected no further information is required. If “Wire Transfer,” “Foreign Draft,” or “ACH/DD” are selected a back screen will appear to collect additional information.
Due Date	Due Date This is the earliest date the check should be written. Defaults to the day following the date the document is initiated.	Required. Format is DD/MM/YY. The date can be updated, but field will not accept a date prior to the default date.
Attachment	Attachment Indicator This is a flag that indicates that an attachment will accompany the check.	Optional.
Special Handling	Special Handling Indicator This is a flag indicating that the check needs to be sent to someone other than the payee. Clicking on the box accesses the “Send Check To” window (also accessed by clicking on the “Special Handling” button).	Optional. You will be prompted to add a note to the document explaining why special handling is required.

W9 Complete?	W9 Complete Indicator This flag indicates that a W9 form has been completed and received by the initiator. NOTE: IU employees do not need to complete a W9 form.	Optional but should be flagged if the department has the W9 form signed by the payee. If the payee has already completed a W-9 this field will be flagged automatically.
Exception Attached	Exception Attached This flag indicates than an exception to IU policy is being requested on this disbursement. Normally this would be used to request an exception to the policy that IU does not make disbursements without support documentation.	Optional. You will be prompted to add a note to the document explaining your exception request.
Documentation Location	Documentation Location This is the location to which any supporting documentation should be sent along with a copy of the DV document.	Required. Click on the down arrow to access a pick list.
Line Number	Line Number To the left of each accounting line a number will appear identifying that line.	Optional. An accounting line number (1, 2, 3, etc.) will appear in the box after clicking on the “Insert Line” button. (For more information on adding and deleting accounting lines, see “Insert/ Delete Line” buttons).
Sub-Accounting Box (unnamed)	Sub-Accounting Box This is a box that is flagged with a check mark whenever sub-accounting is performed (via the “Sub-Accounting” button).	System generated when sub-accounting is performed (via the “Sub-Accounting” button).
Chart	Financial Chart of Account Code This is the Chart of Account code associated with the account number to which the department wishes to charge the expense(s).	Required. The chart of account code is system generated when the account number is entered.
Account	Account Number This is the account number the department wishes to use to charge the expense(s).	Required. Click on the down arrow for a lookup screen.
Object	Financial Object Code This code assists in the identification of the type of expense incurred. It is also known as the expense class.	Required. Click on the down arrow for a lookup screen.









Amount	Accounting Line Amount This is the amount of the expenses or portion of the expense to be charged to the associated account.	Required. Numeric field only. Format is \$00.00.
Total	Total Amount This is the total amount of all the individual accounting lines.	System generated. Display only.



Contact Information and Check Stub Fields

Contact Name	Phone Number	E-mail address	Campus
DORSEY,DAMON R			BL
Check Stub Text:			

Field Name	Title & Description	Other information
Contact Name	Contact Person Name This is the name of the contact person to be printed on the check stub for inquiries. Defaults to document initiator's name but can be changed if another individual has more specialized knowledge or information about the particular disbursement.	Required. System generated but can be updated.
Phone Number	Contact Phone Number This is the phone number of the contact person to be printed on check stub for inquiries.	Required. Enter as area code and number with no spaces or dashes: 0000000000. Will be formatted as (000) 000-0000.
E-mail Address	Contact E-mail Address This is the email address of the contact person to be printed on check stub for inquiries.	Optional. Email address should be written in full (e.g. smithj@indiana.edu).
Check Stub	Check Stub Text This is text written by the initiator explaining the disbursement to the payee.	Optional. Defaults from the "Description" field, but is updateable.

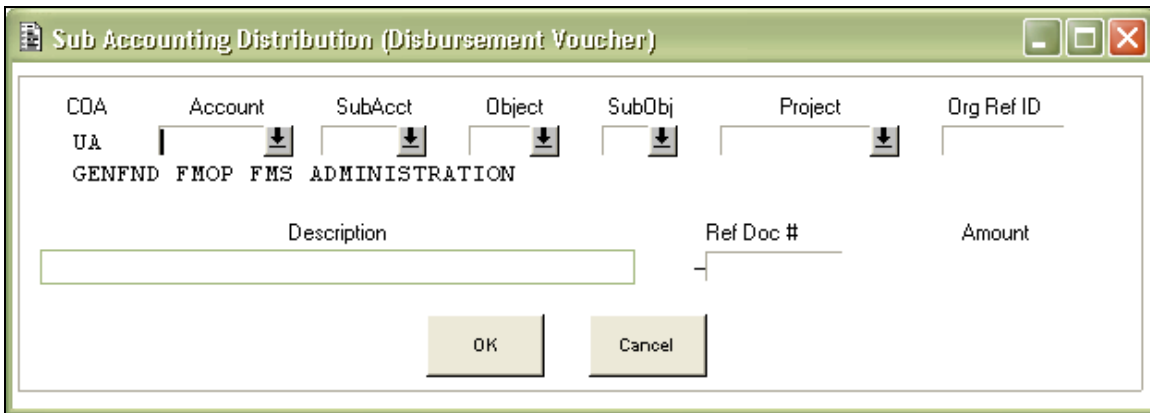
Action Buttons

<u>Field Name</u>	<u>Title & Description</u>	<u>Other information</u>
	<p>OK Button This button will prompt final edit checks and cause the document to route for approval.</p>	
	<p>Cancel Button This button will cancel a document that has not yet been routed.</p>	Upon canceling you will be given the chance to save your changes. If the changes are not saved this document will be lost.
	<p>Image Button This button indicates that the disbursement voucher's supporting documentation has been scanned and attached to this document.</p>	This button only appears if documentation is scanned and attached. Only individuals in the routing for a given DV can view the supporting documentation for that DV.
	<p>Route Button This button displays the route log for a document, indicating who the document has routed to and what, if any, action they have taken.</p>	If the document has not yet been routed, the Route log will be empty.
	<p>Notes Button Allows any FIS user to attach a permanent note to this document.</p>	
	<p>Sub-Account Button Allows the document initiator to specify additional accounting fields such as sub-account, sub-object code, or project code.</p>	See pg. 65 for an explanation of the Sub-Accounting distribution window.
	<p>Non-Employee Travel Button This button will open the non-employee travel reimbursement detail screen.</p>	This button is only used if the payment reason for the DV is "Travel Payment for a Nonemployee."
	<p>Special Handling Button If you have selected Special Handling for this DV you can view the actual remit to address by clicking this button.</p>	

	<p>Prepaid Travel Button This button will open the prepaid travel detail screen.</p>	<p>This button is only used if the payment reason for the DV is “Travel Payment for Prepaid Travel.”</p>
	<p>Payment Method Detail Button If paying by Wire Transfer, Foreign Draft, or ACH/DD this button will open the appropriate back screen containing the payment method details (such as banking and currency information).</p>	<p>This button has no function if the payment method selected is “Check.”</p>

Sub Accounting Fields

To access the Sub Accounting Distribution screen place your cursor on an accounting line and click the Sub-Account button.

The screenshot shows a dialog box titled "Sub Accounting Distribution (Disbursement Voucher)". It contains several input fields and buttons:

- COA: UA
- Account: GENFND FMOP FMS ADMINISTRATION
- SubAcct: [dropdown arrow]
- Object: [dropdown arrow]
- SubObj: [dropdown arrow]
- Project: [dropdown arrow]
- Org Ref ID: [input field]
- Description: [input field]
- Ref Doc #: [input field]
- Amount: [input field]
- Buttons: OK, Cancel

Field Name	Title & Description	Other information
Chart	Financial Chart of Account Code This is the Chart of Account code associated with the account number to which the department wishes to charge the expense(s).	System generated from “Chart” field of main DV screen. Display only.
Account	Account Number This is the account number the department wishes to use to charge the expense(s).	System generated from “Account” field of main DV screen. Can be updated.
Sub Account	Sub Account Number This is an identifier specified by the organization that owns an account to further break down the disbursement.	Optional. Click on down arrow for a lookup screen.
Object	Financial Object Code This code assists in the identification of the type of expense incurred. It is also known as the expense class.	System generated from “Object” field of main DV screen. Display only.
SubObj	Sub Object Code This is an identifier for further breakdown of the object code. Reports to the object code.	Optional. Click on down arrow for a lookup screen.
Project	Project This field tracks individual projects or specific items across an account or several accounts, units or RCs.	Optional. Click on down arrow for a lookup screen.
Org Ref ID	Organization Reference ID This is an additional reference field for any further information that needs to be added to the document.	Optional.
Description	Description This is a description of the type of sub-accounting performed and the reason for it.	Optional.
Ref Doc #	Reference Document Number This is a reference number for use in tracking the sub-accounting information.	Optional

Amount	Amount This field provides the amount of the transaction to be billed to the sub-account, sub-object code etc.	Numeric field only. Format is \$00.00. System generated from the appropriate accounting line in the DV document. Display only.
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“Non-Employee Travel Expenses” Screen Fields

The non-employee travel expenses back screen is accessed by clicking the Non-Employee Travel button. It is only used with the payment reason “Travel Payment for a Non-Employee.”



Non-Employee Travel Expenses or Moving Expenses

Traveller's Name: _____ Place of Performance: _____
 Service Performed: _____ Regular Employer: _____

Travel: City: _____ St: _____ Country: _____ Date: _____ Time: _____
 From: _____ To: _____
 Per Diem Category: _____ Per Diem Rate: _____ Per Diem Calc. Amt: _____ Per Diem Actual Amt: _____
 Per Diem Change Reason: _____

Personal Vehicle
 From: City: _____ St: _____ To: City: _____ St: _____
 Round Trip? Auto: _____ miles = _____ calculated amount _____ actual amount

Travel Reimbursements:

Type:	Company:	Amount:
_____	_____	
Subtotal:		0.00
<input type="button" value="Insert Line"/> <input type="button" value="Delete Line"/>		

Charged on IU

Type:	Company:	Amount:
_____	_____	
Subtotal:		0.00
<input type="button" value="Insert Line"/> <input type="button" value="Delete Line"/>		

Grand Total: 0.00

Field Name	Title & Description	Other information
Traveler's Name	Traveler's Name The name of the traveler being reimbursed on this document.	Required.
Service Performed	Service Performed This is the type of service performed by the payee.	Required.

Place of Performance	Place of Performance This is the place the service was performed by the payee.	Required.
Regular Employer	Regular Employer This is the name of the regular employer of the individual performing service for payment.	Required.
Per Diem Fields		
Travel From	Travel From City This is the city from which travel is originating.	Required.
State	Travel From State This is the state from which travel is originating.	Required if country is US.
Country	Travel From Country This is the country from which travel is originating.	Required.
Travel To	Travel Destination City This is the city of destination for travel.	Required.
State	Travel Destination State This is the state of destination for travel.	Required if country is US..
Country	Travel Destination Country This is the country of destination for travel.	Required.
Travel From Date	Travel From Date This is the date the individual begins or began travel.	Required. Format is DD/MM/YY.
(From) Time	Travel From Time This is the time the individual begins or began travel.	Required. Format is "00:00." An AM or PM field must be checked. The up and down arrows (↑ and ↓) can be used to select the AM or PM option.
(To) Date	Travel To Date The date on the second line is the date the individual finished travel (usually by returning home).	Required. Format is DD/MM/YY.

(To) Time	Travel To Time The date and time on the second line is the time the individual finished travel (usually by returning home).	Required. Format is "00:00." An AM or PM field must be checked. The up and down arrows (↑ and ↓) can be used to select the AM or PM option.
Per Diem Category	Per Diem Category The category of Federal Per Diem that applies to this travel. Options include "Foreign," "US 48," and "US--AL & HI."	Required. Selection of a Per Diem Category launches an informational window with instructions for determining the correct per diem rate.
Per Diem Rate	Per Diem Rate The daily per diem maximum as determined by the city in which the traveler stayed.	Required. If you are not paying per diem you may type a "0" in this field.
Per Diem Calc. Amt	Per Diem Calculated Amount This is the amount calculated using the per diem tables built into the system.	System generated. Display only.
Per Diem Actual Amt	Per Diem Actual Amount This is the amount paid for meals using receipts.	Same as calculated amount but can be changed to any amount.
Per Diem Change Reason	Per Diem Change Reason This is a short text explaining why the Disbursement Voucher shows less than the calculated per diem amount.	Required if the "Per Diem Actual" amount has been altered.
Personal Vehicle Fields		
From City	Personal Vehicle From City This is the point from which the traveler will originate using a personal vehicle.	Optional but used if payee's personal vehicle is used during the travel.
(From) St	Personal Vehicle From State This is the state from which the traveler will originate using a personal vehicle.	Optional but used if payee's personal vehicle is used during the travel.
To City	Personal Vehicle Destination City This is the destination of travel if using a personal vehicle. Should be the farthest point the person will travel to if the trip has several stops.	Optional but used if payee's personal vehicle is used during the travel.
(To) St	Personal Vehicle Destination State This is the destination state of travel if using a personal vehicle. Should be the farthest point the person will travel to if the trip has several stops.	Optional but used if payee's personal vehicle is used during the travel.

Round Trip?	Auto Round Trip Indicator This check box indicates if the traveler will be making a round trip using a personal vehicle.	Optional.
Auto Miles	Total Personal Vehicle Miles This is the number of automobile miles incurred if individual used his/her own vehicle.	Optional but used if personal vehicle is used during the travel.
Calculated Auto Amount	Calculated Auto Amount This is the amount of miles multiplied by the amount paid per mile for personal auto use.	System generated. Display only.
Actual Amount	Actual Amount This is the amount that will be reimbursed.	System generated. Same as calculated amount but can be changed to any amount.
Travel Reimbursement Fields		
Type	Travel Expense Type This is the type of expense to be reimbursed to the payee for travel.	Required if payee has expenses other than per diem or mileage. Click on down arrow for pick list.
Company	Travel Expense Company This is the name of the company used by the payee for service described in the type of expense to be reimbursed.	Required if payee has expenses other than per diem or mileage. Pick list is accessed according to type of travel expense.
Amount	Travel Expense Amount This is the amount of travel to be reimbursed to the payee (not company).	Required if payee has expenses other than per diem or mileage. Numeric field only. Format is \$00.00.
Charged on IU Fields		
Prepaid Type	Prepaid Travel Expense Type This is the type of expense that was paid for non-employee travel. It is permissible to record things here even if they have not yet been paid.	Optional ; used if some expenses have already been paid or will be paid by the travel office.
Company	Prepaid Travel Expense Company This is the company to which the expense was prepaid to the payee.	Optional ; used if some expenses have already been paid or will be paid by the travel office.

Amount	Prepaid Travel Expense Amount This is the amount of expense that was requested for prepaid travel.	Optional; used if some expenses have already been paid or will be paid by the travel office. Numeric field only. Format is \$00.00.
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Prepaid Travel Expense Fields

The prepaid travel back screen is accessed by clicking the prepaid travel button. This screen is required if your payment reason is “Travel Payment for Prepaid Travel.”



<u>Field Name</u>	<u>Title & Description</u>	<u>Other information</u>
Location	Travel Destination/ Location This is the city and state of the travel destination.	Required.
Start Date	Start Date This is the date the travel begins.	Required. Format is DD/MM/YY.
End Date	Ending Date This is the date the travel concludes.	Required. Format is DD/MM/YY.

Type	Prepaid Travel Expense Type This is the type of expense to be prepaid or reimbursed to the payee for travel. Options are as follows: Prepaid Airfare, Prepaid Conference Registration, Prepaid Lodging, Prepaid Other, Prepaid Auto Rental, and Prepaid Taxi/Limo Service.	Required. Click on the down arrow for a pick list of expense types. Use the scroll bar to choose the appropriate option.
Dept. Cd	Department Code This is the 2-4 character department code, such as FMS for Financial Management Services or PSY for Psychology.	Required.
Req/Instate #	Request/Instate Code This is a 4-6 character alphanumeric travel code. This number can be found on the corresponding in or out-of-state travel form.	Required. More information about in and out-of-state travel forms is available online here: http://www.indiana.edu/~travel/
Amt	Prepaid Travel Amount Per Individual This is the amount to be paid for prepaid expense per individual.	Required. Numeric field only. Format is \$00.00.
Name	Individual's Name This is the name (or names) of the individual(s) for which the disbursement is being requested. The "Insert Line" button can be used to add subsequent lines of information.	Required.
Total	Total Amount This is the total amount of the disbursement.	The amount is calculated according to the individual line amounts entered, and is system generated. Numeric field only. Display only.

Foreign Draft Fields

This screen only appears if you have selected "Foreign Draft" as your Payment Method.



Field Name	Title & Description	Other information
Stated Currency Radio Buttons	Stated Currency This radio button selection indicates whether the amount of the disbursement voucher is stated in the foreign currency or in U.S. Dollars.	Required for “Foreign Draft” payment method.
Currency Type	Currency Type The currency the DV is stated in or needs to be converted to.	Required for “Foreign Draft” payment method.

Wire Transfer Fields

This screen only appears if you have selected “Wire Transfer” as your Payment Method.



Please Note: There is a charge assessed for wire transfers.

Wire Transfer _ □ ×

Wire Transfer for document #01-GF7654505

You have selected the payment method of wire transfer. Please be aware that there will be a wire transfer fee charged to the department: \$11.00 for domestic wires and \$20.00 for foreign wires.

Recurring Profile No.

Bank Name

Bank ABA Routing Number *Required if US Bank

Bank City

Bank State

Bank Country

Bank Account Number

Bank Acct in the Name of

Additional Wire Information



Addenda

Wire to U.S. Bank U.S. Dollars

Wire to Foreign Bank DV amount is stated in U.S. dollars; convert to foreign currency

DV amount is stated in foreign currency

Currency Type

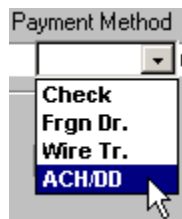
FYI: Foreign wires may take 10-15 business days to reach their destination.

Field Name	Title & Description	Other information
Recurring Profile No.	Recurring Profile Number An identifying number assigned by the Office of the Treasurer to a given payee. If a recurring profile number is entered it will automatically populate the remaining fields with that payee's banking information.	Optional. If you do not have a recurring profile number for your payee, skip this field.
Bank Name	Bank Name Name of the institution the money is to be wired to.	Required for "Wire Transfer" payment method.
Bank ABA Routing Number	Bank ABA Routing Number A number that uniquely identifies a given institution.	Required for "Wire Transfer" payment method.
Bank City	Bank City City in which the payee's banking institution resides.	Required for "Wire Transfer" payment method.
Bank State	Bank State State in which the payee's banking institution resides.	Required for "Wire Transfer" payment method if a U.S. Bank.
Bank Country	Bank Country Country in which the payee's banking institution resides.	Required for "Wire Transfer" payment method. Defaults to USA but may be changed.

Bank Account Number	Bank Account Number The account into which the disbursed funds are to be wired.	Required for “Wire Transfer” payment method. You must also select whether it is a checking or savings account.
Bank Acct in the Name of	Bank Account in the Name of The name of the person to whom the above referenced bank account belongs.	Required for “Wire Transfer” payment method. Should be the name of the Payee.
Additional Wire Information	Additional Wire Information This optional field allows you to include further information regarding the wire transfer itself.	Optional.
Addenda	Addenda This optional field allows you to include information that will transmitted to the payee’s financial institution. This might commonly include information about the nature of the payment being made.	Optional.
Wire to US/Foreign Bank	Wire to US/Foreign Bank A selection must be made to indicate that this is either a U.S. or Foreign Bank.	Required for “Wire Transfer” payment method.
(Stated Currency Radio Buttons)	Stated Currency A selection must be made to indicate whether the wire transfer is to transfer U.S. Dollars or some other currency. If it is transferring another currency you must indicate the currency required and if the DV is stated in the foreign currency or needs to be converted to the foreign currency.	Required for “Wire Transfer” payment method.

ACH/DD Fields

This screen only appears if you have selected “ACH/DD” Direct Deposit as your Payment Method.



ACH/Direct Deposit ACH/DD for document #01-GF7654505

You have selected the payment method of ACH/Direct Deposit. ACH transfers may only be made within the US, and no fee will be charged to the department.

Recurring Profile No.

Bank Name

Bank ABA Routing Number

Bank City



Bank State

Bank Country

Bank Account Number Checking Savings

Bank Acct in the Name of

Addenda

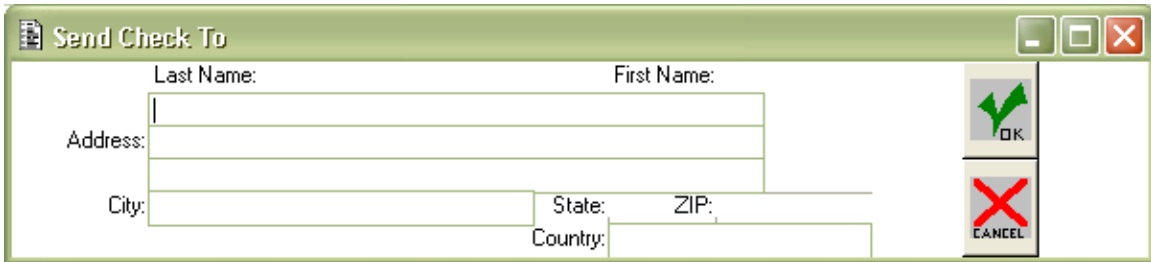
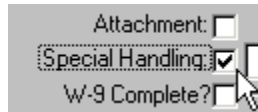
 

Field Name	Title & Description	Other information
Recurring Profile No.	Recurring Profile Number An identifying number assigned by the Office of the Treasurer to a given payee. If a recurring profile number is entered it will automatically populate the remaining fields with that payee's banking information.	Optional. If you do not have a recurring profile number for your payee, skip this field.
Bank Name	Bank Name Name of the institution the money is to be wired to.	Required for "Wire Transfer" payment method.
Bank ABA Routing Number	Bank ABA Routing Number A number that uniquely identifies a given institution.	Required for "Wire Transfer" payment method.
Bank City	Bank City City in which the payee's banking institution resides.	Required for "Wire Transfer" payment method.
Bank State	Bank State State in which the payee's banking institution resides.	Required for "Wire Transfer" payment method if a U.S. Bank.
Bank Country	Bank Country Country in which the payee's banking institution resides.	Defaults to USA. May not be changed.

Bank Account Number	Bank Account Number The account into which the disbursed funds are to be wired.	Required for “Wire Transfer” payment method. You must also select whether it is a checking or savings account.
Bank Acct in the Name of	Bank Account in the Name of The name of the person to whom the above referenced bank account belongs.	Required for “Wire Transfer” payment method. Should be the name of the Payee.
Addenda	Addenda This optional field allows you to include information that will transmitted to the payee’s financial institution. This might commonly include information about the nature of the payment being made.	Optional.

“Send Check To” Fields

The “Send Check To” screen only appears if you have selected Special Handling for your disbursement.



Field Name	Title & Description	Other information
Last Name	Remit Last Name This field is used if the name of the payee is different from that of the person to which the check is sent. Last name of person if an individual; the entire name if a business.	Required if the “special handling indicator” is flagged.
First Name	Remit First Name This field is used if the name of the payee is different from the remit name. First name of person if an individual. Blank if a business.	Required if the “special handling indicator” is flagged.

Address 1	Remit Address (Line 1) This is the address to which the payee wishes payment mailed if different from the payee address.	Required if the “special handling indicator” is flagged.
Address 2	Remit Address (Line 2) This is an additional address line to allow suite numbers, “Attn.”, etc.	Optional.
City	Remit City This is the name of the city to which the reimbursement will be sent.	Required if the “special handling indicator” is flagged.
State	Remit State This is the state code of the address to which the reimbursement will be sent.	Required if the “special handling indicator” is flagged.
ZIP	Remit Zip Code This is the five-digit zip code of the remit address, with the option of the additional four digits as necessary.	Required if the “special handling indicator” is flagged.
Country	Remit Country This field is to be used if the remit address is not in the US.	Optional. Defaults to “USA.”

Payee Maintenance Screen Fields

The Payee Maintenance document is only used to add Disbursement Voucher payees for certain payment reasons as discussed on pg. 42.

Field Name	Title & Description	Other information
Document #	Financial Document Number This is a document number assigned by the FIS when a document is initiated.	System generated. Display only.
Org Doc #	Organization Document Number This is a field to which the initiator may assign a departmental reference number to assist in the tracking of the document.	Optional.
Initiator	Document Initiator This is the person who has initiated the document.	System generated. Display only.

Status	Financial Document Status This is the status of the document ? = uninitiated; I = in process; O,P,R = waiting approval; A = approved; C = canceled.	System generated. Display only.
Created	Document Created Date This is the date the document was created by the initiator.	System generated. Format is DD/MM/YY. Display only.
Description	Document Description This is an updateable field in which the user can enter information for document description purposes.	Required. Double-click on the field for an expansion window.
Payee ID #	Payee ID Number This is the ID of the payee as assigned by the system.	System generated by clicking the “New” button. Display only.
Ownership Type	Ownership Type This field identifies the payee's status, which in turn determines whether tax will be withheld for that payee.	Required. Click on down arrow for a pick list.
Employee Paid Outside of Payroll?	Employee Paid Outside of Payroll Indicator This is a flag to identify whether the payee being established in an IU employee that has been identified as an independent contractor providing services to IU.	Optional.
Revolving Fund Payee?	Revolving Fund Payee Indicator This is a flag to identify whether the payee being established is a revolving fund. Revolving fund payees will normally only be established by Financial Management Services.	Optional.
Tax ID #	Tax Payer Identification Number This is a taxpayer identification number. For an individual it is the social security number (SSN); for a business, the Federal Identification Number (FEIN).	Optional.
Tax Type Flag	Tax Type Flag This is a flag to identify whether the taxpayer identification number is a social security number (SSN) or a Federal Identification Number (FEIN).	Required when a number is entered in the “Tax Payer Identification Number” field.
Nonres Alien?	Alien/Residency Payment Indicator This flag identifies the alien/residency status.	Required.

Last/Co Name	Payee Last Name/Company Name This is the last name of person if an individual and the entire name if a business.	Required.
First Name	Payee First Name This is the first name of person if an individual. Should be left blank if a business.	Required.
Payee Address 1	Payee Address 1 This is the first line of the address to which the payee wishes payment mailed.	Required.
Payee Address 2	Payee Address 2 This is an additional address line to allow for suite numbers, "Attn.", etc.	Optional.
Payee City	Payee City This is the city to which the payee reimbursement is to be sent.	Required.
State	Payee State This is the state code for remit address.	Required if country is USA.
Zip Code	Payee Zip Code This is the five-digit zip code of the payee's address, with the option of the additional four digits as necessary.	Required if country is USA.
Country	Payee Country This is the country name if the payee address is outside the United States.	Required. Defaults to "United States."
W9 Complete	W9 Complete Indicator This flag indicates that a W9 form has been completed and received by the initiator. NOTE: IU employees do not need to complete a W9 form.	Optional but should be flagged if the department has the W9 form signed by the payee.

Payee Maintenance-Continuation Screen Fields

This screen only appears if you indicate when routing a Payee Maintenance document that their default address will not be used as their tax address.

Field Name	Title & Description	Other information
Payee ID #	Payee ID Number This is the Universal ID as assigned by the system.	System generated Display only.
Tax Address 1	Payee Tax Address 1 This is the address recorded on W9 form. It is the address to which all tax information is sent for the individual or company.	Optional. Defaults to payee mailing address.
Tax Address 2	Payee Tax Address 2 This is an additional address line to allow suite numbers, "Attn.", etc.	Optional. Defaults to payee mailing address.
Tax City	Tax City This is the city to which tax information is mailed.	Optional. Defaults to payee mailing address city.
State	Tax State This is the state code for the state to which tax information is mailed.	Optional. Defaults to payee mailing address state.
Zip Code	Tax Zip Code This is the five digit zip code for the address to which tax information is mailed, with the option of the additional four digits if post office box.	Optional. Defaults to payee mailing address zip code.
Country	Tax Country This is the country name if tax address is outside the United States. Blank if United States.	Optional. Defaults to payee mailing address country.
Control Set	Control Set Options This field is used to determine backup withholding, holding of payments, or employee approval.	Not for initiator's use. For tax area use only.

OK to pay?	Tax Control Flag This is a flag used to override backup withholding, holding of payments, etc. (once any such situation has been resolved).	Not for initiator's use. For tax area use only.
Control Date	Control Date This is the date the control field was updated	System generated. Format is DD/MM/YY. For tax area use only.

Appendix II: Object Code Restrictions by Payment Reason

Payment Reason	Condition	Codes Involved
All Payment Reasons	Object types not allowed	1) CH - Cash not Income 2) ES - Expense not Expenditure 3) FB - Fund Balance 4) IC - Income not Cash
	Object code subtypes not allowed	1) AC - Account Summary 2) AR - Accounts Receivable 3) AS - Assessment 4) BF - Building and Attached Fixt Fed Fund 5) BU - Budget Only 6) CF - Capital Movable Equipment - FED 7) CI - Cost Recovery Income 8) CL - Capital Lease Purchases 9) CM - Capital Movable Equipment 10) CO - Capital Movable Equipment - Other 11) CP - Construction in Progress 12) CR - Cost Recovery 13) ES - Equipment Start up Costs 14) FB - Fund Balance 15) FR - Fringe Benefits 16) HW - Hourly Wages 17) LD - Loss on Disposal of Assets 18) MT - Mandatory Transfers 19) RE - Reserves 20) SA - Salaries 21) SF - Student Fees
Claims, Settlements or Tax Payments	Object code subtype required	1) CE - Cost Recovery Expense
	Object code level allowed	1) ACPA - Accounts Payable 2) CASH - CASH 3) DEBT - Financial/Debt Services 4) OLIA - Other Liabilities 5) S&E - Supplies and General Expense 6) TAX - Taxes 7) TAXP - Taxes Payable

Payment Reason	Condition	Codes Involved
Compensation for Services	Object code level allowed	1) CREX - Cost Recoveries-Expense 2) DEBT - Financial/Debt Services 3) OEXP - Other Specific Operating Expense 4) R&M - Repairs and Maintenance 5) SASV - Sales and Services 6) SERV - Other Services 7) SUPL - Supplemental Pays (Levels R&M, ADV are restricted to accounts with sub fund of AUXENT.)
Medical, Health Care or Insurance Payments	Object code level allowed	1) BENF - Benefits 2) CREX - Cost Recoveries-Expense 3) SASV - Sales and Services 4) SERV - Other Services 5) S&E - Supplies and General Expense
Moving Reimbursement	Object code required	Only object code 5070 is allowed.
Payment to Research Participant	Object code level required	1) SERV - Other Services
Payments for Contractual Agreements	Object code level required	1) COSV - Contractual Services 2) RESV - Reserves 3) S&E - Supplies and General Expense Object codes with the level CAP or R&M are only available to accounts with sub fund PFCMR
	Object code type and sub type allowed	Type: IN - Income - Cash Sub Type: SF - Student Fees
	Object code allowed	8002 - Cash Deposits
Prize and/or Award	Object code level required	1) FINA - Student Financial Aid 2) NORE - Notes Receivable 3) OEXP - Other Specific Operating Expense
Refund/Repayment to Individual or Agency	Object type allowed	1) IN - Income - Cash
	Object code level required	1) ACPA - Accounts Payable 2) AR - Accounts Receivable 3) BENF - Benefits 4) C&G - Contract & Grants 5) DEBT - Financial/Debt Services 6) GIFT - Gifts 7) INSS - Stu. Fees Instructional-Spring 8) INVR - Investments 9) OLIA - Other Liabilities 10) OTHR - Other Revenue 11) OTHS - Student Fees Other-Spring 12) TAXP - Taxes Payable (sub type NA only)

Payment Reason	Condition	Codes Involved
Reimbursement for Out of Pocket Expense	Object code level required	1) ADV - Advertising and Promotional Expense 2) COMP - Computing Services 3) OEXP - Other Specific Operating Expense 4) PHON - Telephone & Postage 5) PRIN - Printing and Duplicating 6) RESA - Purchases for Resale 7) R&M - Repairs and Maintenance 8) SERV - Other Services (4061, 4087, or 4561 only) 9) S&E - Supplies and General Expense 10) TAXP - Taxes Payable 11) UTIL - Energy and Utilities
Rental Payment	Object code level allowed	1) RENT - Rents and Non-Capital Leases
Royalties	Object code level allowed	1) ADV - Advertising and Promotional Expense 2) COSV - Contractual Services 3) S&E - Supplies and General Expense
Subscriptions, Books, Fees, and Resale	Object code level allowed	1) INV - Inventory 2) OEXP - Other Specific Operating Expense 3) PRIN - Printing and Duplicating 4) RESA - Purchases for Resale 5) SASV - Sales and Services 6) S&E - Supplies and General Expense
Travel Payment for Nonemployee Travel	Object code subtype allowed	1) TR - Travel
	Object code level allowed	1) OEXP - Other Specific Operating Expense 2) S&E - Supplies and General Expense
Travel Payment for Prepaid Travel	Object code subtype allowed	1) TR - Travel
	Object code level allowed	1) OEXP - Other Specific Operating Expense 2) S&E - Supplies and General Expense
Travel Payment for Nonemployee with Honorarium	Object code subtype allowed	1) TR - Travel (for travel portion)
	Object code level allowed	1) SERV - Other Services (for Honorarium portion)

Payment Reason	Condition	Codes Involved
Utilities, Freight or Postage	Object code level allowed	1) PHON - Telephone and Postage 2) RESA - Purchases for Resale 3) SASV - Sales and Services 4) S&E - Supplies and General Expense 5) TAXP - Taxes Payable 6) UTIL - Energy and Utilities 7) CAP (only if subtype is LI, LF, LA, BD, IF, AM, or LE)

Appendix III: Common Object Codes by Payment Reason

Claims and Settlements

5100-Adjustments Allow Taxes
5139-Indiana Gross Tax
5174-Local Government Assessments
5175-Federal Unrelated Business Income Tax

Compensation for Services

4013-Conferences & Workshops
4024-Field Expense
4500-Personal Services
4503-Artist Performance Fees
4535-Honoraria
4561-Participant Fee

Medical & Health Care Payments

4030-Patient Care Cost
4563-Physician Fees
4565-Eyeglasses
5039-Insurance
5675-TPA Expense
5750-Retirement-Exempt

Moving Reimbursements

5070-Moving Expense

Research Participant

4061-Subject Payment
4087-Participant Expense
4561-Participant Fee

Prizes and Awards

4866-Prizes and Awards

Refunds/Repayments for Individuals/Agencies

Income Object Codes
59XX-Refund class object codes

Utilities, Freight, and Postage

4093-Utilities-Electricity
4097-Utilities-Sewer
4098-Utilities-Water
4300-Postage
5027-Freight and Hauling
5028-Freight-Shipping
9015-Other Taxes Payable

Reimbursement for Out of Pocket Expense

5055-Other Expense
4024-Field Expense
4025-Hospitality Expense
4035-Laboratory Supplies
4055-Publications-Outside
4085-Telephone-Monthly Rental
4086-Telephone-Long Distance
4100-Office Supplies
4166-Printing/Duplicating
4300-Postage
47XX-Repairs & Maintenance
4802-Advertising Supplies and Expense
4870-Recruiting-Supplies and Expense
5000-Supplies and Expense

Rents

46XX-Rental Object Codes
4680-Space Rental

Royalties

4670-Rights and Permissions
4672-Royalties-Advance

Subscriptions, Books, and Membership Fees

4055-Publications-Outside
4166-Printing and Duplicating
5050-Membership Fees Due
5365-Publications Production Cost

Non-employee Travel

4089-Transportation Non-employee

Prepaid Travel

4013-Conference & Workshops
4078-Staff Training
6000-Travel Charges—In State
6100-Travel Charges—Domestic
6200-Travel Charges—Foreign

Disbursement Voucher Payee Certification

I hereby certify that the information relating to **FIS (TP) Document Number** _____ requesting payment for expenses is just and correct. I certify that all charges and/or reimbursements pertain to Indiana University business, that the amount is legally due after allowing all just credits and that no part of the same has previously been paid or will be paid by another source.

Payment amount due: \$ _____

Payee Signature (original signature required)

Date

Fiscal Officer Signature

FOREIGN INDIVIDUAL / ENTITY
CERTIFICATION OF ADDRESS FOR VENDOR SET UP

Assigned Vendor Number: _____

Eden Routing Number: _____

Name of Payee: _____

Address of Payee (*do not use department address*):

City of Payee: _____

Country of Payee: _____

Postal Code of Payee: _____

The undersigned hereby certifies that the information listed above is true and correct as of the date of the undersigned signature below.

Vendor Signature: _____ Date of Signature: _____

Department Name: _____

Department Contact Name: _____

Department Contact Phone #: _____

Documentation Required Prior to Payments to Foreign Individuals / Entities

Copies of the following documents will be required prior to approval of payments to Foreign Individuals. Documents should be sent attached to DV, PO, or Paper DV to FMS, Poplars, Room 509.

1. W8BEN
2. Visa
3. Passport
4. I-94

Required for Foreign Entity prior to approval of payments:

1. W8BEN

Conditional Documentation:

1. If requesting treaty benefits for Compensation for Services, Wages, Honorarium:

Form 8233

Social security number

IU sponsoring document (I20 or DS2019)

2. If NRA is from Canada:

Copy of picture ID

3. If NRA is B1, B2, WB or WT:

Compliance Statement

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION



FINANCIAL MANAGEMENT SUPPORT

Information needed to satisfy Form 1099 reporting.

Under Internal Revenue Service (IRS) regulations, we are required to obtain your Taxpayer Identification Number (TIN) when making reportable payments to you or your company. It this information is not provided to us by you, we are required by law to withhold thirty-one percent (31%) of all payments due to you and remit those funds to the IRS as income tax withholding. Also, if you do not provide this information, you may be subject to a \$50 penalty imposed by the IRS.

Instructions:

Complete all parts and return this form to the requesting IU department or forward to: Indiana University, FMS – Tax Analysis, 400 E. 7th Street – Poplars 503, Bloomington, IN 47405. This completed form is required to be filed with us before payment can be processed.

Part I – Name, Address and Tax Status

Legal Name (As reported for Federal income tax purposes and matches number listed below)

Business or Trade Name

Address

City ST ZIP

Please indicate (X) ownership status and provide TIN

- Individual Corporation (not Medical)
Sole Proprietor LLC (Partnership or Inc.)
Partnership Governmental (U.S., State, Local)
Estate/Trust Non-Profit Organization
Health Care Provider Other
(Includes Medical Corporations)

Social Security Number

--or--

Employer Tax ID Number

Part II – Exemption

If you are exempt from Backup Withholding, you should still complete this form to avoid possible erroneous backup withholding. Enter your correct name and TIN in Part I and write "Exempt" on line provided here; sign, date and return to requester. (Individuals, sole proprietors are not exempt.)

Part III – Certification

Instructions: You must cross out item 2 below if you have been notified by the IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return.

Under penalties of perjury, I certify that: (1) the number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and (2) I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and (3) I am a U.S. person (including a U.S. resident alien).

Poplars Building
400 East Seventh Street
Bloomington, Indiana
47405-3085

Signature Title Date

Fax: 812-855-1879

Dept. Use Only Payee #