

Accounts Payable (AP) - Financial Processing

How to create a Disbursement Voucher (DV)

with Payment Reason code “O”

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| Document Summary | |
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| Lesson Objectives | |
|  | On completion of this lesson, you should be able to:   * Create a Disbursement Voucher (DV) with Payment Reason Code “O”. |
| Lesson Scenario | |
|  | * As an existing staff member of the NWU you will be able to create a Disbursement Voucher for payment reason code “O”. |
| Lesson Prerequisites | |
|  | * You need to be a NWU staff member that is registered on KFS as a user. |
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1. **Disbursement Voucher (DV) Navigation:**

* **KFS navigation:** **Main Menu >** **Transactions** **>** **Financial Processing >** **Disbursement Voucher**

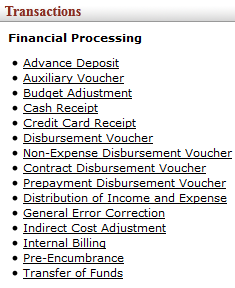


Figure 1

1. **Create a DV with Payment Reason Code “O”**

A screenshot of a computer

Description automatically generated

Figure 2

|  |  |
| --- | --- |
| 1. | Enter the invoice numberin the **Invoice Number** field as the date of creation, for example **31032022** |
| 2. | Complete or cal the **Invoice Date**, for example **31/03/2022** |
| 3. | Click on  to search for the **Payee ID**. |
| 4. | Click on **Payment Reason Code**  and select the relevant Payment from the list, for example **O – EMPLOYEE TRAVEL 2553 (SARS)** |

Graphical user interface, application

Description automatically generated

***Figure 3***

|  |  |
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| 1. | Complete the **Chart**, **Account**, **Object**, **Amount** and **Line Description**. |
| 2. | In all instances (always) complete the total amount (VAT-inclusive). KFS will handle the VAT calculation automatically and take in consideration the Vendor, Account and Object Code. |
| 3. | Click on |
| 4. | Click on the Employee Travel Expense tab on the show button. |

Table

Description automatically generated

Figure 4

|  |  |
| --- | --- |
| 1. | Complete the Travel information. **Purpose of Travel, Vehicle Make, Vehicle Model** |

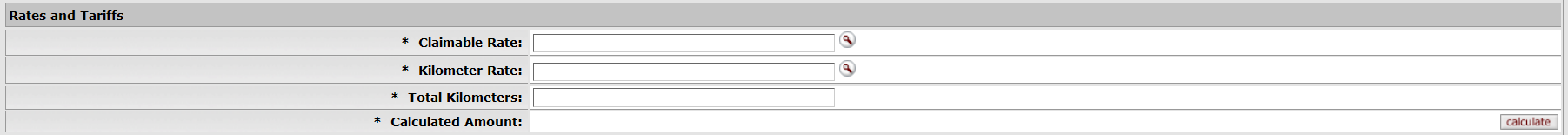


Figure 5

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| --- | --- |
| 1. | Search on Claimable Rates. |

Graphical user interface, application

Description automatically generated

Figure 6

|  |  |
| --- | --- |
| 1. | Click on search when Travel Claimable Rates Lookup screen appear. |

Graphical user interface, application

Description automatically generated

Figure 7

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| --- | --- |
| 1. | Select applicable travel claim code and click on return value. |

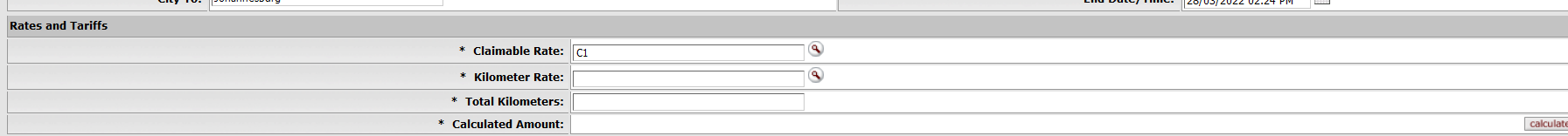


Figure 8

|  |  |
| --- | --- |
| 1. | Click on kilometer rate field. |

Graphical user interface, application

Description automatically generated

Figure 9

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| --- | --- |
| 1. | When the Travel Kilometer Expense Rate Lookup screen appears, click on search. |

Graphical user interface

Description automatically generated with medium confidence

Figure 10

|  |  |
| --- | --- |
| 1. | Sort according to From Date and Select a claimable rate which is active for the period travelling. Starting date must be 1 January 2022 with no end date. Tarif R5/km is restricted. |
| 2. | Click on return value. |

Graphical user interface, text, application

Description automatically generated

Figure 11

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| 1. | The kilometer rate will appear in the field under Rates and Tariffs. |
| 2. | Complete the field for the total kilometers and click on the calculate button . KFS will then calculate the amount. |
| 3. | If the amount differs from the account on the accounting line, you can change the amount on the accounting line according to the calculation amount and refresh. |

**Graphical user interface, text, application

Description automatically generated**

Figure 12

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| 1. | Click on buttonsmall_submit for DV payment. |

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| **Lesson Summary** | |
|  | Having completed this lesson, you should be able to:   * Create a Disbursement Voucher (DV) with Payment Reason Code “O”. |