


Disbursement Voucher 

Doc Nbr:		Status:	
Initiator:		Created:	

[expand all](#) [collapse all](#)

* required field

[Print Disbursement Voucher Coversheet](#) 

Document Overview [▼ hide](#)

Document Overview

* Description:		Explanation:	Salary Overpayment for ,
Organization Document Number:			

Financial Document Detail

* Bank Code	030 UNIVERSITY OF HAWAII GENERAL ACCOUNT	Total Amount:	
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Payment Information [▼ hide](#)

Payment Information

* Payment Reason Code:	X - Bond,Refunds,AR,DueState-0010,5110,6000,		
* Payee ID:	17125-2		
Payee Type:	Vendor	* Payee Name:	STATE DIRECTOR OF FINANCE
* Address 1:	1151 PUNCHBOWL STREET RM 320	Address 2:	
* City:	HONOLULU	State:	HI
Country:	UNITED STATES	Postal Code:	96813
* Check Amount:		* Due Date:	
Payment Type:	Is this a foreign payee: No Is this payee an employee: No Is this an employee paid outside of payroll: No	Other Considerations:	Check Enclosure: No Special Handling: Yes <input type="checkbox"/> W-9/W-8BEN Completed Exception Attached: No
* Payment Method:	P - Check/ACH	* Documentation Location Code:	S - Initiating Organization
* Check Stub Text:	Salary Overpayment		

Accounting Lines [▼ hide](#)

Accounting Lines 

[hide detail](#)

Source

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	MA UH-Manoa	P/R OVERPYMT-		9231 DEPOSITS PAYABLE, P/R OVERPYMTS					
	Line Description		Invoice Number	Invoice Date					
	Salary Overpayment								
2	MA UH-Manoa	P/R OVERPYMT-		9231 DEPOSITS PAYABLE, P/R OVERPYMTS					
	Line Description		Invoice Number	Invoice Date					
	Salary Overpayment								
Total:									

Contact Information [▼ hide](#)

Contact Information

* Contact Name:	
* Phone Number:	
Email Address:	

Campus Code: MA - Manoa

Special Handling

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Send Check To

Special Handling Name:	UH Payroll Office	Special Handling City:	
Special Handling Address 1:	SPECIAL HANDLING	Special Handling State:	
Special Handling Address 2:	NOTIFY UH PAYROLL OFFICE FOR PICK-UP	Special Handling Postal Code:	
		Special Handling Country:	

Nonresident Alien Tax

▼ hide

NRA Tax

* Income Code:		Foreign Source:	No
Federal Tax Rate:		Treaty Exempt:	No
State Tax Percent:		Exempt Under Other Code:	
Resident Country Code:		Gross Up Payment:	No
NQI Id:		USAID Per Diem:	
Reference Doc:		Special W-4 Amount:	
Ownership Type Code:	GOVERNMENT	Exemption Code:	
Ownership Type Category:		Withholding Reason:	
Visa Type:		Last Update Date:	

Wire Transfer

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Wire Transfer

Recurring Profile No.:		Waive wire transfer fee?:	No
* Bank Name:		Additional Wire Information:	
Bank ABA Routing #:		Addenda:	
* Bank City:		* DV Amount Stated in:	U.S. Dollars
Bank State:		* Currency Type:	
* Bank Country:			
* Bank Account #:	Not Displayed		
* Bank Acct in the Name of:	FYI: Foreign wires may take 10-15 business days to reach their destination.		

Non-Employee Travel Expense

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Non-Employee Travel Expense

Traveler Information

* Name:	
* Service Performed:	
* Place of Performance:	
* Regular Employer:	

Destination

* City:	State: *US only	* Country:	* Start/End Date/Time:
From:			
To:			

Per Diem

* All fields required if section is used.

Category:	
Rate:	Per Diem Links
Calculated Amount:	
Actual Amount:	
Justification for change:	

Personal Vehicle

* All fields required if section is used.

From (City/State):	
To (City/State):	
Round Trip:	No
Total Mileage:	
Calculated Amount:	
Actual Amount:	

Traveler Expenses

* All fields required if section is used

Type:	Company:	Amount:
Expense Sub Total:		\$ 0.00

Travel Expenses Total

Grand Total:	\$ 0.00
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Pre Paid Expenses

* All fields required if section is used

Type:	Company:	Amount:
Pre Paid Sub Total:		\$ 0.00

Pre-Paid Travel Expenses

Pre-Paid Travel Expenses

Overview

* Location:	
* Type:	
* Start Date:	
* End Date:	

Expenses

* Name:	* Department Code:	* Req/Instate:	* Amount:
Total:			\$ 0.00

Pre-Disbursement Processor Status

Disbursement Voucher Pre-Disbursement Processor Status

Pre-Disbursement Processor Status:	Pre-Extraction
PDP Extraction Date:	
PDP Paid Date:	
PDP Cancellation Date:	


General Ledger Pending Entries

General Ledger Pending Entries

Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2014	MA		----	9231	---	-----	DVCA	AC	LI		D
2	2014	MA		----	9100	---	-----	DVCA	AC	LI		C
3	2014	MA		----	9231	---	-----	DVCA	AC	LI		D
4	2014	MA		----	9100	---	-----	DVCA	AC	LI		C

Notes and Attachments (3)

Notes and Attachments

	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:			<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <input type="button" value="CANCEL"/>	<input type="button" value="add"/>
1	07/19/2013 12:00 PM		Submitted per request of UH Payroll Office		
2	07/23/2013 10:22 AM	Yoshioka, Karyn	supporting documents held in the UH Payroll Office for future reference	 (81 KB, application/pdf)	
3	07/23/2013 10:23 AM	Yoshioka, Karyn	Submit check to UH Payroll Office for processing to DAGS		

Ad Hoc Recipients

Ad Hoc Recipients

Person Requests:

* Action Requested	* Person	Actions
<input type="text" value="FYI"/>	<input type="text"/>	<input type="button" value="add"/>

Ad Hoc Group Requests:

* Action Requested	Namespace Code	Name	Actions
<input type="text" value="FYI"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>

Route Log

Route Log

ID: 625903

Title	Disbursement Voucher - Salary Overpayment		
Type	<u>Disbursement Voucher</u>	Created	11:54 AM 07/19/2013
Initiator		Last Modified	10:24 AM 07/23/2013
Route Status	ENROUTE	Last Approved	
Node(s)	Campus	Finalized	

Actions Taken

	Action	Taken By	For Delegator	Time/Date	Annotation
	SAVED			12:04 PM 07/19/2013	
<input type="button" value="show"/>	COMPLETED			12:19 PM 07/22/2013	
<input type="button" value="show"/>	APPROVED			10:23 AM 07/23/2013	

Pending Action Requests

	Action	Requested Of	Time/Date	Annotation
<input type="button" value="show"/>	IN ACTION LIST APPROVE	<u>UH AP Processors</u>	10:24 AM 07/23/2013	KFS-FP Disbursement Manager MA

Future Action Requests

Log Action Message

Action Message	<input type="text"/>	<input type="button" value="log"/>
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