

## Tips for reviewing FIS Disbursement Vouchers (DV)

*Note: There are 3 categories of DVs for students. Use the flowchart to determine the correct category.*

### Prizes (object code 4866)

#### Steps for reviewing DV:

- Make sure DV represents a prize. Must meet all three of these criteria:
  - Funding to recognize the achievement or renown of the grantee.
  - Funding may be spent in any fashion the grantee sees fit.
  - Not meant to support student in his or her study, research, or training.
- Make sure that DV is correctly completed. If not, make sure that GEC is processed to make corrections to match the following:
  - Description line: University ID and name (Example: 0009876543 Brown, Mary)
  - Payment Reason: Prize/Award
  - Object code: 4866 (prize not for study, research or training support)
  - DV Note: Explain the name and purpose of the funding and confirm that these funds are ***not*** intended to support the student's study, research or training.

#### Examples:

- Essay contest
- Poster contest
- Highest GPA prize
- Outstanding thesis prize

#### Notes:

- ***It does not matter if the recipient is student, or if the student is enrolled. We need to evaluate the purpose of the payment. If the purpose does not meet the entire description above, then this should NOT be processed as a DV prize.***
- ***The following IU policy requires that prizes to employees be paid through payroll instead of a DV:***
  - <http://www.indiana.edu/~vpcfo/policies/payroll/iv-70.html>

## Scholarships and Fellowships for Research and Travel expenses

- Make sure DV represents funding for specific research and travel expenses related to study, research, or training. Must meet all of these criteria:
  - Funding designated for specific research or travel expenses.
  - Intended to support student in his or her study, research, or training.
  - Excludes student travel that is part of an IU Overseas Study program. Those payments should be processed through SIS.
  - Excludes funding that can be used for the following. Those payments should be processed through SIS for enrolled students, or as a non-enrolled scholarship/fellowship (see next section below).
    - Room and board
    - Personal expenses
    - Books
    - Tuition
  - Note: The DV is appropriate for this use, regardless of whether the student is enrolled.
- Determine class level (undergrad or graduate).

1. If you don't have the University ID, ask the DV initiator.

2. If needed, look up this student by name in SIS:

- **Home > Build Community > Bio/Demographic Data > Use > Bio Demo Data**
- Here is a sample. Click on Search after filling in name. Use % as wildcard.

The screenshot shows a web browser window with the following content:

- Navigation path: [Home](#) > [Build Community](#) > [Bio/Demographic Data](#) > [Use](#) > [Bio Demo Data](#)
- Section title: **Bio Demo Data**
- Section subtitle: **Find an Existing Value**
- Form fields:
  - ID: [text input]
  - Campus ID: [text input]
  - National ID: [text input]
  - Last Name: [text input with value "Brown"]
  - First Name: [text input with value "Matt%"]
  - Include History
- Buttons: [Search](#) (highlighted in yellow), [Clear](#), [Basic Search](#)
- Link: [Add a New Value](#)

3. Run the following IUIE report to see if the student is enrolled.

Here is the IUIE path: **Catalog → My Catalog → Shared Folders → IUB Dept Reports from IUSCH → Ad Hoc Reports → Rozzie Enrollment Check**

Fill in these 2 fields:

- Academic Term code
  - Examples:
    - 4075 – summer 2007
    - 4078 – fall 2007
    - 4082 – spring 2008
- University ID (10 digits)

- Make sure that DV is correctly completed. If not, make sure that GEC is processed to make corrections to match the following:
  - Description line: University ID and name (Example: 0009876543 Brown, Mary)
  - Payment Reason: Prize/Award
  - Object codes:
    - Undergraduate: 5865
    - Graduate/Professional: 5866
  - DV Note: Explain the name and purpose of the funding and detail specific research and travel expenses for which this funding is designated.

Examples:

- Grant in Aid for dissertation costs.
- Student travel

## Scholarships and Fellowships for non-enrolled students

### Steps for reviewing DV:

- Make sure this is a scholarship or a summer fellowship. It must meet this definition:
  - Intended to support the student's study, research or training.
  - May be used for the following purposes:
    - Room and board
    - Personal expenses
    - Books
    - Tuition
  - **Note: Fellowships can only be processed as a DV during the summer. Fall and spring fellowships must be processed through SIS.**
- Make sure student is not enrolled and determine class level (undergrad or graduate). If enrolled, the funding should be processed through SIS.
  1. If you don't have the University ID, ask the DV initiator.
  2. If needed, look up this student by name in SIS:
    - **Home > Build Community > Bio/Demographic Data > Use > Bio Demo Data**
    - Here is a sample. Click on Search after filling in name. Use % as wildcard.



The screenshot shows a web browser window with the following content:

- Home > Build Community > Bio/Demographic Data > Use > Bio Demo Data
- Bio Demo Data
- Find an Existing Value
- ID:
- Campus ID:
- National ID:
- Last Name:
- First Name:
- Include History
- [Basic Search](#)
- [Add a New Value](#)

3. Run the following IUIE report to see if the student is enrolled.

Here is the IUIE path: **Catalog → My Catalog → Shared Folders → IUB Dept Reports from IUSCH → Ad Hoc Reports → Rozzie Enrollment Check**

Fill in these 2 fields:

- Academic Term code
  - Examples:
    - 4075 – summer 2007
    - 4078 – fall 2007
    - 4082 – spring 2008
- University ID (10 digits)

- Make sure that DV is correctly completed. If not, make sure that GEC is processed to make corrections to match the following:
  - Description line: University ID and name (Example: 0009876543 Brown, Mary)
  - Payment Reason: Prize/Award
  - Object code:
    - Undergraduate: 5860
    - Graduate/Professional: 5861
  - DV Note: Explain the name and purpose of the funding. Confirm that these funds are intended to support the student's study, research or training. Confirm that student is not enrolled in the current term.