

## Disbursements Procedures for Laserfiche

1. Documents should be sent to Disbursements by dropping into one of the following folders in LaserFiche:

NOTE: Work in Process – Unit Folders – it is suggested to scan and save document here until ready to submit to Disbursements. It is also suggested to set up work folders in your department similar to the folders established by Disbursements (ex: A/P; A/P Rush; CBA; etc). Once documents are placed in the WIP-Disbursements folders, departments/units no longer have access to the documents until processing has been completed by Disbursements. The same series of folders are set up for Research (TAES), Extension (TCE) and Texas Veterinary Medical Diagnostic Lab (VMDL).

- a. Work in Process – Disbursements – Agency name (TAES, TCE or VMDL)
  - i. Accounts Payable – Use for invoices to be paid on state funds or to be paid on a combination of state and local funds
    1. A/P – CBA Local – Airfare, Car, Hotel Direct Bill (all invoices submitted in this folder are treated as a rush)
    2. A/P – CBA State – Airfare, Car, Hotel Direct Bill (all invoices submitted in this folder are treated as a rush)
    3. A/P Local Funds Only – Use for invoices to be paid on local funds only including designated, contracts & grants and sales. Generally, this will be accounts starting with 2xxxxx, 4xxxxx, 5xxxxx or 6xxxxx.
    4. A/P Moving Reimbursements - Use for any type of employee relocation expenses (not travel)
    5. A/P Rush Invoices – Use for any invoices that need to be expedited
    6. A/P Tuition – both directly paid and reimbursements (all invoices submitted in this folder are treated as a rush)
    7. A/P Wire Transfer Invoices
  - ii. Additional Info Requested – use to provide auditors with additional information. Please notify auditor when items are placed in these folders.
  - iii. Check Request Forms
  - iv. Corrections – Purchase & Travel
  - v. Purchasing Card Post Payment Audit
  - vi. Purchasing Card Transactions
  - vii. Travel Vouchers – Local Funds
  - viii. Travel Vouchers – Local – Advance Reimb
  - ix. Travel Vouchers – State Funds
- b. Work in Process – Disbursements – TCE  
Same detail as above
- c. Work in Process – Disbursements – VMDL  
Same detail as above

2. Documents (Purchase and Travel) should be assigned to an INVOICE TEMPLATE.
3. Save documents as campus code and purchase order number.  
Examples: 06L#####, 07L#####, 20L#####  
06E#####, 07E#####, 20E#####  
06P#####, 07P#####, 20P#####
4. All invoices/travel documents should be submitted individually via Laserfiche. If multiple purchase invoices are to be processed on the same purchase order number, save each individual invoice as a separate Laserfiche document. Example of end result: 06L##### for the first invoice, 06L##### (2) for the second invoice. Laserfiche will automatically add the numbers in parenthesis. NOTE: Only one personal travel reimbursement should be submitted per E-document. Please do not create multiple travel reimbursements on the same E-document.
5. Document should be scanned in the following order:
  - a. Purchase Document
    - i. Invoice
    - ii. State documentation (AG-610), if required
    - iii. Any other relevant information/data
  - b. Employee reimbursement
    - i. AG-296
    - ii. Invoice
    - iii. State documentation (AG-610), if required
    - iv. Any other relevant information/data
  - c. Travel Voucher
    - i. Travel voucher form
    - ii. Receipts/invoices
    - iii. Logs
    - iv. Mileage guide
    - v. Approved travel request for foreign travel
    - vi. Any other relevant information/data
6. Documents that should be expedited or handled as a rush can be dropped into the WIP-A/P-Rush folder for processing. This folder is located under the main WIP-Accounts Payable folder. These documents should include a sticky note or comment regarding why it is to be processed as a rush. If a document in WIP-A/P-Rush folder does not include a sticky note or comment, the document will not be processed as a rush. Special mailing instructions should be added as an Invoice Note in FAMIS, not as a sticky note on the document.  
Note: All travel vouchers, CBA , moving and tuition documents are treated as rush documents and should not be placed in the A/P-Rush folder.
7. If multiple object class codes are used, then invoices should have the various object class codes indicated on them. Object class codes can be written on the invoice or provided in additional pages if necessary.

8. Additional information provided with the invoice should be accurate. Only relevant information will be retained in the permanent file.
9. If additional information is requested by an auditor, information should be scanned and added to the WIP-Additional Information Folder for the specific auditor that requested it. Additional information should be saved as the original document name. Departments will need to notify the auditor that information has been added to the folder. This can be done by E-mail or if a PIP is sent, notify the auditor by adding a routing note to the PIP and sending the PIP-FYI back to the auditor.
10. When adding sticky notes, please include a date and your initials. If you do not include this information, we are unable to identify who wrote the note or when it was written.
11. After Disbursements has completed processing of an invoice, it will be stored in one of the following folders:
  - 4.2.3.1 Purchase and Travel Vouchers
    - 4.2.3.1.1 TAES
    - 4.2.3.1.2 TCE
    - 4.2.3.1.3 TAMU (for department use only)
    - 4.2.3.1.4 VMDL

Each subsection contains folders for each fiscal year and for documents on state hold. Departments and Fiscal staff should all have viewing access to these documents.

12. For departments using multiple department codes on purchase orders, please enter the originating department code in the Unit field of the invoice template and any additional departments in the Comments field.
  - a. Example: DS01 prepares an L-doc for an expense to be paid on FOUR funds. On the invoice template, in the UNIT field enter DS01 and in the COMMENTS field enter FOUR.
  - b. Example: POSC prepares an L-doc to be split with several departments. On the invoice template, in the UNIT field enter POSC and in comments field add all other departments (ANSC, ENTO, AGECE, etc).
13. For FLEET department expenses, enter FLEE in the Unit field and the originating department in the Comments field.
  - a. Example: DS01 prepares an L-doc to be paid on FLEET funds. Enter FLEE in the UNIT field and DS01 in the COMMENTS field.

Note: This information is being updated as new information is obtained or new problems or situations arise. For any unusual documents, please do not hesitate to contact Disbursements to find out how to handle.