

# MD – Manual Disbursement Document

## Header Section

▼ General Information

Document Name :	<input type="text"/>	Bank Account :	<input type="text"/> >
Record Date :	<input type="text"/>	Cash Account :	<input type="text"/>
Check / EFT Issue Date :	<input type="text"/>	Check Number :	<input type="text"/>
Budget FY :	<input type="text"/>	Manual Check :	<input type="checkbox"/>
Fiscal Year :	<input type="text"/>	Printing Status Indicator :	<input type="text"/>
Period :	<input type="text"/>	Adjusting Entry :	<input type="checkbox"/>
Document Description :	<input type="text"/>	Disbursement Type :	<input type="text"/>
Check Amount :	<input type="text"/>	Internal Reconciliation :	<input type="text"/>
		APEVXW Check Number :	<input type="text"/>
		APEVXW Check Status :	<input type="text"/>

▼ Cancellation

Cancellation Type :	<input type="text"/>
Cancellation Reason :	<input type="text"/>
Cancellation Comment :	<input type="text"/>
Schedule Payment Date :	<input type="text"/>

▼ Additional Amounts

Discount Amount :	<input type="text"/>
Penalty Amount :	<input type="text"/>
Interest Amount :	<input type="text"/>
Total Withholding Amount :	<input type="text"/>
Intercept Amount :	<input type="text"/>
Total Default Intercept Fee Amount :	<input type="text"/>
Total Supplementary Intercept Fee Amount :	<input type="text"/>
Retainage Amount :	<input type="text"/>
UseTax Line Amount :	<input type="text"/>

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## Vendor Section

### General Information

[Copy Line](#) [Select Line](#)

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Vendor Customer :	<input type="text"/>	Vendor Contact ID :	<input type="text"/>
Legal Name :	<input type="text"/>	Vendor Contact Name :	<input type="text"/>
Alias/DBA :	<input type="text"/>	Vendor Contact Phone :	<input type="text"/>
Address Code :	<input type="text"/>	Vendor Contact Phone Ext. :	<input type="text"/>
Address Line 1 :	<input type="text"/>	Fax :	<input type="text"/>
Address Line 2 :	<input type="text"/>	Fax Extension :	<input type="text"/>
City :	<input type="text"/>	Vendor Contact Email :	<input type="text"/>
State :	<input type="text"/>	Web Address http:// :	<input type="text"/>
Zip :	<input type="text"/>	Taxpayer ID :	<input type="text"/>
Country :	<input type="text"/>	Taxpayer ID Number Type :	<input type="text"/>
County :	<input type="text"/>		

## Accounting Section

### General Information

Event Type :	<input type="text"/>	Budget FY :	<input type="text"/>
Accounting Template :	<input type="text"/>	Fiscal Year :	<input type="text"/>
Line Descr :	<input type="text"/>	Period :	<input type="text"/>
Check Descr :	<input type="text"/>	Bank Account :	<input type="text"/>
Line Amount :	<input type="text"/>	Vendor Inv No. :	<input type="text"/>
Check Amount :	<input type="text"/>	Vendor Inv Ln :	<input type="text"/>
		Vendor Inv Dt :	<input type="text"/>
		Tracking Date :	<input type="text"/>
		Service From Date :	<input type="text"/>
		Service To Date :	<input type="text"/>
		Warrant Number :	<input type="text"/>
		Replacement :	<input type="checkbox"/>

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### ▼ Reference

Ref Doc Code :  Ref Vendor Line :   
Ref Doc Dept :  Ref Commodity Line :   
Ref Doc ID :  Ref Accounting Line :   
Ref Type :

### ▼ Fund Accounting

Fund :  Object :  OBSA :   
Sub Fund :  Sub Object :  Sub OBSA :   
Department :  Revenue :  Dept Object :   
Unit :  Sub Revenue :  Dept Revenue :   
Sub Unit :  BSA :   
Appr Unit :  Sub BSA :

### ▼ Detail Accounting

Location :  Reporting :  Major Program :   
Sub Location :  Sub Reporting :  Program :   
Activity :  Task :  Phase :   
Sub Activity :  Sub Task :  Program Period :   
Function :  Task Order :   
Sub Function :

### ▼ Additional Amounts

Discount Line Amount :   
Penalty Line Amount :   
Interest Line Amount :   
Backup Withholding Line Amount :   
Exclude Retainage :   
Retainage Line Amount :   
UseTax Line Amount :   
Intercept Line Amount :   
Default Intercept Fee Amount :   
Supplementary Intercept Fee Amount :

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## ▼ Additional Information

Contact (name) :	<input type="text"/>	Disbursement Frequency :	
Contact Location :	<input type="text"/>	Advance Type :	
Contact Telephone :	<input type="text"/>	Dyna Bank :	
Contact Telephone Extension :	<input type="text"/>		
Special Instructions Code :	<input type="text"/>		

## Posting Section

### ▼ General Information

Run Time/Date :	Budget FY :
Record Date :	Fiscal Year :
Journal Posting :	Period :
Budget Posting :	Post Pair ID :
Bank Account :	Line Amount :
BSA Type Indicator :	Posting Amount :
OBSA Type Indicator :	Closed Amount :

### ▼ Fund Accounting

Fund :	Cabinet :	BSA :
Sub Fund :	Department :	Sub BSA :
Object :	Unit :	OBSA :
Sub Object :	Sub Unit :	Sub OBSA :
Object Category :	Appr Unit :	Dept Object :
Revenue :	Appr Category :	Dept Revenue :
Sub Revenue :	Internal Fund :	
Revenue Category :	Internal Sub Fund :	
	Internal Dept :	

### ▼ Detail Accounting

Location :	Reporting :	Major Program :
Sub Location :	Sub Reporting :	Program :
Activity :	Task :	Phase :
Sub Activity :	Sub Task :	Program Period :
Function :	Task Order :	Funding Profile :
Sub Function :		Stage Profile :
		Funding Priority :
		Funding Line :