TD – Treasury Disbursement Document

Header Section

General Information

Document Name :

Record Date :

Budget FY :

Fiscal Year :

Period :

Document Description :

Actual Amount :

Closed Amount :

Closed Date :

Bank Account :

Replacement : ☐

Additional Amounts

Retainage Amount :

Discount Amount :

Penalty/Interest Amount :

Withholding Amount :

Intercept Amount :

Default Intercept Fee Amount :

Supplementary Intercept Fee Amount :

Payment Amount

Extended Description

Extended Description :

Vendor Section

▼ General Information

Vendor Customer :		Vendor Contact ID :	
Legal Name :		Vendor Contact Name :	
Alias/DBA :		Vendor Contact Phone :	
Address Code :		Vendor Contact Phone Ext. :	
Address Line 1 :		Vendor Contact Email :	
Address Line 2 :		Fax :	
City :		Fax Extension :	
State :		Web Address http:// :	
Zip :			
Country :			
County :			

▼ Disbursement Options

Disbursement Category :		EFT Status :	
Schedule Payment Date :		Handling Code :	
Disbursement Priority :		On Line Disbursement Rqst : ☐	
Disbursement Type :		Taxpayer Id :	
Disbursement Format :		Taxpayer Id Type :	
Single Payment : ☐		Pay Third Party : ☐	

▼ Discount Terms

Days 1 :	Percent 1 :		Discount Always 1 : ☐
Days 2 :	Percent 2 :		Discount Always 2 : ☐
Days 3 :	Percent 3 :		Discount Always 3 : ☐
Days 4 :	Percent 4 :		Discount Always 4 : ☐

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Accounting Section

▼ General Information

Event Type :

Accounting Template :

Line Description :

Line Amount :

Reserved Funding :

Line Closed Amount :

Line Closed Date :

Ref Line Amount :

Budget FY :

Fiscal Year :

Period :

Bank :

Vendor Invoice Number :

Vendor Invoice Line :

Vendor Invoice Date :

Tracking Date :

Check Description :

Special Instructions Code :

Disbursement Frequency :

Billing Profile :

▼ Reference

Ref Doc Code :

Ref Doc Dept :

Ref Doc ID :

Ref Vendor Line :

Ref Commodity Line :

Ref Accounting Line :

Ref Type :

▼ Fund Accounting

Fund :

Sub Fund :

Department :

Unit :

Sub Unit :

Appr Unit :

Object :

Sub Object :

Revenue :

Sub Revenue :

BSA :

Sub BSA :

OBSA :

Sub OBSA :

Dept Object :

Dept Revenue :

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▼ 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 :		

▼ Service Dates

Service From Date :

Service To Date :

▼ Additional Amounts

Retainage Amount :　　　　WithHolding Amount :

Discount Amount :　　　　Intercept Amount :

Penalty/Interest Amount :　　Default Intercept Fee Amount :

Supplementary Intercept Fee Amount :

Payment Amount :

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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 :