

# ACCOUNTS PAYABLE TIPS AND HINTS

## Vouchers

- Please remember to use the proper invoice numbering conventions. It's always best to use an actual invoice number, if it is provided to you by the vendor.
  - If included, all letters must be capitalized. Also, spaces, punctuation or special characters are not to be used.
  - If there is not an actual invoice number from the vendor, please use your four-digit department number followed by the date in 6 digits (ex. 1049MMDDYY).
  - If you are reimbursing an individual, you should always use the invoice numbering convention above.
  - If a duplicate invoice message comes up when using conventions, use a capital A, B, C...at the end of the convention.
- Backup attachments should be in one scan and in the same order as the lines on the voucher.
- All Vouchers must have a business purpose listed for expenses
- When reimbursing for meals, a list of attendees must be attached. If alcohol is included, please use the alcohol account. Credit card receipt as well as the detailed receipt is needed for reimbursement.
- Travel reimbursement vouchers must have the Travel form attached unless it is for simple travel, for example mileage or car rental. If travel reimbursement is related to a conference, please attach a copy of the conference agenda.
- Student payment vouchers must have the Student Payment Voucher form attached and follow the 1099 guidelines in the below 1099 section.

## 1099 Taxable Expenses

- The 1099 box should stay checked when the voucher is for a service provided (ex. Honorarium, Printing or Rentals) and not for goods purchased (ex. RJ Julia, Reimbursements or Material Purchases).  
**Note** If there is a 1042 box on the voucher, it should never be updated/changed.
- Wesleyan enrolled students are taxed on prizes but not on stipends or fellowships. However, non-Wesleyan students are taxed on prizes, stipends and fellowships. The 1099 applicable box must be checked for all taxable payments.
- Reimbursement cannot be made to an individual who paid for services or rentals out of pocket. This is considered a third party payment and cannot be reimbursed. Wesleyan must pay all services and rental payments directly to the vendor.

## Vendors

- To prevent fraud, please be sure to confirm all banking or address changes directly with the vendor prior to requesting it from AP. A new W9 will be needed for address changes and the New Vendor form along with a voided check or an official bank letter will be needed for banking changes.
- When requesting direct deposit for a vendor, please remember we cannot process direct deposit payments without a copy of a voided check or an official bank letter with the account details. We will also need their signature on the new vendor form authorizing the setup.
- Vendors will be on hold until we receive their completed W9. You will still be able to submit a voucher once they are set up in WFS, however payment will not be released until we have the W9 on file. An automatic email is sent out twice a month letting users know if they have a vendor on hold, with vouchers in WFS, waiting to pay.

- Vendors on hold can be found in WFS by navigating to

Main Menu > Suppliers > Supplier Information > Add/Update > Supplier

Change "Hold Payment" to = Yes and hit search.

## Checks

- The Accounts Payable department has a check run once a week on Wednesdays. Vouchers received in the AP inbox by 4 pm on Friday can be paid the following Wednesday. Wesleyan's default for payment is 30 days from the invoice date. However, if payment is needed prior to that, make a note in the "Instruction to AP" box on the voucher.
- If an enclosure is needed to go with a check, you must change the handling code on the voucher to "EN", note pay by check in the "Instruction to AP" box and send the attachment through campus mail to AP at 291 Main Street with the voucher ID written on the attachment.