

Accounts Payable tip sheet

- **Invoice numbering**
 - If a vendor number is listed on a company invoice, always use the vendor's invoice number on the voucher. Invoice date on the voucher should match the invoice as well. The invoice date determines when the payment is made.
 - When processing an invoice that does not have an invoice number, you will use the four digit department number from within the Smartkey followed by the invoice date. Formatted as MMDDYY. This will always be a 10 digit number. If you get a duplicate error message upon saving using this format, research the invoice and if it is not a true duplicate, add an upper case alpha character on the end.
 - Invoice numbers cannot have spaces, punctuation or lower case letters.
 - When processing a credit voucher, make sure to follow the procedure that fits above and add CM after the entry date to specify a credit memo.
- **Handling Codes**
 - Handling codes on a voucher should always match the address on the voucher, even when the payment is made by ACH (direct deposit). For example, if the address is a campus address you should use "CM" as a Handling code. If it's an International address, you should use "IM".
- **1099 applicable box**
 - When processing a voucher that is for materials only (no services) the 1099 applicable box should be unchecked if it is visible.
If 1042 box is visible it should be left alone.
- **Pay Terms**
 - Wesleyan's default payment terms are net 30 days for outside vendors. If payment is needed prior to that net 30, please note that in the "Instruction for AP field". (Must be a Friday date)
- **W9's**
 - Please make sure that W9's are complete prior to sending them to Accounts Payable. Social Security number must be entered on all forms unless payments are for reimbursement of expenses only. Bottom line must be signed. Please wait until you have all the documents (W9 and Banking forms) before sending them to AP.
- **Paid by Wire Vouchers**
 - When processing a paid by wire voucher make sure to add Tami Sabo to the end of workflow. Please do this step right before you submit the voucher into workflow or it may drop off.
- **When receiving a new Pcard (Due to expiration date or cancelation)**
 - When you receive a new Pcard, make sure to contact AP by email and we will call you to get the new card number and expiration date.