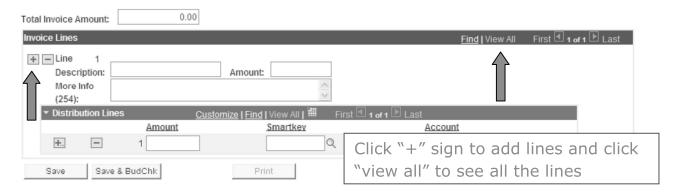
## What do I do if I have an invoice that needs to be paid from a smartkey that I cannot access (regular or Pcard voucher)?

Do not split invoices. This has created problems with vendors receiving multiple checks and reporting. It also increases the chance of duplicate payments to vendors.

1. Create a voucher with the appropriate number of lines. For example, if the invoice is for \$750 and Finance, Human Resources, and Physical Plant have agreed to split the costs 3 lines are needed.



2. Input the <u>correct</u> dollar amounts and accounts and also input <u>your own</u> smartkey in every line. This will allow you to save the document and get a voucher ID. If by accident you budget check instead of save, no problem. After step 3 or 4 you will need to budget check again and expenses will show up in the correct smartkey(s).



- 3. If the smartkey(s) you cannot access is <u>within your executive area</u> (e.g. Student Affairs, University Relations, etc.), contact your fiscal manager with the voucher ID and correct smartkey(s) so they can input the change. The fiscal manager will save the voucher after inputting the change and you can then follow through on the normal budget check and submission process.
- 4. If the smartkey(s) you cannot access is <u>outside your executive area</u>, contact <u>aphelp@wesleyan.edu</u> with the voucher ID and correct smartkey(s) so we can input the change. We will save the voucher after inputting the change and you can then follow through on the normal budget check and submission process.



Note: This process is easier than doing a journal voucher after the voucher has been approved. The journal voucher will require you to complete a similar process so you are effectively doing the same voucher twice.

Please contact <u>aphelp@wesleyan.edu</u> if you have any questions about this process.