PCARD PROCESS DOC #2: SUBMITTING YOUR PCARD VOUCHER (REQUIRED IF CHARGES EXIST)

Purpose:
- Attach receipts, invoices, and supporting documentation
- Include business purpose
- Edit SmartKey/Account, split charges
- Budget check if necessary and submit your voucher for approval

Steps/Instructions	Screen Capture
From the home page in WFS, select Voucher under Wesleyan Smart Docs.	**Wesleyan Smart Docs** Journal Entry Voucher Purchase Order Deposit Transmittal Grants Proposal
Find an Existing Value	**Smart Voucher** Find an Existing Value / Add a New Value Business Unit: WSLYN Voucher ID: NEXT Voucher Style: Regular Voucher Add Find an Existing Value | Add a New Value
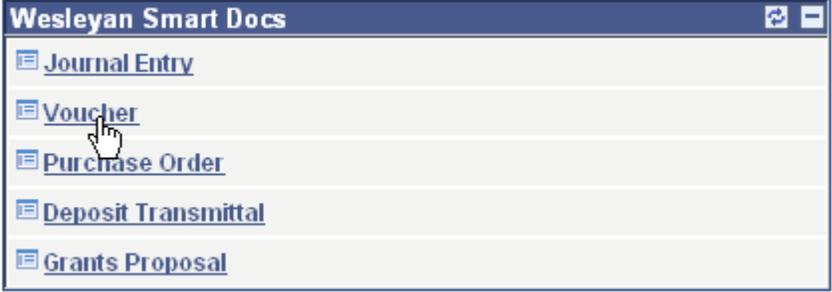
<u>Finding your Voucher</u>: SEARCH OPTIONS Invoice Number-Enter *USERID* Invoice Number-Click drop down arrow and select *contains*. Enter *cardholder's last name* Voucher ID-Click drop down arrow and select *contains*. Enter last 5-6 non-zero digits Invoice Date-Select bill date indicated on your email notification (use in addition to another search option) *Note, if no activity occurred during the billing cycle, a voucher is not created.	**Smart Voucher** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** \ Add a New Value **Voucher ID:** begins with ▾ [ ] **Invoice Number:** begins with ▾ LGAMBELL **Invoice Date:** = ▾ [ ] 📅 **Workflow Status:** = ▾ [▾] **Originating Oprid:** begins with ▾ [ ] 🔍 **Short Vendor Name:** begins with ▾ [ ] **Vendor ID:** begins with ▾ [ ] 🔍 **Name 1:** begins with ▾ [ ] **Voucher Style:** = ▾ [▾] **Related Voucher:** begins with ▾ [ ] **Entry Status:** = ▾ [▾] ☐ Case Sensitive Search Clear Basic Search 💾 Save Search Criteria

Attaching Organize and attach *itemized* receipt(s) in the order charges appear on the voucher. A single attachment with all receipts numbered and organized in the order of charges listed on the voucher is optimal. You can add an attachment to the voucher at any time in workflow, other than when the voucher in in your approval inbox.	**Voucher Entry** Voucher ID: 00000773 Entered By: TSABO Sabo,Tami Ann Voucher Style: Regular Voucher Approval Status: Pending Post Status: Unposted ▼ Header 'Invoice Number: BCHERNOFF_MAR PayTerms: 30DAY Due in 30 Days Invoice Date: 03/16/2009 Scheduled Date: 04/15/2009 'Vendor: JP MORGAN -(Advanced Vendor Search 'Handling Code: US Vendor ID: 0000002767 PO Number: Copy PO 'Address: 1 JP MORGAN CHASE 11 WEST 51ST ST NEW YORK, NY 10019 USA **Attachments** Find | View 1 First 1-2 of 2 Last ➕➖ Attachment Lunch_Aug_03,_2008_(1).PDF Attach View ➕➖ Attachment Lunch_Aug_28,_2008_(1).PDF Attach View
SmartKey/Account Note, all Pcard vouchers are budget checked when created. SmartKeys and accounts are still editable. Clicking "Save" after editing will give you the "Save & BudChk" button.	▼ Comments Message to Vendor(70) Instruction for AP(254) Total Invoice Amount: 115.71 **Invoice Lines** Find | View 1 First 1-2 of : ➕➖ Line 1 Description: CHILI'S TOO JF10430718 Amount: 48.16 More Info(254): CHILI'S TOO JF10430718 ▼ Distribution Lines Customize | Find | View All | First 1 of 1 Last 	Amount	Smartkey	Description	Account	Description
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48.16	1001095100	FINANCE	82100	OFFICE SUPPLIES | ➕➖ Line 2 Description: THE HOME DEPOT #6233 Amount: 67.55 More Info(254): THE HOME DEPOT #6233 ▼ Distribution Lines Customize | Find | View All | First 1 of 1 Last | Amount	Smartkey	Description	Account	Description
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67.55	1001095100	FINANCE	82100	OFFICE SUPPLIES	 Save Save & BudChk Print

Save & Budget check the voucher again and submit. If you receive a budget check warning, transfer budget, save and budget check again, and submit.	
Business Purpose Enter business purpose in "More Info (254)" field if not on receipt. For travel expenses, include dates of travel, destination, and purpose or attach itinerary.	Line 46 Description: HOTWIRE-SALES FINAL Amount: 67.88 More Info (254): HOTWIRE-SALES FINAL - rental car for College Horizons program (pick up 6/30, return 7/1) - ▼ Distribution Lines Customize | Find | View All | First ◀ 1 of 1 ▶ Last 	Amount	Smartkey	Description	Account	Description
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1	67.88 1001046201	TRAVEL OTHER (SUMMER	84509	OTHER TRANSP | Line 47 Description: EXPEDIA*132331549595 Amount: 193.69 More Info (254): EXPEDIA*132331549595 - hotel room in Seattle for College Horizons program (check in 6/30, ▼ Distribution Lines Customize | Find | View All | First ◀ 1 of 1 ▶ Last | Amount	Smartkey	Description	Account	Description
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1	193.69 1001046201	TRAVEL OTHER (SUMMER	84520	LODGING	 Save Print
Ad Hoc, if necessary Insert cardholder as an approver if submitting on behalf of a cardholder. Ad hoc approver if you are the approver of SmartKey used. Insert approver on	**First click Wrkflow Preview** Invoice Lines Find | View All Firs ➕ ➖ Line 1 Description: TUSCANY GRILL Amount: 103.81 More Info (254): TUSCANY GRILL Transaction Date 06/30/2010 ▼ Distribution Lines Customize | Find | View All | First ◀ 1 of 1 ▶ Last 			Amount	Smartkey	Description	Account	Description
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➕	➖	1 103.81	1001083108 🔍	RED & BLACK	84530 🔍	MEALS	 Save Save & Submit Print Wrkflw Preview **Then, click "+"**

the first line. Approval will apply to all applicable lines. Ad hoc must be completed right before submitting the voucher.	**SmartVoucher** ▽ BUSINESS_UNIT=WSLYN, VOUCHER_ID=00034725, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1: **Attributes Approval** Not Routed — Multiple Approvers — AP Fiscal Manager → Not Routed — Multiple Approvers — Accounts Payable → Not Routed — Sabo,Tami Ann — AP Pcard Fnl Aprvl
Click insert, then RETURN	**Select the user and insert as an approver** **Insert additional approver or reviewer** Choose an approver or reviewer to insert User ID: LGAMBELL 🔍 Gambell,Lynne A. Insert as: ● Approver ○ Reviewer Insert Cancel
SAVE & SUBMIT Once submitted, the status of your voucher should go from "Pending" to "In Workflow"	FDN Save Save & Submit Print Wrkflw Preview