

## **AP Voucher Instruction Sheet**

**Important: Do not ignore budget warnings.** Fix them before submitting the voucher to workflow by transferring budget or changing the Smartkey/account. See link on budget warnings.

### **A Vendor is Required on All Purchase Orders and Vouchers**

If you cannot find the vendor in the lookup, complete the New Vendor Request Form and send to the Accounts Payable Office. They will notify you when the vendor has been entered. This includes payments to individuals. (See Vendor Lookup link.)

### **Invoice Number**

1. An invoice number is required for all vouchers. Every voucher must have a unique invoice number for that vendor.
2. If you are creating a voucher without an invoice, follow the guidelines for Invoice Numbering prepared by the AP Office (See separate link on Invoice Numbering.)

### **Documentation and Attachments**

1. The invoice and/or other documentation must be attached to the Voucher.
2. Instructions for scanning using your office copier can be found on the WFS Blog and the Finance web site. Call ITS Desktop support if you need additional assistance.
3. See separate link for examples of good and bad receipts. Scanned receipts and invoices must be readable.
4. Departments must keep original invoices and documents according to retention policy.

### **Travel Expense Vouchers**

1. If the traveler has a Wesleyan purchasing card, most expenses should be charged to the card.
2. The traveler can use the Travel Expense Form (a pre-formatted spreadsheet) in Portfolio and attach it to the Smart Doc Voucher. The correct chart fields and dollar amounts must be entered on the Smart Doc Voucher.
3. If the request is only for mileage, or mileage and tolls, the details can be entered in the "Instruction for AP" section and separate documentation is not required. (Total miles, purpose and date of travel and rate per mile.)

### **Copying Details from a Purchase Order (see separate link for further details)**

1. A PO must be related to a voucher to relieve the encumbrance
2. First enter the vendor on the voucher then look up the PO number. Only dispatched PO's appear in the drop-down.
3. Select the P.O. and click "Copy PO" button
4. The dollar amount can be modified if the invoice is a different amount than the P.O.

### **Payment Methods**

1. To corporate vendors: Check, unless EFT instructions have been received.
2. To Wesleyan employees: Electronic direct deposit to same account as payroll checks.

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3. To other individuals: Checks, unless the individual provides direct deposit information
4. For Petty Cash payments: A staff member requesting Petty Cash should request that a check be written using the AP Comment section (rather than direct deposit to their bank account).

## **Handling Codes**

1. Handling codes are very important for the check printing order and distribution of checks. Review the handling code carefully to make sure you have the right one.
2. The default handling code for checks to Wesleyan students and employees is CM (Campus Mail)
3. The default handling code for all other checks is US (U.S. Mail)
4. See separate link for usage of other handling codes.

## **Payment Terms**

1. Wesleyan's standard payment terms are 30 days from Invoice date. The payment due date will appear on the voucher after the invoice date is entered.
2. Payments to Wesleyan individuals (Wesleyan faculty, staff, students) are immediate (next payment cycle after approval).
3. If a voucher requires payment prior to the scheduled date, type the due date in the format "mm/dd/yy" first thing in the "Instructions to AP" box.

## **Comments**

1. Comments can be entered that will appear on the check stub in the "Message to Vendor" box. The invoice number automatically appears on the check and does not need to be entered here.
2. "Instruction for AP" box is for any information that is relevant to the AP office to see.

## **Invoice Total and Line Detail**

1. Enter the Invoice Total under the Comment boxes. The total of all lines must equal the Total. An error will occur when you save if the voucher does not balance. Click the "View All" link to open all the lines.
2. Do not split an invoice over multiple vouchers. If an invoice needs to be paid from a Smartkey(s) that cannot be accessed, follow the instructions in the document "Voucher No SmartKey Access."

## **Save, Budget Check and Submit**

1. A voucher can be saved without budget checking. The Save button will create the Voucher ID.
2. Do not ignore budget warnings. Fix them before submitting the voucher to workflow. Vouchers with budget warnings will probably be denied by the approver with budget responsibility.

## **Fixing Denied Vouchers**

Denied vouchers must be fixed based on the comments provided. See "Denied Voucher Comments" link for guidelines.

## **Journal Vouchers**

Journal Vouchers provide a method to change the accounting on a voucher that has been fully approved. A Journal Voucher cannot be against a regular voucher until it has been fully approved. If approval workflow is short it may be easier to have an approver deny the voucher and make immediate changes. See detailed instructions on "Journal Voucher" link.