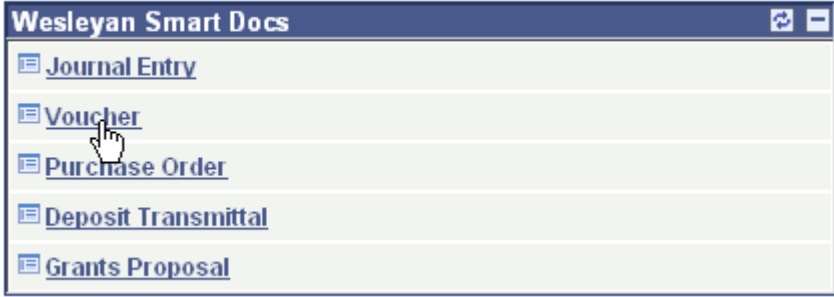
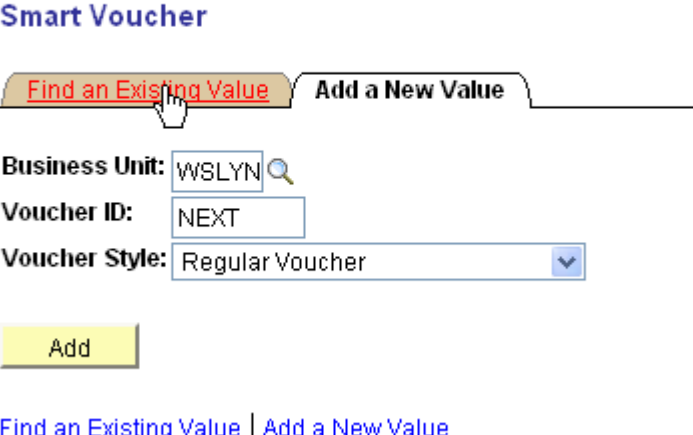


PCARD PROCESS DOC #2: SUBMITTING YOUR PCARD VOUCHER (REQUIRED IF CHARGES EXIST)

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
- Do not submit your voucher with budget check warnings. Transfer budget, budget check again, and then submit.

Steps/Instructions	Screen Capture
From the home page in WFS, select Voucher under Wesleyan Smart Docs.	 A screenshot of a web application window titled "Wesleyan Smart Docs". The window contains a vertical menu with five items: "Journal Entry", "Voucher", "Purchase Order", "Deposit Transmittal", and "Grants Proposal". A mouse cursor is hovering over the "Voucher" item.
Find an Existing Value	 A screenshot of the "Smart Voucher" form. At the top, there are two tabs: "Find an Existing Value" (highlighted in red) and "Add a New Value". Below the tabs, there are three input fields: "Business Unit:" with the value "WSLYN" and a search icon; "Voucher ID:" with the value "NEXT"; and "Voucher Style:" with a dropdown menu showing "Regular Voucher". Below these fields is a yellow "Add" button. At the bottom, there are two links: "Find an Existing Value" and "Add a New Value".

Finding your Voucher:

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 is 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 Chase 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.

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) -

Amount	Smartkey	Description	Account	Description
1	67.88 1001046201	TRAVEL OTHER (SUMMER)	84509	OTHER TRANS

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,)

Amount	Smartkey	Description	Account	Description
1	193.69 1001046201	TRAVEL OTHER (SUMMER)	84520	LODGING

Save Print

Ad Hoc, if necessary

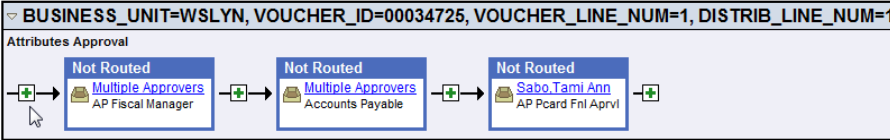
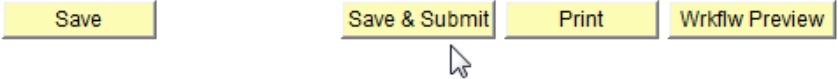
Insert cardholder as an approver if submitting on behalf of a cardholder.

Ad hoc approver if you are the approver of SmartKey used.

Insert approver on

First click Wrkflow Preview

Then, click “+”

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