

# 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.

Total Invoice Amount:

Invoice Lines Find | View All First 1 of 1 Last

**+** **-** Line 1  
Description:   
Amount:   
More Info (254):

**+** **-** Distribution Lines Customize | Find | View All First 1 of 1 Last

	Amount	Smartkey	Account
<b>+</b> <b>-</b> 1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Save & BudChk Print

Click "+" sign to add lines and click "view all" to see all the lines

2. Input the correct dollar amounts and accounts and also input your own 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).

Total Invoice Amount:

Invoice Lines Find | View 1 First 1-3 of 3 Last

**+** **-** Line 1  
Description:  Amount:   
More Info (254):

**+** **-** Distribution Lines Customize | Find | View All First 1 of 1 Last

	Amount	Smartkey	Description	Account	Description
<b>+</b> <b>-</b> 1	<input type="text" value="250.00"/>	<input type="text" value="1001095100"/>	FINANCE	<input type="text" value="82450"/>	MISCELLANEOUS

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**+** **-** Line 2  
Description:  Amount:   
More Info (254):

**+** **-** Distribution Lines Customize | Find | View All First 1 of 1 Last

	Amount	Smartkey	Description	Account	Description
<b>+</b> <b>-</b> 1	<input type="text" value="250.00"/>	<input type="text" value="1001095100"/>	FINANCE	<input type="text" value="82450"/>	MISCELLANEOUS

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**+** **-** Line 3  
Description:  Amount:   
More Info (254):

**+** **-** Distribution Lines Customize | Find | View All First 1 of 1 Last

	Amount	Smartkey	Description	Account	Description
<b>+</b> <b>-</b> 1	<input type="text" value="250.00"/>	<input type="text" value="1001095100"/>	FINANCE	<input type="text" value="82450"/>	MISCELLANEOUS

Save Save & BudChk Print

**↑**

3. If the smartkey(s) you cannot access is within your executive area (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 outside your executive area, contact [finance@wesleyan.edu](mailto:finance@wesleyan.edu) 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.

Total Invoice Amount:

**Invoice Lines** Find | View 1 | First 1-3 of 3 | Last

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**Line 1**  
 Description:  Amount:   
 More Info (254):

**Distribution Lines** Customize | Find | View All | First 1 of 1 | Last

Amount	Smartkey	Description	Account	Description
1 250.00	<input type="text" value="1001095100"/>	FINANCE	<input type="text" value="82450"/>	MISCELLANEOUS

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**Line 2**  
 Description:  Amount:   
 More Info (254):

**Distribution Lines** Customize | Find | View All | First 1 of 1 | Last

Amount	Smartkey	Description	Account	Description
1 250.00	<input type="text" value="1001013100"/>	HUMAN RESOURCES OFFICE	<input type="text" value="82450"/>	MISCELLANEOUS

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**Line 3**  
 Description:  Amount:   
 More Info (254):

**Distribution Lines** Customize | Find | View All | First 1 of 1 | Last

Amount	Smartkey	Description	Account	Description
1 250.00	<input type="text" value="1001016100"/>	FACILITIES MGMT	<input type="text" value="82450"/>	MISCELLANEOUS

**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 [finance@wesleyan.edu](mailto:finance@wesleyan.edu) if you have any questions about this process.