

How do I set up a new supplier in Wesleyan's Financial System?

The first step is to submit a New Supplier Request form, you will need the Supplier's name, address, business purpose and email address. This form can be found on the link below. When the Supplier has been approved and set up by Accounts Payable, you will receive an email letting you know that a voucher can now be entered for payment. **Deadline - New Supplier Request forms that are in the AP inbox by 4:00pm on Monday, will be processed by that same Friday.**

<https://www.wesleyan.edu/finance/paymentprocess/New%20Supplier%20Setup.html>

Next, forward this same link to the Supplier for them to complete their forms under the appropriate category. All of the forms are fillable forms that can be typed in and saved, then uploaded to our secure Dropbox at <https://webapps.wesleyan.edu/dropbox/finance>.

Note: Wesleyan's Substitute W 9 forms are not up to date and are no longer accepted.

The Supplier will be placed on hold in WFS until AP has all their forms, but this does not hold up the Supplier set up or Voucher entry. Vouchers will flow through workflow and be fully approved with the Supplier on hold. Once all forms are received and matched to Supplier, the hold is removed and all vouchers that are fully approved will pay out under the net terms they are set for. The forms are attached to the Supplier's file as they come in, but a voucher can be fully approved in WFS since the vendor is on hold and no payments will be made. This is why there is no need to hold the processing of the voucher until you receive their forms, it just holds up the payment.

W9's are matched up to the Supplier file once a week, the day before the pay cycle.

How can I find Suppliers that are on hold awaiting a W9 form?

You can search for vendors on hold awaiting W9 forms by following these breadcrumbs in WFS. Main Menu>Suppliers>Supplier Information>Add/Update>Supplier. Once on the page, set Hold Payment to = Yes and hit search. This will bring up all vendors on hold then you can sort by Originating OprID by clicking on that header of that column and you will see them listed alphabetically by user. There is also an automatic email that goes out twice a month directly from WFS for any Suppliers on hold that have vouchers pending.

Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	Keyword Search	Add a New Value
-------------------------------	----------------	-----------------

▼ Search Criteria

SetID	=	▼	WSLYN	Q
Supplier ID	begins with	▼		
Persistence	=	▼		▼
Short Supplier Name	begins with	▼		Q
Our Customer Number	begins with	▼		Q
Name 1	begins with	▼		Q
Hold Payment	=	▼	No	▼
Originating OprID	begins with	▼		

How do I find a voucher awaiting my approval if I don't have the automatic email?

Login to WFS. On the home page click on Approval Inbox under the Wesleyan Workflow Inbox bucket in the upper right of the page. Once on the Approval Inbox page, click search with no criteria entered, you will see a list of vouchers awaiting your approval. Click on any voucher to approve.

Approval Inbox

Transaction Type:

Use Saved Search:

Business Unit	<input type="text" value="equal to"/>	<input type="text"/>
Voucher ID	<input type="text" value="equal to"/>	<input type="text"/>
Invoice Number	<input type="text" value="equal to"/>	<input type="text"/>
Invoice Date	<input type="text" value="equal to"/>	<input type="text" value=""/>
Supplier ID	<input type="text" value="equal to"/>	<input type="text"/>
Approval Participant	<input type="text" value="equal to"/>	<input type="text"/>

[Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#) [Personalize Search](#)

How do I find a voucher in WFS?

Login to WFS. On the home page click Voucher under the Wesleyan Smart Docs bucket. Once on this page click the Find an Existing Value tab. You can search by entering any criteria into the fields listed and then hit search.

Smart Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Voucher ID	<input type="text" value="begins with"/>	<input type="text"/>
Invoice Number	<input type="text" value="begins with"/>	<input type="text"/>
Invoice Date	<input "="" type="text" value=">="/>	<input type="text" value="07/01/2019"/>
Workflow Status	<input "="" type="text" value="="/>	<input type="text"/>
Originating Oprid	<input type="text" value="begins with"/>	<input type="text"/>
Short Supplier Name	<input type="text" value="begins with"/>	<input type="text"/>
Supplier ID	<input type="text" value="begins with"/>	<input type="text"/>
Name 1	<input type="text" value="begins with"/>	<input type="text"/>

How do I determine where a voucher is workflow?

Pull up the voucher in WFS, click the blue In Workflow link in the upper right corner and this will show you where the voucher is awaiting approval. You can also dig a little deeper by clicking on the actual box saying multiple approvers.

Review Voucher Approval

Voucher ID: 00381411

User ID: SBUSSOLARIDescription Suzanne Bussolari

Approval Map

SmartVoucher



Mozilla Firefox

https://pf92prod.wesleyan.edu/psc/ps

Approver #1	
Name:	Erinn Nolan Savage
User ID:	ESAVAGE
Email ID:	esavage@wesleyan.edu

Approver #2	
Name:	AP
User ID:	FINTEMP
Email ID:	tharley@wesleyan.edu

Approver #3	
Name:	Tamara Harley
User ID:	THARLEY
Email ID:	tharley@wesleyan.edu

What is the AP voucher deadline?

AP Vouchers that are in the AP inbox by 4:00pm on Friday, can be processed for the following Wednesday's paycycle, as long as net terms allow.

Can a speaker donate their payment instead of receiving payment from Wesleyan?

Non-Employees may donate their honoraria or compensation to Wesleyan. However, they cannot direct the donation to a specific department or purpose, as this would effectively be "constructive receipt" of the funds, and therefore be taxable to the individual.

Wesleyan cannot honor requests for payments directly to a University, College or other non-profit organization, since these payments are considered reportable to the IRS on a form 1099-misc., as potentially taxable compensation.

Can I reimburse an individual who paid for services or rental out of pocket?

Payments to third parties for services rendered or rental fees. Employees/students are not allowed to pay for the services or rental fees for an individual or a company that is not Incorporated and then seek reimbursement. Wesleyan is required to report payments for services & rentals to the Internal Revenue Service on form 1099 Misc (non-employees) or form W2 (employees). All services contracted/rentals for the University must be paid directly to the individual or company in accordance with this policy and attendant policies included under Payments to Individuals.

Some examples of these payments include but are not limited to guest speakers, performers, research assistants, transportation rentals such as bus rentals, Printing services by vendors such as Minuteman Press, Rented equipment from vendors like Ace Music and Audio LLC, Bicycle tune ups from vendors like Pedal Power LLC, Boat repairs from vendors like Island Cove Marina LLC and apartment rental payments to landlords.

Specific services and fees

Some of the expenses which are not reimbursable to employees include, but are not limited to:

- Traffic Violations
- Credit Card late fees and interest
- Medical expenses
- Child care
- Pet care
- Health Club fees
- Spousal travel
- Lost baggage
- Alcoholic beverages
- Movie rentals/entertainment
- Laundry/Dry cleaning (except for trips of 5 days or more)
- Travel Insurance (including flight, life and baggage)
- Charitable Contributions
- Commuting to and from work. Employees receiving a commuting allowance are paid through Payroll and taxed accordingly.

This list is not meant to be all-inclusive. Other items may be deemed non-reimbursable upon review.

What do I do if my PCard was lost or stolen?

Please contact JP Morgan right away at (800) 316-6056 and then let AP know at pcardhelp@wesleyan.edu.

Also, email AP with the last four digits and the expiration date of the new card when you receive it, so it can be set up in the financial system.

What do I do if I have not received my new PCard and my old one is about to expire?

Please contact JP Morgan right away at (800) 316-6056.

Also, email AP with the last four digits and the expiration date of the new card when you receive it, so it can be set up in the financial system.

How do I request a temporary increase on my PCard?

You can request a temporary increase to your total credit limit or your single transaction limit by emailing pcardhelp@wesleyan.edu. Your supervisor must be copied on the request.

What is the deadline for reconciling my PCard voucher?

Per policy, PCard vouchers must be reconciled and submitted within 30 days of receiving the PCard voucher.

Where can I find information related to travel, meals, gifts and currency exchange?

<https://www.wesleyan.edu/finance/paymentprocess/policies/travelpolicy.html>

What is the deadline for requesting a travel reimbursement after traveling?

Per policy, reimbursement must be requested within 30 business days after travel return.

Where can I find current Travel Expense forms?

<https://www.wesleyan.edu/finance/paymentprocess/individual/travelexpforms.html>

Where can I find information on Payments to Students?

<https://www.wesleyan.edu/finance/paymentprocess/Payments%20to%20Students.html>

Where do I go for help?

<https://www.wesleyan.edu/finance/contact.html>