

Voucher Handling Codes

Handling Codes are defaulted in but can be changed by the user. Since checks are printed in order by handling code it is very helpful that the user has accurately entered the correct code.

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Voucher Entry

Voucher ID:	NEXT	Entered By:	EBELOW	Below, Edwin G.
Voucher Style:	Regular Voucher	Approval Status:		
		Post Status:		
Header				
*Invoice Number:	<input type="text"/>	PayTerms:	30DAY	Due in 30 Days
Invoice Date:	<input type="text"/>	Scheduled Date:		
*Vendor:	<input type="text"/> Advanced Vendor Search	*Handling Code:	<input type="text" value="US"/>	
Vendor ID:	<input type="text"/>	PO Number:	<input type="text"/>	Copy PO
*Address:	<input type="text"/>			

Defaults

1. CM (Campus Mail) for vendor ID's beginning with "W" (all Wesleyan faculty, staff and students).
2. US (U.S. Mail) for all other vendors

Other Commonly used codes

Code	Description
DE	Departmental Pickup (many departments have their own code, this is the generic one)
EN	Enclosures, used when a document needs to be included with the check
IM	International Mail
TA	Travel Advance

If you would like a separate code created for your department, contact the AP Office.