Types of Smartdocs and When to Use Them

Form	Where to Find	Purpose
Voucher	Voucher under Wesleyan Smartdocs in WFS; regular voucher is the default voucher style	Pay an invoice or employee/individual reimbursement including travel expenses. Also, used to obtain approvals and document expenses for Pcard transactions even though the vendor has been paid. Information from a dispatched PO can be copied into a voucher by relating the PO to the voucher. • Pay an invoice from a vendor • Reimburse employee for travel (with appropriate travel expense form attached)
Journal Voucher	Voucher under Wesleyan Smartdocs in WFS; change voucher style to journal voucher when creating a new document	Change the smartkey or the account on transactions from an original voucher. A Journal Voucher must relate to a previously approved Voucher and always totals to zero. The line amount on a Journal Voucher cannot exceed the amount on the original related voucher. Original voucher must be fully approved before creating Journal Voucher. • Breakout alcohol expenses on an already approved voucher • Fix wrong smartkey or account used on voucher.
Journal Entry	Journal Entry under Wesleyan Smartdocs in WFS	Move non-voucher, non-payroll related transactions among smartkeys or accounts that you can access. Please include all relevant information from the original charge in the comments section in order for the approver to have a clear picture of what is being moved and why. • Move chargebacks between departmental funds such as grants, capital and operating. • Transfer deposits or other credits between smartkeys within your access.
Open Journal Entry	Wesleyan Menu>Open Docs>Open GL Journal	Move non-voucher, non-payroll related transactions among smartkeys or accounts that you cannot access. Should be used to pay other departments for event and other sponsorships. Also used by chargeback centers (dining, FedEx, ITS, Physical Plant, etc.) to charge departments for services. Please include all relevant information from the original charge in the comments section in order for the approver to have a clear picture of what is being moved and why. • Pay for a Bon Appétit catering event • Fix wrong smartkey on Bon Appétit catering event • Sponsoring a speaker in another department and do not have access to their smartkey
Deposit Transmittal	Deposit Transmittal under Wesleyan Smartdocs in WFS	Record revenue by depositing cash or checks into a smartkey.

Purchase Order (PO)	Purchase Order under Wesleyan Smartdocs in WFS	Document sent to a vendor authorizing shipment of a product or service to the customer at a specified price and terms. An encumbrance (reserving expense budget) is created when the PO is budget checked and released when the related voucher is subsequently budget checked. Must be used for purchases over $5,000 unless lower amount required by supervisor. PO must be dispatched to copy into voucher. • Obtain authorization for an equipment repair. • Purchasing new software for computer lab.
Earnings Redistribution Request	Earnings Redistribution Request under Forms in EPortfolio	Move payroll related transactions to the appropriate position, smartkey or account. Redistributions must be requested within 90 days of the original payroll. • Fix wrong position number used to pay student. • Fix wrong smartkey used to pay employee (from operating to a grant).
Budget Transfer	Budget Transfer under Wesleyan Smartdocs in WFS	Move budget spending authority to appropriate smartkeys or accounts that you can access. It is used for moving budget only, not used for moving actual expenses (see journal voucher or journal). Only to be used for operating smartkeys (Fund 100-199). Cannot be used for budget transfers involving smartkeys that you cannot access, positions or revenue (see Budget Transfer – Offline). • Prior to expense occurring, check that there is adequate budget for the expense. • Fix budget warning for PO, voucher or journal (assuming Smartkey/Account codes are correct) • Move budget from office operating to travel (user has access to smartkey).
Budget Transfer - Offline	Offline Budget Transfer Form (under Forms in EPortfolio)	Most budget transfers for operating Smartkeys (Fund 100-199) should be processed using the Budget Transfer Smartdoc (see Budget Transfer). This form should be used to budget transfers involving smartkeys that you cannot access, positions or revenue. Completed form should be emailed to fiscal manager and financialplanning@wesleyan.edu. • Move budget from office operations to student help (involves positions) • Move budget from office operations to revenue (involves revenue budget) • Move budget from PAC to History (user has access to History, not PAC). • For co-sponsorships, use Journal or Open Journal (not Budget Transfer – Offline).