



**Work Instruction**

**Web Voucher - Multiple Invoices on a Single Web Voucher**

**Purpose**

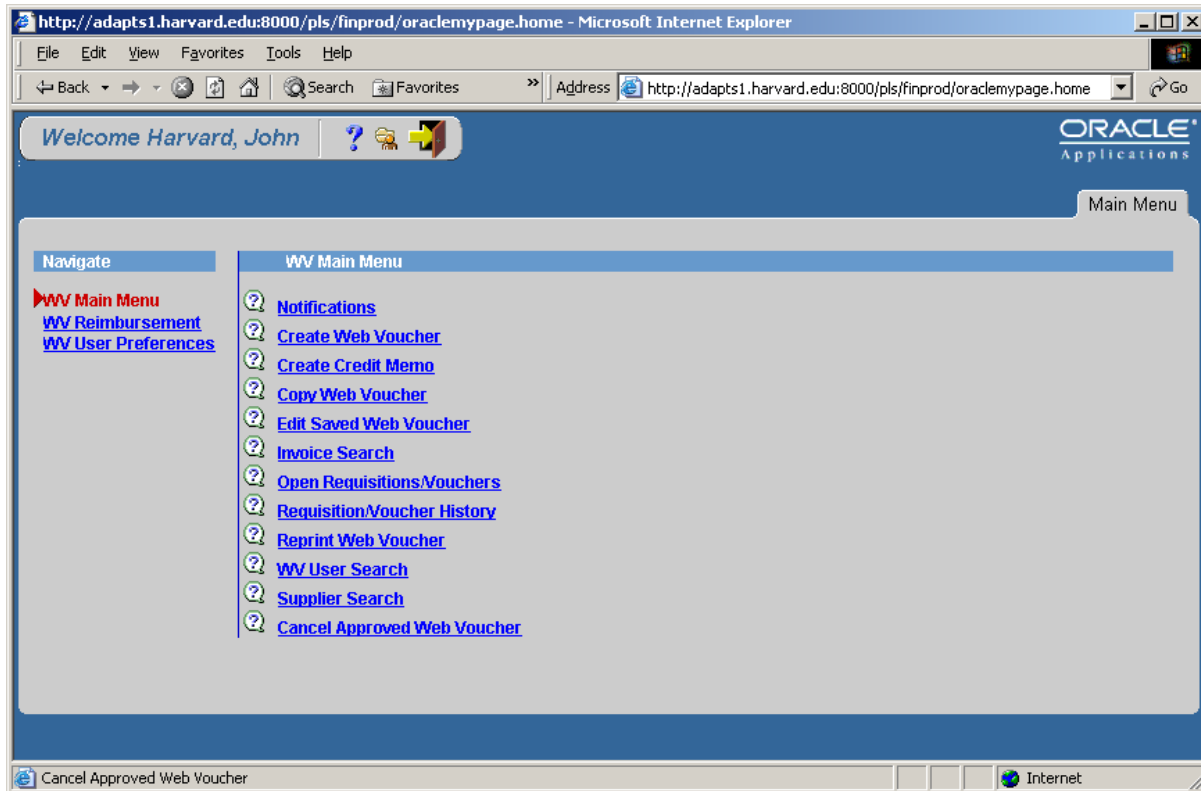
Use this quick reference for an overview of processing multiple invoices on a single web voucher.

**Prerequisites**

- You have all the documentation needed to create a web voucher.
- You have a Web Voucher logon ID and password.

**Processing Multiple-Invoice Vouchers**

**WV Vendor Payment**



1. Use this process to create a multiple-invoice web voucher to pay a company or individual outside the University. Start the task using the menu path **WV Main Menu → Create Web Voucher**.
2. The following conditions must be met to process multiple invoices on a single web voucher:



If you cannot meet all of the following conditions, you must process your invoices individually using a separate web voucher for each invoice.

If	Go To
1. Special handling of invoices is <b>not</b> necessary (multiple-invoice web vouchers <i>cannot</i> be used for <b>Non Standard Check Processing, Enclosures, Credits or Wires</b> )	<a href="#">Step 2</a>
2. You have multiple invoices to the <b>same vendor</b> at the <b>same remit-to site</b>	<a href="#">Step 3</a>



If	Go To
3. You need to process up to a <b>maximum of 10 invoices</b> from the same vendor	Step 4
4. You do not need to spilt code the charges on any of these invoices ( <b>only one line of account coding per invoice</b> ).	You <b>can use this process</b>

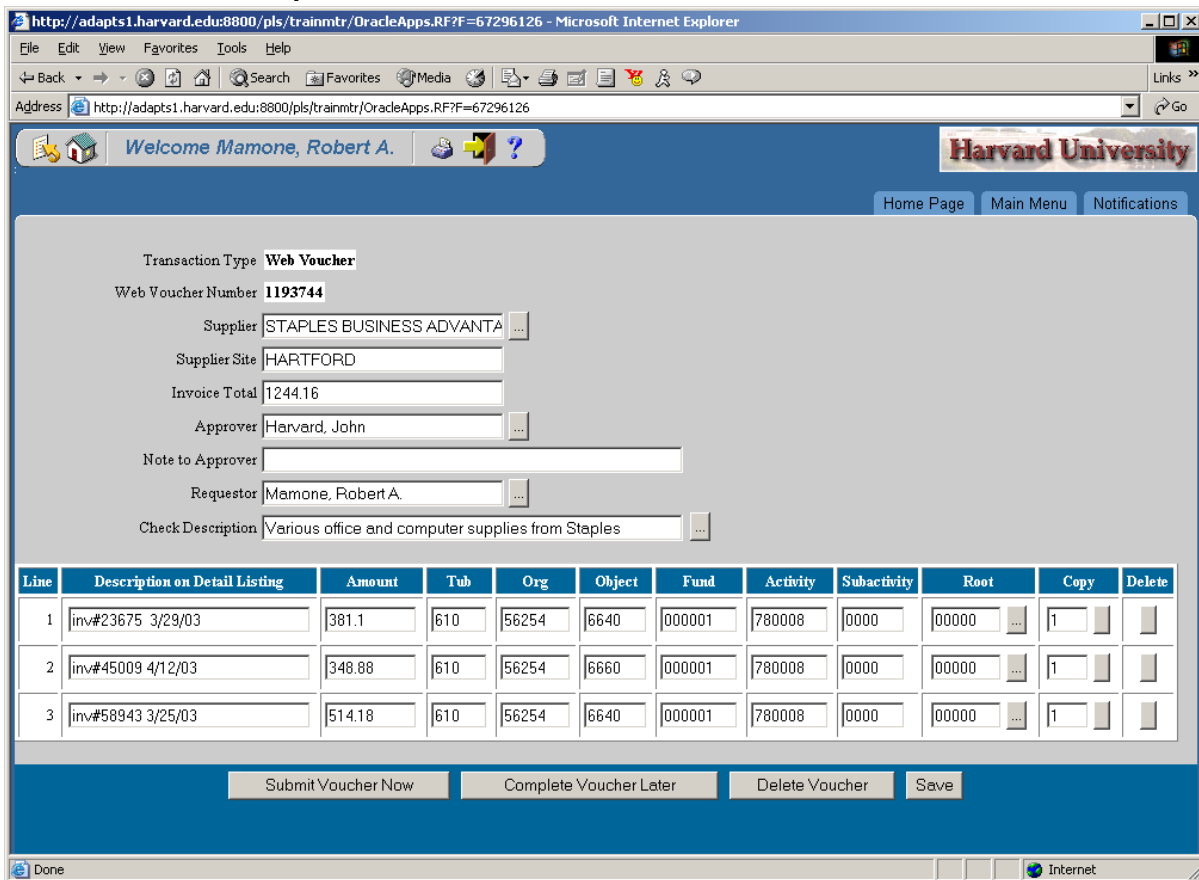
3. Processing a multiple-invoice voucher is a complicated process for Accounts Payable. Please prepare such web vouchers exactly as outlined in the checklist of tasks below.



Packages that do not meet these requirements will be returned to the preparer, which may delay payment.

- The package does not include invoices to be processed as **Non Standard Checks, Enclosures, Credits, or Wires**.
- Make sure that all invoices are for the **same supplier at the same remit-to address**.
- Process a **maximum** of 10 invoices.
- Each invoice is being charged to a single line of account coding. **No split-coding**.
- Write the web voucher number** on the top right-hand corner of each invoice.
- Attach the web voucher confirmation screen printout** to the invoices.
- Organize the invoices** in the order they appear on the confirmation screen.
- Submit the completed package** to your approver for review and approval.

**Web Voucher – Multiple-Invoice Web Voucher**



**4. As required, complete or review the following fields for multiple-invoice web vouchers:**

Field Name	R/O/C	Description
Supplier	R	Supplier must be the same for <b>all invoices</b>
Supplier Site	R	This will fill in automatically based on which supplier you select. This site must be the same for <b>all invoices</b>
Invoice Total	R	Equals the sum of all invoices being paid
Approver	R	No one is allowed to be <b>both</b> a preparer and approver for web vouchers of \$5,000 or above
Note to Approver	O	An optional field for you to send a message to your approver
Requestor	R	Defaults to the preparer
Check Description	O	The first 30 characters of this field will be printed as a note on the vendor payment



Field Name	R/O/C	Description
Description	R	A description of the goods or services purchased. The information entered in this field will appear in Detailed Listing reports. <b>Note:</b> Limited to 10 lines (a maximum of 10 invoices per web voucher).
Amount	R	The total of all lines should equal the amount entered in the <b>Invoice Total</b> field
Account Coding	R	Account coding associated with the expense <b>Note:</b> No split-coding; only one line of coding for each invoice.