

**STATE OF WISCONSIN
STATE ACCOUNTING MANUAL**

SECTION:	V Expenditures	EFFECTIVE DATE:	July 1, 1993
SUB-SECTION:	2 - WiSMART Payment Vouchers	REVISION DATE:	June 18, 1993
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WiSMART PAYMENT VOUCHERS

A payment voucher is used to schedule payments to other agencies or outside vendors. This is accomplished using one of the following documents:

- Vendor Payment Voucher (P1): This voucher is used to schedule a payment to an outside vendor, miscellaneous vendor and vendor credit memos. See the *State Accounting Manual, Volume II - WiSMART Procedures, Section 2 - "Record a Vendor Payment Voucher"* in the for data entry instructions.
- Payment Voucher (PV): This voucher is used to schedule an intra-governmental payment. See the *State Accounting Manual, Volume II - WiSMART Procedures, Section 2 - "Record a Payment Voucher"* for data entry instructions.
- Recurring Payment Voucher (REPV): The recurring Payment Voucher Table is used to create and schedule recurring payments to an outside vendor on a monthly, bi-monthly or quarterly basis. See the *State Accounting Manual, Volume II - WiSMART Procedures, Section 2 - "Add, Change, or Delete an Entry on the Recurring Payment Voucher"* for data entry instructions.

The payment voucher will create an expenditure against the appropriation and expense budgets specified on the accounting line, reducing fund availability. Payment vouchers can also be used to relieve existing pre-encumbrances or encumbrances. This action will create an expenditure against an accounting distribution. When an encumbrance or pre-encumbrance is fully or partially liquidated by a payment voucher, fund availability is not reduced. The obligated portion of the budget is transferred from the encumbered or pre-encumbered amounts to the expended amount. If agencies want a payment to reference an encumbrance, but the accounting string on the original PO has changed, they must:

1. Delete the original PO accounting line.
2. Create a new PO accounting line with the correct codes.
3. Create a payment voucher which references the new purchase order line.

The P1 has a 99 line limitation. If the payment transaction requires more than 99 lines, a new P1 must be used. Agencies are also required to enter a vendor's invoice number on a P1. This will update the Open Vendor Invoice Header table (OVIH), which references the vendor invoice with the P1 number and payment information.

The INV/REC DATE on the P1 document will only be accepted by the system if the accounting period is still open. If an invoice has a date from the closed period, use today's date and enter a scheduled payment date for whenever the check is needed.

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With WiSMART, an agency can specify whether it is making a partial or final payment. If the amount on the payment voucher (PV or P1) line is less than the amount on the referenced PO line, the encumbrance will remain open. If you indicate that this is a final payment, the line will be closed, even though the PV or P1 line amount is less than the referenced PO line amount. If the amount on your PV or P1 line equals the amount on the referenced PO line, the line will automatically be closed out, unless you indicate that it is a partial payment.

When an agency creates a payment voucher that references an encumbrance, WiSMART ensures that the scheduled payment does not exceed the encumbered amount by \$100. An error message will appear preventing the transaction from being processed if it exceeds the \$100 tolerance level. If the payment is for the correct amount the agency should modify the original purchase order or add a line to the payment voucher that does not reference the purchase order.
