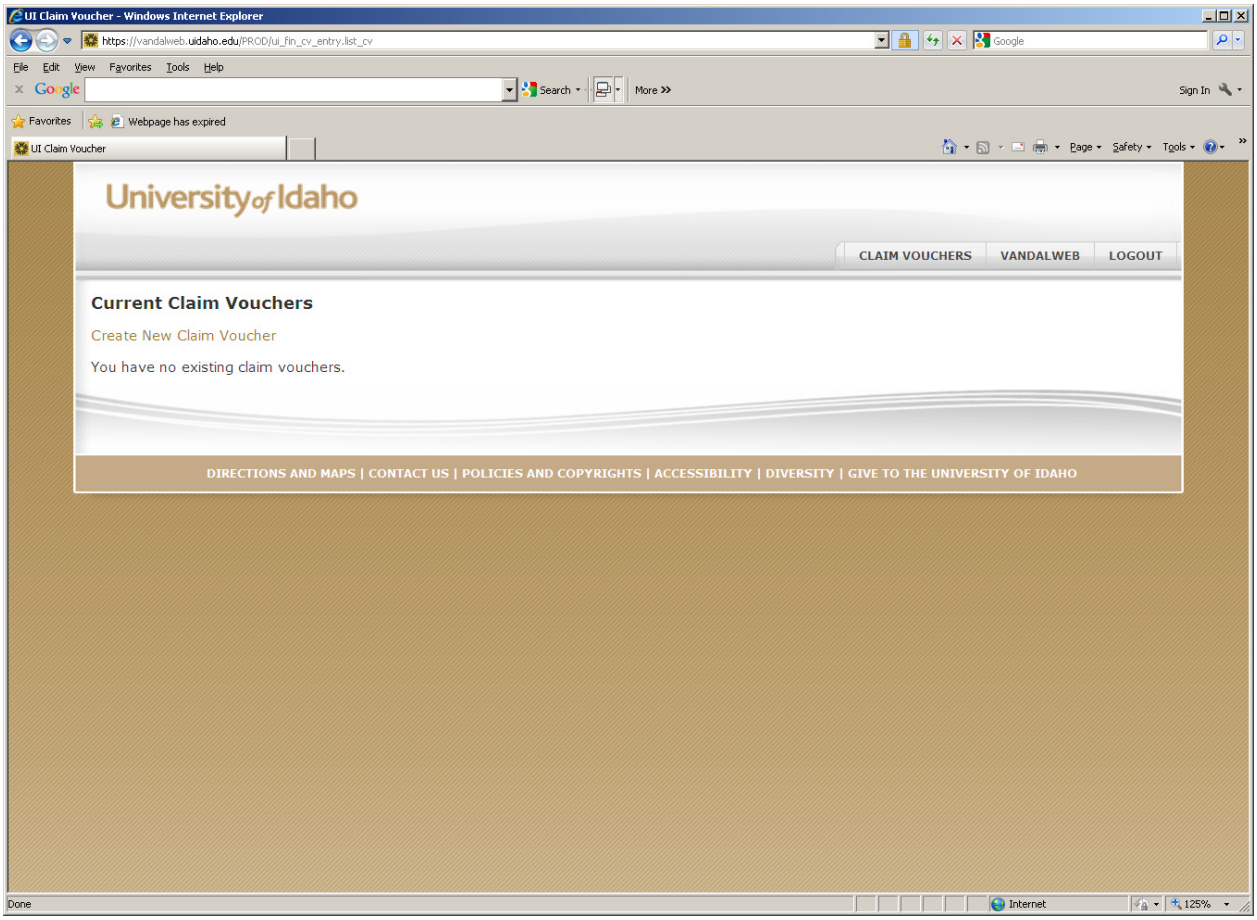
Web Claim Voucher Instructions

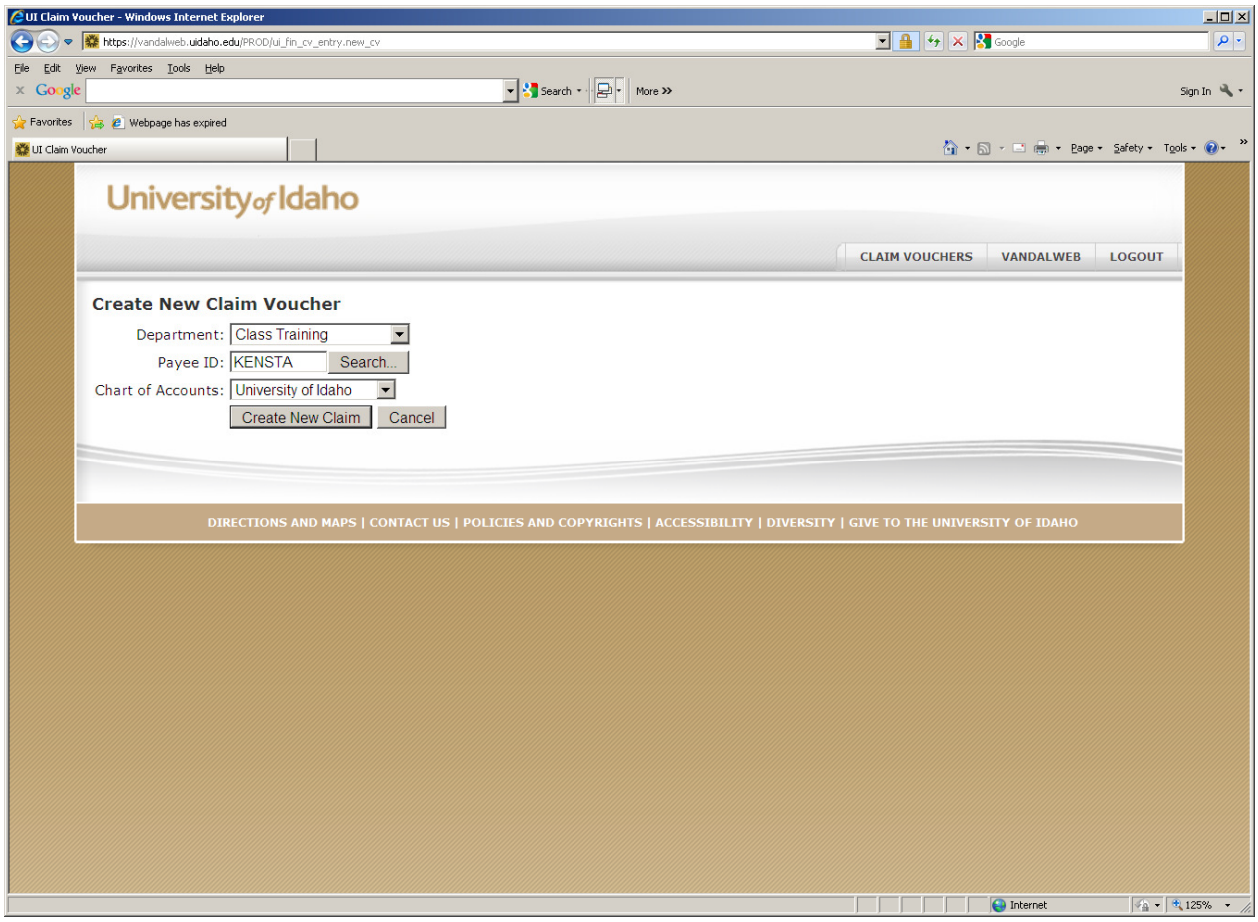
Logging In

To login in to the Claim Voucher Web Forms open a web browser and go to the UI Home Page at http://www.uidaho.edu/ to logon to the Employee Web Login. Once logged in CLICK on **Employee Menu** scroll to the title Administrative Tasks and select **Claim Voucher Entry**.

Create a New Claim Voucher



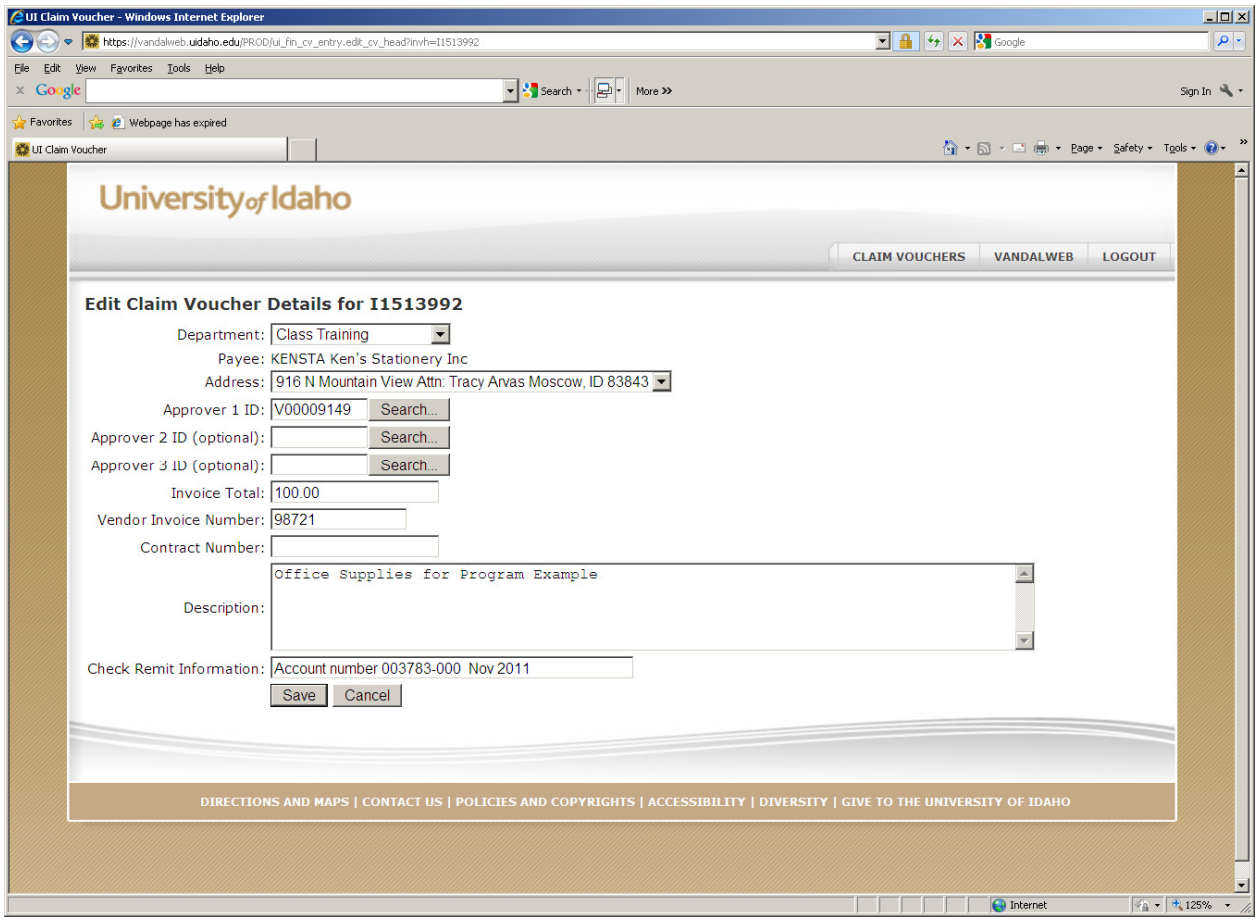
- CLICK on **Create New Claim Voucher**



- Enter information in the Claim Voucher Fields
    - Select Department
    - Vendor Payee ID or and Individual's Vandal Number (V#)
      If you do not know the Payee ID, the Search Button will allow you to query Banner for the information.
      If the Vendor or individual does not currently exist in Banner or the available address is not correct, contact Accounts Payable for the GID Identification to be created/ updated.
    - Chart of Accounts will normally be the University of Idaho, but if the payment would be from the UI Foundation you would select Chart F.

Select **Create New Claim** when finished.

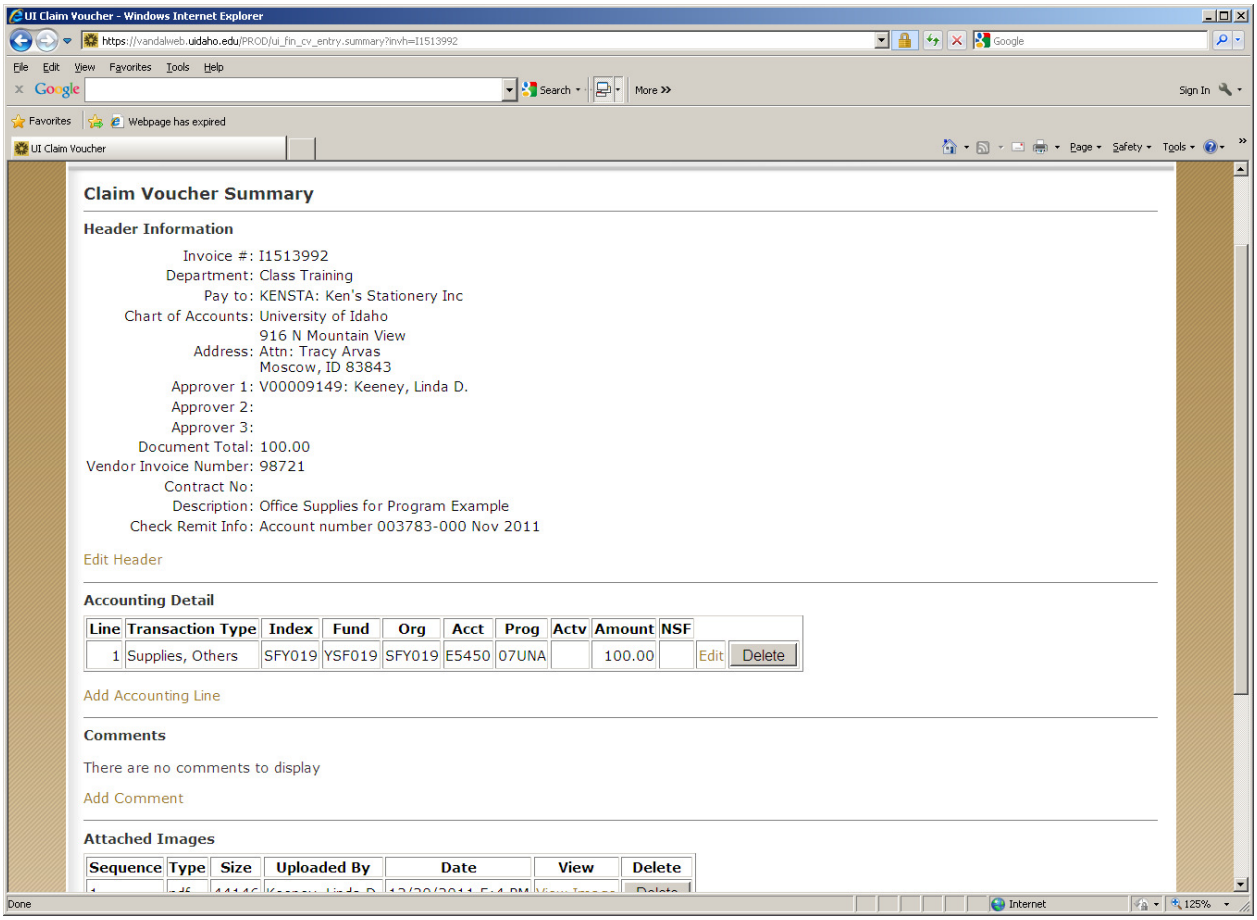
A Banner "I" Invoice Document will be assigned to the Claim Voucher at This point. The I number is viewable on Banner FOIDOCH as "S" status.



- Using the down arrow, select the address for the payment to be mailed. You also have the direct deposit indicator to determine if the person will be receiving a check or as direct deposit.
- Enter Approver 1 ID: If you do not know their Vandal Number, select the SEARCH button.
  Approver 1 is a required field, but depending on your college and department, you may need to add additional approvers. Please be aware, that the claim voucher approvals are not in place of Banner document approvals only the written signatures.
- Enter the Total Amount of the Claim Voucher Payment
- Enter the Vendor Invoice Number: (See Additional Information regarding invoice numbers).
- Enter the Purchasing Services Contract Number if one is available
- Enter the Description or body of the Claim Voucher form. This information will be forwarded directly into Banner Document Text FOATEXT. If you are using Grant funding, please be specific in your descriptions.
- Enter Remit Information: The Remit information displays on the check stubs and direct deposit notices, this field provides the recipient with additional payment information such as an account number or a description of the payment.

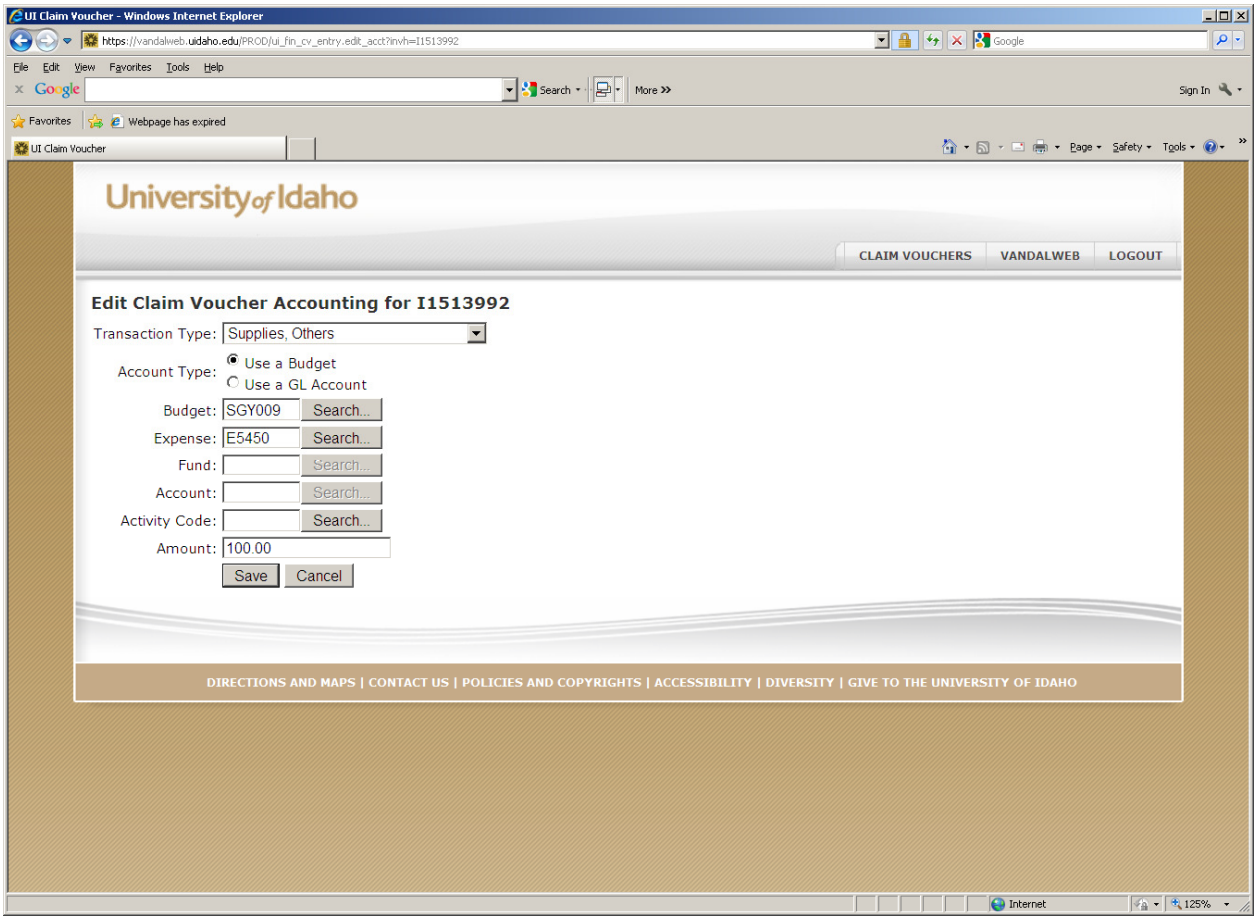
CLICK on **SAVE** when finished.

Your screen will now add all information. If any errors occurred you will not be allowed to move forward. Or if you need to Edit the Header, select Edit the Header and update the information.



CLICK on **Add Accounting Line**.

- Enter The Transaction Type or Commodity Code that best describes the Payment. The commodity codes are used for reporting purposes and are a requirement. (See Additional Information regarding Claim Vouchers)
- If you are using a Budget or Index to pay for the expenditure, Select Budget and continue to complete the information including the amount.
- If you are posting to a General Ledger Account, Select GL Account and enter the Fund and Account Information including the amount.
- If you need to split the accounting, add additional accounting lines that should total the amount listed in the Header Information.

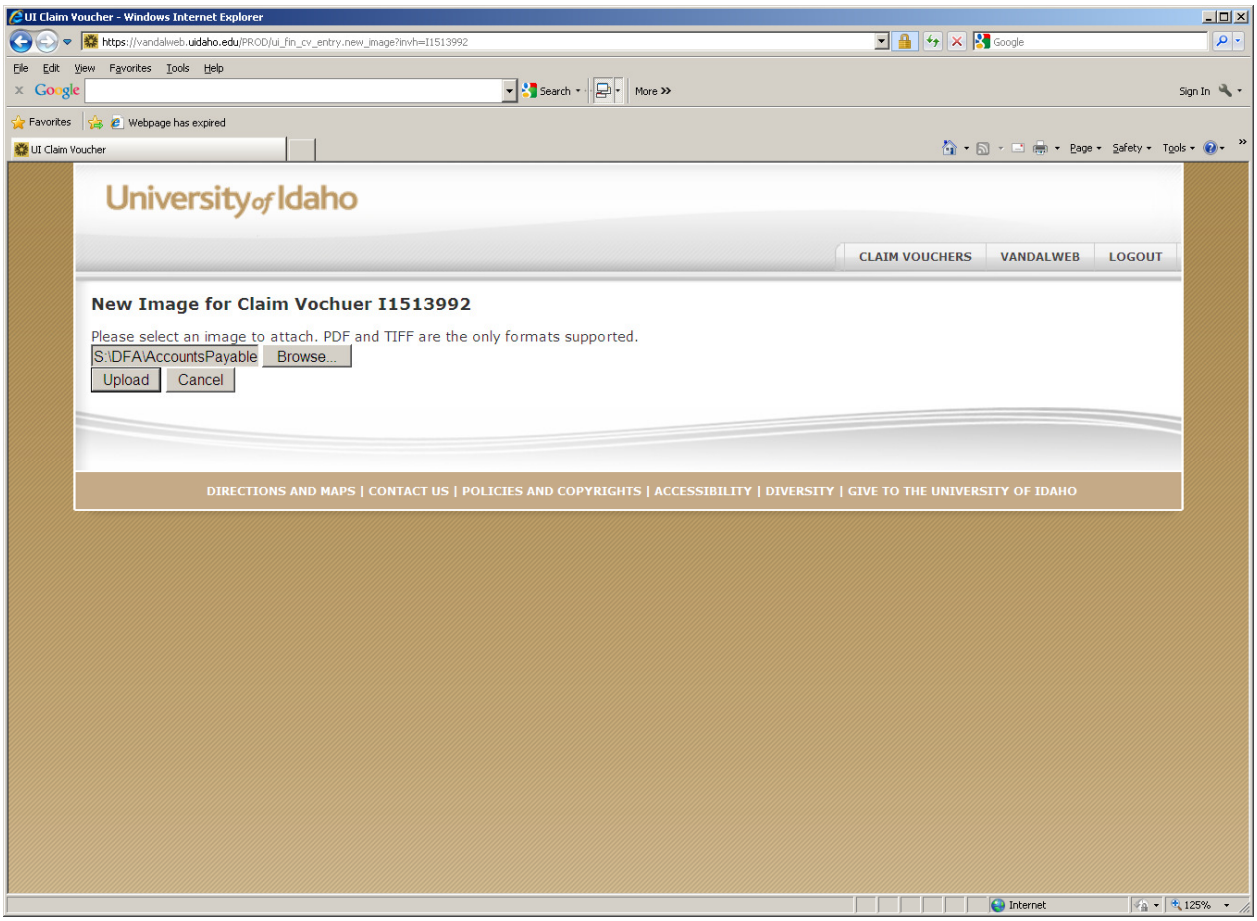


CLICK on **Save.**
It will return you to the Claim Voucher Summary Page

You can **Add comments** if special instructions are needed.

Attached Images

- Select Add Image
- Browse to locate the PDF file of the support document to be attached to the Claim Voucher form.
- After the form has been located, Press **UPLOAD** to attach it to the Claim Voucher Form
- It will return you to the Claim Voucher Summary Page



On The Claim Voucher Summary Page CLICK on **Submit.** If entering more than one claim voucher at a time, select the claim voucher tab to be returned to the Claim Voucher Entry Form.

Selection: **Print Form.** Allows you the ability to Print the document for your records, but do not forward it to Accounts Payable; the image within the Claim Voucher Program will be submitted directly to the Document Imaging Program.

CLAIM VOUCHERS PENDING APPROVALS

Once your Vandal number has been selected as an approver, you will have access to approve Claim Vouchers on the Vandal Web. As the documents are submitted by the originator, you will receive an email notifying you of the pending document.

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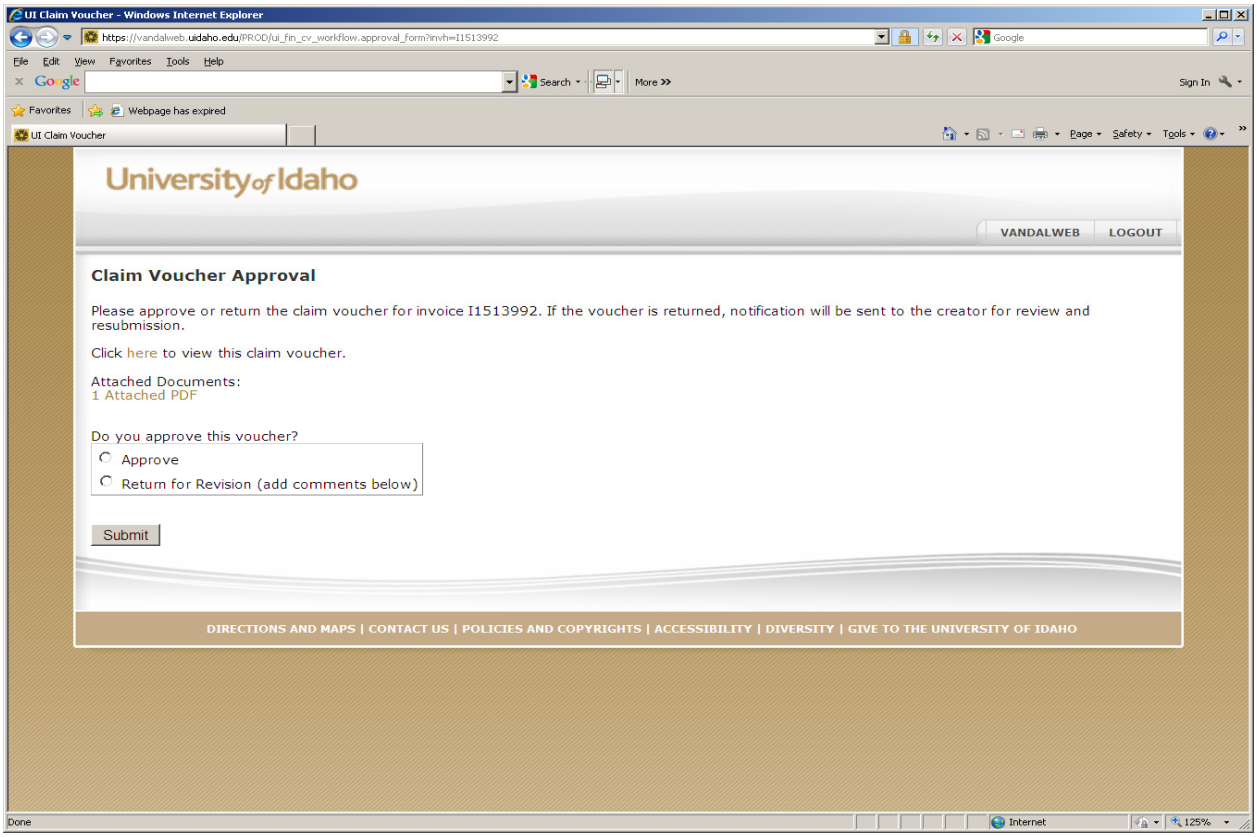
Select Approve and it will forward to the Accounts Payable Staff for Review and Processing, unless there is an additional approver in your department added at the time of creating, it will pass to those approvers and then to Accounts Payable.

If the Document needs to be returned for updates or changes, select Return. It will pop up a text box to allow you to provide instructions to the originating user. The instructions will be added to the Comment Box of the document to be listed in Banner for FOATEXT once it has been corrected.



Once the review is complete CLICK on **Submit Claim** the claim will disappear from your list to approve as it forwards on to the Accounts Payable Processing.

Additional Information:

INVOICE NUMBER ENTRY RULES FOR CLAIM VOUCHER ENTRY:

Consistency is important with the vendor invoice numbers because Banner checks for duplicate invoice payments by the invoice numbers. The Vendor Invoice Number is the actual invoice number printed on the vendor's invoice.

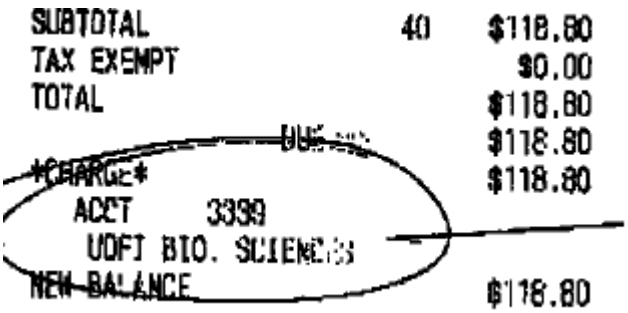
Use the following rules for consistency:

1. If there are zeros in the invoice before or after the number (i.e.00006789) enter all the zeros exactly how the invoice number reads on the invoice.
2. The following is the rule for invoice numbers with spaces in them:
   a. For invoices that have numbers and spaces, always enter the spaces (i.e..,001 456 15789).
      The only exception to the rule is if the number is more than 15 characters long, then eliminate the spaces. If there are numerous spaces, only enter one space.
   b. If the invoice number has numbers and letters (i.e., AB 12345), eliminate the space to read AB12345. Another example would be, 1B 457A. This should be entered as 1B457A.

3. If the invoice number is longer than 15 characters, eliminate any -,\/, or spaces from the number. If more room is needed, count from the right backward 15 characters. Usually the last characters are most important to vendors.
4. If there is **<u>no invoice number</u>** listed on the invoice, look to see if there is an Account number on the invoice. If so, use Account number {space} and the invoice date. { For invoice date use format of 121311}. If there is no account number listed on the invoice, use the **<u>date of the invoice,{space} and the dollar amount</u>** (i.e., if the invoice date is 12-13-11 for $50.00, use **121311 5000**{no decimal} as the invoice number.)
5. UTILITIES invoice numbers usually consists of **<u>Account number and the billing date</u>**. Remember, to pay ONLY current charges.

NOTE:

1. When paying **Rosauers Super Market** invoices, use the **<u>account number, space and the amount on the receipt.</u>**


SUBTOTAL 40 $118.80
TAX EXEMPT $0.00
TOTAL $118.80
$118.80
$118.80
CHARGE
ACCT 3339
UOFI BIO. SCIENCES
NEW BALANCE $118.80

2. When paying **Best Western**, use the account **number, space and invoice number**.

   Example: 33010 162274

3. Utilities: **Intermountain Gas**, Drop the first (4) numbers of the account number, space and enter the date of the invoice. For proper credit, **enter the full account number in the check remittance block.** Example: 88000013 092011

   Idaho Power, drop the first two (2) numbers of the account, space and date of the invoice. Again for proper credit, **enter the full account number in the check remittance block.** Example: 12713561 080611

Payments Against Claim Vouchers Administrative Procedure Manual section 75.31

C. **Approved Transaction Types**. Following are the only types of transactions which may be processed using the Claim Voucher form. [For any exceptions to these transactions, call Accounts Payable at (208) 885-3940].

C-1. **Fees to outside consultants and contractors**. If paying an individual, this requires a completed W-9 for IRS purposes [See 75.31 (E2) below] , a Social Security number and a Consulting Agreement attached to the claim voucher. If paying a vendor, this requires a completed W-9 to be on file and a signed agreement attached to the Claim Voucher. The transaction will show on Banner in the operating expense category. Payments for services performed by individuals such as teaching, grading, research, etc., must be paid through UI payroll. [Please see 50.12, Human Resource Services Additional Compensation for Employees.]

C-2. **Honoraria**. If paying an individual, this requires a completed W-9 [for IRS purposes], a Social Security number and a complete description of services listed on the Claim Voucher. If paying a vendor, this requires a completed W-9 be on file and a complete description of services listed on the claim voucher. Honoraria apply only to non-UI employees and are only for non-work related activities.

C-3. **Services**. When reimbursing vendors for services this requires a completed W-9 to be on file or attached to the claim voucher. The Claim Voucher should have a complete and valid address, Tax Identification Number, a complete description of services rendered, and an original receipt attached.

C-4. **Expenses associated with entertainment and official business meetings or interviews**. Invoice(s) must be attached to the Claim Voucher. The date(s), names of persons involved, and purpose of meeting must be indicated on the Claim Voucher. Reimbursement must follow the University Entertainment Reimbursement Guidelines section [See 70.21]. Reimbursement of meals and refreshments for UI employees, please refer to 70.22.

C-5. **Institutional dues, licenses, or membership fees**. [UI cannot pay individual dues, licenses or membership fees.] A renewal notice or other supporting documentation verifying price must be attached to the Claim Voucher.

C-6. **Published material** such as books and subscriptions to newspapers, magazines, and other periodicals. A renewal notice or order form verifying price must be attached to the Claim Voucher. The departmental address to inform the vendor where to ship the material should be indicated on the Claim Voucher.

C-7. **Scholarships, educational stipends, or tuition waivers require a Social Security number**. Educational stipends and tuition waivers are submitted to Accounts Receivable for processing.

C-8. **Oil company credit card purchases**. Preferred method of payment is payment against budgets [See 75.34]. Payment by Claim Voucher requires attachment of monthly billings. Accounts Payable will only pay the current month charges, never a balance forward amount. *[ed. 6-07]*

C-9. **Advertising**. Must attach supporting documentation from vendor to verify price.

C-10. **Utilities**. Charges for electricity, water, telephone, natural gas, sewer, and garbage services. Preferred method of payment is payment against budgets [See 75.34]. Payment by Claim Voucher requires attachment of monthly billings. Accounts Payable will only pay the current month charges, never a balance forward amount. *[ed. 6-07]*

C-11. **Freight charges** when involved separately from the merchandise. Payment by Claim Voucher requires attachment of a vendor invoice.

C-12. **Express delivery invoices**. Preferred method of payment is direct payment against budgets [See 75.34]. Payment by Claim Voucher requires attachment of vendor invoice. *[ed. 6-07]*

C-13. **Postage**. Requires the approval of the supervisor of Campus Mail. Postage is also an allowable expense for the Purchasing Card program.

C-14. **Refunds of deposits** for goods and services provided to UI.

C-15. **Reimbursement of employees** for purchases of Operating Expenses and Capital Outlay items that are not obtainable by use of the Departmental Purchase Order, or petty cash transaction [See 75.32; or 20.04]. Sales tax must be paid when reimbursing an employee. *[ed. 6-07]*

C-16. **Registration fees to be paid directly to the vendor**. Preferred method of payment is Purchasing Card. Payment by Claim Voucher requires attachment of a registration form or other supporting documentation to verify price. Registration fees paid to reimburse an employee should be included on the employee's Travel Claim [See 70.05].

C-17. **Emergency repair services**. Requires documentation as to the nature of the emergency and verification that a fair and reasonable price was charged. In most cases, routine repair services should be procured by a requisition through Purchasing Services.

C-18. **Interlibrary loan charges**. A vendor invoice or other supporting documentation to verify price must be attached to the Claim Voucher.

C-19. **Accident, SOS, and camper insurance policies** that departments obtain for special events, such as sport camps, music camps, or one-day conferences. Submit Claim Voucher through the Administrative Affairs Office so that proper insurance backup information can be prepared for submission to the vendor [See 05.04].

C-20. **Various fees**, such as legal fees, title fees, notary public fees, assessments, taxes, and the like. A vendor invoice or other supporting documentation to verify price must be attached to the Claim Voucher.

E. **Forms**. For further information on the use of forms, call Accounts Payable at (208) 885-5379.

E-1. **Claim Voucher Form**. [See https://vandalweb.uidaho.edu/PROD/twbkwbis.P_WWWLogin

E-2. **IRS Form W-9**. [See http://www.uihome.uidaho.edu/default.aspx?pid=80045] "Accounts Payable Forms" *[ed. 2/07]*

Wire Transfer Claim Voucher Entry

If you are submitting a Wire Transfer:

1) Type the Wire Transfer information into the "Bank Account/Wire Transfer Number (SPI)" box to indicate that the Claim Voucher is a Wire Transfer. (Important! Entering the information will change the way the claim is processed in the system. If you do not write in this box the claim will go through the system as a regular claim voucher and not a wire.)

2) In the "Bank Account/Wire Transfer Number (SPI)" box provide the Vendor's Banking Information:

    - Payee Name (must be exactly the same as the name on the bank account)
    - Bank Name
    - Bank Physical Address
    - Swift Code
    - Account Number
    - International Routing Number

3) All documentation (including the invoice) must be in English.

Notes for Departments:

1) If the dollar amount changes due to foreign exchange rates, AP will change the amount on the Claim Voucher to match.

2) Whenever possible Domestic Transactions should be done as Direct Deposits not Wire Transfers.

3) Due to East Coast Banking times, all wires must be submitted to Accounts Payable by 10am for same day processing.

4) The account information in the "Bank Account/Wire Transfer Number (SPI)" box will be deleted and is not stored in the banner system for future use.

5) If there are any questions about the Foreign Wire Transfer Process, please email Accounts Payable at apwires@uidaho.edu prior to submitting the Wire Transfer on the Claim Voucher Form for processing.