<table>
<thead>
<tr>
<th>TRANSACTION</th>
<th>USES</th>
<th>NAMING CONVENTION</th>
<th>ATTACHMENTS &amp; DOCUMENTS REQUIRED</th>
<th>ROUTE PAPERWORK?</th>
<th>IF USING SPONSORED FUNDING</th>
<th>ADDITIONAL RESOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actuals Journal (Transfer, Sales, &amp; Correction)</td>
<td>Transfer/sale to other NU unit, correct funding on previous transaction</td>
<td>n/a</td>
<td>n/a</td>
<td>No</td>
<td>automated workflow (Lev 1-3, ASRSP, AP)</td>
<td>WCAS Actuals Journals</td>
</tr>
<tr>
<td>Expense Report (NU Employee)</td>
<td>Employee reimbursement</td>
<td>Description Field - PREFIX: Department Workflow Category (A, B, C) + Exception/90 Day indicator (E) when applicable. EXAMPLE: &quot;CE; Membership Dues&quot;</td>
<td>Expense form (signed by employee &amp; supervisor) generated in NUFIN. Receipts &amp; support documentation</td>
<td>No</td>
<td>automated workflow (Lev 1-3, ASRSP, AP)</td>
<td>WCAS Expense Report Quick Reference, WCAS Expense Report Description Prefixes</td>
</tr>
<tr>
<td>Online Voucher (Direct Payment Request)</td>
<td>Payment to company when PO is not required</td>
<td>Invoice Number Field - Enter invoice # exactly as it appears. If no invoice #, use the following: DEPTCODE_DPR__Vendor_Date Example: CHE_DPR_Argonne_10.13.2013</td>
<td>Invoice (provided by vendor)</td>
<td>No</td>
<td>automated workflow (Lev 1-3, ASRSP, AP)</td>
<td>Café Job Aid: Voucher</td>
</tr>
</tbody>
</table>
| **Online Voucher**  
(Contracted Services, US Resident) | **Invoice Number Field:**  
Enter invoice # exactly as it appears. If no invoice #, use the following:  
DEPTCODE__Vendor_Date  
**Example:** ART__JoanSmith_11.29.2013 | **Contracted Services Form (signed by contractor & dept supervisor):**  
Invoice (if for services)  
Exception form (if applicable)  
90 Day Memo (if applicable)  
Signed visitor’s expense form & receipts (if also reimbursing for expenses)  
Copy of conference or speaker flyer (if applicable) | **No** (if non-sponsored)  
**Yes** (if sponsored) | 1. Do not attach documents to voucher  
2. Note “paperwork routed in instructions for AP  
3. Dean’s Office signs, applies level 1,2,3->ASRSP->AP | **Café Job Aid: Contracted Services for U.S. Residents** |
|---|---|---|---|---|---|
| **Online Voucher**  
(visitor’s expense report) | **Invoice Number Field:**  
DEPTCODE__Vendor_Date  
**Example:** CAS__BrianJones_12.11.2013 | **Visitor’s Expense Form (signed by visitor & dept supervisor):**  
2. Receipts & support documentation  
3. Exception form (if applicable)  
4. 90 Day Memo (if applicable) | **No** | automated workflow (Lev 1/2/3->ASRSP->AP) | **Café Job Aid: Visitor’s Expense Report** |
| **Requisition/Purchase Order** | n/a | Quote, Estimate, or support doc (provided by vendor)  
List of attendees (for events)  
Bid Documentation (recommended, required for $25k & above)  
Sole Source Justification (if applicable) | once invoice received, record PO# & forward to AP | automated workflow (Lev 1-3,ASRSP,AP) | **Café Job Aid: Manage Requisitions**  
**LifeCycle Viewer** |
<table>
<thead>
<tr>
<th>Travel Authorization</th>
<th>Travel advance, research subject fees &lt;$100</th>
<th>n/a</th>
<th>TA Form (signed by employee &amp; supervisor) generated in NUFIN</th>
<th>yes (Level 1-3 - &gt;AP)</th>
<th>route paperwork (Level 1/2/3 - &gt;ASRSP-&gt;AP)</th>
<th>Café Job Aid: Requesting an Advance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wire Transfer (direct payment request, contracted services, visitor’s expense report)</td>
<td>Can be applied to any of the transaction options to result in a wire (as opposed to check)</td>
<td>n/a</td>
<td>Direct Payment Request form plus one of the following: a. International Wire Transfer Request b. Domestic Wire Transfer Request Note: See online voucher section for additional document requirements</td>
<td>yes (Dean’s Office - &gt;AP)</td>
<td>Do not create voucher for payments requiring wire transfer; route paperwork (Dean’s Office - &gt; ASRSP - &gt; AP)</td>
<td>Procedure: AP Electronic Funds Transfers</td>
</tr>
</tbody>
</table>