State of Kansas
WIRE Transfer Vouchers
Statewide Management, Accounting, and Reporting Tool

Function Owner	Action
General	This process is to be used for any type of payment that utilizes the State Treasurer's Office to wire funds, or to recognize debits (i.e. tax payments) to our account. This process replaces the STARS TJ process or the alternative process of creating a check and delivering it to the State Treasurer's Office to be wired. As it was in STARS, you need to have arrangements in place with the State Treasurer's Office prior to wiring the funds. The voucher should be completed, matched, budget checked, and approved no later than 9AM on the day the wire is to be processed. You can pre-enter the document in SMART, i.e., before the date the funds are to be wired.
Agency AP Processor	Navigation: Accounts Payable> Vouchers> Add/Update> Regular Entry> Add New Value tab
Agency AP Processor	User enters data in the Voucher Header, Invoice Lines and Voucher Distribution Lines on the Invoice Information tab to create a voucher. Invoice Information Payments Voucher Attributes

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Agency AP Processor	User enters data on Payments tab. On the Payments page: ➤ In the Payment Information section, user enters the date the wire is to be sent in "Scheduled Due". ➤ In Payment Method, the user completes the following items as shown: • Bank: KSBNK • Account: MAIN • Method: WIRE **Note:** At this time, user is encouraged to enter Message or Payment Note for voucher.
Agency AP Processor	Click the Save button. 💾 Save Voucher is Saved.
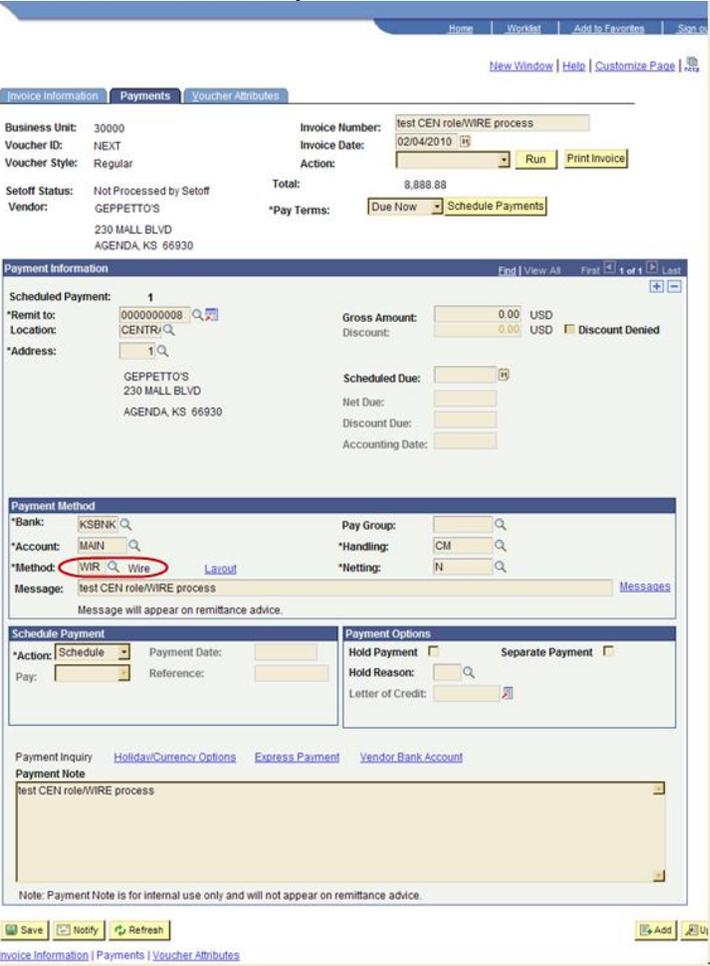
Agency	Voucher must successfully pass Budget Check (budget status = valid), Matching against Purchase Orders, if applicable, (match status = matched) and Approval process (approval status = approved) before the wire can be sent. The agency must make arrangements with the State Treasurer's Office before the wire can be sent. Regardless of the amount of the wire, the agency must e-mail brenda@treasurer.state.ks.us the wire information as well as *cc* the information to Accounts and Reports at the pre-audit email box arpreaudit@da.ks.gov. The e-mail must include the voucher number, the vendor name, the amount, and the date the wire is to be processed.
Accounts & Reports	If the voucher is over the agency's delegated audit authority, audit and approve the payment, and mark the voucher worked on the worklist. If the voucher is under the agency's delegated audit authority, verify the amount and that it is budget checked, matched (if applicable), and approved. After the voucher has been audited and approved, Accounts and Reports will assign a wire number. This currently a six digit number where the first digit begins with the letter "W". Forward an email to the State Treasurer's Office (Brenda) citing the wire number that has been assigned to the voucher. This email serves as confirmation that wire is ready to be sent.
State Treasurer's Office	Wires the money to the vendor once the email notification from Accounts and Reports has been received.

Accounts & Reports	On the Payments tab, Accounts and Reports updates the voucher data in the Schedule Payment section. ✓ Action: Record ✓ Pay: Full *(populates)* ✓ Payment Date: Current Date *(populates)* ✓ Reference: *value for check number, Agency assigned*
Accounts & Reports	Click the Save button. 🖫 Save Voucher is saved with updated data.
SMART	Voucher Post and Payment Post for WIRE payments is part of the SMART nightly batch process.

Training Aids:

http://da.ks.gov/smart/Training/CourseMaterials/SMARTCourseCatalog.htm

UPKs:

Creating Non-Purchase Order Vouchers, Correcting Budget Checking Errors, Deleting Vouchers, Modifying a Voucher, Searching for Vendors, Viewing Voucher Errors