

### ACCOUNTING PROCEDURE

TOPIC: Section 9 - FMS Processing 1.12	EFFECTIVE DATE: 9/16/94
TITLE: Check Distribution/Attachments (F-80188, rev 03/09)	REVISION DATE: 12/2/11
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#### BACKGROUND

This procedure provides instructions for proper completion and handling of F-80188 (Check Distribution/Attachments - Revised 03/09).

Use the Check Distribution/Attachments form F-80188 when:

1. Processing a normal transaction for which the system-generated remittance advice is not sufficient;
2. There are attachments to be returned to the vendor with the check, such as a vendor's remittance slip, a copy of the invoice or correspondence;
3. The mailing address to which the check is to be sent is different from the address on the Vendor File;
4. The distribution from Bureau of Fiscal Services (BFS) is other than the first class U.S. Mail. See [CASH AND CHECK HANDLING 3.0](#) (Check Distribution and Non-Routine Voucher Authorization) for specific limitations.

#### POLICY

To avoid processing or mailing errors, the procedures and instructions for the F-80188 (Check Distribution/Attachments) must be carefully followed. It is important that the actual keying date, not the FMS transaction date, be placed on the F-80188. The names and addresses on the F-80188 must be typed to comply with postal regulations.

Check writing tapes are released to DOA the day after the document has been keyed into the FMS accounting system. Thus, it is important the F-80188 with attachments be submitted to BFS Accounts Payable/Preaudit, no later than the day following the actual keying date of the voucher. For institutions, the face sheets and F-80188 should be returned the same day face sheets are received. Failure to submit the F-80188 and attachments promptly will cause a delay in sending the check to the vendor, or the check may be sent to the vendor without adequate documentation. This can result in additional phone calls or correspondence from the vendor.

#### PROCEDURES

1. The F-80188 is available electronically. Print the F-80188 on white paper with the address in black. Colored paper is not acceptable due to the poor contrast of the address and the colored background.
2. Postal regulations allow mail sent by business and governmental organizations to be sent at the economical pre-sort rate provided the mail can be processed via the scanner devices of the postal system. Handwritten addresses will be returned, to be typed, to avoid increased postage costs and/or penalties.

Also per postal regulations, add the additional 4 digits of the zip code, if manually typing in the address on the F-80188.

NOTE: The address must fit into the window envelope so that the full address is visible.

3. Organizations are to prepare the F-80188 forms for mailing, complete with attachments, and the F-80188's must be sorted by the following: by organization, by actual keying date, by voucher number; and by fiscal year, if needed. For example, all FY 11's should be in one batch and all FY 12's in another batch.
4. F-80188 For Next Day Check Requests Made By the Institutions. In instances where the original invoice for a next day payment request is submitted to BFS, the F-80188 and any attachments must be submitted at the same time. The F-80188 should be completed following the instructions in Procedure #5 to assure the check is properly mailed or picked up. If not, the check will be mailed according to the vendor file address with no attachment.
5. Individuals responsible for preparation and submission of the F-80188 to BFS must follow the following instructions for preparation of F-80188 (Revised 03/09):

Clearly write in ink or type the following on the F-80188 in the spaces provided:

- The keying date (date keyed into FMS). This should be completed by the person who actually keys the voucher into FMS.
- The organization number. Enter the three-digit organization number.
- The Organization name. Enter the name of the org, for example, DPH.
- The voucher number used for keying the invoice. This should be completed by the person who actually keys the voucher into FMS.
- The payment amount. Enter the total amount of payment included in the voucher for the vendor being paid; if more than one vendor is included in the voucher, a separate F-80188 will need to be completed for each vendor.
- Make sure the instructions are very specific on how you wish the checks and attachments to be sent to the vendor or returned to your office.

#### **FORMS**

1. Check Distribution / Attachments (F-80188)  
<http://www.dhs.wisconsin.gov/forms/F8/F80188.doc>

#### **REFERENCES**

DHS APP Cash and Check Handling 3.0 (Check Distribution and Non-Routine Voucher Authorization)

#### **CONTACTS**

Section Chief, APPA