Payment Request Submitter's Guide

Contents

Payment Request eForm

The Payment Request Guidance page will guide submitters to the correct eForm for preparing and submitting a payment based on Payee and Payment Type.

Payment Request Guidance

Who Are You Paying?

Dartmouth Employee | Dartmouth Student | Vendor | Other | Cancel

Who we pay	Payment Type	eForm	Payment Description
Dartmouth Employees	What Type of Payment? Travel/Business Expense · Other Payment · Cash Advance		
	Travel/Business Expense	Expense Report Request	Request iExpense Expense Report be prepared for travel or other business that need to be reported for reimbursement or clearing Corporate Card charges or Cash Advance
	Other Payment	Payment Request	Request payments for non-travel or expense reporting (e.g. Gilman Loan, etc.)
	Cash Advance	Payment Request	Advance for group travel where Corporate Card limits do not provide sufficient access to cash
Dartmouth Students	What Type of Payment? Travel/Business Expense · Other Payment · Cash Advance · Student Prize & Award		
	Travel/Business Expense	Payment Request	Expenses for Travel or other Business that need to be reported for reimbursement or clearing Cash Advance
	Other Payment	Payment Request	Request payment for research awards, fellowships, etc.
	Cash Advance	Payment Request	Request advance payment for travel or other student activities
	Student Prizes and Award	Student Prize and Award	Report a prize or an award for students, may request payment
Visitors	What Type of Payment? Travel/Business Expense · Other Payment		
	Travel/Business Expense	Payment Request	Request reimbursement for travel or other business activities
	Other Payment	Payment Request	Request payment for services provided to the College (e.g. honorariums)
Vendors	Do you know Purchase Order Number? Yes · No		

	Invoice with PO number	Invoice Payment Request w/ PO Number	Submit an invoice with a PO, provide the PO number, and provide additional information and or route to approvers for invoices >$25,000
	Invoice with no PO number	Invoice Payment Request w/o PO Number	Non-PO Invoice - submit an invoice to provide chart string and route to approvers

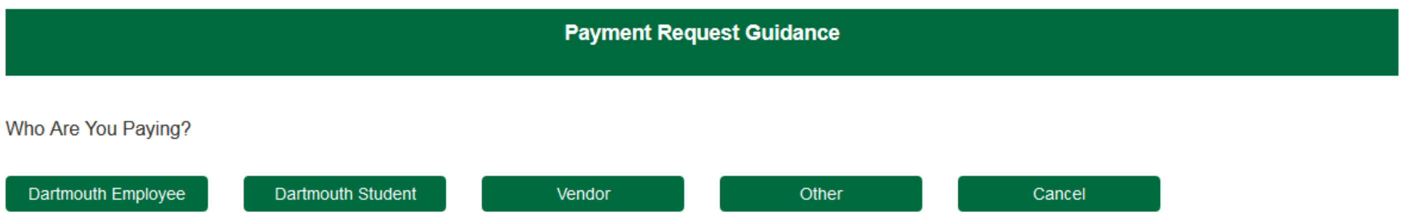
Types of Payments

Type of Request	What is it?	Who can be paid?	Notes
Travel/Business Expense	Expenses for Travel or other Business that need to be reported for reimbursement or clearing Cash Advance	Dartmouth Employees* Dartmouth Students Visitors	Documentation not required for expenses >$75 *Employees will direct to the Expense Report Request eForm
Other Payment	Payment Requests to individuals or organizations (e.g. Honorariums, Research Fellowships/Internships, Institutional Payments)	Dartmouth Employees Dartmouth Students Visitors Vendors	
Cash Advance	Request advance payment for travel or other business activities	Dartmouth Employees Dartmouth Students	Employees Advances should be restricted to when Corporate Card is unavailable or insufficient (e.g. group travel)
Student Prize and Award	Reporting and Payment Request for student prizes and awards	Dartmouth Students	The payment types will direct to the Student Prize and Award eForm
PO Invoice Payment Request	For Invoice payment submission when PO is known and additional information needs to be provided for processing payment	Vendors	By Vendor's notating PO number on eForm All PO invoices >$24,999 must be approved
Non-PO Invoice Payment Request	For Invoices payments submission when there is no PO or the PO number is unknown	Vendors	All Non-PO Invoices must be approved

Payment Request – Getting Started

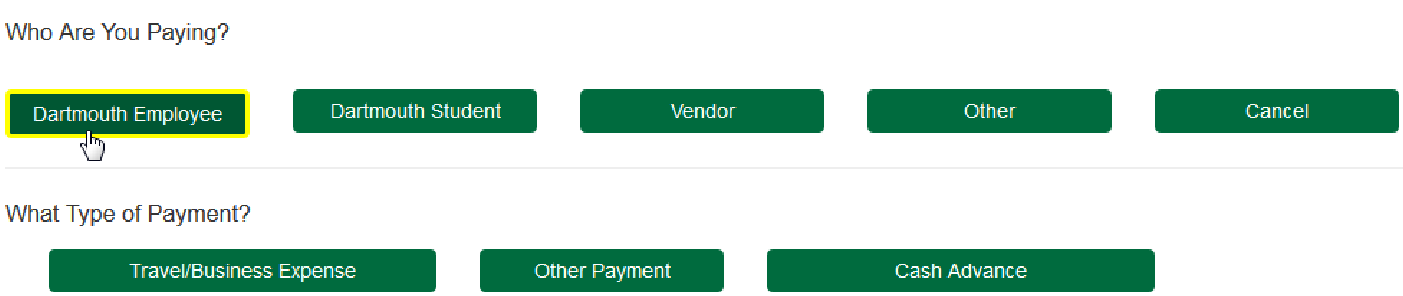
Single sign-on Web Authentication is required when accessing Finance Center eForms. You will be prompted to log-in using your Dartmouth NetID and password, if you have not been prompted to authenticate previously with another College system. You will remain logged in until you have closed all your browser windows.

1. Go to: https://www.dartmouth.edu/finance/forms-policies-systems/forms_library/eformlibrary.php
2. Select: Payment Request eForm
3. Select the option most applicable to 'Who are you paying?'
4. Select the option most applicable to 'What Type of Payment?' or if 'Vendor' select 'Yes' or 'No' to: 'Do you have a PO number?'
5. Based on your selection, the system will navigate you to the appropriate eForm.



Note that when you select one of these buttons, the options will not be the same beneath each payment type. As you click between each of the green buttons you will see another row of varying buttons appear so that you can select the specific payment type that needs to be made for each of the four payee types. A brief overview for each payee type is below, to describe the pay types under each payee, and what they are used for. Actual form screenshots and instructions will follow after that.

PAYING A DARTMOUTH EMPLOYEE:



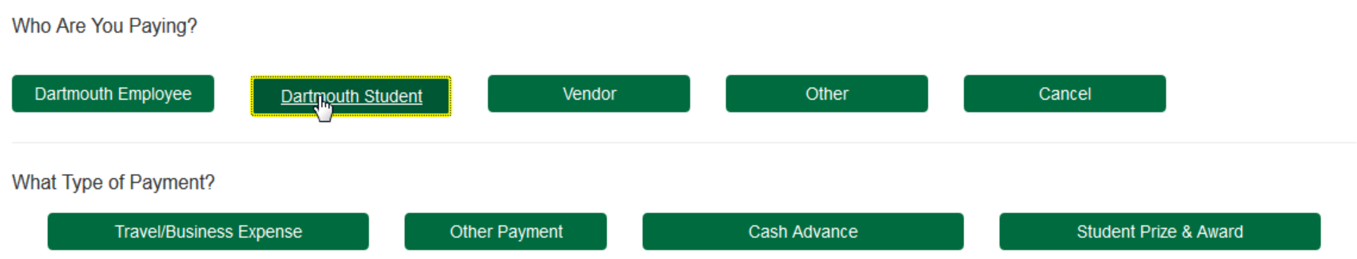
When you are paying a Dartmouth Employee, you have three different payment type options, Travel/Business Expense, Other Payment, and Cash Advance.

Travel/Business Expense - when you click this button, it actually takes you to the Expense Report Request, which is the form that should be used for any employee reimbursements for business expenses and travel expenses alike. A Payment Request form is not the correct pay method, so it automatically corrects this, and seamlessly routes you to the proper form. That is the form to use when you have any employee business expenses and/or travel that needs to be reimbursed, or processed in order to clear out a cash advance, as well as to clear corporate card activity.

Other Payment- when you click this button, it will bring you to the Payment Request form. The types of employee payments that this form would be used for are non-payroll payments that are also not reimbursement based. Examples would be staff loans, workers compensation payments, etc.

Cash Advance - when you click this button, it will bring you to the Payment Request form, which includes fields similar to the old Cash Advance Forms. This is where employees can request funds in advance of travel if needed.

PAYING A DARTMOUTH STUDENT:



When you are paying a Dartmouth Student, you have four different payment type options, Travel/Business Expense, Other Payment, Cash Advance and Student Prize and Awards.

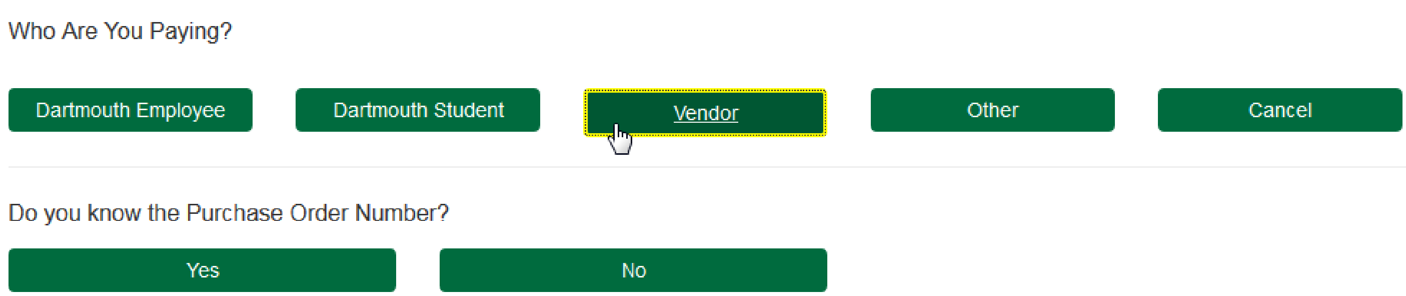
Travel/Business Expense - when you click this button, it will bring you to the Payment Request form because students are not processed through iExpense like employees are. This is the form to use when you have any business expenses and/or travel that needs to be reimbursed, or processed in order to clear out a cash advance.

Other Payment - when you click this button, it will bring you to the Payment Request form. The types of student payments that this form would be used for are <u>non-payroll</u> payments. Examples would be the payment of awarded grants/internships/fellowships/scholarships, as these are not considered employment based payments. Note that this is NOT the same as the Student Prize and Award form (see below). That form should be used for actual prizes awarded to students, whether they be cash or non-cash prizes, typically as part of the annual Graduation Ceremony.

Cash Advance - when you click this button, it will bring you to the Payment Request form, which includes fields similar to the old Cash Advance Forms. This is where students can request funds in advance of travel (or other student activities) if needed.

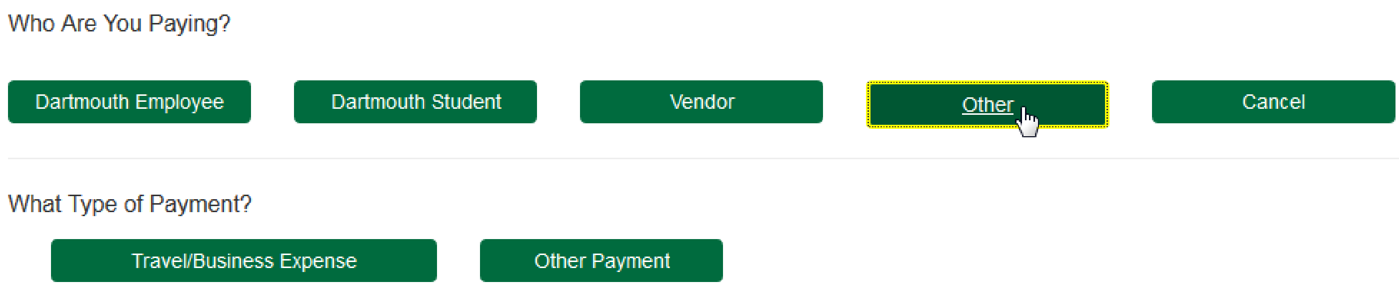
Student Prize & Award - when you click this button, it actually takes you to the Student Prize and Award form, which is the form that should be used for any student payments of this type. A Payment Request form is not the correct pay method, so it automatically corrects this, and seamlessly routes you to the proper form which will have all the specific fields needed to process these pay types. This form is used for paying and tracking xxxxx

PAYING A VENDOR INVOICE:



The buttons here could be a bit misleading, but when you are paying a vendor, you essentially have two options. You either have an invoice that <u>has</u> a PO associated with it, OR you have an invoice that does <u>not</u> require a PO. **(Note - If you have an invoice that <u>requires</u> a PO, but does <u>not</u> currently have one, you will need to submit that invoice separately, using the Purchase Request form, not the Payment Request form. The Payment request form would be used to submit an invoice after a PO has been set up).** If there is an instance where you know it has a PO already, but you cannot remember what the PO# is, you can simply note that on the form. Each of these two buttons will technically bring you to the same form, BUT there are slight variations to the form depending on the Payment Type selected, PO or Non-PO. Examples of the actual forms will follow these payee type overviews.

PAYING OTHER:



When you select Other, you have two different Payment Type options, Travel/Business Expense, and Other Payment. Selecting the Other Payee Type is used when not paying a student, an employee, or an invoice from a vendor.

Travel/Business Expense - when you click this button, it will bring you to the Payment Request form because external, non-Dartmouth individuals are not processed through iExpense like employees. This is the form to use when you have any business expenses and/or travel that needs to be reimbursed to external individuals.

Other Payment - when you click this button, it will bring you to the Payment Request form. The types of payments that this form would be used for are the same payments that were previously on RFPs or MIPVs. Examples would be honorariums, refunds, any payments to be made that do NOT have an invoice associated to generate the payment.

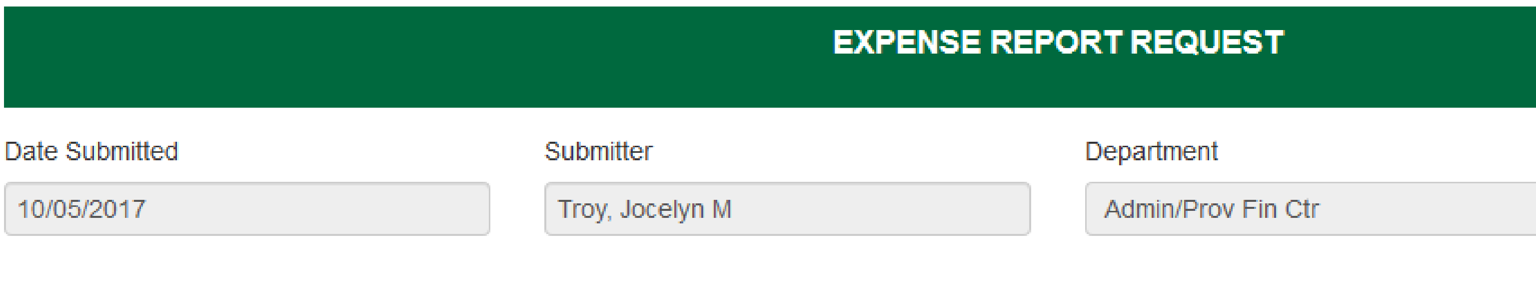
PAYING **DARTMOUTH** EMPLOYEES

Travel/Business Expense (directs to the Expense Report Request form):

The Expense Report Request form is used by **employees** who have elected not to submit through the iExpense System on their own behalf. All other reimbursements (students/external individuals) will use the Payment Request form and will not be re-directed to another form. We'll go through the form, section by section.

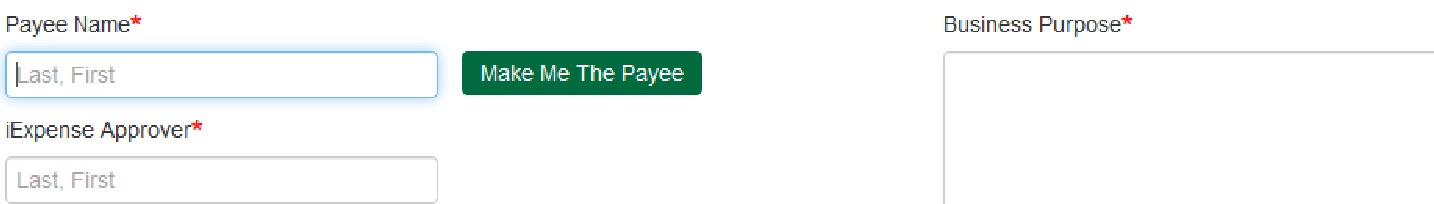
Submission Detail

As soon as you click on the form, it will automatically populate with your information (and you will need to be signed in under your NetID credentials). These fields are locked and you will not be able to change anything.

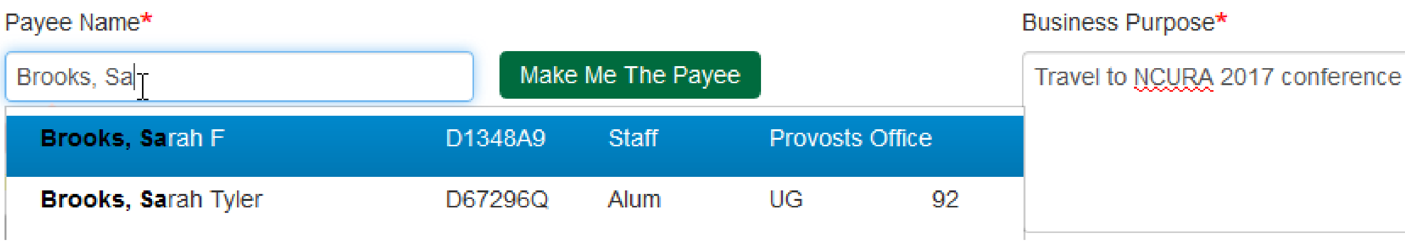


Payee Name, iExpense Approver, and Business Purpose

The next section is who we are paying, who will approve the expense, and the business purpose. Keep in mind that the business purpose needs to be descriptive enough to pass an audit and make it clear *why* the college should be covering the expense. Simply stating "hotel expenses" or "business lunch" is not sufficient. Better examples would be "Lodging during NCURA 2017 conference", and "Lunch w/ interview candidate".



Click into the field for employee payee/approver names, all you need to do is starting typing in the last name. 99% of the time Employees WILL already be in the system due to a feed from HRMS, so you should not have to worry about Employee names not populating. It is however tied to HRMS so it must match their legal name in order to find it. As you type, it will start to pull a list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names you see on your screen. Or you have the option to just click the Make Me the Payee button and it will populate your name if you are sending it for yourself.

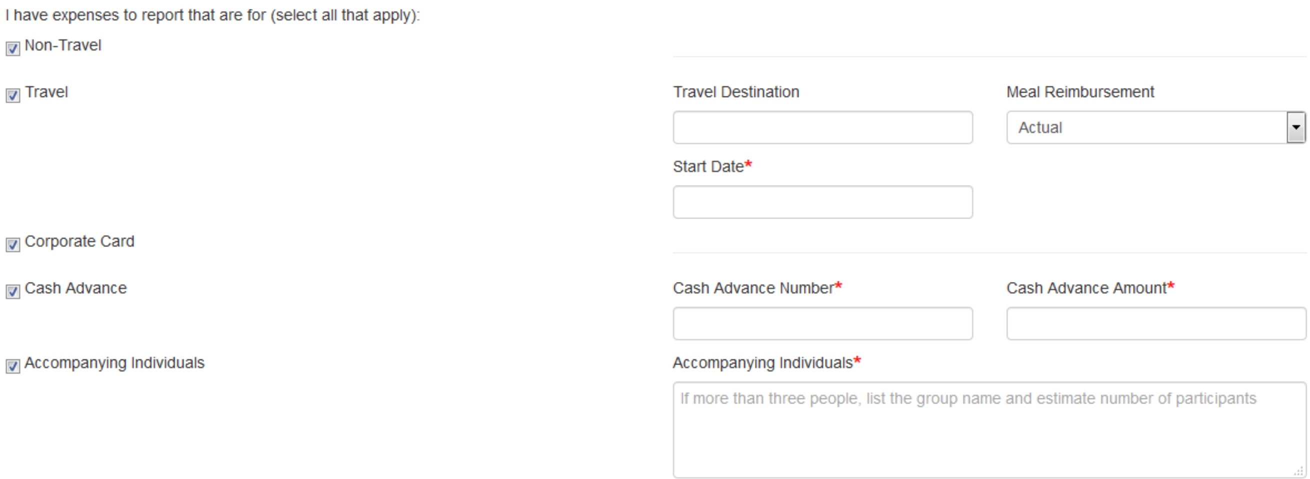


You'll see that it displays the payee name, their NetID, the type of payee they have been categorized as, and the area they are associated with. This will help you select the proper individual in case anyone has similar names. Click to select your payee/address from the list, and it will show what you have selected.

Expense Reporting

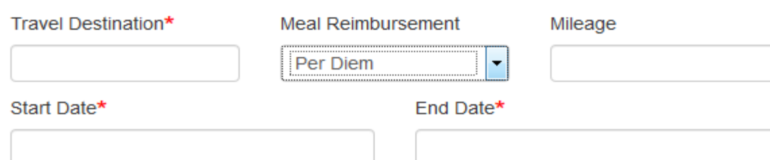
The next section is to describe the types of expenses that are included within the form that need to be processed.

With each box you click to check mark, the e-form view will change slightly. Below is an example of what it looks like - every box was clicked to demonstrate all the changes (you can un-click and the changes will revert back):



- Click Non-Travel if you had supplies, memberships etc.

- Click travel for any business trip expenses, and it will open three more fields- you will need to fill in the destination that you traveled to, the date that the travel began, and whether you will be asking for meals actual, or per diem meals. **When you click Per Diem one more field will appear**, asking for the last day of the travel.



That date span would be used for your per diem reimbursement, so you need to include comments (another section, bottom of form) to tell us what actual days/meals to include. If travel did not begin till 4pm, then the first day of travel should not include breakfast and lunch as part of your per diem reimbursement. If meals were covered as part of a conference, please let us know so those meals can be removed from the per diem reimbursement.

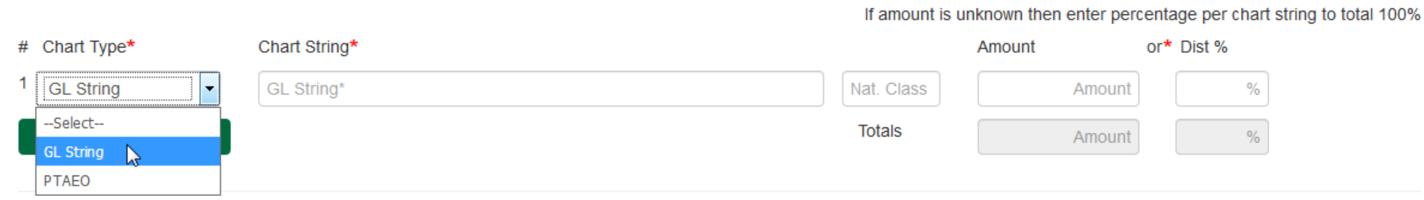
- Click Corporate Card when there are receipts within the report that we need to clear, that should <u>not</u> be reimbursed to you personally since the college is paying it directly.

- Click Cash Advance if this travel is linked to an open Cash Advance that you need to reconcile. This will open up two more fields so that you can include the Cash Advance number, and the amount of the advance.

- Click Accompanying individuals and one more field will open so that you can note who was included/whose expenses you may have covered as part of your travel/activity. If this was a larger identifiable group, such as a student group, or search committee, please note the group name for audit purposes.

Chart String

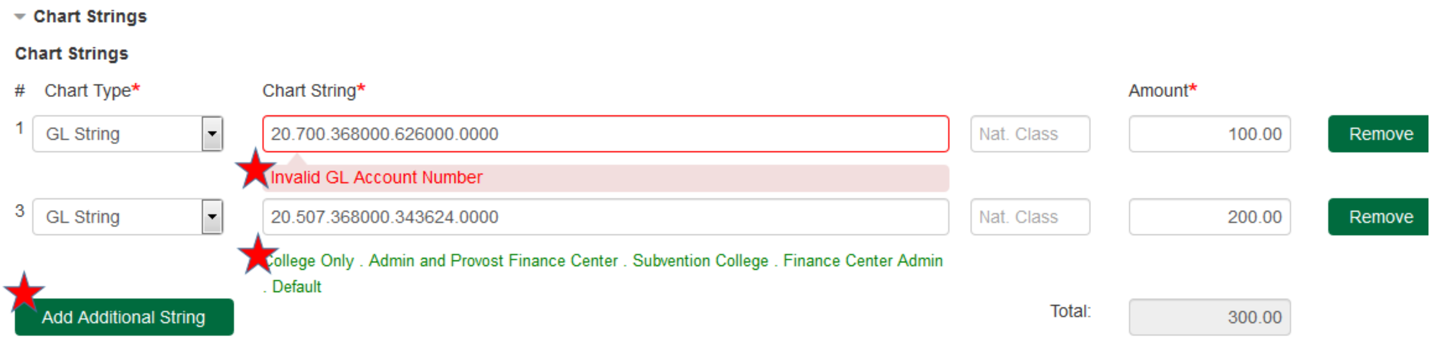
When you click the Chart Type dropdown you can select GL String, PTAEO (which is a grant string). As soon as you select one, more fields will open so that you can type your information in. Technically natural class is not required, it will allow you to submit without that filled in.



Once you select the Chart Type, you are able to add as many strings as you need by clicking Add Additional String, and you can have a mix of GL and PTAEO.

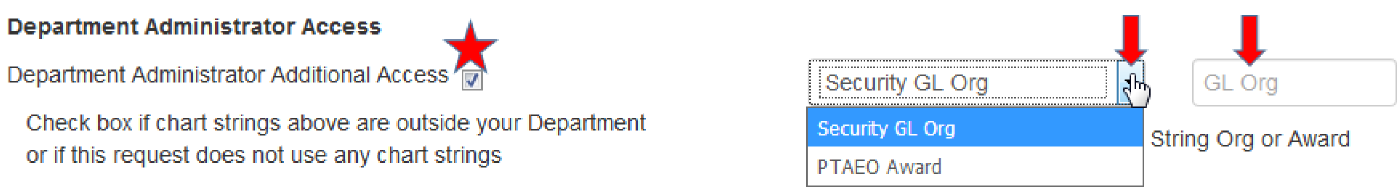
A nice feature is that if you type in an incorrect string, the system will notify you so that you can correct it. If the string is correct (or at least validates, some errors <u>can</u> still sneak through) then you are able to see the actual descriptive text for the string, which may also help to detect errors that the system did not catch.

You can either select specific dollar amounts for a split, or you can select percentages. For any special instances please include notes in the comment field at the bottom of the form.



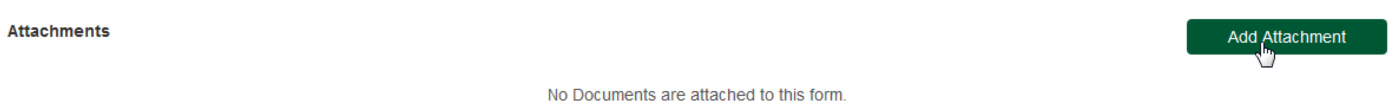
Department Administrator Access

The next section is for when you are using chart strings that are outside of your normal accesses. You click to check-mark the box, select the string type in the dropdown and simply type in your own Org number. This simply allows you to view the form at another date if needed, even though it's not your chart string. You can also use either your GL org, or if you need to, a PTAEO award number.

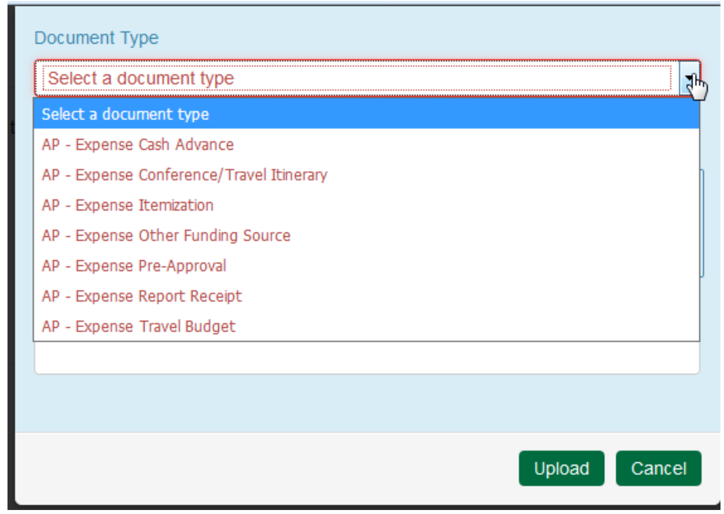


Attachments

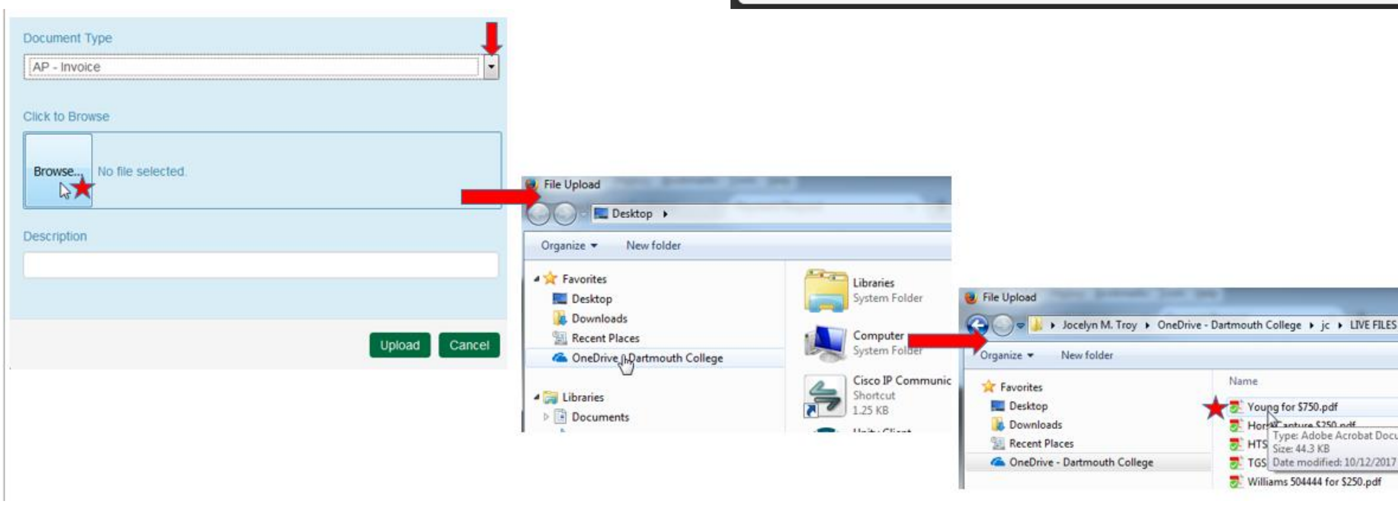
The next section is where you would add attachments. It could be receipt copies, or anything else relevant to the expense where documentation would be helpful. Don't forget, receipts under $75 are not needed **UNLESS it is relocation, lodging, entertainment or gifts. Those require a receipt regardless of the dollar amount**. *(Note that the athletics department will need to provide all receipts due to NCAA rules).*



Click on the green Add Attachment button, and it will pull up a screen where you can select a Document Type - when you click the dropdown arrow it will display these options - select whichever description is closest and add the attachment. For travel, you do not need to separate them out, if you have one pdf that contains the Cash Advance, Registration and other various receipts, simply load the single pdf.

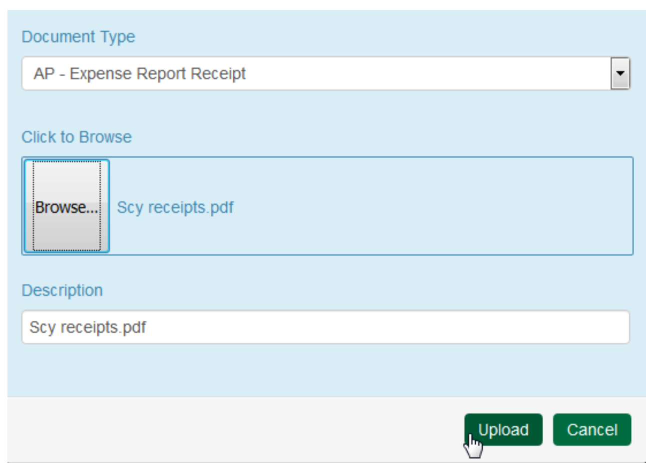


Once you select your Document type, it will give you the browse button so that you can search for the saved item out on your computer. Click the browse button it will pull up your computer and simply go to wherever you have it saved, and just double click on the file:



Once you do that you will see this screen, and it shows you which file you attached. Click upload and that will bring it onto your form. Note, this can take a moment if a file is large.

Once the upload is complete, you will be back at your e-form view. You could open your attachment here to review it, you could add another attachment, or you could delete the attachment if you realize you uploaded the wrong file, or you decide the attachment isn't needed after all:



Comments

The last section of the e-form is where you provide all the helpful comments needed in order to accurately process the iExpense form:

Comments

Please provide an itemization *(e.g.: expenses under $75, mileage, other accounts, notes on travel)* for each expense where a receipt is not attached

Add round trip mileage to Manchester Airport. Per diems should only include dinner, breakfast & lunch was provided at conference. Ground transportation was paid with personal credit card, remainder of charges were on Dartmouth corporate card ending xxxx.

Finally, there are the three e-form actions button at the bottom for the form:

Save Without Submitting | Submit | Close Without Saving

- Save Without Submitting - this option allows for you to start the form and save the form to complete and submit later. When selecting this option you will receive an email with a link to the form, or you can access the form in the OnBase Unity Clients Workflow, under Pending Submission within the AP – Payment Processing Life Cycle.

- Submit - this option submits your form. If approvers are noted on the form, this will submit the eForm for approval. Once all approvals have been obtained, the form will route to the Finance Center processing. You will receive notification when the form is submitted and when the form is received at the Finance Center.

- Close without Saving - this simply closes the form, and it's gone as if you never created it. Make sure you want to do this, it does not give you the chance to change your mind!

At the end of each form I want to go through the generic process of what they see for emails, what happens if a form is returned for questions, or rejected etc. Also should address future ability to pull the form and get payment information

Other Payment (generic Payment Request form):

The Other payment form is used to process non-travel, non-payroll items for an employee. For example, a refund for tickets to a Hopkins Center show, workers compensation payments, or staff loans.

Submission Detail

As soon as you click on the form, it will automatically populate with your information (and you will need to be signed in under your NetID credentials). These fields are locked and you will not be able to change anything.

PAYMENT REQUEST Request 4557

Date Submitted	Submitter	Department	Finance Center
10/06/2017	Troy, Jocelyn M	Admin/Prov Fin Ctr	Admin/Prov Fin Ctr

Payee Name and Business Purpose

The next section will ask for the Payee Name and business purpose. Keep in mind that the description should explain what we are paying and why.

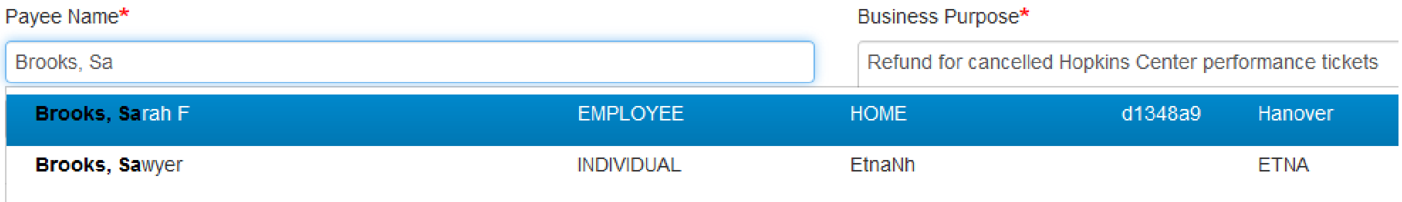
Payee Name*

Payee Site Code | Payee Type

Business Purpose*

Click into the field for payee name and start typing (last name goes first for any individual names). As you type, it will pull and filter the list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names displayed.

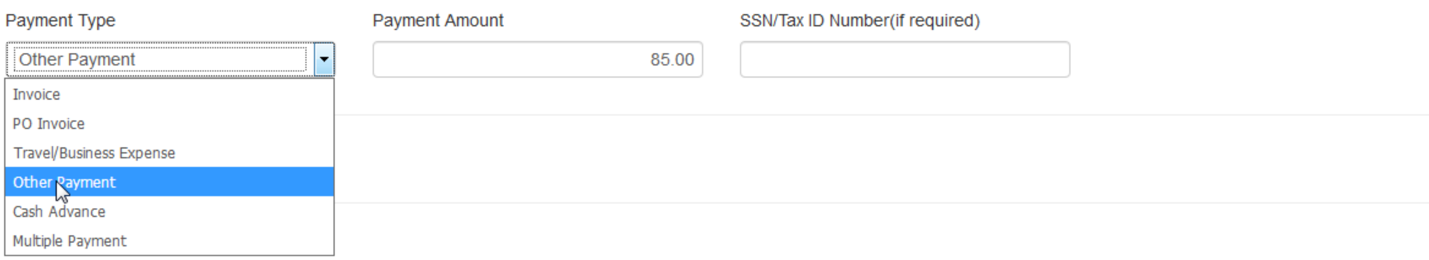
You should not have to worry about Employee names not populating. It is however tied to HRMS so it must match their legal name in order to find it. But if they are a very new employee and you cannot find the name, leave the Payee blank, and check mark the New Payee/Address box (see details/images/instructions a little further below in these instructions) and enter the payee name there.



You'll see that it displays the payee name, the type of payee they have been categorized as, the name of the pay site, and the Dart ID#. This will help you select the proper individual in case anyone has similar names. Click to select your payee/address from the list, and it will show what you have selected. You'll see that is lists "Home" as the Payee Site (meaning wherever HRMS has the payroll check stub going to) and the Payee Type is "Employee":

Payment Type

Next is the payment type, amount, and social security number. T**his is a generic format across the Payment Request forms, and isn't necessarily applicable to what you are processing**. The dropdown for Payment Type lists Invoice, PO Invoice, Travel/Business Expense and Cash Advance, which in this case, are not applicable. (There are other Payment forms for Employees that address this). In this instance, you should simply be selecting Other Payment, and then fill in the dollar amount to be processed. You do not need to fill in the SSN/Tax ID # for an employee.

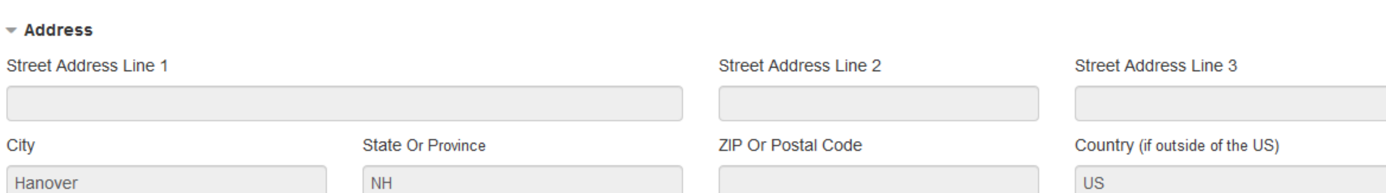


Address

Next is a section is the address - note, this is a generic field across the Payment Request forms and does not display the same for all payee types. For external vendors/payees you will be able to view the entire address, but for students and employees you are only able to view certain details for confidentiality reasons. In this section the fields will fill in for you, based on the selection you made above when you chose the payee.

If you click on the gray arrow right before "Address" it will either display the details dropped down, or it will roll it up and hide it. This is basically to keep the form a little cleaner for you so while you are going through it.

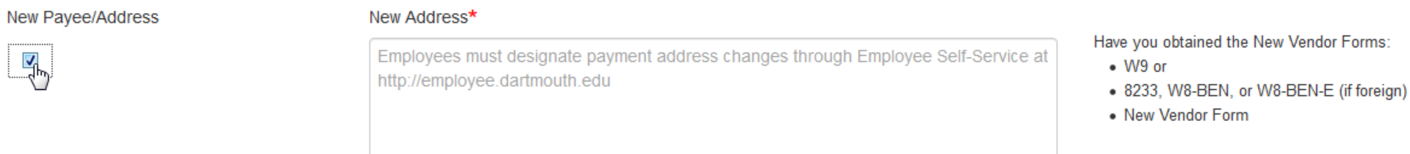
Below is what it looks like in this example, (when the arrow is clicked) based on the payee site selected:



Since this is an employee, the full address will not display, it simply shows that the payment will go the address they have their check stub going to.

Note - Employee payments will automatically go to wherever their paycheck goes (*per their own settings in the self-service portal which they must maintain*).

It is possible that a very new Employee would not have populated in the system yet. If you discover an instance, leave the Payee Name at the top blank, and check mark this New Payee/Address box and enter the Payee Name here, and ask us to "Pull in the info from HRMS". Procurement will run a system process and pull their information from the HRMS profile.

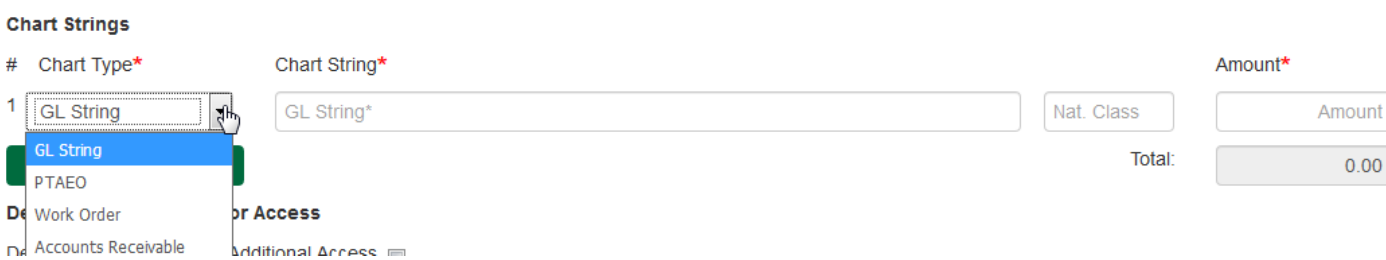


NEW VENDOR FORMS ARE NOT NEEDED FOR EMPLOYEES.

Chart Strings

The next section of the form is for Chart Strings. The form will default to displaying it in full, but if you want to hide the field once you are done entering the info, you can hide it the same way you are able to with the Address by clicking the gray arrow to the right:

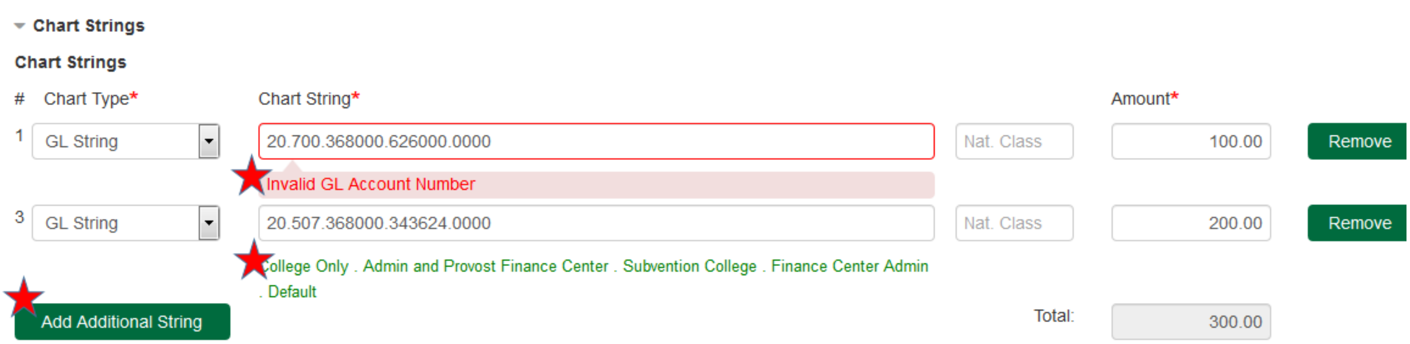
When you click the Chart Type dropdown you can select GL String, PTAEO (which is a grant string), Work Order or Accounts Receivable. This is a generic format on all Payment Request forms, and is not necessarily applicable to the payment you are making. As soon as you select one, more fields will open so that you can type your information in. Technically natural class is not required, it will allow you to submit without that filled in.



Once you select the Chart Type, you are able to add as many strings as you need by clicking Add Additional String, and you can have a mix of GL and PTAEO.

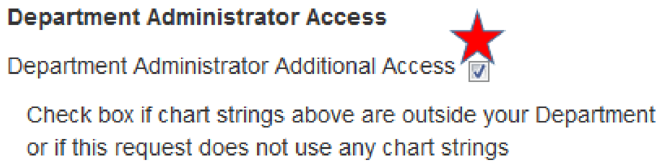
A nice feature is that if you type in an incorrect string, the system will notify you so that you can correct it. If the string is correct (or at least validates, some errors can still sneak through) then you are able to see the actual descriptive text for the string, which may also help to detect errors that the system did not catch.

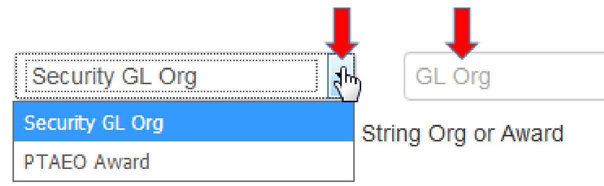
You can either select specific dollar amounts for a split, or you can select percentages. For any special instances please include notes in the comment field at the bottom of the form.



Department Administrator Access

The next section is for when you are using chart strings that are outside of your normal accesses. You click to check-mark the box, select the string type in the dropdown and simply type in your own Org number. This simply allows you to view the form at another date if needed, even though it's not your chart string. You can also use either your GL org, or if you need to, a PTAEO award number.

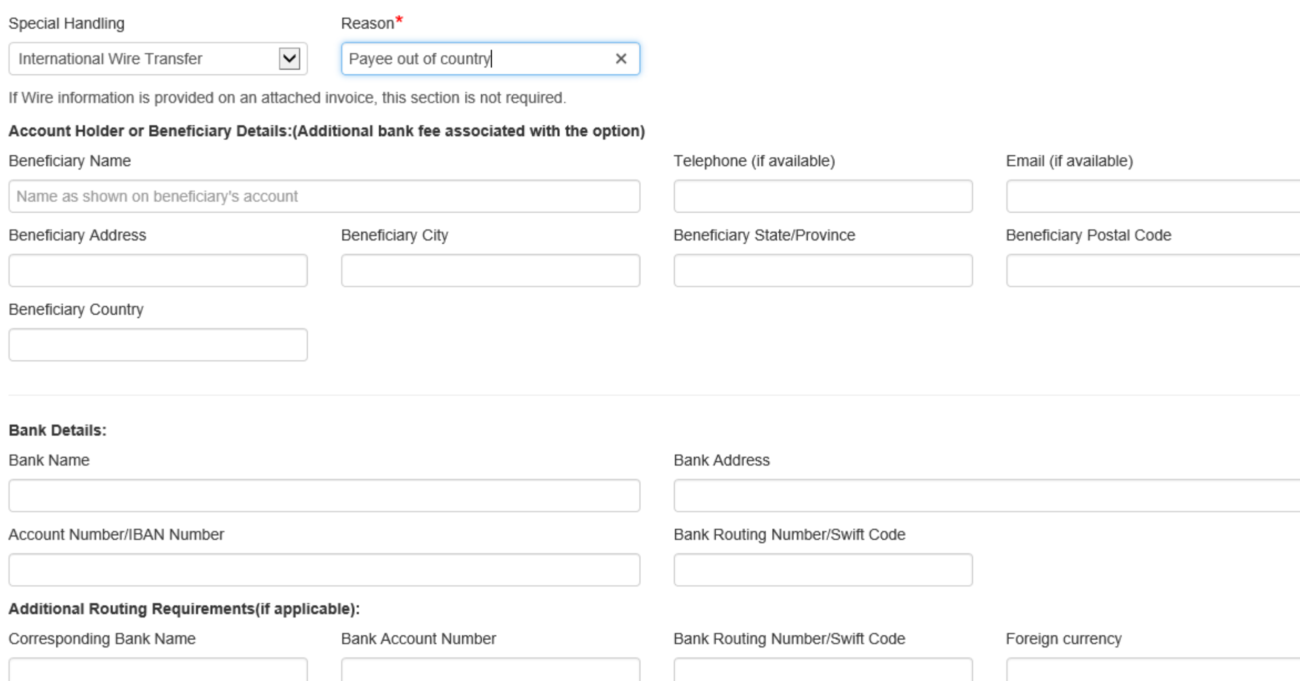




Special Handling

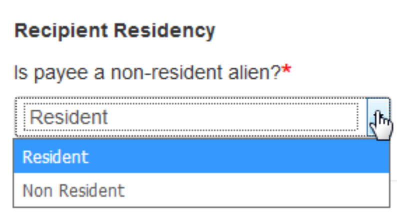
The next section is for if there is any special handling needed. Again, this is generic across the Payment Request forms and might not necessarily applicable to your payment. If needed, click to open the dropdown and you will see Pickup, International Wire Transfer, and Remittance. Most likely there is no special handling for an Employee payment, with the possible exception of a staff loan, which may need to be picked up from the HR offices directly. The Reason for the special handling will need to be noted.

When you click wire transfer, more fields will open THOUGH MOST LIKELY EMPLOYEE PAYMENTS WOULD NOT BE WIRED!



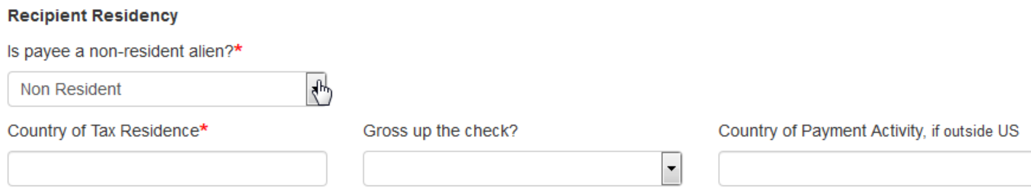
Recipient Residency

The next section deals with whether the person is a resident of the US or is a non-resident alien. This is only for any payments that might actually be taxable and need to be reviewed and processed specially. The dropdown gives you the two options:



Since this is a payment to an employee, this section is likely not applicable. Most often if we are paying an employee a payment that would require taxes to be withheld, the payment is processed through the Payroll system. If you have a taxable payment to an employee, please contact your finance center to discuss the next steps.

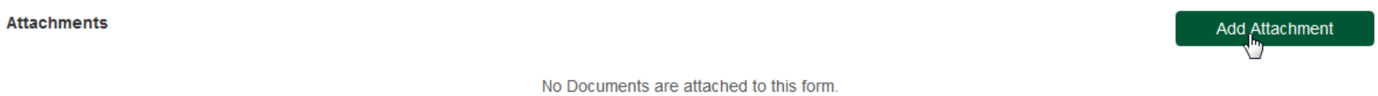
Otherwise, if the Payee is not a US resident and does not pay US taxes, please select Non-Resident, and your field will automatically change so you can enter further information.



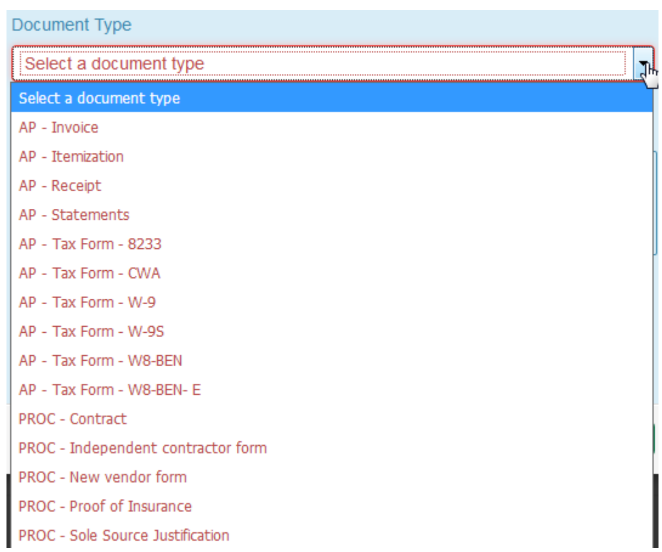
- Country of Tax Residence - where they file their taxes (not a dropdown, you can free-type here).
- Gross up the check - If the department elected to cover any relevant taxes (on the behalf of the individual) you'd note it here, if any taxes needed to be taken as part of making the payment. Note that this can add a significant amount to what the department is paying out.
- Country of Payment Activity if Outside the US - If an individual is foreign, and the activity takes place in a foreign location was well, that is *generally* an automatic tax exemption. For example, a foreign student receiving funds for a fellowship that is overseas.
- **Contact Procure-to-Pay with questions on taxation.**

Attachments

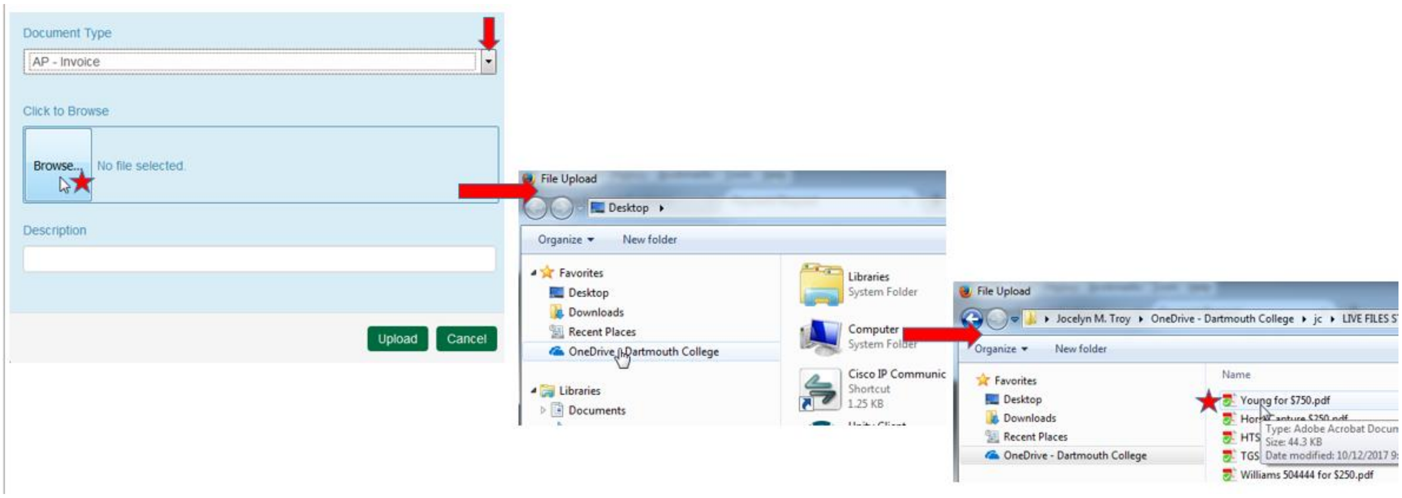
The next section is where you would add attachments, if there are any that are relevant to the payment. Often times these type of employee payments do not have backup, so an attachment is not required, but this is where you would include it if there was additional documentation.



Click on the green Add Attachment button, and it will pull up a screen where you can select a Document Type - when you click the dropdown arrow it will display these options, some of which may not be relevant to the payment you are processing, but its generic format across the forms. Please choose the appropriate type to match with the item you are attaching

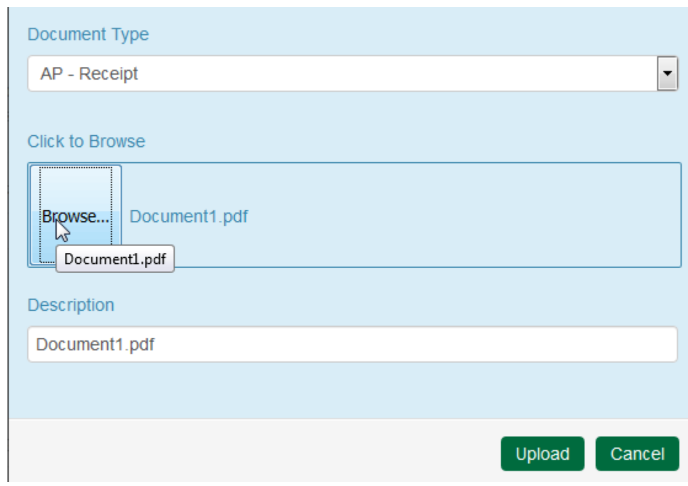


Once you select your Document type, it will give you the browse button so that you can search for the saved item out on your computer. Click the browse button it will pull up your computer and simply go to wherever you have it saved, and just double click on the file:



Once you do that you will see this screen, and it shows you which file you attached. Click upload and that will bring it onto your form. Note, this can take a moment if a file is large.

Once the upload is complete, you will be back at your e-form view. You could open your attachment here to review it, you could add another attachment, or you could delete the attachment if you realize you uploaded the wrong file, or you decide the attachment isn't needed after all:

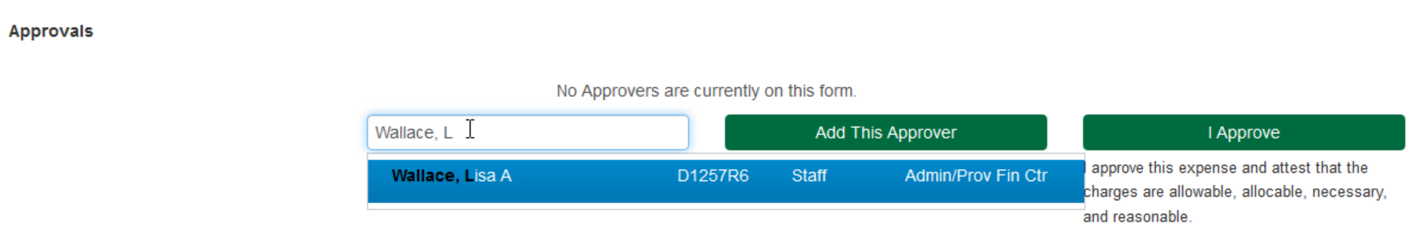


Approvals

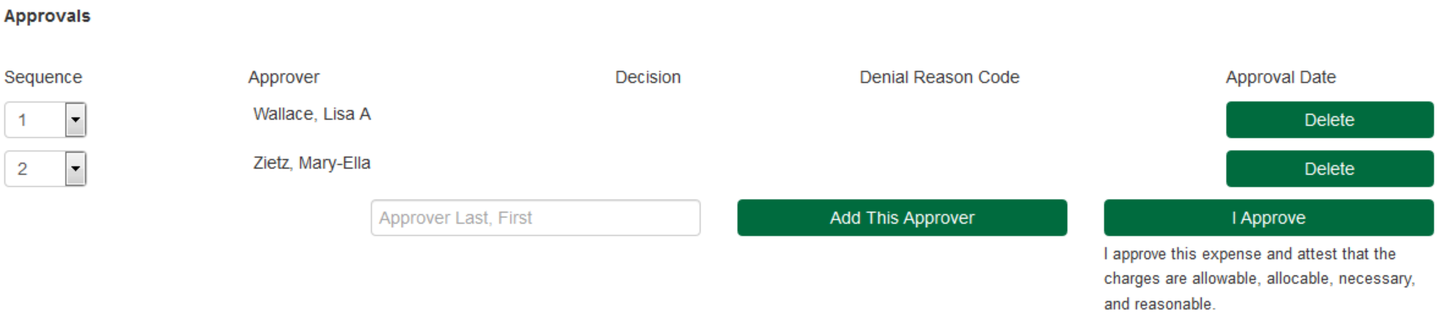
If you are the submitter and have signature authority, you are able to click the I Approve button and this will be the approval we use.

If you do not have signature authority, or if the chart string doesn't not belong to your area, or if the dollar amount is above your authority limit, OR if the payment is to you personally, you would specify another person to be the approver.

When you click into the field for approver names, all you need to do is starting typing in the last name. As you type, it will start to pull a list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names you see on your screen.



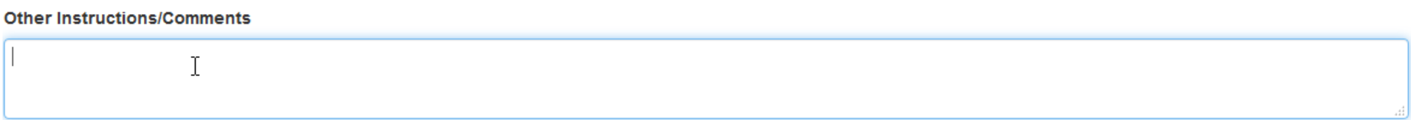
Select the approver. You could add more than one if needed. For example, if you were splitting the cost with another area, you can select an approver from your area, and then one from theirs. Click the Add This Approver button once you have selected the name from the dropdown.



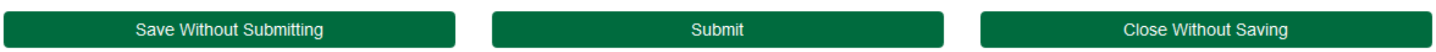
Now you see your approvers, and if you select multiple you also see the "sequence", meaning who gets the form first. It goes out to approver 1, and once they have approved it, then it goes to approver 2.

Other instructions/Comments

Use this section to convey any relevant information needed to assist with processing the request.



Finally, there are the three e-form actions button at the bottom for the form:



- Save Without Submitting - this option allows for you to start the form and save the form to complete and submit later. When selecting this option you will receive an email with a link to the form, or you can access the form in the OnBase Unity Clients Workflow, under Pending Submission within the AP – Payment Processing Life Cycle.

- Submit - this option submits your form. If approvers are noted on the form, this will submit the eForm for approval. Once all approvals have been obtained, the form will route to the Finance Center processing. You will receive notification when the form is submitted and when the form is received at the Finance Center.

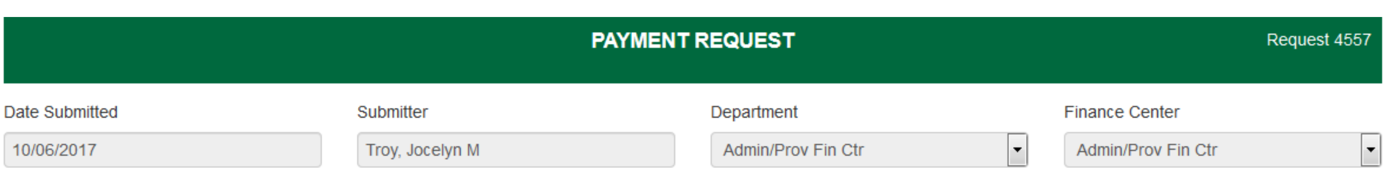
- Close without Saving - this simply closes the form, and it's gone as if you never created it. Make sure you want to do this, it does not give you the chance to change your mind!

Cash Advance - Payment Request form

The Cash Advance form is used to give funds to an employee for a travel/business expense. You will still be using the Payment Request form, but since you are selecting the Cash Advance Form it will automatically fill out certain fields for you so that it looks more like the old Cash Advance forms.

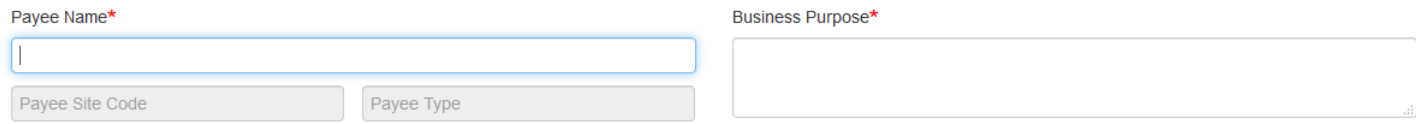
Submission Detail

As soon as you click on the form, it will automatically populate with your information (and you will need to be signed in under your NetID credentials). These fields are locked and you will not be able to change anything.



Payee Name and Business Purpose

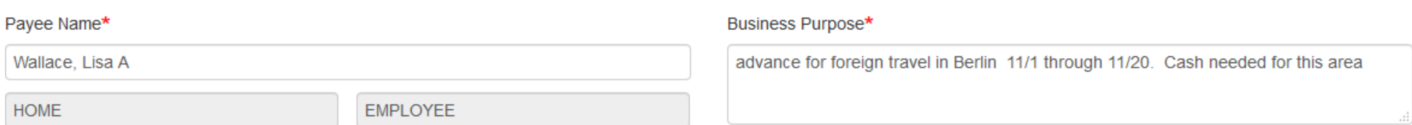
The next section will ask for the Payee Name and business purpose. Keep in mind that the description should explain what we are paying and why the college should be providing the cash advance.



Click into the field for payee name and start typing (last name goes first for any individual names). As you type, it will pull and filter the list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names displayed.

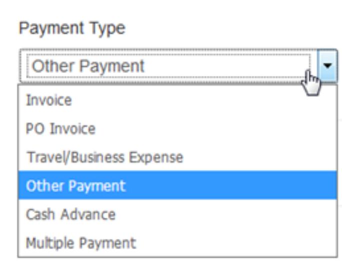
You should not have to worry about Employee names not populating. It is however tied to HRMS so it must match their legal name in order to find it. But if they are a very new employee and you cannot find the name, leave the Payee blank, and check mark the New Payee/Address box (see details/images/instructions a little further below in these instructions) and enter the payee name there.

You'll see that it displays the payee name, the type of payee they have been categorized as, the name of the pay site, and the Dart ID#. This will help you select the proper individual in case anyone has similar names. Click to select your payee/address from the list, and it will show what you have selected. You'll see that is lists "Home" as the Payee Site (meaning wherever HRMS has the payroll check stub going to) and the Payee Type is "Employee":



Payment Type

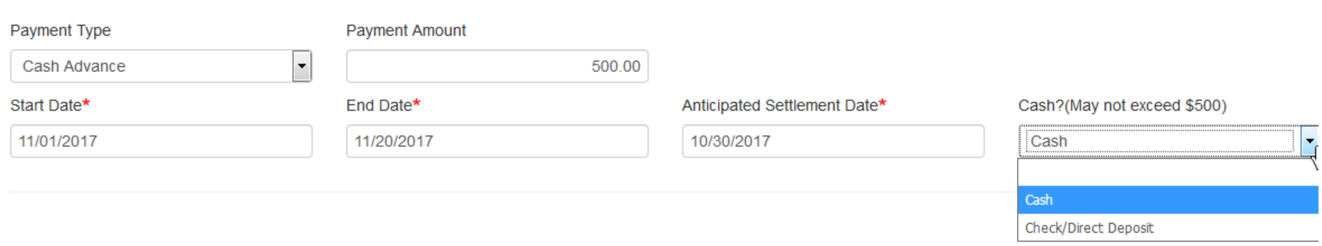
The next section is the Payment type, Amount, Start Date, End Date, Anticipated Settlement Date and whether it is to be paid out in cash (only if under $500). Typically in other forms you needed to select the pay type from a dropdown (**a generic format across the Payment Request forms that isn't necessarily applicable to what you are processing**).
Normally the dropdown looks like this:



Since you selected the Cash Advance button, it has automatically defaulted the proper fields into the form for you, so it will already have selected Cash Advance.

Cash Advance Section

Fill in your information. $500 is the threshold for receiving cash, so if you selected $500, then you would be able to select or Cash OR Check/Direct Deposit. Technically it will not block you from moving forward if you were to put in a



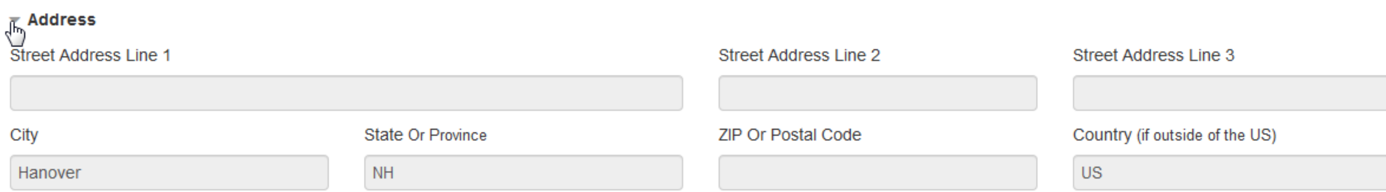
higher dollar amount and still select Cash in the dropdown as there are very rare occasions where special circumstances/approvals have been made for a higher dollar cash payout. These are infrequent, and must be specially approved, otherwise it will be changed back to a Check/Direct Deposit.

Address

Next is a section is the address - note, this is a generic field across the Payment Request forms and does not display the same for all payee types. For external vendors/payees you will be able to view the entire address, <u>but</u> for students and employees you are only able to view certain details for confidentiality reasons. In this section the fields will fill in for you, based on the selection you made above when you chose the payee.

If you click on the gray arrow right before "Address" it will either display the details dropped down, or it will roll it up and hide it. This is basically to keep the form a little cleaner for you so while you are going through it.

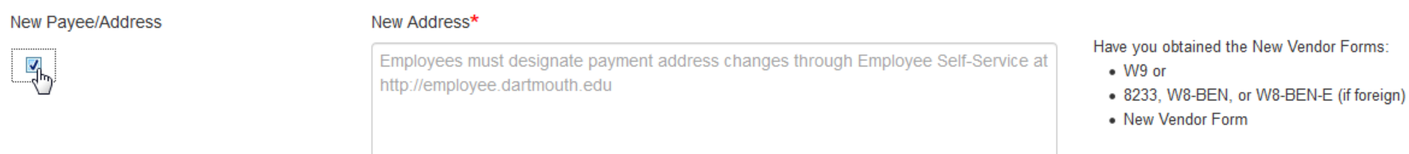
Below is what it looks like in this example, (when the arrow is clicked) based on the payee site selected:



Since this is an employee, the full address will not display, it simply shows that the payment will go the address they have their check stub going to.

Note - Employee payments will automatically go to wherever their paycheck goes (*per their own settings in the self-service portal which <u>they</u> must maintain*).

It is possible that a very new Employee would not have populated in the system yet. If you discover an instance, leave the Payee Name at the top blank, and check mark this New Payee/Address box and enter the Payee Name here, and ask us to "Pull in the info from HRMS". Procurement will run a system process and pull their information from the HRMS profile.

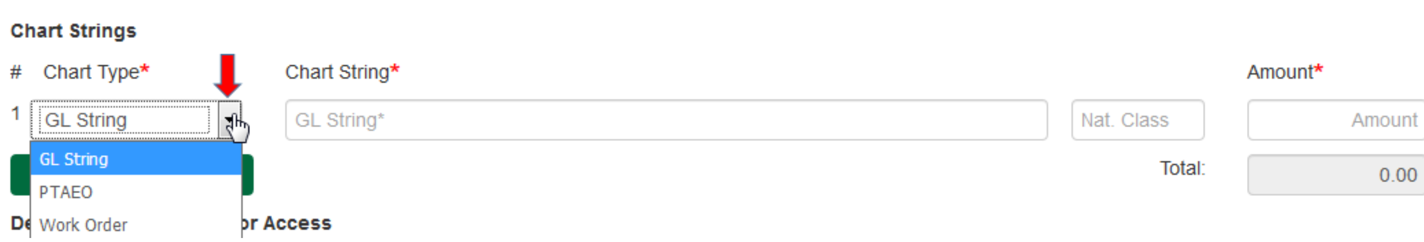


NEW VENDOR FORMS ARE NOT NEEDED FOR EMPLOYEES.

Chart Strings

The next section of the form is for Chart Strings. The form will default to displaying it in full, but if you want to hide the field once you are done entering the info, you can hide it the same way you are able to with the Address by clicking the gray arrow to the right:

When you click the Chart Type dropdown you can select GL String, PTAEO (which is a grant string), Work Order or Accounts Receivable. This is a generic format on all Payment Request forms, and is not necessarily applicable to the

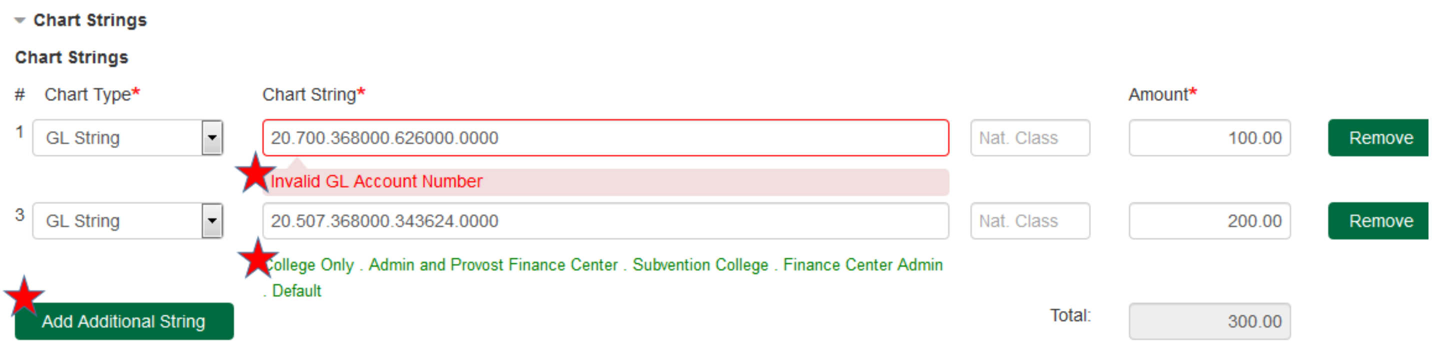


payment you are making. As soon as you select one, more fields will open so that you can type your information in. Technically natural class is not required, it will allow you to submit without that filled in.

Once you select the Chart Type, you are able to add as many strings as you need by clicking Add Additional String, and you can have a mix of GL and PTAEO.

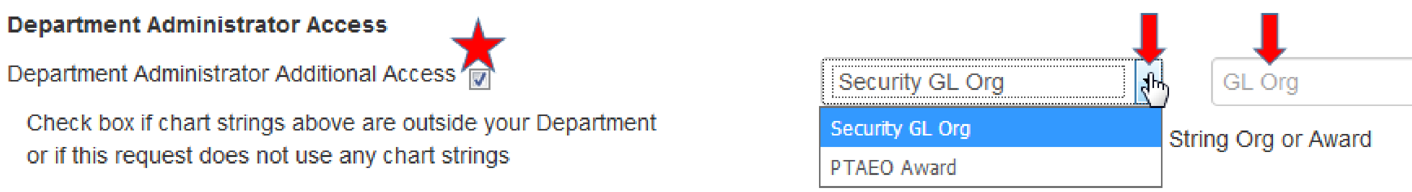
A nice feature is that if you type in an incorrect string, the system will notify you so that you can correct it. If the string is correct (or at least validates, some errors <u>can</u> still sneak through) then you are able to see the actual descriptive text for the string, which may also help to detect errors that the system did not catch.

You can either select specific dollar amounts for a split, or you can select percentages. For any special instances please include notes in the comment field at the bottom of the form.



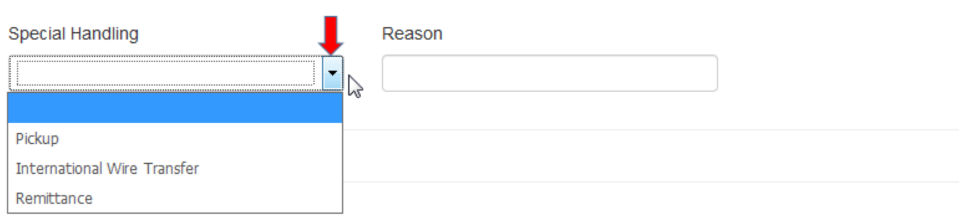
Department Administrator Access

The next section is for when you are using chart strings that are outside of your normal accesses. You click to check-mark the box, select the string type in the dropdown and simply type in your own Org number. This simply allows you to view the form at another date if needed, even though it's not your chart string. You can also use either your GL org, or if you need to, a PTAEO award number.

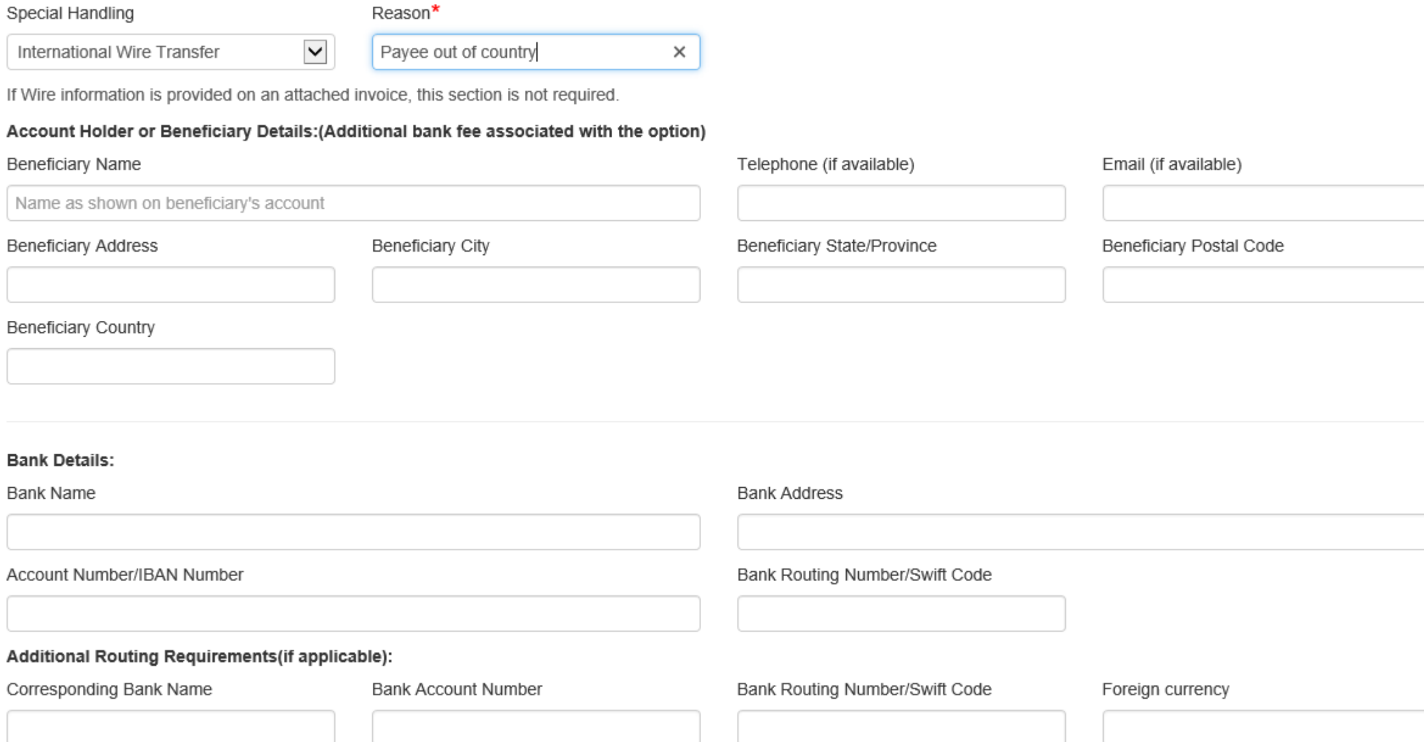


Special Handling

The next section is for if there is any special handling needed. Again, this is generic across the Payment Request forms and might not necessarily applicable to your payment. If needed, click to open the dropdown and you will see Pickup, International Wire Transfer, and Remittance. Cash Advances are frequently flagged for Pickup. Note that the Reason for the special handling will need to be noted.



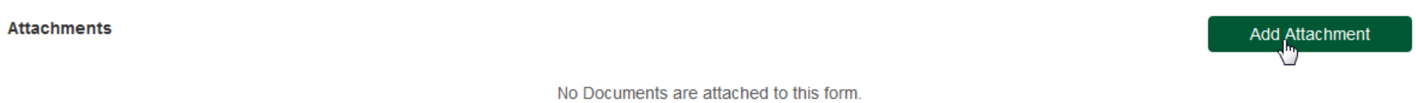
FYI – when you click wire transfer, more fields will open



THOUGH MOST LIKELY EMPLOYEE PAYMENTS WOULD NOT BE WIRED!

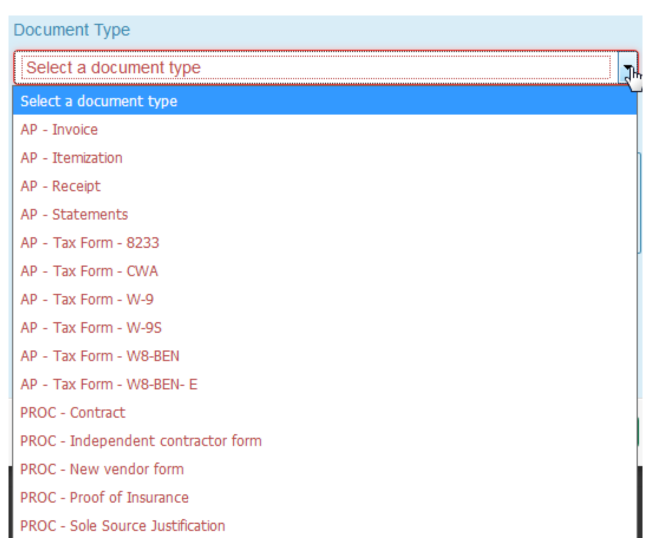
Attachments

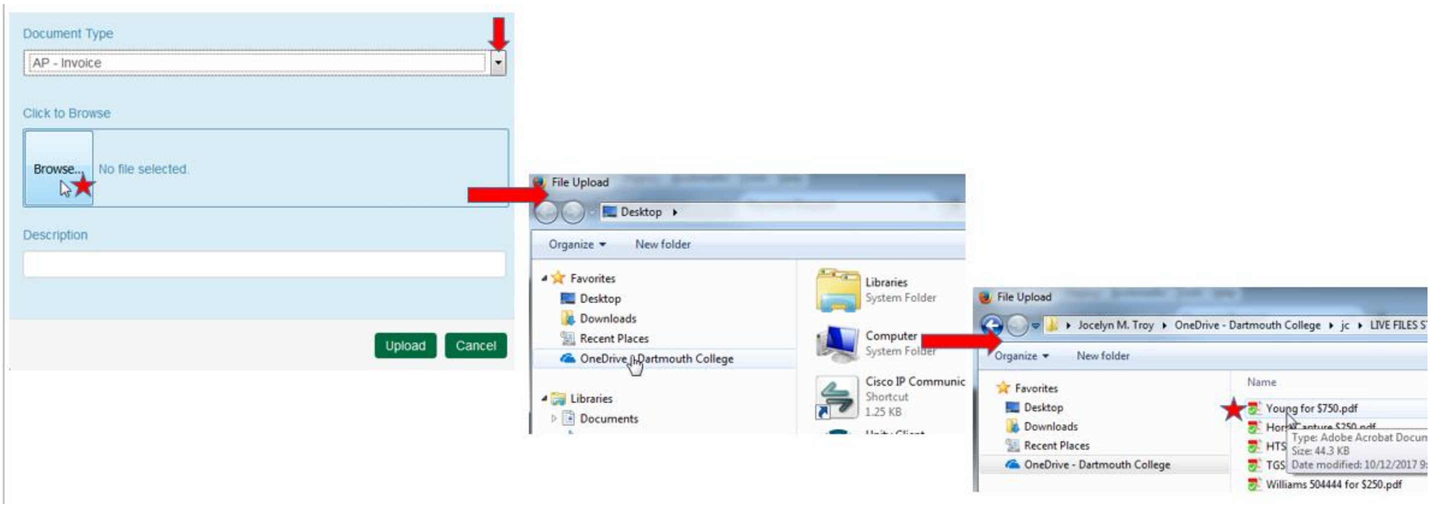
The next section is where you would add attachments, if there are any that are relevant to the payment we are processing. Often times Cash Advance payments do not have backup, so an attachment is not required, but this is where you would include it if there was additional documentation.



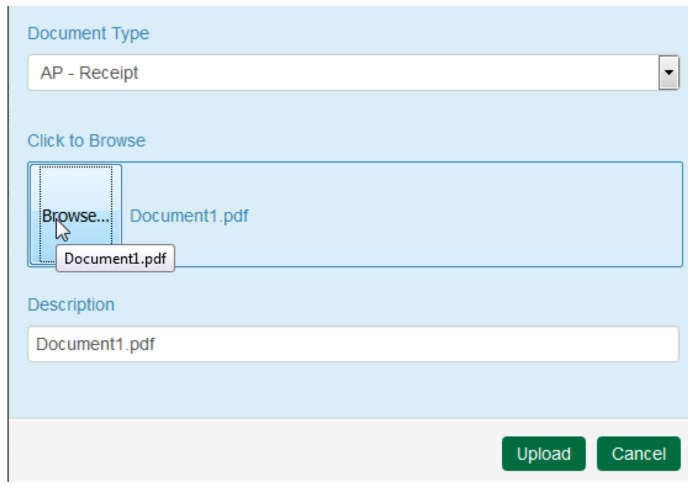
Click on the green Add Attachment button, and it will pull up a screen where you can select a Document Type - when you click the dropdown arrow it will display these options, some of which may not be relevant to the payment you are processing, but its generic format across the forms. Please choose the appropriate type to match with the item you are attaching.

Once you select your Document type, it will give you the browse button so that you can search for the saved item out on your computer. Click the browse button it will pull up your computer and simply go to wherever you have it saved, and just double click on the file:





Once you do that you will see this screen, and it shows you which file you attached. Click upload and that will bring it onto your form. Note, this can take a moment if a file is large.



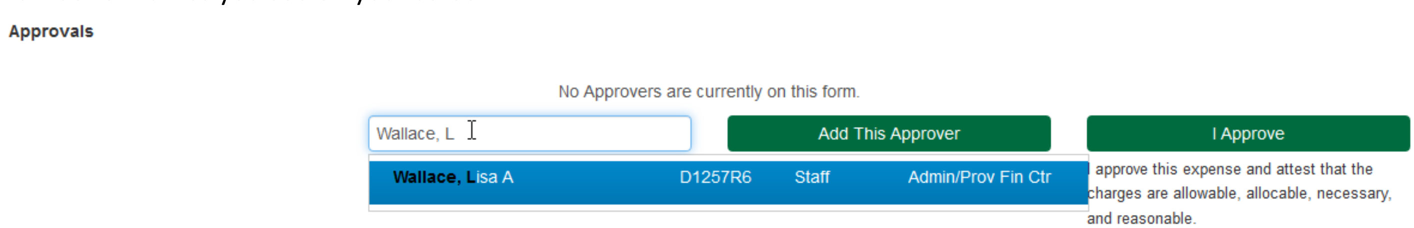
Once the upload is complete, you will be back at your e-form view. You could open your attachment here to review it, you could add another attachment, or you could delete the attachment if you realize you uploaded the wrong file, or you decide the attachment isn't needed after all:

Approvals

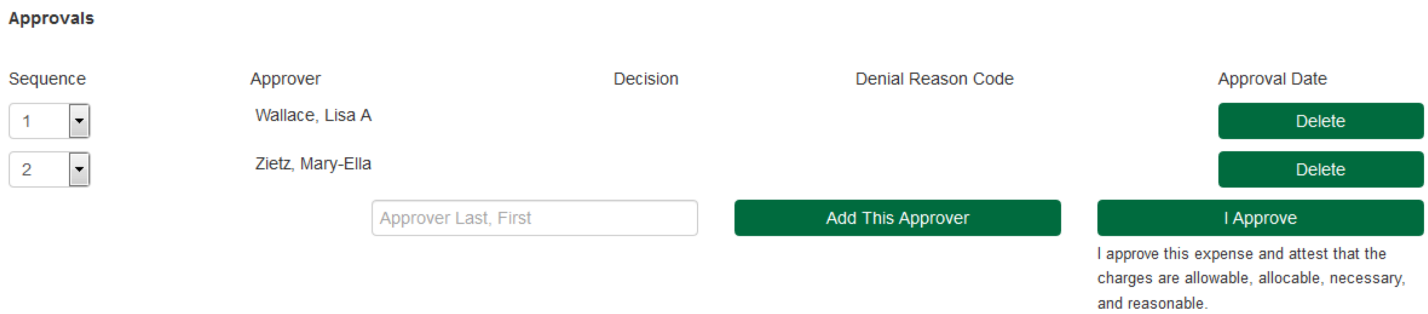
If you are the submitter and have signature authority, you are able to click the I Approve button and this will be the approval we use.

If you do not have signature authority, or if the chart string doesn't not belong to your area, or if the dollar amount is above your authority limit, you would specify another person to be the approver.

When you click into the field for approver names, all you need to do is starting typing in the last name. As you type, it will start to pull a list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names you see on your screen.



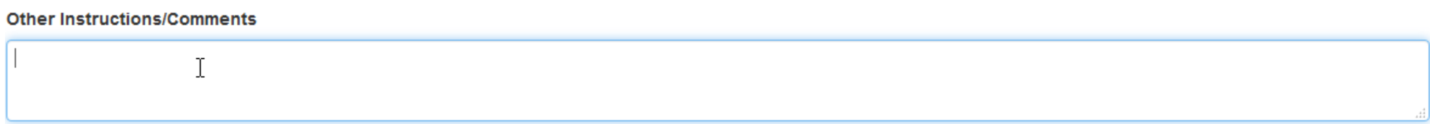
Select the approver. You could add more than one if needed. For example, if you were splitting the cost with another area, you can select an approver from your area, and then one from theirs. Click the Add This Approver button once you have selected the name from the dropdown.



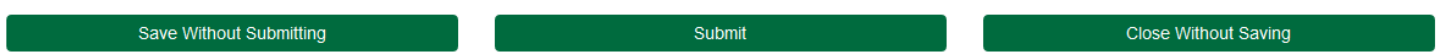
Now you see your approvers, and if you select multiple you also see the "sequence", meaning who gets the form first. It goes out to approver 1, and once they have approved it, then it goes to approver 2.

Other instructions/Comments

Use this section to convey any relevant information needed to assist with processing the request.



Finally, there are the three e-form actions button at the bottom for the form:



- Save Without Submitting - this option allows for you to start the form and save the form to complete and submit later. When selecting this option you will receive an email with a link to the form, or you can access the form in the OnBase Unity Clients Workflow, under Pending Submission within the AP – Payment Processing Life Cycle.

- Submit - this option submits your form. If approvers are noted on the form, this will submit the eForm for approval. Once all approvals have been obtained, the form will route to the Finance Center processing. You will receive notification when the form is submitted and when the form is received at the Finance Center.

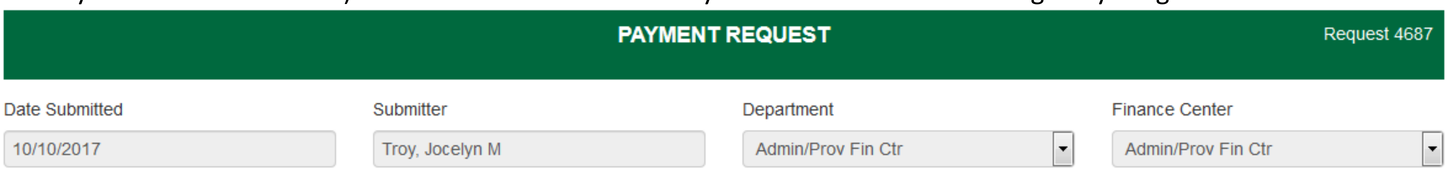
- Close without Saving - this simply closes the form, and it's gone as if you never created it. Make sure you want to do this, it does not give you the chance to change your mind!

PAYING STUDENTS - Travel/Business Expense

When you select the Travel/Business Expense button, it will bring you to the Travel/Business Expense Payment Request form. Unlike Dartmouth employees, Dartmouth students are not processed through iExpense. This is the form to use when you have any business expenses and/or travel that needs to be reimbursed, or processed in order to clear out a cash advance.   We'll go through the form, section by section.

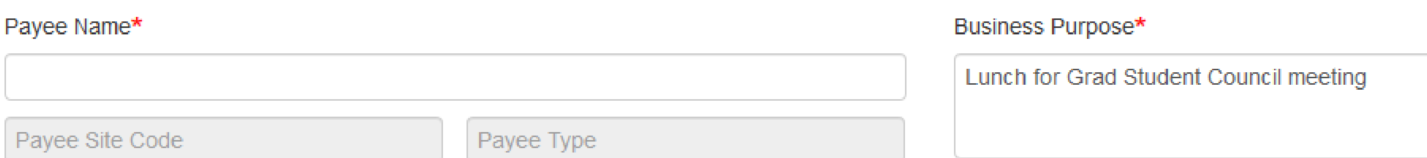
Submission Details

As soon as you click on the form, it will automatically populate with your information (and you will need to be signed in under your NetID credentials). These fields are locked and you will not be able to change anything.



Payee Name and Business Purpose

The next section is who we are paying, who will approve the expense, and the business purpose. Keep in mind that the business purpose needs to be descriptive enough to pass an audit and make it clear *why* the college should be covering the expense. Simply stating "hotel expenses" or "business lunch" is not sufficient. Better examples would be "Lodging during NCURA 2017 conference", and "Lunch w/ interview candidate".

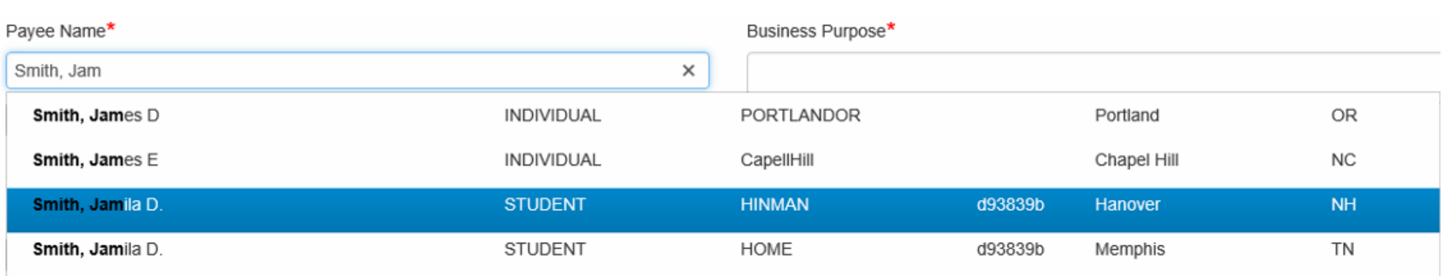


Click into the field for student payee/approver names, all you need to do is starting typing in the last name. As you type, it will start to pull a list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names you see on your screen.

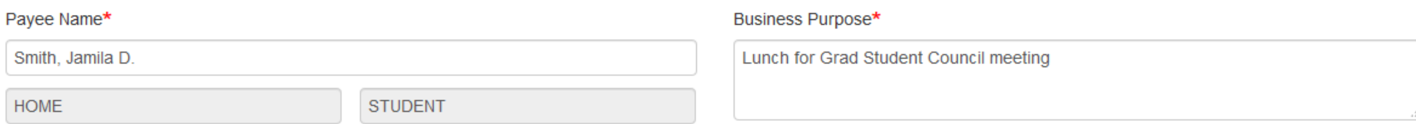
Occasionally students may not be in the system. Keep in mind what you type must match their legal name in order to find it. But if they are a new student and you cannot find the name, leave the Payee blank, and check mark the New Payee/Address box (see details/images/instructions a little further below in these instructions) and enter the payee name there.

You'll also note if there are multiple address options, you'll see their name multiple times. For example, Jamilla (image below) has a Hinman box, and a home address to select from. For confidentiality reasons though, the address will not actually display for verification.   Noting the exact address you want it mailed to in the comments field (this is another section at the bottom of the form) is advised.

Select the payee, and type in the business purpose to describe the payment. Once a name is selected, the Pay Site Code and Payee Type will populate for you.



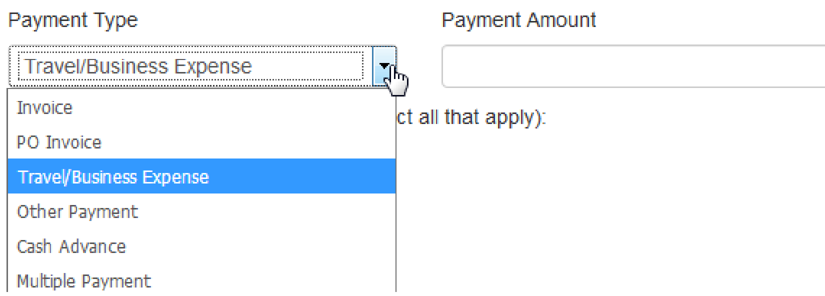
You'll see that it displays the payee name, the type of payee they have been categorized as, the first line of the mailing address associated with it, and then the Town and State. Click to select your payee/address from the list, and it will show what you have selected.



Payment Type

The next section is the Payment type, and Amount. Typically in other forms you needed to select the pay type from a dropdown (**a generic format across the Payment Request forms that isn't necessarily applicable to what you are processing**).

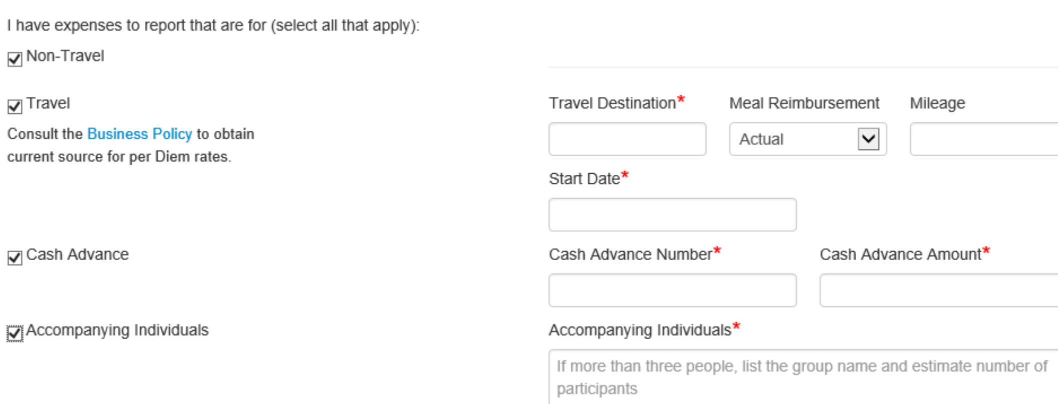
Normally the dropdown looks like this:



Since you selected the Travel/Business Expense button, it has automatically defaulted the proper fields into the form for you, so it will already have selected Travel/Business Expense. All you need to do is fill in the dollar amount to be processed.

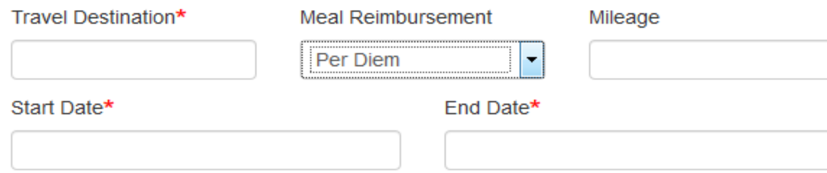
Expense Reporting

The next section is to describe the types of expenses that are included within the form that need to be processed. With each box you click to check mark, the e-form view will change slightly. Below is an example of what it looks like - every box was clicked to demonstrate all the changes (you can un-click and the changes will revert back):



- Click Non-Travel if you had supplies, memberships etc.
- Click travel for any business trip expenses, and it will open three more fields- you will need to fill in the destination that you traveled to, the date that the travel began, and whether you will be asking for meals actual, or per diem meals. **When you click Per Diem one more field will appear**, asking for the last day of the travel.

That date span would be used for your per diem reimbursement, so you need to include comments (another section, bottom of form) to tell us what actual days/meals to include. If travel did not begin till 4pm, then the first day of travel should not include breakfast and lunch as part of your per diem reimbursement. If meals were covered as part of a conference, please let us know so those meals can be removed from the per diem reimbursement.



- Click Corporate Card when there are receipts within the report that we need to clear, that should <u>not</u> be reimbursed to you personally since the college is paying it directly.

- Click Cash Advance if this travel is linked to an open Cash Advance that you need to reconcile. This will open up two more fields so that you can include the Cash Advance number, and the amount of the advance.

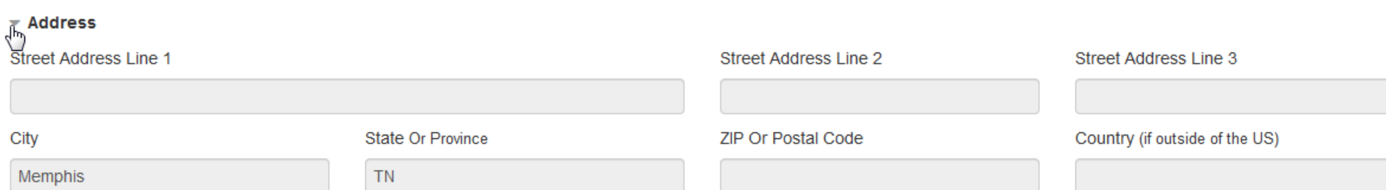
- Click Accompanying individuals and one more field will open so that you can note who was included/whose expenses you may have covered as part of your travel/activity. If this was a larger identifiable group, such as a student group, or search committee, please note the group name for audit purposes.

Address

Next is a section is the address - note, this is a generic field across the Payment Request forms and does not display the same for all payee types. For external vendors/payees you will be able to view the entire address, <u>but</u> for students and employees you are only able to view certain details for confidentiality reasons. In this section the fields will fill in for you, based on the selection you made above when you chose the payee.

If you click on the gray arrow right before "Address" it will either display the details dropped down, or it will roll it up and hide it. This is basically to keep the form a little cleaner for you so while you are going through it.

Below is what it looks like in this example, (when the arrow is clicked) based on the payee site selected:



The most it will display (whether Home OR Hinman) is the City & State. If the student has moved you may have a general idea that the address the system is defaulting to is NOT correct, but you will not be able to tell for Hinman.

New Payee/Address

If it appears the address may not be correct, or if maybe you have a new student, you would check the box directly below the Address section, the New Payee/Address section and enter the info there.

Again, this is a generic field across the Payment Request forms. A student will not need any of the New Vendor Forms mentioned to the right. It also mentions Employees and use of the self-service portal, though here we are paying a student.

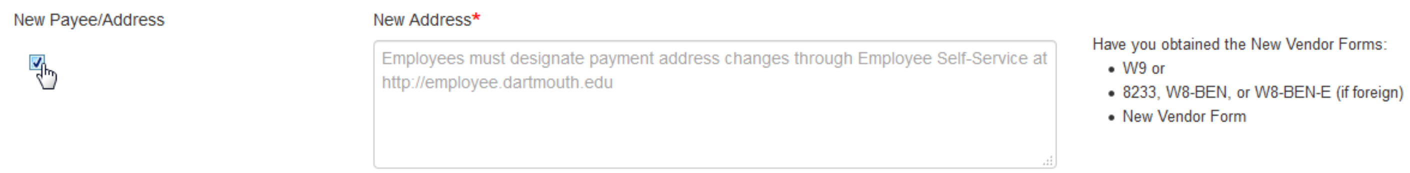
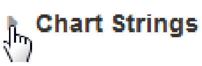
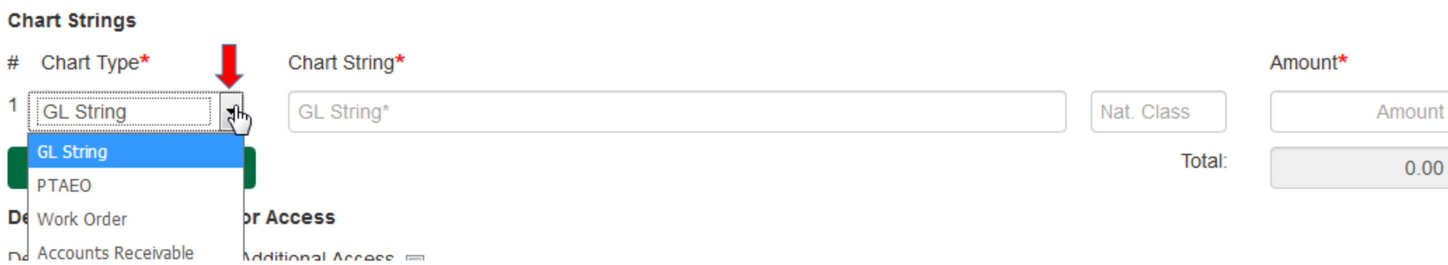


Chart Strings



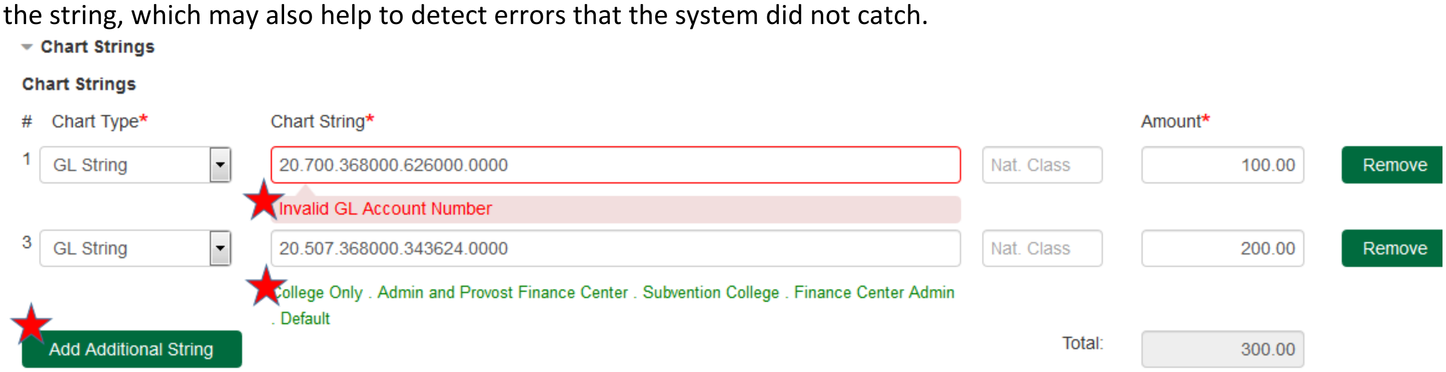
The next section of the form is for Chart Strings. The form will default to displaying it in full, but if you want to hide the field once you are done entering the info, you can hide it the same way you are able to with the Address by clicking the gray arrow to the right:

When you click the Chart Type dropdown you can select GL String, PTAEO (which is a grant string), Work Order or Accounts Receivable. This is a generic format on all Payment Request forms, and is not necessarily applicable to the payment you are making. As soon as you select one, more fields will open so that you can type your information in. Technically natural class is not required, it will allow you to submit without that filled in.

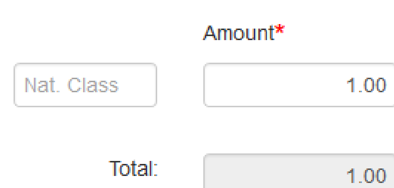


Once you select the Chart Type, you are able to add as many strings as you need by clicking Add Additional String, and you can have a mix of GL and PTAEO.

A nice feature is that if you type in an incorrect string, the system will notify you so that you can correct it. If the string is correct (or at least validates, some errors <u>can</u> still sneak through) then you are able to see the actual descriptive text for the string, which may also help to detect errors that the system did not catch.



Once you have selected your Chart Type and entered a functional Chart String, fill in the Amount field to the right. You may fill in the Natural Class field if you know it, but this field is not required. For Student and Visitor Travel Expenses, two natural classes have been added, to minimize the need to itemize between expense types:



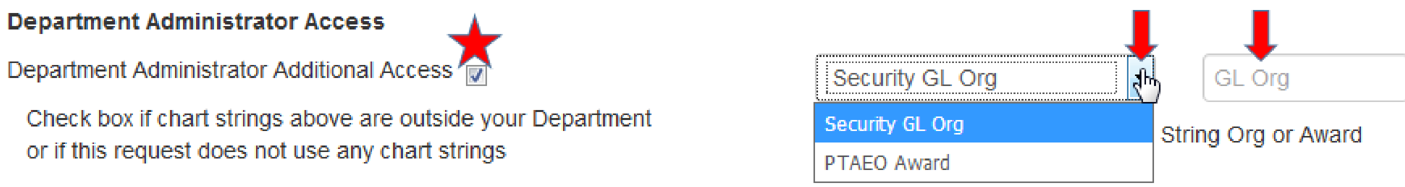
- 8118 for Non-Employee Foreign Travel
- 8148 for Non-Employee Domestic Travel

Note: If you do not know the total amount of the reimbursement, please enter $1.00 and the finance center will calculate this total for you.

For any special instances please include notes in the comment field at the bottom of the form.

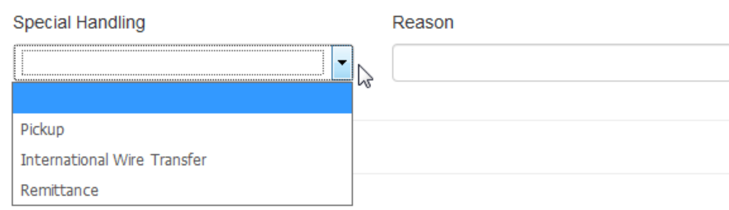
Department Administrator Access

The next section is for when you are using chart strings that are outside of your normal accesses. You click to check-mark the box, select the string type in the dropdown and simply type in your own Org number. This simply allows you to view the form at another date if needed, even though it's not your chart string. You can also use either your GL org, or if you need to, a PTAEO award number.

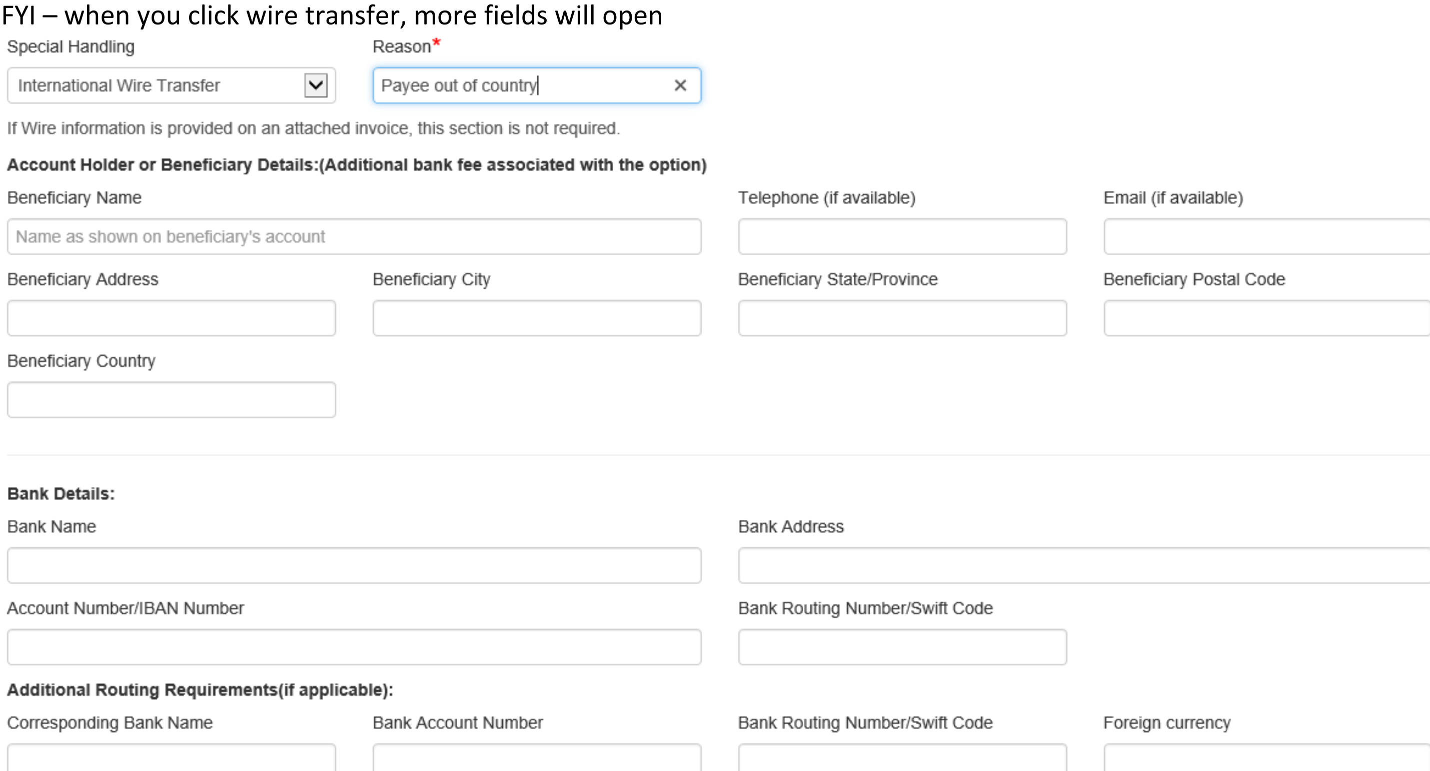


Special Handling

The next section is for if there is any special handling needed. Again, this is generic across the Payment Request forms and might not necessarily applicable to your payment. If needed, click to open the dropdown and you will see Pickup, International Wire Transfer, and Remittance. It is not expected that there would be any need for special handling for a student reimbursement. If there were extenuating circumstances, the Reason for the special handling will need to be noted.



FYI – when you click wire transfer, more fields will open

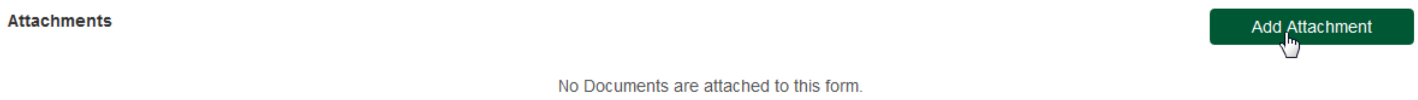


THOUGH MOST LIKELY STUDENT PAYMENTS WOULD NOT BE WIRED!

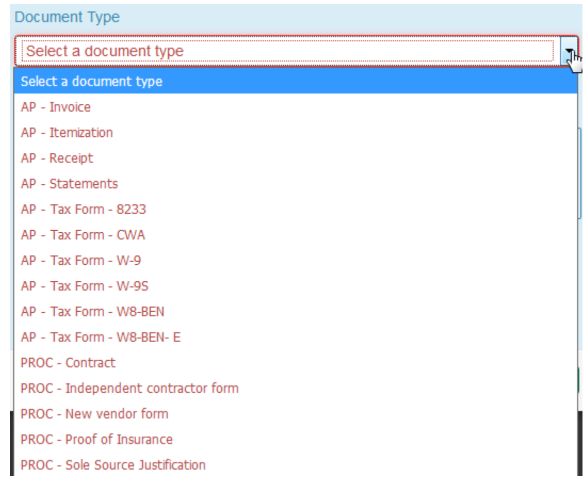
Attachments

The next section is where you would add attachments. It could be receipt copies, or anything else relevant to the expense where documentation would be helpful. Don't forget, receipts under $75 are not needed **UNLESS it is**

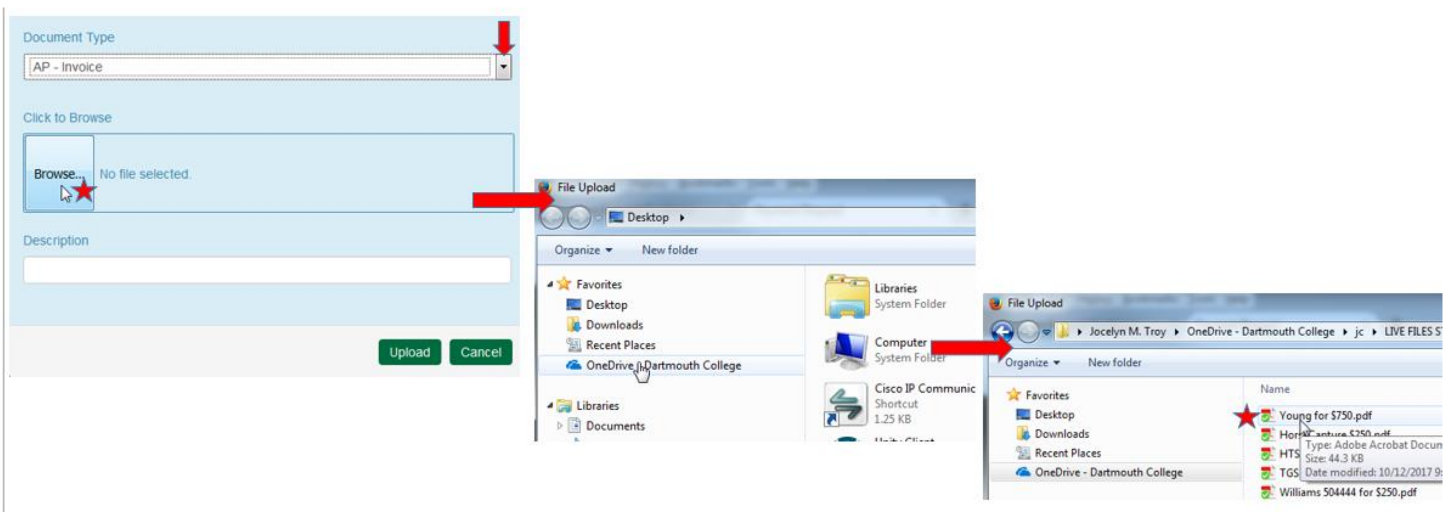
relocation, lodging, entertainment or gifts. Those require a receipt regardless of the dollar amount. *(Note that the athletics department will need to provide all receipts due to NCAA rules).*



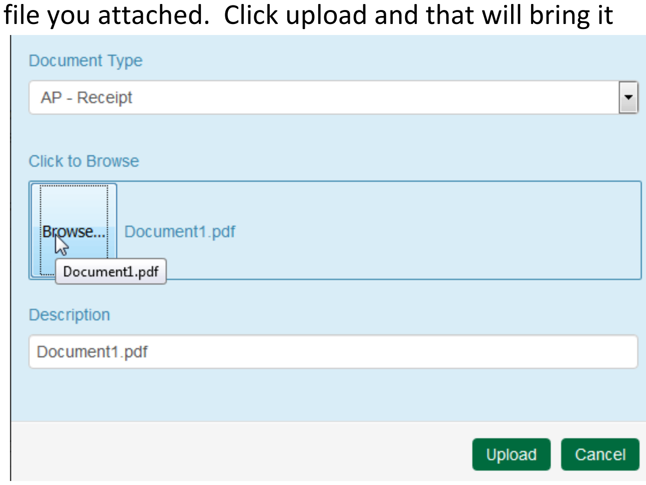
Click on the green Add Attachment button, and it will pull up a screen where you can select a Document Type - when you click the dropdown arrow it will display these options - select whichever description is closest and add the attachment. For travel, you do not need to separate them out, if you have one pdf that contains the Cash Advance, Registration and other various receipts, simply load the single pdf.



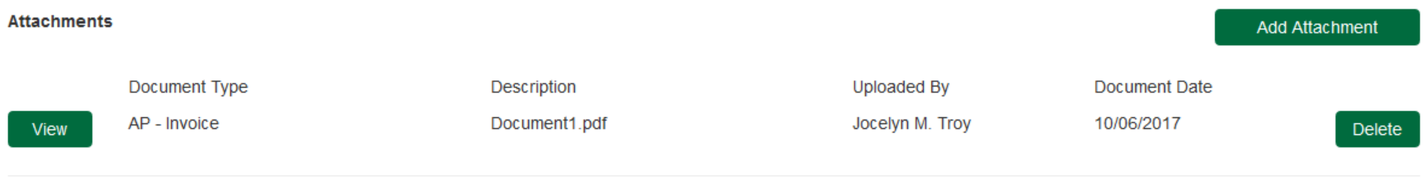
Once you select your Document type, it will give you the browse button so that you can search for the saved item out on your computer. Click the browse button it will pull up your computer and simply go to wherever you have it saved, and just double click on the file:



Once you do that you will see this screen, and it shows you which file you attached. Click upload and that will bring it onto your form. Note, this can take a moment if a file is large.



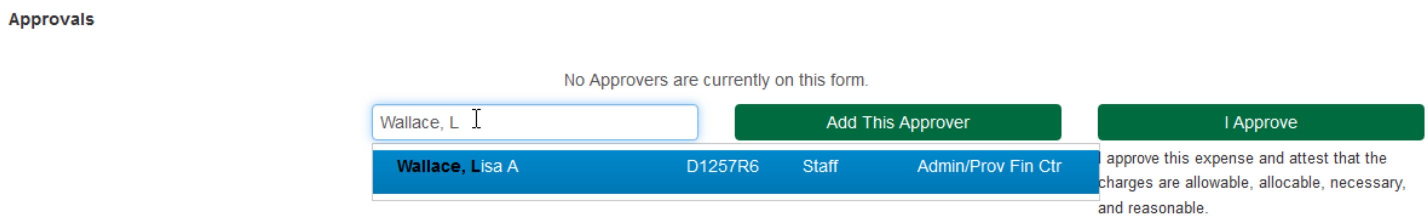
Once the upload is complete, you will be back at your e-form view. You could open your attachment here to review it, you could add another attachment, or you could delete the attachment if you realize you uploaded the wrong file, or you decide the attachment isn't needed after all:



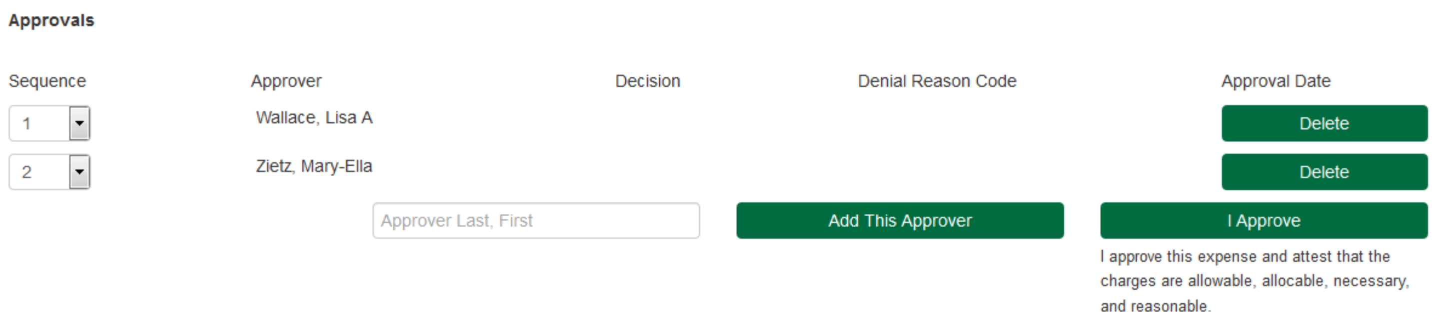
Approvals

If you are the submitter and have signature authority, you are able to click the "I Approve" button. If you do not have signature authority, or if the chart string doesn't not belong to your area, or if the dollar amount is above your authority limit, you would specify another person to be the approver.
Note: If you are uncertain of the reimbursement amount and entered $1.00 in the amount field, do not add an approver until the amount field has been finalized by the Finance Center.

When you click into the field for approver names, all you need to do is starting typing in the last name. As you type, it will start to pull a list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names you see on your screen.



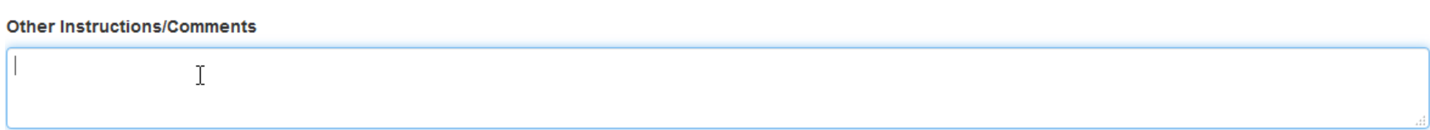
Select the approver. You could add more than one if needed. For example, if you were splitting the cost with another area, you can select an approver from your area, and then one from theirs. Click the Add This Approver button once you have selected the name from the dropdown.



Now you see your approvers, and if you select multiple you also see the "sequence", meaning who gets the form first. It goes out to approver 1, and once they have approved it, then it goes to approver 2.

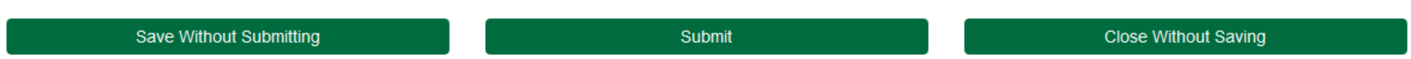
Other Instructions/Comments

Use this section to convey any relevant information needed to assist with processing the request.



As we mentioned earlier, it might be best to note the address you want this mailed to within this section, for example, "Please mail to HB 0184".

Finally, there are the three e-form actions button at the bottom for the form:



- Save Without Submitting - this option allows for you to start the form and save the form to complete and submit later. When selecting this option you will receive an email with a link to the form, or you can access the form in the OnBase Unity Clients Workflow, under Pending Submission within the AP – Payment Processing Life Cycle.

- Submit - this option submits your form. If approvers are noted on the form, this will submit the eForm for approval. Once all approvals have been obtained, the form will route to the Finance Center processing. You will receive notification when the form is submitted and when the form is received at the Finance Center.

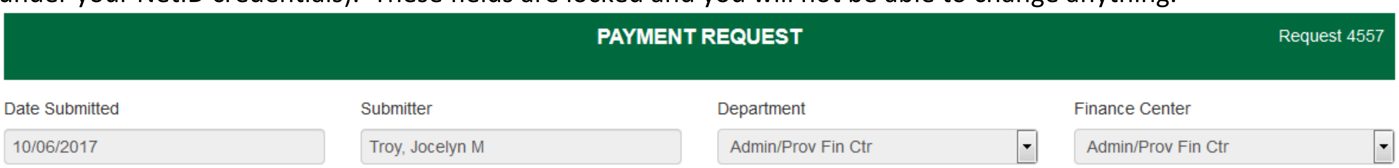
- Close without Saving - this simply closes the form, and it's gone as if you never created it. Make sure you want to do this, it does not give you the chance to change your mind!

Other Payment

The Other payment form is used to process non-travel, non-payroll items for a student. Examples would be a refund, or the payment of awarded internships/fellowships/scholarships, as these are not considered employment based payments. *Note that this is NOT the same as the Student Prize and Award form. That form should be used for actual prizes awarded to students, whether they be cash or non-cash prizes, typically as part of the annual Graduation Ceremony.*

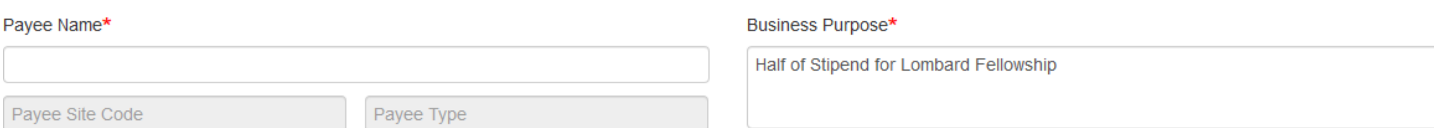
Submission Detail

As soon as you click on the form, it will automatically populate with your information (and you will need to be signed in under your NetID credentials). These fields are locked and you will not be able to change anything.


PAYMENT REQUEST
Request 4557
Date Submitted: 10/06/2017
Submitter: Troy, Jocelyn M
Department: Admin/Prov Fin Ctr
Finance Center: Admin/Prov Fin Ctr

Payee Name and Business Purpose

The next section will ask for the Payee Name and business purpose. Keep in mind that the description should explain what we are paying and why.

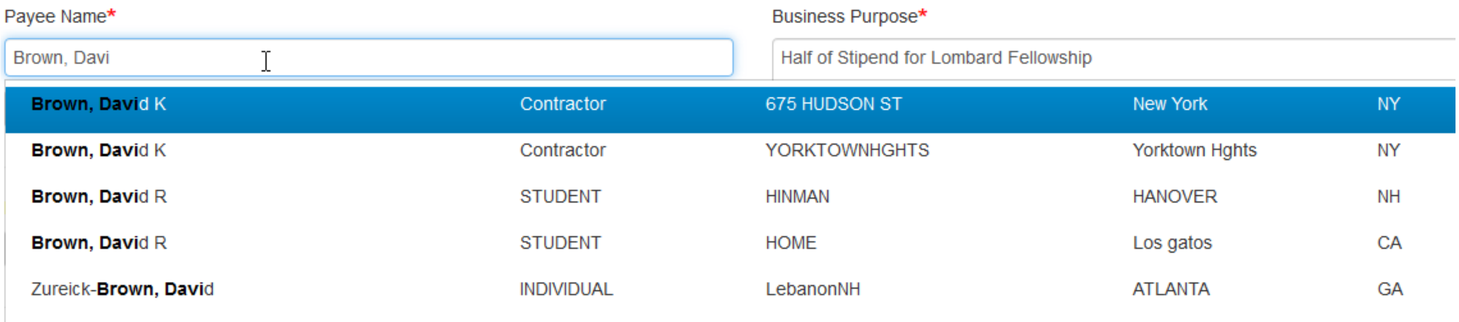

Payee Name*
Payee Site Code
Payee Type
Business Purpose*
Half of Stipend for Lombard Fellowship

Click into the field for student payee/approver names, all you need to do is starting typing in the last name. As you type, it will start to pull a list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names you see on your screen.

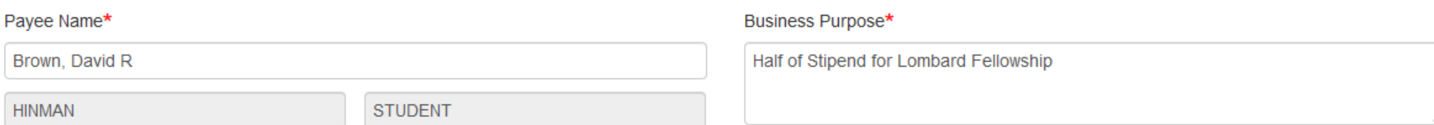
Occasionally students may not be in the system. Keep in mind what you type must match their legal name in order to find it. But if they are a new student and you cannot find the name, leave the Payee blank, and check mark the New Payee/Address box (see details/images/instructions a little further below in these instructions) and enter the payee name there.

You'll also note if there are multiple address options, you'll see their name multiple times. For example, David R Brown (image below) has a Hinman box, and a home address to select from. For confidentiality reasons though, the address will not actually display for verification. Noting the exact address you want it mailed to in the comments field (another section, the bottom of the form) is advised.

Select the payee, and type in the business purpose to describe the payment. Once a name is selected, the Pay Site Code and Payee Type will populate for you.



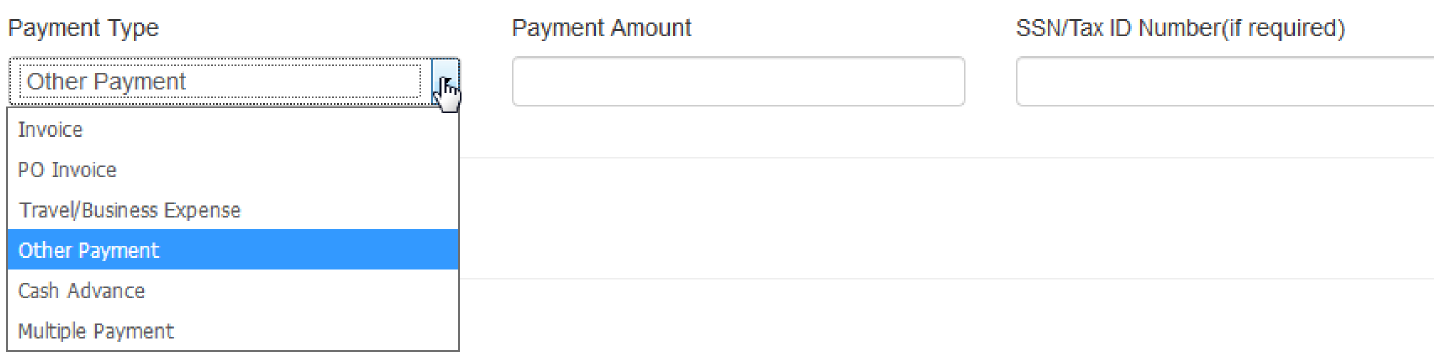
You'll see that it displays the payee name, the type of payee they have been categorized as, the first line of the mailing address associated with it, and then the Town and State. Click to select your payee/address from the list, and it will show what you have selected.



Payment Type

The next section is the Payment type, and Amount. Typically in other forms you needed to select the pay type from a dropdown (**a generic format across the Payment Request forms that isn't necessarily applicable to what you are processing**).

Normally the dropdown looks like this:



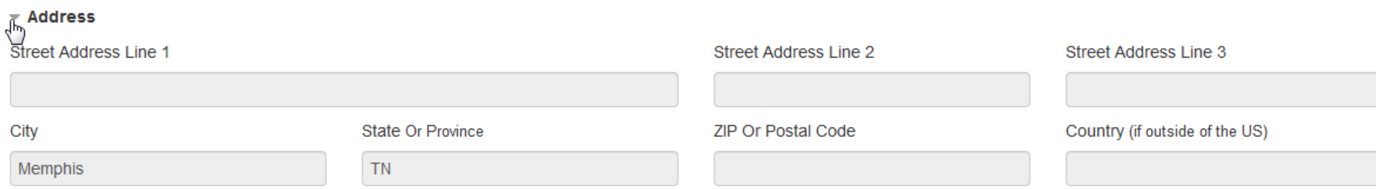
Since you selected the Other payment button, it has automatically defaulted the proper fields into the form for you, so it will already have selected Other. All you need to do is fill in the dollar amount to be processed. Since this type of payment could have tax implications, the social security # would be helpful.

Address

Next is a section is the address - note, this is a generic field across the Payment Request forms and does not display the same for all payee types. For external vendors/payees you will be able to view the entire address, <u>but</u> for students and employees you are only able to view certain details for confidentiality reasons. In this section the fields will fill in for you, based on the selection you made above when you chose the payee.

If you click on the gray arrow right before "Address" it will either display the details dropped down, or it will roll it up and hide it. This is basically to keep the form a little cleaner for you so while you are going through it.

Below is what it looks like in this example, (when the arrow is clicked) based on the payee site selected:



The most it will display (whether Home OR Hinman) is the City & State. If the student has moved you may have a general idea that the address the system is defaulting to is NOT correct, but you will not be able to tell for Hinman.

New Payee/Address

If it appears the address may not be correct, or if maybe you have a new student, you would check the box directly below the Address section, the New Payee/Address section and enter the info there.

Again, this is a generic field across the Payment Request forms. A student will most likely not need any of the New Vendor Forms mentioned to the right (occasionally this pay type could involve a taxable payment). It also mentions Employees and use of the self-service portal, though here we are paying a student.

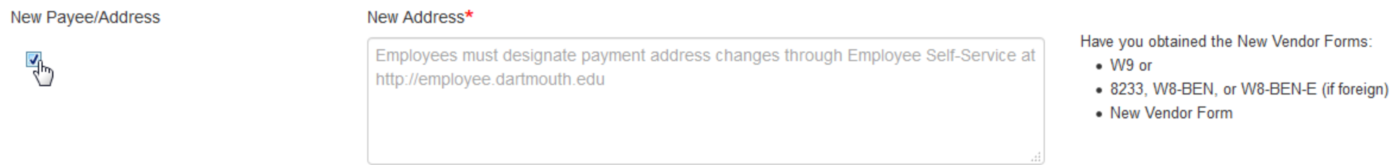
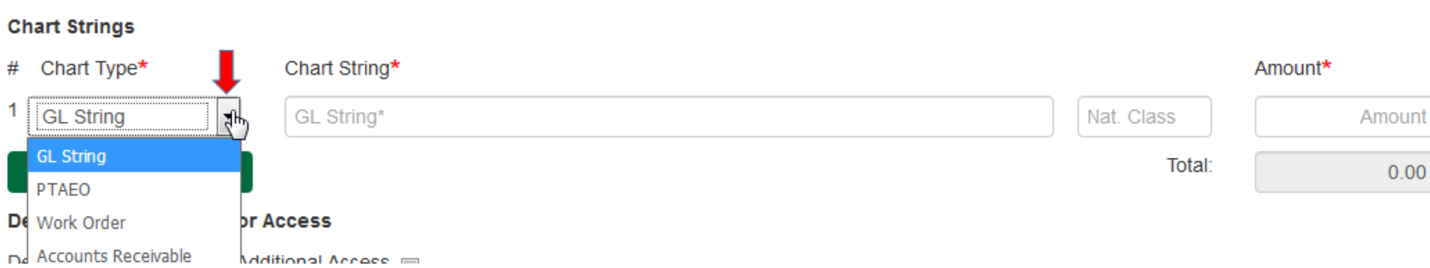


Chart Strings

The next section of the form is for Chart Strings. The form will default to displaying it in full, but if you want to hide the field once you are done entering the info, you can hide it the same way you are able to with the Address by clicking the gray arrow to the right:

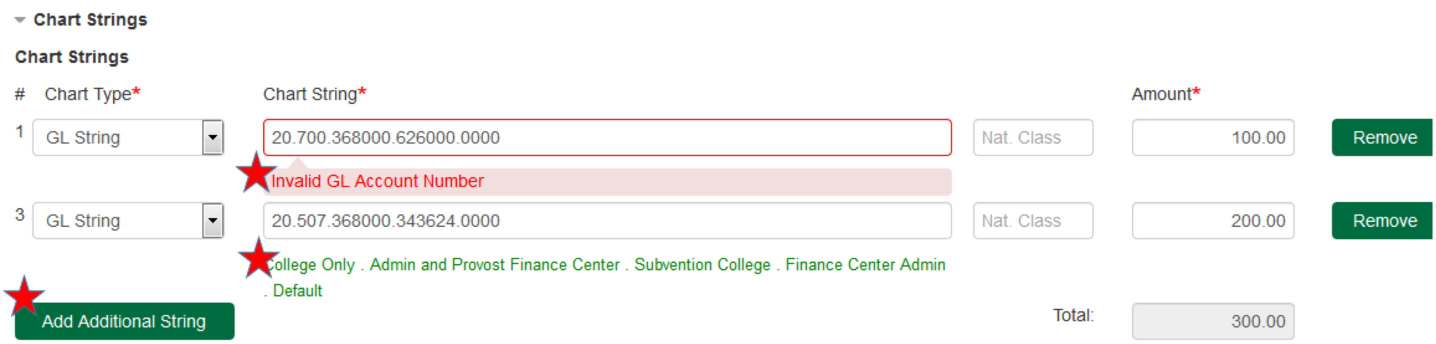
When you click the Chart Type dropdown you can select GL String, PTAEO (which is a grant string), Work Order or Accounts Receivable. This is a generic format on all Payment Request forms, and is not necessarily applicable to the payment you are making. As soon as you select one, more fields will open so that you can type your information in. Technically natural class is not required, it will allow you to submit without that filled in.



Once you select the Chart Type, you are able to add as many strings as you need by clicking Add Additional String, and you can have a mix of GL and PTAEO.

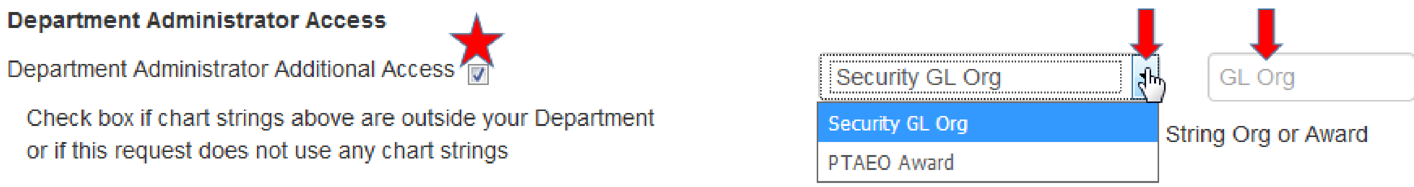
A nice feature is that if you type in an incorrect string, the system will notify you so that you can correct it. If the string is correct (or at least validates, some errors can still sneak through) then you are able to see the actual descriptive text for the string, which may also help to detect errors that the system did not catch.

You can either select specific dollar amounts for a split, or you can select percentages. For any special instances please include notes in the comment field at the bottom of the form.



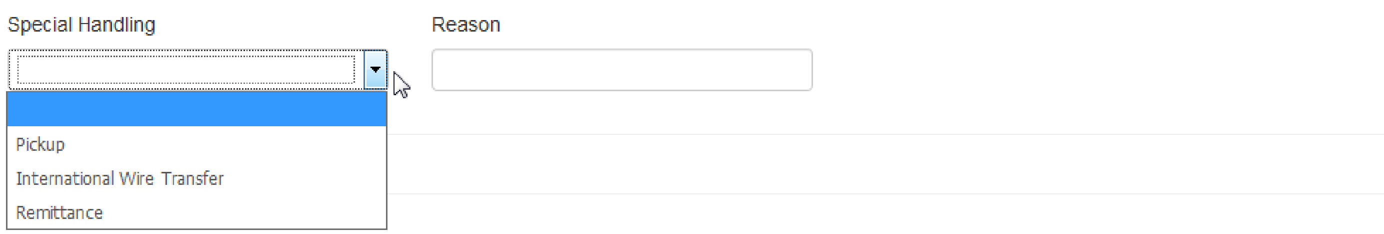
Department Administrator Access

The next section is for when you are using chart strings that are outside of your normal accesses. You click to check-mark the box, select the string type in the dropdown and simply type in your own Org number. This simply allows you to view the form at another date if needed, even though it's not your chart string. You can also use either your GL org, or if you need to, a PTAEO award number.

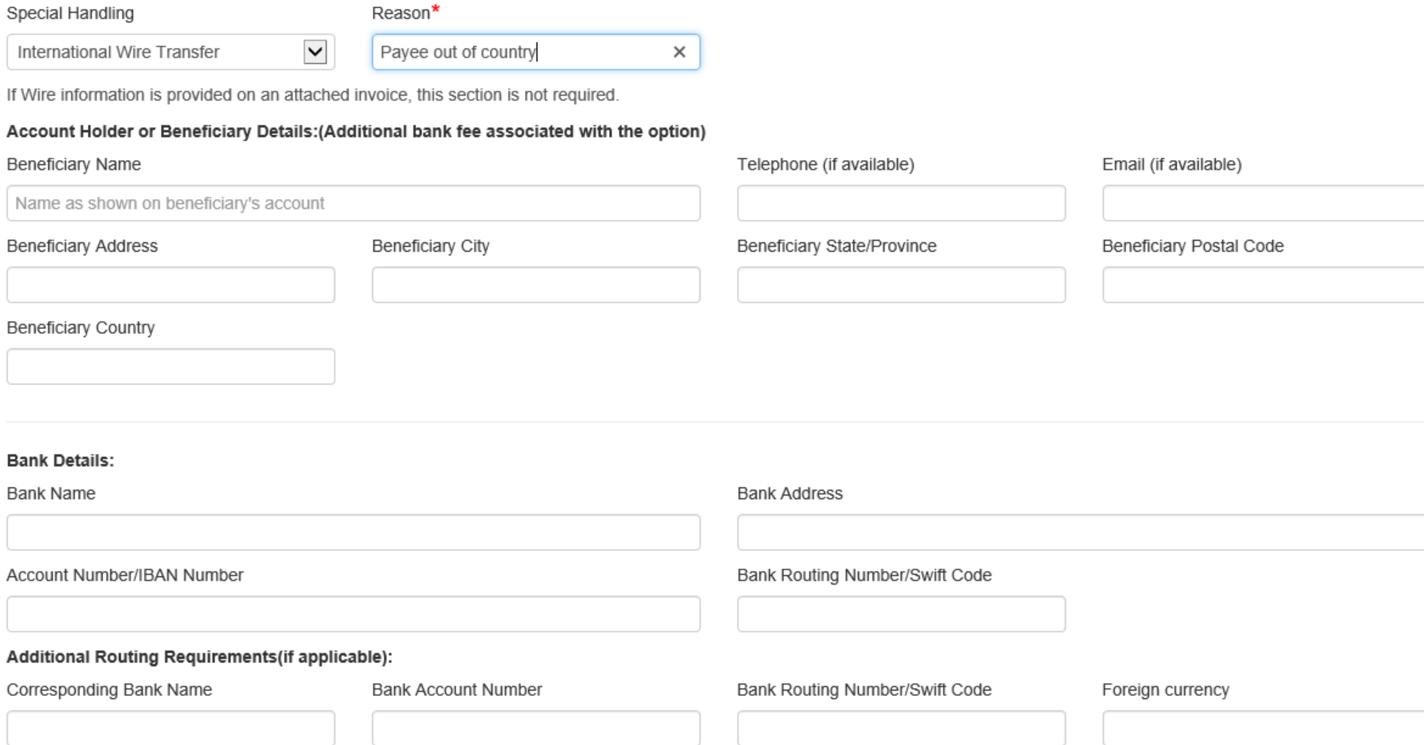


Special Handling

The next section is for if there is any special handling needed. Again, this is generic across the Payment Request forms and might not necessarily applicable to your payment. If needed, click to open the dropdown and you will see Pickup, International Wire Transfer, and Remittance. The Reason for the special handling will need to be noted.



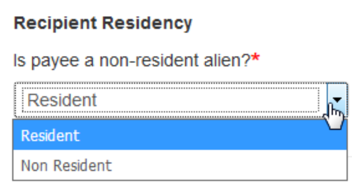
FYI – when you click wire transfer, more fields will open



MOST LIKELY STUDENT PAYMENTS WOULD NOT BE WIRED!

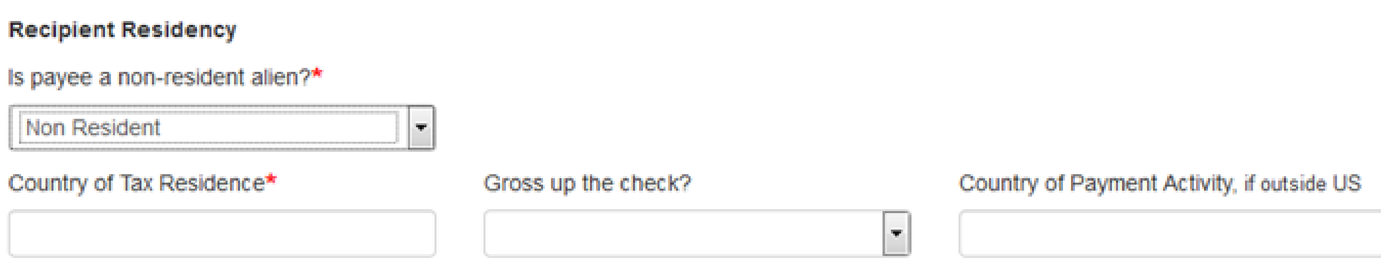
Recipient Residency

The next section deals with whether the person is a resident of the US or is a non-resident alien. This is only for any payments that might actually be taxable and need to be reviewed and processed specially. The dropdown gives you the two options:



For a US resident filing taxes in the US, please leave the dropdown selection as Resident (which is the default).

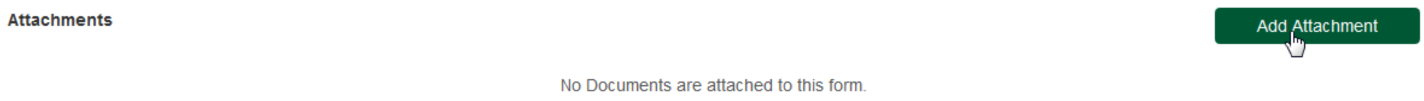
If you have someone is not a US resident and does not pay US taxes, please select Non Resident, and your field will automatically change so you can enter further information:



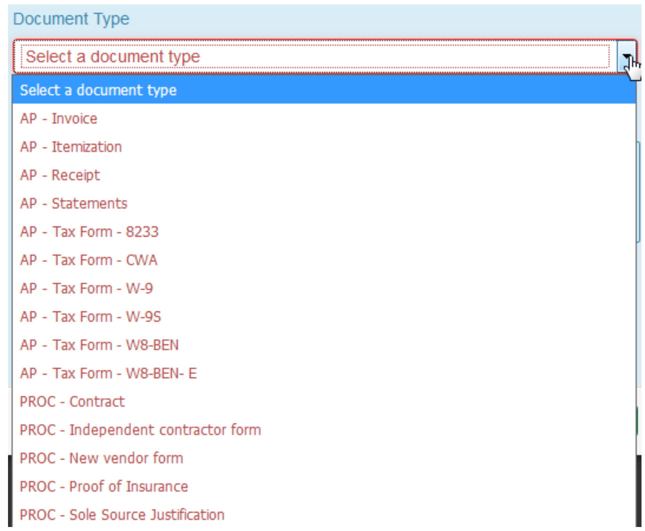
- Country of Tax Residence - where they file their taxes (not a dropdown, you can free-type here).
- Gross up the check - If the department elected to cover any relevant taxes (on the behalf of the individual) you'd note it here, if any taxes needed to be taken as part of making the payment. Note that this can add a significant amount to what the department is paying out.
- Country of Payment Activity if Outside the US - If an individual is foreign, and the activity takes place in a foreign location was well, that is *generally* an automatic tax exemption. For example, a foreign student receiving funds for a fellowship that is overseas.
- **Contact Procure-to-Pay with questions on taxation.**

Attachments

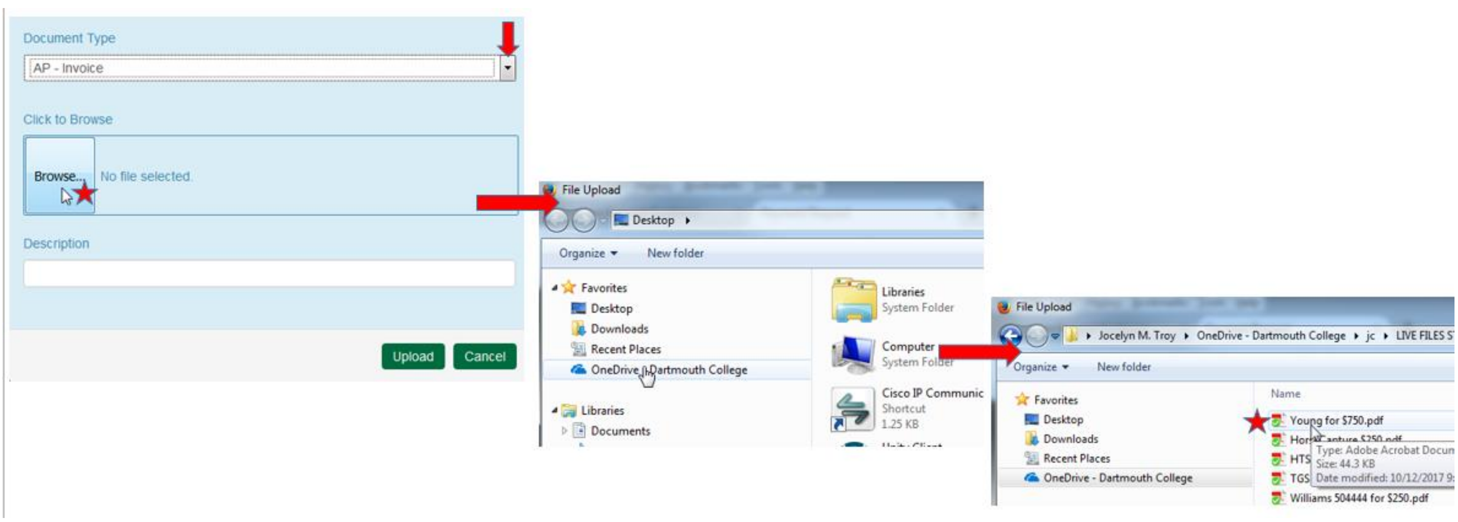
The next section is to attach any other relevant information regarding the payment if needed. Most times these type of payments have no backup.



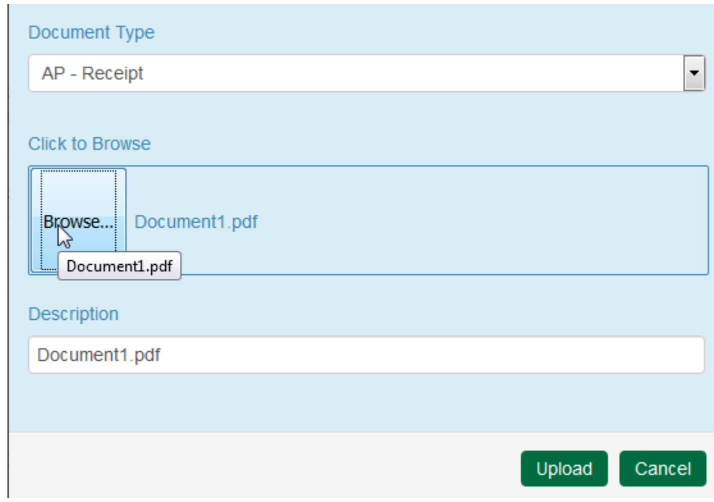
Click on the green Add Attachment button, and it will pull up a screen where you can select a Document Type - when you click the dropdown arrow it will display these options, some of which may <u>not</u> be relevant to the payment you are processing, but its generic format across the forms. Please choose the appropriate type to match with the item you are attaching. It is preferred that they be attached separately, and not all lumped into one pdf.



Once you select your Document type, it will give you the browse button so that you can search for the saved item out on your computer. Click the browse button it will pull up your computer and simply go to wherever you have it saved, and just double click on the file:



Once you do that you will see this screen, and it shows you which file you attached. Click upload and that will bring it onto your form. Note, this can take a moment if a file is large.



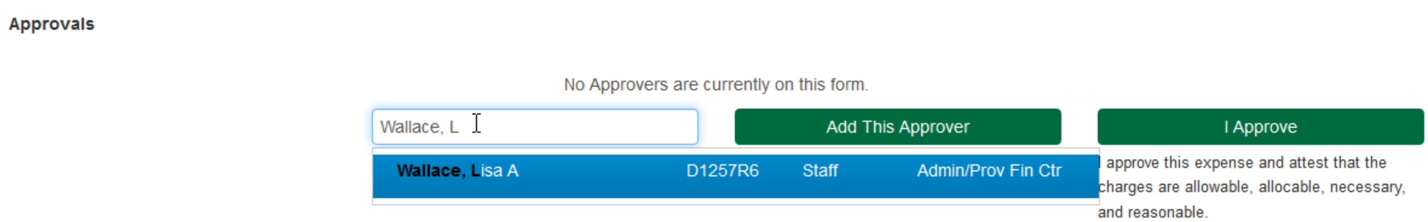
Once the upload is complete, you will be back at your e-form view. You could open your attachment here to review it, you could add another attachment, or you could delete the attachment if you realize you uploaded the wrong file, or you decide the attachment isn't needed after all:

Approvals

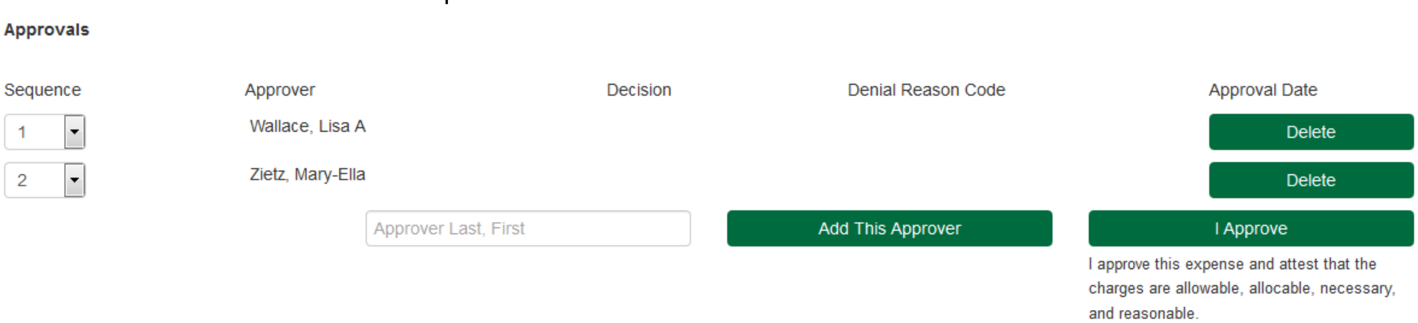
If you are the submitter and have signature authority, you are able to click the I Approve button and this will be the approval we use.

If you do not have signature authority, or if the chart string doesn't not belong to your area, or if the dollar amount is above your authority limit, you would specify another person to be the approver.

When you click into the field for approver names, all you need to do is starting typing in the last name. As you type, it will start to pull a list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names you see on your screen.



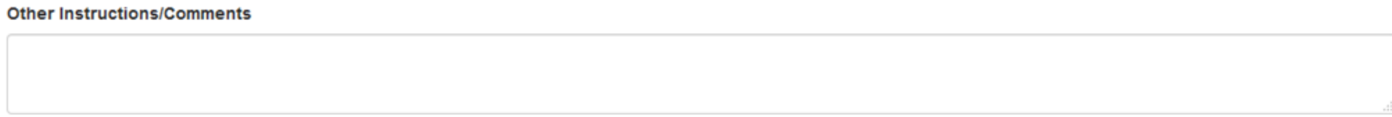
Select the approver. You could add more than one if needed. For example, if you were splitting the cost with another area, you can select an approver from your area, and then one from theirs. Click the Add This Approver button once you have selected the name from the dropdown.



Now you see your approvers, and if you select multiple you also see the "sequence", meaning who gets the form first. It goes out to approver 1, and once they have approved it, then it goes to approver 2.

Other Instructions/Comments

Use this section to convey any relevant information needed to assist with processing the request. As we mentioned earlier, it might be best to note the address you want this mailed to within this section, for example, "Please mail to HB 0184".



Finally, there are the three e-form actions button at the bottom for the form:

- Save Without Submitting - this option allows for you to start the form and save the form to complete and submit later. When selecting this option you will receive an email with a link to the form, or you can access the form in the OnBase Unity Clients Workflow, under Pending Submission within the AP – Payment Processing Life Cycle.

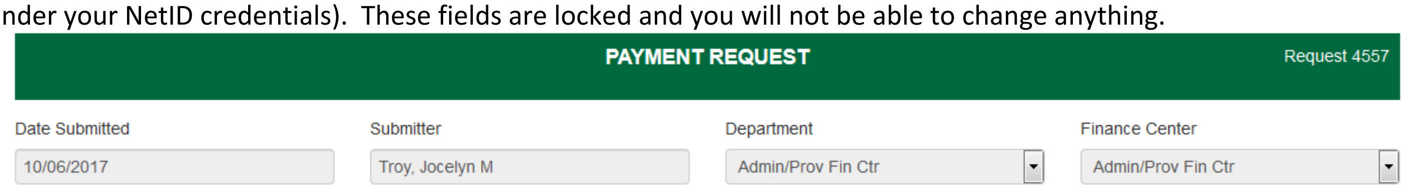
- Submit - this option submits your form. If approvers are noted on the form, this will submit the eForm for approval. Once all approvals have been obtained, the form will route to the Finance Center processing. You will receive notification when the form is submitted and when the form is received at the Finance Center.

- Close without Saving - this simply closes the form, and it's gone as if you never created it. Make sure you want to do this, it does not give you the chance to change your mind!

Cash Advance - Payment Request

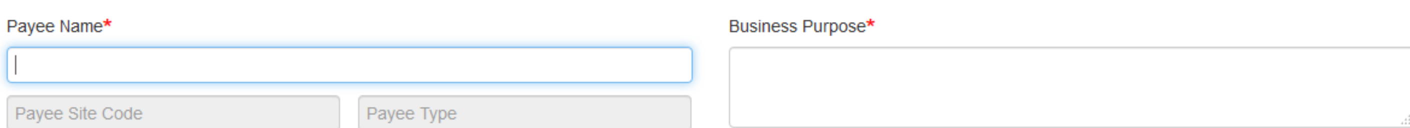
Submission Detail

As soon as you click on the form, it will automatically populate with your information (and you will need to be signed in under your NetID credentials). These fields are locked and you will not be able to change anything.



Payee Name and Business Purpose

The next section will ask for the Payee Name and business purpose. Keep in mind that the description should explain what we are paying and why the college should be providing the cash advance.

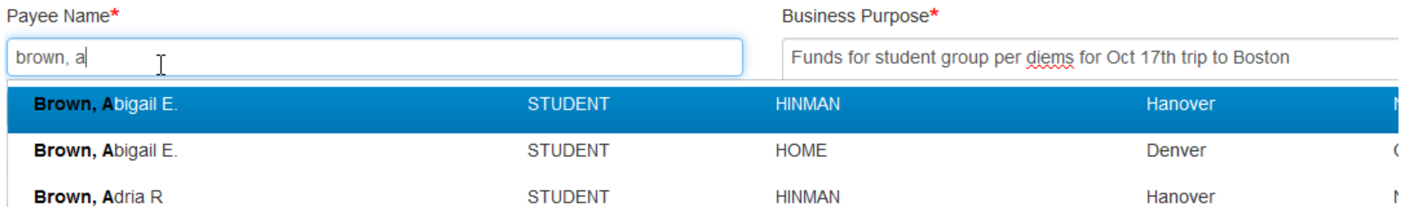


Click into the field for student payee/approver names, all you need to do is starting typing in the last name. As you type, it will start to pull a list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names you see on your screen.

Occasionally students may not be in the system. Keep in mind what you type must match their legal name in order to find it. But if they are a new student and you cannot find the name, leave the Payee blank, and check mark the New Payee/Address box (see details/images/instructions a little further below in these instructions) and enter the payee name there.

You'll also note if there are multiple address options, you'll see their name multiple times. For example, David R Brown (image below) has a Hinman box, and a home address to select from. For confidentiality reasons though, the address will not actually display for verification. Noting the exact address you want it mailed to in the comments field (this is another section at the bottom of the form) is advised.

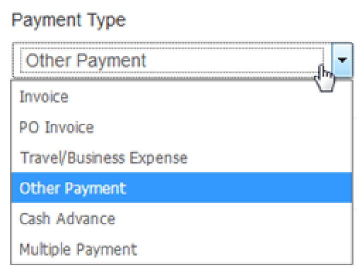
Select the payee, and type in the business purpose to describe the payment. Once a name is selected, the Pay Site Code and Payee Type will populate for you.



You'll see that it displays the payee name, the type of payee they have been categorized as, the first line of the mailing address associated with it, and then the Town and State. Click to select your payee/address from the list, and it will show what you have selected.

Payment Type

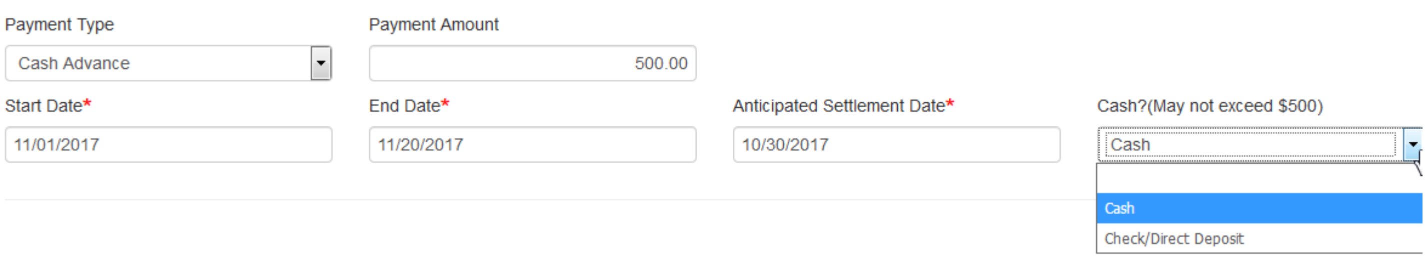
The Payment Type will default to Cash Advance, if the eForm is accessed through the Guidance Page. If accessing the eForm directly you will need to select the payment type.



Cash Advance Section

Since you selected the Cash Advance button, it has automatically defaulted the proper fields into the form for you, so it will already have selected Cash Advance. Start Date, End Date, Anticipated Settlement Date and whether it is to be paid out in cash (only if under $500).

Fill in your information. $500 is the threshold for receiving cash, so if you selected $500, then you would be able to select or Cash OR Check/Direct Deposit. Technically it will not block you from moving forward if you were to put in a higher dollar amount and still select Cash in the dropdown as there are very rare occasions where special circumstances/approvals have been made for a higher dollar cash payout. These are infrequent, and must be specially approved, otherwise it will be changed back to a Check/Direct Deposit.

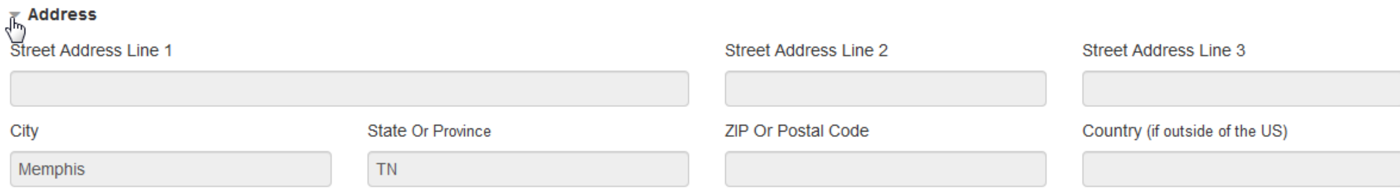


Address

Next is a section is the address - note, this is a generic field across the Payment Request forms and does not display the same for all payee types. For external vendors/payees you will be able to view the entire address, but for students and employees you are only able to view certain details for confidentiality reasons. In this section the fields will fill in for you, based on the selection you made above when you chose the payee.

If you click on the gray arrow right before "Address" it will either display the details dropped down, or it will roll it up and hide it. This is basically to keep the form a little cleaner for you so while you are going through it.

Below is what it looks like in this example, (when the arrow is clicked) based on the payee site selected:



The most it will display (whether Home OR Hinman) is the City & State. If the student has moved you may have a general idea that the address the system is defaulting to is NOT correct, but you will not be able to tell for Hinman.

New Payee/Address

If it appears the address may not be correct, or if maybe you have a new student, you would check the box directly below the Address section, the New Payee/Address section and enter the info there.

Again, this is a generic field across the Payment Request forms. A student will not need any of the New Vendor Forms mentioned to the right. It also mentions Employees and use of the self-service portal, though here we are paying a student.

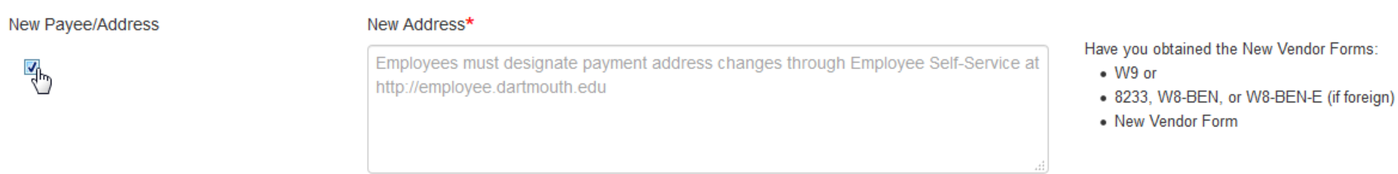


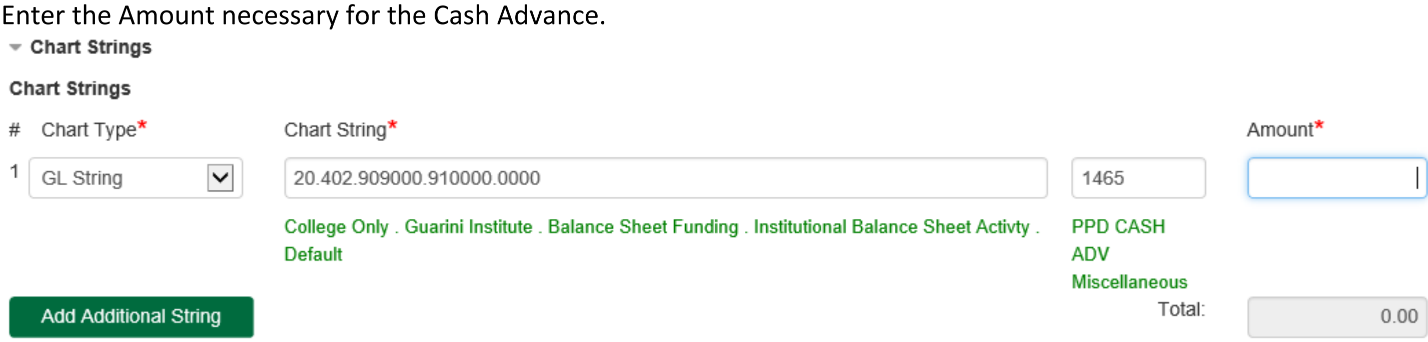
Chart Strings

For Cash Advances, the chart string should be entered with the Entity and the Org that will be funding the clearing of any expenses associated with the Advance. The remaining segments of the chart string should be "909000.910000.0000", e.g. 20.402.909000.910000.0000.

Cash Advance Natural Classes are:

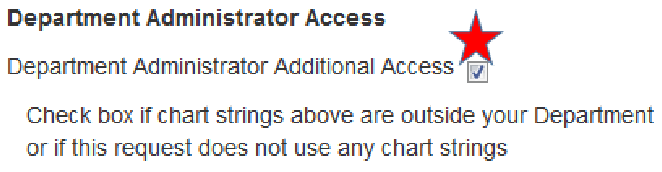
- 1463 for Foreign Study Cash Advances
- 1465 for all other Prepaid Cash Advances

Enter the Amount necessary for the Cash Advance.



Department Administrator Access

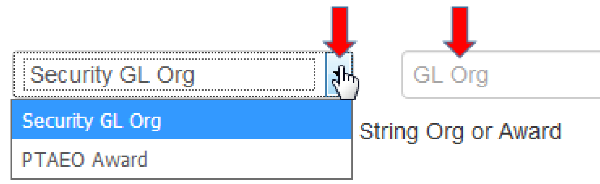
The next section is for when you are using chart strings that are outside of your normal accesses. You click to check-mark the box, select the string type in the dropdown and simply type in your own Org number. This simply allows you to view the form at another date if needed, even though it's not your chart string. You can also use either your GL org, or if you need to, a PTAEO award number.



Department Administrator Access

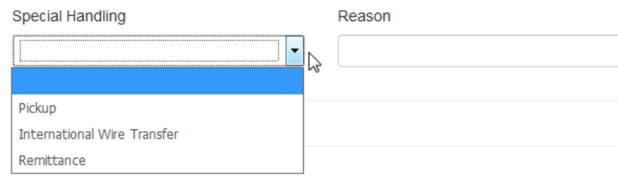
Department Administrator Additional Access

Check box if chart strings above are outside your Department or if this request does not use any chart strings



Special Handling

This is generic across the Payment Request forms and might not necessarily applicable to your payment. If needed, click to open the dropdown and you will see Pickup, International Wire Transfer, and Remittance. Note that the Reason for the special handling will need to be noted.



Special Handling

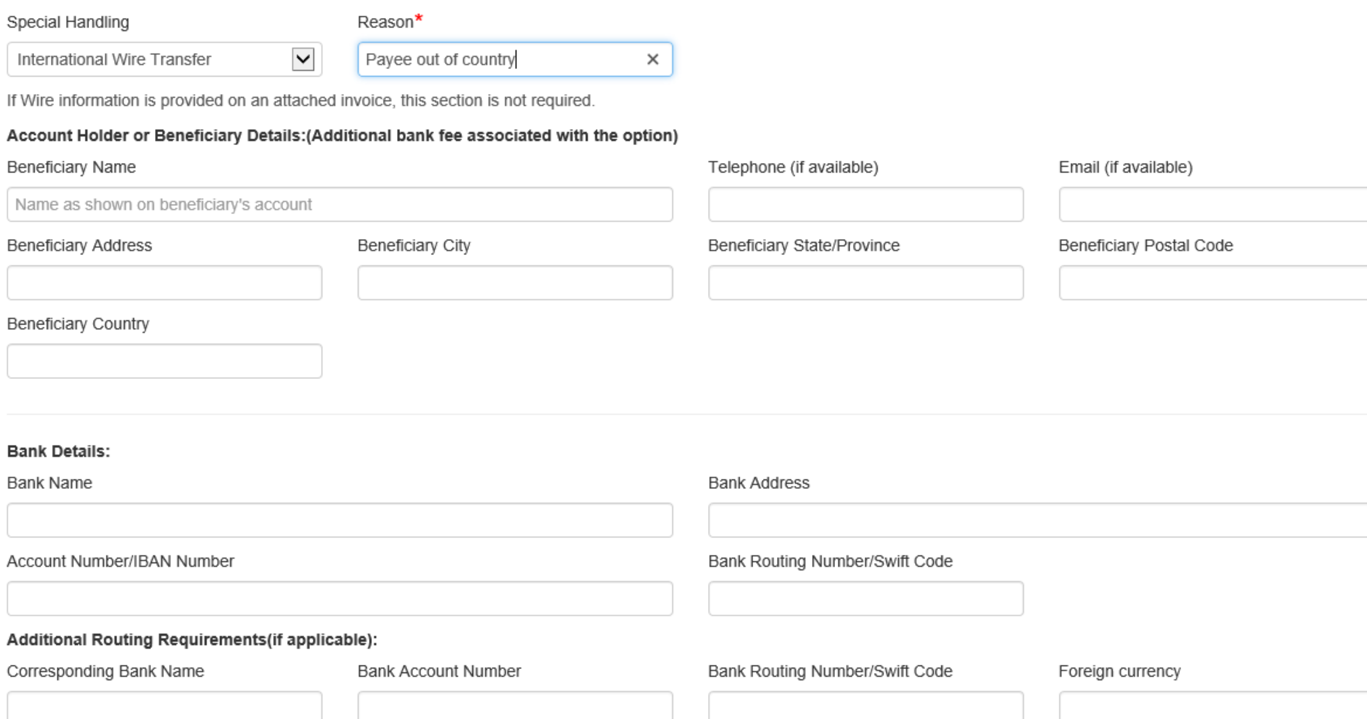
Reason

Pickup

International Wire Transfer

Remittance

When selecting International Wire Transfer, more fields will display. Note if the wire information is attached, there is no need to complete the Wire Information detail on the eForm.



Special Handling: International Wire Transfer

Reason*: Payee out of country

If Wire information is provided on an attached invoice, this section is not required.

Account Holder or Beneficiary Details:(Additional bank fee associated with the option)

Beneficiary Name: Name as shown on beneficiary's account

Telephone (if available)

Email (if available)

Beneficiary Address

Beneficiary City

Beneficiary State/Province

Beneficiary Postal Code

Beneficiary Country

Bank Details:

Bank Name

Bank Address

Account Number/IBAN Number

Bank Routing Number/Swift Code

Additional Routing Requirements(if applicable):

Corresponding Bank Name

Bank Account Number

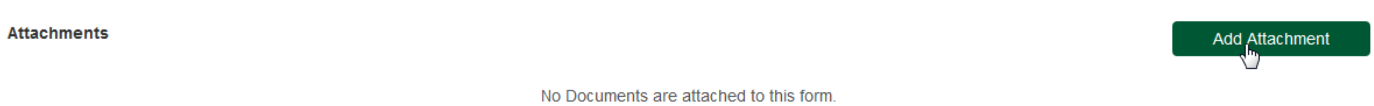
Bank Routing Number/Swift Code

Foreign currency

MOST LIKELY STUDENT PAYMENTS WOULD NOT BE WIRED!

Attachments

The next section is where you would add your attachments, if there are any. It could be anything relevant to the payment where documentation would be helpful, though in most instances these type of payments do not have any backup.



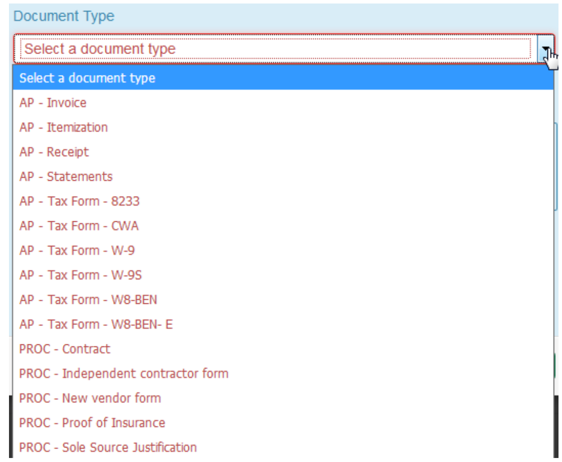
Attachments

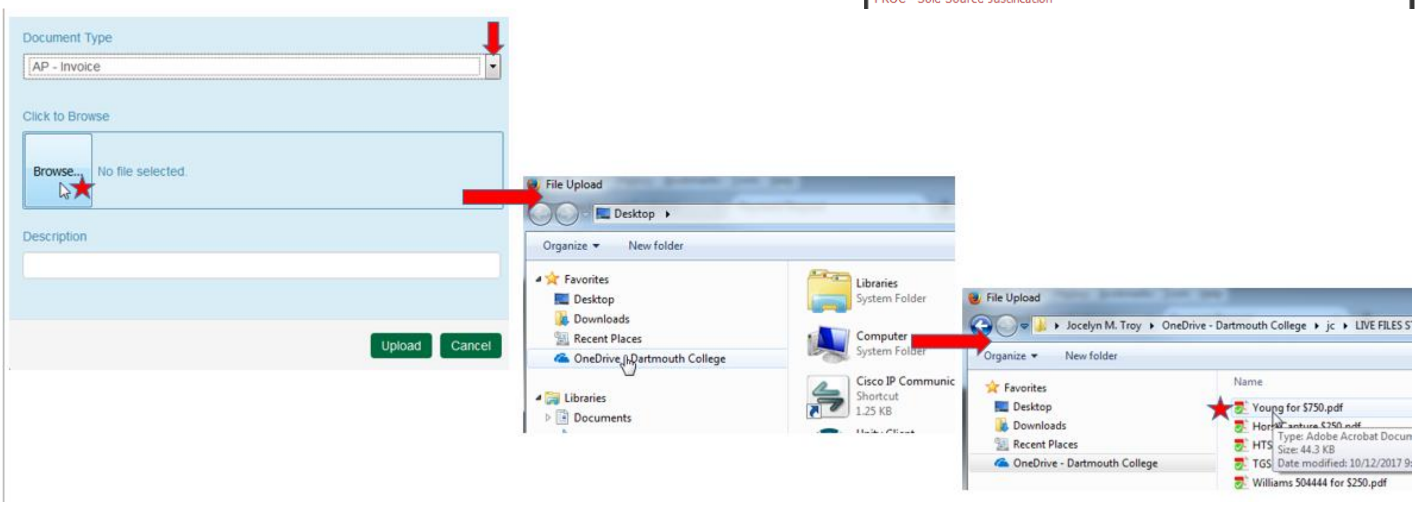
Add Attachment

No Documents are attached to this form.

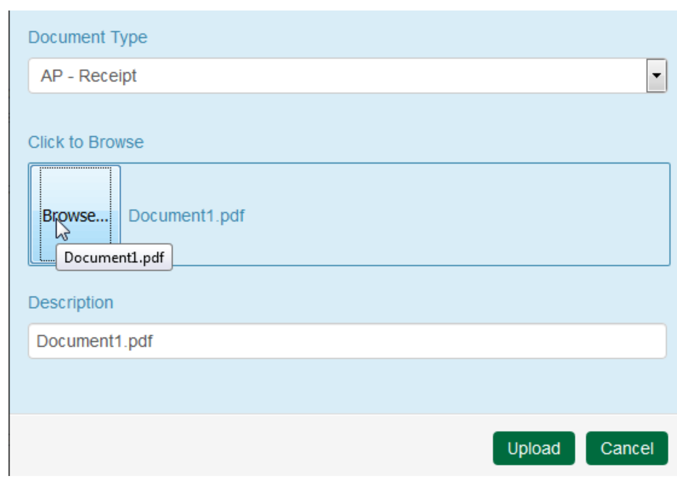
Click on the green Add Attachment button, and it will pull up a screen where you can select a Document Type - when you click the dropdown arrow it will display these options, some of which may not be relevant to the payment you are processing, but its generic format across the forms. Please choose the appropriate type to match with the item you are attaching.

Once you select your Document type, it will give you the browse button so that you can search for the saved item out on your computer. Click the browse button it will pull up your computer and simply go to wherever you have it saved, and just double click on the file:





Once you do that you will see this screen, and it shows you which file you attached. Click upload and that will bring it onto your form. Note, this can take a moment if a file is large.

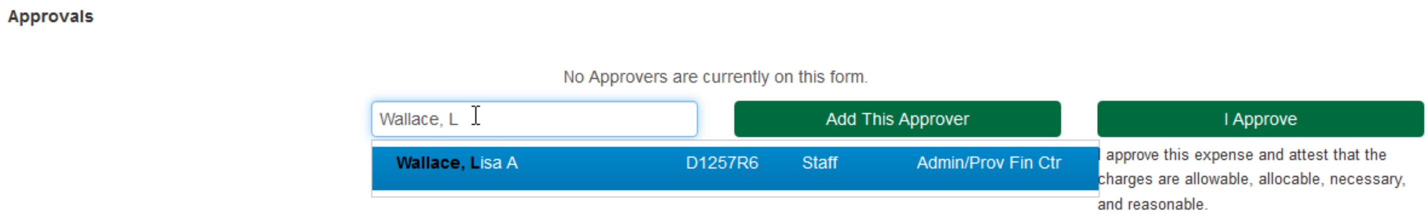


Once the upload is complete, you will be back at your e-form view. You could open your attachment here to review it, you could add another attachment, or you could delete the attachment if you realize you uploaded the wrong file, or you decide the attachment isn't needed after all:

Approvals

If you are the submitter and have signature authority, you are able to click the I Approve button and this will be the approval we use. If you do not have signature authority, or if the chart string doesn't not belong to your area, or if the dollar amount is above your authority limit, you would specify another person to be the approver.

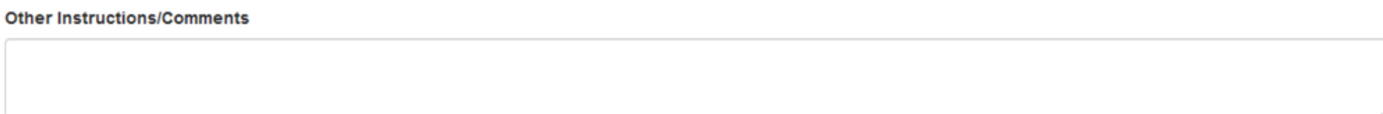
When you click into the field for approver names, all you need to do is starting typing in the last name. As you type, it will start to pull a list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names you see on your screen.



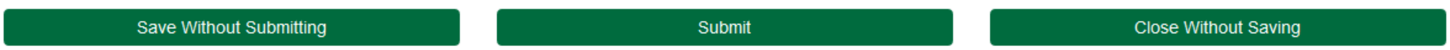
Note: there can only be one approver of a Cash Advance

Other Instructions/Comments

Use this section to convey any relevant information needed to assist with processing the request. As we mentioned earlier, it might be best to note the address you want this mailed to within this section, for example, "Please mail to HB 0184".



Finally, there are the three e-form actions button at the bottom for the form:



- Save Without Submitting - this option allows for you to start the form and save the form to complete and submit later. When selecting this option you will receive an email with a link to the form, or you can access the form in the OnBase Unity Clients Workflow, under Pending Submission within the AP – Payment Processing Life Cycle.

- Submit - this option submits your form. If approvers are noted on the form, this will submit the eForm for approval. Once all approvals have been obtained, the form will route to the Finance Center processing. You will receive notification when the form is submitted and when the form is received at the Finance Center.

- Close without Saving - this simply closes the form, and it's gone as if you never created it. Make sure you want to do this, it does not give you the chance to change your mind!

PAYING A STUDENT PRIZE & AWARD

Instructions are elsewhere………

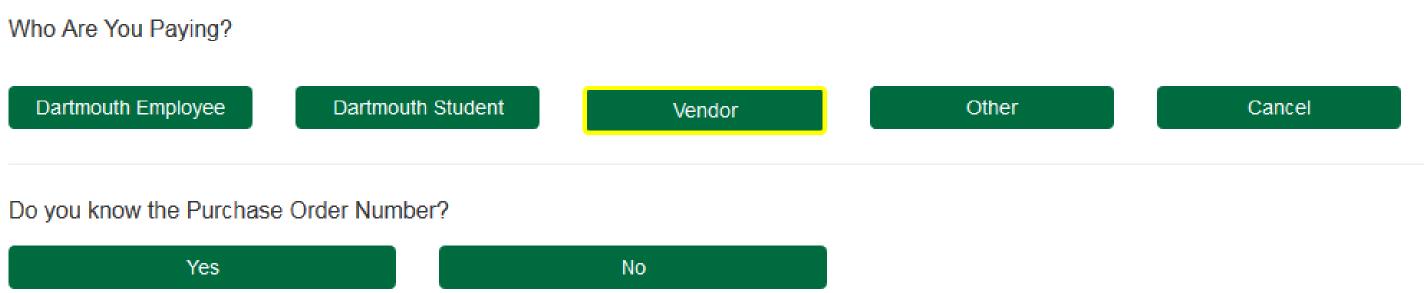
PAYING VENDOR INVOICES

As soon as you click the green Vendor button, you will see two Yes/No buttons appear below the question "Do you know the Purchase Order Number? The buttons here could be a bit misleading, but when you are paying a vendor, you essentially have two options. You either have an invoice that has a PO associated with it, OR you have an invoice that does not require a PO.

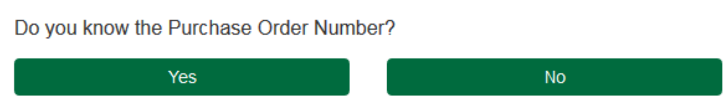
(Note - If you have an invoice that requires a PO, but does not currently have one, you will need to submit that separately, using the Purchase Request form, not the Payment Request form. The Payment request form would be used to submit an invoice after a PO has been set up).

If there is an instance where you know it has a PO already, but you cannot remember what the PO# is, you can simply note that on the form.

Each of these two buttons will technically bring you to the same form, BUT the exact fields between the forms will have a slight variation, geared towards each payment method, PO or Non-PO. And you can actually change that setting within the form regardless, so if you select Yes, and realize you were mistaken you can change a field within the form and it'll revert to the No version and you can just keep going, rather than starting over.



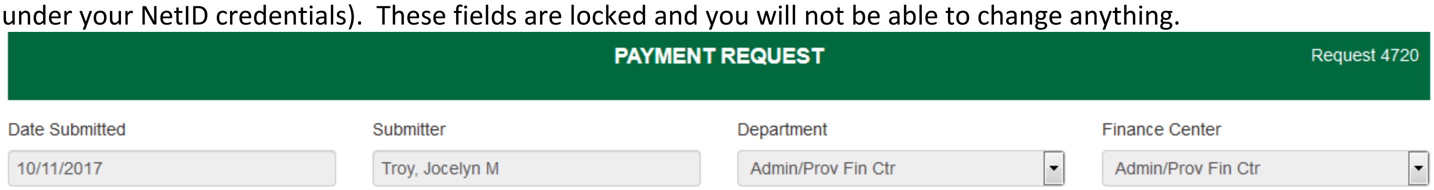
PAYING VENDORS - PO INVOICE



If you click yes, the PO invoice version of the Payment Request form will open.

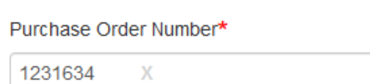
Submission Detail

As soon as you click on the form, it will automatically populate with your information (and you will need to be signed in under your NetID credentials). These fields are locked and you will not be able to change anything.

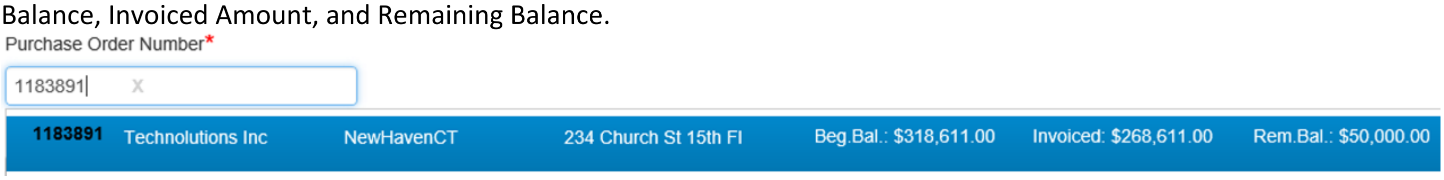


Purchase Order Number

The next section asks for the PO#:



The form is linked to the eProcurement system, so when you type in a valid PO#, it pulls the vendor detail for you. As you enter your info, the PO information will pull back the PO information, vendor payee site information, Beginning Balance, Invoiced Amount, and Remaining Balance.



In this example, the PO was for $318,611, invoices have been paid for a cumulative total of $268,611, and $50,000 remains available to be spent. This gives you a quick way to know if maybe the PO is overspent/needs money added to it.

You need to mouse over and click on the highlighted blue text or hit tab to apply the PO information to the form. If you do not, and if were to just click on another field the PO# will still show, BUT it won't have truly carried into the vendor detail fields further below.

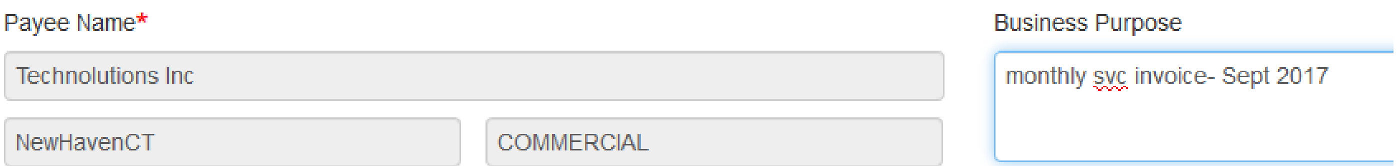
Invoice Number and Invoice Date

The next section asks for the invoice number and date. If you could please list without spaces or characters that is preferred (to mimic the method in AP data entry). For example, an invoice number F513/N230-0003 on an invoice would be entered into our AP system simply as F513N2300003.

Payee Name and Business Purpose

The next section will have partially filled out for you as long as you activate the PO link (mentioned above).

Once you activate the PO, it will fill in the vendor details for you. Business purpose is not required and may be left blank, but if you have special language to convey to the vendor regarding the transaction you may provide it here.



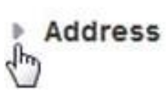
Payment Type

The Payment Type will generally be selected when accessing the eForm from the Guidance Page where you selected the Yes (PO Invoice) button. If you said, “No” or accessed the eForm directly, you may need to select the “PO Invoice from the dropdown menu.

Note: When PO Invoice is selected as the Payment Type, Payment Amount is required, in order to verify distribution of PO Lines in the PO Line section.

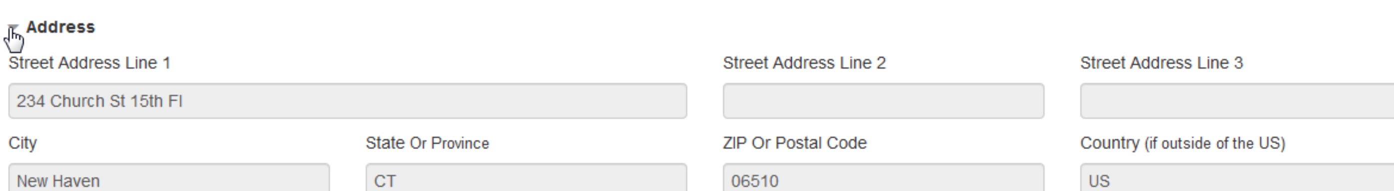
Address

Next is a section is the address - note, this is a generic field across the Payment Request forms and does not display the same for all payee types. For external vendors/payees you will be able to view the entire address, <u>but</u> for students and employees you are only able to view certain details for confidentiality reasons. In this section the fields will fill in for you, based on the selection you made above when you chose the payee.



If you click on the gray arrow right before "Address" it will either display the details dropped down, or it will roll it up and hide it. This is basically to keep the form a little cleaner for you so while you are going through it.

Below is what it looks like in this example, (when the arrow is clicked) based on the payee site selected.



If you don't want to see the address, simply click the arrow and it will be hidden again.

New Payee/Address

If you do not see the correct site in the PO lookup, select New Payee/Address, and need to add a new pay site, then New Vendor Forms will be required.

New Payee/Address

New Address*

Employees must designate payment address changes through Employee Self-Service at http://employee.dartmouth.edu

Have you obtained the New Vendor Forms:
- W9 or
- 8233, W8-BEN, or W8-BEN-E (if foreign)
- New Vendor Form

If they are required and not included, the form will be returned to you so that the forms can be attained, attached, and then updated form would be returned to us.

The difference between the two address types is the physical location. Here are a few examples:

- If a vendor is still located at the same street address, but their payments need to go to a PO Box or lockbox, then we can add that remittance address without any paperwork.
- If the vendor has physically moved their offices from NH to VT, we need the paperwork.
- If they are opening a new branch in addition to the existing location we have on file, we are allowed to add that address, provided that the old address is valid. We have several vendors that have multiple locations, but we hold their corporate offices out as the main location per their W9. An example would be other colleges that we pay, they may have one main address, but we deal with many separate departments, so we'll have multiple pay sites, maybe one for their Accounts Receivable office, and one for their Admissions office and so on.

In another spot I want to go through the process of how emails are sent to them, and exactly what they need to do because I have had several people have issues with this

PO Line Items

The next section is the PO lines (in real time). The form will link with eProcurement and pull information over.

You will see what lines are in the PO (if there are multiple) and what the current balances are. Again, it is a nice validation tool for you as you enter your information, so you know whether there is going to be a payment issue that should be addressed ASAP. Or if perhaps you typed in the wrong PO#!

In this example, only one of the lines (line 3) has money remaining, for $50K:

PO Line Items

Line Number*	Description*	Remaining Amount	Payment Amount
2	Technolutions - Admissions; annual renewal of software/licensing fees fo	0.00	0.00
3	Technolutions- Admissions; FY18 annual renewal of software/licensing fe	50,000.00	0.00
1	Technolutions - Admissions; software/licensing fees for new online admis	0.00	0.00
S/H	Shipping/Handling Fees	0.00	0.00
	Total:	50,000.00	0.00

You can see that the other lines do not have any money left to match to in the AP system and spend down. In this example this invoice was for $3000. You have $50K available, and need to match the $3K to line 3 pay this invoice.

You'd type the amount into the payment amount field in that line. (It won't auto-update any totals on the actual form, the invoice would need to be entered into AP first, you'd see the difference in a subsequent form). But if you had an invoice for $70K, you would know that there was an issue, that your PO would be overspent and that funds need to be added to the existing PO.

PO Line Items

Line Number*	Description*	Remaining Amount	Payment Amount
2	Technolutions - Admissions; annual renewal of software/licensing fees fo	0.00	0.00
3	Technolutions- Admissions; FY18 annual renewal of software/licensing fe	50,000.00	3,000.00
1	Technolutions - Admissions; software/licensing fees for new online admis	0.00	0.00
S/H	Shipping/Handling Fees	0.00	0.00
	Total:	50,000.00	3,000.00

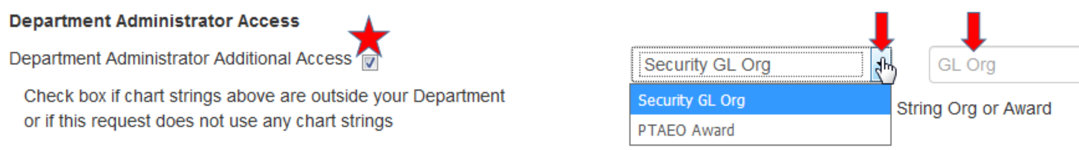
Chart Strings

Typically the forms will default to displaying this information in full, and you could click the gray arrow before Chart Strings to display/hide the information.

Chart Strings associated with a PO are collapsed, however, if you want to view the Chart Strings associated with the PO, this can be expanded by clicking the arrow next to the Chart Strings header.

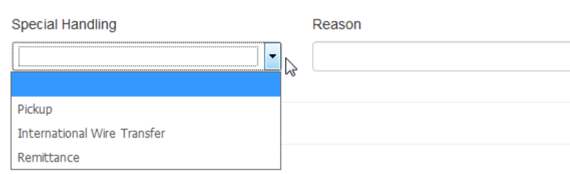
Department Administrator Access

The next section is for when you are using chart strings that are outside of your normal accesses. You click to check-mark the box, and then you simply type in your own Org number. This simply allows you to view the form at another date if needed, even though it's not your chart string. You can also use either your GL org, or if you need to, a PTAEO award number.

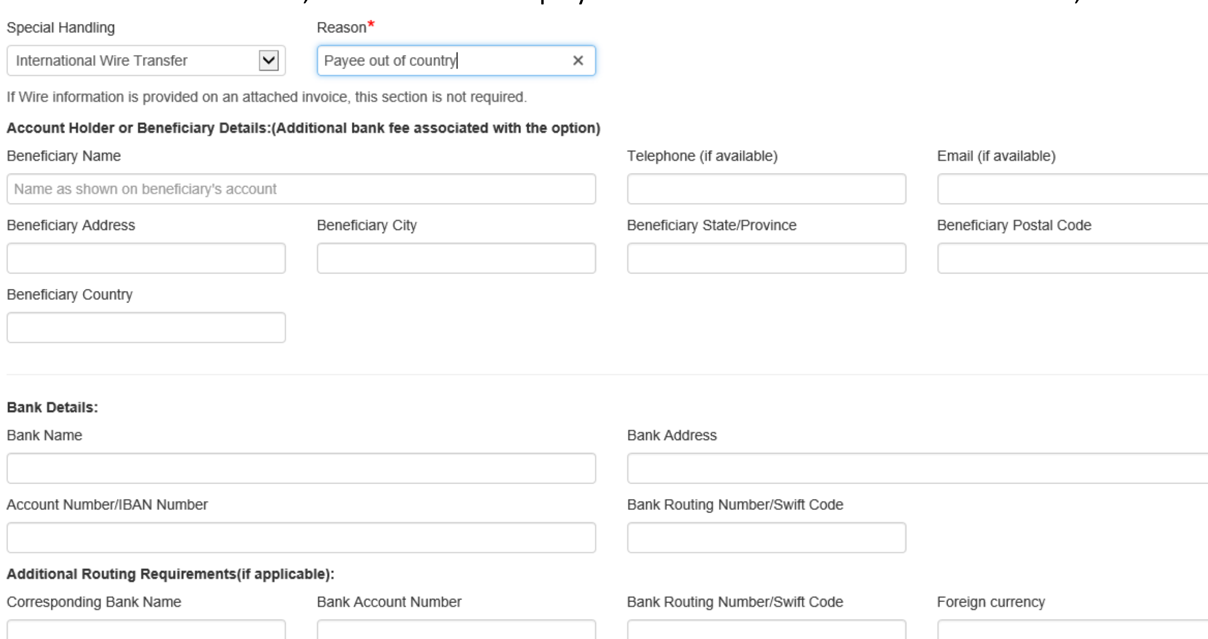


Special Handling

This is generic across the Payment Request forms and might not necessarily applicable to your payment. If needed, click to open the dropdown and you will see Pickup, International Wire Transfer, and Remittance. Note that the Reason for the special handling will need to be noted.



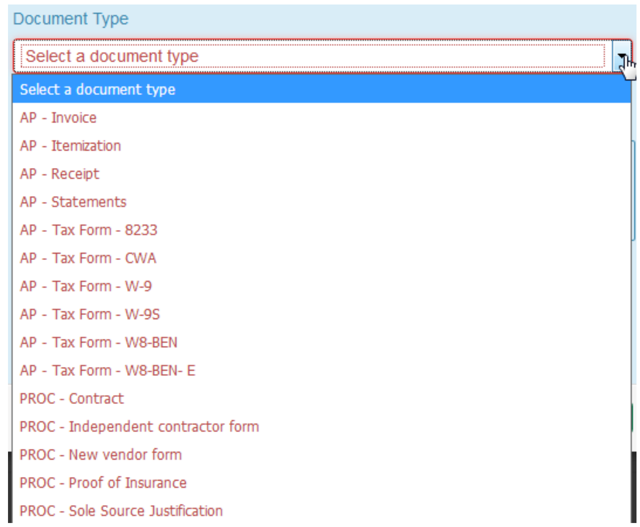
When selecting International Wire Transfer, more fields will display. Note if the wire information is attached, there is no need to complete the Wire Information detail on the eForm.



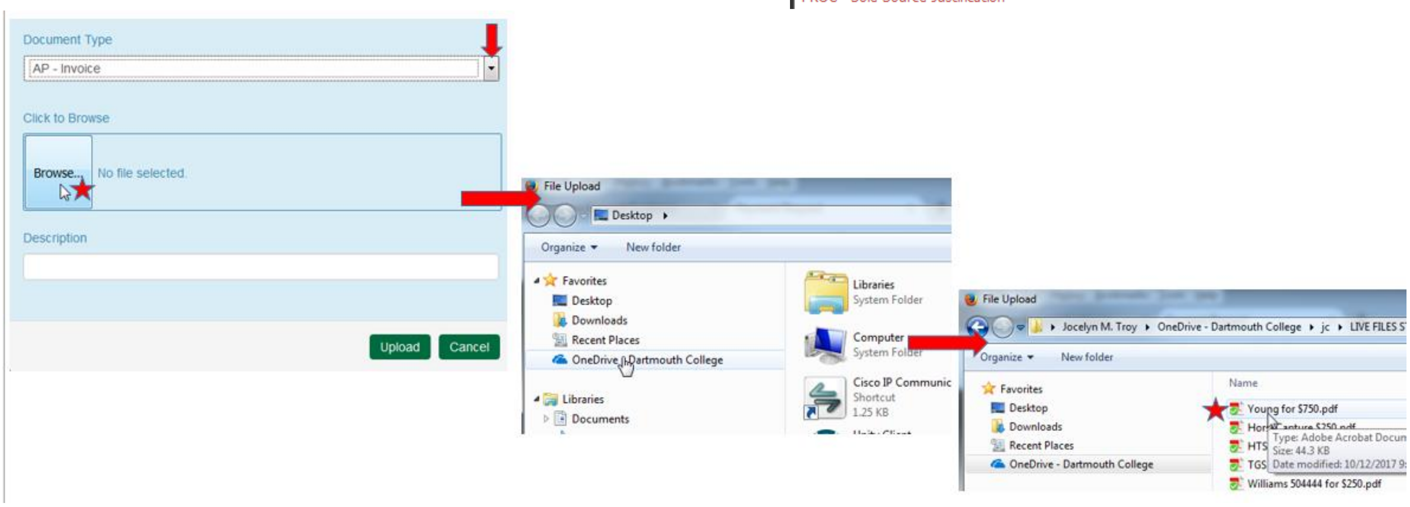
Attachments

The next section is to attach your invoice copy (and any other relevant information if there is anything extra, like new vendor forms).

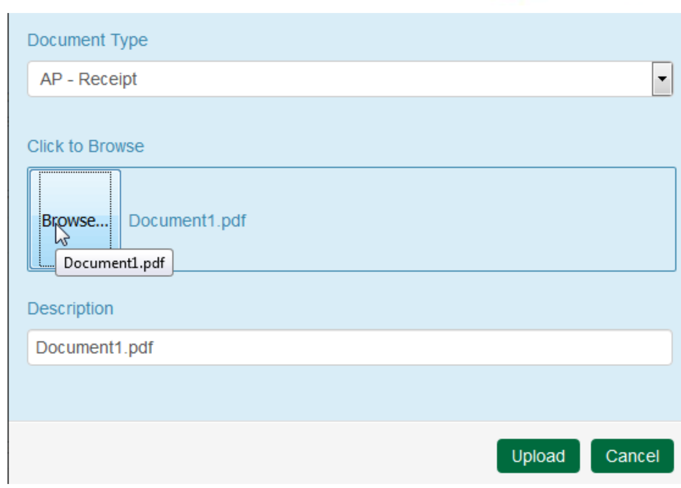
Click on the green Add Attachment button, and it will pull up a screen where you can select a Document Type - when you click the dropdown arrow it will display these options, some of which may not be relevant to the payment you are processing, but its generic format across the forms. Please choose the appropriate type to match with the item you are attaching. For invoice processing forms, it is preferred that they be attached separately, and not all lumped into one pdf.



Once you select your Document type, it will give you the browse button so that you can search for the saved item out on your computer. Click the browse button it will pull up your computer and simply go to wherever you have it saved, and just double click on the file:



Once you do that you will see this screen, and it shows you which file you attached. Click upload and that will bring it onto your form. Note, this can take a moment if a file is large.



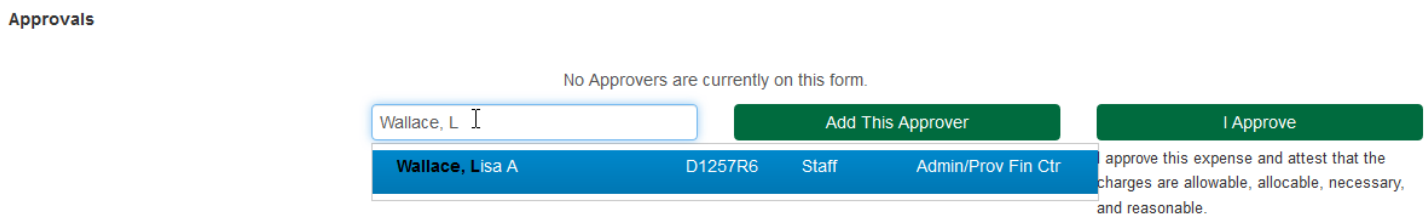
Once the upload is complete, you will be back at your e-form view. You could open your attachment here to review it, you could add another attachment, or you could delete the attachment if you realize you uploaded the wrong file, or you decide the attachment isn't needed after all:

Approvals

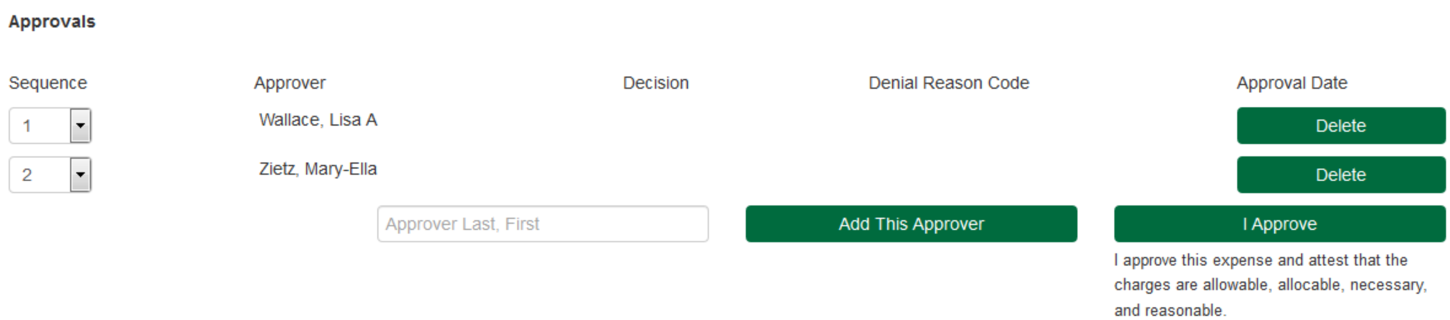
Approval for PO Invoices is only required for Payments greater than $25,000. If you are the submitter and have signature authority, you are able to click the I Approve button and this will be the approval we use.

If you do not have signature authority, or if the chart string doesn't not belong to your area, or if the dollar amount is above your authority limit, you would specify another person to be the approver.

When you click into the field for approver names, all you need to do is starting typing in the last name. As you type, it will start to pull a list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names you see on your screen.



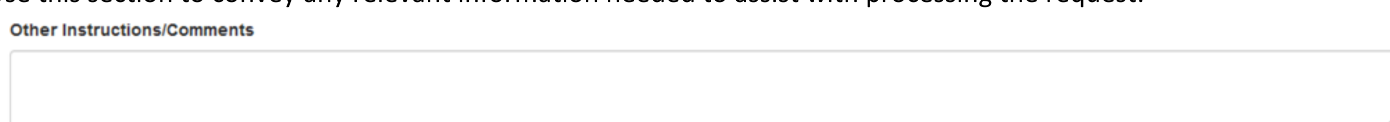
Select the approver. You could add more than one if needed. For example, if you were splitting the cost with another area, you can select an approver from your area, and then one from theirs. Click the Add This Approver button once you have selected the name from the dropdown.



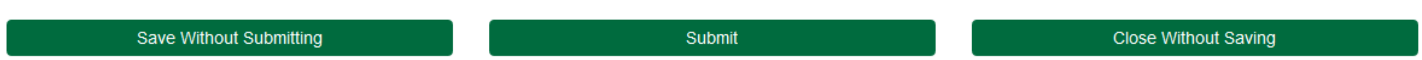
Now you see your approvers, and if you select multiple you also see the "sequence", meaning who gets the form first. It goes out to approver 1, and once they have approved it, then it goes to approver 2.

Other Instructions/Comments

Use this section to convey any relevant information needed to assist with processing the request.



Finally, there are the three e-form actions button at the bottom for the form:



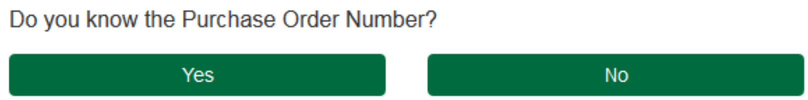
- Save Without Submitting - this option allows for you to start the form and save the form to complete and submit later. When selecting this option you will receive an email with a link to the form, or you can access the form in the OnBase Unity Clients Workflow, under Pending Submission within the AP – Payment Processing Life Cycle.

- Submit - this option submits your form. If approvers are noted on the form, this will submit the eForm for approval. Once all approvals have been obtained, the form will route to the Finance Center processing. You will receive notification when the form is submitted and when the form is received at the Finance Center.

- Close without Saving - this simply closes the form, and it's gone as if you never created it. Make sure you want to do this, it does not give you the chance to change your mind!

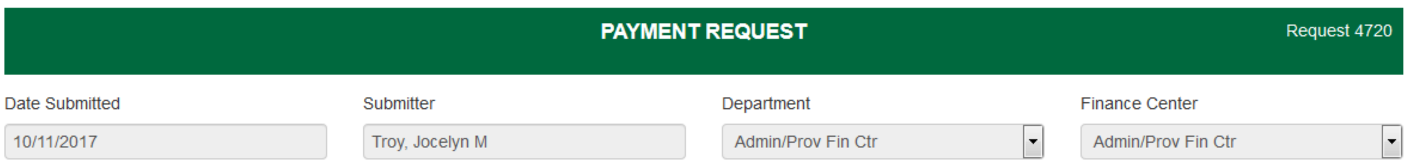
Paying Vendors - Non-PO INVOICE

If you click No, the non-PO invoice version of the Payment Request form will open.



Submission Information

As soon as you click on the form, it will automatically populate with your information (and you will need to be signed in under your NetID credentials). These fields are locked and you will not be able to change anything.



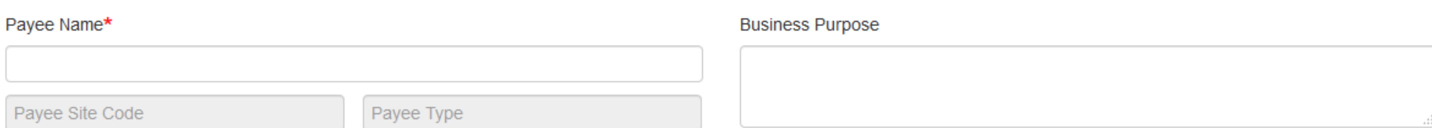
Invoice Number and Date

The next section asks for the invoice number and date. If you could please list without spaces or characters that is preferred (to mimic the method in AP data entry).

For example, an invoice number F513/N230-0003 on an invoice would be entered into our AP system simply as F513N2300003.

Payee Name and Business Purpose

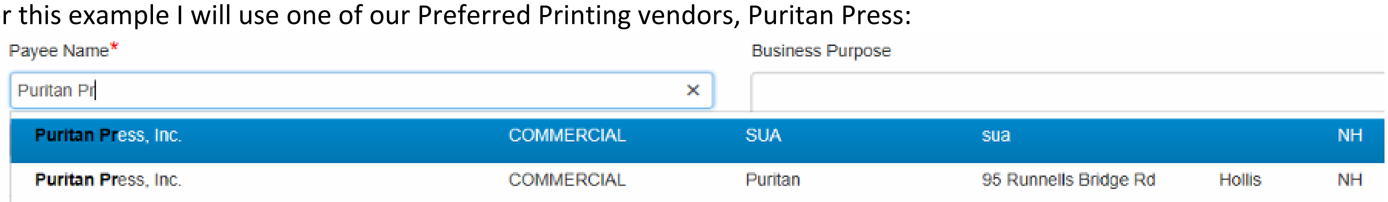
The next section will ask for the Payee Name and business purpose. Technically you could leave the business purpose description blank, but if you wanted to put any detail in there you could, especially if perhaps it is a deposit invoice that needs to be paid immediately. You may want to put something in there that might be helpful for future reference if you ever need to look back at the form.



If this is a current vendor/payee, then start typing the vendor name (last name goes first for any personal names). As you type, it will start to pull a list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names you see on your screen.

If this is a new vendor, leave the Payee blank, and check mark the New Payee/Address box (see details/images/instructions a little further below in these instructions) and enter the payee name there.

For this example I will use one of our Preferred Printing vendors, Puritan Press:

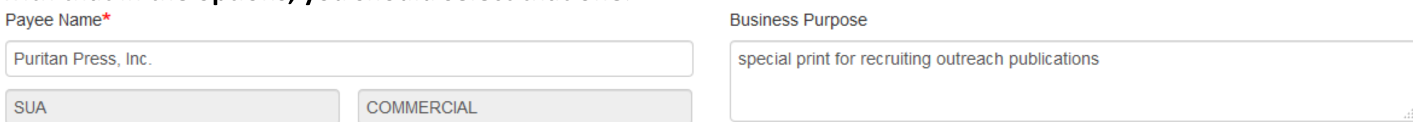


You'll see that it displays the vendor/payee name, the type of payee they have been categorized as, the name of the pay site, the first line of the mailing address associated with it, and then the Town and State. This will help you select the proper address, **it should match the address shown on your invoice as the address they want their check sent to**.

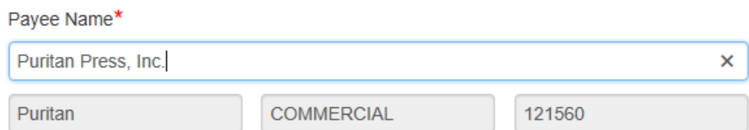
FYI - if you notice in the dropdown that the categorization is <u>Contractor</u>, then it is more than likely that this should be paid on a PO invoice instead, though there ARE some exceptions. Please contact your finance center with questions.

Select your payee/address from the list, and it will show what you have selected.

In this example I used the SUA pay site, which is typically used for this vendor who elected in for this special pay method (as opposed to having a check cut). Some of the high-volume vendors are paid this way. **Usually if you see a vendor with that in the options, you should select that one**.

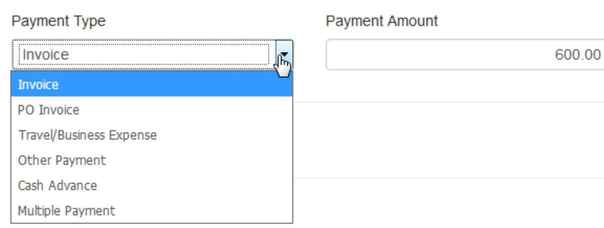


BUT to show a real address, just so that you can see what it does in the address section (further below), I will go back and change the address selected.



Payment Type

The Payment Type, and typically in other Payment Request forms you needed to select the pay type from a dropdown (generic format), but since you selected the No (non-PO invoice) button, it has automatically defaulted the proper fields into the form for you, so it will already have selected Invoice.



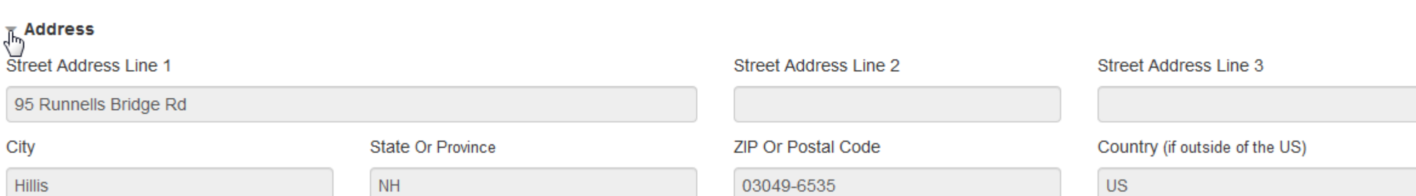
All you need to do is fill in your invoice amount. The normal dropdown options look like this - you can see that (non-PO) Invoice has defaulted due to your form/button selection:

Address

Next is a section is the full address - note, this is a generic field across the Payment Request forms and does not display the same for all payee types. For external vendors/payees you will be able to view the entire address, <u>but</u> for students and employees you are only able to view certain details for confidentiality reasons. In this section the fields will fill in for you, based on the selection you made above when you chose the payee.

If you click on the gray arrow right before "Address" it will either display the details dropped down, or it will roll it up and hide it. This is basically to keep the form a little cleaner for you so while you are going through it.

Below is what it looks like in this example, (when the arrow is clicked) based on the payee site selected:



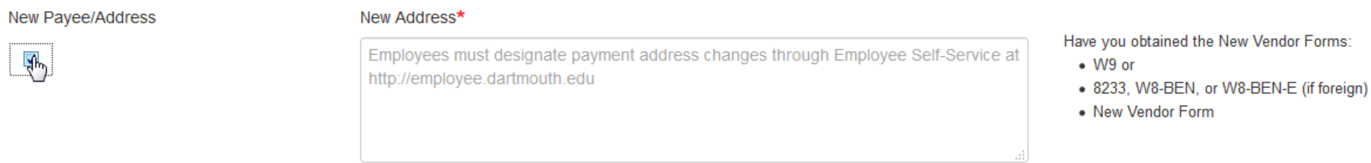
The view shows all the address lines, not just the first line of the address that was visible while you were selecting your payee/payee site.

This is especially handy because some pay sites might have the "Attn. to" as the first line, so that name may be correct, while the actual street address may have changed. This makes it so that you can verify that this is correct, and going to be mailed where you want it to go.

If you don't want to see it anymore, simply click the arrow and it will be hidden again.

New Payee/Address

If you do not see the payee/address you need (or notice something that is incorrect) you can click the box for a New Payee/Address and it will open up a field where you can manually type in the information:



Note that if it really is a new location for the vendor, and not just a new pay site, then the New Vendor Forms will be required. If they are required and not included, the form will be returned to you so that the forms can be attained, attached, and then updated form would be returned to us.

The difference between the two address types for external payees is the physical location. Here are a few examples:

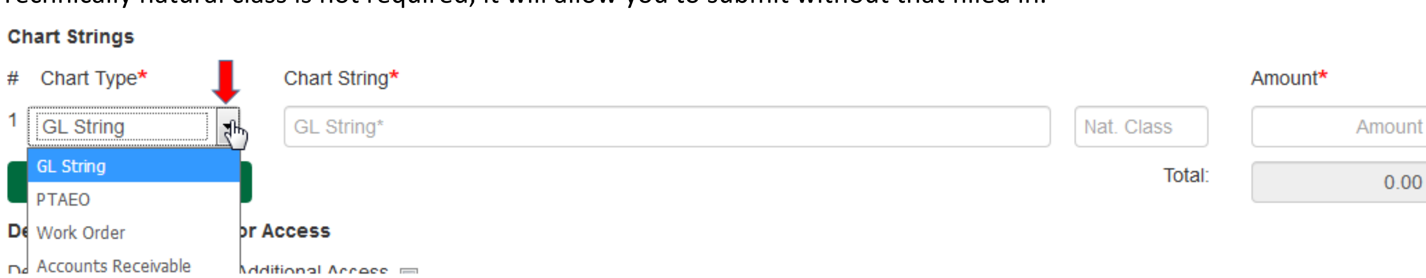
- If a vendor is still located at the same street address, but their payments need to go to a PO Box or lockbox, then we can add that remittance address without any paperwork.
- If the vendor has physically moved their offices to a new location, we need the paperwork.
- If they are opening a new branch in addition to the existing location we have on file, we are allowed to add that address, provided that the old address is valid. We have several vendors that have multiple locations, but we hold their corporate offices out as the main location per their W9. An example would be other colleges that we pay, they may have one main/official address, but since we deal with many separate departments we'll have multiple pay sites (Accounts Receivable, Admissions etc.) and no paperwork is required to add those addresses.

In another spot I want to go through the process of how emails are sent to them, and exactly what they need to do because I have had several people have issues with this

Chart Strings

The next section of the form is for Chart Strings. The form will default to displaying it in full, but if you want to hide the field once you are done entering the info, you can hide it the same way you are able to with the Address by clicking the gray arrow to the right:

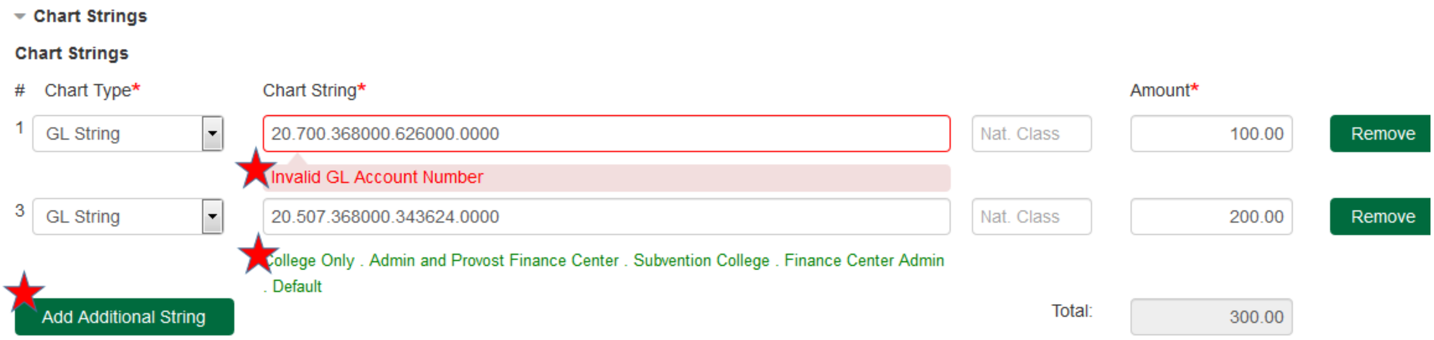
When you click the Chart Type dropdown you can select GL String, PTAEO (which is a grant string), Work Order or Accounts Receivable. This is a generic format on all Payment Request forms, and is not necessarily applicable to the payment you are making. As soon as you select one, more fields will open so that you can type your information in. Technically natural class is not required, it will allow you to submit without that filled in.



Once you select the Chart Type, you are able to add as many strings as you need by clicking Add Additional String, and you can have a mix of GL and PTAEO.

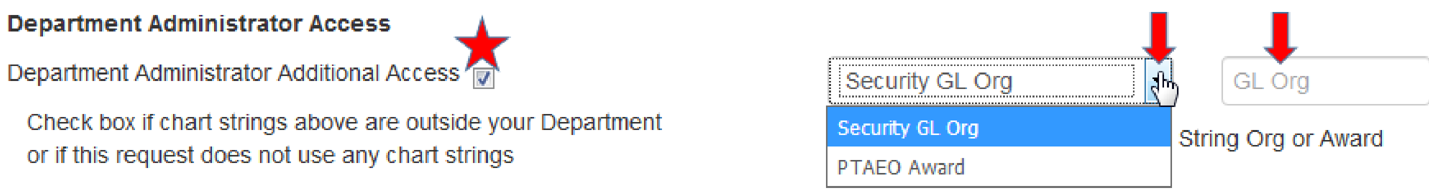
A nice feature is that if you type in an incorrect string, the system will notify you so that you can correct it. If the string is correct (or at least validates, some errors can still sneak through) then you are able to see the actual descriptive text for the string, which may also help to detect errors that the system did not catch.

You can either select specific dollar amounts for a split, or you can select percentages. For any special instances please include notes in the comment field at the bottom of the form.



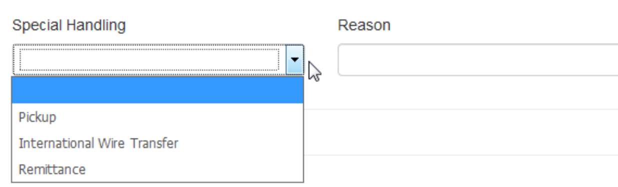
Department Administrator Access

The next section is for when you are using chart strings that are outside of your normal accesses. You click to check-mark the box, select the string type in the dropdown and simply type in your own Org number. This simply allows you to view the form at another date if needed, even though it's not your chart string. You can also use either your GL org, or if you need to, a PTAEO award number.

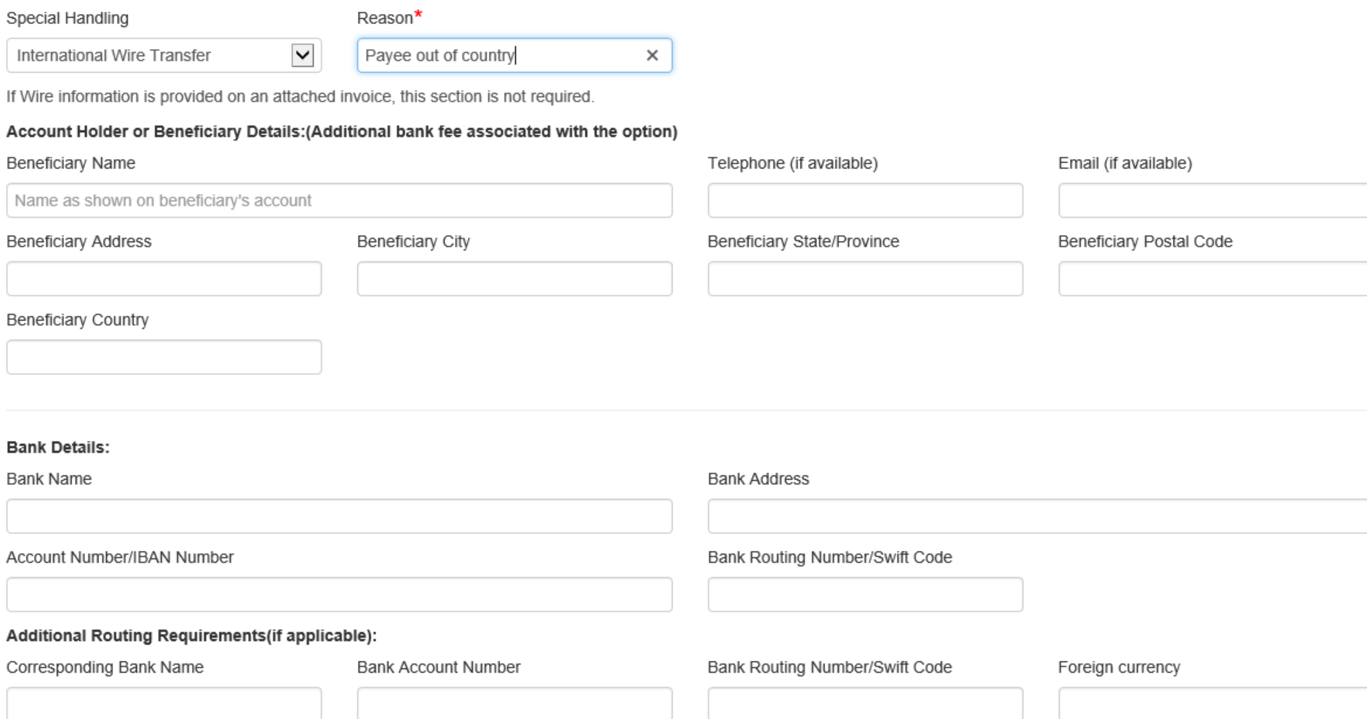


Special Handling

This is generic across the Payment Request forms and might not necessarily applicable to your payment. If needed, click to open the dropdown and you will see Pickup, International Wire Transfer, and Remittance. Note that the Reason for the special handling will need to be noted.



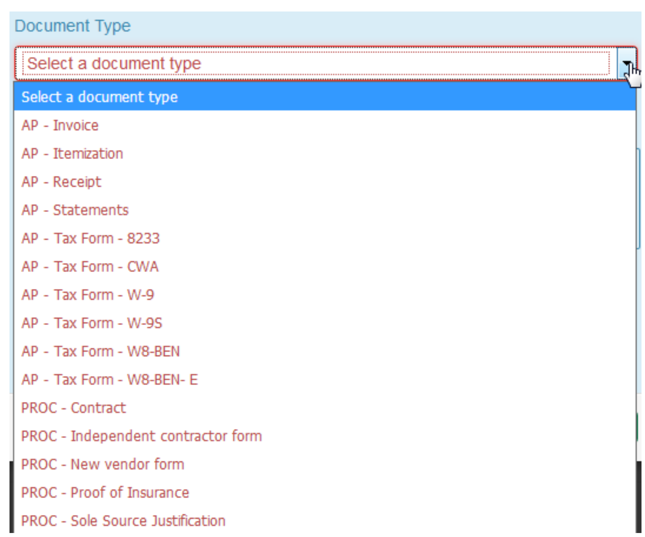
When selecting International Wire Transfer, more fields will display. Note if the wire information is attached, there is no need to complete the Wire Information detail on the eForm.



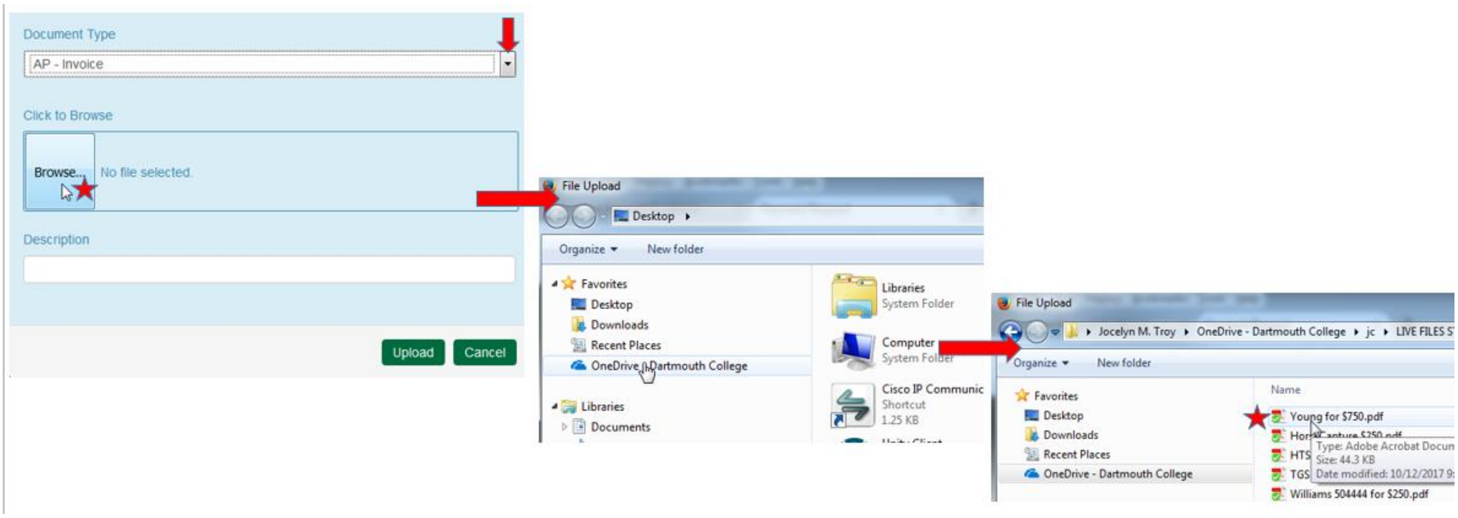
Attachments

The next section is to attach your invoice copy (and any other relevant information if there is anything extra, like new vendor forms).

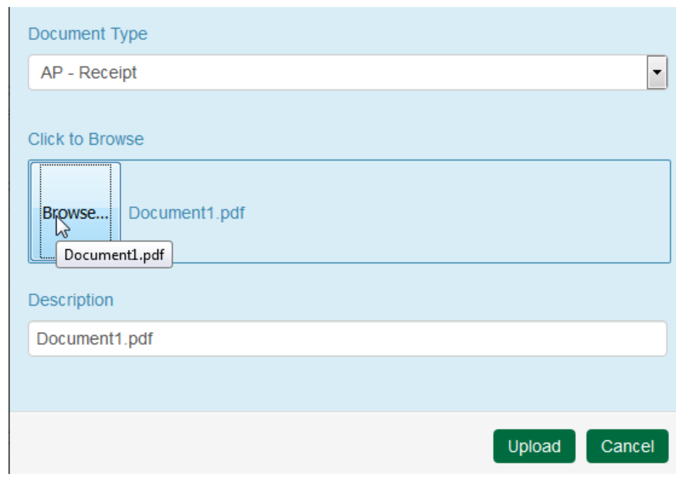
Click on the green Add Attachment button, and it will pull up a screen where you can select a Document Type - when you click the dropdown arrow it will display these options, some of which may not be relevant to the payment you are processing, but its generic format across the forms. Please choose the appropriate type to match with the item you are attaching. For invoice processing forms, it is preferred that they be attached separately, and not all lumped into one pdf.



Once you select your Document type, it will give you the browse button so that you can search for the saved item out on your computer. Click the browse button it will pull up your computer and simply go to wherever you have it saved, and just double click on the file:



Once you do that you will see this screen, and it shows you which file you attached. Click upload and that will bring it onto your form. Note, this can take a moment if a file is large.

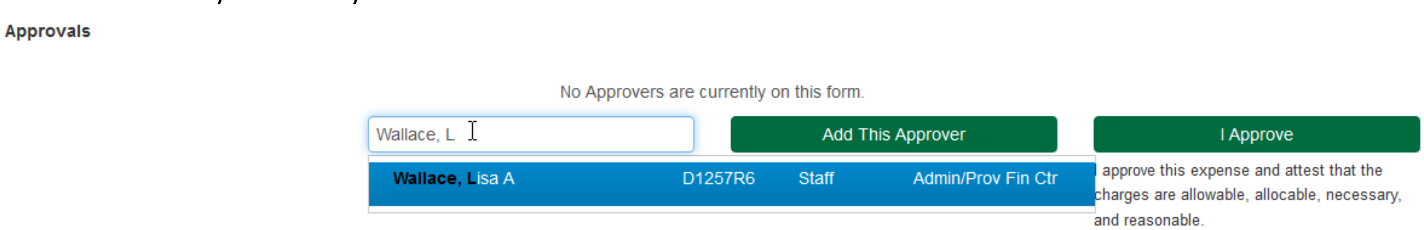


Once the upload is complete, you will be back at your e-form view. You could open your attachment here to review it, you could add another attachment, or you could delete the attachment if you realize you uploaded the wrong file, or you decide the attachment isn't needed after all:

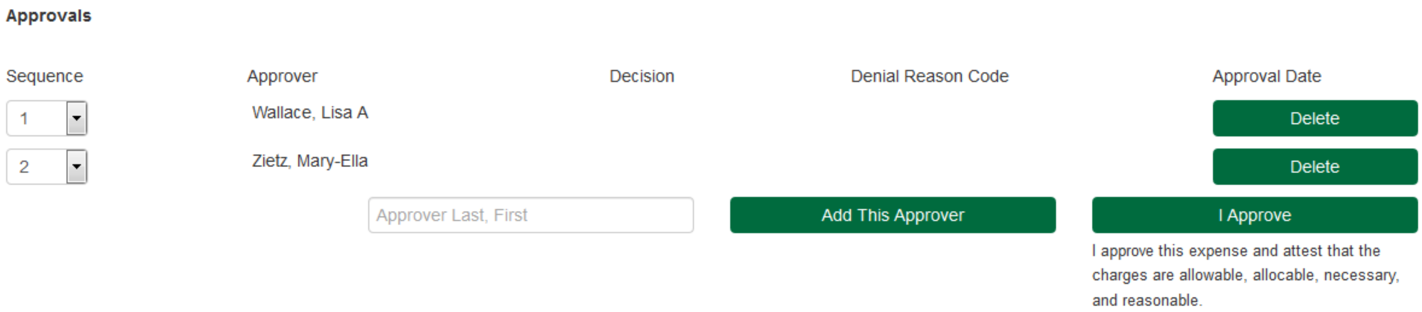
Approvals

If you are the submitter and have signature authority, you are able to click the I Approve button and this will be the approval we use.
If you do not have signature authority, or if the chart string doesn't not belong to your area, or if the dollar amount is above your authority limit, you would specify another person to be the approver.

When you click into the field for approver names, all you need to do is starting typing in the last name. As you type, it will start to pull a list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names you see on your screen.



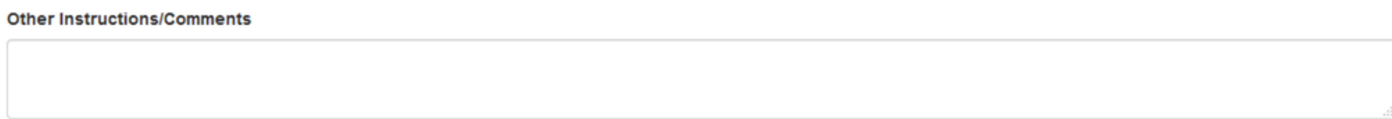
Select the approver. You could add more than one if needed. For example, if you were splitting the cost with another area, you can select an approver from your area, and then one from theirs. Click the Add This Approver button once you have selected the name from the dropdown.



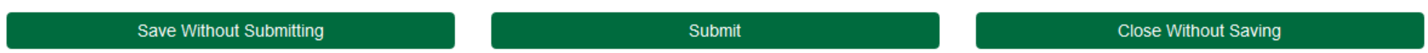
Now you see your approvers, and if you select multiple you also see the "sequence", meaning who gets the form first. It goes out to approver 1, and once they have approved it, then it goes to approver 2.

Other Instructions/Comments

Use this section to convey any relevant information needed to assist with processing the request.



Finally, there are the three e-form actions button at the bottom for the form:



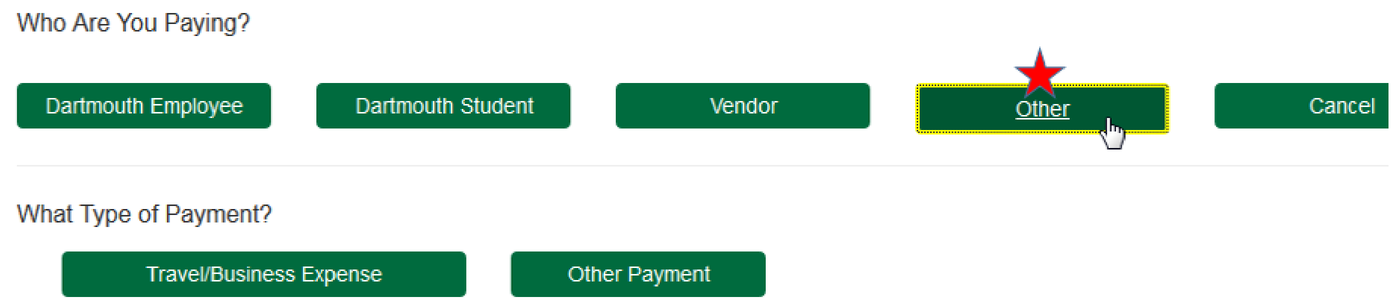
- <u>Save Without Submitting</u> - this option allows for you to start the form and save the form to complete and submit later. When selecting this option you will receive an email with a link to the form, or you can access the form in the OnBase Unity Clients Workflow, under Pending Submission within the AP – Payment Processing Life Cycle.

- <u>Submit</u> - this option submits your form. If approvers are noted on the form, this will submit the eForm for approval. Once all approvals have been obtained, the form will route to the Finance Center processing. You will receive notification when the form is submitted and when the form is received at the Finance Center.

- <u>Close without Saving</u> - this simply closes the form, and it's gone as if you never created it. Make sure you want to do this, it does not give you the chance to change your mind!

Paying Other (External Payees, Institutions, or Vendors without an Invoice)

When you are paying Other, you have two different payment type options, Travel/Business Expense, and Other Payment. The Other payee is essentially the payment type that replaces MIPVs and RFPs when it is not a student or an employee.



Technically both buttons will actually bring you to the same generic Payment Request eform (since external, non-Dartmouth people are not processed through iExpense like employees are). Below are screenshots of the form, section by section with explanations.

Travel/Business Expense - This is the form to use when you have any business expenses and/or travel that needs to be reimbursed to external individuals. NOTE that if you are paying a contracted individual for travel associated with a service they have an existing PO for, this should be part of the contract/PO amount and shouldn't be processed separately.

Other Payment- This is the form to use for the types of payments that were previously on RFPs or MIPVs. Examples would be honorariums, refunds, any payments to be made that do NOT have an invoice to generate the payment from.

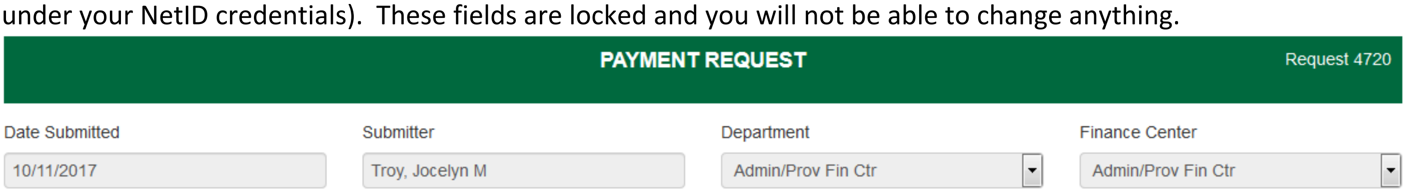
PAYING OTHER -TRAVEL/BUSINESS EXPENSE

Travel/Business Expense - This is the form to use when you have any business expenses and/or travel that needs to be reimbursed to external individuals. NOTE that if you are paying a contracted individual for travel associated with a service they have an existing PO for, this should be part of the contract/PO amount and shouldn't be processed separately.

Technically the button will actually bring you to the same generic Payment Request eform (since external, non-Dartmouth people are not processed through iExpense like employees are). Below are screenshots of the form, section by section with explanations.

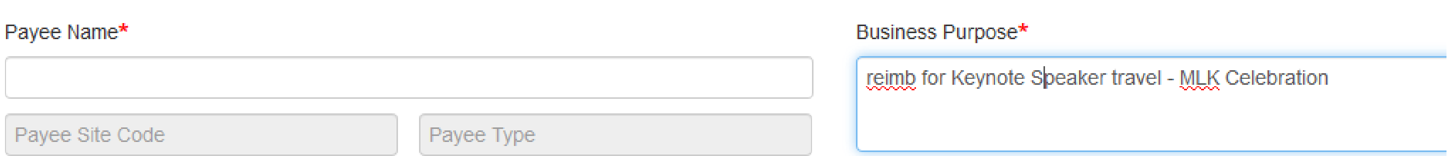
Submission Information

As soon as you click on the form, it will automatically populate with your information (and you will need to be signed in under your NetID credentials). These fields are locked and you will not be able to change anything.



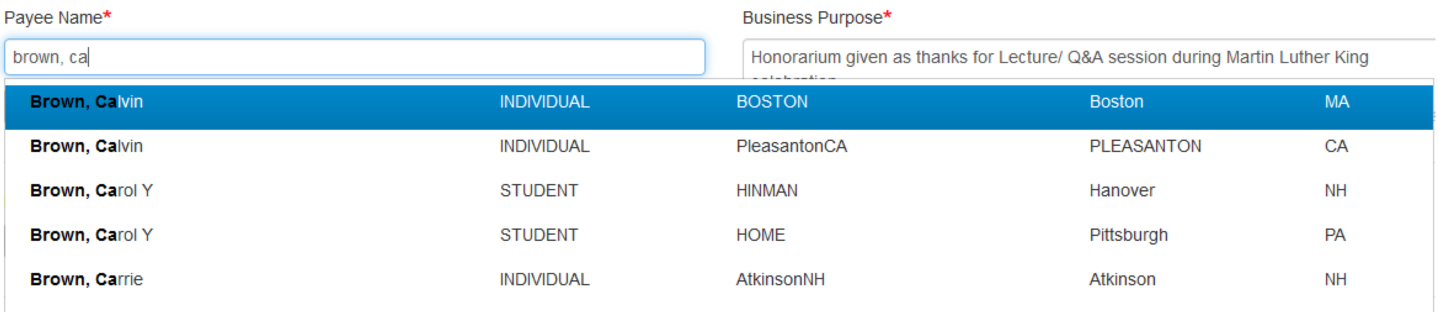
Payee Name and Business Purpose

The next section will ask for the Payee Name and business purpose. Keep in mind that the description should explain what we are paying and why.

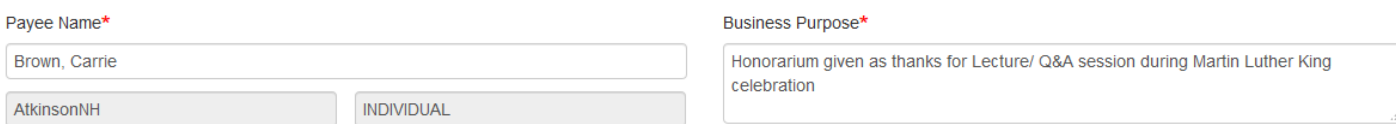


Click into the field for payee name and start typing. If this is a current vendor/payee, then start typing the payee name (last name goes first for any individual names). As you type, it will pull and filter the list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names displayed.

If this is a new vendor, leave the Payee blank, and check mark the New Payee/Address box (see details/images/instructions a little further below in these instructions) and enter the payee name there.

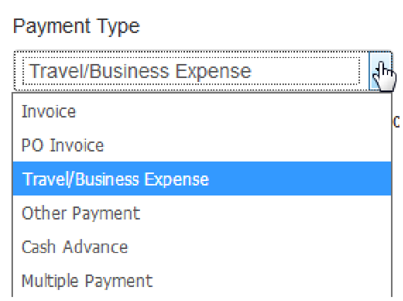


You'll see that it displays the vendor/payee name, the type of payee they have been categorized as, the name of the pay site, the first line of the mailing address associated with it, and then the Town and State. This will help you select the proper address, **it should match the address shown on your paperwork as the address they want their check sent to**. Some vendors/payees will only have one address listed, others will have quite a few to select from. Click to select your payee/address from the list, and it will show what you have selected.



Payment Type

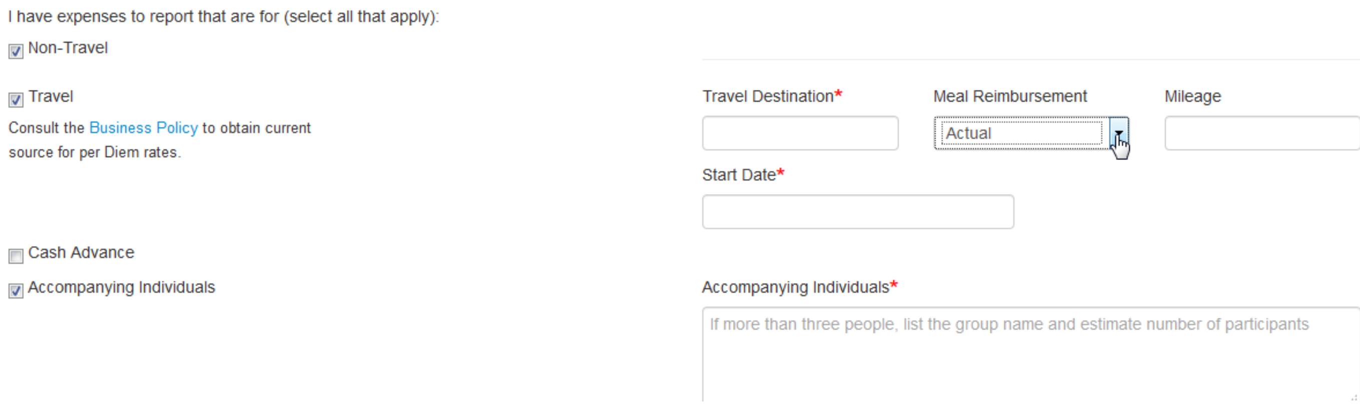
The next section is the Payment type, and typically in other Payment Request forms you needed to select the pay type from the dropdown (generic format). Normally you have this as your list to select from:



Travel/Business Expense Section

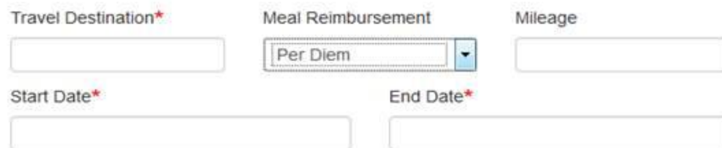
Since I originally selected Travel/Business Expense as my form in this example, it was auto-selected in my dropdown. All you need to do is fill in your payment amount.

The next section is to describe the types of expenses that are included within the form that need to be processed. With each box you click to check mark, the e-form view will change slightly. Below is an example of what it looks like - every box was clicked to demonstrate all the changes (you can un-click and the changes will revert back). Clearly an external payee will not have a cash advance so that box will not ever be check marked.



- Click Non-Travel if you had supplies, memberships etc.

- Click travel for any business trip expenses, and it will open three more fields- you will need to fill in the destination that you traveled to, the date that the travel began, and whether you will be asking for meals actual, or per diem meals. **When you click Per Diem one more field will appear**, asking for the last day of the travel.



  That date span would be used for your per diem reimbursement, so you need to include comments (another section, bottom of form) to tell us what actual days/meals to include. If travel did not begin till 4pm, then the first day of travel should not include breakfast and lunch as part of your per diem reimbursement. If meals were covered as part of a conference, please let us know so those meals can be removed from the per diem reimbursement.

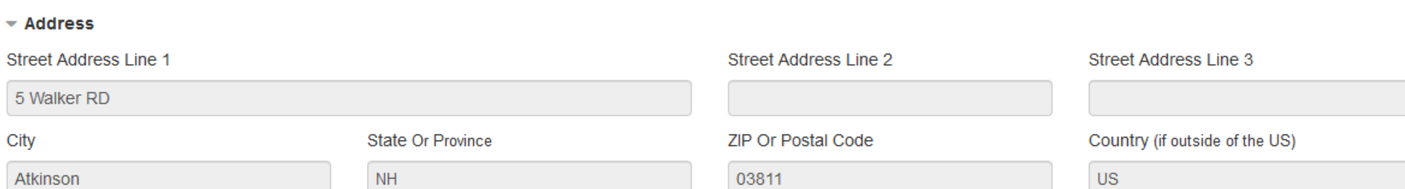
- Click Accompanying individuals and one more field will open so that you can note who was included/whose expenses you may have covered as part of your travel/activity. If this was a larger identifiable group, such as a student group, or search committee, please note the group name for audit purposes.

Address

Next is a section is the full address - note, this is a generic field across the Payment Request forms and does not display the same for all payee types. For external vendors/payees you will be able to view the entire address, but for students and employees you are only able to view certain details for confidentiality reasons. In this section the fields will fill in for you, based on the selection you made above when you chose the payee.

If you click on the gray arrow right before "Address" it will either display the details dropped down, or it will roll it up and hide it. This is basically to keep the form a little cleaner for you so while you are going through it.

Below is what it looks like in this example, (when the arrow is clicked) based on the payee site selected:



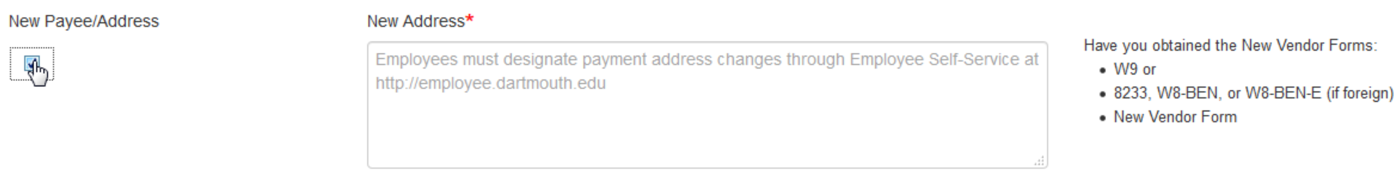
The view shows all the address lines, not just the first line of the address that was visible while you were selecting your payee/payee site.

This is especially handy because some pay sites might have the "Attn. to" as the first line, so that name may be correct, while the actual street address may have changed. This makes it so that you can verify that this is correct, and going to be mailed where you want it to go.

If you don't want to see it anymore, simply click the arrow and it will be hidden again.

New Payee/Address

If you do not see the payee/address you need (or notice something that is incorrect) you can click the box for a New Payee/Address and it will open up a field where you can manually type in the information:



Note that if it really is a new location for the vendor, and not just a new pay site, then the New Vendor Forms will be required. If they are required and not included, the form will be returned to you so that the forms can be attained, attached, and then updated form would be returned to us.

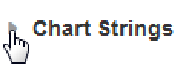
The difference between the two address types for external payees is the physical location. Here are a few examples:

- If a vendor is still located at the same street address, but their payments need to go to a PO Box or lockbox, then we can add that remittance address without any paperwork.
- If the vendor has physically moved their offices to a new location, we need the paperwork.
- If they are opening a new branch in addition to the existing location we have on file, we are allowed to add that address, provided that the old address is valid. We have several vendors that have multiple locations, but we hold their corporate offices out as the main location per their W9. An example would be other colleges that we pay, they may have one main/official address, but since we deal with many separate departments we'll have multiple pay sites (Accounts Receivable, Admissions etc.) and no paperwork is required to add those addresses.

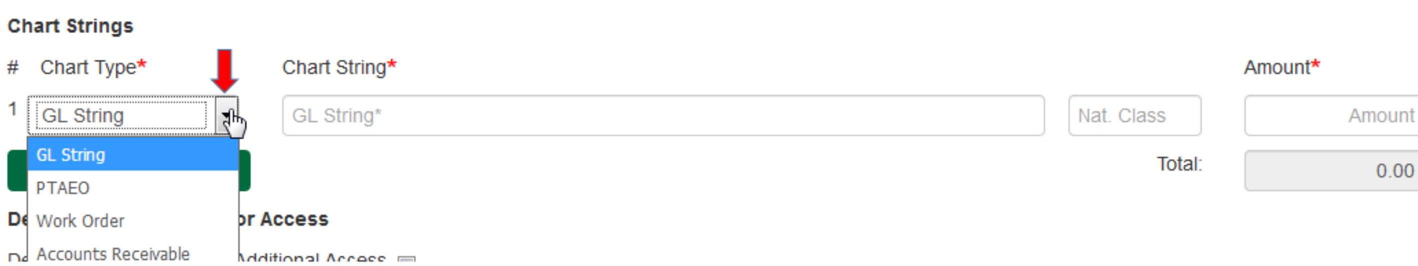
In another spot I want to go through the process of how emails are sent to them, and exactly what they need to do because I have had several people have issues with this

Chart String

The form will default to displaying it in full, but if you want to hide the field once you are done entering the info, you can hide it the same way you are able to with the Address by clicking the gray arrow to the right:

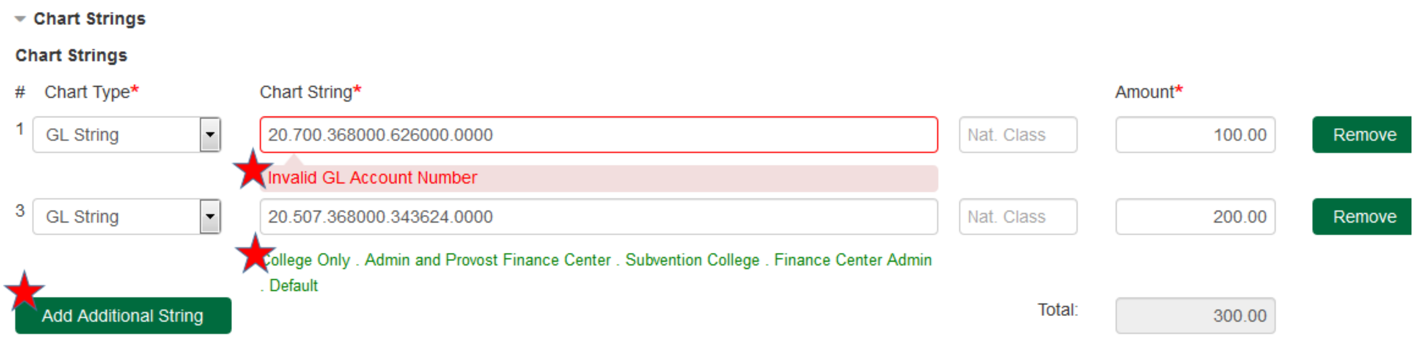


When you click the Chart Type dropdown you can select GL String, PTAEO (which is a grant string), Work Order or Accounts Receivable. This is a generic format on all Payment Request forms, and is not necessarily applicable to the payment you are making. As soon as you select one, more fields will open so that you can type your information in. Technically natural class is not required, it will allow you to submit without that filled in.

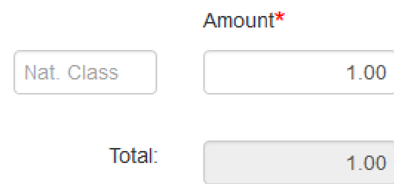


Once you select the Chart Type, you are able to add as many strings as you need by clicking Add Additional String, and you can have a mix of GL and PTAEO.

A nice feature is that if you type in an incorrect string, the system will notify you so that you can correct it. If the string is correct (or at least validates, some errors can still sneak through) then you are able to see the actual descriptive text for the string, which may also help to detect errors that the system did not catch.



Once you have selected your Chart Type and entered a functional Chart String, fill in the Amount field to the right. You may fill in the Natural Class field if you know it, but this field is not required. For Student and Visitor Travel Expenses, two natural classes have been added, to minimize the need to itemize between expense types:



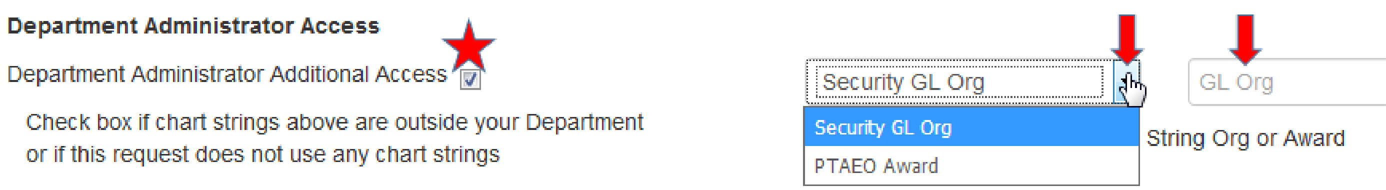
- 8118 for Non-Employee Foreign Travel
- 8148 for Non-Employee Domestic Travel

Note: If you do not know the total amount of the reimbursement, please enter $1.00 and the finance center will calculate this total for you.

For any special instances please include notes in the comment field at the bottom of the form.

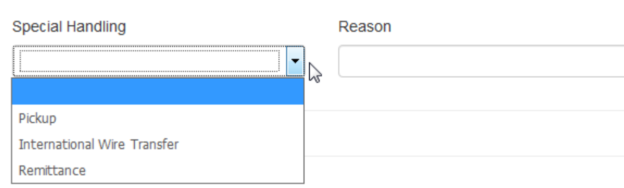
Department Administrator Access

The next section is for when you are using chart strings that are outside of your normal accesses. You click to check-mark the box, select the string type in the dropdown and simply type in your own Org number. This simply allows you to view the form at another date if needed, even though it's not your chart string. You can also use either your GL org, or if you need to, a PTAEO award number.

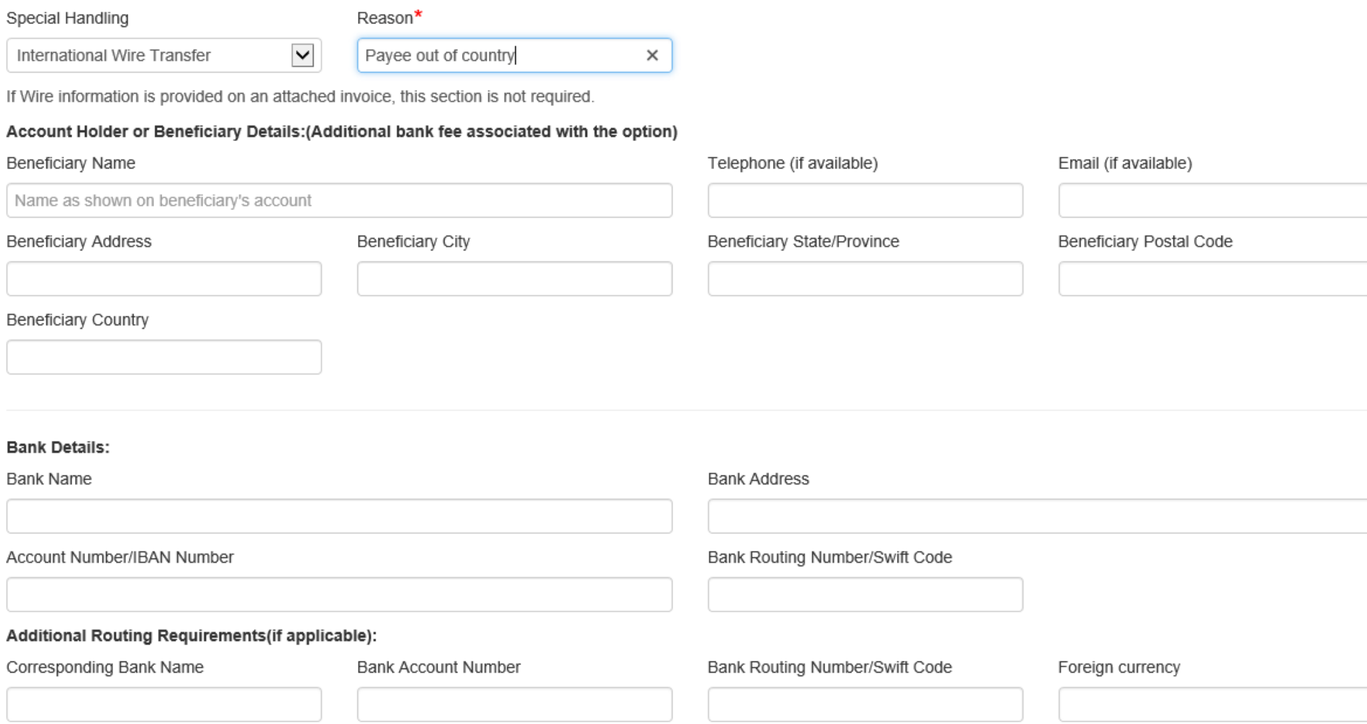


Special Handling

This is generic across the Payment Request forms and might not necessarily applicable to your payment. If needed, click to open the dropdown and you will see Pickup, International Wire Transfer, and Remittance. Note that the Reason for the special handling will need to be noted.



When selecting International Wire Transfer, more fields will display. Note if the wire information is attached, there is no need to complete the Wire Information detail on the eForm.


Special Handling: International Wire Transfer

Reason*: Payee out of country

If Wire information is provided on an attached invoice, this section is not required.

Account Holder or Beneficiary Details:(Additional bank fee associated with the option)

Beneficiary Name: Name as shown on beneficiary's account

Telephone (if available)

Email (if available)

Beneficiary Address

Beneficiary City

Beneficiary State/Province

Beneficiary Postal Code

Beneficiary Country

Bank Details:

Bank Name

Bank Address

Account Number/IBAN Number

Bank Routing Number/Swift Code

Additional Routing Requirements(if applicable):

Corresponding Bank Name

Bank Account Number

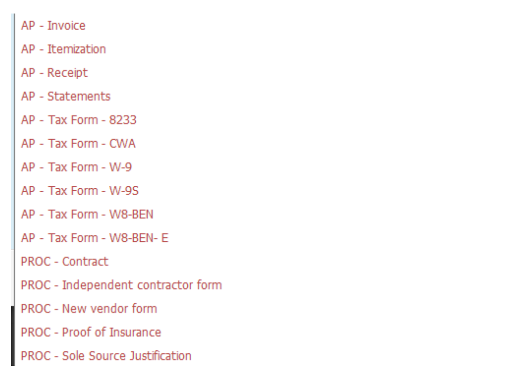
Bank Routing Number/Swift Code

Foreign currency

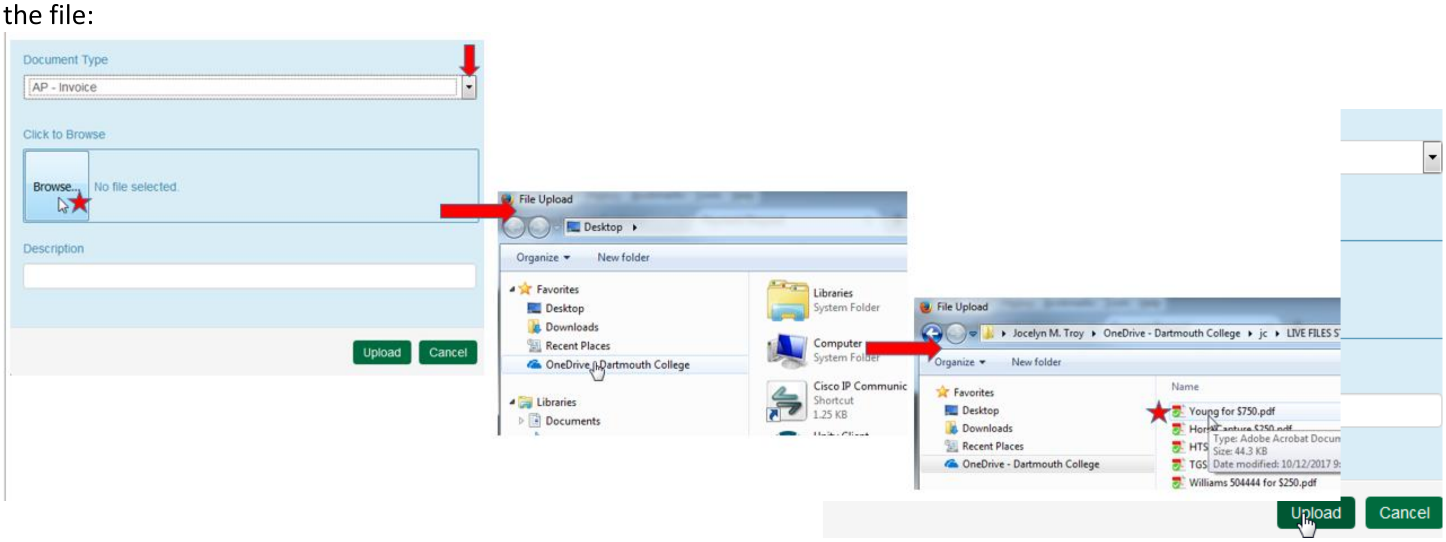
Attachments

The next section is where you would add attachments. It could be receipt copies, or anything else relevant to the expense where documentation would be helpful. Don't forget, receipts under $75 are not needed **UNLESS it is relocation, lodging, entertainment or gifts. Those require a receipt regardless of the dollar amount**.

Click on the green Add Attachment button, and it will pull up a screen where you can select a Document Type - when you click the dropdown arrow it will display these options - select whichever description is closest and add the attachment. For travel, you do not need to separate them out, if you have one pdf that contains the Cash Advance, Registration and other various receipts, simply load the single pdf.

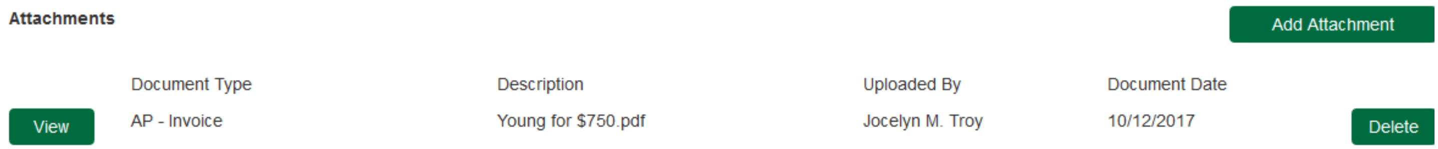


Once you select your Document type, it will give you the browse button so that you can search for the saved item out on your computer. Click the browse button it will pull up your computer and simply go to wherever you have it saved, and just double click on the file:



Once you do that you will see this screen, and it shows you which file you attached. Click upload and that will bring it onto your form. Note, this can take a moment if a file is large.

Once the upload is complete, you will be back at your e-form view. You could open your attachment here to review it, you could add another attachment, or you could delete the attachment if you realize you uploaded the wrong file, or you decide the attachment isn't needed after all:

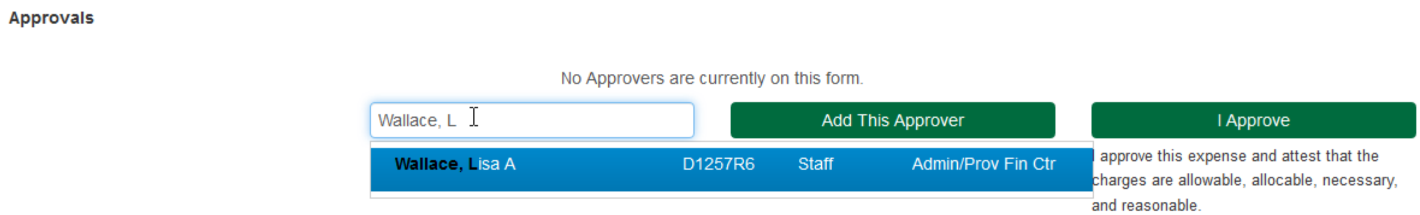


Approvals

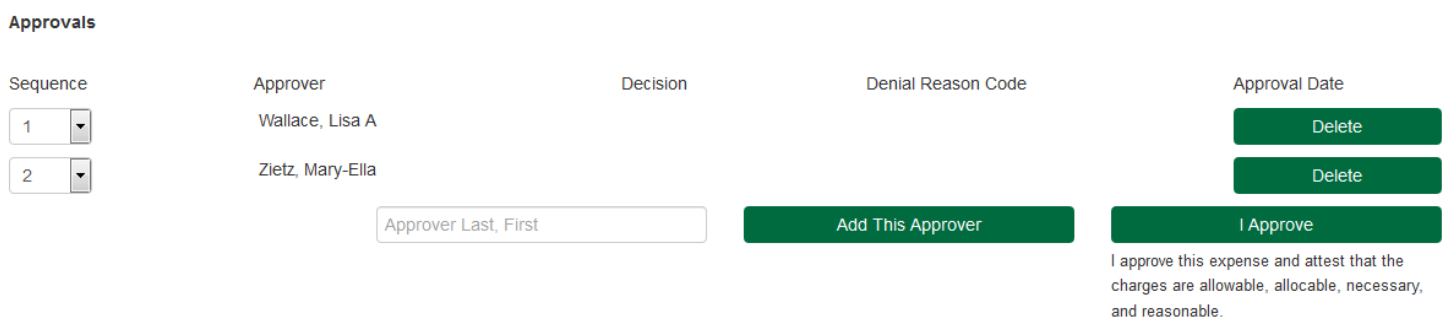
If you are the submitter and have signature authority, you are able to click the I Approve button and this will be the approval we use.

If you do not have signature authority, or if the chart string doesn't not belong to your area, or if the dollar amount is above your authority limit, you would specify another person to be the approver.

When you click into the field for approver names, all you need to do is starting typing in the last name. As you type, it will start to pull a list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names you see on your screen.



Select the approver. You could add more than one if needed. For example, if you were splitting the cost with another area, you can select an approver from your area, and then one from theirs. Click the Add This Approver button once you have selected the name from the dropdown.

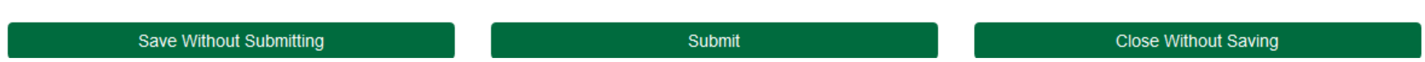


Now you see your approvers, and if you select multiple you also see the "sequence", meaning who gets the form first. It goes out to approver 1, and once they have approved it, then it goes to approver 2.

Other Instructions/Comments

Use this section to convey any relevant information needed to assist with processing the request.

Finally, there are the three e-form actions button at the bottom for the form:



- Save Without Submitting - this option allows for you to start the form and save the form to complete and submit later. When selecting this option you will receive an email with a link to the form, or you can access the form in the OnBase Unity Clients Workflow, under Pending Submission within the AP – Payment Processing Life Cycle.

- Submit - this option submits your form. If approvers are noted on the form, this will submit the eForm for approval. Once all approvals have been obtained, the form will route to the Finance Center processing. You will receive notification when the form is submitted and when the form is received at the Finance Center.

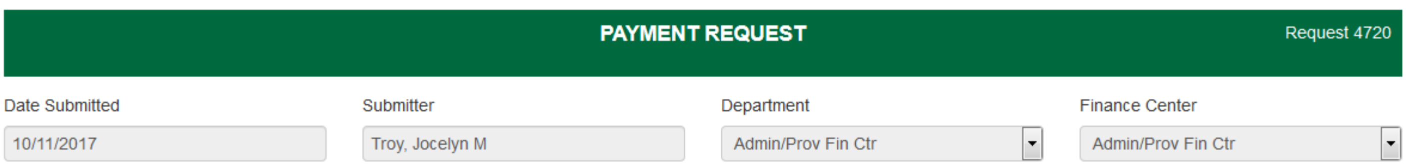
- Close without Saving - this simply closes the form, and it's gone as if you never created it. Make sure you want to do this, it does not give you the chance to change your mind!

PAYING OTHER -OTHER

Other Payment- This is the form to use for the types of payments that were previously on RFPs or MIPVs. Examples would be honorariums, refunds, any payments to be made that do NOT have an invoice to generate the payment from.

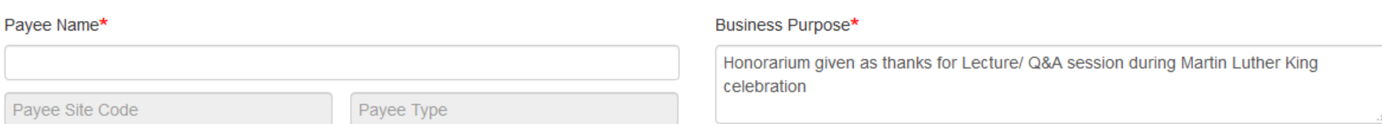
Submission Information

As soon as you click on the form, it will automatically populate with your information (and you will need to be signed in under your NetID credentials). These fields are locked and you will not be able to change anything.



Payee Name and Business Purpose

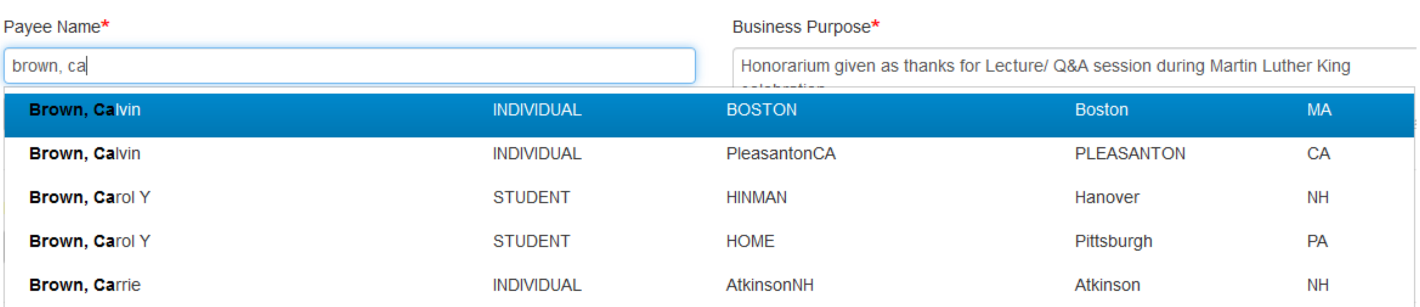
The next section will ask for the Payee Name and business purpose. Keep in mind that the description should explain what we are paying and why.



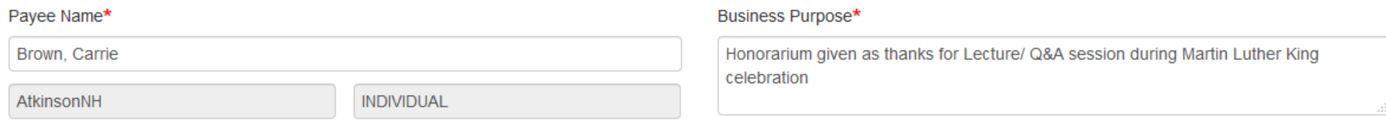
Click into the field for payee name and start typing. If this is a current vendor/payee, then start typing the payee name (last name goes first for any individual names).

If this is a new vendor, leave the Payee blank, and check mark the New Payee/Address box (see details/images/instructions a little further below in these instructions) and enter the payee name there.

As you type, it will pull and filter the list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names displayed. For this example I will select an individual to pay an honorarium to:

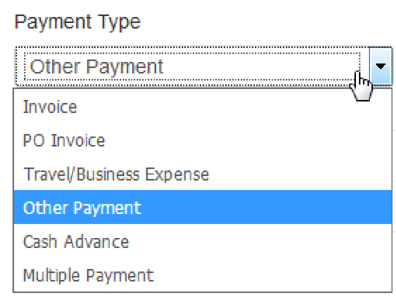


You'll see that it displays the vendor/payee name, the type of payee they have been categorized as, the name of the pay site, the first line of the mailing address associated with it, and then the Town and State. This will help you select the proper address, **it should match the address shown on your paperwork as the address they want their check sent to**. Some vendors/payees will only have one address listed, others will have quite a few to select from. Click to select your payee/address from the list, and it will show what you have selected.



Payment Type

The next section is the Payment type, and typically in other Payment Request forms you needed to select the pay type from the dropdown (generic format). Normally you have this as your list to select from:

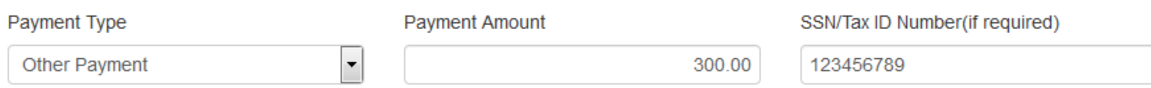


Since I originally selected Other as my form in this example, Other was auto-selected in my dropdown. All you need to do is fill in your invoice amount, and tax number if needed.

When paying an honorarium, this is considered taxable income, so in this instance, this field WOULD need to be filled in.

If you were issuing a registration refund for a workshop that we cancelled, that is not taxable, and we would not need that number filled in.

If you were to send the form without the number and it was needed, the form would be directed back to you to update and resubmit.

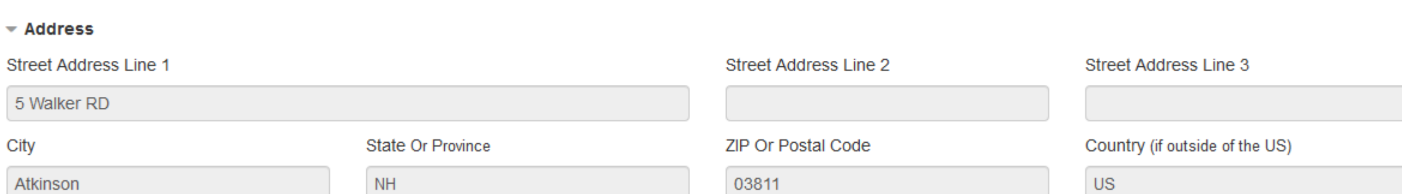


Address

Next is a section is the full address - note, this is a generic field across the Payment Request forms and does not display the same for all payee types. For external vendors/payees you will be able to view the entire address, but for students and employees you are only able to view certain details for confidentiality reasons. In this section the fields will fill in for you, based on the selection you made above when you chose the payee.

If you click on the gray arrow right before "Address" it will either display the details dropped down, or it will roll it up and hide it. This is basically to keep the form a little cleaner for you so while you are going through it.

Below is what it looks like in this example, (when the arrow is clicked) based on the payee site selected:



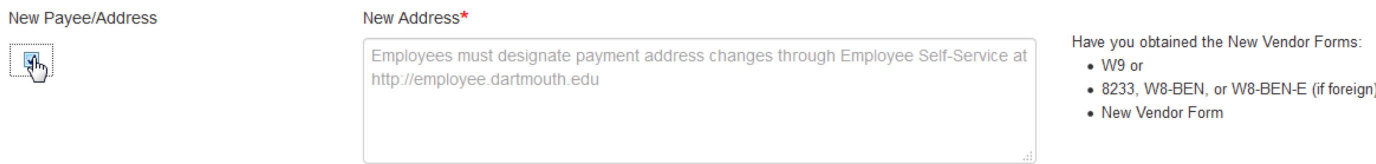
The view shows all the address lines, not just the first line of the address that was visible while you were selecting your payee/payee site.

This is especially handy because some pay sites might have the "Attn. to" as the first line, so that name may be correct, while the actual street address may have changed. This makes it so that you can verify that this is correct, and going to be mailed where you want it to go.

If you don't want to see it anymore, simply click the arrow and it will be hidden again.

New Payee/Address

If you do not see the payee/address you need (or notice something that is incorrect) you can click the box for a New Payee/Address and it will open up a field where you can manually type in the information:



Note that if it really is a new location for the vendor, and not just a new pay site, then the New Vendor Forms will be required. If they are required and not included, the form will be returned to you so that the forms can be attained, attached, and then updated form would be returned to us.

The difference between the two address types for external payees is the physical location. Here are a few examples:

- If a vendor is still located at the same street address, but their payments need to go to a PO Box or lockbox, then we can add that remittance address without any paperwork.
- If the vendor has physically moved their offices to a new location, we need the paperwork.
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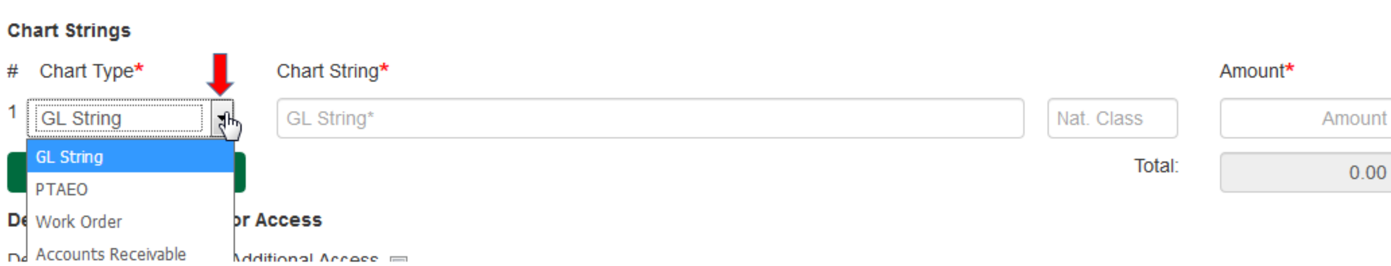
In another spot I want to go through the process of how emails are sent to them, and exactly what they need to do because I have had several people have issues with this

Chart Strings

The next section of the form is for Chart Strings. The form will default to displaying it in full, but if you want to hide the field once you are done entering the info, you can hide it the same way you are able to with the Address by clicking the gray arrow to the right:

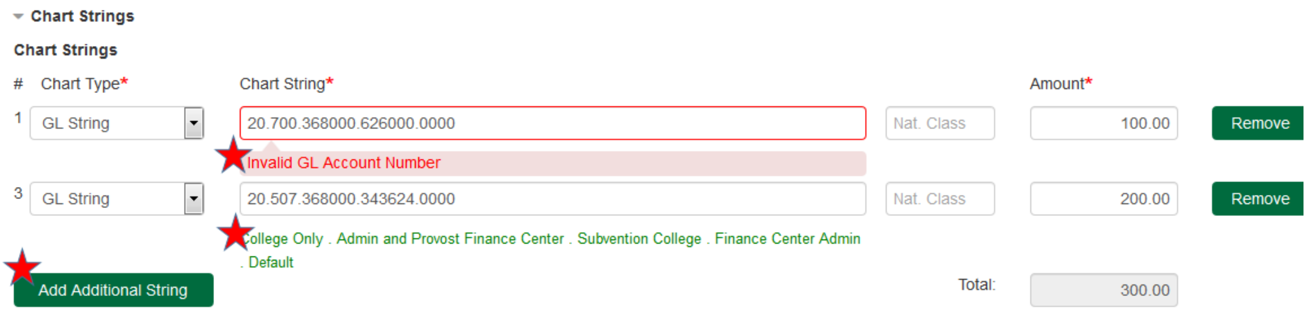
When you click the Chart Type dropdown you can select GL String, PTAEO (which is a grant string), Work Order or Accounts Receivable. This is a generic format on all Payment Request forms, and is not necessarily applicable to the payment you are making.   As soon as you select one, more fields will open so that you can type your information in. Technically natural class is not required, it will allow you to submit without that filled in.



Once you select the Chart Type, you are able to add as many strings as you need by clicking Add Additional String, and you can have a mix of GL and PTAEO.

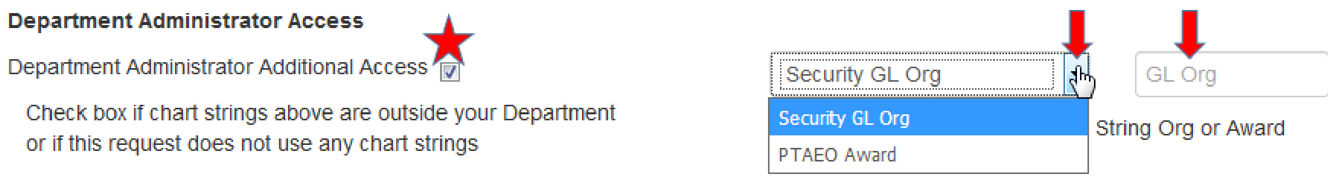
A nice feature is that if you type in an incorrect string, the system will notify you so that you can correct it. If the string is correct (or at least validates, some errors can still sneak through) then you are able to see the actual descriptive text for the string, which may also help to detect errors that the system did not catch.

You can either select specific dollar amounts for a split, or you can select percentages. For any special instances please include notes in the comment field at the bottom of the form.



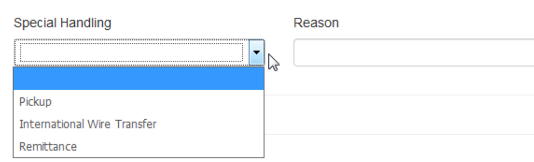
Department Administrator Access

The next section is for when you are using chart strings that are outside of your normal accesses. You click to check-mark the box, select the string type in the dropdown and simply type in your own Org number. This simply allows you to view the form at another date if needed, even though it's not your chart string. You can also use either your GL org, or if you need to, a PTAEO award number.

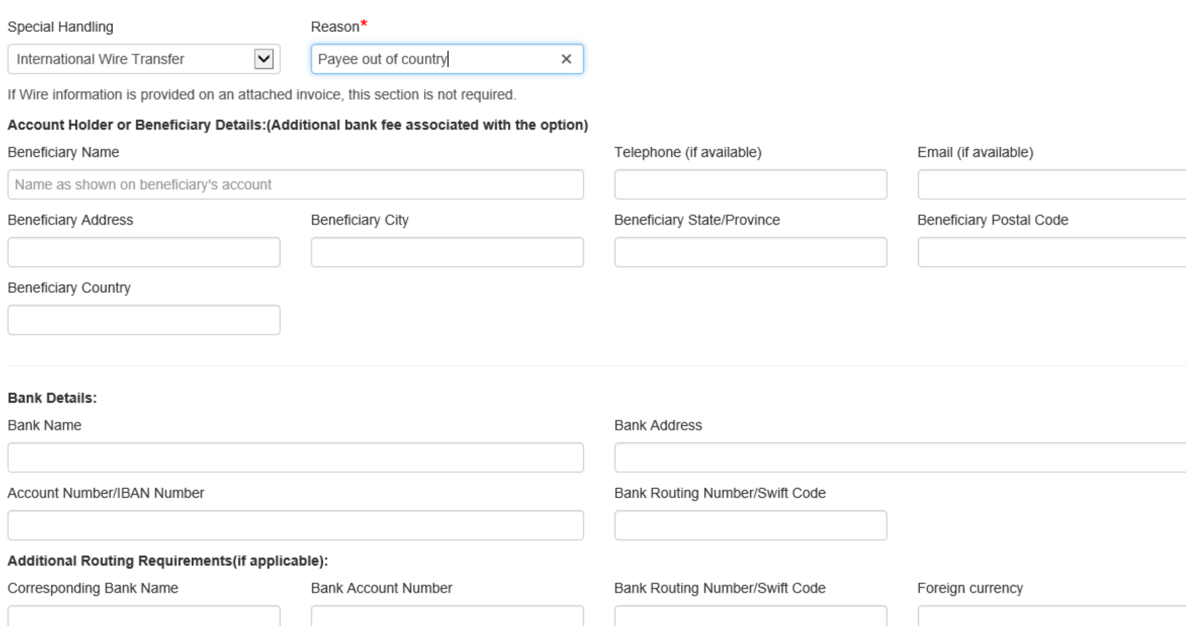


Special Handling

This is generic across the Payment Request forms and might not necessarily applicable to your payment. If needed, click to open the dropdown and you will see Pickup, International Wire Transfer, and Remittance. Note that the Reason for the special handling will need to be noted.

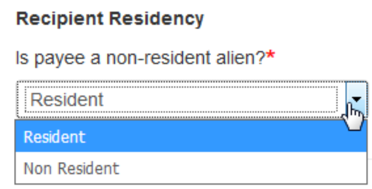


When selecting International Wire Transfer, more fields will display.
Note if the wire information is attached, there is no need to complete the Wire Information detail on the eForm.



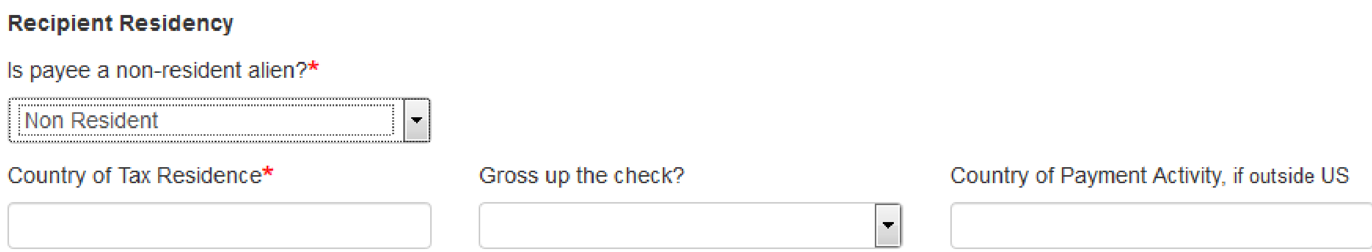
Recipient Residency

The next section deals with whether the person is a resident of the US or is a non-resident alien. This is only for any payments that might actually be taxable and need to be reviewed and processed specially. The dropdown gives you the two options:



For a US resident filing taxes in the US, please leave the dropdown selection as Resident (which is the default).

If you have someone is not a US resident and does not pay US taxes, please select Non Resident, and your field will automatically change so you can enter further information:

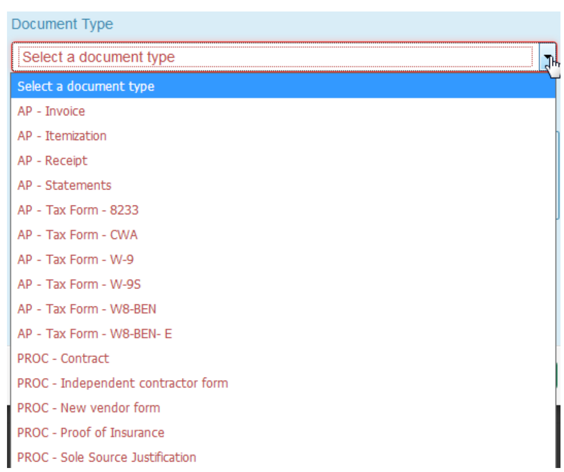


- Country of Tax Residence - where they file their taxes (not a dropdown, you can free-type here).
- Gross up the check - If the department elected to cover any relevant taxes (on the behalf of the individual) you'd note it here, if any taxes needed to be taken as part of making the payment. Note that this can add a significant amount to what the department is paying out.
- Country of Payment Activity if Outside the US - If an individual is foreign, and the activity takes place in a foreign location was well, that is *generally* an automatic tax exemption. For example, a foreign student receiving funds for a fellowship that is overseas.
- **Contact Procure-to-Pay with questions on taxation.**

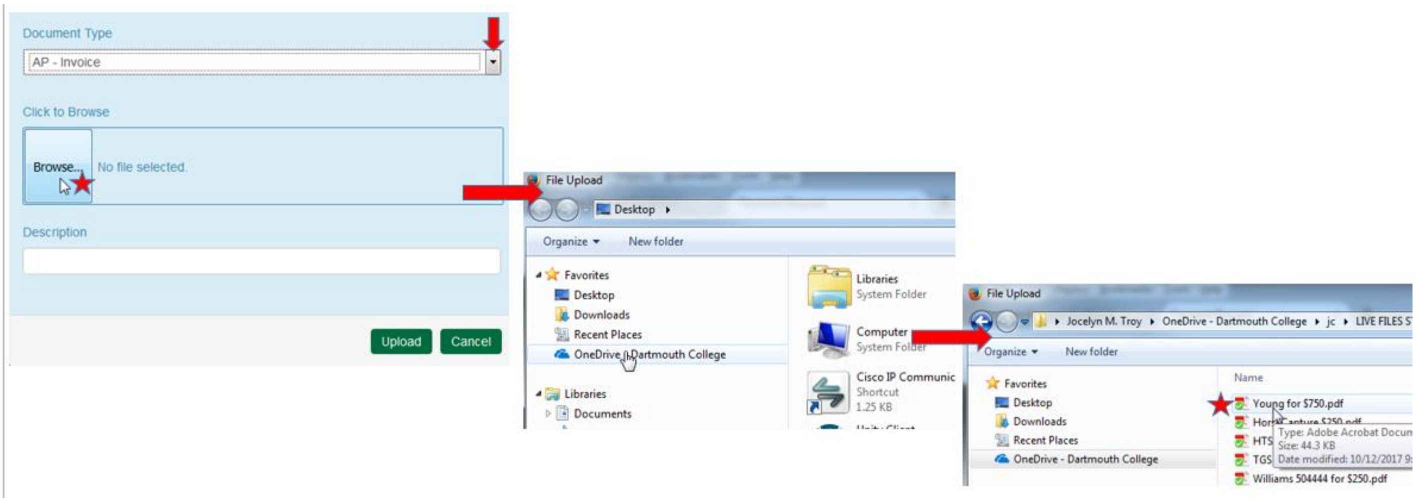
Attachments

The next section is to attach your invoice copy and any other relevant information if there is anything extra (such as new vendor forms).

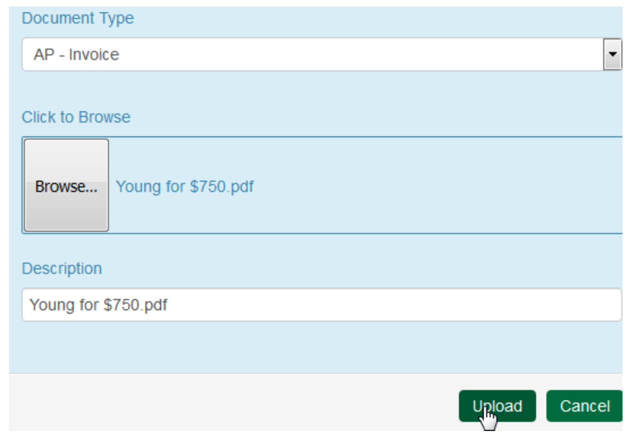
Click on the green Add Attachment button, and it will pull up a screen where you can select a Document Type - when you click the dropdown arrow it will display these options, some of which may not be relevant to the payment you are processing, but its generic format across the forms. Please choose the appropriate type to match with the item you are attaching. It is preferred that they be attached separately, and not all lumped into one pdf.



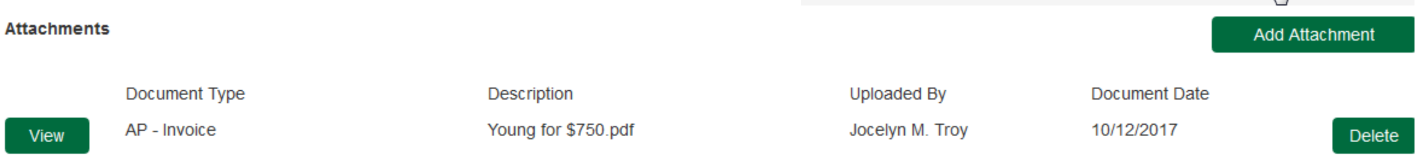
Once you select your Document type, it will give you the browse button so that you can search for the saved item out on your computer. Click the browse button it will pull up your computer and simply go to wherever you have it saved, and just double click on the file:



Once you do that you will see this screen, and it shows you which file you attached. Click upload and that will bring it onto your form. Note, this can take a moment if a file is large.



Once the upload is complete, you will be back at your e-form view. You could open your attachment here to review it, you could add another attachment, or you could delete the attachment if you realize you uploaded the wrong file, or you decide the attachment isn't needed after all:

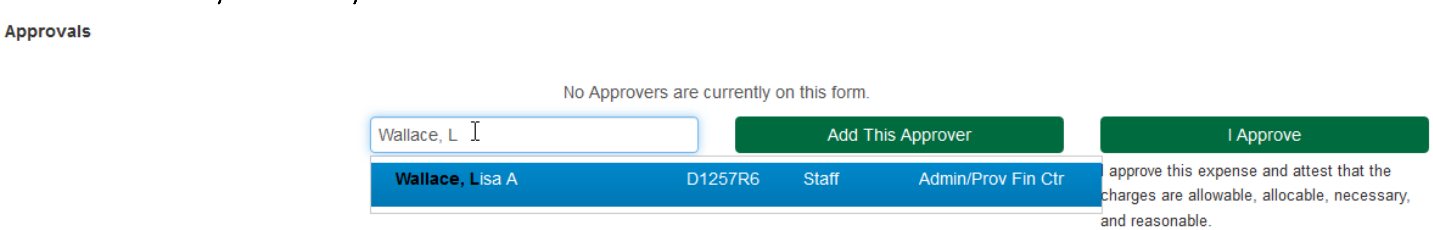


Approvals

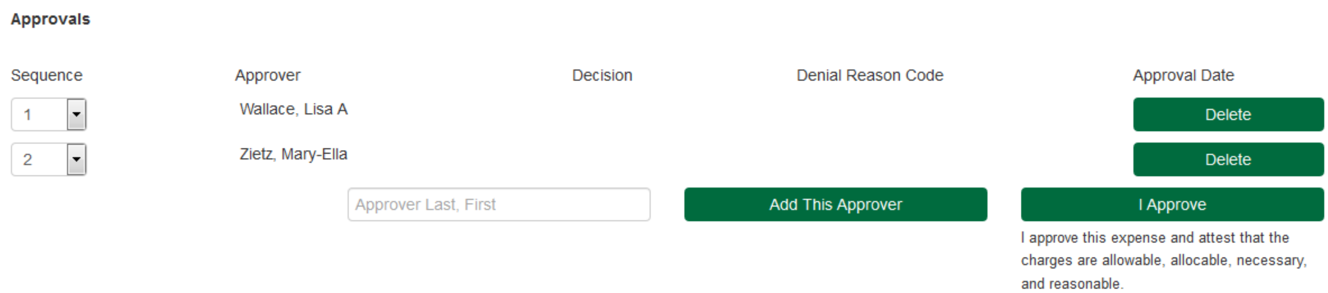
If you are the submitter and have signature authority, you are able to click the I Approve button and this will be the approval we use.

If you do not have signature authority, or if the chart string doesn't not belong to your area, or if the dollar amount is above your authority limit, you would specify another person to be the approver.

When you click into the field for approver names, all you need to do is starting typing in the last name. As you type, it will start to pull a list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names you see on your screen.



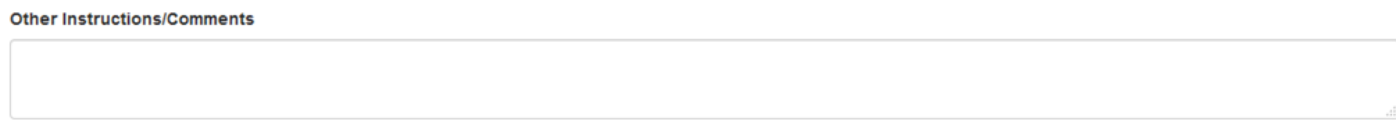
Select the approver. You could add more than one if needed. For example, if you were splitting the cost with another area, you can select an approver from your area, and then one from theirs. Click the Add This Approver button once you have selected the name from the dropdown.



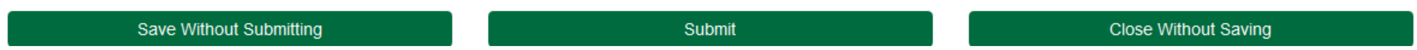
Now you see your approvers, and if you select multiple you also see the "sequence", meaning who gets the form first. It goes out to approver 1, and once they have approved it, then it goes to approver 2.

Other Instructions/Comments

Use this section to convey any relevant information needed to assist with processing the request.



Finally, there are the three e-form actions button at the bottom for the form:



- Save Without Submitting - this option allows for you to start the form and save the form to complete and submit later. When selecting this option you will receive an email with a link to the form, or you can access the form in the OnBase Unity Clients Workflow, under Pending Submission within the AP – Payment Processing Life Cycle.

- Submit - this option submits your form. If approvers are noted on the form, this will submit the eForm for approval. Once all approvals have been obtained, the form will route to the Finance Center processing. You will receive notification when the form is submitted and when the form is received at the Finance Center.

- Close without Saving - this simply closes the form, and it's gone as if you never created it. Make sure you want to do this, it does not give you the chance to change your mind!

MULTIPLE PAYMENTS

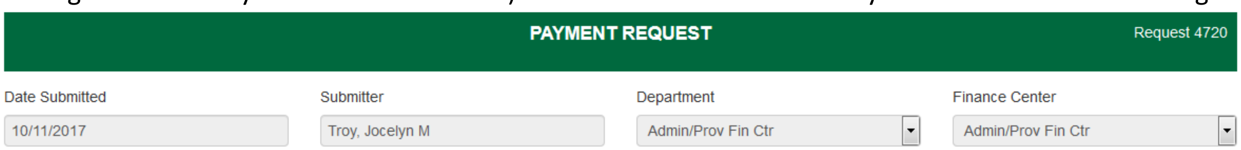
This version of the Payment Request form could be used in multiple situations for Employees, Students or Other Individual Payees.   HOWEVER, Multi-Payments need prior authorization with the Procure-to-Pay office. This pay method is closely monitored.

Typically these are for <u>repeat</u>, <u>high volume</u> payments that need to be made, and they must be check payments, to US residents.   **Wire payments and non-resident payment cannot be completed using this form template. Those will require a separate (and single) submission.**

To begin, go to any Payment Request form.

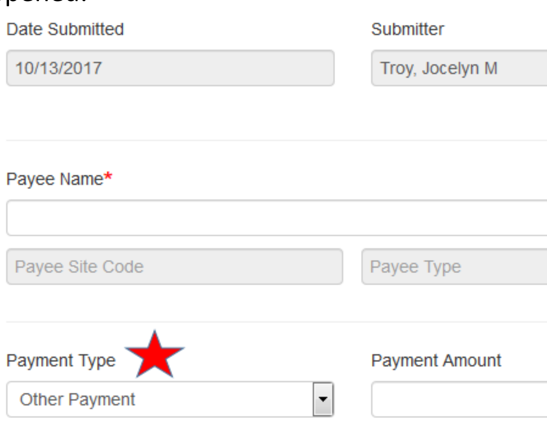
Submission Information

Open any form and as soon as you click on the form, it will automatically populate with your information (and you will need to be signed in under your NetID credentials). These fields are locked and you will not be able to change anything.

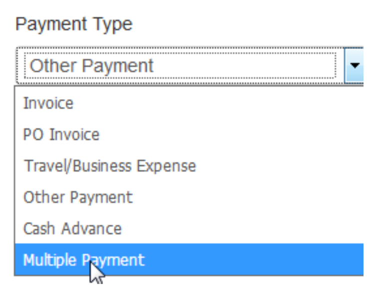


Payment Type – Do this first!!

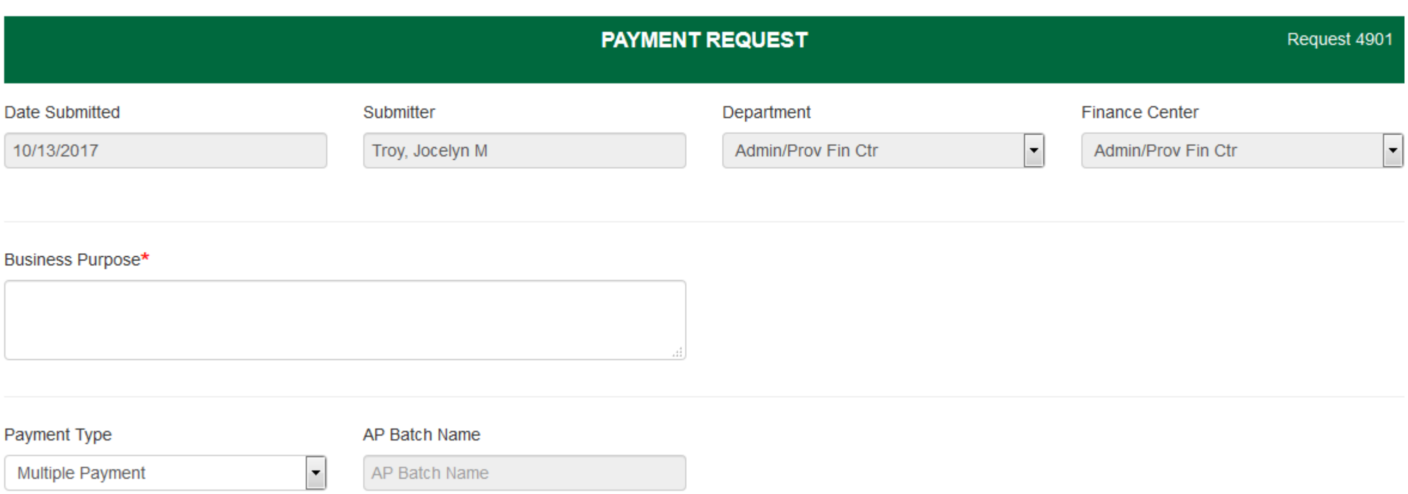
The first thing you need to do once you open the form is skip right down to the Payment Type field in the form you just opened:



Immediately change your Payment Type selection in the dropdown to Multiple Payment:

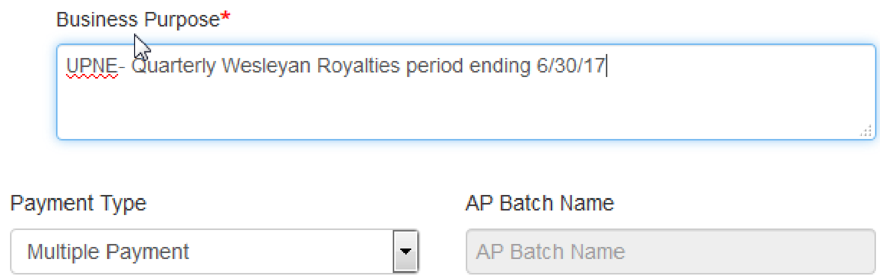


This will automatically update the fields in the form to align with this payment process type, and the form you originally opened will now look different, so we will start over for your form view:



Business Purpose

Since this involves multiple payees, this updated version of the Payment Request form skips right over payee name, and simply asks for the business purpose. Technically this could left empty, as the payee details will be within the Multi-Payment Submission Sheet that you attach, BUT you are welcome to put something in there that might be helpful for future reference if you ever need to look back at the eform and do not want to drill down into it for your details.



The next item on the form is the Pay Type (which you just selected) so you can skip over that, as well as the mention of the AP Batch Name. That field will be filled in by your finance center when AP data entry is completed:

Chart Strings

The next section of the form is for Chart Strings.

Typically the forms will default to displaying this information in full, and you could click the gray arrow before Chart Strings to display/hide the information.

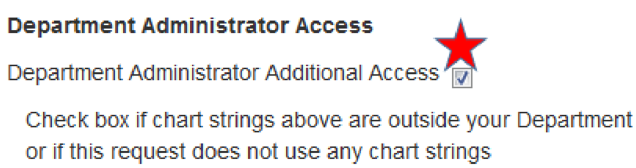
This function is not available for Multiple Payments since it may vary, and your attached documentation will provide that information.

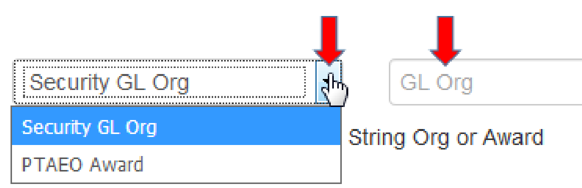
The only item you will see and be able to hide is the Department Administrator Access piece of this. (Below)

Department Administrator Access

The next section is typically for when you are using chart strings that are outside of your normal accesses. You click to check-mark the box, and then you simply type in your own Org number (GL org, or if you need to, a PTAEO award number).

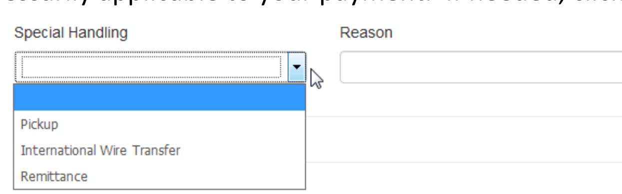
FOR THIS VERSION OF THE PAYMENT REQUEST FORM, IT IS ALWAYS REQUIRED THAT YOU CHECK THIS BOX (SO THAT YOU MAY GO BACK TO ACCESS THIS FORM LATER AND VIEW IT).





Special Handling

This is generic across the Payment Request forms and might not necessarily applicable to your payment. If needed, click to open the dropdown and you will see Pickup, International Wire Transfer, and Remittance. Note that the Reason for the special handling will need to be noted.

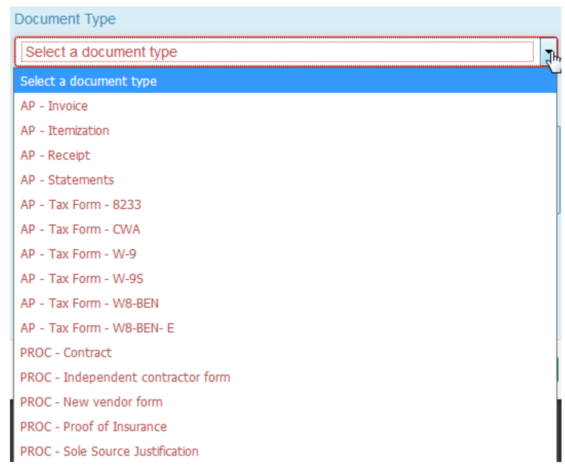


When selecting International Wire Transfer, more fields will display. Note if the wire information is attached, there is no need to complete the Wire Information detail on the eForm.

NOTE that for Multi-Payment, International Wire Transfer will <u>not</u> be allowed. Wire Payments must be submitted separately.

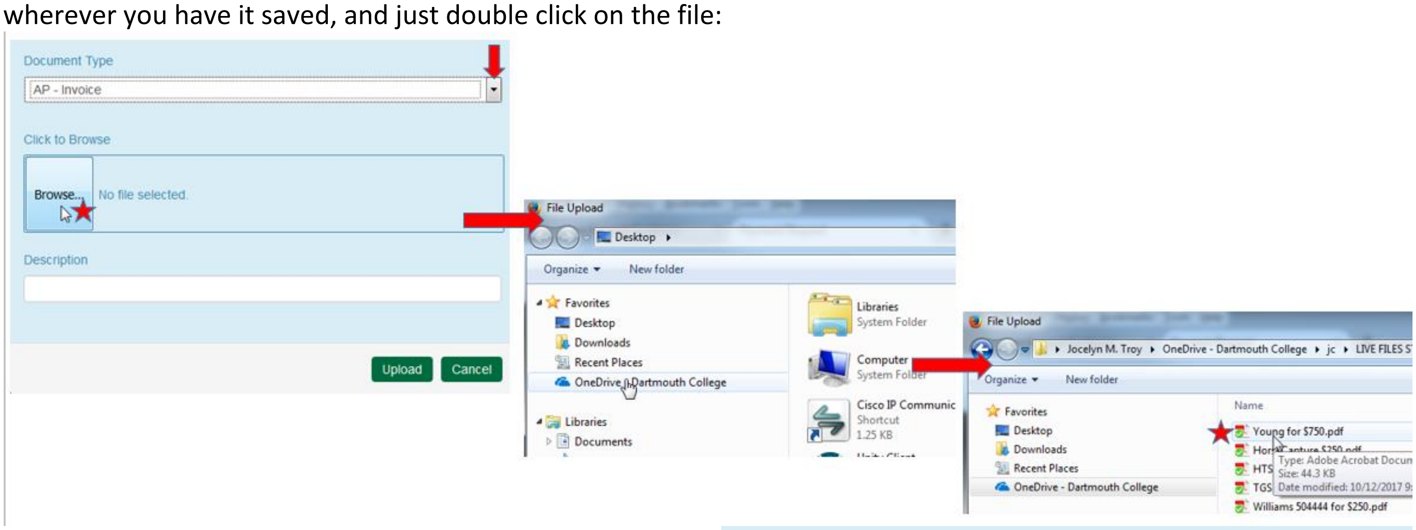
Attachments

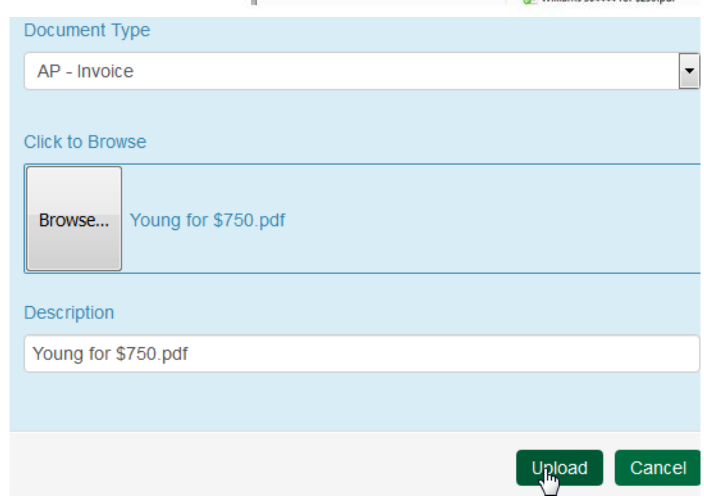
The next section is to attach your Multi-Payment Submission Sheet, and any other relevant information if there is anything extra (such as new vendor forms).
This specific file needs to be attached as it encompasses all the details we need in a format that can efficiently be entered into a WebADI that will upload directly into the Accounts Payable system. This is very specific, so we ask that you provide those certain details in a format that we provide.



Click on the green Add Attachment button, and it will pull up a screen where you can select a Document Type - when you click the dropdown arrow it will display these options, most of which may <u>not</u> be relevant to the payment you are processing, but its generic format across the forms. Please choose the appropriate type (in this instance AP Statement is fine for your Multi-Payment Submission Sheet) to match with the item you are attaching. If you have other attachments, it is preferred that they be attached separately, and not all lumped into one pdf.

Once you select your Document type, it will give you the browse button so that you can search for the saved item out on your computer. Click the browse button it will pull up your computer and simply go to wherever you have it saved, and just double click on the file:





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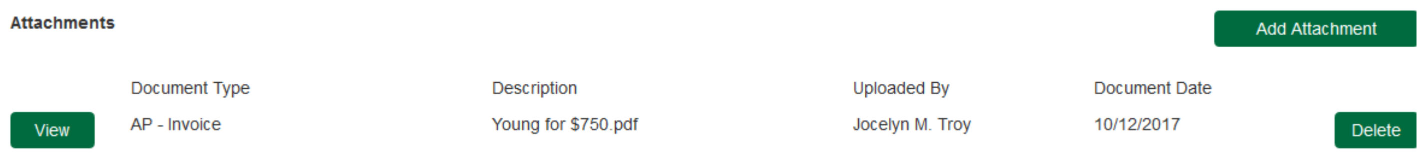
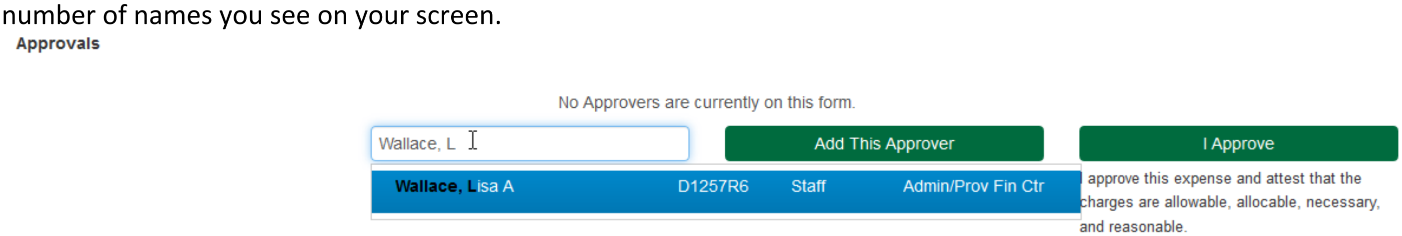


Approvals

For this particular pay method, self-approval will not be allowed, it is required that it go to another individual for review and approval.

When you click into the field for approver names, all you need to do is starting typing in the last name. As you type, it will start to pull a list of names to select from, in dropdown style. Each letter you continue to type will reduce the number of names you see on your screen.



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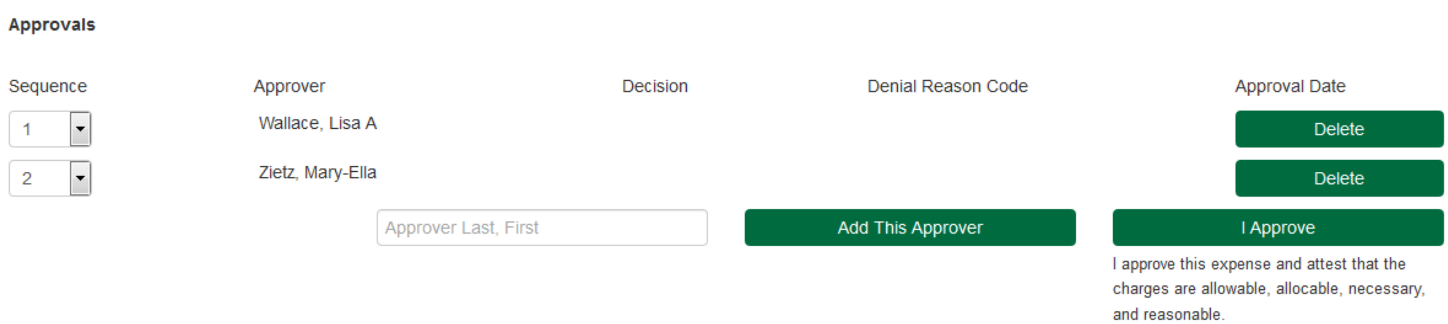
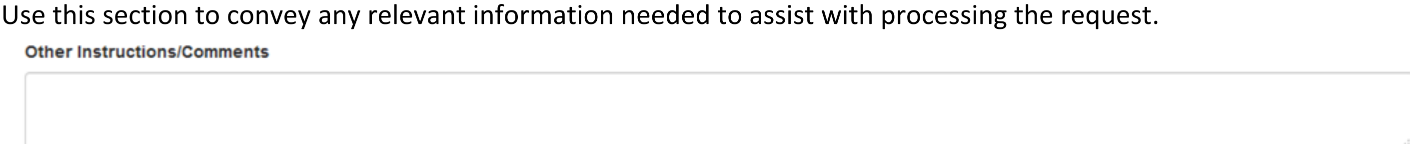


Now you see your approvers, and if you select multiple you also see the "sequence", meaning who gets the form first. It goes out to approver 1, and once they have approved it, then it goes to approver 2.

Other Instructions/Comments

Use this section to convey any relevant information needed to assist with processing the request.



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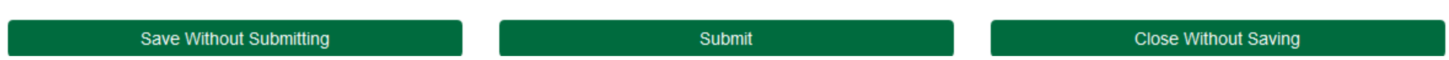

- Save Without Submitting - this option allows for you to start the form and save the form to complete and submit later. When selecting this option you will receive an email with a link to the form, or you can access the form in the OnBase Unity Clients Workflow, under Pending Submission within the AP – Payment Processing Life Cycle.
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- Close without Saving - this simply closes the form, and it's gone as if you never created it. Make sure you want to do this, it does not give you the chance to change your mind!