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

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.

<table>
<thead>
<tr>
<th>Payee Name*</th>
<th>Business Purpose*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, Calvin</td>
<td>Honorarium given as thanks for Lecture/ Q&amp;A session during Martin Luther King celebration</td>
</tr>
<tr>
<td>Brown, Carol Y</td>
<td></td>
</tr>
<tr>
<td>Brown, Carol Y</td>
<td></td>
</tr>
<tr>
<td>Brown, Carrie</td>
<td></td>
</tr>
<tr>
<td>Atkinson NH</td>
<td></td>
</tr>
</tbody>
</table>

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:

![New Payee/Address](image)

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:

![Chart String](image)

When you click the Chart Type dropdown you can select GL String, PTAE0 (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 PTAE0.

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.
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 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.

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**New Payee/Address**
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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.

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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.

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**Chart Strings**

<table>
<thead>
<tr>
<th>#</th>
<th>Chart Type*</th>
<th>Chart String*</th>
<th>Amount*</th>
<th>Nat. Class</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GL String</td>
<td>20.700.368000.626000.0000</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>GL String</td>
<td>Invalid GL Account Number</td>
<td></td>
<td></td>
<td>Remove</td>
</tr>
<tr>
<td>3</td>
<td>GL String</td>
<td>20.597.368000.34524.0000</td>
<td>200.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**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.

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**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:

Attachments

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!