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.

Who Are You Paying?

- Dartmouth Employee
- Dartmouth Student
- Vendor
- Other
- Cancel

Do you know the Purchase Order Number?

- Yes
- No

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, 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.

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.
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:

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.
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!

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**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.

![PAYMENT REQUEST Form](image_url)

**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 **Contractor**, 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, 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.

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**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
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