# Payment Request Submitter's Guide

Contents	
Payment Request eForm	6
Types of Payments	7
Payment Request – Getting Started	
PAYING A DARTMOUTH EMPLOYEE:	
Travel/Business Expense	
Other Payment	
Cash Advance	
PAYING A DARTMOUTH STUDENT:	9
Travel/Business Expense	9
Other Payment	
Cash Advance	
Student Prize	
PAYING A VENDOR INVOICE:	
PAYING OTHER:	
Travel/Business Expense	
Other Payment	
PAYING DARTMOUTH EMPLOYEES	
Travel/Business Expense (directs to the Expense Report Request form):	
Submission Detail	
Payee Name, iExpense Approver, and Business Purpose	
Expense Reporting	
Chart String	
Department Administrator Access	
Attachments	
Comments	14
Other Payment (generic Payment Request form):	
Submission Detail	
Payee Name and Business Purpose	
Payment Type	
Address	
Chart Strings	
Department Administrator Access	
Special Handling	
Recipient Residency	
Attachments	

Approvals	20
Other instructions/Comments	21
Cash Advance - Payment Request form	21
Submission Detail	21
Payee Name and Business Purpose	22
Payment Type	22
Cash Advance Section	22
Address	23
Chart Strings	23
Department Administrator Access	24
Special Handling	24
Attachments	25
Approvals	26
Other instructions/Comments	27
PAYING STUDENTS - Travel/Business Expense	28
Submission Details	28
Payee Name and Business Purpose	28
Payment Type	29
Expense Reporting	29
Address	30
New Payee/Address	30
Chart Strings	31
Department Administrator Access	32
Special Handling	32
Attachments	32
Approvals	34
Other Instructions/Comments	34
Other Payment	35
Submission Detail	35
Payee Name and Business Purpose	35
Payment Type	36
Address	36
New Payee/Address	37
Chart Strings	37
Department Administrator Access	38
Special Handling	38
Recipient Residency	39
Attachments	40

Approvals	
Other Instructions/Comments	
Cash Advance - Payment Request	
Submission Detail	
Payee Name and Business Purpose	
Payment Type	
Cash Advance Section	
Address	
New Payee/Address	
Chart Strings	
Department Administrator Access	
Special Handling	
Attachments	
Approvals	
Other Instructions/Comments	
PAYING A STUDENT PRIZE & AWARD	
PAYING VENDOR INVOICES	
PAYING VENDORS - PO INVOICE	
Submission Detail	
Purchase Order Number	
Invoice Number and Invoice Date	
Payee Name and Business Purpose	
Payment Type	
Address	
New Payee/Address	
PO Line Items	
Chart Strings	
Department Administrator Access	
Special Handling	
Attachments	
Approvals	
Other Instructions/Comments	
Paying Vendors - Non-PO INVOICE	
Submission Information	
Invoice Number and Date	
Payee Name and Business Purpose	
Payment Type	
Address	

Chart Strings	57
Department Administrator Access	58
Special Handling	58
Attachments	59
Approvals	60
Other Instructions/Comments	61
Paying Other (External Payees, Institutions, or Vendors without an Invoice)	62
PAYING OTHER -TRAVEL/BUSINESS EXPENSE	62
Submission Information	62
Payee Name and Business Purpose	62
Payment Type	63
Travel/Business Expense Section	63
Address	64
New Payee/Address	65
Chart String	65
Department Administrator Access	66
Special Handling	66
Attachments	67
Approvals	68
Other Instructions/Comments	68
PAYING OTHER -OTHER	69
Submission Information	69
Payee Name and Business Purpose	69
Payment Type	70
Address	70
New Payee/Address	71
Chart Strings	71
Department Administrator Access	72
Special Handling	72
Recipient Residency	73
Attachments	73
Approvals	74
Other Instructions/Comments	75
MULTIPLE PAYMENTS	76
Submission Information	76
Payment Type – Do this first!!	76
Business Purpose	77

Chart Strings	77
Department Administrator Access	77
Special Handling	77
Attachments	78
Approvals	79
Other Instructions/Comments	79

# 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 What Type of Payment?						
Employees	Travel/Busi	ness Expense	Other Payment Cash Advance			
Travel/Business Expense Report Expense 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	What Type of Payment?					
Students	Travel/Busir	less 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 Paymer	nt?				
	Travel/Bus	iness 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 Purc	hase Order Number?				
	Yes	N	0			

Invoice with PO number 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
O 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

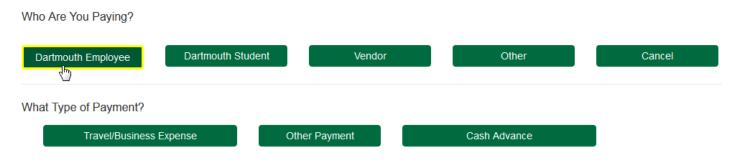
Single sign-on Web Authentication is required when accessing Finance Center eForms. You will be prompted to log-in using your Dartmouth NetID and password, if you have not been prompted to authenticate previously with another College system. You will remain logged in until you have closed all your browser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

Payment Request Guidance						
Who Are You Paying?						
Dartmouth Employee	Dartmouth Student	Vendor	Other	Cancel		

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 <u>non-payroll</u> 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.

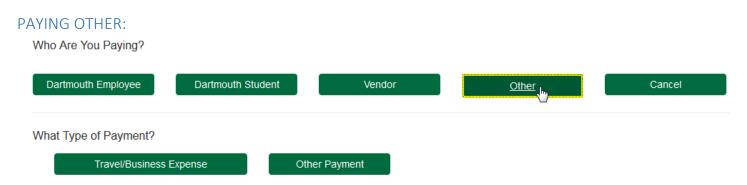
Student Prize & Award - when you click this button, it actually takes you to the Student Prize and Award form, which is the form that should be used for any student payments of this type. A Payment Request form is not the correct pay method, so it automatically corrects this, and seamlessly routes you 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.



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 <u>employees</u> 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.

	EXPENSE REPORT REQUEST			
Date Submitted	Submitter	Department		
10/05/2017	Troy, Jocelyn M	Admin/Prov Fin Ctr		

#### 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".

Payee Name*		Business Purpose*
Last, First	Make Me The Payee	
iExpense Approver*		
Last, First		

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.

Payee Name\*

Brooks, Sal	Make M	Me The Payee			Travel to NCURA 2017 conference
Brooks, Sarah F	D1348A9	Staff	Provosts Offic	e	
Brooks, Sarah Tyler	D67296Q	Alum	UG	92	

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.

Business Purpose\*

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):

I have expenses to report that are for (select all that apply): Non-Travel		
☑ Travel	Travel Destination	Meal Reimbursement
		Actual
	Start Date*	
	Cash Advance Number*	Cash Advance Amount*
J Accompanying Individuals	Accompanying Individuals*	
	If more than three people, list the group nar	ne and estimate number of participants

- 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.

Travel Destination*	Meal Reimbursement	Mileage
	Per Diem 🔽	
Start Date*	End Date*	

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

		If amount is ur	nknown then enter perc	centag	e per chart	string to total 100%
# Chart Type*	Chart String*		Amount	or* [	Dist %	
1Select			Amount		%	
Add Additional String		Totals	Amount		%	

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.

		If amount is u	nknown then enter per	centa	age per chart string to total 100%
# Chart Type*	Chart String*		Amount	or*	Dist %
1 GL String	GL String*	Nat. Class	Amount		%
Select GL String		Totals	Amount		%
PTAEO					

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.

Chart Strings				
# Chart Type*	Chart String*		Amount*	
1 GL String	20.700.368000.626000.0000	Nat. Class	100.00	Remove
	Invalid GL Account Number			
3 GL String	20.507.368000.343624.0000	Nat. Class	200.00	Remove
Add Additional String	College Only . Admin and Provost Finance Center . Subvention College . Finance Center Admin . Default	Total:	300.00	

#### Department Administrator Access

The next section is for when you are using chart strings that are outside of your normal accesses. You click to checkmark 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 Security GL Org Security GL Org String Org or Award

#### Attachments

Chart Strings

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).

Attachments

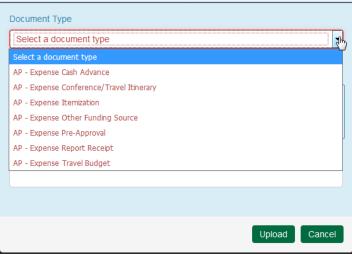
No Documents are attached to this form.

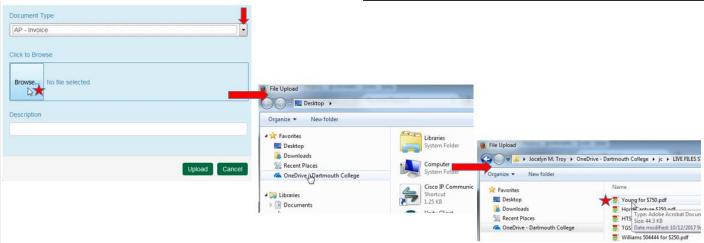
Click on the green Add Attachment button, and it will pull up a screen where you can select a Document Type - when you click the dropdown arrow it will display these options - select whichever description is closest and add the

Add Attachment

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:

Document Type		
AP - Expense Report Receipt		•
Click to Browse		
Browse Scy receipts.pdf		
Description		
Scy receipts.pdf		
	ļ	Upload Cancel
		Add Attachment
Uploaded By	Document Date	
D1163C5	10/06/2017	Delete

#### Comments

Document Type

AP - Expense Report Receipt

Attachments

View

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

Description

Scy receipts.pdf

#### 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

- <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!

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				
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*		Business Purpose*
Payee Site Code	Рауее Туре	

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.

Payee Name*		Business Purpos	e*
Brooks, Sa		Refund for cano	celled Hopkins Center performance tickets
Brooks, Sarah F	EMPLOYEE	HOME	d1348a9 Hanover
Brooks, Sawyer	INDIVIDUAL	EtnaNh	ETNA

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":

Payee Name*		Business Purpose*	
Brooks, Sarah F		Refund for cancelled Hopkins Center show tickets	
HOME	EMPLOYEE		

#### Payment Type

Next is the payment type, amount, and social security number. This 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.

Payment Type	Payment Amount	SSN/Tax ID Number(if required)
Other Payment	85.00	
Invoice		
PO Invoice		
Travel/Business Expense		
Other Payment		
Cash Advance		
Multiple Payment		

#### 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.

Address

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:

- Address			
Street Address Line 1		Street Address Line 2	Street Address Line 3
City	State Or Province	ZIP Or Postal Code	Country (if outside of the US)
Hanover	NH		US

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 must maintain</u>).* 

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 Payee/Address	New Address*	
Chy.	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

#### NEW VENDOR FORMS ARE NOT NEEDED FOR EMPLOYEES.

#### **Chart Strings**

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.

#### **Chart Strings**

#	Chart Type*	Chart String*		Amount*
1	GL String	GL String*	Nat. Class	Amount
	GL String		Total:	0.00
	ΡΤΑΕΟ			0.00
D	Work Order	pr Access		
D	Accounts Receivable	Additional Access III		

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.

•	Chart Strings					
Ch	nart Strings					
#	Chart Type*		Chart String*		Amount*	
1	GL String	•	20.700.368000.626000.0000	Nat. Class	100.00	Remove
		7	Invalid GL Account Number			
3	GL String	•	20.507.368000.343624.0000	Nat. Class	200.00	Remove
4		_,	College Only . Admin and Provost Finance Center . Subvention College . Finance Center Admin . Default			
	Add Additional Strin	ng		Total:	300.00	

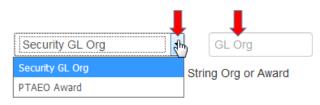
#### Department Administrator Access

The next section is for when you are using chart strings that are outside of your normal accesses. You click to checkmark 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

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.

Special Handling	Reason*
Pickup	Agreement needs to be signed first
Pickup	
International Wire Transfer	
Remittance	

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

Special Handling	Reason*		
International Wire Transfer	Payee out of country ×		
If Wire information is provided on an attached	invoice, this section is not required.		
Account Holder or Beneficiary Details:(Ad	ditional bank fee associated with the option)		
Beneficiary Name		Telephone (if available)	Email (if available)
Name as shown on beneficiary's account			
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 applic	able):		
Corresponding Bank Name	Bank Account Number	Bank Routing Number/Swift Code	Foreign currency

#### **Recipient Residency**

The next section deals with whether the person is a resident of the US or is a nonresident 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

**Recipient Residency** 

Is payee a non-resident alien?\*



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.

Recipient Residency			
Is payee a non-resident alien?*			
Non Resident	5		
Country of Tax Residence*	Gross up the check?		Country of Payment Activity, if outside US
		-	

- 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.

Attachments	Add Attachment	
No Documents are attached	to this form.	
Click on the green Add Attachment button, and it will pull up a	Document Type	
screen where you can select a Document Type - when you click	Select a document type	
the dropdown arrow it will display these options, some of	Select a document type	Ì
which may not be relevant to the payment you are processing,	AP - Invoice	Ì

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:

but its generic format across the forms. Please choose the appropriate type to match with the item you are attaching

Select a document type	
Select a document type	_
AP - Invoice	
AP - Itemization	
AP - Receipt	
AP - Statements	
AP - Tax Form - 8233	
AP - Tax Form - CWA	
AP - Tax Form - W-9	
AP - Tax Form - W-9S	
AP - Tax Form - W8-BEN	
AP - Tax Form - W8-BEN- E	
PROC - Contract	
PROC - Independent contractor form	
PROC - New vendor form	
PROC - Proof of Insurance	
PROC - Sole Source Justification	

Document Type AP - Invoice			
Click to Browse Browse No file selected.	File Upload		
Description Upload Cancel	Organize ▼ New folder	File Upload     File Upload     Socelyn M. Troy > OneDrive - Dartmouth College > jc > LIVE F     Organize - New folder	FILES S
	Cisco IP Communic Shortcut 1.25 KB	Favorites     Name     Sectop     Downloads     Recent Places     Cong Drive - Dartmouth College     Williams 504444 for \$250.pdf     Williams 504444 for \$250.pdf     Williams 504444 for \$250.pdf	2017 9:

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 eform 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:

Document	Туре			
AP - Rec	eipt			-
Docum	Document1.pdf			
Descriptior				
Documen	t1.pdf			
			Upload	Cancel
		I	Add Attac	chment
	Uploaded By	Document Date		
	Jocelyn M. Troy	10/06/2017		Delete

#### Approvals

View

Attachments

Document Type

AP - Invoice

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.

Description

Document1.pdf

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.

Approvals

No A	pprovers are currently	on this form.			
Wallace, L I	Add		his Approver	I Approve	
Wallace, Lisa A	D1257R6	Staff	Admin/Prov Fin Ctr	approve this expense and attest that the charges are allowable, allocable, necessary,	
				and reasonable.	

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.

Approvals

Sequence	Approver		Decision	Denial Reason Code	Approval Date
1 •	Wallace, Lisa A	λ.			Delete
2 💌	Zietz, Mary-Ella	1			Delete
		Approver Last, First		Add This Approver	l Approve
					I approve this expense and attest that the charges are allowable, allocable, necessary, and reasonable.

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.

Other Ins	Other Instructions/Comments						
I	Ι						
						.::	

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!

#### 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.

PAYMENT REQUEST					
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 the college should be providing the cash advance.

Payee Name*		Business Purpose*	
Payee Site Code	Рауее Туре		

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.

Payee Name*			Business Purpose*			
Wallace, Li	Ι		advance for foreign trave	el in Berlin 11/1 t	hrough 11/20. Cash ne	eded for this area.
Wallace, Lisa A		EMPLOYEE	HOME	d1257r6	Hanover	NH

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":

Payee Name*			Business Purpose*	
Wallace, Lisa A			advance for foreign travel in Berlin 11/1 through 11/20. Cash needed for this area	
HOME	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.

ayment Type
Other Payment
Invoice
PO Invoice
Travel/Business Expense
Other Payment
Cash Advance
Multiple Payment

#### 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

Payment Type	Payment Amount		
Cash Advance	500.00		
Start Date*	End Date*	Anticipated Settlement Date*	Cash?(May not exceed \$500)
11/01/2017	11/20/2017	10/30/2017	Cash
			Cash
			Check/Direct Deposit

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:

The Address Line 1		Street Address Line 2	Street Address Line 3
City	State Or Province	ZIP Or Postal Code	Country (if outside of the US)
Hanover	NH		US

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 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	
	NEW VENDOR FORMS ARE	NOT NEEDED FOR EMPLOYEES.	

#### Chart Strings

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

Cł	nart Strings			
#	Chart Type*	Chart String*		Amount*
1	GL String	GL String*	Nat. Class	Amount
	GL String PTAEO		Total:	0.00
		or Access		

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.

-	Chart Strings					
Ch	art Strings					
#	Chart Type*		Chart String*		Amount*	
1	GL String	•	20.700.368000.626000.0000	Nat. Class	100.00	Remove
		7	Invalid GL Account Number			
3	GL String	•	20.507.368000.343624.0000	Nat. Class	200.00	Remove
*	Add Additional Strir	na	College Only . Admin and Provost Finance Center . Subvention College . Finance Center Admin . Default	Total:	300.00	

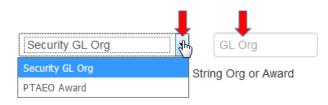
#### Department Administrator Access

The next section is for when you are using chart strings that are outside of your normal accesses. You click to checkmark 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

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.

Special Handling	Reason
Pickup	
International Wire Transfer	
Remittance	

#### FYI - when you click wire transfer, more fields will open

Special Handling	Reason*		
International Wire Transfer	Payee out of country ×		
If Wire information is provided on an attach	ed invoice, this section is not required.		
Account Holder or Beneficiary Details:(A	Additional bank fee associated with the option)		
Beneficiary Name		Telephone (if available)	Email (if available)
Name as shown on beneficiary's account			
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 app	licable):		
Corresponding Bank Name	Bank Account Number	Bank Routing Number/Swift Code	Foreign currency

THOUGH MOST LIKELY EMPLOYEE PAYMENTS WOULD NOT BE WIRED!

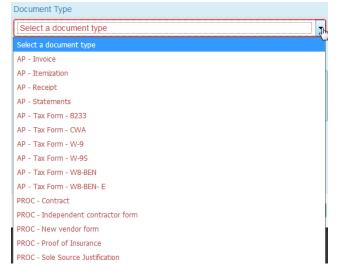
#### Attachments

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.

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 <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.

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:



Document Type		
AP - Invoice	File Upload	
Upload Cancel	Conganize     Favorites     Desktop     Downloads     Recent Places     OneDrive (LPartmouth College     System Folder     System Fol	
		ConeDrive - Dartmouth College 7 TGS Date modified: 10/12/2017

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 eform 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:

Document Type		
AP - Receipt		-
Click to Browse		
Document1.pdf		
Description		
Document1.pdf		
	(	Upload Cancel
		Add Attachment
Uploaded By	Document Date	
Jocelyn M. Troy	10/06/2017	Delete

#### Approvals

View

Attachments

Document Type

AP - Invoice

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.

Description

Document1.pdf

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.

Approvals

No Approvers are currently on this form.				
Wallace, L I		Add 1	his Approver	I Approve
Wallace, Lisa A	D1257R6	Staff	Admin/Prov Fin Ctr	approve this expense and attest that the charges are allowable, allocable, necessary,
				and reasonable.

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.

Approvals					
Sequence	Approver		Decision	Denial Reason Code	Approval Date
1 🔹	Wallace, Lisa A	Ą			Delete
2 •	Zietz, Mary-Ella	a			Delete
		Approver Last, First		Add This Approver	I Approve
					I approve this expense and attest that the charges are allowable, allocable, necessary, and reasonable.

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.

C	Other Instructions/Comments				
ſ		I			
l		<i>،</i>	#		

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

Save Without Submitting	Submit	Close Without Saving

- <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 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.

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

#### 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".

Payee Name*		Business Purpose*
		Lunch for Grad Student Council meeting
Payee Site Code	Рауее Туре	

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.

Payee Name*		Business Purpose*			
Smith, Jam	×				
Smith, James D	INDIVIDUAL	PORTLANDOR		Portland	OR
Smith, James E	INDIVIDUAL	CapellHill		Chapel Hill	NC
Smith, Jamila D.	STUDENT	HINMAN	d93839b	Hanover	NH
Smith, Jamila D.	STUDENT	HOME	d93839b	Memphis	TN

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.

Payee Name*		Business Purpose*	
Smith, Jamila D.		Lunch for Grad Student Council meeting	
HOME	STUDENT		

#### 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).

Payment Type	Payment Amount
Travel/Business Expense	zh,
Invoice	ct all that apply):
PO Invoice	
Travel/Business Expense	
Other Payment	
Cash Advance	
Multiple Payment	

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.

Normally the dropdown looks like this:

Payment Type		Payment Amount	
Travel/Business Expense	•		400.00

#### **Expense Reporting**

more fields- you will

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 change	I have expenses to report that are for (select all that apply):	
(you can un-click and the changes will revert back):	✓ Travel Consult the Business Policy to obtain current source for per Diem rates.	Travel Destination* Meal Reimbursement Mileage
<ul> <li>Click Non-Travel if you had supplies, memberships etc.</li> </ul>	☑ Cash Advance	Start Date* Cash Advance Number* Cash Advance Amount*
<ul> <li>Click travel for any business trip expenses and it will open three</li> </ul>	☑ Accompanying Individuals	Accompanying Individuals* If more than three people, list the group name and estimate number of participants

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

Travel Destination*	Meal Reimbursement	Mileage	
	Per Diem 🔽		
Start Date*	End Date*		

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.

Address

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:

Street Address Line 1		Street Address Line 2	Street Address Line 3	
City	State Or Province	ZIP Or Postal Code	Country (if outside of the US)	
Memphis	TN			

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.

New Payee/Address

S.

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

#### **Chart Strings**

# 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.

#### Chart Strings

#	Chart Type*	Chart String*		Amount*
1	GL String	GL String*	Nat. Class	Amount
	GL String		Total:	0.00
	PTAEO			0.00
D	Work Order	pr Access		
D	Accounts Receivable	Additional Access		

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.

#### Chart Strings

Chart Strings				
# Chart Type*	Chart String*		Amount*	
1 GL String	20.700.368000.626000.0000	Nat. Class	100.00	Remove
7	Invalid GL Account Number			
<sup>3</sup> GL String	20.507.368000.343624.0000	Nat. Class	200.00	Remove
-	ollege Only . Admin and Provost Finance Center . Subvention College . Finance Center Admin . Default			
Add Additional String		Total:	300.00	

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 Amount\*

Nat. Class

Total

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.

1.00

1.00

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

#### Department Administrator Access

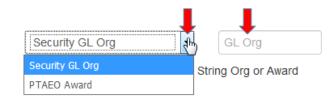
The next section is for when you are using chart strings that are outside of your normal accesses. You click to checkmark the box, select the string type in the dropdown and simply type in your own Org number. This simply allows you to view the form at another date if needed, even though it's not your 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



Reason

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h

#### Special Handling

The next section is for if there is any special handling needed. Again, this is generic across the Payment Request forms

Special Handling

International Wire Transfer

Pickup

Remittance

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

Special Handling	Reason*		
International Wire Transfer	Payee out of country ×		
If Wire information is provided on an attached	nvoice, this section is not required.		
Account Holder or Beneficiary Details:(Add	itional bank fee associated with the option)		
Beneficiary Name		Telephone (if available)	Email (if available)
Name as shown on beneficiary's account			
Beneficiary Address	Beneficiary City	Beneficiary State/Province	Beneficiary Postal Code
Beneficiary Country			
Bank Details:			
Bank Name		Bank Address	
		Dank Daution Number/Quift Oada	
Account Number/IBAN Number		Bank Routing Number/Swift Code	
Additional Routing Requirements(if applica	ble):		
Corresponding Bank Name	Bank Account Number	Bank Routing Number/Swift Code	Foreign currency

#### 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).

Attachments

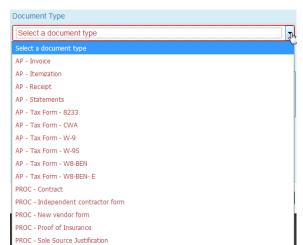
No Documents are attached to this form.

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 - 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 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:



Add Attachment

Document Type	1			
AP - Invoice	Ē			
Click to Browse				
Browse., No file selected.	File Upload			
Description	Desktop >			
	Organize  New folder	875		
	E Desktop	Libraries System Folder	🥑 File Upload	
	Upload Cancel	Computer		ive - Dartmouth College 🔸 jc 🔸 LIVE FILE
	ConeDrive JuDartmouth Co	System Folder	Organize  New folder	Name
	Libraries	Shortcut 1.25 KB	Favorites	Young for \$750.pdf
	v in Documents	- Onter Maria	Downloads	Type: Adobe Acrobat Doc HTS Size: 44.3 KB
			ConeDrive - Dartmouth College	TGS Date modified: 10/12/2017

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.

Browse Docume	Document1.pdf	f		
Description				

#### Attachments

Document Type
View AP - Invoice

Description Document1.pdf

Uploaded By Jocelyn M. Troy Document Date 10/06/2017

Delete

Add Attachment

#### 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.

Approvals

No A	pprovers are currently o	n this form.		
Wallace, L I		Add This Approver		l Approve
Wallace, Lisa A	D1257R6	Staff	Admin/Prov Fin Ctr	approve this expense and attest that the charges are allowable, allocable, necessary,
				and reasonable.

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.

#### Approvals

Sequence	Approver	Decision	Denial Reason Code	Approval Date
1 🔹	Wallace, Lisa A			Delete
2 💌	Zietz, Mary-Ella			Delete
	Approver Last, I	First	Add This Approver	I Approve
				I approve this expense and attest that the charges are allowable, allocable, necessary, and reasonable.

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.

Other Instructions/Comments				
		::		

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:

Close Without Saving

- <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!

#### **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.

	PAYMEN	IT 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*		Business Purpose*	
		Half of Stipend for Lombard Fellowship	
Payee Site Code	Рауее Туре		

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.

Payee Name*		Business Purpose*		
Brown, Davi I		Half of Stipend for Lombard Fellowship		
Brown, David K	Contractor	675 HUDSON ST	New York	NY
Brown, David K	Contractor	YORKTOWNHGHTS	Yorktown Hghts	NY
Brown, David R	STUDENT	HINMAN	HANOVER	NH
Brown, David R	STUDENT	HOME	Los gatos	CA
Zureick-Brown, David	INDIVIDUAL	LebanonNH	ATLANTA	GA

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.

Payee Name*		Business Purpose*		
Brown, David R			Half of Stipend for Lombard Fellowship	
HINMAN	STUDENT			

#### 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:

Payment Type	Payment Amount	SSN/Tax ID Number(if required)
Other Payment		
Invoice		
PO Invoice		
Travel/Business Expense		
Other Payment		
Cash Advance		
Multiple Payment		

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:

Address Street Address Line 1		Street Address Line 2	Street Address Line 3
City	State Or Province	ZIP Or Postal Code	Country (if outside of the US)
Memphis	TN		

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. 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

#### **Chart Strings**

J.

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.

C	nart Strings			
#	Chart Type*	Chart String*		Amount*
1	GL String	GL String*	Nat. Class	Amount
	GL String		Total:	0.00
	PTAEO			0.00
De	Work Order	or Access		
De	Accounts Receivable	Additional Access		

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.

#### Chart Strings

#### **Chart Strings**

#	Chart Type*	Chart String*		Amount*	
1	GL String	20.700.368000.626000.0000	Nat. Class	100.00	Remove
		Tinvalid GL Account Number			
3	GL String	20.507.368000.343624.0000	Nat. Class	200.00	Remove
4		college Only . Admin and Provost Finance Center . Subvention College . Finance Center Admin . Default			
$\sim$	Add Additional String		Total:	300.00	

#### Department Administrator Access

The next section is for when you are using chart strings that are outside of your normal accesses. You click to checkmark 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 🗑	Security GL Org	GL Org
Check box if chart strings above are outside your Department	Security GL Org	String Org or Award
or if this request does not use any chart strings	PTAEO Award	

#### 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.

Special Handling	Reason	
	·	
Pickup		
International Wire Transfer		
Remittance		

#### **F**\/I f: al d

Special Handling	re tran	Reason*	open		
International Wire Transfer	~	Payee out of country	×		
If Wire information is provided on a	n attached	invoice, this section is not require	d.		
Account Holder or Beneficiary D	etails:(Add	litional bank fee associated with	n the option)		
Beneficiary Name				Telephone (if available)	Email (if available)
Name as shown on beneficiary's a	account				
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 Requirement	s(if applica	ble):			
Corresponding Bank Name		Bank Account Number		Bank Routing Number/Swift Code	Foreign currency

#### 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 Recipient Residency specially. The dropdown gives you the two options:

ls payee a non-resident alien?*
Resident
Resident
Non Resident

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:

Recipient Residency			
Is payee a non-resident alien?*			
Non Resident			
Country of Tax Residence*	Gross up the check?		Country of Payment Activity, if outside US
		•	

- 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.

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 <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:

-

Document Type	
Select a document type	<b>1</b>
Select a document type	
AP - Invoice	
AP - Itemization	h
AP - Receipt	
AP - Statements	
AP - Tax Form - 8233	J
AP - Tax Form - CWA	
AP - Tax Form - W-9	
AP - Tax Form - W-9S	
AP - Tax Form - W8-BEN	
AP - Tax Form - W8-BEN- E	
PROC - Contract	
PROC - Independent contractor form	
PROC - New vendor form	
PROC - Proof of Insurance	
PROC - Sole Source Justification	

Document Type				
AP - Invoice				
Click to Browse				
Browse., No file selected.				
	File Upload			
Description	Organize - New folder			
	A 😭 Favorites	Libraries System Folder	🕘 File Upload	
	Downloads	Computer		ve - Dartmouth College 🕨 jc 🕨 LIVE FILES S
Upload Cancel	ConeDrive (h.Dartmouth College	System Folder	Organize • New folder	
	✓ Calibraries ► Documents	Cisco IP Communic Shortcut 1.25 KB	Favorites	Name
	k K K K K K K K K K K K K K K K K K K K	<ul> <li>U.S. Allow</li> </ul>	Downloads	Type: Adobe Acrobat Docum
			ConeDrive - Dartmouth College	TGS         Date modified: 10/12/2017 9:           TGS         Williams 504444 for \$250.pdf

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 eform 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:

Document Type	
AP - Receipt	-
Click to Browse	
Browse Document1.pdf Document1.pdf	
Document1.pdf	
	Upload Cancel
	Add Attachment

Document Type     Description     Uploaded By     Document Date       View     AP - Invoice     Document1.pdf     Jocelyn M. Troy     10/06/2017     Delete	Attachments			Add Attachment
	View			Delete

#### 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.

Approvals

					-
No Approvers	are	currently	on	this	torm.

Wallace, L I		Add T	his Approver	I Approve
Wallace, Lisa A	D1257R6	Staff	Admin/Prov Fin Ctr	approve this expense and attest that the charges are allowable, allocable, necessary,
				and reasonable.

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.

#### Approvals

Sequence	Approver	Decision	Denial Reason Code	Approval Date
1 🔹	Wallace, Lisa A			Delete
2 🔹	Zietz, Mary-Ella			Delete
	Approver Last,	First	Add This Approver	I Approve
				I approve this expense and attest that the charges are allowable, allocable, necessary, and reasonable.

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".

Other Instructions/Comments							

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

Save Without Submitting	Submit		Close Without Saving
-------------------------	--------	--	----------------------

- <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!

### 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.

PAYMENT REQUEST					
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 the college should be providing the cash advance.

Payee Name*		Business Purpose*
Payee Site Code	Рауее Туре	

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.

Payee Name*		Business Purpose*		
brown, al I		Funds for student grou	p per diems for Oct 17th trip to Boston	
Brown, Abigail E.	STUDENT	HINMAN	Hanover	1
Brown, Abigail E.	STUDENT	HOME	Denver	C
Brown, Adria R	STUDENT	HINMAN	Hanover	1

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.

Payee Name*		Business Purpose*	
Brown, Abigail E.		Funds for student group per diems for Oct 17th trip to Boston	
HINMAN	STUDENT		

#### 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).

Payment Type	
Other Payment	
Invoice	
PO Invoice	
Travel/Business Expense	
Other Payment	
Cash Advance	
Multiple Payment	

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.

Payment Type Cash Advance	Payment Amount 500.00		
Start Date*	End Date*	Anticipated Settlement Date*	Cash?(May not exceed \$500)
11/01/2017	11/20/2017	10/30/2017	Cash
			Cash
			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.

Address

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 Address Line 1		Street Address Line 2	Street Address Line 3
City Memphis	State Or Province	ZIP Or Postal Code	Country (if outside of the US)

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.

New Payee/Address	New Address*	
et al	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

#### Chart Strings

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.

## Chart Strings Chart Strings

-				
#	Chart Type*	Chart String*		Amount*
1	GL String	20.402.909000.910000.0000	1465	
		College Only . Guarini Institute . Balance Sheet Funding . Institutional Balance Sheet Activty . Default	PPD CASH ADV Miscellaneous	
	Add Additional String		Total:	0.00

#### Department Administrator Access

The next section is for when you are using chart strings that are outside of your normal accesses. You click to checkmark 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



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

Security GL Org	GL Org
Security GL Org	String Org or Award
PTAEO Award	

#### 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	Reason
Pickup	
International Wire Transfer	
Remittance	

Special Handling		Reason*			
International Wire Transfer	~	Payee out of country	×		
If Wire information is provided on an a	attached	invoice, this section is not require	d.		
Account Holder or Beneficiary Deta	ails:(Add	itional bank fee associated wit	h the option)		
Beneficiary Name				Telephone (if available)	Email (if available)
Name as shown on beneficiary's acc	ount				
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	
				Bank Routing Number/Swiit Code	
Additional Routing Requirements(if	f applica				
Corresponding Bank Name		Bank Account Number		Bank Routing Number/Swift Code	Foreign currency
			Λ	MOST LIKELY STUDENT PAYI	MENTS 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



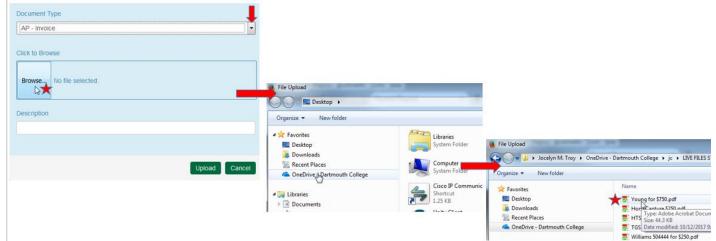
No Documents are attached to this form.

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:

#### Document Type

#### Select a document type 34 AP - Invoice AP - Itemization AP - Receipt AP - Statements AP - Tax Form - 8233 AP - Tax Form - CWA AP - Tax Form - W-9 AP - Tax Form - W-9S AP - Tax Form - W8-BEN AP - Tax Form - W8-BEN- E PROC - Contract PROC - Independent contractor form PROC - New vendor form PROC - Proof of Insurance PROC - Sole Source Justification



Once you do that you will see this screen, and it shows you which file you attached. Cli onto your form. Note, this o large.

Once the upload is complete view. You could open your could add another attachme attachment if you realize yo decide the attachment isn't

ck upload and that will bring it	AP - Receipt		-
can take a moment if a file is	Click to Browse		
e, you will be back at your e-form	Browse Document1.pdf Document1.pdf		
attachment here to review it, you			
ent, or you could delete the	Document1.pdf		
u uploaded the wrong file, or you			
needed after all:			Upload Cancel
			Add Attachment
Description	Uploaded By	Document Date	
Document1.pdf	Jocelyn M. Troy	10/06/2017	Delete

Document Type

#### Approvals

View

Attachments

Document Type AP - Invoice

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.

Approvals

No A	pprovers are currently o	on this form.		
Wallace, L		Add T	his Approver	I Approve
Wallace, Lisa A	D1257R6	Staff	Admin/Prov Fin Ctr	approve this expense and attest that the charges are allowable, allocable, necessary,
				and reasonable.

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".

Other Instructions/Comments							

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 opt	ion	allows for you to start the form and s	ave	e the form to complete and submit

- <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 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.

#### Who Are You Paying?



#### **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.

PAYMENT REQUEST							
Date Submitted	Submitte Troy, Jo	-	Depar Adm	tment in/Prov Fin Ctr	•	Finance Center Admin/Prov Fin Ctr	-
Purchase Order Number The next section asks for the	PO#:	Purchase Order Number*					

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.

Purchase Order Number\*

1183891	Х					
1183891	Technolutions Inc	NewHavenCT	234 Church St 15th FI	Beg.Bal.: \$318,611.00	Invoiced: \$268,611.00	Rem.Bal.: \$50,000.00

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.

Invoice Number(no special characters)	Invoice Date
12345	10/01/2017

#### 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. Payee Name\* Business Purpose

Technolutions Inc	)	monthly svc invoice- Sept 2017	
NewHavenCT	COMMERCIAL		

#### 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.

Payment Type	Payment	Payment Amount*		
PO Invoice	•	3,000.00		

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.

Street Address Line 1			Street Address Line 3	
234 Church St 15th Fl				
City	City State Or Province		Country (if outside of the US)	
New Haven	СТ	06510	US	

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.

(The second seco

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 for	0.00	0.00
з ★	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 for	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 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.

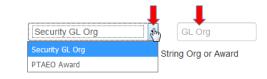
#### Department Administrator Access

The next section is for when you are using chart strings that are outside of your normal accesses. You click to checkmark 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.

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	Special Handling	Reason*			
complete the	International Wire Transfer	Payee out of country ×			
Wire	If Wire information is provided on an a	attached invoice, this section is not required.			
nformation	Account Holder or Beneficiary Deta	ails:(Additional bank fee associated with the option)			
detail on the	Beneficiary Name	Beneficiary Name		Email (if available)	
eForm.	Name as shown on beneficiary's acc	count			
er onn.	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		
			3		
	Additional Routing Requirements(if	f applicable):			
	Corresponding Bank Name	Bank Account Number	Bank Routing Number/Swift Code	Foreign currency	
	• •		-		

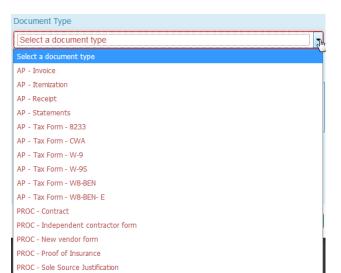
#### Attachments

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

#### Attachments

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. 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:



Document Type				
AP - Invoice				
Click to Browse Browse, No file selected.	File Upload	-		
Upload Cancel	<ul> <li>✓ ★ Favorites</li> <li>■ Desktop</li> <li>Bownloads</li> <li>Secent Places</li> <li>ConcDrive, B,Dartmouth College</li> </ul>	Libraries System Folder	File Upload  File Upload  Granize  New folder	rive - Dartmouth College 🔸 jc 🔸 LIVE FILES S
	Libraries     Documents	Cisco IP Communic Shortcut 1.25 KB	Favorites     Desktop     Downloads     Recent Places     OneDrive - Dartmouth College	Name  Voung for \$750.pdf  Horst antwo \$250.pdf  Horst antwo \$250.pdf  HTS Size 443.VB  TSS Date modified: 10/12/20179  Williams \$24444 for \$250.pdf

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 eform 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:

Description

Document1.pdf

Attachments

View

Document Type

AP - Invoice

Document <sup>-</sup>	Туре			
AP - Rece	eipt			•
Click to Bro	wse			
1	Document1.pdf			
Document				
Document				
			Upload	Cancel
			Add Atta	chment
	Uploaded By	Document Date		
	Jocelyn M. Troy	10/06/2017		Delete

Add Attachment

#### 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.

Approvals

No A	pprovers are currently on	this form.		
Wallace, L		Add T	his Approver	l Approve
Wallace, Lisa A	D1257R6	Staff	Admin/Prov Fin Ctr	approve this expense and attest that the charges are allowable, allocable, necessary,
				and reasonable.

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.

Approvals					
Sequence	Approver	Decisi	on Deni	ial Reason Code	Approval Date
1 •	Wallace, Lisa A				Delete
2 •	Zietz, Mary-Ella				Delete
		Approver Last, First	Add This	s Approver	I Approve
					 ense and attest that the able, allocable, necessary,

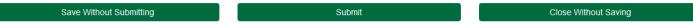
Now you see your approvers, and if you select multiple you also see the "sequence", meaning who gets the form first. It goes out to approver 1, and once they have approved it, then it goes to approver 2.

#### Other Instructions/Comments

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

Other Instructions/Comments

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 Vendors - Non-PO INVOICE

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

Do you know the Purchase Order Number?

#### Submission Information

As soon as you click on the form, it will

Ves

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				
Date Submitted	Submitter	Department	Finance Center	
10/11/2017	Troy, Jocelyn M	Admin/Prov Fin Ctr	Admin/Prov Fin Ctr	

### 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	Invoice Number(no special characters)		
an invoice would be entered into our AP system	123456		
simply as F513N2300003.			

e Number(no special characters)	Invoice Date
156	10/04/2017

No

#### 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.

Payee Name*		Business Purpose	
Payee Site Code	Рауее Туре		

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:

Payee Name*	Ũ	Business Purpose	2		
Puritan Pr	>	<			
Puritan Press, Inc.	COMMERCIAL	SUA	sua		NH
Puritan Press, Inc.	COMMERCIAL	Puritan	95 Runnells Bridge Rd	Hollis	NH

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.

Payee Name*		Business Purpose		
Puritan Press, Inc.			special print for recruiting outreach publications	
SUA	COMMERCIAL			

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.

I	Payee Name*
	Puritan Press, Inc.

P

#### 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:

uritan	COMME	RCIAL	121560	
forms	Payment Type		Payment Amount	
ric	Invoice	K		600.00
tton, it	Invoice	V		
for	PO Invoice Travel/Business Expense Other Payment Cash Advance			
	Multiple Payment			
Payment Type		Paymer	nt Amount	
Invoice		•		600.00

#### 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 Address Line 1		Street Address Line 2	Street Address Line 3	
95 Runnells Bridge Rd				
City	State Or Province	ZIP Or Postal Code	Country (if outside of the US)	
Hillis	NH	03049-6535	US	

×

The view shows <u>all</u> 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

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 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

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**

## Chart Strings

**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.

#	Chart Type*	Chart String*		Amount*
1	GL String	GL String*	Nat. Class	Amount
	GL String		Total:	0.00
	ΡΤΑΕΟ			0.00
De	Work Order	pr Access		
De	Accounts Receivable			

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.

-	Chart Strings					
Ch	art Strings					
#	Chart Type*		Chart String*		Amount*	
1	GL String	•	20.700.368000.626000.0000	Nat. Class	100.00	Remove
		7	Invalid GL Account Number			
3 (	GL String	•	20.507.368000.343624.0000	Nat. Class	200.00	Remove
4	-	7	college Only . Admin and Provost Finance Center . Subvention College . Finance Center Admin . Default			
	Add Additional Strin	g		Total:	300.00	

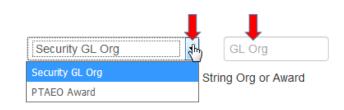
#### Department Administrator Access

The next section is for when you are using chart strings that are outside of your normal accesses. You click to checkmark 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.

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	Reason
	10
Pickup	
International Wire Transfer	
Remittance	

Special Handling	Reason*		
International Wire Transfer	Payee out of country	×	
If Wire information is provided on an attache	ed invoice, this section is not required.		
Account Holder or Beneficiary Details:(A	dditional bank fee associated with the opt	ion)	
Beneficiary Name		Telephone (if available)	Email (if available)
Name as shown on beneficiary's account			
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 appli	icable):		
Corresponding Bank Name	Bank Account Number	Bank Routing Number/Swift Code	Foreign currency

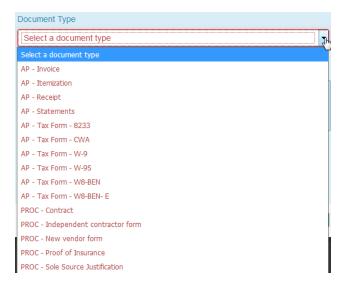
#### Attachments

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

#### Attachments

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. 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:



Add Attachment

Document Type		
Click to Browse.	File Upload	
Description Upload Cancel	Organize     New folder       Image: Specific Stress System Folder     Image: Specific Stress System Folder       Image: Specific Stress System Folder     Image: Specific Stress System Folder       Image: Specific Stress System Folder     Image: Specific Stress System Folder	File Upload  File Upload  Sourcelym M. Troy > OneDrive - Dartmouth College > jc > LIVE FILES  Organize  New folder
	Cisco IP Communi Shortcut 1.25 K8	Favorites     Pownloads     Desktop     Downloads     Recent Places     OneDrive - Dartmouth College     Toy Date modified: 10/12/2017     Williams S0444 for 5250.pdf

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:

	Document Type		
	AP - Receipt		-
า	Click to Browse		
	Document1.pdf		
			Upload Cancel
			Add Attachment
	Uploaded By	Document Date	
	Jocelyn M. Troy	10/06/2017	Delete

#### Approvals

View

Attachments

Document Type

AP - Invoice

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.

Description

Document1.pdf

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.

Approvals

No A	pprovers are currently o	n this form.			
Wallace, L I		Add This Approver		l Approve	
Wallace, Lisa A	D1257R6	Staff	Admin/Prov Fin Ctr	approve this expense and attest that the charges are allowable, allocable, necessary,	
				and reasonable.	

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.

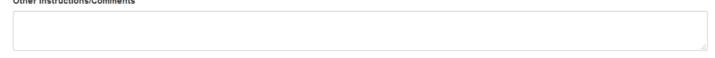
Approvals

Sequence	Approver	Decision	Denial Reason Code	Approval Date
1 🔹	Wallace, Lisa A			Delete
2 •	Zietz, Mary-Ella			Delete
	Approver Last	, First	Add This Approver	I Approve
				I approve this expense and attest that the charges are allowable, allocable, necessary, and reasonable.

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. Other Instructions/Comments



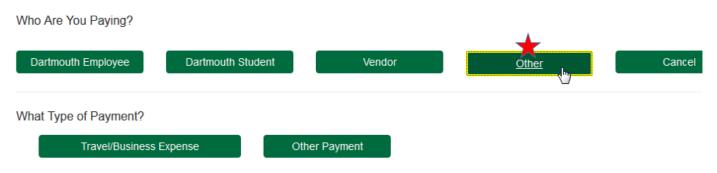
Finally, there are the three e-form actions button at the bottom for the form:

Save Without Submitting	Submit	Close Without Saving

- <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 <u>not</u> 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.

<u>Travel/Business Expense</u> - 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.

<u>Other Payment</u>- 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

<u>Travel/Business Expense</u> - 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.

	PAYME	NT REQUEST	Request 4720
Date Submitted	Submitter	Department	Finance Center
10/11/2017	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\*

Business	Purpose*
----------	----------

		reimb for Keynote Speaker travel - MLK Celebration
Payee Site Code	Рауее Туре	

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.

Payee Name*		Business Purpose*			
brown, cal		Honorarium given as thanks	Honorarium given as thanks for Lecture/ Q&A session during Martin Luther		
Brown, Calvin	INDIVIDUAL	BOSTON	Boston	MA	
Brown, Calvin	INDIVIDUAL	PleasantonCA	PLEASANTON	CA	
Brown, Carol Y	STUDENT	HINMAN	Hanover	NH	
Brown, Carol Y	STUDENT	HOME	Pittsburgh	PA	
Brown, Carrie	INDIVIDUAL	AtkinsonNH	Atkinson	NH	

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.

Payee Name*		Business Purpose*	
Brown, Carrie		Honorarium given as thanks for Lecture/ Q&A session during Martin Luther King celebration	
AtkinsonNH	INDIVIDUAL		

#### Payment Type

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

475 00

1

### 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. Payment Type Payment Amount

• Travel/Business Expense

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.

I have expenses to report that are for (select all that apply):

Travel Consult the Business Policy to obtain current source for per Diem rates.	Travel Destination* Meal Reimbursement Mileage
	Start Date*
Cash Advance	
Accompanying Individuals	Accompanying Individuals*
	If more than three people, list the group name and estimate number of participants

- 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.

Travel Destination*	Meal Reimbursement	Mileage
	Per Diem	
Start Date*	End Date*	

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, <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:

<ul> <li>Address</li> </ul>			
Street Address Line 1		Street Address Line 2	Street Address Line 3
5 Walker RD			
City	State Or Province	ZIP Or Postal Code	Country (if outside of the US)
Atkinson	NH	03811	US

The view shows <u>all</u> 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	New Address*	
T	Employees must designate payment address changes through Employee Self-Service at http://employee.dartmouth.edu	Have you obtained th • W9 or • 8233, W8-BEN, • New Vendor For

Have you obtained the New Vendor Forms:

8233, W8-BEN, or W8-BEN-E (if foreign)
New Vendor Form

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 Strings 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.

#### Chart Strings

#	Chart Type*	Chart String*		Amount*
1	GL String	GL String*	Nat. Class	Amount
	GL String		Total:	0.00
	PTAEO			0.00
De	Work Order	pr Access		
De	Accounts Receivable	Additional Access		

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.

•	Chart Strings				
C	hart Strings				
#	Chart Type*	Chart String*		Amount*	
1	GL String	20.700.368000.626000.0000	Nat. Class	100.00	Remove
		Tinvalid GL Account Number			
3	GL String	20.507.368000.343624,0000	Nat. Class	200.00	Remove
_	_	College Only . Admin and Provost Finance Center . Subvention College . Finance Center Admin . Default			
	Add Additional String		Total:	300.00	

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:	Nat. Class	

- 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.

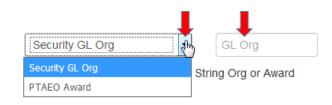
#### Department Administrator Access

The next section is for when you are using chart strings that are outside of your normal accesses. You click to checkmark 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



Total:

#### 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		Reason
	G	
Pickup International Wire Transfer		
Remittance		

1.00

1.00

	Bank Address	
	Bank Routing Number/Swift Code	
pplicable): Bank Account Number	Bank Routing Number/Swift Code	Foreign currency
e you would add attachments. It c ntation would be helpful. Don't for ertainment or gifts. Those require	rget, receipts under \$75 ar	e not needed UNLESS it is
		Add Attachme
ttachment button, and it will pull u ocument Type - when you click th	· · · · · · · · · · · · · · · · · · ·	3
a ontions - salact whichever descri	ntion is	

AP - Tax Form - W-9

AP - Tax Form - W-9S

PROC - Contract

AP - Tax Form - W8-BEN AP - Tax Form - W8-BEN- E

PROC - Proof of Insurance

PROC - Sole Source Justification

PROC - Independent contractor form PROC - New vendor form

Telephone (if available)

Beneficiary State/Province

Email (if available)

Beneficiary Postal Code

Special Handling

Beneficiary Name

Beneficiary Address

Beneficiary Country

International Wire Transfer

Name as shown on beneficiary's account

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 expense where documen relocation, lodging, ente

Attachments

Click on the green Add A where you can select a D 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.

Reason\*

 $\sim$ 

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)

Payee out of country

Beneficiary City

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:

Document Type					
AP - Invoice					
Click to Browse Browse Description Upload Cancel	File Upload Organize  New folder Favorites Desktop Downloads Recent Places Conditionent Desker	Libraries System Folder System Folder	<ul> <li>File Upload</li> <li>File Upload</li> <li>Organice ▼ New folder</li> <li>Avorites</li> </ul>	ive - Dartmouth College → jc → LIVE FILES S Name	<b>•</b>
	4 📴 Libraries	Shortcut 1.25 KB	Desktop	🛨 🛃 Young for \$750.pdf	
	Documents	- Uniter Officer	Downloads	Type: Adobe Acrobat Docum	
			ConeDrive - Dartmouth College	TGS Date modified: 10/12/2017 9:	
			-	🛃 Williams 504444 for \$250.pdf	
1				Upload	Cancel

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	•				Add Attachment
	Document Type	Description	Uploaded By	Document Date	
	Document Type		oploaded by	Document Date	
View	AP - Invoice	Young for \$750.pdf	Jocelyn M. Troy	10/12/2017	Delete

#### Approvals

Attachmonte

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.

Approvals

No A	pprovers are currently on	this form.		
Wallace, L		Add T	his Approver	I Approve
Wallace, Lisa A	D1257R6	Staff	Admin/Prov Fin Ctr	approve this expense and attest that the charges are allowable, allocable, necessary,
				and reasonable.

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.

Approvais					
Sequence	Approver		Decision	Denial Reason Code	Approval Date
1 🔹	Wallace, Lisa A				Delete
2 🔹	Zietz, Mary-Ella				Delete
		Approver Last, First		Add This Approver	l Approve
					 pense and attest that the wable, allocable, necessary,

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.

Other Instructions/Comments

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 -OTHER

<u>Other Payment</u>- 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.

	PAYME	NTREQUEST	Request 4720
Date Submitted	Submitter	Department	Finance Center
10/11/2017	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*		Business Purpose*		
			Honorarium given as thanks for Lecture/ Q&A session during Martin Luther King celebration	
Payee Site Code	Рауее Туре			

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:

Payee Name* brown, ca		Business Purpose*	Business Purpose*			
		Honorarium given as thanks	Honorarium given as thanks for Lecture/ Q&A session during Martin Luther King			
Brown, Calvin	INDIVIDUAL	BOSTON	Boston	MA		
Brown, Calvin	INDIVIDUAL	PleasantonCA	PLEASANTON	CA		
Brown, Carol Y	STUDENT	HINMAN	Hanover	NH		
Brown, Carol Y	STUDENT	HOME	Pittsburgh	PA		
Brown, Carrie	INDIVIDUAL	AtkinsonNH	Atkinson	NH		

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.

F	Payee Name*		Business Purpose*	
	Brown, Carrie		Honorarium given as thanks for Lecture/ Q&A session during Martin Luther King celebration	
	AtkinsonNH	INDIVIDUAL		

#### 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 Payment Type 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.

Payment Type
Other Payment
Invoice
PO Invoice
Travel/Business Expense
Other Payment
Cash Advance
Multiple Payment

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.

Payment Type	Payment Amount	SSN/Tax ID Number(If required)
Other Payment	300.00	123456789

#### 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.

▶ Address

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:

- Address			
Street Address Line 1		Street Address Line 2	Street Address Line 3
5 Walker RD			
City	State Or Province	ZIP Or Postal Code	Country (if outside of the US)
Atkinson	NH	03811	US

The view shows <u>all</u> 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	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

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.

Cł	hart Strings							
#	Chart Type*	Chart String*		Amount*				
1	GL String	GL String*	Nat. Class	Amount				
	GL String		Total:	0.00				
٩	PTAEO			0.00				
De	Work Order	pr Access						
n	Accounts Receivable	Additional Access						

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.

-	Chart Strings				
С	hart Strings				
#	Chart Type*	Chart String*		Amount*	
1	GL String	20.700.368000.626000.0000	Nat. Class	100.00	Remove
		Invalid GL Account Number			
3	GL String	20.507.368000.343624.0000	Nat. Class	200.00	Remove
		College Only . Admin and Provost Finance Center . Subvention College . Finance Center Admin . Default			
7	Add Additional String	. Delaut	Total:	300.00	

#### Department Administrator Access

The next section is for when you are using chart strings that are outside of your normal accesses. You click to checkmark 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 🕢	Security GL Org	GL Org
Check box if chart strings above are outside your Department	Security GL Org	String Org or Award
or if this request does not use any chart strings	PTAEO Award	]

#### 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 Special Handling Reason

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 i	nvoice, this section is not required.		
Account Holder or Beneficiary Details:(Add	itional bank fee associated with the option)		
Beneficiary Name		Telephone (if available)	Email (if available)
Name as shown on beneficiary's account			
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 applical	ble):		
Corresponding Bank Name	Bank Account Number	Bank Routing Number/Swift Code	Foreign currency

#### **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:

#### **Recipient Residency**

Is payee a non-resident alien?*
Resident
Resident
Non Resident

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:

Recipient Residency		
Is payee a non-resident alien?*		
Non Resident		
Country of Tax Residence*	Gross up the check?	Country of Payment Activity, if outside US
	•	

- 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

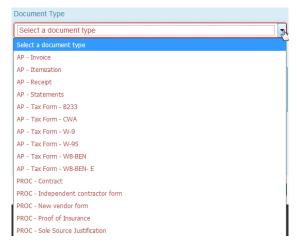
The next section is to attach your invoice copy and any other relevant information if there is anything extra (such as new vendor forms).

Attachments

Add Attachment

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:



Document Type			
Click to Browse. Browse. No file selected.	File Upload		
Description	Organize ▼ New folder	<ul> <li>File Upload</li> <li>Comparison</li> <li>Jocelyn M, Troy + OneD</li> </ul>	rive - Dartmouth College 🔸 jc 🔸 LIVE FILES S
Upload Cancel	Cisco IP College  Cisco IP Communic  Cisco IP Communic  Cisco IP Communic  Shortcut  1.25 KB  Unit Client	Organize  New folder  Favorites  Desktop  Downloads  Recent Places  OneDrive - Dartmouth College	Name Voung for \$750.pdf Horps antwo. \$550.pdf Horps antwo. \$550.pdf HTS Size 443.918 TGS, Date modified: 10/12/2017 9 Williams 504444 for \$250.pdf

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.

Document Type AP - Invoice

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:

Document Type		
AP - Invoice		-
Click to Browse		
Browse Young for \$750.pdf		
Description		
Young for \$750.pdf		
		Upload Cancel
		Add Attachment
Uploaded By	Document Date	
Jocelyn M. Troy	10/12/2017	Delete

#### Approvals

Attachments

View

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.

Description

Young for \$750.pdf

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.

Approvals

No Approvers are currently on this form.				
Wallace, L		Add T	his Approver	I Approve
Wallace, Lisa A	D1257R6	Staff	Admin/Prov Fin Ctr	approve this expense and attest that the charges are allowable, allocable, necessary,
				and reasonable.

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.

#### Approvals

Sequence	Approver	Decision	Denial Reason Code	Approval Date
1	Wallace, Lisa A			Delete
2 •	Zietz, Mary-Ella			Delete
	Approver Last, I	First	Add This Approver	I Approve
				I approve this expense and attest that the charges are allowable, allocable, necessary, and reasonable.

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.

Other Instructions/Comments		

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 opt	ion allows for you to start the form and sa	ave the form to complete and submit
	lator When colocting this option	you will receive an email with a link to the	form or you can accord the form in the

 <u>Save without Submitting</u> - this option allows for you to start the form and save the form to complete and submitting 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!

## 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 REQUEST				
Date Submitted	Submitter	Department	Finance Center	
10/11/2017	Troy, Jocelyn M	Admin/Prov Fin Ctr	Admin/Prov Fin Ctr	•

### 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:

Date Submitted	Submitter		Payment Type
10/13/2017	Troy, Jocelyn M	Immediately change your	Other Payment
		Payment Type selection in the	Invoice
		dropdown to Multiple Payment:	PO Invoice
Payee Name*			Trave//Business Expense
			Other Payment
			Cash Advance
Payee Site Code	Рауее Туре		Multiple Payment
Payment Type	Payment Amount	<ul> <li>This will automatically update t with this payment process type</li> </ul>	-
Other Payment	•	opened will now look different	, so we will start over for your

PAYMENT REQUEST							Request 4901		
Date Submitted		Submitter		Department		Finance Center			
10/13/2017		Troy, Jocelyn M		Admin/Prov Fin Ctr		Admin/Prov Fin Ctr	-		
Business Purpose*									
Payment Type		AP Batch Name							
Multiple Payment	-	AP Batch Name							

#### **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:

Business Purpose*								
	i.							
Payment Type	AP Batch Name							
Multiple Payment	AP Batch Name							

#### 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 <u>not</u> 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 <u>typically</u> 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 <u>ALWAYS</u> REQUIRED THAT YOU CHECK THIS BOX (SO THAT YOU MAY GO BACK TO ACCESS THIS FORM LATER AND VIEW IT).

**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

Security GL Org	GL Org
Security GL Org	String Org or Award
PTAEO Award	

#### 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	Reason
Pickup	
International Wire Transfer	
Remittance	

# 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).

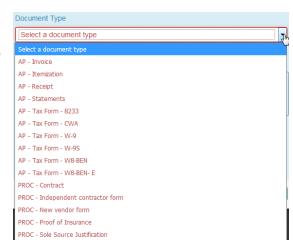
This specific file needs to be attached as it encompasses all the details we need in a format that can efficiently be entered into a WebADI that will upload directly into the Accounts Payable system. This is very specific, so we ask that you provide those certain details in a format that we provide.

#### Attachments

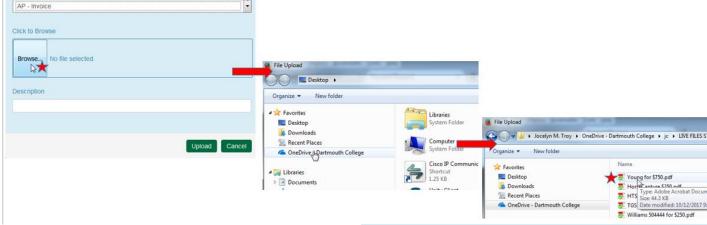
Document Type

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:



Add Attachment



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 eform 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:

		OneDrive - Dar	tmouth College	🛃 TGS Date mod	dified: 10/12/2017 9:
				😴 Williams 50444	4 for \$250.pdf
Document Typ	e				
AP - Invoice					•
Click to Browse	e				
Browse Y	'oung for \$750.	pdf			
Description					
Young for \$7	50.pdf				
				Upload	Cancel



	Document Type	
View	AP - Invoice	

Description Young for \$750.pdf Uploaded By Jocelyn M. Troy

Document Date

Delete

#### 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.

Approvals

No A	pprovers are currently o	on this form.		
Wallace, L		Add T	his Approver	l Approve
Wallace, Lisa A	D1257R6	Staff	Admin/Prov Fin Ctr	approve this expense and attest that the charges are allowable, allocable, necessary,
				and reasonable

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.

#### Approvals

Sequence	Approver	Decision	Denial Reason Code	Approval Date
1 🔹	Wallace, Lisa A			Delete
2 🔻	Zietz, Mary-Ella			Delete
	Approver Last, First	st	Add This Approver	I Approve
				approve this expense and attest that the charges are allowable, allocable, necessary, and reasonable

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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Other Instructions/Comments								

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



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!