Payment Request eForm Training
Timeline

Pilot Begins: Dec 11

Full Rollout: Jan 2

➢ Cash Advance Go-Live

Training: Dec – Jan

➢ Documentation
What is changing?

Payment Request for all AP Payments
• Invoices (PO and Non-PO)
• BER for Students and Guests
• MIPV
• Request for Payment
• Cash Advances

New Non-Employee Travel Natural Classes
• 8148 – Domestic Travel
• 8118 – Foreign Travel

Vendors encouraged to submit invoices to: invoice@dartmouth.edu
What is **not** changing?

- Payroll Payments to Employees
- iExpense for Employees
- PCard Process
- Business Expense Policy
- Procurement Policy
- Signature Authority
Vendor Payments

You have an Invoice

Do I need a PO?

If PO is required, either submit:

- Purchase Requisition (if self-prepared)
- Purchase Request (if Finance Center prepared)

Obtain PO Number

- then submit Payment Request
Best Practice – Vendor Payments

Provide Vendor

➢ PO Number, *if required*
➢ Contact Name
➢ Contact Department

Submit invoice to: invoice@dartmouth.edu
SubAward Payments

OSP receives most SubAward Invoices
OSP will prepare Payment Request
Route for Approval to DGM and PI
Employee Payments

Non-Payroll/Non-Taxable

- Reimbursements
- Cash Advance (*begin Jan 2*)
- Other

Note:
*D-H employees with Dartmouth appointments should select Dartmouth Employee*
Student Payments

Non-Payroll

- Reimbursements
- Cash Advance (*begin Jan 2*)
- Other
- Student Prize & Award
Other Payments

- Reimbursements
- Other
  - Honorariums
  - Institutional Payments
  - Non-Invoiced Payments
Multiple Payments

Payment Requirements:

- Resident and Check Payments (non-wire)
- Multiple payees or checks
- Pre-authorized by Controller and Procure-to-Pay Director
- Excel Sheet Upload
- Contact your Finance Center, if you have questions
Payment Requests eForm

Go to the Finance Center’s eForm page:
http://www.dartmouth.edu/~fincenter/forms.html

Select:
Payment Request Guidance

First select the Payee Type:

Who Are You Paying?

Dartmouth Employee  Dartmouth Student  Vendor  Other

If paying a Employee, Student, or Other:
What Type of Payment?

What Type of Payment?

Travel/Business Expense  Other Payment  Cash Advance  Student Prize & Award

**Payment Types display dependent on Payee Type**
Payment Request Guidance

First select the Payee Type:

Who Are You Paying?

- Dartmouth Employee
- Dartmouth Student
- Vendor
- Other

If paying a Vendor:

Do you know the Purchase Order Number?

- Yes
- No
Preparing the eForm

All fields with a * are required

The **Payee Name** (individuals are *last name, first name*)
  ◦ Generated from the AP Vendor Table

If you are unable to locate your Payee:
  ◦ leave the Payee Name field blank
  ◦ then check the “New Payee/Address” box
  ◦ enter the new Payee Name and Address

**Attachments** – upload the receipt if required
Preparing the eForm

Routing for Approval

- Approvals are required on the eForm
- Physical signatures will no longer be accepted
- Select an approver (*last name, first name*)
  click:  
- If you are the approver, click:  

Submit your Request:  
Need Help?

Contact your Finance Center

Go to the Finance Center website:

http://www.dartmouth.edu/~fincenter/