

*Purchasing*

# *Request For Payment*



# **WSSU**

*Winston Salem State University*

*March, 2017*

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## Request for Payment Form

**PLEASE NOTE:** Requests for “after the fact” and non-allowable items cannot be processed using this form. Payment must be made with the P-Card (under \$2,500), or through SciQuest (requisition) for amounts in excess of \$2,500. This form is for direct payments (non-encumbered) only and must fall under the following categories/Account Codes:

919100	-	Legal Fees
919500	-	Honorariums (Contract must be attached)
919900	-	Personal Service Contracts (Contract must be attached)
929000	-	Reimbursements (Non-Travel)
932110	-	Postage
939310	-	Meetings & Entertainment (Itemized Receipts Must Be Attached)
939190	-	Miscellaneous Services (Aramark, Banking Fees, Debt Service)
945110	-	Fire Insurance
945130	-	Auto Liability Insurance 945190 - Other Insurance
949110	-	Memberships (\$2,500 or more) 949130 - Licenses Permits
969820	-	Student Payments such as stipends
G25900	-	Agency Funds

Exceptions may be made if the request accompanies a formal written exception request identifying reason for not following University procedures and what steps will be taken in the future assuring this infraction will not reoccur. The package must include documented evidence of a senior departmental officer’s evaluation and approval. Requestors should understand this is a request, not a guarantee.

Visit the Purchasing website for more information on the Request For Payment Process.

Request For Payment Training will be provided once a month. For questions call Purchasing at 750-2930.

**PLEASE NOTE:** Revenue Accounts (11\*\*\*\*) payments will need to be submitted in person by printing off the form.



2. **Find the Vendor ID.** Use Banner form FTMVEND to locate the vendor BANNER ID number. If the vendor is not in BANNER, then complete a WSSU Vendor Registration form. If it is in Banner and NOT in SU Express, contact Purchasing at ext. 2930.

Oracle Fusion Middleware Forms Services: Open > FTMVEND

Vendor: 940133359 Generate ID:  Select Address Tab.

Corporation: Best Buy

Last Name: First Name: Middle Name:

Vendor Maintenance Additional Information Vendor Types **Address** E-mail Taxes Collected

From Date: To Date: Verify Address Information

Address Type: BI Billing Inactivate Address

Sequence Number: 1

Street Line 1: P O Box 949

Street Line 2: Att: Kevin Lackey

Street Line 3:

City: Minneapolis

State or Province: MN Minnesota

ZIP or Postal Code: 55440

County: Nation:

Telephone Type: BI Billing

Area Code Phone Number Extension

888 2378289

Fax Number: 952 4303222

Registration Number: 412140943

Delivery Point: Correction Digit: Carrier Route: Last Update

User: JENKINSJM

Activity Date: 03-MAR-2016

Fax number. Record: 1/7

Fax Number or E-mail Address Must Be Listed

**Note: Out of state Payee Subject to 4% NC Withholding. This payment may be taxable.**

3. **Logging into E-Procurement.** In a Web Browser, enter the URL (Web Address) provided by Purchasing.

WINSTON  
SALEM  
STATE  
UNIVERSITY

UserID: (user account name, e.g. smith)  
jjenkinsjm

Password:  
••••••••

Sign In

Password: Same as e-mail password.

Forgot Your Password? Unable to Login? [Click Here](#) for assistance.  
Verify this page is hosted by General Administration

- Input User name example: valentineje (lowercase)
- Password (Network Password)
- Sign In

4. Select the **Request For Payment** icon that is displayed on the homepage.

The screenshot shows a web application interface for a procurement system. At the top, there is a navigation bar with the user name 'Jacqueline Jenkins', a search bar, and a shopping cart icon showing '0.00 USD'. Below the navigation bar is a breadcrumb trail: 'Shop > Shopping > Shopping Home > Home/Shop'. A search bar is present with the text 'Shop Everything' and a 'Go' button. Below the search bar, there are links for 'Go to: advanced search | favorites | forms | non-catalog item | quick order' and 'Browse: suppliers | categories | contracts | chemicals'. The main content area is divided into three sections: 'Showcased Vendors', 'Punch-out', and 'Forms'. The 'Showcased Vendors' section contains logos for VWR International, Fisher Scientific, and Grainger. The 'Punch-out' section contains logos for AlphaGraphics, Bio-Rad, CDWG, Camcor, Inc., Fastenal, and Office Depot. The 'Forms' section contains a single link labeled 'Request For Payment', which is highlighted with a red arrow.

5. **Supplier.** Key in the vendor name or company name.
6. **Remit to Address.** Select the appropriate address for mailing the check. Make sure the address is in BANNER.
7. **Campus Contact Person.** Enter the responsible Budget Manager's Name, or the person keying in the request for payment.
8. **Telephone Number.** Enter the campus telephone extension.
9. **E-mail.** Key in the appropriate e-mail address.
10. **Department.** Key in department requesting the payment.
11. **Building/Room.** Enter the full name of the building (ex: Eller Hall) and room/office number.
12. **Requested Payment Justification.** Provide an adequate description to justify payment for product/service.
13. **Payment Amount.** Enter the dollar amount of the check request.
14. **Documentation/Justification.** ALL receipts/documents/forms/etc. must be attached to the form.
15. **Method of Check Distribution.** Please select one of the two options.
16. **Payment Request Agreement:** Enter your initials.

Campus Contact Information		Supplier's Billing and Address Information	
Contacts's Name	Jacqueline Jenkins	Supplier	Best Buy  more info... <a href="#">select different supplier</a>
Contact's Telephone Number	336-750-2791	Fulfillment Address	Billing 1: (preferred) P O Box 949 Att: Kevin Lackey Minneapolis, MN 55440 USA <a href="#">select different fulfillment center</a>
Contact's E-mail	jenkinsjm@wssu.edu	Supplier Phone	+1 (888) 237-8289
Contact's Department	Process Improvement	Requestor	<input type="checkbox"/> Select appropriate billing address.
Contact's Building/Room #	Computer Science 1111	Requested Payment Justification	Payment for computer serves rendered. 63 characters remaining <a href="#">expand</a>   <a href="#">clear</a>
Needed By	03/03/2016 mm/dd/yyyy	Note: Out of state Payee Subject to 4% NC Withholding. This payment may be taxable.	
		Payment Amount	250.00
		Documentation/Justification must be attached (Required):	
		Internal Attachments	<input type="button" value="Add Attachments"/>
Method Of Check Distribution			
Check Box That Applies:			
Mail to Payee	<input checked="" type="checkbox"/>		
Pick Up Check In Student Accounts- 200 Thompson Ctr	<input type="checkbox"/>		
Payment Request Agreement			
Policy:	I certify that the product/service for this pay request was obtained and is just and reasonable.		
If Yes Key Initials Here:	<input type="text" value="JMJ"/>		
<b>Total</b>			0.00

17. Scroll to the top of the form. Select **Add and go to Cart**. Click **Go**.

**Request For Payment**

Available Actions: **Add and go to Cart** **Go** **Close**

**Instructions**

Note: Out of state Payee Subject to 4% NC Withholding. This payment may be taxable.

- CHECK YOUR BUDGET:** Make sure funds are available in the account (FGIBAVL).
- VENDOR ID:** Locate your vendor BANNER ID # (FTMVEND). If vendor is not in BANNER, then complete a WSSU Vendor Registration form. If it is in Banner and NOT in SU Express contact Purchasing Services at ext. 2930.
- SUPPLIER:** Key in the vendor name or company name
- REMIT TO ADDRESS:** Select appropriate address that you need the check mailed to. Make sure the address you use is in BANNER. If not, contact Purchasing Services, ext. 2930
- CAMPUS CONTACT PERSON:** Key in the responsible Budget Manager's Name, or the person keying in the request for payment.
- TELEPHONE NUMBER:** Key in your campus telephone extension.
- E-MAIL:** Key in the appropriate e-mail address.
- BUILDING/ROOM:** Key in the full name of your building (ex: Eller Hall) and room/office number
- REQUESTED PAYMENT JUSTIFICATION:** Provide adequate description to justify payment for product/service.
- PAYMENT AMOUNT:** Key in the dollar amount for the check that you are requesting..
- DOCUMENTATION/ JUSTIFICATION:** ALL receipts/documents/forms/etc must be attached to form.
- METHOD OF CHECK DISTRIBUTION:** Select one (1) of the three (3) options.

18. Update **Name This Cart** to reflect what is being ordered.

19. **Commodity Code.** Select a commodity codes that best reflects the category for the requested payment.

20. Click **Update**.

21. Click **Proceed to Checkout**.

Shopping Cart for Jacqueline Jenkins

Name this cart: **Dr. Jones Computer Services**

Continue Shopping

1 Item(s) for a total of **250.00 USD**  
subtotal: 250.00 USD  
estimated tax, shipping & handling: 0.00 USD

Proceed to Checkout

Have you made changes? **Update**

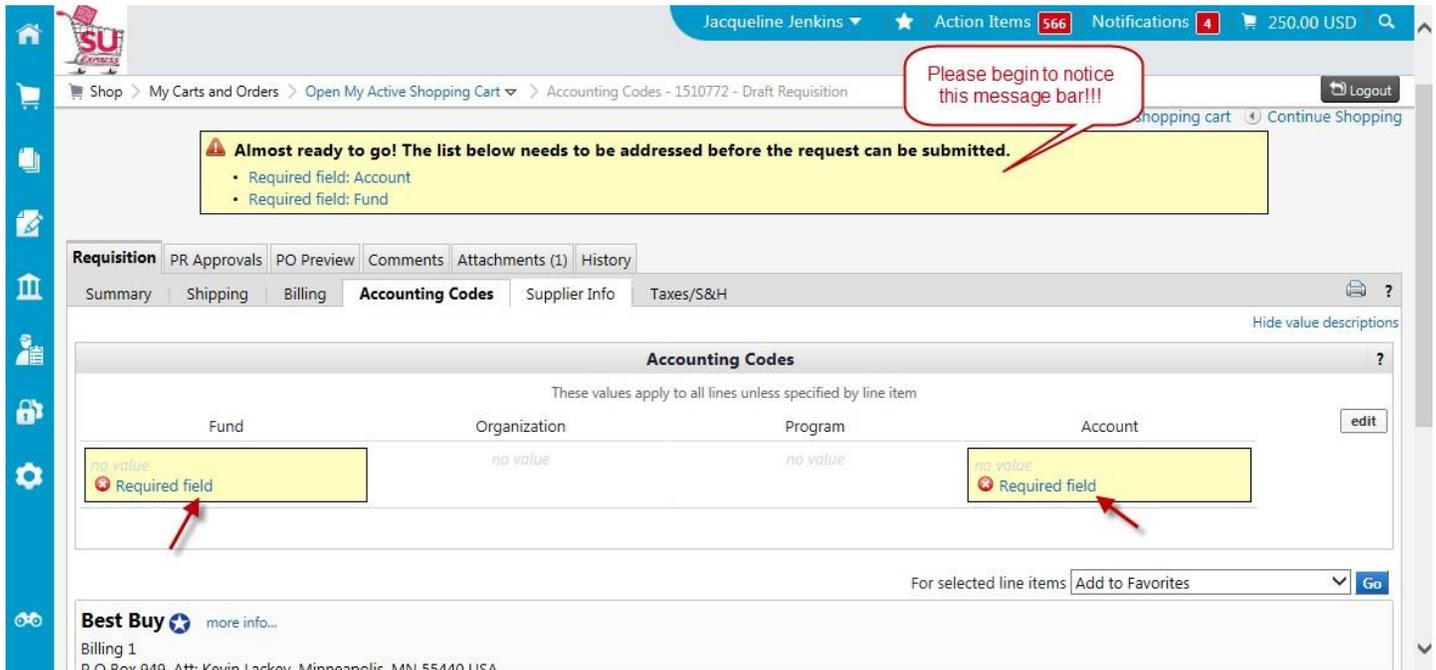
**Best Buy** more info...

Billing 1 **Edit**  
P O Box 949, Att: Kevin Lackey, Minneapolis, MN 55440 USA

Product Description	Unit Price	Quantity	Total
<b>Request For Payment</b> open form... Commodity Code <b>81110000</b> Computer services Taxable <input type="checkbox"/> Capital Expense <input type="checkbox"/>	250.00 USD	1	250.00 USD

See configuration for this requisition  
view carts  
view cart history

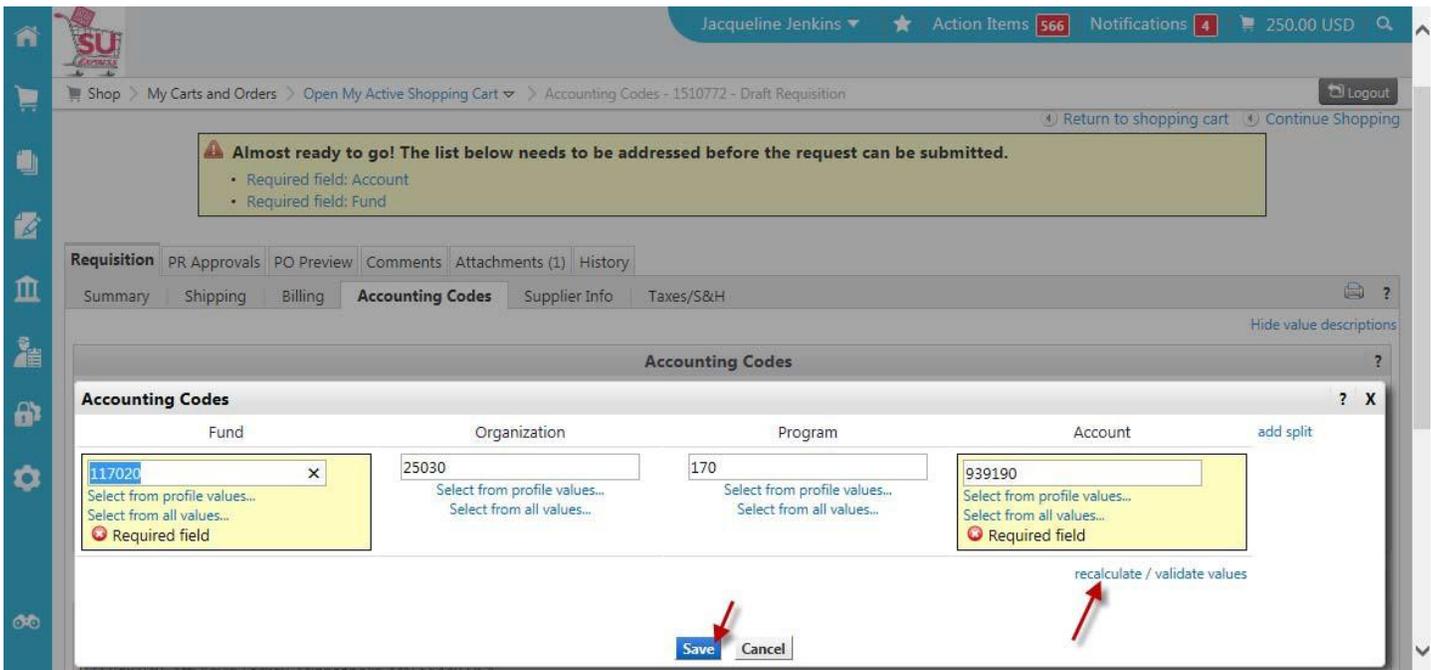
22. The below highlighted message bar will inform you of the required field(s) that must be addressed.  
**Note:** The message required fields are subject to change.



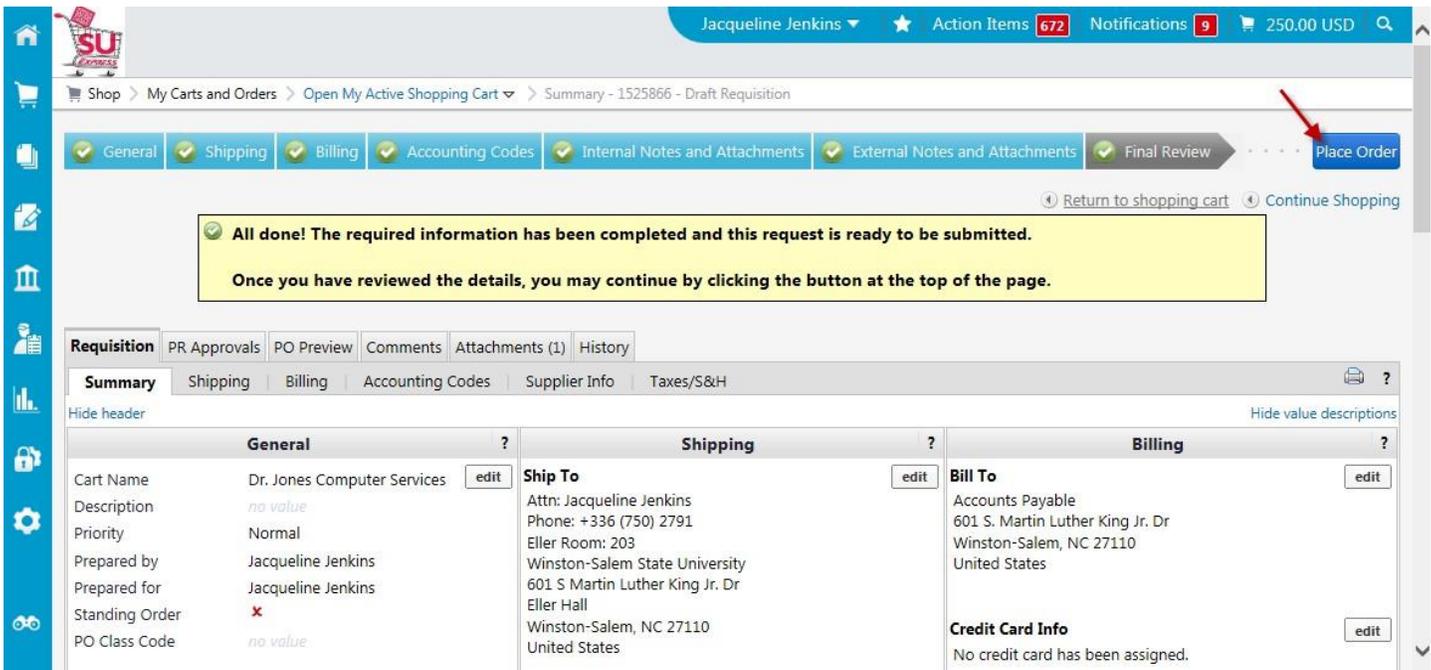
23. Click the highlighted **Required field** under Fund code. Enter the appropriate fund code.  
 24. Click the highlighted **Required field** under Account code. Enter the appropriate Account code.  
 25. **Account.** Select one account code from the below list. Select the account code that corresponds with the type of requested payment.

- 919100 – Legal Fees
- 919500 – Honorariums (**Contracts must be attached**)
- 919900 - Personal Service Contracts (**Contracts must be attached**)
- 929000 – Reimbursements (**Non-Travel**)
- 939190 - Miscellaneous Services (**Aramark, Banking Fees, Debt Services**)
- 945110 - Fire Insurance
- 945130 – Auto Liability Insurance
- 945190 - Other Insurance
- 949110 - Memberships (**\$2,500 or more**)
- 969820 - Student Payments such as stipends
- 939310- Meetings & Entertainment (Itemized Receipts Must Be Attached)
- G25900 - Agency Funds Only

26. Click **recalculate/validate values** and **Save**.



27. Click **Place Order**



## 28. Complete Message.

Shop > My Carts and Orders > Open My Active Shopping Cart > Submitted - Requisition 1525866

### Requisition Submitted

**Next Steps**

You can view or print this at: Requisition 1525866, or via the Document Search page

- [View Approval Status](#)
- [Search for another item](#)
- [View order history](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

#### Requisition Summary

Requisition number	1525866 <a href="#">Quick View</a>
Requisition status	Pending
Cart name	Dr. Jones Computer Services
Requisition date	3/4/2016
Requisition total	250.00 USD
Number of line items	1

# Splitting Account Codes

## 1. After clicking - Proceed to Checkout

The screenshot shows the Best Buy shopping cart for Nancy Cuthrell. The cart contains one item, 'Request For Payment', with a unit price of 250.00 USD and a quantity of 1, totaling 250.00 USD. The subtotal is 250.00 USD, and the estimated tax, shipping, and handling is 0.00 USD. A red arrow points to the 'Proceed to Checkout' button. The user's name is Jacqueline Jenkins, and the cart total is 250.00 USD. The breadcrumb trail is: Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 1541602 - Draft Requisition.

## 2. Click edit within the Accounting Codes section.

The screenshot shows the Best Buy requisition interface for Accounting Codes. A yellow warning box states: "Almost ready to go! The list below needs to be addressed before the request can be submitted." with required fields: Account and Fund. The Accounting Codes table has columns for Fund, Organization, Program, and Account. The Fund and Account fields are highlighted in yellow with a red asterisk and the text "Required field". A red arrow points to the 'edit' button in the top right corner of the Accounting Codes table. The breadcrumb trail is: Shop > My Carts and Orders > Open My Active Shopping Cart > Accounting Codes - 1526436 - Draft Requisition.

3. Populate the first Fund and Account codes. Then click **recalculate**. **Save**.

Accounting Codes

Fund	Organization	Program	Account
117020	25030	170	939190

recalculate / validate values

Save Cancel

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Request For Payment			1,025.00	1	1,025.00 USD

4. Scroll to the line item and click **edit**.

Accounting Codes

Fund	Organization	Program	Account
117020 Data Processing	25030 Administrative Data Center	170	939190 Misc. Serv(L4)

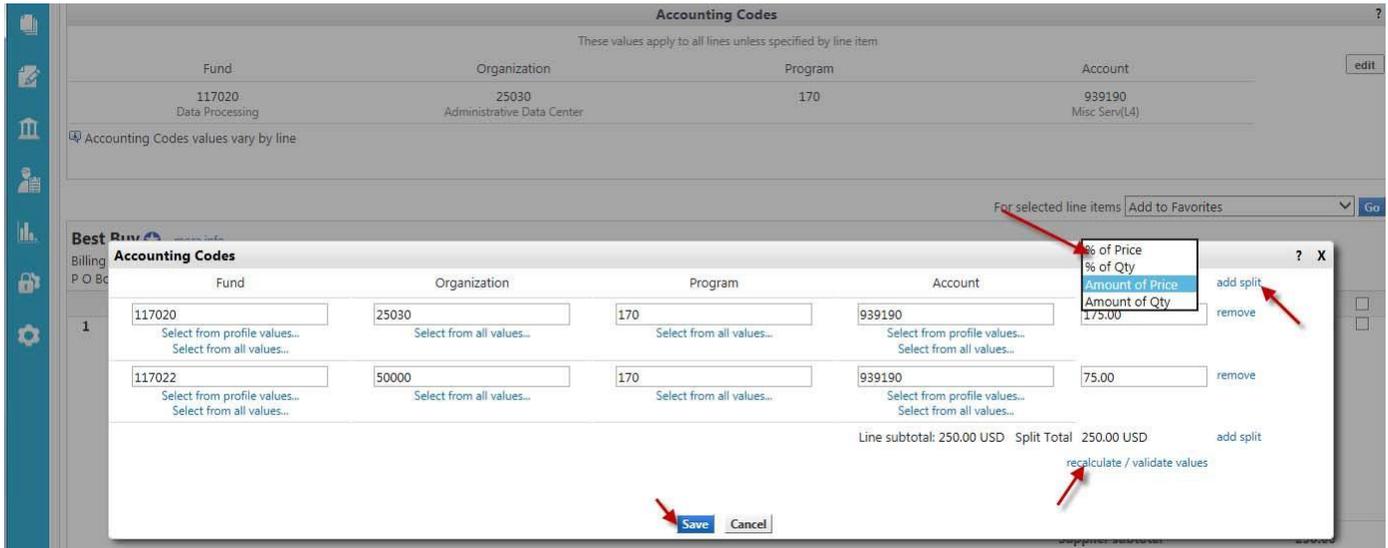
edit

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Request For Payment			1,025.00	1	1,025.00 USD

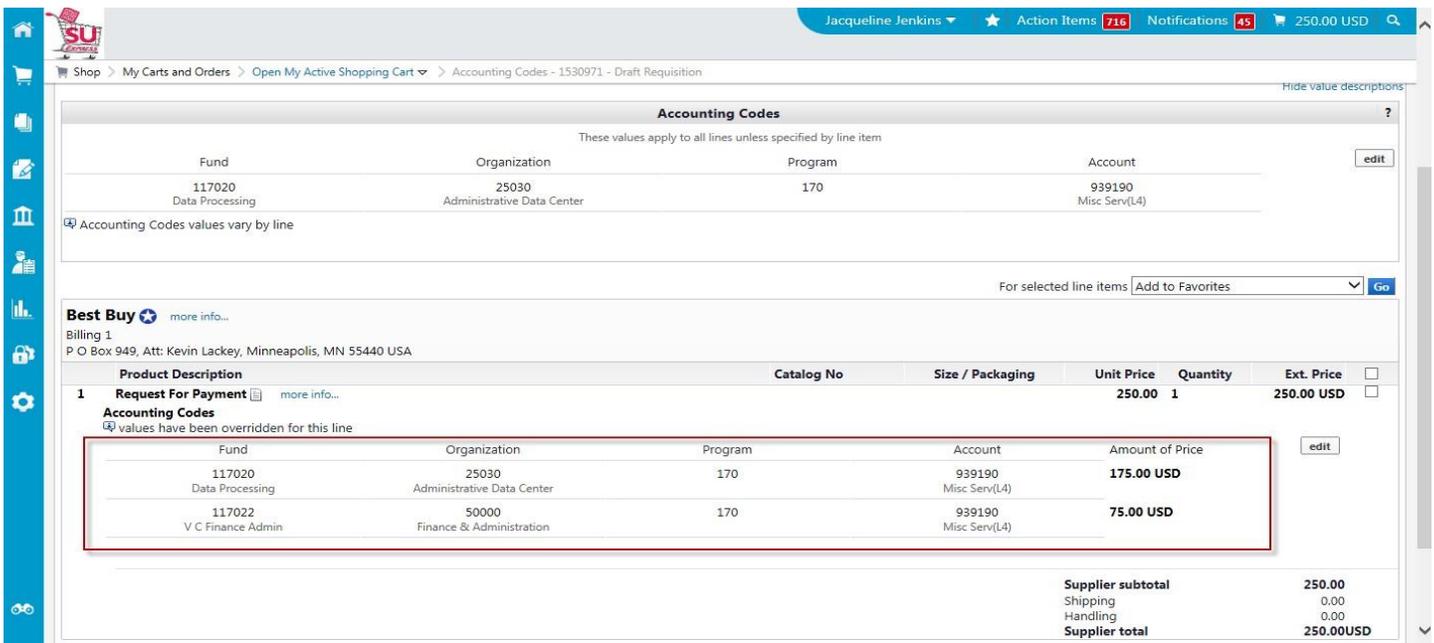
edit

Supplier subtotal	1,025.00
Shipping	0.00
Handling	0.00
Supplier total	1,025.00 USD
Subtotal	1,025.00
Shipping	0.00
Handling	0.00
Total	1,025.00 USD

5. Click **add split**.
6. Click drop down boxes beside **add split**: Choose method
  - % of Price
  - % of Quantity
  - Amount of Price
7. Input appropriate Fund Codes and split method.
8. Click **recalculate** and **Save**.



9. Notice how the line looks being split between two account codes



10. Click **Place Order**.

Shop > My Carts and Orders > Open My Active Shopping Cart > Accounting Codes - 1526436 - Draft Requisition

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Final Review **Place Order**

Return to shopping cart Continue Shopping

**You have completed the required information in this step. At this point, you can do the following:**

**Proceed to the next step: Internal Notes and Attachments. Go straight to the end: Final Review.**

**You need to be aware of the following issue(s), but it will not prevent you from submitting your request.**

- Splitting by 'Amount of Price' at the header prevents changes to Accounting Codes at the line. If you need to make changes at the line, choose a different split method at the header.

Requisition PR Approvals PO Preview Comments Attachments (1) History

Summary Shipping Billing **Accounting Codes** Supplier Info Taxes/S&H

Hide value descriptions

**Accounting Codes**

These values apply to all lines unless specified by line item

Fund	Organization	Program	Account	Amount of Price
117020 Data Processing	25030 Administrative Data Center	170	939190 Misc Serv(L4)	<b>175.00 USD</b>
117022	50000	170	939190	<b>75.00 USD</b>

Shop > My Carts and Orders > Open My Active Shopping Cart > Submitted - Requisition 1526436

Jacqueline Jenkins Action Items 672 Notifications 9 0.00 USD

**Requisition Submitted**

**Next Steps**

You can view or print this at: [Requisition 1526436](#), or via the [Document Search](#) page

- [View Approval Status](#)
- [Search for another item](#)
- [View order history](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

**Requisition Summary**

Requisition number 1526436 [Quick View](#)

Requisition status Pending

Cart name Dr. Jones Computer Services

Requisition date 3/9/2016

Requisition total 250.00 USD

Number of line items 1