

Accounts Payable – Direct Payment Request.

This tutorial discusses best practices and steps to request a Direct Payment.

<https://youtu.be/1mQ2VmOrCDw>

Direct Payment Request Best Practices

- ▶ What are Direct Payments?
 - ▶ Payment requests to issue payment to a person or vendor.
 - ▶ Previously referred to as “check requisitions” or “check reqs”.
- ▶ When are Direct Payment requests used?
 - ▶ Limited situations when a P/O or P-card payment is inappropriate. Examples include:
 - ▶ Candidate interviews or volunteer travel reimbursements.
 - ▶ Other candidate interview reimbursements.
 - ▶ New employee moving expense reimbursements.
- ▶ Refer to SUU Purchasing policy, procedure, and ethical guidelines at <https://www.suu.edu/ad/purchasing/policies.html> before utilizing Direct Payment requests.
- ▶ Accounts payable processes checks daily. Please allow 3-4 business days for processing. If a check requisition is requested for a employee or student reimbursement, it will take longer for Accounts Payable to process because it needs Purchasing department approval before it's paid. If the request is for something that should be on a PO, it will be denied and returned to you.

Direct Payment Request Best Practices

- ▶ EVERY check requisition must include supporting documentation to be processed. If you are unsure of what supporting documentation to include please contact Accounts Payable before submitting a request.
 - ▶ Supporting Documentation must include legible receipt copies.
 - ▶ Meal Certifications for meal reimbursements must be included.
- ▶ EVERY check requisition must have at least two different approvals before it is received by Accounts Payable. Approval routing will be handled automatically based on FOAPAL indicated for payment.
- ▶ **Checks are no longer held**, with the exception of extreme circumstances. Contact the Accounts Payable Supervisor with questions prior to making arrangements with the payee to hold the check.
- ▶ If you are attaching documents to be included with the check, please put a note in the additional comment section of the request.



Direct Payment Request Best Practices

- ▶ Candidate Interview Expenses:
 - ▶ If the candidate is receiving reimbursement for travel-related expenses, receipts must be included (unless it is a per diem reimbursement for meals or mileage).
 - ▶ If we are paying per diem rates for meals or mileage, please include a breakdown. You can find the current per diem rates at the SUU Fleet Operations website:
<http://www.suu.edu/ad/fleet/rates.html>
 - ▶ Example:
 - ▶ Mileage \$57.40 (140 miles roundtrip from home to Denver airport @\$.41/mile)
 - ▶ Meals \$62.00 (3/18 – B, L, D; 3/19 – B, D)
 - ▶ If we are paying multiple expenses, please include a breakdown of all the expenses.
 - ▶ Example:
 - ▶ Airfare \$250.00 (receipt needs to be attached)
 - ▶ Mileage \$54.60 (140 miles RT from home to Denver airport @\$.41/mile)
 - ▶ Meals \$43.00 (3/18 – B, L, D; 3/19 – B, D)
 - ▶ TOTAL \$847.60



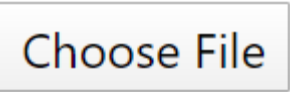

Direct Payment Request Best Practices

- ▶ Restaurant Meal Reimbursement:
 - ▶ Reimbursement for meals including guests must include a business certification form indicating the names and titles of all attendees, the business purpose for the meal, and must include the itemized receipt(s). Receipts must state the name of the establishment, the date issued, and the amount.
- ▶ Business Meal Certification forms are located at:
 - ▶ <https://www.suu.edu/accountingservices/pdf/business-meal-certification.pdf>

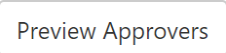

Direct Payment Request Submission Guide

- Navigate to your SUU portal at my.suu.edu
- Under “APPS” along the left hand column near the bottom click on  **Direct Payment**
 - If Direct Payment is not included under APPS, you do not have request permissions.
- Once in the Direct Payment Request portal you can look at past requests, their details/approvals, and submit new requests.
- To submit a new request click on 
- Complete the Description field – This information will be listed as the commodity description in Banner and should reflect what the payment is for.
- The Additional Comment Section can be used for any notes or explanations that the user may think is appropriate such as special requests (i.e. hold a check, include with payment etc.)

Direct Payment Request Submission Guide

- ▶ Payee Section: Input payee Tnumber, select the appropriate address* for check disbursement using the drop down menu, and enter the amount to be paid to the payee. If “Not a valid vendor” is displayed, the payee has not been established in Banner. Contact AP for corrections.
 - ▶ Additional payees can be added by clicking 
 - ▶ * If payee has established direct deposit payment will be made electronically via direct deposit.
- ▶ Accounting Distribution Section: Input FOAPAL information where expense is to be paid and recorded. You may split payment between several FOAPAL using the Amount or Percent fields.
 - ▶ Additional FOAPAL can be added by clicking 
 - ▶ Totals in “Payee” section and “Accounting Distribution” section must match.
- ▶ Attachment Section: Click on  to attach any required supporting documentation.
 - ▶ Additional attachments can be added by clicking 

Direct Payment Request Submission Guide

- ▶ When all required information has been entered and information has been attached you may click on the  button to review approval routing. Approvals are assigned based on Accounting Distribution FOAPAL entered.
- ▶ If all information has been entered and approvals are appropriate click on  to finalize.
- ▶ After submission you will be provided a Vendor Invoice Code that can be used for tracking and reference for troubleshooting with Accounts Payable.

- ▶ **Vendor Invoice Code: CK200126**

- ▶ Approval progress and other details can be viewed in the main Direct Payment Portal by clicking on the provided Vendor Invoice Number.