

Step-by-Step Guide

Direct Payment Request Requisitions



In This Guide

- ✓ Initiate a Direct Payment request
- ✓ Understand documentation requirements

Procedure

1. From the **Home/Shop** screen, select the **Direct Payment Request** link from the **Showcased Services** section of the screen.

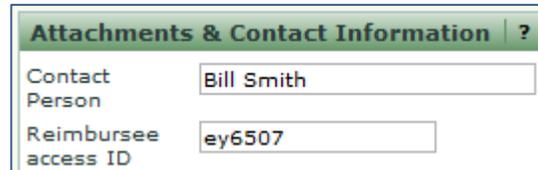


2. The Direct Payment Request form appears in a new window. Select the name of the supplier/individual receiving the direct payment from the **Supplier Info** section of the form.



If you are creating a payment request for a student, the access id will be displayed and should be used to validate you selected the correct payee. For employee reimbursements, the work address (or W1 record) should be used to validate your selection.

3. Enter the appropriate **Contact Person** for the direct payment request in the **Attachments & Contact Information** section of the form. Include the access id of the reimbursee, if applicable.

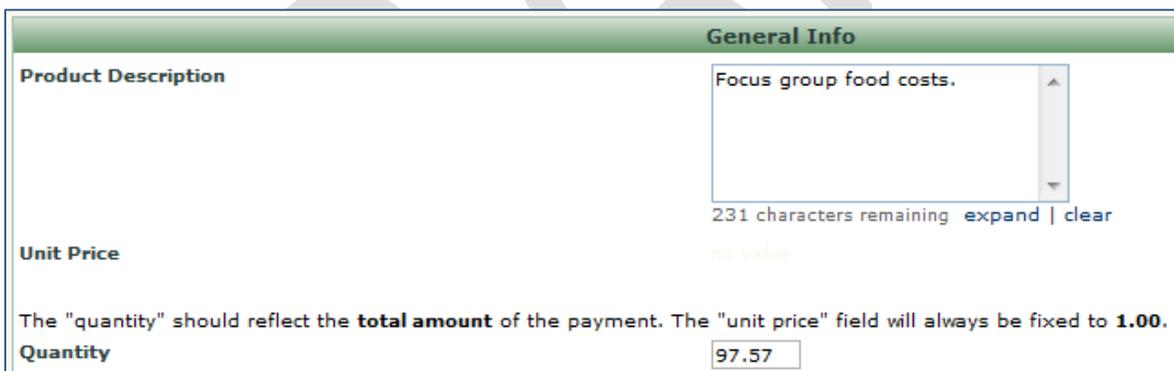


4. Add the required supporting documentation to the request by selecting the **Add Attachment** link, clicking on the **Browse** icon and attaching the appropriate document(s). A hyperlink is displayed when the document(s) have been successfully attached to the request.

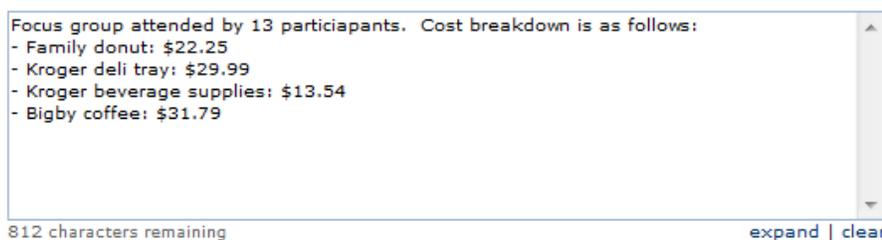



Supporting documentation is required for all Direct Payment Requests. You will not be able to submit the request until you have attached one or more documents.

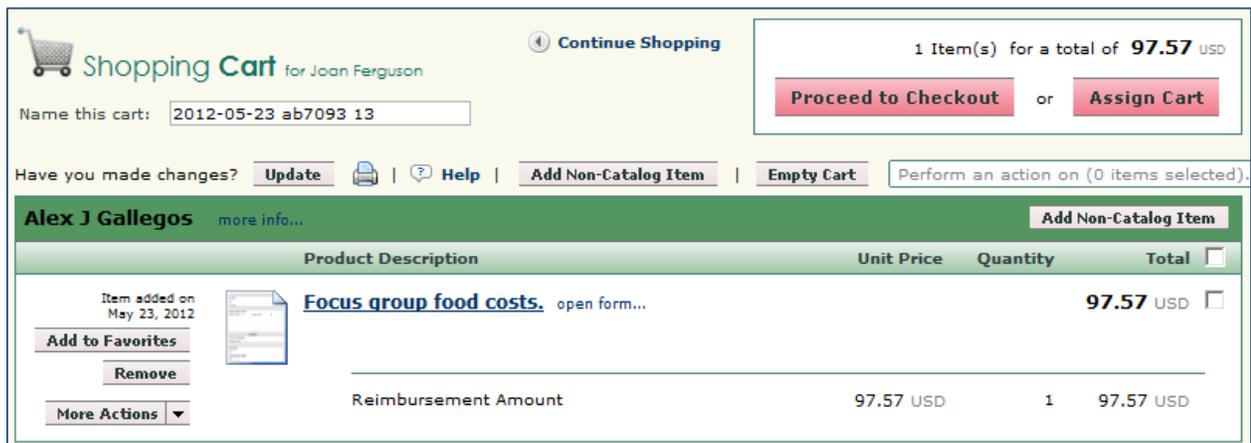
5. Enter a brief description of the payment request in the **Product Description** field. Enter the requested payment amount for the reimbursement in the **Quantity** field. *Note, the quantity should reflect the total amount of the payment. The unit price field will always be fixed to 1.00.*



6. Enter a detailed description in the **Details of Reimbursement Request** field. *Note, payment requests require a detailed explanation and will be reviewed by the appropriate Business Affairs Officer within your organization.*



7. Select the **Add and go to Cart** option from the **Available Actions** dropdown box and then click the **Go** icon. The request has been added to your shopping cart.
8. Select the  icon to view the contents of your cart. The reimbursement request is displayed.



Shopping Cart for Joan Ferguson

1 Item(s) for a total of **97.57 USD**

Proceed to Checkout or **Assign Cart**

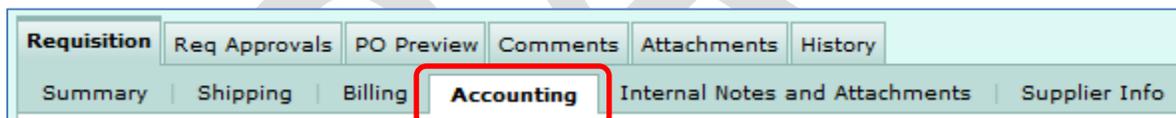
Name this cart: 2012-05-23 ab7093 13

Have you made changes? **Update** | **Help** | **Add Non-Catalog Item** | **Empty Cart** | Perform an action on (0 items selected).

Alex J Gallegos more info... **Add Non-Catalog Item**

Product Description	Unit Price	Quantity	Total
Item added on May 23, 2012 Focus group food costs. open form...			97.57 USD
Reimbursement Amount	97.57 USD	1	97.57 USD

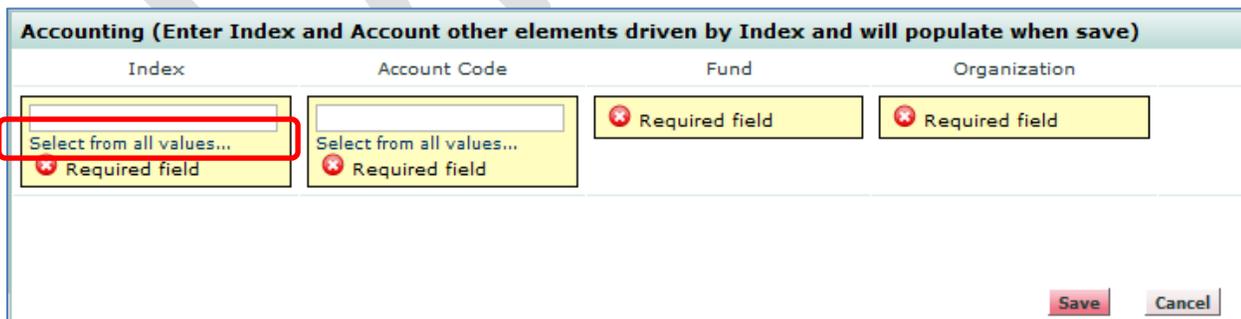
9. Select the **Proceed to Checkout** icon. The **Requisition Summary** screen is displayed.
10. Select the  process step or click the **Accounting** tab under the Requisition window (shown below).



Requisition | Req Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | **Accounting** | Internal Notes and Attachments | Supplier Info

11. Select the  icon for line item containing the reimbursement request. A pop-up window will appear with the existing accounting information for the requisition line (or entire requisition if so selected). Select the [Select from all values...](#) link for the **Index** field.



Accounting (Enter Index and Account other elements driven by Index and will populate when save)

Index	Account Code	Fund	Organization
Select from all values... Required field	Select from all values... Required field	Required field	Required field

Save **Cancel**

12. A search box is displayed. Enter search criteria in either the **Value** or **Description** fields and select the  icon.

[-] Custom Field Search
[?]

Value

Description

13. A list of search results is returned. Select the link next to the appropriate index value.

[+] Click to filter search results
[?]

Results per page **Values Found 112** Page of 6

Value	Description	
060153	Johnson/Pfizer End Chair Chemistry	select
060154	Schaap End Chair Organic Chemistry	select
060332	Rorabacher Endowed Fd in Chemistry	select
066015	Stevens End Lectureship Chemistry	select
070722	Chemistry Building Tile Replacement	select
124573	Science-Chemistry-Dean's Res	select
125006	Chemistry-Course Materials	select
125021	Chemistry	<input style="border: 2px solid red;" type="button" value="select"/>

14. The Accounting pop-up box is updated with the selected index value.

Accounting (Enter Index and Account other elements driven by Index and will populate when save)

Index	Account Code	Fund	Organization
<input style="width: 100%;" type="text" value="125021"/> <small>Select from all values...</small> * Required field	<input style="width: 100%;" type="text"/> <small>Select from all values...</small> * Required field	<input style="width: 100%;" type="text" value="111168"/> * Required field	<input style="width: 100%;" type="text" value="12E1"/> * Required field



Selecting an Index value will automatically populate the Fund, Organization, Program, Activity, and Location fields. Index and Account Code are the only two fields users are required to populate on a requisition.

15. Select the [Select from all values...](#) link for the **Account Code** field.

Accounting (Enter Index and Account other elements driven by Index and will populate when save)

Index	Account Code	Fund	Organization
125021 Select from all values... Required field	Select from all values... Required field	111168 Required field	12E1 Required field

Save Cancel

16. Repeat steps 12-14 to select an **Account Code**. Select the **Save** icon when finished.

17. Select the **Final Review** process step and review the information contained on the requisition/direct payment request. Make any required changes.

18. Select the icon. The request is submitted into the workflow and a confirmation message is displayed containing the unique identifier of the direct payment request.

Requisition Information

 **Congratulations! You have successfully submitted your request. If you need to view or print a copy, click [Quick View](#) or view its status on the [Approvals Tab](#).**

Here is a summary of the requisition. You can also retrieve this requisition at any time via the document history search page.

Requisition number	782021 view
Requisition status	Pending
Cart name	2012-05-23 ab7093 13
Requisition date	5/23/2012
Requisition total	97.57 USD
Number of line items	1

What would you like to do next? Here are links to some common actions.

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



The reimbursement request will be routed for approval to the Wayne State Business Affairs Officer responsible for the org code specified on the transaction. If additional Dean/VP level approvals are required, it is your responsibility to print the Direct Payment Request form, obtain signatures from the appropriate parties on the printed form, and attach the form to the online request as an attachment.