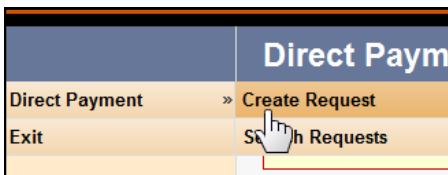


The Direct Payment System is for processing OSU Foundation (OSUF) payments directly to an individual or a vendor. The payment request is initiated electronically and is complete when the transaction has been approved and printed. Printing the Direct Payment Request begins the action of electronically forwarding the request to the OSU Foundation.

- 1) Login and Locate the OSU Direct Payment System page.



- 2) Next move your cursor over Direct Payment and select "Create Request".



This action opens the Direct Payment Request page (only partial page shown).

- 3) Beginning with the Vendor Name box, type the name of the individual or vendor you want to pay.

You will note in this particular instance, those existing vendors with same/similar names will populate in a drop down list.

Once the vendor name is selected, the current mailing address will populate.

Direct Payment Rec

Vendor Name: Hansen, Michael J

Address: 3 . . . ie

City: Philomath State: OR Zip: 97370

- 4) Next enter the invoice number and invoice date in the applicable boxes. If an invoice number is not provided by the vendor, or you have multiple receipts, do not make up an invoice number. The system will generate an invoice number and add a date and time stamp (i.e. ##### YYYYMMDD HHMMSS).

Invoice No.:

Invoice Date:

You can also enter the invoice date manually but it **must be** in the **mm/dd/yyyy** format.

- 5) Enter a detailed Business Purpose for this payment. Be sure your entries can answer the 5 W's—Who, What, Where, When & Why.

Business Purpose

Summary: Reimb-BudgetOfficeProgrammerRecruitmentSamSmithCandidateDinnerSearchComm-BSohn/EAu/JMerth/MHansen-delAlmaRest-12/18/2012

Who: Search Committee Members with Candidate Sam Smith

What: Dinner

Where: del Alma, Corvallis

When: Tuesday, December 18, 2012

Why: Budget Office Programmer Recruitment Dinner with Search Committee

- 6) Now select the applicable OSUF account number from the drop down list.

Acct	Descripti
50200	Fellowships
50400	Recognition and Awards
50450	Recognition and Awards Taxable
50510	Capital Outlay - Land

56570	Conferences, Meetings&Seminars
56600	Public Relations/Entertaining
56603	Public Relations/Entertaining
56620	Gifts to Donors
56630	Donor Cultivation
56650	Tickets

- 7) Next enter the Project ID. After entering the first five digits, i.e. 4100-X or 4110-X, a dropdown list will populate for the number series. Once you select the Project ID, a name should automatically appear in the Signer box.

4110-9	
4110-955260	OSU Retirement Assoc (OSURA)
4110-999960	BFP Testing
4110-999970	BFP Testing Reimbursement
4110-999980	BFP Testing Reimbursement
4110-999990	BFP Testing Reimbursement

Project ID	Signer
4110-999970	Au, Edward F

DO NOT IGNORE THIS POP-UP NOTICE. Due diligence must be exercised when entering and reviewing transactions to ensure duplicate payments are prevented.

- B. Review the Invoice Summary list to determine if the Direct Payment Request prepared has been paid previously. If the Invoice for the Direct Payment Request has been paid, STOP and CANCEL your entry. If the Invoice for the Direct Payment Request has not been paid, click the x to close, returning to the caution message. NOTE: If an invoice is paid on a FS Index, the transaction must be processed using the Direct Reimbursement System.

OSU Oregon State University Office of Budget and Fiscal Planning **INVOICE SUMMARY**

Invoice Number	Doc Code	Nolij	Invoice Date	
11001	I0186166		11/4/1996	Haye
11001	I0584819		9/15/1999	Miller
11001	I0769170		1/16/2001	Forbe
11001	I1234875		5/24/2004	Links
11001	I1359891		3/11/2005	Corne
11001	I1472661		1/6/2006	Innov
11001	I1577251		8/1/2006	Mahe
11001	I1959864		5/20/2009	Adva

- C. Check the box indicating you have "...reviewed & verified that the invoice...has not been paid by OSU." Click Ok to proceed, returning to the Direct Payment Request. Click **Next**.

Duplicate invoice number found in Banner

Please [review](#) the duplicate invoice number.

I have reviewed & verified that the invoice I am submitting has not been paid by OSU

- 11) The original screen will reappear. Click Submit to forward your Direct Payment Request to the OSUF.

Your request is not submitted until you click the 'Submit' button »

- 12) The Direct Payment System will assign a Document ID number to your transaction and populate in the Pending Direct Payment Requests originated from you list on the Direct Payment System home page. An indicator on the right hand side will indicate the status of your Direct Payment Request.

All documents will initially indicate Pending until reviewed by the OSUF.

Pending Direct Reimbursement Requests originated from you

Req Doc ID	Business Purpose	Vendor Name	Invoice No.	Total	Status	Print
70	Assisted with Heavy object needing lifting in the College of Science	Heavy Lifting	HL-8872	\$125.00		
71	Reimb-BudgetOfficeProgrammerRecruitmentSamSmithCandidateDinnerSearchComm-BSohn/EAw/JMerth/MHansen-delAlmaRest-12/18/2012	Hansen, Michael J	11001	\$127.50		