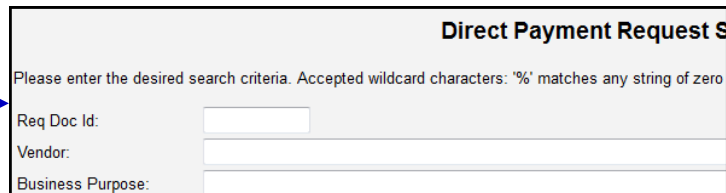
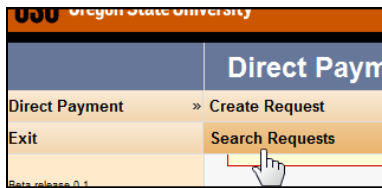


The Direct Payment System is for processing OSU Foundation (OSUF) payments directly to an individual or a vendor. The payment request is initiated electronically and is complete when the transaction has been approved and printed. Printing the Direct Payment Request begins the action of electronically 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 “Search Requests” OR locate your request on your “Pending Direct Payment Requests Originated by You” (see page 2).



Choose one of the following search criteria to locate your document:

Please enter the desired search criteria.

Req Doc Id:

Vendor:

Business Purpose:

Invoice No.:

Account:

Program:

Project ID:

Signer:

Description:

Activity:

Status:

Req Date:

Accepted wildcard characters: '%' matches any string of zero or more characters; '_' matches any single character.

From the Direct Payment System home page, scroll through the “Pending Direct Payment Requests originated by you” to locate the document to revise.

OR

Pending Direct Payment Requests orig

Req Doc ID

71

Reimb-BudgetOfficeProgrammerRecruitmentSamBSohn/EAu/JMerth/MHansen-delAlmaRest-12/18

Party

Scroll down list to locate your document

- 3) Either method should populate your Direct Payment Request as demonstrated below. Click the **Revise** button to proceed.

Direct Payment Request

Vendor
Vendor: Hansen, Michael J
Address: Philomath OR 97370
Invoice No.: 11001
Invoice Date: 01/02/2013

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

Acct	Desc	Project ID	Project Title	Signer	Prog	Prog Title	Actv	Actv Title	Amount	Status
56600	Public Relations/Entertaining	4110-999970	BFP Testing Reimbursement	Au, Edward F	30001	Academic Support			100.00	PENDING
56603	Public Relations/Entertaining	4110-999970	BFP Testing Reimbursement	Au, Edward F	30001	Academic Support			27.50	PENDING

Req Doc Id: 71
Req Date: 01/08/2013
Revision: 01/08/2013 ([see history](#))
Status: **PENDING**

Originator: Cholewinski, Karen Kaye Dept: QFA - Budget / Fiscal Planning Email: cholewik@onid.orst.edu Phone: (541) 7378247

Revise Close

- 4) Clicking revise will populate the Direct Payment Request in an editable format. Any element of the original entry can be changed, beginning with the Vendor Name through the Account Coding. Once the changes are complete, click **Next**.

If the Invoice Number was identified in Banner as a duplicate during the original entry, the Caution Message will reappear. Follow the steps necessary for verifying the invoice has not been paid, returning to the Direct Payment Request. Click **Next**.

- 5) Next select **Submit** or **Cancel**. **Cancel** returns to the Payment Request. **Submit** forwards the Direct Payment Request to the OSU Foundation for review and approval, returning you to the Direct Payment System home page.