Dynamic Form (DF), Electronic Payment Voucher

Form Completion / Look Up Instructions

A new electronic Payment Voucher (PV) has been created in Dynamic Forms (DF) that can be used instead of the Excel Payment Voucher. This new form does not require an Adobe digital signature on a PDF, nor does it need to be manually sent to Accounts Payable (AP) for processing. Secure signatures are added by signing in with your Washburn University Single Sign On (SSO) credentials and the PV is routed based on information provided on the form.

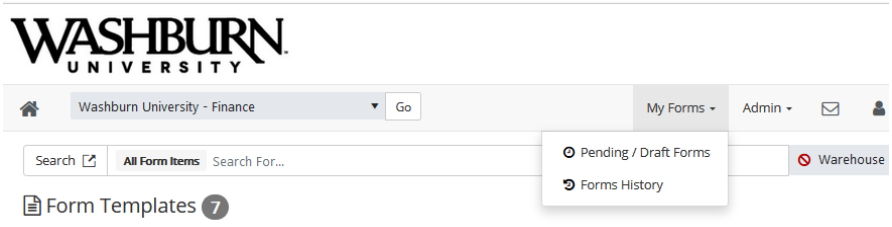
<u>This new PV can be used for all payments EXCEPT travel reimbursements and final PO payments.</u>

> Travel expense reimbursements should be submitted on a Travel Expense Report with all pertinent receipts/documentation.
>
> Final PO payments are made by submitting the Dept copy of the PO with appropriate signatures and invoices.

The Dynamic Form Payment Voucher can be found by clicking the Finance and Payroll forms link in the Finance section of MyWashburn. When you open a new form, you have 45 minutes to complete it before being logged out.

You can find previously started/completed forms clicking the Dynamic Forms link on the Employee tab of MyWashburn and logging in with your Washburn SSO Credentials.

To see previous forms, select the drop-down arrow next to My Forms in the top-right.

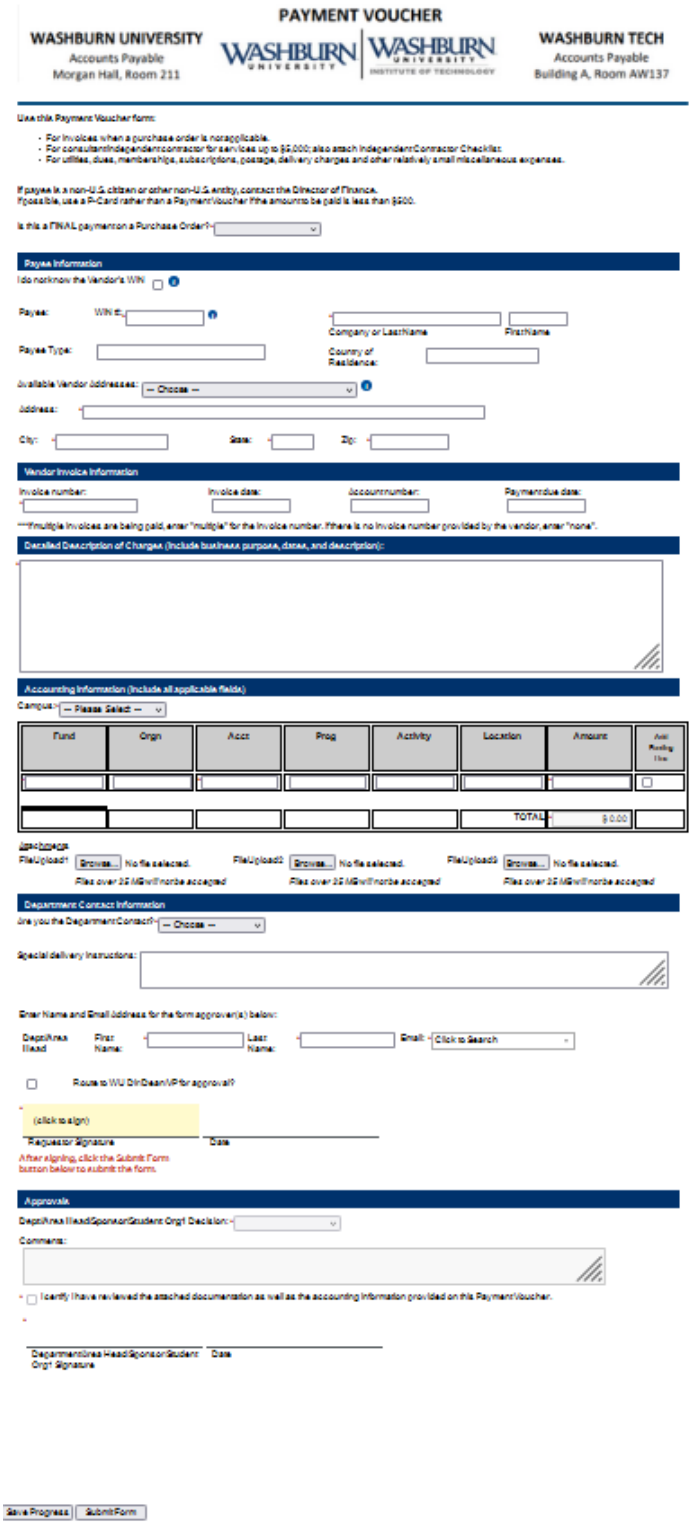


> Pending / Draft Forms: This page allows you to view forms you've saved as a draft or forms you've completed that still require another signature(s).
>
> Forms History: This page shows forms that you have previously completed and do not require additional signatures. You are able to go back and view or print forms from this page.
>
> *Both of these areas feature a search box that may help you find a specific form.

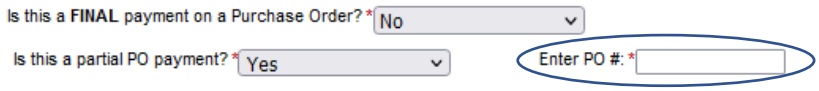
The new DF PV looks very similar to the one that has been used in the past. There are six main sections:

- Payee Information
- Vendor Invoice Information
- Detailed Description of Charges
- Accounting Information
- Department Contact Information
- Approvals

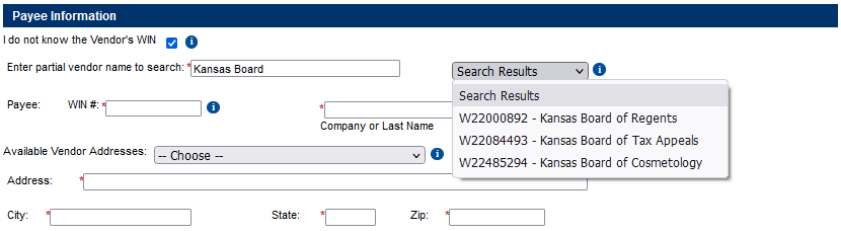
Each section is discussed in detail below.



At the beginning of the PV, you are asked questions regarding PO payments. This form can be used for partial payments on a PO but, as stated above, final payments on a PO (which will close a PO), must be made by submitting the Dept copy of the PO. If you use this form to make a partial payment on a PO, you must provide the PO number.



Payee Information



1. Enter the Vendor's WIN and name.

***If this is a new Vendor, you must submit a W9 to Purchasing to obtain a WIN to provide on the PV, prior to submitting the form for payment.

***The search option for a WIN/Address, discussed below, are only available for corporations, not individuals. This is to ensure the privacy of individuals. If you don't know the WIN or address for an individual, you should contact Purchasing at x2312, prior to submitting the form for payment.

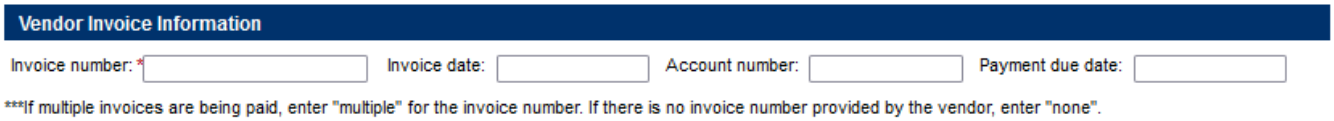
If you don't know the WIN for a corporate vendor, click the box after "I do not know the Vendor's WIN" at the top of the Payee Information section to conduct a search in Banner. Enter part of the Vendor name to search for the Vendor's WIN. Click the down arrow next to "Search Results" to see all possible Vendor options. If you see the correct Vendor, select it from the list. After you have selected the Vendor, the WIN and Vendor name populate based on your selection. (it takes a few seconds for the information to populate the field) If you don't see the correct Vendor, contact Purchasing at x2312 for assistance.

2. Enter the Vendor's remit to address that appears on the invoice and/or W9.

You have the option to select an address from Banner by choosing the drop-down arrow next to the "Available Vendor Addresses" field. If the address does not appear as an option, contact Purchasing at x2312 to request an address update in Banner. Upon selecting an address from the drop-down list, those fields on the PV are populated. (it takes a few seconds for the information to populate the field)

Important Note: The search fields are hidden after selecting an option from the search results. If you need the search fields again, delete the previously selected information from the field(s).

Vendor Invoice Information

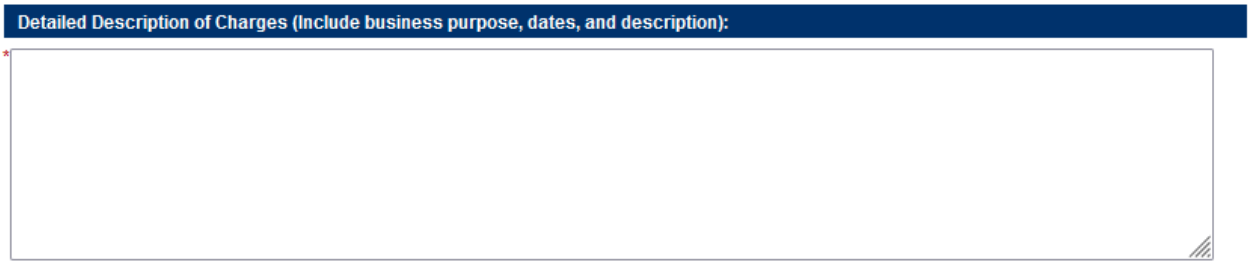


If available, enter the vendor invoice number and date, account number with the Vendor, and the payment due date.

If you are paying more than one invoice with the PV, enter multiple as the invoice number and provide invoice details in the next section.

If you do not have the Vendor invoice information, enter “none” as the invoice number.

Detailed Description of Charges



If paying just one invoice or reimbursement, include business purpose of expense as well as dates, if applicable, and a brief description of the charge. Examples:

Magazine Ad, Apr/May 2021 issue

OR

Shirts for basketball camp held May 1 – 5, 2021

If paying multiple invoices, provide the detailed description of each invoice here as well as the detailed business purpose, as described above. Example of two invoices:

Invoice number 1, 5/1/2021, Acct#123, due date 5/31/2021 – Copier charges April 2021

Invoice number 2, 5/5/2021, Acct#345, due date 6/1/2021 – Staples for copier

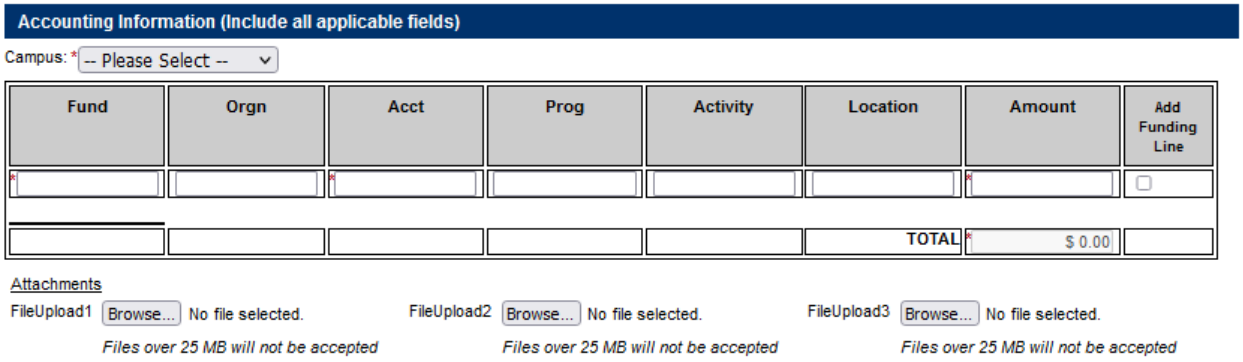
This is also the section you should include any pertinent notes about the payment. Examples:

Sales tax has been deleted from the invoice total per conversation with Jack at "vendor" on 4/10/2021.

Account code 710600, Office Supplies, was previously used for this payment, changed to 700210, Copier Charges after discussing with Rhonda Thornburgh.

Important Note: The description AP enters, that appears on the payment remittance slip to the vendor, is limited to 50 characters. Therefore, the description you provide on the PV should include all pertinent information, but may be abbreviated when entered into the system for payment.

Accounting Information



Select the appropriate campus from drop-down list.

> Only one campus can be selected per PV. If there are charges for multiple campuses on one invoice, two PVs must be completed. Include a note in the Detailed Description section of each PV explaining why the invoice is not being paid in full, and that a PV for the other campus is being processed to pay the remaining balance.

Provide complete FOAPAL information for the payment. Only the Fund and Account fields are required on the form since a few select payments require only those two components of a FOAPAL. If the payment you are requesting requires all funding categories, they must be included on the PV. If using multiple FOAPALs, click the box in the "Add Funding Line" to add additional funding lines. The maximum number of FOAPAL lines is ten. If you have more than that, please contact Accounts Payable.

Important Note: Particular invoices do not need to be referenced with FOAPAL information. However, the total amount of the invoices being paid and the total on the FOAPAL lines must match.

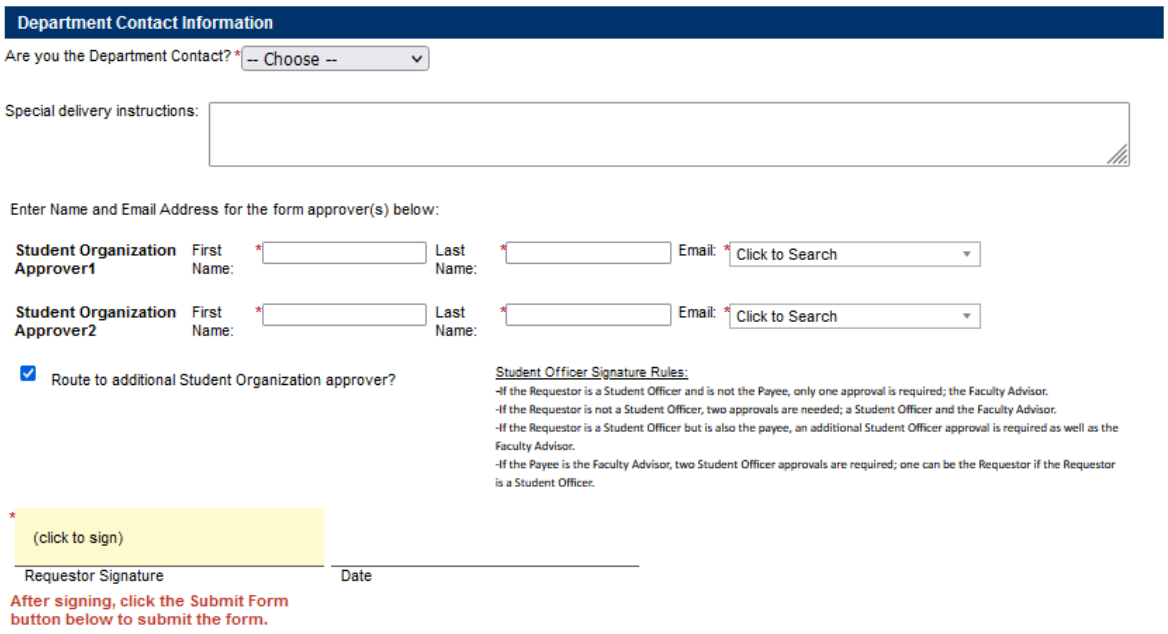
Important Note: If one of the FOAPALs includes a fund that begins with "9" or "21", that FOAPAL must be on the first line to ensure routing to all required individuals.

Under the FOAPAL section, there is a section for Attachments. Click on the "Browse" button to attach all invoices/documentation related to the payment. This creates a hyperlink for approvers to retrieve the documentation to review prior to approving the payment.

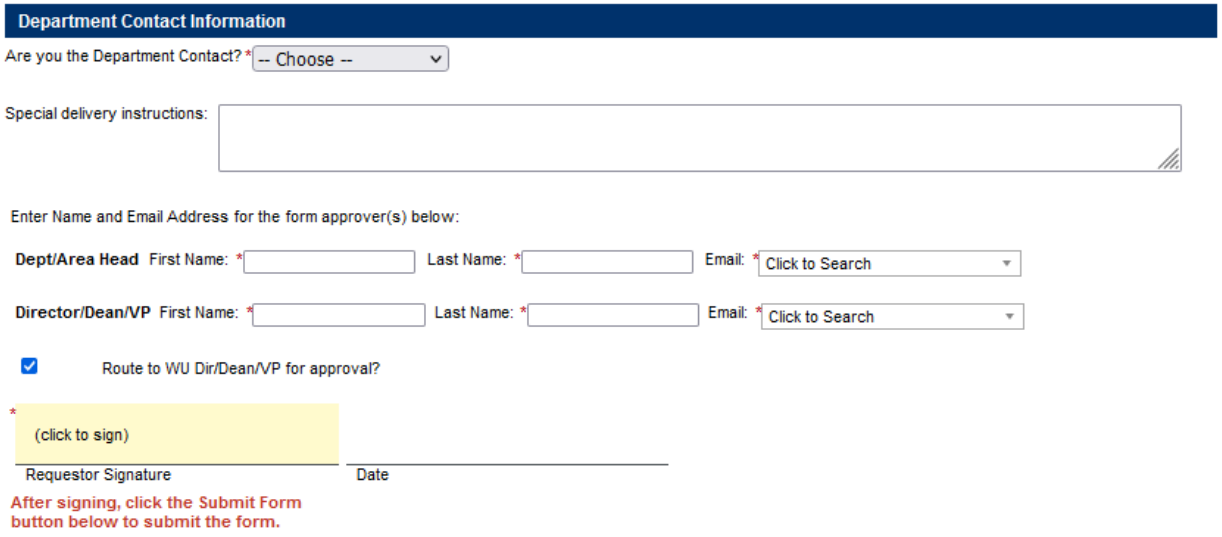
Department Contact Information

In this section, you have the ability to send the PV to one or more individuals to approve.

If the FOAPAL entered includes fund 800000 or a fund that begins with 111, you will see a note explaining approval requirements and the approvers will be “Student Organization Approvers” instead of “Dept/Area Head” and “Director/Dean/VP”.



If the FOAPAL entered does not include fund 800000 or a fund that begins with 111, the approvers remain “Dept/Area Head” and “Director/Dean/VP”.



The first person you have the option to send the form to is a Department Contact.

> If you are the only person in your department to approve the payment before the supervisor, enter yourself as the Department Contact.
>
> If there is another individual in your department that approves PVs before the supervisor, list that person as the Department Contact. The PV will be routed to them to review and approve prior to being routed to the supervisor for approval.

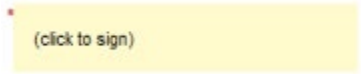
If applicable, provide special delivery instructions, such as "Hold for pick up" in this section.

You are required to enter a Dept/Area Head, or at least one Student Organization Approver, to approve the payment. Enter the first and last name of that individual and search for the appropriate email to enter.

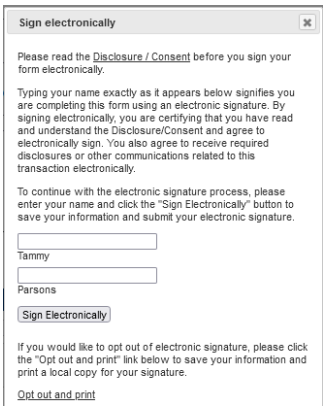
If the payment requires an additional approval, click the check box next to "Route to WU Dir/Dean/VP for approval, or if a Student Organization, "Route to additional Student Organization approver?" Enter the first and last name and email for the additional approver. The additional approver must review and approve the payment before it is routed to Accounts Payable.

After all approvers have been identified:

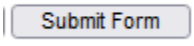
1. Select the (click to sign) box



2. Type your first and last name and click the "Sign Electronically" button. <u>This does not submit the document. You must proceed to step 3 to ensure the PV is submitted.</u>

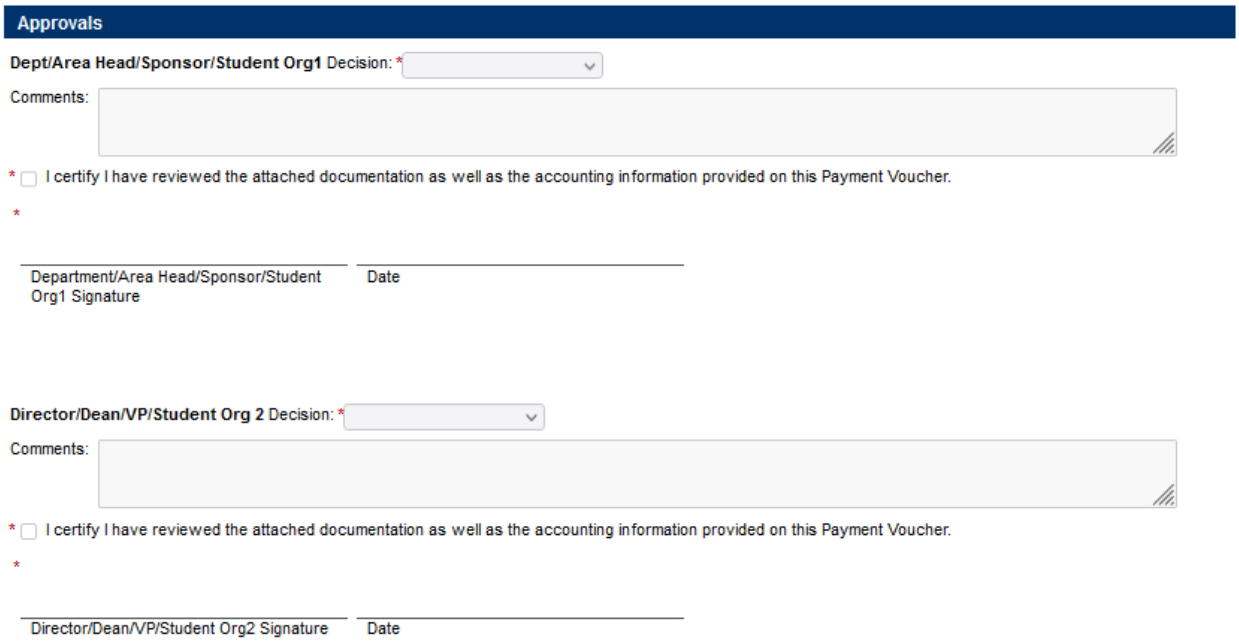


3. Scroll to the bottom of the form and click the "Submit Form" button. This forwards the form to all approvers identified in this section.



All approvers receive an email from “donotreply@washburn.edu”. The subject line of the email includes the name of the vendor being paid as well as the amount. The body of the email contains the following link, “Clink here to complete your section of the form.” Approvers click on that link to be directed to Dynamic Form and their SSO.

Approvals



All approvers must review the payment information to ensure accuracy, including the attachments and the FOAPAL(s) provided on the PV. Upon completion of the review, each approver, including Accounts Payable, has three choices:

- Approve the payment
- Return the PV for revisions/questions
- Deny the payment

If the payment is approved, the form is automatically forwarded to the next individual in the process, after the Approver signs the PV and selects submit.

If the PV is denied instead of approved, the individual who prepared the PV receives an email informing them that the payment was denied. The email includes comments that were added at the time the PV was denied. When a PV is denied, it can no longer be updated, a new PV must be created.

The only time a PV should be denied is if the payment request is in error and will not be paid. If an Approver has questions about the payment, or if the PV needs corrections, they choose to return the PV for revisions/questions.

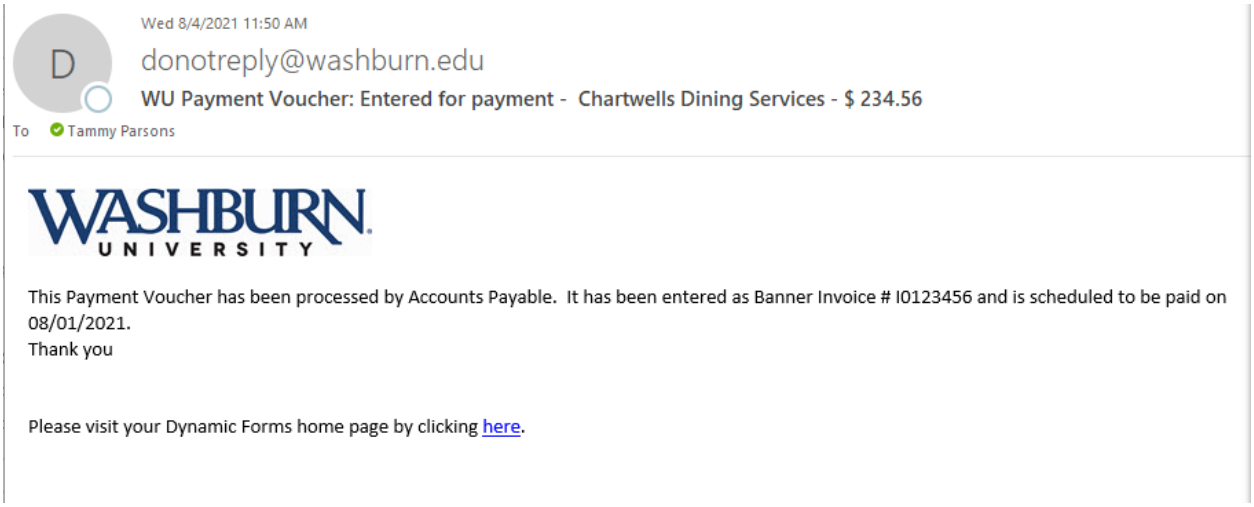
If an Approver, or Accounts Payable, choose to return the PV for revisions/questions, an email is sent requesting additional information. Only the individual who prepared the form has the ability to make changes to the form. Approvers and/or Accounts Payable do not have the ability to alter ANY information originally provided on the form.

An email is sent to anyone who had previously approved the PV letting them know it has been returned for revisions. At this time the email does not contain specific information about which PV was returned. That is an enhancement DF is currently working on adding.

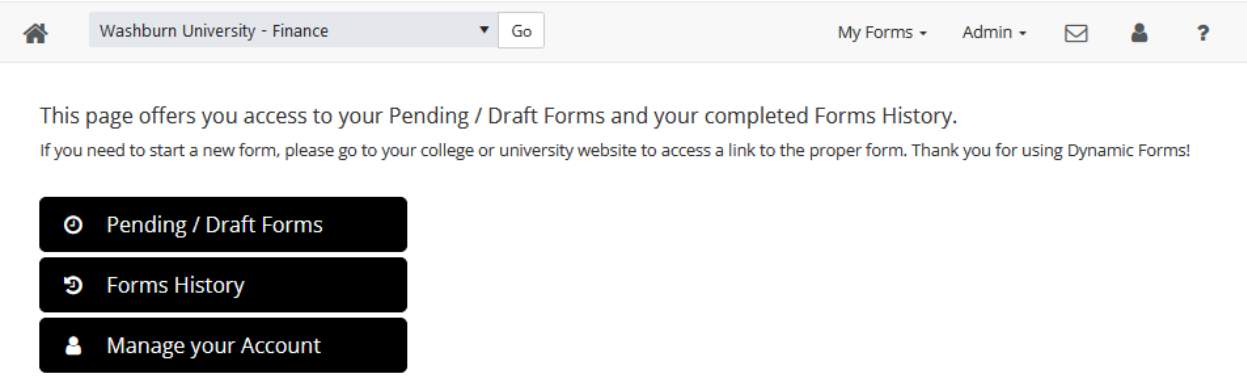
The detailed email the Requestor receives is not saved as part of the PV. The individual returning the form has the option to save the question(s)/request(s) as part of the document prior to returning the form.

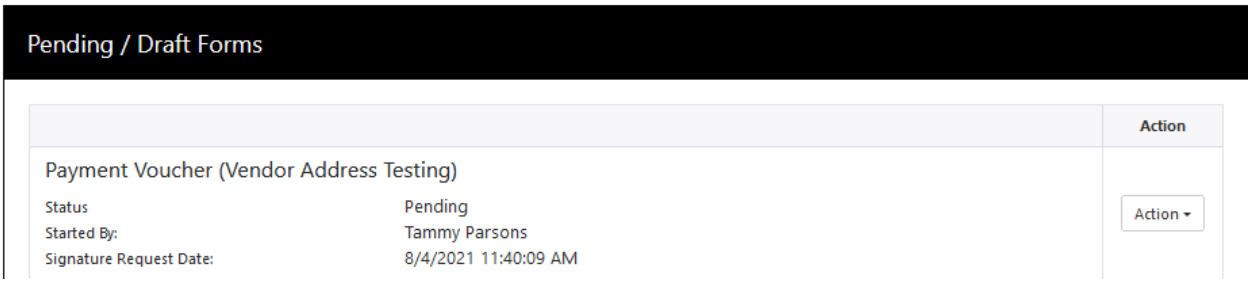
Important Note: Since only the individual receiving the returned email sees the information in the email, if a PV is returned for revisions/questions without the question(s)/request(s) being saved as part of the PV, other individuals, such as other approvers, will not know the specific reason a PV is being re-routed for approvals. Therefore, when the updates are made to the form, it is important to add additional information to the detailed description box indicating why the PV is being resent so other Approvers will not think it is a duplicate payment.

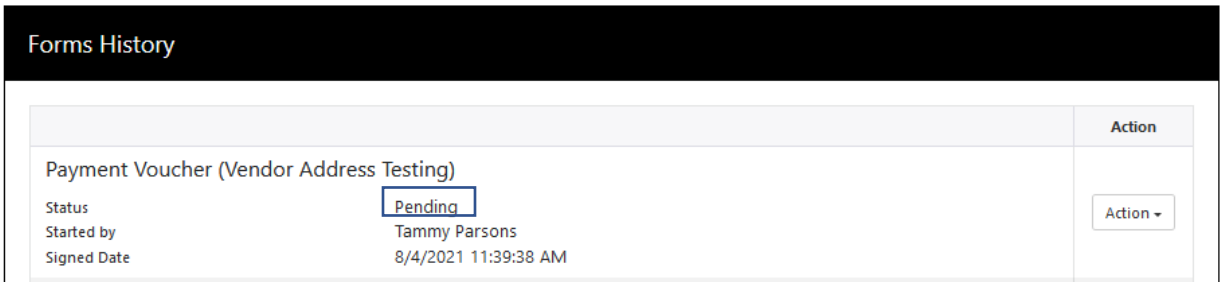
After a PV has all required approvals, and has been entered for payment by Accounts Payable, you will receive an email notifying you that the payment has been completed.



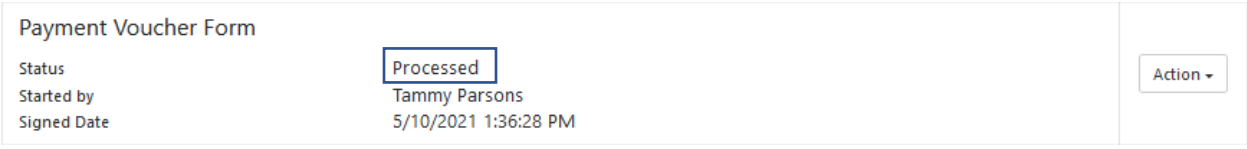
If you click the link in the email, to go to your DF home page, you can see pending DFs as well as completed DFs.







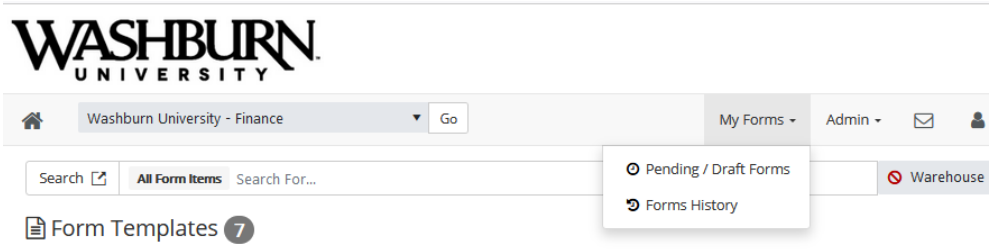
The completed DF PVs in Forms History show as pending until the automatic process runs behind the scenes to image the document in Banner, the status then changes to Processed.



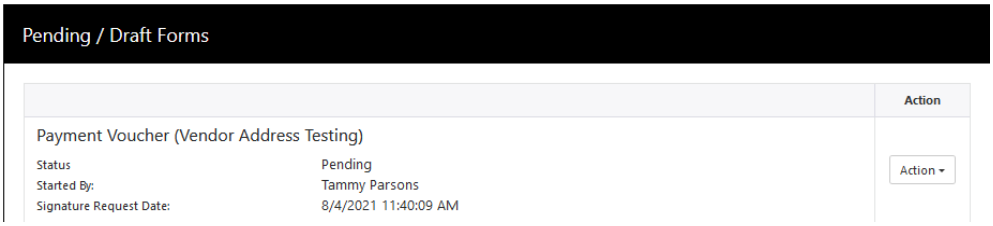
How to look up a PV to determine where it is in the routing process

If you haven't received the email indicating a payment has been entered/paid by Accounts Payable, you have the ability to look up the PV to determine where it is in the process by clicking on the Dynamic Forms link on the Employee tab of MyWashburn and logging in with your Washburn SSO Credentials.

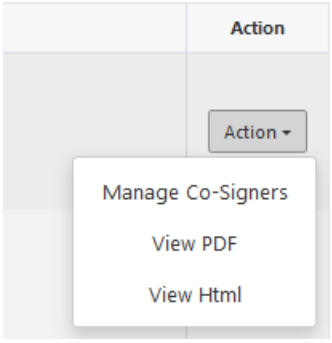
To see previous forms, select the drop-down arrow next to My Forms in the top-right.



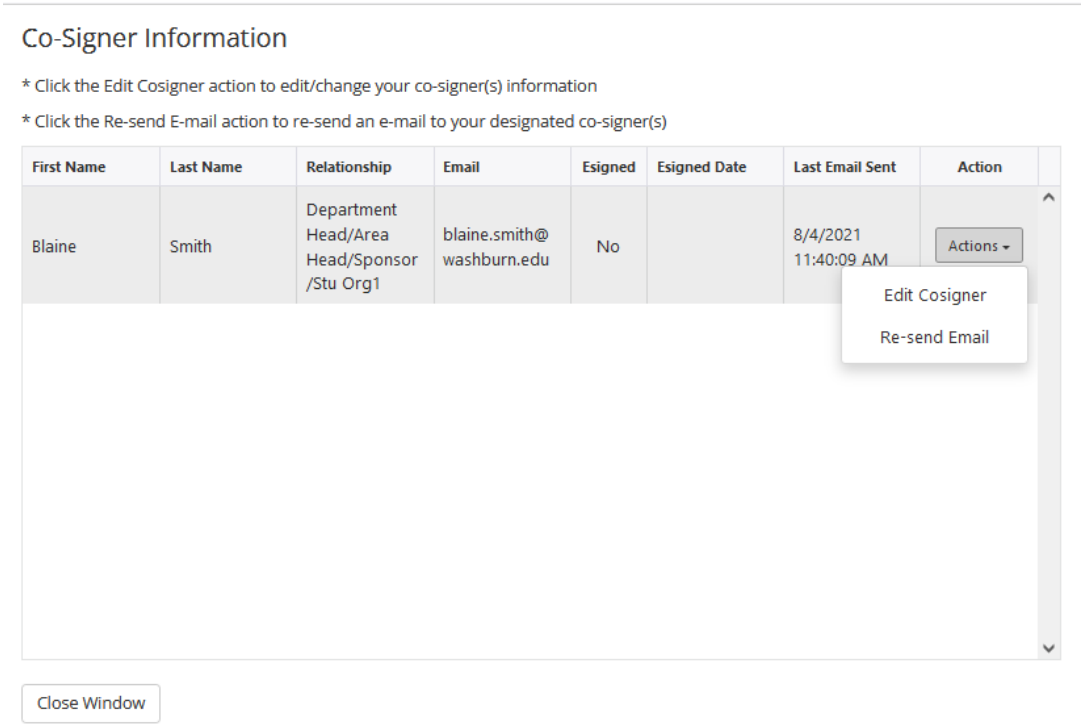
Select Pending / Draft Forms



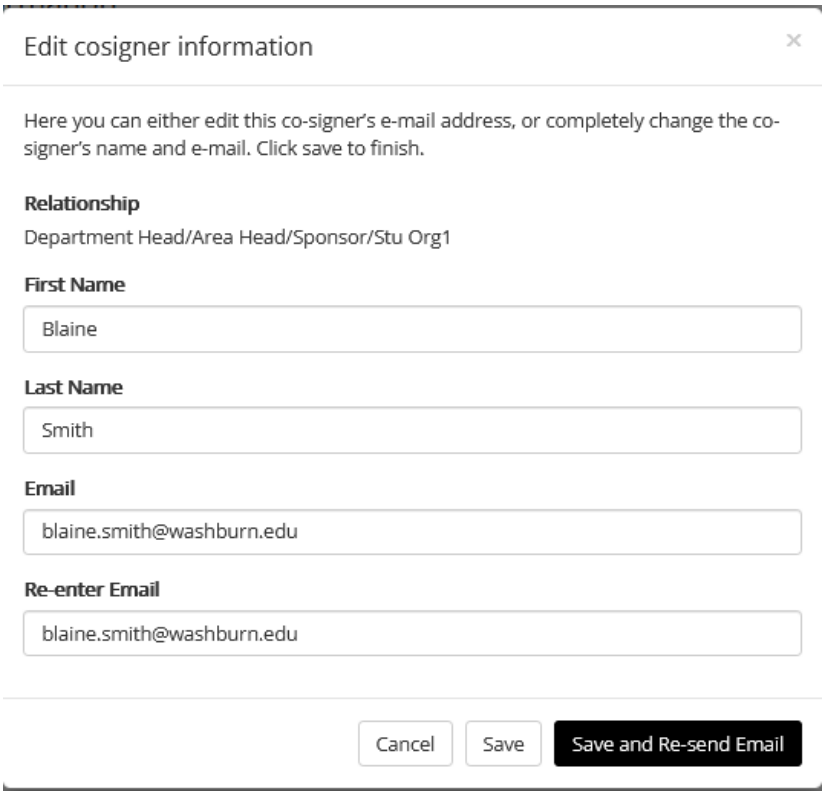
Select the down arrow to pull up the list of available actions



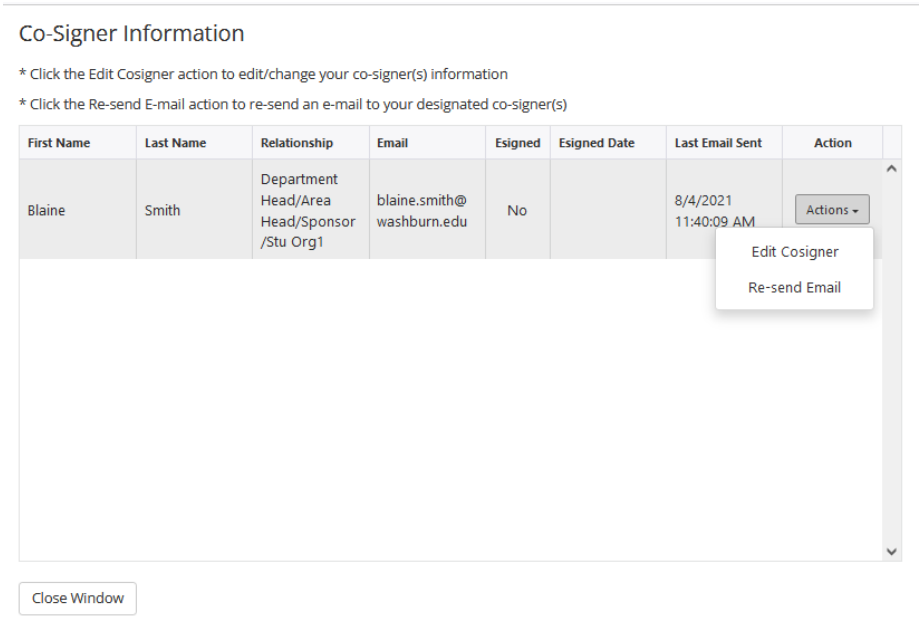
Select Manage Co-Signers



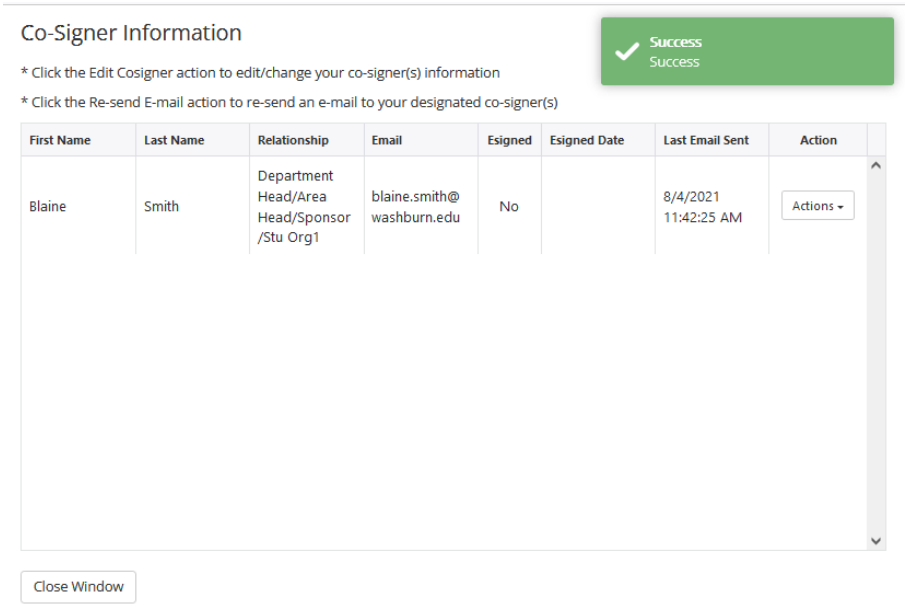
This shows that Blaine Smith, the Department Head entered at the time the PV was prepared, received an email about this PV on 8/4/2021 at 11:40:09 AM. If you need to send the PV to a different individual, you can select "Edit Cosigner" to change the approver.



Enter the information for the new approver in this box and select Save and Re-send email. The Co-Signer Information is updated accordingly.



If you select Re-send Email, another email will be sent to the approver listed.



When the new email is sent, you receive the green box that says Success and the information in the last email sent column is updated with the most recent date and time.

Co-Signer Information

* Click the Edit Cosigner action to edit/change your co-signer(s) information

* Click the Re-send E-mail action to re-send an e-mail to your designated co-signer(s)

First Name	Last Name	Relationship	Email	Esigned	Esigned Date	Last Email Sent	Action
Blaine	Smith	Department Head/Area Head/Sponsor /Stu Org1	blaine.smith@ washburn.edu	Yes	8/4/2021 11:45:58 AM	8/4/2021 11:42:25 AM	
		Accounts Payable (WU)		No		8/4/2021 11:46:13 AM	Actions

Close Window

This Co-Signer Information shows that the Department Head signed and submitted the PV on 8/4/2021 at 11:45:58 AM and that the Accounts Payable Department on the Washburn University campus received the email to review this payment on 8/4/2021 at 11:46:13 AM, just a few seconds after it was submitted by the Department Head.

If the WIT campus is selected at the time the DF PV was prepared, the PV is routed to the Accounts Payable Department on the Washburn Tech campus for review and entry.

Co-Signer Information

* Click the Edit Cosigner action to edit/change your co-signer(s) information

* Click the Re-send E-mail action to re-send an e-mail to your designated co-signer(s)

First Name	Last Name	Relationship	Email	Esigned	Esigned Date	Last Email Sent	Action
Blaine	Smith	Department Head/Area Head/Sponsor /Stu Org1	blaine.smith@ washburn.edu	Yes	8/4/2021 11:45:58 AM	8/4/2021 11:42:25 AM	
		Accounts Payable (WU)		Yes	8/4/2021 11:48:09 AM	8/4/2021 11:46:13 AM	
		Accounts Payable (WU) (Final)		No		8/4/2021 11:48:12 AM	Actions

Close Window

This Co-Signer Information shows Accounts Payable reviewed the PV and submitted it on 8/4/2021 at 11:48:09 AM. Since AP determined it didn't need to be routed to anyone else for approval, it was immediately sent to AP again, this time to enter it for payment.

If AP determined the PV needed additional reviews/approvals, the names of those individuals and the date/time those emails were sent, would appear in this list of Information, under Accounts Payable (WU). Upon all additional reviews/approvals being completed, the PV is then routed to Accounts Payable (WU) (Final) for entry.

Again, If the WIT campus is selected at the time the DF PV was prepared, the PV is routed to the Accounts Payable campus on the Washburn Tech campus for review and entry.

Co-Signer Information

* Click the Edit Cosigner action to edit/change your co-signer(s) information

* Click the Re-send E-mail action to re-send an e-mail to your designated co-signer(s)

First Name	Last Name	Relationship	Email	Esigned	Esigned Date	Last Email Sent	Action
Blaine	Smith	Department Head/Area Head/Sponsor /Stu Org1	blaine.smith@washburn.edu	Yes	8/4/2021 11:45:58 AM	8/4/2021 11:42:25 AM	
		Accounts Payable (WU)		Yes	8/4/2021 11:48:09 AM	8/4/2021 11:46:13 AM	
		Accounts Payable (WU) (Final)		Yes	8/4/2021 11:50:18 AM	8/4/2021 11:48:12 AM	

Close Window

This Co-Signer Information shows AP processed the payment on 8/4/2021 at 11:50:18 AM, which generated the email back to the Requestor of the PV.

Wed 8/4/2021 11:50 AM

D donotreply@washburn.edu

WU Payment Voucher: Entered for payment - Chartwells Dining Services - $ 234.56

To Tammy Parsons

WASHBURN UNIVERSITY

This Payment Voucher has been processed by Accounts Payable. It has been entered as Banner Invoice # I0123456 and is scheduled to be paid on 08/01/2021.
Thank you

Please visit your Dynamic Forms home page by clicking here.