

Amherst has a new Direct Payment Form in BuyWays!

We are pleased to announce that we have created a new Direct Payment Form in BuyWays. This form can be used to create payment vouchers and expedite payment for specific purchases. The Direct Payment process is not to be used as a method to pay invoices for products or services after the fact, when a Purchase Order should have been issued. Allowable purchases are currently limited to the following:

!!! IMPORTANT NOTES

- **Vendor code must be set up in the UMass Vendor file prior to doing a DP voucher with a valid “REMIT” address.**
- **This form is not used with the student vendor file or the employee vendorfile**
- **Can only use Account Codes in the 7XXXXX range.**
- **You MUST have back up documentation with each Direct Payment form submitted i.e. invoice, receipts, etc.**

Allowable Direct Payments

**Administration Process Exceptions/Needs
Controller’s Office prior approval**

Arbitration/Settlements

Donations made in lieu of Flowers

Foundation Account/Agency

Honorariums (less than \$5000.00)

Memberships

Participants Support Cost

Permits/License Fees (Non IT)

Registrations

REU, SPUR, RET

REU - Research Experience for Undergraduates

Spur - Summer Program for Undergraduate Research

RET – Research Experience for Teachers

Student Support

Taxes, Fees, or other Payments to Government

Advertisements/excluding employment

Collections & Write- offs

Emergency Payments

Prizes

Human Subjects

Non-Employee Reimbursements/Travel

Payments to Banks

Postage/Freight

Related Entity Payments

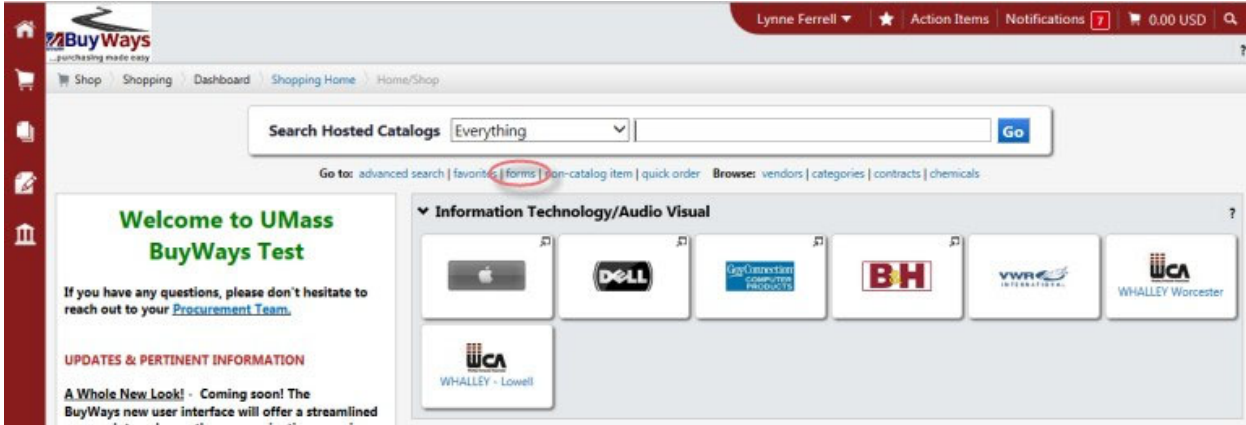
Royalties

Subscriptions/Publications

Visa Applications Fees

General Maintenance

The form can easily be found by navigating to the BuyWays Home page and clicking on the Forms link:



Although this form uses the same rules for workflow as a requisition it eliminates the need to create a Purchase Order and then submit the invoice because once it has been fully approved the PO automatically “flips” to become an invoice/Disbursement Voucher. The Direct Payment Form can only be used to pay one invoice. Multiple invoices cannot be listed on the same form. However, there can be multiple lines listed for the same invoice.

Things to remember:

- Invoice numbers must be unique. If no invoice number is included on your documentation then use today’s date in this format:021516.
- **IMPORTANT** - Choose the correct remittance address.
- PO’s created from the form are not distributed to the vendor so order distribution does not matter.
- Check the appropriate box to indicate whether you need the voucher to pay immediately or if the check requires any special handling (return to dept, include enclosures, etc.)
- Check a radio button to indicate what type of purchase
- Include any comments to approvers or Accounts Payable in the Comments section
- Please attach any supporting documentation (receipts for non-employee travel, invoices, etc.)
- The voucher does require AP approval so transactions will be audited for appropriate use of the form, data entry errors, duplicate payments, correct account codes, withholding, and required backup documentation.

Direct Payment Form – Job Aid

This form is to be used only for specific types of purchases. The Direct Payment Form is a way to request payment for goods or services when the transaction does not warrant the issuance of an official purchase order. The Direct Payment process is not to be used as a method to pay invoices for products or services after the fact, when a purchase order should have been issued. Be sure to include any required supporting documentation.

The Direct Payment Form streamlines the payment process by utilizing online approval and by not requiring data entry by Accounts Payable. Once the required information is entered into the form, only online approval is required to move the document through the system.

Amherst Direct Payment Form

15 Available Actions: Add and go to Cart

Instructions Instructions This form is to be used only for specific types of purchases. The Direct Payment Form is a way to request payment for goods or services when the transaction does not warrant the issuance of an official Purchase Order. The Direct Payment process is not to be used as a method to pay invoices for products or services after the fact, when a Purchase Order should have been issued. Be sure to include required supporting documentation. Choose one of the following purchase types below to indicate what type of purchase is being made. If your check requires special handling, please check the appropriate box. Multiple lines can be added by choosing Add to Cart. If only one line is required choose Add and go to Cart. Special Handling Due Now <input type="checkbox"/> Other <input type="checkbox"/> Other: <input type="text" value=""/> 254 characters remaining <input type="button" value="expand"/> <input type="button" value="clear"/>	Direct Pay Invoice Date <input type="text" value="mm/dd/yyyy"/> Supplier Inv # <input type="text"/> Enter Vendor <input type="text"/> or <input type="button" value="vendor search"/> Remit To Address Contact Name <input type="text"/> Street 1 <input type="text"/> Street 2 <input type="text"/> Street 3 <input type="text"/> City <input type="text"/> State <input type="text"/> Zip <input type="text"/> Country <input type="text"/> Email <input type="text"/> Phone <input type="text"/> Toll Free Phone <input type="text"/> Fax <input type="text"/>
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Purchase Category Check the Box below to identify the type of Purchase Type of Purchase <input type="checkbox"/> Foundation Account/Agency <input type="checkbox"/> Memberships <input type="checkbox"/> Payments to Banks <input type="checkbox"/> Postage/Freight <input type="checkbox"/> Prizes <input type="checkbox"/> Royalties <input type="checkbox"/> Student Support <input type="checkbox"/> REU, SPUR, RET <input type="checkbox"/> Participant Support Cost <input type="checkbox"/> Subscriptions/Publications <input type="checkbox"/> Taxes, Fees or other payments to Government entities <input type="checkbox"/> Collections and Write-offs <input type="checkbox"/> Advertisements/excluding employment <input type="checkbox"/> Arbitration/Settlements <input type="checkbox"/> Related Entity Payments <input type="checkbox"/> Human Subjects <input type="checkbox"/> Donations made in lieu of flowers <input type="checkbox"/> VISA Application Fees <input type="checkbox"/> Administrative Process Exceptions <input type="checkbox"/> Emergency Payments <input type="checkbox"/> Non-Employee Reimbursements/Travel <input type="checkbox"/> Permits/License Fees (Non-IT) <input type="checkbox"/> Honorariums (less than \$5000.00)	Invoice Information Product Description <input type="text"/> 254 characters remaining <input type="button" value="expand"/> <input type="button" value="clear"/> Quantity <input type="text"/> Unit Price <input type="text"/> Commodity Code <input type="text"/> Comments <input type="text"/> 1000 characters remaining <input type="button" value="expand"/> <input type="button" value="clear"/> Internal Attachments <input type="button" value="Add Attachments"/>
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Total 0.00

1 – Invoice Date – The invoice date should be the date that appears on the document you are requesting payment for. If you do not have a date then use today's date.

2 – Supplier Invoice # - Use the invoice number that appears on the document. It must be a unique number or the system will reject it as a duplicate. If there is no invoice number, please use the Controller's office invoice standards that are located on the Controller's Office web page Accounts Payable/information. If a standard is not available please use today's date.

3 – Enter Vendor – The vendor name will auto-populate after typing the first three letters of the vendor name but it is recommended that the vendor search be used. This lists more information about the vendor and will help avoid paying a different vendor with a similar or same name.

4 – Remit To Address – Choose the correct **remittance** address from those available in the drop-down menu. If the correct address is not listed you will have to contact the campus vendor administrator to have the address added.

5 – Special Handling – Check this box if the check will require special handling. This is where Accounts Payable will look to see if the check should be returned to the department for either additional documentation to be included with the check or the department needs to pick it up. **"IMPORTANT!!" CHECK YOUR REMIT ADDRESS IF IT HAS A "PM" IN FRONT OF THE STREET ADDRESS IT MEANS IT'S A PAYMODE VENDOR AND THE PAYMENT WILL GO VIA AN ELECTRONIC FUNDS TRANSFER.** You either need to 1. Pick a non Paymode Address, 2. Have a new remit to address set up in the Vendor file, or 3. Paymode needs to be removed in PeopleSoft and that should be communicated in box 7.

6 – Due Now – The University's payment terms are 30 days. Check this box if you need this check to pay sooner than 30 days from the invoice date. If the invoice date is over 30 days in the past then the voucher will pay in the next scheduled pay cycle.

7 – Other – Check this box if you have anything other than the payment date or handling code changes that you need to inform Accounts Payable about. There is a free-form textbox to use to describe what is required.

8 – Purchase Category List – The Direct Payment Form can only be used for specific purchases or payments. Check the type of payment that is being requested. Only one can be chosen.

9 – Production Description – Use this textbox to describe what payment is required for.

10 – Quantity – Enter the quantity.

11 – Unit Price – Enter the unit price. The total price will appear once the form is submitted to the Shopping Cart.

12 – Commodity Code – Enter the commodity code that best fits your purchase.

13 – Comments – Use this area to add any additional comments for Approvers or Accounts Payable

14 – Internal Attachments (Add Attachment) – This is where any backup documentation should be attached (invoice, receipts, etc. It can also be attached from the Shopping Cart.

15 – Available Actions - Once you add it to your cart it moves into a Requisition continue to fill out the Requisition as you normally would, Chartfield info, etc. Once that is complete and approved it will revert into a Purchase Order and then go right into your Direct Payment Voucher.

IMPORTANT NOTE: To keep the PO from being sent to the vendor when you are in the Requisition stage make sure you check off "Confirming/not sent to Vendor"