Business Intelligence Center
Direct Payment System

Reviewing & Approving/Disapproving an Electronic Direct Payment Request

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) Based on the Signer List provided to the OSU Foundation by an OSU Department/College/Unit, first line approvers will receive an email message when expense has been targeted for payment from an applicable OSUF fund.

2) Below is an example of the standardized message sent to approvers:

Greetings,
This is an automated notice from the Oregon State University Foundation Direct Payment System. Please do not reply to this email.
You have 2 direct payment request(s) totaling $85.10 awaiting your review.
The Direct Payment System website is now accessible from off campus locations and available here. You may also click on a Doc Id in the table below to go to the approval form directly.

<table>
<thead>
<tr>
<th>Req Doc Id</th>
<th>Business Purpose</th>
<th>Originator</th>
<th># Items</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>77</td>
<td>del Alma 2/13</td>
<td></td>
<td>1</td>
<td>$20.70</td>
</tr>
<tr>
<td>78</td>
<td>del Alma 2/13</td>
<td></td>
<td>1</td>
<td>$64.40</td>
</tr>
</tbody>
</table>

If you have any questions, please contact your departmental accountant.

NOTE: You will be required to login to the Direct Payment System regardless of which access route you select.

3) By clicking here you are redirected to the Direct Payment System homepage where current documents for approval are listed.
When you click on the **Req Doc Id** number, you are redirected to the specific document in the Direct Payment System.

4) The next step is to review and either approve or disapprove the Direct Payment Request transaction. Begin by reviewing the Vendor Information and Business Purpose for accuracy.

5) This system allows for attachment of expense payment supporting documentation. Attachments can be viewed by clicking on the named file listed in the File Attachment section.

6) Next scan the accounting information for accuracy, being sure the correct **Project ID** is being charged for the expense.

7) After reviewing the transaction detail, the document can be approved or disapproved by clicking either the Y (Yes) or N (No) box, located on the right hand side of the accounting line. If the
transaction expense is allocated to more than one account code or activity title, individual approval of each line is required.

If the document is disapproved, below the accounting detail a Reason box will populate. Please include a brief statement why the payment is being disapproved.

Reason:

8) Next click

9) A Duplicate Invoice Number message box may appear on the screen.

This added step is necessary to protect against duplicate invoice payments, one payment from OSU and one payment from the OSUF, for the same invoice. This audit mechanism only validates Invoice Numbers as the OSU and OSUF vendor numbering systems are not compatible. (See Additional Information & Helpful Hints on page 4 for further detail.)

A click on reviewed redirects to a screen reflecting ALL OSU Banner System invoices with the same number as the one in process.

Review the Invoice Summary list to determine if the Direct Payment Request prepared has been paid previously. Click on the up or down arrows for either Invoice Date (bring the latest transaction to the top) or the Vendor Name (alphabetical list). This speeds up the review process if there are numerous duplicate invoice numbers.

Once it has been determined the invoice has not been paid previously by OSU, close the Invoice Summary window. In the Duplicate invoice number window, add a check to the box indicating review and verification the invoice was not previously paid by OSU. Again, click the Submit button at the bottom of the page, forwarding your approval of the payment request.
Additional Information & Helpful Hints:

- **OSU Foundation auditors require that OSU exercise due diligence in determining expenses paid by OSU are subsequently not paid by the OSUF Foundation**

- To insure that expenses are not paid by both OSU and the Foundation, the Direct Payment System validates all invoices against pending and paid invoices.
  - The system identifies duplicate payments based on a positive match on Invoice Number, Invoice Date range, and Vendor name.
  - **In the case of a potential positive match**, the payment initiator will be notified of a possible duplicate payment, which is a step repeated for the approver. The Direct Payment System requires the transaction be authorized or disapproved prior to forwarding the payment request to the OSU Foundation.

- **Please note the OSU Foundation Fund signatory (Approver) is responsible for expenditures from all donor funds authorized. In the case of an audit, or at the Donor’s request, the signatory may be required to justify expenditures made under their authority.**

- **Possible Duplicate Invoice Scenarios:**
  - *The Vendor Invoice is a duplicate of an invoice that has been paid in full by OSU.*
    In this case, the Direct Payment invoice should be disapproved.
  - *The Vendor Invoice is a duplicate but has not been paid in full by OSU.*
    This situation will occur when hosting expenses are split between OSU and the OSU Foundation. The purchase of alcohol is a case in point. The Direct Payment invoice should be approved for expenses not paid by OSU.
  - *The system has misidentified the invoice as being a duplicate.*
    There may be cases when the system identifies a duplicate invoice match but further visual inspection of the underlying records determines that the invoice is not a duplicate. This can occur when a duplicate invoice number is found and the vendors have similar names (i.e. Hilton Garden Inn – Corvallis and Hilton Garden Inn - Salem) and the invoices are in a similar date range. In these cases it is recommended that the originator add a note to the supporting documentation to indicate the invoice is not a duplicate and is OK to pay.