

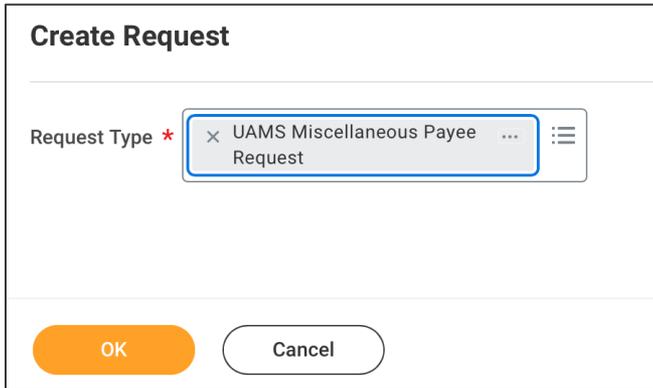
This Quick Reference Guide (QRG) is for departments that need to issue non-supplier based payments.

To request, set up and pay a Miscellaneous Payee, please follow along.

## MISCELLANEOUS PAYEE REQUEST

From the Home page:

1. Search and select the 'Create Request' Task in the search bar.
2. Search and select **UAMS Miscellaneous Payee Request** as the **Request Type**.
3. Click **OK**.



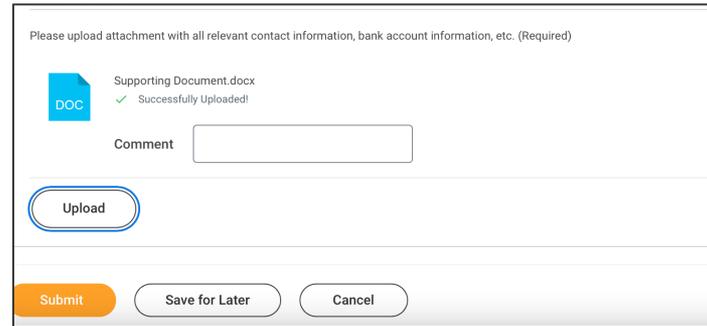
**Create Request**

Request Type \* UAMS Miscellaneous Payee Request

**OK** **Cancel**

4. Complete the questionnaire.
  - a) **Describe the Request** (optional)
  - b) Type the **Payee Name**
  - c) Fill in **Tax Info**
5. Click **Select Files** to upload an attachment as support for the request.

6. Once the attachment has been successfully uploaded, click **Submit**.



Please upload attachment with all relevant contact information, bank account information, etc. (Required)

Supporting Document.docx  
Successfully Uploaded!

Comment

**Upload**

**Submit** **Save for Later** **Cancel**

7. Once Submitted, the request will be sent over to a UAMS Supplier Partner for approval.

## MISCELLANEOUS PAYEMENT REQUEST

Once the Payee has been created and approved follow these steps.

1. Search and select the 'Create Miscellaneous Payment Request' Task in the search bar.
2. In the **Payee** Field, search for UAMS Miscellaneous Payee, if your payee was approved and created, it will show up here. To verify it is the correct one, click the orange action buttons and you will be able to see the **Miscellaneous Payee ID**.

If you need to request a payment for an invoice, then navigate to Request Supplier Invoice.

Miscellaneous Payment Request (empty)

Requester Sarah A Story

**Primary Information**

Document Date \* 07/01/2022

Company \* University of Arkansas for Medical Sciences

Payee \* TEST 7/1

**Miscellaneous Payee**

Miscellaneous Payee ID MPY-002053

Requester Erin Quimby

Miscellaneous Payee Name TEST 7/1

Payee is Inactive No

Single Use Payee Yes

Miscellaneous Payee Category UAMS Miscellaneous Payee

3. Select a payment type of **Check**.
4. Select a **Request Category of UAMS Miscellaneous Payee**.
5. Leave the **Due Date** and **Handling Code** blank
6. Enter the **Control Total** amount, which represents the total of the payment request.
7. Enter an appropriate **Memo** such as "July Stipend"

Document Date \* 07/01/2022

Company \* University of Arkansas for Medical Sciences

Payee \* TEST 7/1

Currency \* USD

Payment Type \* Check

Request Category \* UAMS Miscellaneous Payment

Due Date MK/DD/YYYY

Handling Code

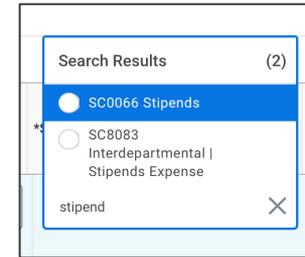
Total Payment Amount 0.00

Control Total Amount 50.00

Memo July Stipend

External Reference

8. Fill in the required information in the Lines section below.
  - a) In the **Spend Category** column, type in "Stipends" or type in SC0066 and select, **SC0066 Stipends**.
    - The AASIS code will auto-populate as a related worktag



- b) In the **Extended Amount** field, type the extended amount to match the control total entered in step 6. Multiple lines can be created, but for this example we will only use one line.
- c) Enter the Cost Center and other appropriate worktags
  - a) The NACUBO Function should auto-populate as a related worktag. If they Fund did not auto-populate, add FD101 in the Additional Worktags column.

9. If needed, click on the **Attachments** tab to attach supporting documentation
10. Click **Submit**.

## NEXT STEPS

Once submitted, and approved, you can navigate to the report **My Miscellaneous Payment Requests** to find the MPR you submitted.

Note that the MPR will have a Document Status of Approved but a Payment Status of Unpaid (until Settlement). Review the accounting from the related actions of the payment request. There should be a debit to an expense account and a credit to Accounts Payable.