

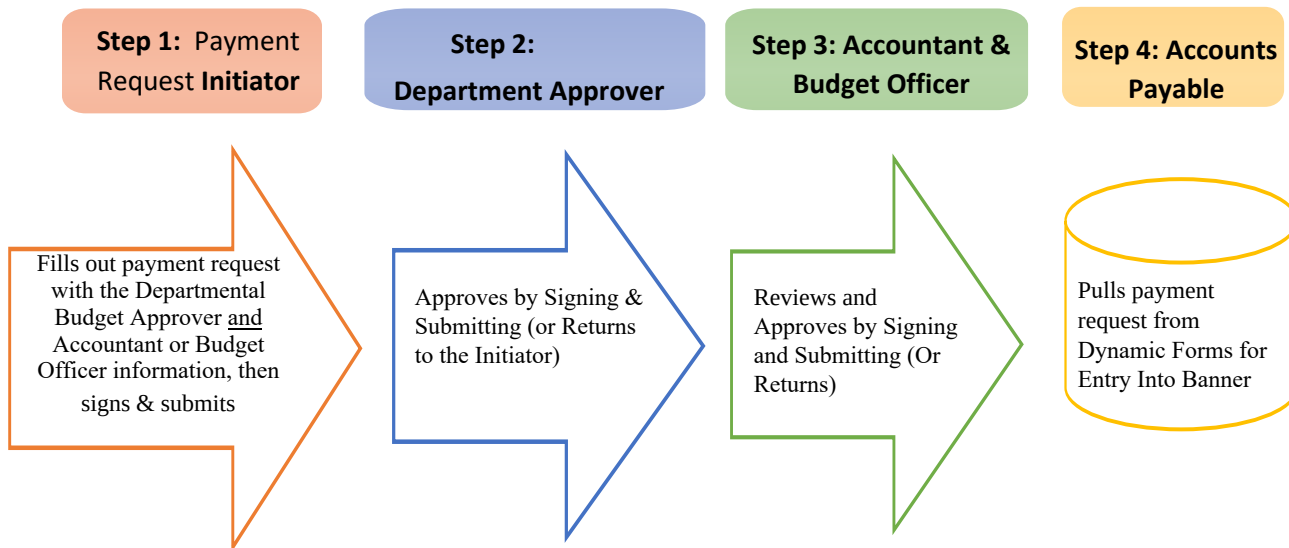
Dynamic Forms Payment Request Instructions

Overview

The Payment Request Form in Dynamic Forms requires each user to use their own Bearpass login and password to access the Payment Request Form.

Initiators can access the Dynamic Form Payment Request system by clicking on the "Submit a Payment Request link" on their My Missouri State "Finance - Forms" Experience card.

Some of the following steps have changed from the original form.



Step 1: Initiator: Fills out the request form, signs, submits and forwards the request to Department Approver for signature. **Initiator specifies the Department Approver and the Accountant or Budget and Officer by typing the approver's name and email.** You must use their official email. It is suggested that you copy and paste the email from Outlook.

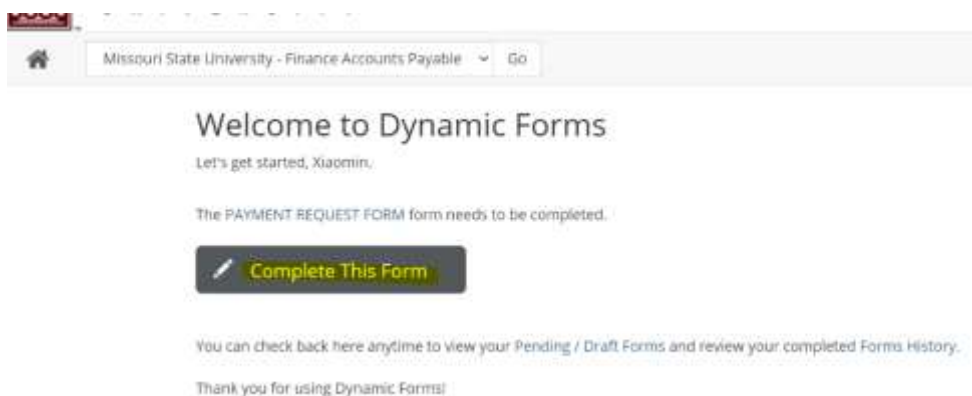
Step 2: Department Approver: Approves the request by signing their name or, if there is an issue with the payment request, they can either Return it to the Initiator or, if they click the box in their section, they can change the FOAP, Amount and/or make a comment. If it is returned to them the Initiator can either make corrections and resubmit, or, if the request should not have been initiated, the request can stay in the initiator's Form History for the audit trail.

Step 3: Accountant or Budget Officer: Reviews and either approves the payment request or returns it to the Initiator. If the Accountant/Budget Officer returns the submission, the Initiator will receive an email from Accounts Payable. (Initiators please do not reply to this email as it does not go to the person who returned the form to you, but to the general Accounts Payable email.)

Step 5: Accounts Payable: Reviews and processes the payment request. Once the payment request is approved and signed by Accountant/Budget Officer, the form is ready for Accounts Payable staff to process out of Dynamic Forms and prepare for entry into Banner. Please note that it may take several days after it is completed in Dynamic Forms before it is entered into Banner for payment.

Step 1 - Initiator Completes and Submits Form

The Initiator (or Originator) is required to use their own Bearpass login and password to access the form. Please note Initiators must be employees who are authorized originators for the FOAP on the payment request. After logging in successfully, the Initiator clicks the **Complete this form** button to start filling out the payment request. If the Initiator needs assistance identifying which staff member to select, click on the following link to determine whom based on the cost center: <https://www.missouristate.edu/FinancialServices/yourbudgetanalyst.html>



Form prefills with **Initiator's** name and email.

First Name	Last Name	Email
* Xiaomin	* Zhou	* XiaominZhou@MissouriState.edu

Initiator must list their Department and Phone number and fill out the payment request detail (FOAP, amount, vendor name and M#), and attach the required supporting documents as a pdf file. If the vendor being paid is new to Banner, the Initiator must ask the vendor to send them a completed vendor registration form or W-9 for a business, or a completed independent contractor form or W-9 for an individual. This should be attached with the other documentation. Please write "NEW" in the M# field. Please choose how the payment should be made--check, direct deposit or wire. If it is a Reimbursement or Refund check please check the corresponding box and fill in the additional address information. Please note that ACH Payments are considered direct deposit. If the company will accept payment only by wire then please fill out the two additional questions that pop up when you chose the wire payment method and attach the wire information provided by the company. If this payment request is for a pre-authorized Pick-Up Check please check the appropriate box (near the top of the form) and fill out the Date the Check is Needed and which authorized employee will pick u the check. (Please note that graduate students are not authorized to pick up checks.)

With the latest update of the form, the Initiator enters information for both the Budget Approver and the Accountant/Budget Officer in the form at this time. Initiator must type in the first name, last name and email for the Budget Approver and type of the first name and last name of the Accountant and chose the Accountant email from the drop down box. It is highly recommended to copy and paste the Budget Approver's email from Outlook to avoid typos and make sure it is their exact email address. (To copy their email from Outlook, start a new email and type the person's name in the "To" box. When it has populated the email address, right click for the drop down box options. When that drop down opens you can right click on their email address and select copy email. Then you can paste it into the field in Dynamic Forms.) There is a link in the form if the Initiator needs assistance finding the Accountant/Budget Officer for the specific organization code.

Please note that if you need more FOAP rows you may add them with the check box on the right side of the form. Also note that if you need the form to go to more than one Budget Approver in your department it is possible to add another approver by checking the appropriate box.

Once the form is filled out, the Initiator signs the form and clicks the "Submit Form" button at the bottom of the page to forward the payment request to the Department Approver for signature. Never pick the "Opt out and Print" option at the bottom of the signature box. This will make the form inaccessible and unable to ever proceed or be deleted.

Save Progress – Clicking the button "Save Progress" located at the bottom of the page allows you to save details you have entered in the form and complete at a later time. The draft form is saved in the pending/drafts section under "My Forms"; select "Complete Form" from the Action drop down tab to continue filling out the form. Access to drafts is via the same link you use to originate a payment request form: "Submit a Payment Request link" on their My Missouri State "Finance - Forms" Experience card.

Step 2 – Department Budget Approver

Once the Initiator submits the Payment Request Form, the Budget Approver will receive an email notification (see below example) with a link for them to log into Dynamic Forms (using bearpass/mymissouristate login and password) to take action for this request. Once logged in, the Approver will click "Complete This form" to take action.



To approve the request, the Budget Approver signs their name at the bottom of the page and clicks the “**Submit Form**” button. If the Budget Approver wishes to change the FOAP, the Amount or make a comment they may check the box in their section of the form and make these changes. They may also add another Budget Approver by checking the add another approver box in their section of the form.

If the Approver wishes for the Initiator to make changes they should click the "Return for Revision" button. This will open an email window for the Approver to provide the Initiator the reason for the return. Never pick the "Opt out and Print" option at the bottom of the signature box. This will make the form inaccessible and unable to ever proceed or be deleted.

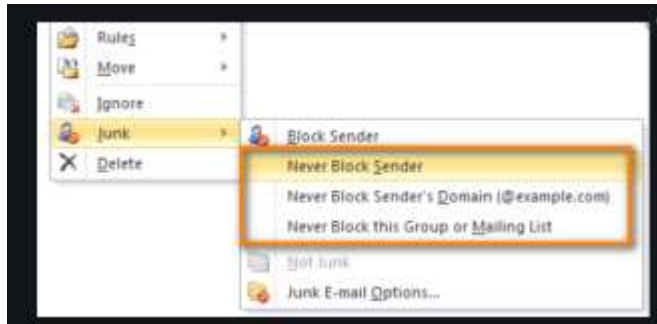
and click **Submit Form** button.

When the Initiator receives the rejection email, they should click on the link in the email and log back into the payment request form to make the necessary changes. At this point the Initiator has access to edit all fields, including deleting and attaching a new supporting document.

If the Initiator submits a request by mistake, they can notify the Department Approver to return/reject the form. Such returned request form stays in the Initiator’s **Form History** for the audit trail. There is no action needed from Initiator. If you wish to have the form deleted so it does not appear in your queue please send an email to AccountsPayable@MissouriState.edu with the name of the Initiator, the Vendor Name, the submission date and the amount and they will delete it as soon as time permits. Deleted forms are still in the audit trail.

Fixing Junk Email Delivery of First Email

The initial email notification will go to the user's Junk Email folder, so the user must go to the Junk Email folder to locate the email, right click the email, select **Junk => Never Block Sender**. Then move this initial email into the Inbox. Once this action is complete all future emails from the Dynamic Forms system will always go to the Inbox.



Step 3: Accountant and Budget Officer

Accountant & Budget Officer: Once the Initiator submits the payment request, the Accountant/Budget Officer will receive an email with a link which they will click to review and approve or return the payment request.

If the Accountant/Budget Officer approves the payment request, it proceeds to Accounts Payable for processing. The Accountant/Budget Officer may make revisions to the payment request before submitting it to Accounts Payable for processing.

If there is an issue with the payment request, the Accountant/Budget Officer may return it to the Initiator for revision. This is typically for more information. If this occurs, the Initiator will receive an email from Accounts Payable with the reason(s) why it is being returned and the link that must be used to resubmit the payment request.

Return to Initiator for Revision

If there is an issue with the payment request, the Accountant/Budget Officer may return it to the Initiator. When this occurs, the Initiator will receive an email informing them that they need to make revisions and resubmit the request. The Initiator should not reply to this email as it will not go to the Accountant/Budget Officer. Instead, the Initiator must click the link in the email to make the necessary changes or to attach an additional document. If you need to ask the Accountant/Budget Officer a question regarding the return please email them through the regular email system.

When changes or additions are complete, the Initiator should submit the form as they did originally in Step 1. The form will go to the Approver for approval and then to the Accountant/Budget Officer. (This is a change from the flow of the original form, but it greatly simplified the flow and very few forms were returned merely for additional documentation to be attached.)