

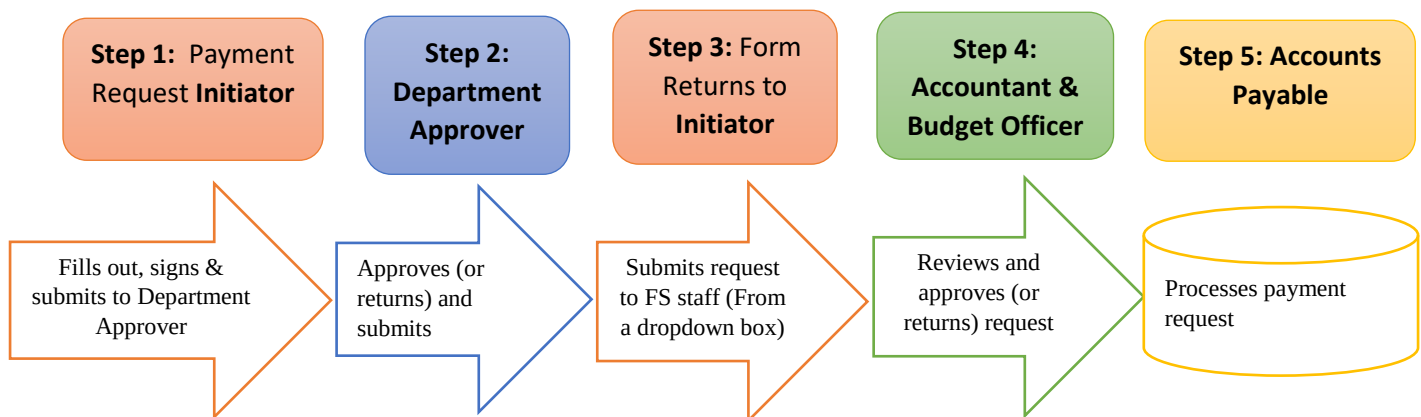
Dynamic Forms Payment Request Instructions

Overview

The Payment Request Form is now built within the Dynamic Forms system, which allows all signature approvals to be collected electronically and tracked at all times. It also reduces the use of paper and makes processing payment requests both more secure and efficient compared to the previous use of paper and campus mail.

Each user is required to use their own Bearpass login and password to access the Payment Request Form.

Initiators can access the Dynamic Form Payment Request system through their My Missouri State “Work Resources” tab under “Requisitions & POs & PRFs.”



Step 1: Initiator: Fills out the request form, signs, submits and forwards the request to Department Approver for signature. **Initiator specifies the Department Approver 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: Either approves the request by signing their name or, if there is an issue with the payment request, clicks Return to send it back to the Initiator and adds a note explaining why. Either way it will automatically return to the Initiator. The Initiator can either make corrections and resubmit, or, if the request was a mistake (payment request should not have been initiated) the request can stay in the initiator’s Form History for the audit trail.

The design for the automatic return to the Initiator is to ensure the payment request is routed to the correct Accountant or Budget Officer in Financial Services.

Step 3: Form Returns to Initiator: When the Approver signs the payment request, the Initiator will immediately receive an email which comes from Accounts Payable (it will also be marked “CAUTION:

External Sender.”) The Initiator must click on the link in the email, which will bring up the payment request form. **Open the payment request form, scroll to the bottom & click the Next button** to access a **dropdown box** to select an Accountant or Budget Officer to approve the 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.htm>

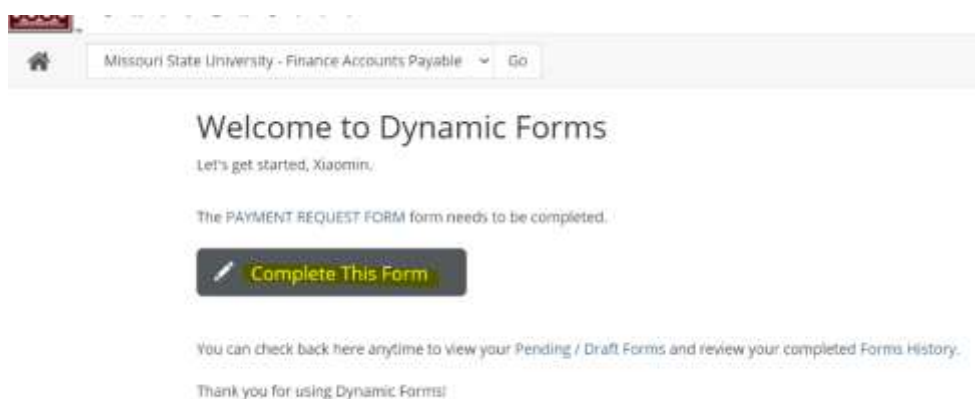
- **IMPORTANT:** The Initiator must electronically sign the payment request form—for a 2nd time—prior to submitting it to Financial Services.

Step 4: 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.

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 as an invoice to pay.

Step 1 - Initiator Completes and Submits Form

Initiator is required to use their own Bearpass login and password to access the form. After logging in successfully, Initiator clicks **Complete this form** button to start filling out the payment request.



The screenshot shows the login interface for the Missouri State University Finance Accounts Payable system. At the top, there is a navigation bar with the university name and a 'Go' button. Below this, a large heading reads 'Welcome to Dynamic Forms' followed by a personalized message 'Let's get started, Xiaomin.' A status message indicates 'The PAYMENT REQUEST FORM form needs to be completed.' A prominent yellow button with a pencil icon and the text 'Complete This Form' is centered on the page. At the bottom, there is a link to view pending or draft forms and a thank you message.

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

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

Initiator fills out the payment request detail (FOAP, amount, description/business purpose, whether payment is via direct deposit, vendor's name and M#), attaches the required supporting documents by combining them into a single PDF document, and submits the form to the Department Approver for approval.

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. That document and the other supporting documents are to be combined into a single PDF

document and attached to the payment request in Dynamic Forms. Initiator should still write the vendor's name in the name field for the vendor, and "NEW" in the M# field.

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. **Initiator must type in Department Approver's name and email. It is highly recommended to copy and paste approver's email from Outlook to avoid typos.** If you think you might have typed approver's email incorrectly, please contact your Accountant/Budget Officer and they can verify or correct the email.



The screenshot shows a form titled "Department Approver". It contains three input fields: "First Name" with the value "jon", "Last Name" with the value "Smith", and "Email" with the value "jon.smith@MissouriState.edu".

To copy their email from Outlook, start a new email and type the person's name in the "To" box. If you right click on their name, it should give you an option for a dropdown box. When that dropdown opens you can right click on their email address to select copy email. Then you can paste it into the field in Dynamic Forms.

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 dropdown 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 Form link through My Missouri State "Work Resources" tab under "Requisitions & Pos & PRFs".

Step 2 – Department Approver

Once the Initiator submits the request form to Department Approver, the 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. **Department Approver only signs and submits the form; they do not specify the next person** because system is designed to send the request form back to Initiator once Department Approver signs.



The Department Approver clicks the link in their email and logs in with bearpass/mymissouristate user name and password. Once logged in, the Approver will click “**Complete This form**” to take action.

To approve the request, Department Approver signs their name at the bottom of the page and clicks the “**Submit Form**” button. The form will automatically return to the Initiator.

This screenshot shows the bottom of a form where a Department Approver can sign. A signature of 'Xiaomin Zhou' is entered in a blue-bordered box, with the text '(APPROVING SIGNATURE OF BUDGET APPROVER)' below it. To the right, the date '02/05/2021' is entered in a field labeled 'Date'. Below these fields are three buttons: 'Save Progress', 'Return for Revision', and 'Submit Form'. The 'Submit Form' button is circled in red.

Department Approver should use the **Return for Revision** button to reject the request if they do not approve such expense or need the Initiator to correct the information on the form. Clicking the Return for Revision button will open an email window for the Approver to provide the Initiator the reason for the rejection.

This screenshot shows the bottom of a form where a Department Approver can sign. A signature of 'Xiaomin Zhou' is entered in a blue-bordered box, with the text '(APPROVING SIGNATURE OF BUL' below it. Below these fields are three buttons: 'Save Progress', 'Return for Revision', and 'Submit Form'. The 'Return for Revision' button is circled in red.

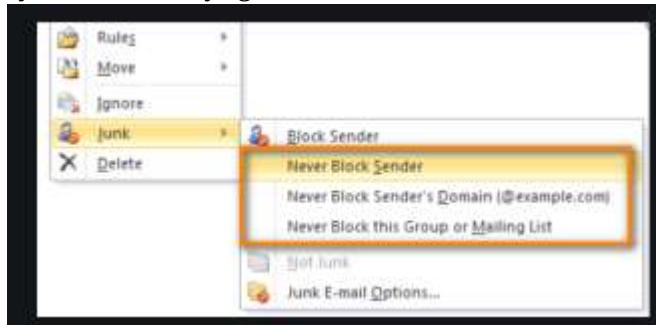
This screenshot shows an email interface. The subject line is 'Payment Request Initiator: Xiaomin Zhou (Xiaomin.Zhou@MissouriState.edu)'. The body of the email contains a red button labeled 'Return form for revision'. Below the button, there is an 'Attention' section with text explaining that Next Gen will create a link for the form user to access the returned form, and a checkbox labeled 'Add a link to the returned form at the bottom of this email?' which is checked.

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.

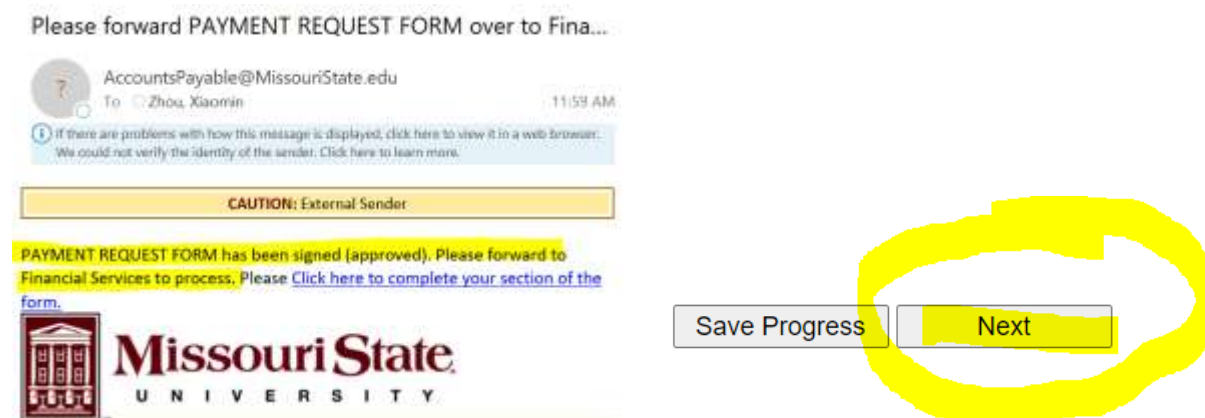
Fixing Junk Email Delivery of First Email

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 – Initiator Forwards the Request

Form is back to Initiator: Once the Department Approver signs and submits the request, the Initiator will immediately receive an email from Accounts Payable. The Initiator must click the link in this email to take action as doing so opens a page which provides access to the payment request form in Dynamic Forms. Click “Complete This Form” to open the payment request form. Scroll to the bottom of the page and click the Next button to forward the request to Financial Services staff to approve. Initiator should see a **dropdown box** asking them to choose an Accountant/Budget Officer.



Please specify the next form participant

Accountant / Budget Officer Review

Please select

Please select

University - Accountant: Moake, Sara

University - Accountant: Chen, Jing

University - Accountant: Lama, Kasey

University - COAL Budget Officer: McIntyre, Dawn

University - CHHS Budget Officer: Abney, Julie

University - CNAS Budget Officer: Vaughan, Julie

Grant - Accountant: Raymond, Teresa

Foundation - Accountant: Daniels, Amy

Foundation - Accountant: Underwood, Debbie

Foundation - Accountant: Mendenhall, Kate

Foundation - Accountant: Schull, Cindy

WP Grant - Accountant: Minor, Beth

For University funds (University funds include but not limited to A, B, D, E, F, H and 802XX) send it to one of the University Accountants or Budget Officers. If the Initiator is uncertain which Accountant or Budget Officer to select, they may find the one for their cost center at this link:

<https://www.missouristate.edu/FinancialServices/yourbudgetanalyst.htm>

For grant funds (grant funds include G, I, K, M, O and P) send to Grant – Accountant, currently Teresa Raymond.

For West Plains grant funds (grant funds include G9, I9, K9, M9 and O9) send to WP Grant - Accountant, currently Beth Minor.

For Foundation funds (Foundation funds include but not limited to FA2000 and FNxxxx) send to Foundation – Accountant, currently Amy Daniels.

For a combination of funding—for example one line for university funding and one for grant funding or foundation funding—send it to one of the respective fund’s Accountant/Budget Officer.

After selecting the Accountant/Budget Officer click the Continue button.

IMPORTANT: The Initiator must electronically sign their name in the Electronic Signature section before submitting the form. The form will hang in the system if this step is missed.

Step 4: Accountant and Budget Officer

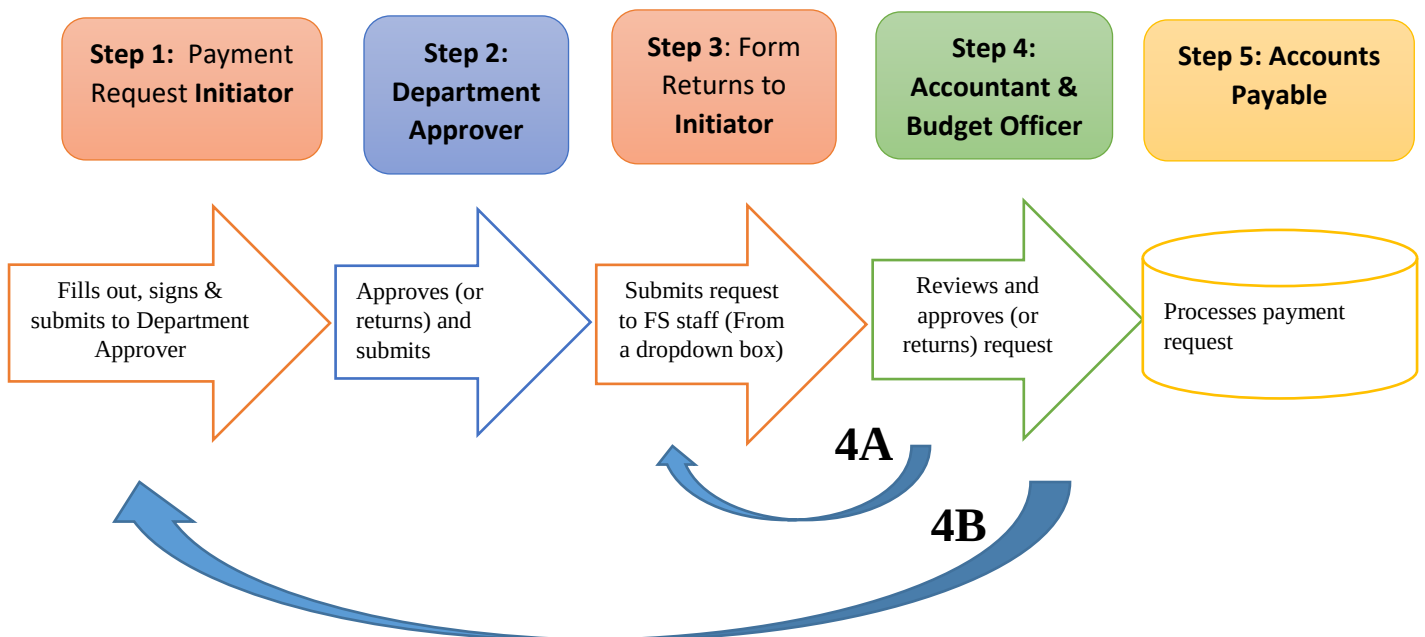
Accountant & Budget Officer: Once the Initiator submits the payment request, the Accountant/Budget Officer will receive an email with a link which they will click to review and approve or return the payment request.

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—and 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.

Step 4A / 4B: 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. There are two types of returns that may occur as detailed below.



Step 4A - The payment request requires **additional information** that is to be added via the link at the bottom of the page: Additional Document (PDF Only). See link circled in red below.

The screenshot shows a web form for a payment request. At the top, there is a red instruction: "Attach Supporting Document: Please combine all supporting documents into a single PDF file before uploading." followed by a "Choose File" button and the text "No file chosen" and "Files over 25 MB will not be accepted". Below this, the form is divided into sections. The "VENDOR INFO" section includes a "SEND BY DIRECT DEPOSIT" dropdown menu (currently showing "-- Choose v") and a "SIGN UP HERE (Employee/Student Only)" link. There are input fields for "Complete Vendor Name:" and "Vendor M#". A grey bar labeled "SIGNATURES" separates the vendor info from the signature section. In the signature section, the "Additional Document (PDF Only)" section is circled in red. It contains a "Choose File" button, the text "No file chosen", and the warning "Files over 25 MB will not be accepted". Below this is a yellow box with the text "(click to sign)". There are two signature lines: one for the "(SIGNATURE OF PERSON MAKING REQUISITION)" and another for the "(APPROVING SIGNATURE OF BUDGET APPROVER)", each with a corresponding "Date" field. At the bottom, there are two buttons: "Save Progress" and "Submit Form".

When changes or additions are complete, the Initiator should submit the form as before (follow instructions for Step 3).

Step 4A may also occur when the payment request should be sent to a different Accountant/Budget Officer. In this case the Initiator clicks Next and selects the correct Accountant/Budget Officer from the dropdown list.

Step 4B - The payment request requires **changes to the information** initially provided on the form, such as the Vendor, Detail Information, or a FOAP requiring it to go to a different Approver. After these changes are made, submit it to the appropriate Department Approver (follow instructions for Step 1).

Step 4B may also occur when the Accountant/Budget Officer determines the payment request is a duplicate or needs to be processed as a purchase order. In this case the payment request will remain in the Returned Queue with its audit trail.