

Local Checking Account Reimbursement

Step one: A one-time setup is necessary to add your office as a miscellaneous payee. Have your local checking account banking information ready when setting up the miscellaneous payee.

Step two: Create Miscellaneous Payment Request for the reimbursement.

Step 1:

1. Create a **Miscellaneous Payee** with your office as the **Miscellaneous Payee Name**.

- a. EX: **OSU Extension XXXX County**
- b. **DO NOT** check Single Use Payee.

2. Select **Affiliate** in the **Miscellaneous Payee Category** drop down.

3. Next go down to the headers and complete the required fields in each section.

- a. Complete each tab **Contact Information, Tax Information, Settlement Bank Account, Alternate Name, Attachments** **BEFORE** hitting **OK** at the bottom.
 - b. Select **Primary** when prompted on each field under **Contact Information**.
 - c. **Settlement Bank Account** information must be added before submission.
 - i. The University would prefer to pay via ACH/EFT instead of check. Please include the EFT setup information.
 - d. **Attachments:** Attach page 1 of the [vendor setup form](#) to verify your office address, contact information, and EIN 31-6025986.
4. Hit **OK** and your miscellaneous payee ID number will be assigned.
 - a. EX: **MSC-0000004303**

Step 2:

1. Search **Create Miscellaneous Payment Request**.
2. Enter **Primary Information**
 - a. *Payee:* Search for your **county name** that was previously created.
 - b. *Payment Type:* **EFT**
 - c. *Request Category:* **Affiliate Payment**
 - d. *Handing Code:* **RE_Regular**

3. Enter **Payment Details**
 - a. *Memo*: Type **Extension checking replenishment**


Primary Information	
Document Date *	04/07/2021
Company *	<input type="text" value="X The Ohio State University ..."/>
Payee *	<input type="text" value="X OSU Extension Cuyahoga County ..."/>
Currency *	<input type="text" value="X USD"/>
Payment Type *	<input type="text" value="X EFT"/>
Request Category *	<input type="text" value="X Affiliate Payment"/>
Due Date	04/07/2021
Handling Code	<input type="text" value="X RE_Regular"/>

Payment Details	
Total Payment Amount	0.00
Control Total Amount	<input type="text" value="0.00"/>
Memo	<input type="text" value="Extension checking replenishment"/>
External Reference	<input type="text"/>

4. Next go through and add your **Lines** and **Attachments**.

<input checked="" type="radio"/> Lines	<input type="radio"/> Miscellaneous Fields	<input type="radio"/> Attachments
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- a. **Lines**: Add expense lines, as necessary.
 - b. **Attachments**: Attach receipts with check # written on them to document the expenses.
5. Click **Submit** at the bottom.



You have submitted

Up Next: Jesse Buxton, Review Miscellaneous Payment Request, Due Date 04/09/2021

[View Details](#)