Search

Q create miscellaneous

Task

Create Miscellaneous Payee

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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:

- 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 <u>BEFORE</u> 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.
 - 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 <u>vendor setup form</u> 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-000004303

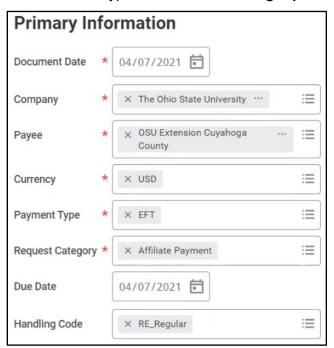
<u>Step 2:</u>

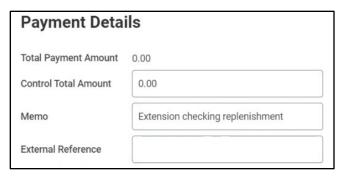
- 1. Search Create Miscellaneous Payment Request.
- 2. Enter **Primary Information**
 - a. *Payee:* Search for your **county name** that was previously created.
 - b. Payment Type: EFT
 - c. Request Category: Affiliate Payment
 - d. Handing Code: RE_Regular



3. Enter Payment Details

a. Memo: Type Extension checking replenishment





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



- 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.

