Miscellaneous Payee Request

VUMC employees can create a Miscellaneous Payee Requests which are used only for Guest Speakers, Honorariums, Insurance claimant, Patient Refunds, Sign on Bonuses, or Subject Participants. Departments should initiate a Miscellaneous Payee Request by completing the Miscellaneous Payee Request Template under **Other Tools and Resources** and emailing it to misceibpay@vumc.org. Follow the steps below to complete the Miscellaneous Payee Request Spreadsheet.

From the Miscellaneous Payee Payment Request Excel File:

A. (Leave blank.)

B. Enter the **Miscellaneous Payee Name**.

C. Enter the letter **N** under **Payee is Single Use**. **N** stands for **No**, which means that we can pay them more than one time.

D. Enter the appropriate **Miscellaneous Payee Category**. See page 3 for list.

E. Under **Type**, this will default to **ADDRESS_LINE_1**.

F. Enter the **Payee's street address** or **PO Box**.

G. Enter the **Municipality**.

H. Enter the **Country Region**. (USA-XX—State Abbreviation)

I. Enter the **Country Region Descriptor.** (State spelled out)

J. Enter the **Postal Code**.

K. Enter the **Payee's Area Code.**

L. Enter the **Phone Number Without Area Code**.

M. (Leave blank.)

N. Enter the **Country ISO Code**.

O. Under **Tax ID Text**, enter the **Payee's Social Security Number** or **EIN (Employer Identification Number).** If neither option is available, this column can be left blank.

P. (Leave blank.)

Q. Under **Tax ID Type**, enter **USA-SSN** or **EIN** dependent on your answer for column O. This column can be left blank.

	A	B	C	D	E	F	G	H	I
7		Miscellaneous Payee Name	Payee is Single Use	Miscellaneous Payee Category*	Type	Address Line Data	Municipality	Country Region	Country Region Descriptor
8	Example Line	John Doe	N	Subject participation	ADDRESS_LINE_1	1234 Adams Way	Nashville	USA-TN	Tennessee
9		Dwight Schrute	N	Honoraria	ADDRESS_LINE_1	1234 Jackson Street	Nashville	USA-TN	Tennessee
10		Angela Martin	N	Patient Refund: Inpatient	ADDRESS_LINE_1	2345 Jefferson Lane	Nashville	USA-TN	Tennessee
11		Andrew Bernard	N	Visiting Speaker	ADDRESS_LINE_1	3456 Washington Ave	Nashville	USA-TN	Tennessee
12		Phyllis Vance	N	Sign On Bonus	ADDRESS_LINE_1	4567 Madison Court	Nashville	USA-TN	Tennessee

	J	K	L	M	N	O	P	Q
7	Postal Code	Area Code	Phone Number Without Area Code		Country ISO Code	Tax ID Text		Tax ID Type
8	37209	615	449-5555		USA	xxxxxxxx		USA-SSN
9	37011	615	555-1234		USA	123-45-6789		USA-SSN
10	37027	615	555-2345		USA			
11	37116	615	555-3456		USA	345-67-8901		USA-SSN
12	37143	615	555-4567		USA	45-6789012		EIN

VUMC BUSINESS EDUCATION

From the R Column of the Miscellaneous Payee Request Excel Spreadsheet:

R. Under **Document Date**, enter the **transaction date**.

S. Enter the Miscellaneous Payment Request **Accounting Date**.

T. Under **Company**, enter **VUMC** for all Miscellaneous Payees.

U. Under **Miscellaneous Payee Name**, reenter the **same name** from the same line as column **B** on the spreadsheet.

V. Under **Payee is Single Use**, enter **N**.

W. Under **Miscellaneous Payee Category**, reenter the **same category** from the same line as column **D** on the spreadsheet.

X. Under **Currency**, enter **USD**.

Y. Under **Payment Type**, input **Outsourced_Check**.

Z. Under **Handling Code**, type **Mail_US** or **Pick up Check**.

AA. **Under Request Category**, enter the **Miscellaneous Payee category** from column **D**.

AB. Enter the appropriate **Spend Category**. See page 3 for a list.

AC. Enter the appropriate **Quantity** of checks.

AD. Under **Unit Cost**, enter the **appropriate amount**.

AE. Then multiply the numbers in columns **AB** and **AC**. Enter the result under **Extended Amount**.

AF. Under **Line Memo**, enter **Check Memo.**

AG-AK. Choose the appropriate funding source (**Grants**, **Project**, **Program**, **Gift**, **Cost Center**). Only populate what is applicable. See Page 3 for details.

AL. Enter the appropriate **Operating Entity**. This field is required, see page 3 for details.

AM. Enter the appropriate **Fund**. This field is required, see page 3 for details.

Name the file: Miscellaneous Payee Request_<Department Name>_<MM.DD.YYYY>

Email completed Excel Spreadsheet to misceibpay@vumc.org.

	R	S	T	U	V	W	X	Y	Z
7	Document Date	Accounting Date	Company*	Miscellaneous Payee Name	Payee is Single Use	Miscellaneous Payee Category*	Currency*	Payment Type*	Handling Code*
8	4/1/2023	4/4/2023	VUMC	John Doe	N	Subject participation	USD	Outsourced_Check	Mail_US
9	4/1/2023	4/4/2023	VUMC	Dwight Schrute	N	Honoraria	USD	Outsourced_Check	Mail_US
10	4/1/2023	4/4/2023	VUMC	Angela Martin	N	Patient Refund: Inpatient	USD	Outsourced_Check	Pick up check
11	4/1/2023	4/4/2023	VUMC	Andrew Bernard	N	Visiting Speaker	USD	Outsourced_Check	Mail_US
12	4/1/2023	4/4/2023	VUMC	Phyllis Vance	N	Sign On Bonus	USD	Outsourced_Check	Pick up check

	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM
7	Request Category*	Spend Category	Quantity	Unit Cost	Extended Amount	Line Memo	Grants	Project	Program	Gift	Cost Center	Operating Entity	Fund
8	Subject participation	SC350	1	42.12	42.12	Check Memo					CC00002	OEMCA	FD001
9	Honoraria	SC153	1	100	100	Check Memo					CC00002	OEMCA	FD001
10	Patient Refund: Inpatient	SC053	1	50	50	Check Memo					CC00002	OEMCA	FD001
11	Visiting Speaker	SC390	1	150	150	Check Memo					CC00002	OEMCA	FD001
12	Sign On Bonus	SC257	1	500	500	Check Memo					CC00002	OEMCA	FD001

Spend Categories and Cost Centers

The Cost Centers with associated Legacy ID's and Spend Categories can be found on separate tabs from the main Miscellaneous Payee tab. Follow the steps below to find the Cost Center Mapping and Spend Categories tabs.

Cost Center Mapping

1. On the tabs at the bottom of the spreadsheet, select **Cost Center Mapping**.

2. A list of available **Cost Centers** with their associated **Legacy ID**, the **Operating Entity Worktag ID**, and the **VUMC Fund**.

If you need additional support finding Cost Centers, Operating Entity Worktag ID's, Funds, or more, please access the Cost Center Translator.

Misc Payee Request Temp	Cost Center mapping ①	Spend Categories	⊕

	A	B	C	D	E	F	G
1	Legacy ID	Legacy Description	Workday ID	Workday Description	Operating Entity Worktag ID	Fund	Restricted To Companies
2	1110610243	100 OAKS	CC00002	MCA 100 Oaks	OEMCA	FD001	VUMC
3	3033698200	100 OAKS PRIMARY CARE CLINIC	CC00003	AOD Primary Care Internal Medicine 100 Oaks So	OEAOD	FD001	VUMC
4	2013840000	100 OAKS CAFETERIA	CC00004	AOD Dietary 100 OAKS Cafeteria	OEAOD	FD001	VUMC
5	1085830000	100 OAKS CASHIERS OFFICE	CC00005	MCA 100 Oaks Cashiers office	OEMCA	FD001	VUMC
6	2013140000	100 OAKS CLINICAL ENGINEERING	CC00006	VUH 100 Oaks Clinical Engineering	OEVUH	FD001	VUMC
7	3033482800	100 OAKS COSMETIC DERMATOLOGY	CC00007	AOD Dermatology 100 OAKS Cosmetic Dermatolog	OEAOD	FD001	VUMC
8	3033483200	100 OAKS COSMETIC DERMATOLOGY	CC00007	AOD Dermatology 100 OAKS Cosmetic Dermatolog	OEAOD	FD001	VUMC
9	3034254600	100 OAKS CTR FOR WOMEN'S HEALTH	CC00008	AOD Women's Health 100 OAKS Center For Wome	OEAOD	FD001	VUMC
10	3034254700	100 OAKS CTR FOR WOMEN'S HEALTH	CC00008	AOD Women's Health 100 OAKS Center For Wome	OEAOD	FD001	VUMC
11	3033482200	100 OAKS DERMATOLOGY	CC00009	AOD Dermatology 100 OAKS Dermatology	OEAOD	FD001	VUMC

Spend Categories

1. On the tabs at the bottom of the spreadsheet, select **Spend Categories**.

2. A list of **Spend Categories** that can be used in the Miscellaneous Payee spreadsheet, is available with their associated **Workday Descriptions**.

Misc Payee Request Temp	Cost Center mapping	Spend Categories ①	⊕

	A	B
1	Workday ID	Workday Description
2	SC153	Honoraria
3	SC257	Sign on bonus
4	SC322	Insurance claimant
5	SC053	Patient Refunds: Inpatient
6	SC054	Patient Refunds: Outpatient
7	SC055	Patient Refunds: Professional Services
8	SC003	AC PER DIEM CREDIT
9	SC350	Subject participation
10	SC390	VISITING SPEAKERS

QUESTIONS?
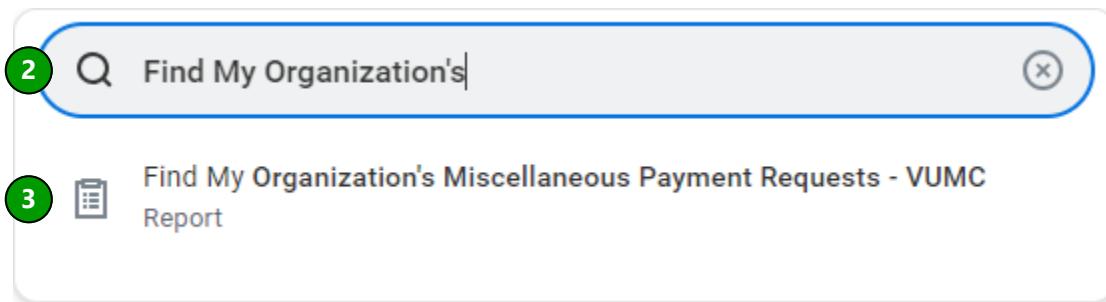Please email BusinessEducation@vumc.org.

Find My Organization's Miscellaneous Payment Requests—VUMC Report

The Find My Organization's Miscellaneous Payment Requests—VUMC report allows a Cost Center based role (such as Cost Center Financial Analyst or Cost Center Manager) to track the status of miscellaneous payments that have been made. These requests will typically appear between 3-5 days of being submitted. Examples of miscellaneous payments include, but are not limited to, payments for study participants, patient refunds, honorariums and guest

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NAVIGATE TO INVOICE REPORT

1. From the Home page, click in the **Search Bar**.

2. Type **Find My Organization's Miscellaneous Payment Requests—VUMC ,** or part of the name, as it is a dynamic search.

3. Select **Find My Organization's Miscellaneous Payment Requests—VUMC.**

☰ **MENU**   W   **1**   🔍 Search

2   🔍 Find My Organization's   ⊗

3   ▤   Find My Organization's Miscellaneous Payment Requests - VUMC
Report

Find My Organization's Miscellaneous Payment Requests—VUMC Report

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Complete Find My Organization's Miscellaneous Payment Requests Prompts

The Company and Organization prompts must always be completed for the report to return results.

1. **Company** defaults to Consolidated Vanderbilt University Medical Center and should not be changed.

2. **Organization:** Enter Workday **Cost Center** in this prompt. This will return all results for open invoices associated with the specified cost center. For example, entering CC00741 will return results for all miscellaneous payments from Vanderbilt Genetics Institute—AE Acad Research Admin.

The following prompts are optional, but may be used to narrow results returned:

3. **Worktags**

4. **Document Status**

5. **Payee**

6. **Payment Status**

7. **Requester**

8. **Request Category**

Find My Organization's Miscellaneous Payment Requests - VUMC

1. Companies — × Consolidated Vanderbilt University Medical Center
2. Organization
3. Worktags
4. Document Status
5. Payee
6. Payment Status
7. Requester
8. Request Category

Invoice Payment Status for My Organizations Report

Complete Find My Organization's Miscellaneous Payment Requests Prompts, cont.

9. **Document Date On or After** may be added to filter results by a specific invoice date range.

10. **Document Date On or Before** may be added to filter results by a specific invoice date range.

11. **External Reference Contains** is used by Disbursements to indicate who submitted the request and the date submitted. This field does not appear on the check.

12. **Transaction Number Contains** is referencing the Miscellaneous Payment number.

13. If you create a **Filter** that you would like to use again for this report, you may name it and save it here.

14. Once you have completed your prompts, select **OK**.

Find My Organization's Miscellaneous Payment Requests—VUMC Report

Complete Find My Organization's Miscellaneous Payment Requests Results

1. **Miscellaneous Payment Request** is a hyperlink to the Workday request.

2. **Miscellaneous Payment Request Number** is the Workday number assigned to the request.

3. **Payee** is the recipient of the payment.

4. **Company** is VUMC.

5. **Miscellaneous Payment Request Category** is the type of payment.

6. **Document Date** is the date of the payment.

7. **LRV Payment Status** is the status of the payment.

8. **External Reference** is used to indicate who submitted the request and the date submitted. This field does not appear on the check.

9. **Transaction Memo** is used to reference the type of submission (i.e Subject Participant). The information in this field appears on the check.

Find My Organization's Miscellaneous Payment Requests - VUMC

Companies Consolidated Vanderbilt University Medical Center   Organization Cost Center: CC00741 Vanderbilt Training Institute - AE Acad Research Admin

1 item

Miscellaneous Payment Request	Miscellaneous Payment Request Number	Payee	Company	Miscellaneous Payment Request Category	Document Date	LRV Payment Status	External Reference	Transaction Memo
MISCPMT-0000007296	MISCPMT-0000007296	Jane Doe	Vanderbilt University Medical Center	Honorariums	04/24/2023	Paid		Honorarium

Find My Organization's Miscellaneous Payment Requests—VUMC Report

Complete Find My Organization's Miscellaneous Payment Requests Results

10. **Due Date** is the Miscellaneous Payment Request Accounting Date.

11. **Total Invoice Amount with Sign** is the total payment amount to the payee.

12. **Extended Amount** is the amount paid from this Cost Center.

13. **Requester is the VUMC employee who made the payment request in Workday.**

14. **Approved By Workers are the VUMC employees who approved the payment in Workday.**

15. **LRV Check Number** is the check number, but this check number is not populating on the report. It is only giving the status of paid, unpaid, etc. However, the user can drill into a copy of the Misc Payment and find the check number on the Activity tab.

16. **Spend Category** is the spend category worktag associated with this payment.

17. **Program** is the program worktag associated with this payment.

18. **Cost Center** is the cost center associated with this payment.

19. **Fund** is the Fund Type associated with this payment.

1 item

Due Date	Total Invoice Amount with Sign	Extended Amount	Requester	Approved By Workers	LRV Check Number	Spend Category
04/24/2023	300.00	150.00	Jack Pott (0123323)	Shirley Knott (9876541) Chanda Leer (0124567)		SC390 Visiting Speakers

Program	Cost Center	Fund
PG003204 VGI	Cost Center: CC00741 Vanderbilt Training Institute - AE Acad Research Admin	FD001 General Fund

QUESTIONS?

Please email BusinessEducation@vumc.org.