# 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.) | I. Enter the **Country Region Descriptor.** (State spelled out) |
| B. Enter the **Miscellaneous Payee Name**. | J. Enter the **Postal Code**. |
| 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. | K. Enter the **Payee's Area Code.** |
| | L. Enter the **Phone Number Without Area Code**. |
| D. Enter the appropriate **Miscellaneous Payee Category**. See page 3 for list. | M. (Leave blank.) |
| E. Under **Type**, this will default to **ADDRESS_LINE_1**. | N. Enter the **Country ISO Code**. |
| F. Enter the **Payee's street address** or **PO Box**. | 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. |
| G. Enter the **Municipality**. | P. (Leave blank.) |
| H. Enter the **Country Region**. (USA-XX—State Abbreviation) | 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 |

**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.
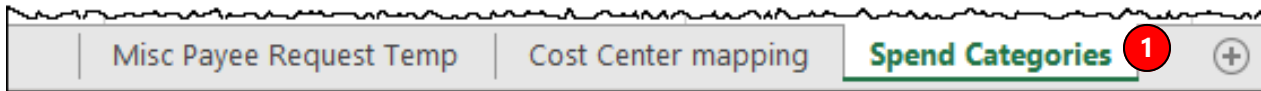
## Cost Center Mapping

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?**
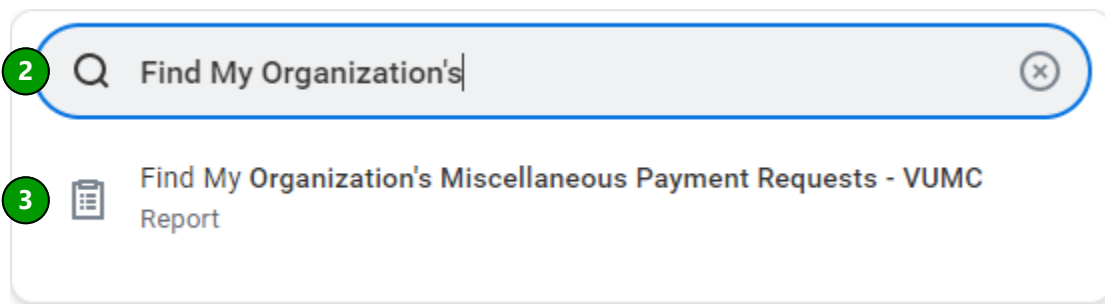Please email BusinessEducation@vumc.org.

06-16-2023

# 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.**

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**MENU**    **W**    **1**  Q  Search

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**2**  Q  Find My Organization's                                    ⊗

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

# Find My Organization's Miscellaneous Payment Requests—VUMC Report

**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**.

**9** Document Date On or After    MM/DD/YYYY

**10** Document Date On or Before    MM/DD/YYYY

**11** External Reference Contains

**12** Transaction Number Contains

**13** Filter Name

Manage Filters    Save
0 Saved Filters

**14** OK    Cancel

# Find My Organization's Miscellaneous Payment Requests—VUMC Report

<div style="border: 2px solid magenta;">

**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.

</div>

### 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

| ①Miscellaneous Payment Request | ②Miscellaneous Payment Request Number | ③Payee | ④Company | ⑤Miscellaneous Payment Request Category | ⑥Document Date | ⑦LRV Payment Status | ⑧External Reference | ⑨Transaction 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.

| 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.