

Miscellaneous Payee Request



VUMC employees can create a Miscellaneous Payee Requests (MPRs) which are used only for Guest Speakers, Honorariums, Insurance claimants, Patient Refunds, Sign on Bonuses, or Subject Participants. MPRs can be submitted for a specific payee up to 5 times per year; more than 5 payments a year to one payee will require supplier record set up ([Request a New Supplier QRG](#)). Departments should initiate a Miscellaneous Payee Request by completing the [Miscellaneous Payee Request Template](#) and emailing it to misceibpay@vumc.org. Follow the steps below to complete the Miscellaneous Payee Request Template.

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 .
D. Enter the appropriate Miscellaneous Payee Category (Spend Category) . See list on tab 3 of Excel template.	L. Enter the Phone Number Without Area Code .
E. Under Type , this will default to ADDRESS_LINE_1 .	M. (Leave blank.)
F. Enter the Payee's street address or PO Box .	N. Enter the Country ISO Code .
G. Enter the Municipality .	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.
H. Enter the Country Region . (USA-XX—State Abbreviation)	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	xxxxxxxxx	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		

Miscellaneous Payee Request



<p>From the R Column of the Miscellaneous Payee Request Excel Spreadsheet:</p> <p>R. Under Document Date, enter the transaction date.</p> <p>S. Enter the Miscellaneous Payment Request Accounting Date.</p> <p>T. Under Company, enter VUMC for all Miscellaneous Payees.</p> <p>U. Under Miscellaneous Payee Name, reenter the same name from the same line as column B on the spreadsheet.</p> <p>V. Under Payee is Single Use, enter N.</p> <p>W. Under Miscellaneous Payee Category, reenter the same category from the same line as column D on the spreadsheet.</p> <p>X. Under Currency, enter USD.</p> <p>Y. Under Payment Type, input Outsourced_Check.</p> <p>Z. Under Handling Code, type Mail_US or Pick up Check.</p>	<p>AA. Under Request Category, enter the Miscellaneous Payee category from column D.</p> <p>AB. Enter the appropriate Spend Category. See page 3 for a list.</p> <p>AC. Enter the appropriate Quantity of checks.</p> <p>AD. Under Unit Cost, enter the appropriate amount.</p> <p>AE. Then multiply the numbers in columns AB and AC. Enter the result under Extended Amount.</p> <p>AF. Under Line Memo, enter Check Memo.</p> <p>AG-AK. Choose the appropriate funding source (Grants, Project, Program, Gift, Cost Center). Only populate what is applicable. See Page 3 for details.</p> <p>AL. Enter the appropriate Operating Entity. This field is required, see page 3 for details.</p> <p>AM. Enter the appropriate Fund. This field is required, see page 3 for details.</p> <p>Name the file: Miscellaneous Payee Request_<Department Name>_<MM.DD.YYYY></p> <p>Email completed Excel Spreadsheet to misceibpay@vumc.org.</p>
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	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

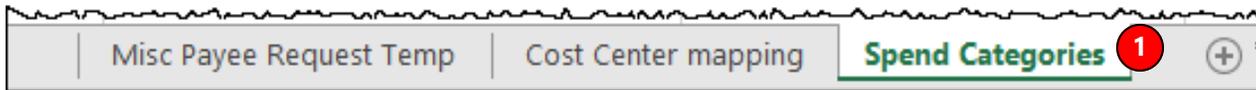
1. On the tabs at the bottom of the spreadsheet, select **Cost Center Mapping**.

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](#).



	A	B	C	D	E	F	G
	Legacy ID	Legacy Description	Workday ID	Workday Description	Operating Entity Worktag ID	Fund	Restricted To Companies
1							
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



	A	B
	Workday ID	Workday Description
1		
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

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**.