Willamette University will be using DocuSign as a platform for the submission and approval of accounting documents, beginning on a temporary basis through the COVID-19 crisis. *This job aid covers the process of submitting a request for payment and related supporting documents and initiating the approval workflow*. The process is the same for Expense Reimbursement Request and Journal Entry forms, except that it begins with those forms.

Begin by completing a Request for Payment form. *Do not complete any fields in the signature section (below the gray bar labeled "Required for All Requests). Approval recipients will be selected in DocuSign.* Save the completed request for payment form.

Complete this section as you normally do. *Note: it is important to use the form, and the latest version of the form, so the signature blocks line up in DocuSign.*

Complete the printed name and date fields under *Requested By*. Do not complete anything else in this section - approvers will be selected in DocuSign, and then DocuSign will do the work for you!

PRINT

RESET

WILLAMETTE UNIVERSITY

Request for Payment

Vendor# 123456

DATE	3/23/2020	AMOUNT 50,000.00

PAYEE Big Vendor

	GL# DISTRIBUTION	PROJECT#	AMOUNT
ADDRESS 1234 State Street	10-60506-6010		50,000.00
Salem, OR 97301			

DELIVERY INSTRUCTIONS:

- [✓] Direct Deposit (ACH)
- [ ] Wire Payment
- [ ] Mail Check
- [ ] Return check to University and hold for pick up
- [ ] CCR (Credit Card)
- [ ] ACH Direct Debit(Payroll&HR)

All Rush Requests must be received in Accounting by 8:30 A.M. with a Rush Request form. Controller's approval is required.

- [ ] Rush-ACH or standard mail delivery
- [ ] Rush-Overnighted Check. Department is responsible for UPS Fee.

TOTAL 50,000.00

GL Description (*Briefly describe the purpose of the charge which will post to the General Ledger. Field is limited to 25 characters.*)

TEST

PAYMENT PURPOSE (*Enter a detailed explanation of this payment that provides enough information to allow an approver or an auditor to understand*).

TEST #1 - Docusign workflow with Dan

REQUIRED FOR ALL REQUESTS

REQUESTED BY:

Printed Name: Ken Pifer

Signature:

Date: 3/30/2020

BUDGET OFFICER APPROVAL up to $10,000:

Printed Name:

Signature:

Date:

ADDITIONAL APPROVAL AS NEEDED

FISCAL OFFICER APPROVAL $10,000-50,000:

Printed Name:

Signature:

Date:

Sr. VP or VP of Division APPROVAL $50,000 and above:

(Note: Payment Request between $50,000-$100,000 requires two signatures from VP or Dean. Payment Request above $100,000 must be approved by the President or VP for [...] Controller. Signature requirements must be completed be [...] Accounting.)

Printed Names:

Signatures:

Dates:

Attach all original invoice(s). For new vendors, please submit the company's W-9 with ACH Payment Authorization form. Forms can be found in WU Portal under Forms tab or click here.

Sign in to DocuSign at
https://account.DocuSign.com/, or,
if you have a DocuSign account,
you can link from the WU Portal:

Once you sign in to DocuSign, you will see a home page similar to the following:

Tip: *If your screen does not look like this, you may not be logging onto the University account, and may need to seek help setting up your account.*
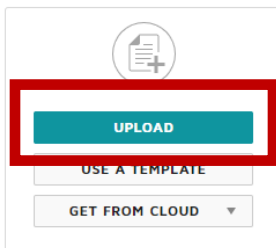
Click the "New" button at the top next to "Sign or Get Signatures" and select "Send an Envelope."
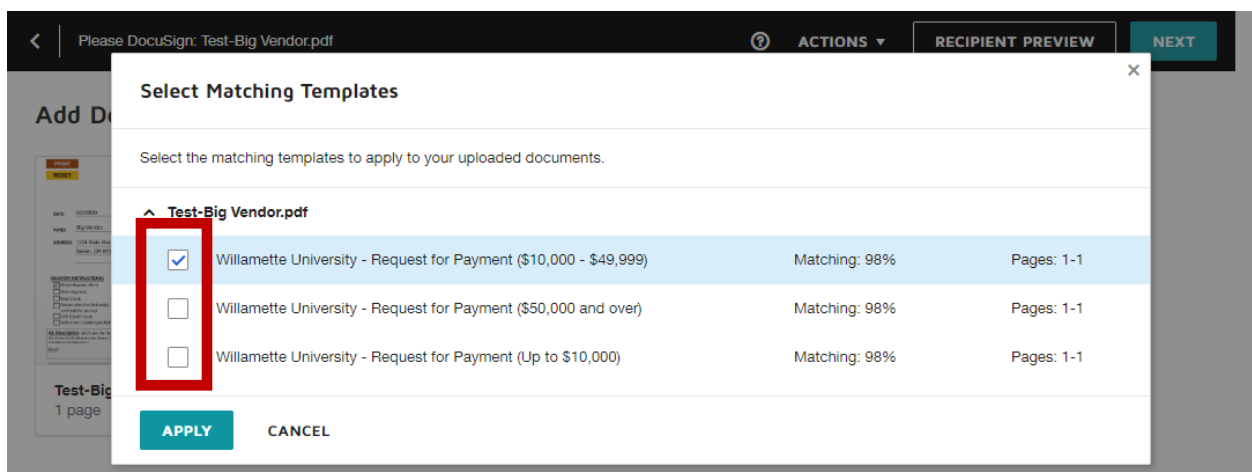

Select "Upload."

> **Important Note:** *In order to produce archivable and auditable records, it is important to submit one request for payment form per envelope.*

Browse to your previously completed and saved Request for Payment form, and select it.
DocuSign will identify the format as matching the Request for Payment template. Select "Apply."

> **Important Note:** *Be sure to select the correct approval level, and if you change the selection,* **deselect the default***. This field is not a toggle.*
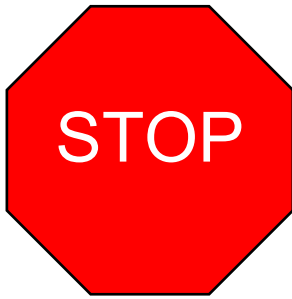
STOP

Important Note: Use of the template is required. If the template does not apply for some reason, you must stop and resolve the problem with the template before proceeding further. If you attempt to submit an accounting document without using the appropriate template, we cannot guarantee the transaction will be received by Accounting or will be processed.

Once the form has been uploaded and you have applied the correct template, upload additional supporting documents by selecting "Upload." *It is really important to include all necessary supporting documents. Where possible request invoices electronically from vendors, and upload them. If necessary, scan paper documents.*

Once all necessary supporting documents have been uploaded, add the approvers in the section "Add Recipients to the Envelope."

⇨ *Hint:* Recipients correlate to the Request for Payment form's approver section. Once you add recipients the first time, you can select them from your contacts list.

Important Note: *Each recipient field must have a value. Be sure the appropriate template for the required level of approvals is selected. An individual may appear two or three times. For instance, if you are a Fiscal Officer, and are preparing your own request for a $50,000 payment, you will be the Requestor and Fiscal Officer, and you may be the Budget Officer as well.*

< | Willamette University - Request for Payment Approval ($50,000 and over)   ⑦ ACTIONS ▾   RECIPIENT PREVIEW   NEXT

Add Documents to the Envelope

Test-Big Vendor.pdf
1 page
1 Template Applied

This is the invoice for Big ...
1 page

UPLOAD
USE A TEMPLATE
GET FROM CLOUD ▾

Add Recipients to the Envelope

Some of the recipients are locked and cannot be changed Learn More...   ADD FROM CONTACTS   SIGNING ORDER

As the sender, you automatically receive a copy of the completed envelope.

☑ Set signing order

1   Budget Officer (up to $10,000)   ✎ NEEDS TO SIGN ▾   MORE ▾
Name *
Kenneth Pifer
Email *
kpifer@willamette.edu

2   Fiscal Officer (up to $50,000)   ✎ NEEDS TO SIGN ▾   MORE ▾
Name *
Jamie Hart
Email *
jhart@willamette.edu

3   Executive 1   ✎ NEEDS TO SIGN ▾   MORE ▾
Name *
Dan Valles
Email *
dvalles@willamette.edu

4   Executive 2   ✎ NEEDS TO SIGN ▾   MORE ▾
Name *
Kenneth Pifer
Email *
kpifer@willamette.edu

99   Deliver to Accounts Payable for processing once fully signed   CC RECEIVES A COPY ▾   MORE ▾
Name *
Accounting
Email *
accounting@willamette.edu

+ ADD RECIPIENT

Message to All Recipients

Email Subject*
Willamette University - Request for Payment Approval ($50,000 and over)
Characters remaining: 29

Advanced Options | Edit
• Incomplete envelopes expire 120 days after send date
• Recipients are warned 0 day(s) before request expires
• Senders must use quick send

SEND NOW   NEXT

Once you have uploaded the form and all supporting documents, and designated the approvers, click the "Send Now" button at the bottom.

Willamette University Accounting
How to Submit an Accounting Document

DocuSign | WILLAMETTE UNIVERSITY

Once you click "Send Now," you will need to sign the document. Click on "Sign Now."
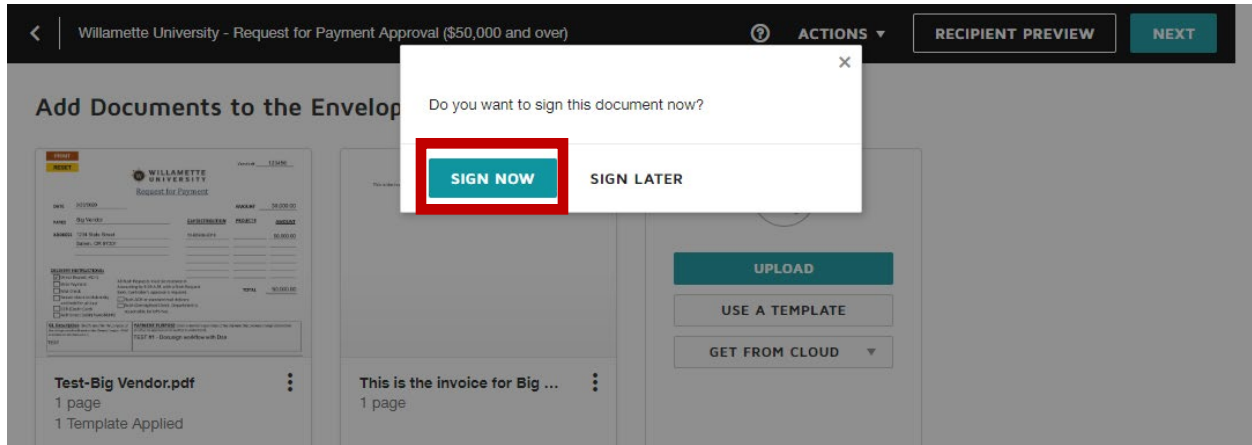
Then click on "Continue."
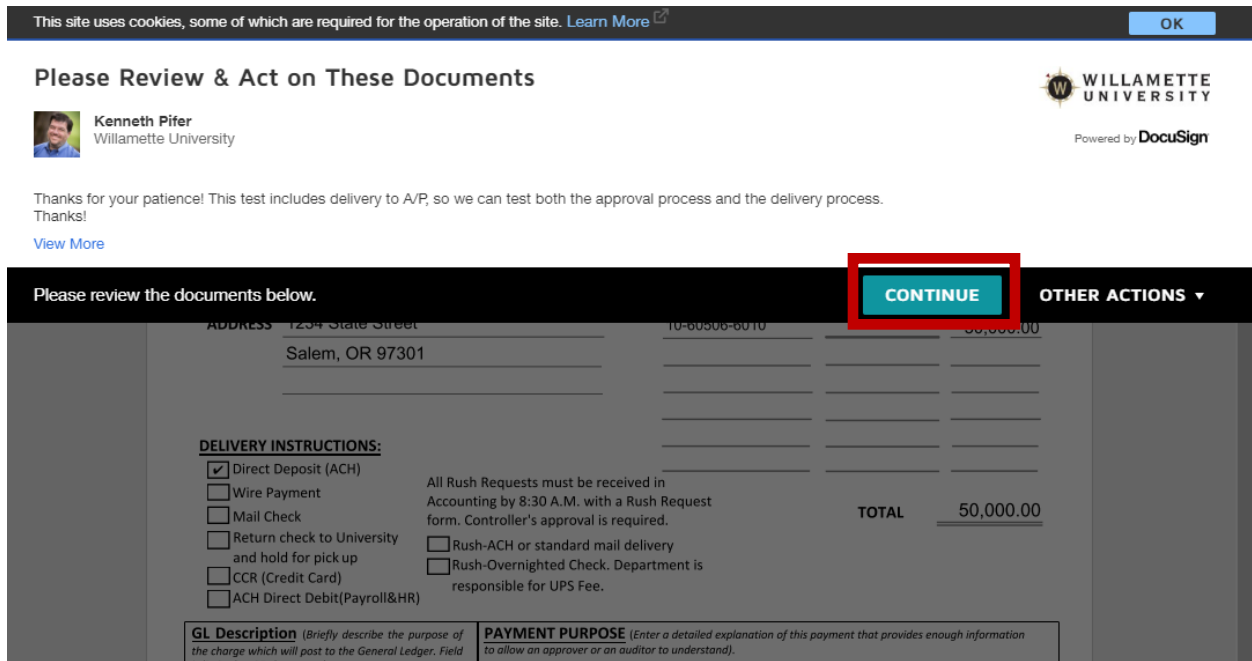
Now, you will have a chance to review the request and supporting documents, and click on the "Sign" button when you are done.

⇨ *Hint: There is not a "send it back" option, or an opportunity for questions. Be sure the payment is ready to be approved, and any questions/issues addressed, before submitting it.*

You will have an opportunity to verify or edit your signature.

And once the signature is affixed to the document, you can click "Finish."


Once you click "Finish," you will receive a confirmation by email, and the next approver will receive a notification.

⇨ *Hint: You can view items you have submitted or approved in the Manage screen in your DocuSign account. If you are the initiator, your requests will show in the Inbox and the Sent box. If you are an approver, you will see requests routed to you for approval in the Inbox.*

Question: *What if I make a mistake? What if I need to change something on the Request for Payment form?*

Answer: *At this point, you cannot modify a request once it has been released for approvals. However, you can void it.*

To void a payment request, login to your account on DocuSign, and select "Manage" at the top. Find the transaction you wish to void, and click on the down arrow to view the menu. Select "Void" and
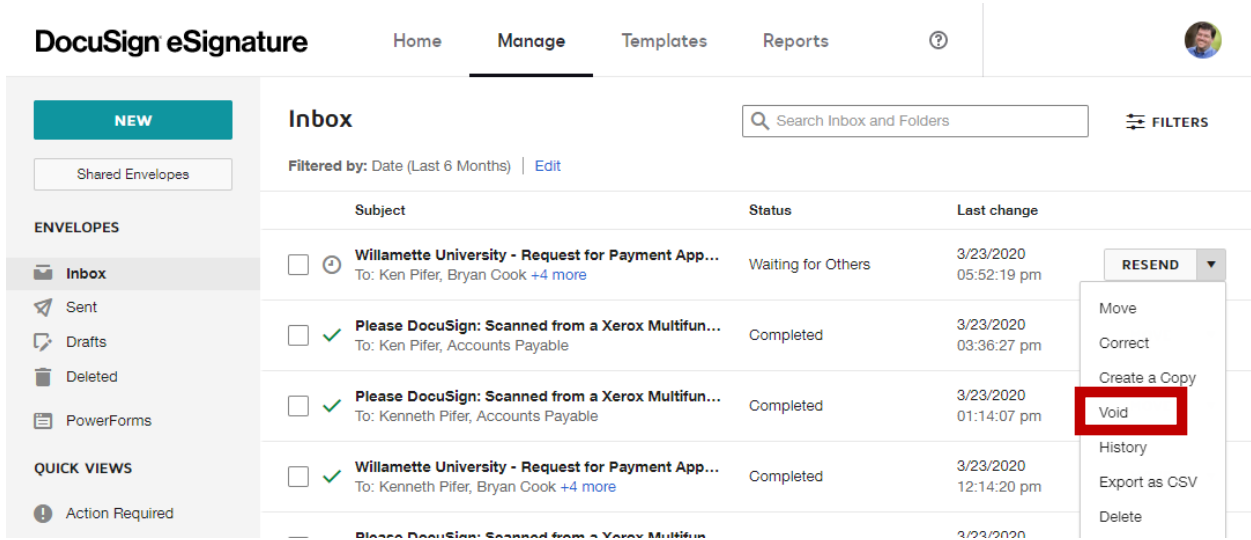
Key in the reason you are voiding the request, and click "Void."
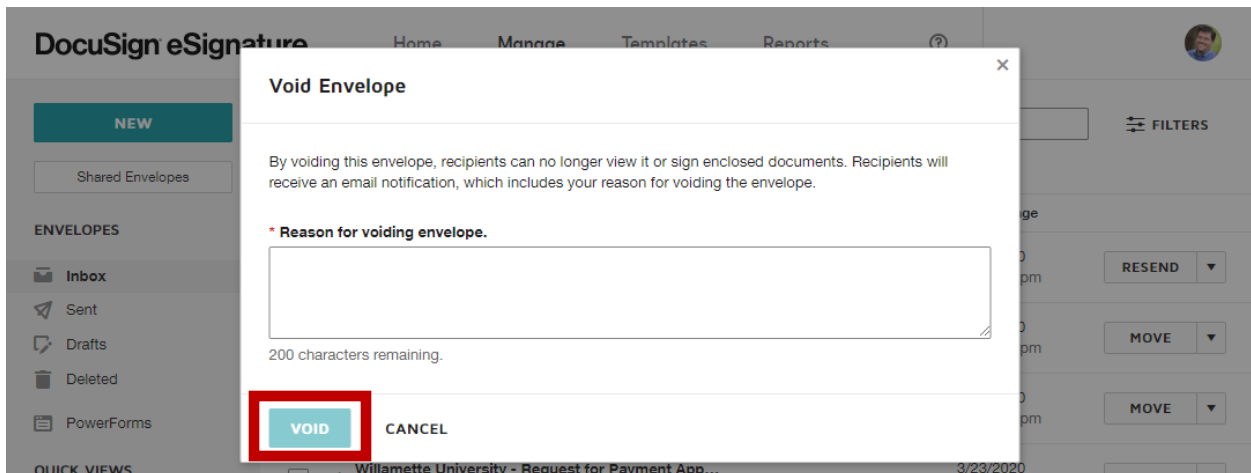
> **Question:** *How do I submit a rush request?*
>
> **Answer:** *Rush requests can be submitted with a request for payment through DocuSign.*

Complete the Rush Request as you normally would. After uploading the Request for Payment form and supporting documentation, upload the Rush Request. When designating recipients, you will need to designate the "Rush Budget Officer."

Upload the Rush Request after the Request for Payment and supporting documentation, and apply the template.

In addition to the Request for Payment approver, you will need to designate an approver for the Rush Request.

Question: *The notifications are overwhelming me! Is there a way to cut down on DocuSign spam?*

Answer: *If you have a DocuSign account, you can adjust your notifications.*

To adjust notifications, click on the *Edit* link next to My DocuSign ID.

From the "Personal Information" page, select *Notifications*.

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On the "Notifications" page, you will have the opportunity to select options when you are the sender, and when you are the recipient.

DocuSign eSignature   Home   Manage   Templates   Reports   ⑦

ACCOUNT

Personal Information
Signatures
Electronic Notary Public
Privacy & Security
Regional Settings
Contacts

SIGNING AND SENDING

Custom Fields
Template Matching
Document Sources
Notifications

Notifications

[SAVE]   [CANCEL]

Sending Notifications

Notify me when I am the sender and:

- ☐ Select All
- ☑ An envelope is complete
- ☑ A signer assigns an envelope to someone else
- ☑ A signer declines to sign
- ☑ A signer withdraws consent to do business online
- ☐ The first time each recipient views an envelope
- ☑ Envelope delivery to a recipient fails
- ☑ A signer's offline signature fails to synchronize
- ☑ Documents will be purged from the system

Recipient Notifications

Notify me when I am a recipient and:

- ☐ Select All
- ☑ I have an envelope to sign
- ☐ An envelope is completed
- ☑ I am a copy-only recipient
- ☑ I am an acknowledge recipient
- ☑ Another signer declines to sign
- ☑ The sender voids an envelope
- ☑ The sender corrects an envelope
- ☐ A signer assigns an envelope to me
- ☑ Documents will be purged from the system
- ☑ My fax is received
- ☑ Another signer made changes that require my approval
- ☑ I can edit an envelope, or specify or update recipient information
- ☑ An envelope I signed offline fails to synchronize
- ☑ An envelope is sent to a signing group to which I belong

[SAVE]   [CANCEL]

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