

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

Vendor#



WILLAMETTE UNIVERSITY

Request for Payment

DATE

PAYEE

ADDRESS

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)

GL# DISTRIBUTION	PROJECT#	AMOUNT
10-60506-6010		50,000.00
TOTAL		50,000.00

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.

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

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

REQUIRED FOR ALL REQUESTS

REQUESTED BY:

Printed Name:

Signature:

Date:

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 signed by the President or VP for Accounting. Signature requirements must be completed by the Controller.)

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](#).

Welcome to the Employee Portal
We appreciate your feedback and suggestions about our portal.

WORKDAY | WISS | ZOOM | DISTANCE LEARNING | CASCADE CMS | EVENT SCHEDULING REQUESTS | JASON | LINKEDIN LEARNING | FORMS

DEPARTMENTS & OFFICES | COLLEAGUE SELF-SERVICE | WEBADVISOR

ANNOUNCEMENTS | NOT ALONE

Find Coronavirus updates and resources online
MAR 4 The university is working with local, state, and federal agencies to protect the well-being of our campus community. This resource page will be updated as new information emerges.

CALENDARS | NEWS

All WU Events
Mar 2, 2020 **Housing Selection Information for 2020-2021.**
Mar 31, 2020 **CANCELED – HFMA Tuesday Gallery Talk | Ch**
Mar 31, 2020 **CANCELED Rogers Gallery Spring 2020 Exhibit**
Apr 1, 2020 **CANCELED – Senior Recital- Thomas Carpent**
Apr 1, 2020 **1L Registration for Fall Semester**

REQUEST SERVICES | CAMPUS RESOURCES

Facilities Work Order
Guest Parking Reservations
Mailing Job Request
Mailing Request Calendar
Order Paper, Letterhead, Envelopes, Copier Supplies
Order WU Business Cards
Parking Permit Application
Print Services
Scheduling: Reserve Rooms and Request Services
Trip/Passenger Form
Web Update Request
WITS Service Request
Workday Help Request (Google form)

TECHNOLOGY | TRAINING

Change Your Network Password
Colleague UI 5
Colleague UI 5 - Test Account
DocuSign
Google Drive

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

TECHNOLOGY

Change Your Network Password

Colleague UI 5

Colleague UI 5 - Test Account

DocuSign ←

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

DocuSign eSignature Home Manage Templates Reports

Sign or Get Signatures NEW

OVERVIEW Last 6 Months

- Action Required -- >
- Waiting for Others -- >
- Expiring Soon -- >
- Completed 8 >

WHAT'S NEW

- Comments**
Ask and answer questions about documents and receive real-time comment notifications. [More Info](#)
- Bulk Send for Multiple Recipients**
Include multiple recipients in each envelope. Send to more recipient types and specify envelope custom field values. [More Info](#)
- Template Sorting**
Sort your templates by name.

MY DOCUSIGN ID Edit

Kenneth Pifer
kpifer@willamette.edu
Member since 2020

DocuSigned by:
Kenneth Pifer
308BE98B1A90484...

ESTIMATED ENVIRONMENTAL IMPACT | **WE WANT YOUR FEEDBACK** | **HELP AND SUPPORT**

- Support Home
- Community
- Trust Center

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.

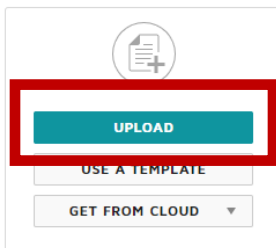
Click the “New” button at the top next to “Sign or Get Signatures” and select “Send an Envelope.”



Select “Upload.”

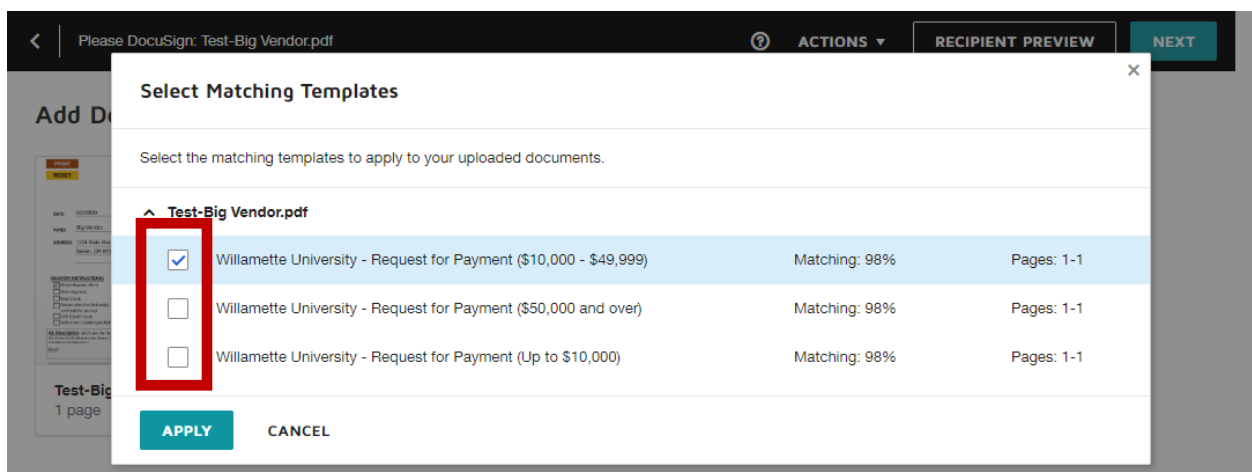


Add Documents to the Envelope

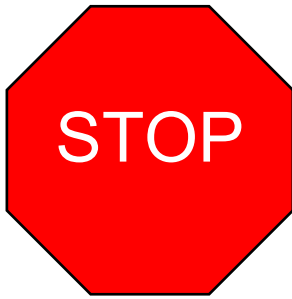


Important Note: In order to produce archivable and auditable records, it is important to submit one request for payment form per envelope.

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.



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.**

Willamette University - Request for Payment Approval (\$50,000 and over) ACTIONS RECIPIENT PREVIEW NEXT

Add Documents to the Envelope

Test-Big Vendor.pdf
1 page
1 Template Applied

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

- Budget Officer (up to \$10,000)** NEEDS TO SIGN MORE
Name *
Email *
- Fiscal Officer (up to \$50,000)** NEEDS TO SIGN MORE
Name *
Email *
- Executive 1** NEEDS TO SIGN MORE
Name *

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

Willamette University - Request for Payment Approval (\$50,000 and over) ACTIONS RECIPIENT PREVIEW NEXT

Add Documents to the Envelope

Test-Big Vendor.pdf
1 page
1 Template Applied

UPLOAD
USE A TEMPLATE
GET FROM CLOUD

⇒ *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.

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) Name * Email *	NEEDS TO SIGN MORE
2	Fiscal Officer (up to \$50,000) Name * Email *	NEEDS TO SIGN MORE
3	Executive 1 Name * Email *	NEEDS TO SIGN MORE
4	Executive 2 Name * Email *	NEEDS TO SIGN MORE

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) 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

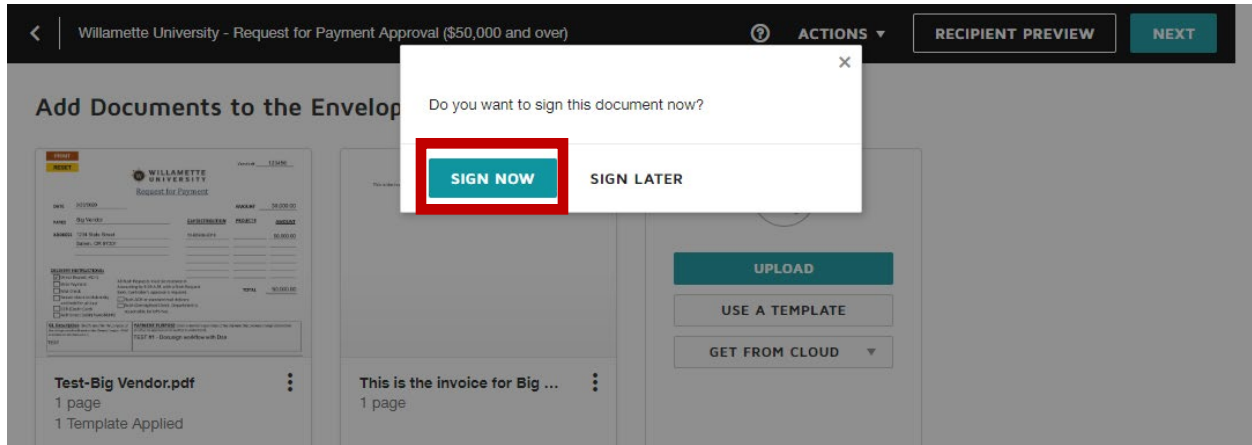
Advanced Options | Edit

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

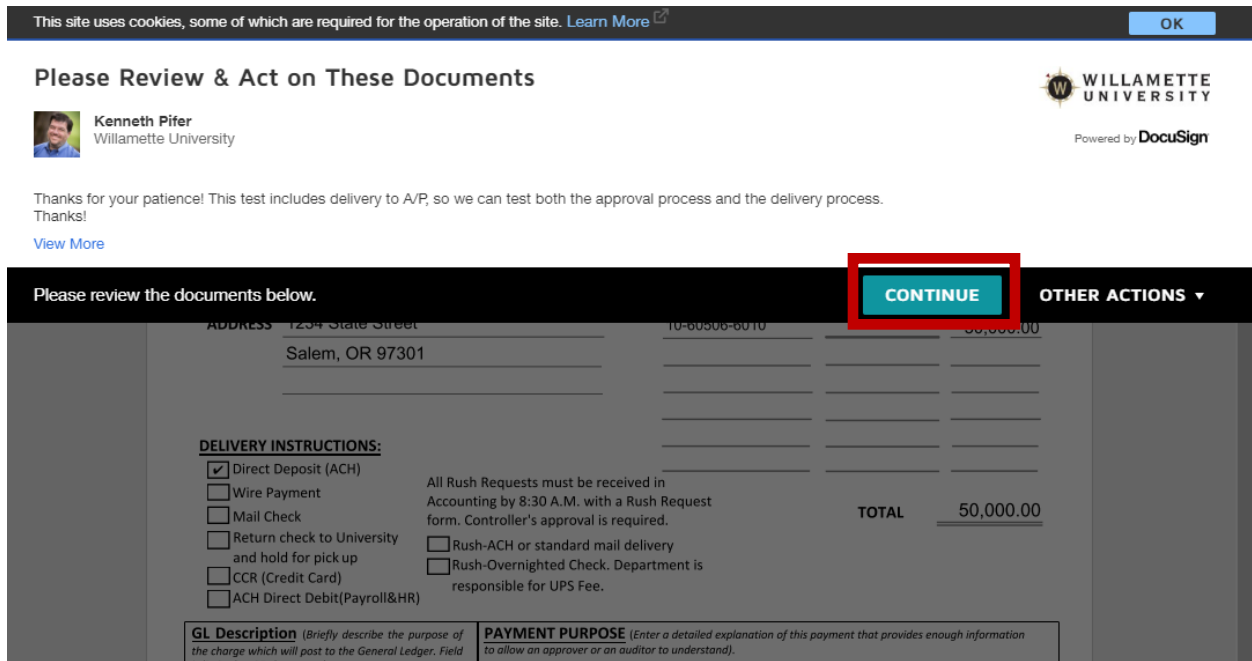
SEND NOW NEXT

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

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.

This site uses cookies, some of which are required for the operation of the site. [Learn More](#) OK

Please review the documents below. FINISH OTHER ACTIONS ▾

START


Vendor# 123456



Request for Payment

DATE	<u>3/23/2020</u>	AMOUNT	<u>50,000.00</u>
PAYEE	<u>Big Vendor</u>	GL# DISTRIBUTION	PROJECT#
ADDRESS	<u>1234 State Street</u> <u>Salem, OR 97301</u>	<u>10-60506-6010</u>	<u>50,000.00</u>
DELIVERY INSTRUCTIONS:		TOTAL	
<input checked="" type="checkbox"/> Direct Deposit (ACH) <input type="checkbox"/> Wire Payment <input type="checkbox"/> Mail Check <input type="checkbox"/> Return check to University and hold for pick up <input type="checkbox"/> CCR (Credit Card) <input type="checkbox"/> 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. <input type="checkbox"/> Rush-ACH or standard mail delivery <input type="checkbox"/> Rush-Overnighted Check. Department is responsible for UPS Fee.	
GL Description <small>(Briefly describe the purpose of the charge which will post to the General Ledger. Field is limited to 25 characters.)</small>		PAYMENT PURPOSE <small>(Enter a detailed explanation of this payment that provides enough information to allow an approver or an auditor to understand).</small>	
<u>TEST</u>		<u>TEST #1 - Docusign workflow with Dan</u>	

REQUIRED FOR ALL REQUESTS

REQUESTED BY: Printed Name: <u>Ken Pifer</u> Signature: _____ Date: <u>3/30/2020</u>	BUDGET OFFICER APPROVAL up to \$10,000: Printed Name: <u>Ken Pifer</u> <div style="text-align: center; border: 2px solid red; border-radius: 50%; padding: 5px; width: fit-content; margin: 0 auto;">  </div> Signature: _____ Date: <u>3/31/2020</u>
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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: <small>(Note: Payment Request between \$50,000-\$100,000 requires two signatures from VP or Dean. Payment Request above \$100,000 must be signed by the President or VP for Finance & Controller. Signature requirements must be completed before submitting to Accounting.)</small> Printed Names: _____ Signatures: _____ Dates: _____
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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](#).

Test-Big Vendor.pdf
1 of 1

⇒ *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.*

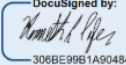

You will have an opportunity to verify or edit your signature.

This site uses cookies, some of which are required for the operation of the site. [Learn More](#)

Select the

My Signatures and Initials

Choose a saved signature and initials or adopt new ones to use when signing the documents in this envelope.

DocuSigned by:  DS  Edit X

Ken Pifer 306BE99B1A90484...

USE SAVED ADOPT NEW

DATE	3/23/2020	AMOUNT	50,000.00
PAYEE	Big Vendor	GL# DISTRIBUTION	PROJECT# AMOUNT
ADDRESS	1234 State Street Salem, OR 97301	10-60506-6010	50,000.00

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

This site uses cookies, some of which are required for the operation of the site. [Learn More](#)

Done! Select Finish to send the completed document.

FINISH OTHER ACTIONS

Vendor# 123456

WILLAMETTE UNIVERSITY
[Request for Payment](#)

DATE	3/23/2020	AMOUNT	50,000.00
PAYEE	Big Vendor	GL# DISTRIBUTION	PROJECT# AMOUNT
ADDRESS	1234 State Street Salem, OR 97301	10-60506-6010	50,000.00
		TOTAL	50,000.00

DELIVERY INSTRUCTIONS:

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

Wire Payment

Mail Check

Return check to University and hold for pick up

CCR (Credit Card)

ACH Direct Debit (Payroll&HR)

Rush-ACH or standard mail delivery

Rush-Overnighted Check. Department is responsible for UPS Fee.

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: Ken Pifer
Printed Name: Ken Pifer
Signature: 
Date: 3/30/2020

BUDGET OFFICER APPROVAL up to \$10,000:
Printed Name: Kenneth Pifer
Signature: 
Date: 3/31/2020

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 Signatures from VP or Dean. Payment Request above \$100,000 must be signed by the President or VP for Finance & Controller. Signature requirements must be completed before submitting to Accounting.)
Printed Name: _____
Signature: _____
Date: _____

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](#).

Test-Big Vendor.pdf 1 of 1

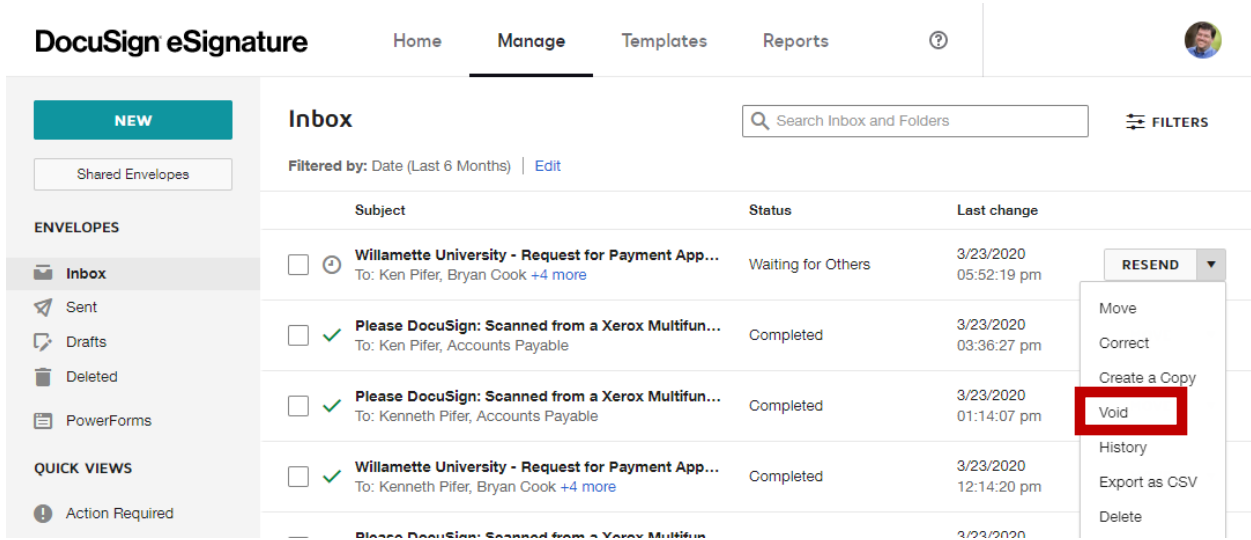
Once you click "Finish," you will receive a confirmation by email, and the next approver will receive a notification.

⇒ *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.*

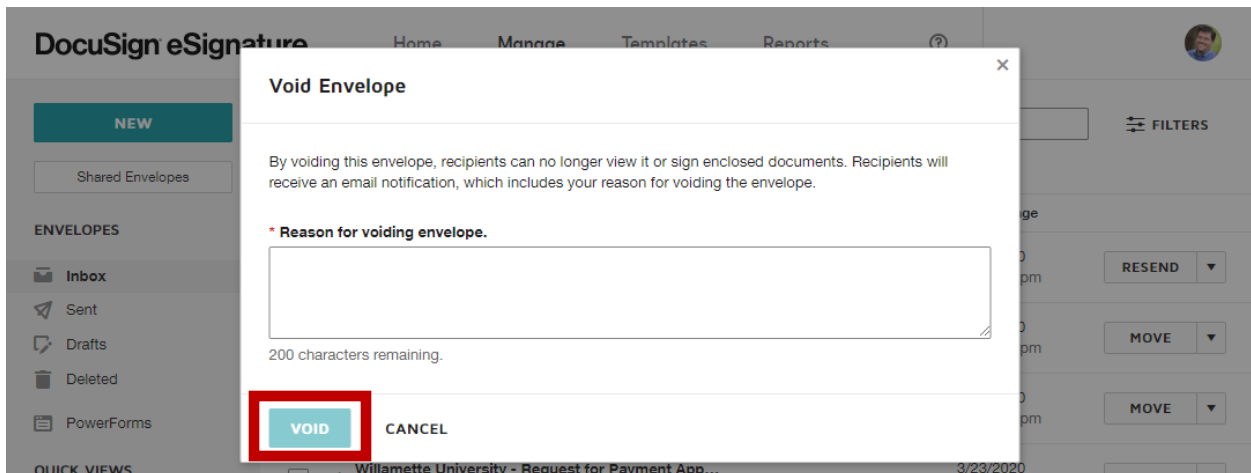
Question: What if I make a mistake? What if I need to change something on the Request for Payment form?

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.”

The screenshot shows the DocuSign interface for a 'Request for Payment Approval (Up to \$10,000)'. At the top, there are navigation buttons: 'RECIPIENT PREVIEW' and 'NEXT'. The main section is titled 'Add Documents to the Envelope'. It displays three document thumbnails: 'Test-RFP-Student Emerge...', 'This is supporting docume...', and 'TEST-rush for emergency ...'. The 'TEST-rush for emergency ...' document is highlighted with a red box. Below the thumbnails are buttons for 'UPLOAD', 'USE A TEMPLATE', and 'GET FROM CLOUD'. The second section is 'Add Recipients to the Envelope'. It includes a note about locked recipients and a 'Set signing order' checkbox. A list of recipients is shown, with the 'Rush Budget Officer' entry highlighted by a red box. Other recipients include 'Budget Officer (up to \$10,000)', 'Rush Controller' (Kenneth Pifer), and 'Deliver to Accounts Payable for processing once fully signed'.

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.

DocuSign eSignature Home Manage Templates Reports ?

Sign or Get Signatures NEW

OVERVIEW Last 6 Months

- Action Required -- >
- Waiting for Others -- >
- Expiring Soon -- >
- Completed 56 >

WHAT'S NEW

Comments
Ask and answer questions about documents and receive real-time comment notifications. [More Info](#)

Bulk Send for Multiple Recipients
Include multiple recipients in each envelope. Send to more recipient types and specify envelope custom field values. [More Info](#)

Template Sorting
Sort your templates by name.

MY DOCUSIGN ID [Edit](#)

Kenneth Pifer
kpifer@willamette.edu
Member since 2020

DocuSigned by:
Kenneth Pifer
306BE99B1A90484...

From the “Personal Information” page, select *Notifications*.

DocuSign eSignature Home Manage Templates Reports ?

ACCOUNT

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

SIGNING AND SENDING

- Custom Fields
- Template Matching
- Document Sources
- Notifications

Personal Information

To configure what information is shared when you sign, edit [Privacy & Security](#)


SAVE CANCEL

i You can now manage information on your new DocuSign Profile. Click the menu above and choose 'Manage Profile'.

Kenneth Pifer [Edit](#)
kpifer@willamette.edu [Edit](#)
Account: Willamette University
Default Account

EDIT PHOTO ▾

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 ? 

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**