

4-H Volunteer Management Organization (VMO) PAYMENT PROCESS

Process as a refund using the refund supplier.

1. Start to create an invoice as you would a “Non-PO invoice” and enter “REFUND” as the supplier.

Invoice Header [Show More](#)

Identifying PO	* Number	* Date 6/24/24
* Business Unit UCD Business Unit	* Amount USD -	* Payment Terms IMMEDIATE
* Supplier REFUND	* Type Standard	* Terms Date 6/24/24
Supplier Number 1000001	Description	Requester
* Supplier Site DF PAY-1		Attachments None
* Legal Entity UC Davis Campus		Note
Invoice Group		

2. In the header, click “show more” and then “Additional Information.” Fill out the Payee Name and Address, then click on the “OnceSource Bypass” button.

Invoice Header [Show Less](#)

General Accounting Tax **Additional Information**

Payee Name(for Refund purposes only)	Test
Address Line1	123
Address Line2	
City	Davis
State	Ca
PostalCode	95616
Country Code	
OneSource Bypass	☒
Context Value	
Regional Information	
Routing Attribute 1	
Routing Attribute 2	
Routing Attribute 3	
Routing Attribute 4	
Routing Attribute 5	

Write information needed in the remittance message area of the check if necessary.

Click “save” and then click the “General” tab to go back to your invoice to enter line information and complete submission.

Note: When you want to check on the status of your invoice or payment, this is how it will look:

Payment: 5015677

Business Unit	UCD Business Unit	Payment Amount	730.00 USD
Payee	REFUND	Payment Date	5/2/24
Payee Site	DF PAY-1	Payment Type	Payment Process Request
Address	CHANGE THIS TO THE PAYEE NAME, CHANGE THIS TO THE PAYEE ADDRESS, CHANGE THIS TO THE PAYEE CITY, CA 99999	Remit-to Account	
Payment Status	Cleared	Payment Document	Wells Fargo Check

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
3175441-ANR	4/30/24	Standard				730.00 USD	730.00 USD	Workflow appro...	4/30/24	Fully paid

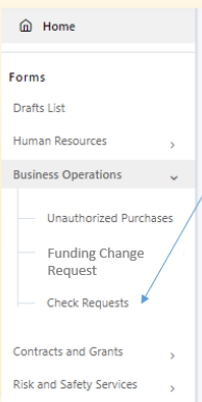
Note: The address you entered in the “additional information” section might not show up here; this is normal and does not indicate a mistake on the form.

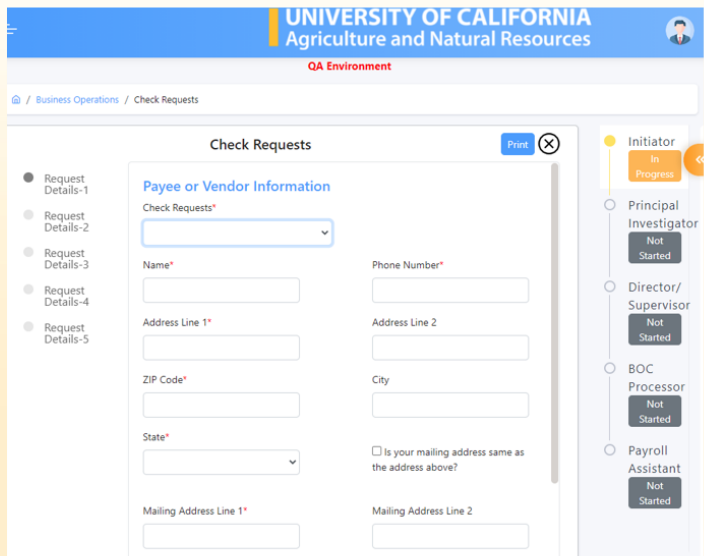
How to Submit Payment Request:

You will submit this as a WFA Check Request (see instructions below). You will need to attach the Invoice and all appropriate backups. All University policies will apply.

<https://wfa.ucanr.edu/>

Go to the Dashboard → Forms (from the left side of the screen) → Select Department → Displays all forms under the department





Check Request Form

Check Request Form – Page 1

- Select Check Request Purpose:
 - County Office Reimbursements or **Other** (Utilities, Disposal, Communications, Metered Mail)
 - Honorariums for non-employees
 - Fellowship/Scholarship (includes Stipends)
 - Entertainment Vendor Requests (includes Facility Use Agreements FUA)
- All fields with red asterisk (*) are mandatory
- Submitter Name is auto populated
- Identify your approver – the person that used to sign the paper form. Usually the County Director for UCCE or Director for SWP.
- If sponsored project – Enter the name of the Principal Investigator
- Vendor Email Field Missing – Please add on Page 2 “Special Instructions” field

Check Request Form- Page 1

Form
Routing

Form Pages

Check Request Form-Page 1

Pre-populated

Submitter Name*
Kiran Maheshwarapu

Submission Date

Submitter Type*
Staff

Department*
966054 - UCCE TULARE COUNTY

Is this request for sponsored project?*

☒ Yes Principal Investigator Name*
David Le... X

If account to be used is an award, indicate Yes and enter the name of the PI.

☐ No

Identify Your Approver*
Kamgot Randhawa X

Is payee a current or emeritus UC employee?*

☒ No

Is the payee a UC Student?*

☒ No

These fields will usually be NO. Are applicable for Honorarium use

Save As Draft

Continue

Check Request Form-Page 2

Request Details

Select One

☐ Employee ☐ Non-Employee ☐ Emeritus ☒ Other

Use Other except when using for Honorarium or Fellowship/Scholarship

Payment Information

☐ Volunteer Out of Pocket Expense

☐ Pre-registration forms

☐ Reimbursement to County

☐ Membership

☐ Other- Please explain

Select what best describes the type of payment.

Business Purpose or use of the items on this request (Detailed description required)*

TEST

Enter detailed purpose - if Honorarium, enter all event/lecture information here

Special Instructions

Email Here

Enter vendor email here or any additional information as needed

Action	Invoice/Receipt Date	Invoice/Receipt#	Items Purchased	Vendor Name	Amount
 	8/4/2021	1234	Copying Services	Tuolumne County	\$ 35.21

Use these to add lines of expenses

Save As Draft

Total to Pay/Reimburse: \$ 35.21

Will total all expense lines

Back Continue

Check Request Form – Page 3

Check Requests

Check Requests

Event Information

Type of Entertainment (Check applicable boxes)

- ☐ Breakfast
- ☐ Lunch
- ☐ Dinner
- ☐ Light Refreshments
- ☐ Buffet Reception
- ☐ Other - Please specify:

Event Description

- ☐ Cooperative Extension Public Education Meeting
- ☐ Search/Interview Committee for UCCE Position
- ☐ Faculty/Staff meeting - (light refreshments only)
- ☐ Administrative meeting directly concerned with the welfare of the University.Meals are an integral part of the business meeting and not for personal convenience
- ☐ Facility Use Agreement Only(no food service)

This page is used for Entertainment Vendor Check Requests. Leave blank if not applicable

Check Request Form – Page 4

Check Requests

Account Information

Enter account(s) to charge.
Use plus circle to add more accounts.

Action	Account to charge	Amount
 		\$

Total Amount Due: \$

Total amount will add up all account lines

Always attach invoice and/or backup documentation.

Attach supporting documents(if any)


 Drag and drop files or click here

Check Request Form – Page 5

Check Requests

Fellowships are reserved for individuals who are students

Student ID # UCD Only

Quarter/Year

Name of Fellowship

Special Instructions

This page is used for Scholarships/Fellowships and Stipends. Please provide all pertinent information.

FIRST TIME PAYEES ARE REQUIRED TO SUBMIT A W-9 FORM.

Payments to UCD employees will be processed through payroll as a one-time payment after receipt of approval in accordance with campus policy

Check Request Form

- Ends at the BOC Processor (Teams 1 to 6)
- Ends with Payroll Assistant if Honorarium for an employee or fellowship for a student.
- Once the form is submitted, no changes/edits can be made
- Approvers can make changes and write notes when they approve/reject.
- Go to dashboard to see status of form and read notes/comments from approvers.
- Print PDF as needed.