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## Background

Direct payment vouchers are used to pay non-recurring Clemson obligations for which a procurement and/or encumbrance action is not required.

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1. Why must I use the DPV form in buyWays now instead of direct entry to PSFT/CUBS?
  - a. Standardization ~ in 2008 a Kaizen effort was set forth to standardize the DPV process across campus. Data showed that processing DPVs were extremely costly (in terms of people's time, copying, filing, etc...). Reducing the number of purchasing options will standardize procurement processes, reducing "waste" and creating a leaner process.
  - b. Spend data information can be easily obtained to further negotiate discounted contracts for goods/services frequently used in whole by Clemson University.
2. Can I still process DPV's in PeopleSoft for CU payments?
  - a. Effective July 1, 2010 Direct Payments (DPV's) for the CU Vendor business unit are required to be processed in buyWays. PLEASE review the FAQ before contacting Procurement or making any assumptions about the new process.
3. The correct address is not showing when I choose the supplier on the DPV form.
  - a. The address you see when you select the supplier is the fulfillment (order) address. This address is not important when creating a DPV.
  - b. The remit to address is the address that is important, and is shown when you create the invoice. You will be able to view and select the correct remit address on the invoice.
4. How do I obtain my department authority's signature for approval?
  - a. In buyWays all documents (DPV or Requisition) route electronically based on the departmental established workflow.
  - b. In buyWays, approval occurs before the payment is made.
  - c. This workflow can be viewed by clicking the **Req Approvals VIEW ONLY tab** on the requisition.
5. What do I do, after I create the DPV?
  - a. Once you complete the form, and put it in your cart, you will submit it for approvals.
  - b. After you submit the DPV, and the "record only" PO is created, then you create a receipt and an invoice, so payment will be generated.
6. How do I add multiple lines on one DPV form?
  - a. Once you have completed the form for the first item, select "add to cart", and "go".
  - b. You can then modify the information on the form, to add another item. Continue these steps, until all items are added.
  - c. When the last item is added, select, "add and go to cart".

7. What if I need a check the same or next day and my DPV has not been approved?
  - a. The Disbursements Division processes check payments each Thursday and processes electronic payments both Tuesdays and Thursdays. Holiday schedules are announced if a payment day falls on a holiday.
  - b. Clemson University as a state agency of South Carolina has 30 days to fulfill its payment obligation.
8. I process a DPV to debit departments and reimburse petty cash, etc. Will those vouchers require complex routing for each department before approval?
  - a. As an administrator of the University, your approval will be role based for all departments.
9. Can I pay an employee an Honorarium in buyWays?
  - a. No. An honorarium is a one-time payment to show appreciation to a speaker or guest lecturer, but not an employee.
  - b. If the honorarium (non employee) is for more than \$2,500, it must be paid on a purchase order – either Direct Pay Form (is you have a relevant DPV exemption chosen) or using a Sole Source Form (with appropriate justification). If using a sole source form, indicate in the internal notes that a PO should not be issued to the individual.
10. I have no clue where to start my purchasing adventure. How do I know where and which system to use?
  - a. Use the [Purchasing Decision Tree](#)
11. Do I have to search buyWays if I want to pay Ace hardware for an item that is on state contract?
  - a. Yes and No. First, any item purchased from another supplier that is on contract is a violation of the procurement code and an unauthorized procurement regardless of the dollar amount.
  - b. Clemson has an obligation to both the state contract vendor and to the vendor where the payment amount is due. Make sure your shopper is informed that the item is on state contract and prepare a DPV to pay Ace Hardware.
12. Is there a predefined list of DPV allowable payments?
  - a. Yes. The [DPV exemption list](#) should be your primary source for using this payment form.
  - b. Select the appropriate DPV exemption from the drop down menu in the line on your requisition.
13. Will I have to enter a receipt for every DPV that I want to pay?
  - a. Yes. A receipt must be created in buyWays for a DPV payment. See [Negative Assurance of a Receipt Policy](#).
14. Do I have to enter an invoice for the DPV?
  - a. Yes. An invoice must be created in buyWays for a DPV payment.

15. Will I pay student stipends from buyWays?
- No. If the student is an enrolled Clemson student, then the stipend should be paid using the STDNT business unit in PSFT/CUBS.
16. How will I pay participant support to CU students and non CU students?
- If enrolled, the STDNT business unit will be utilized for payment in PSFT/CUBS ~
  - If not enrolled, the "participant" needs to enroll as a supplier in buyWays and the DPV would be entered in buyWays after the vendor is active.
17. May I still have a check held for pickup or can I send an attachment with the check?
- Yes. – Select the appropriate **vendor prepayment** from the drop down menu on the entry screen of the invoice in buyWays.
18. How will I process CUF and/or CURF invoices?
- As you currently do, using PSFT/CUBS.
19. Where can I obtain additional training for processing DPV's?
- In addition to these FAQ's, there is an updated buyWays Direct Payment Form Demo located at the following web address:  
<http://www.clemson.edu/cfo/procurement/buyWays/training.html>
20. How do I process a DPV for ongoing monthly payments i.e. utility bills?
- Enter one DPV for the anticipated yearly amount. Then create a receipt and an invoice for each month's payment from the same PO. This will enable you to have one PO for a supplier for the year instead of multiple POs.
21. I have several invoices to pay (where a PO was not issued through buyWays) is there a way to process multiple payments at the same time?
- YES! Multiple invoices** can be entered on one Direct Payment Form by utilizing the Available Actions in the upper right corner of the form.
    - First, **select the supplier** that you are paying, and then
    - Enter the required fields
    - Choose **Add to Cart and Return** from the Available Actions drop down menu **click GO**
    - If the second invoice is to the same supplier, fill in the required fields and repeat Available Action
    - If the next invoice is for a different supplier,
    - Click **select different supplier** and search for the new supplier, then
    - Add the required field information and
    - Click **Add to Cart and Return, Click GO.**

Continue these same steps for each individual supplier that you are paying. After entering the last supplier's invoice, choose **Add and Go to Cart, click GO.** Finish processing the cart. One requisition will be submitted for approval for all invoices. Multiple purchase orders will be created for each unique supplier in the requisition. Receipt and invoice as stated previously

22. What is the form Available Actions and what do they mean? Available actions are role based so you may see only some of these actions depending on your role.
- a. **Add and go to Cart** - The form is added to the active shopping cart, closes the form pop-up, and navigates the browser to the active cart. If there is no active cart, one is created with this action.
  - b. **Add to Cart** - The form is added to the active shopping cart. The form remains on the screen with the previous populated data.
  - c. **Add to Cart and Return** - The form is added to the active cart. The form remains with only the supplier information all other form fields are emptied or reset to the form default values.
  - d. **Add to Favorites** - The *Add to Favorites* dialogue appears to add the form in its current state (populated with or without data) to Favorites.
  - e. **Save** - This option appears once a form has been added to the cart or when the form is accessed from within a document. *Save* updates the document with the current form values.
  - f. **Add to Draft Cart or Pending PR/PO** - Use this action to add the form to a cart other than the current active cart, i.e., a draft cart or to pending (in workflow) PR or PO. The options that appear when this option is selected depend on the user permissions and pending documents in their personal queues.

**Business Unit Table of Entry System**



**System Entry Effective July 1, 2010**

Business Unit	Purpose	System
CU	Clemson University Vendors	buyWays
EMPLY	Employee Travel Reimbursements	PSFT/CUBS
STDNT	Student Reimbursements	PSFT/CUBS
CUF	Clemson University Foundation	PSFT/CUBS
CUFP	CU Foundation Employee Reimbursements	PSFT/CUBS
CURF	CU Research Foundation	PSFT/CUBS
CURFP	CU Research Foundation Employee Reimbursements	PSFT/CUBS
FCRFC	Administrative Business Units	PSFT/CUBS
FCECC	Administrative Business Units	PSFT/CUBS
HR	Administrative Business Units	PSFT/CUBS
FMREC	Administrative Business Units	PSFT/CUBS
FCREF	Administrative Business Units	PSFT/CUBS
LICAR	Administrative Business Units	PSFT/CUBS
LICAM	Administrative Business Units	PSFT/CUBS
CULR	Administrative Business Units	PSFT/CUBS
Change July 1, 2010		
Business Unit non widely used by Campus		