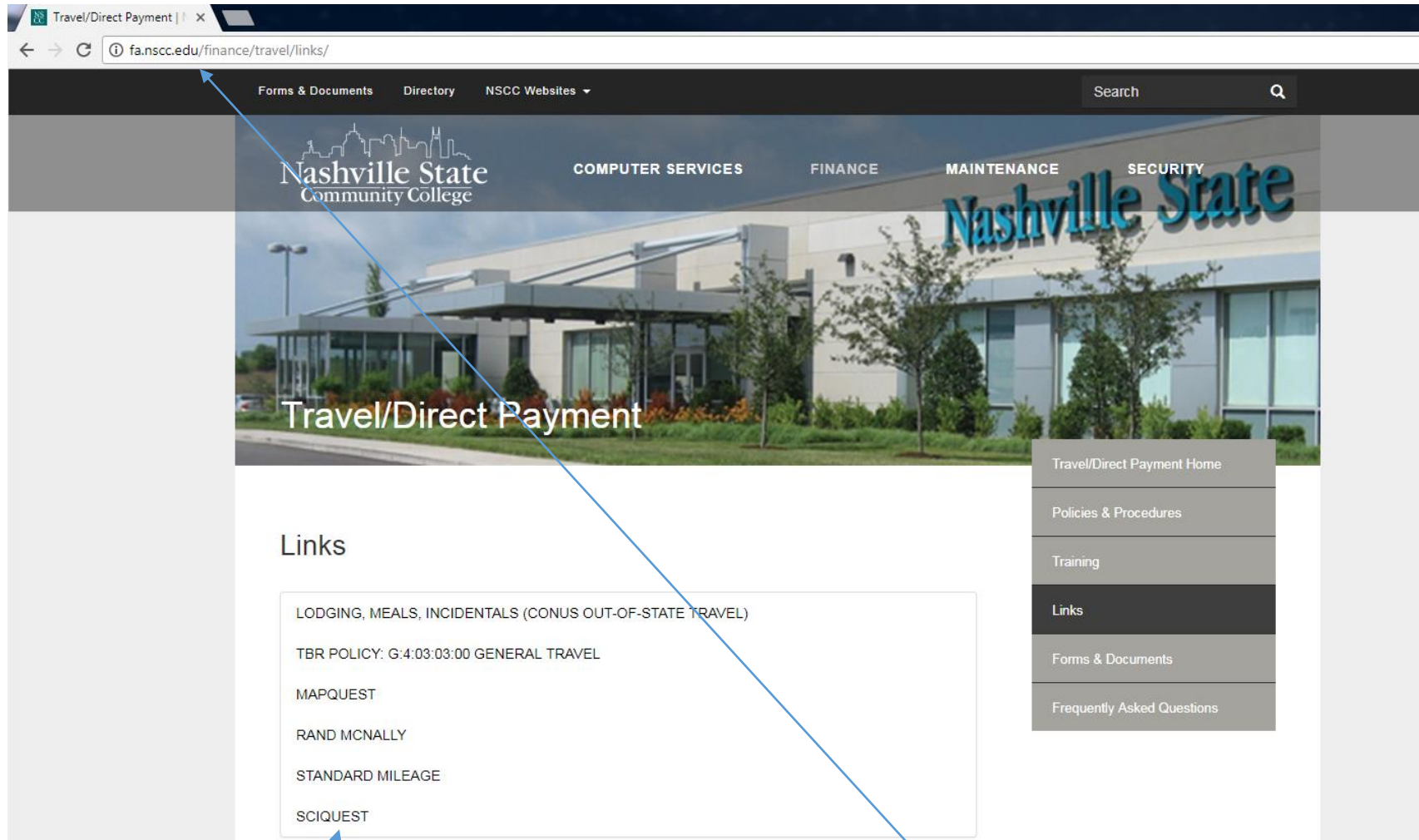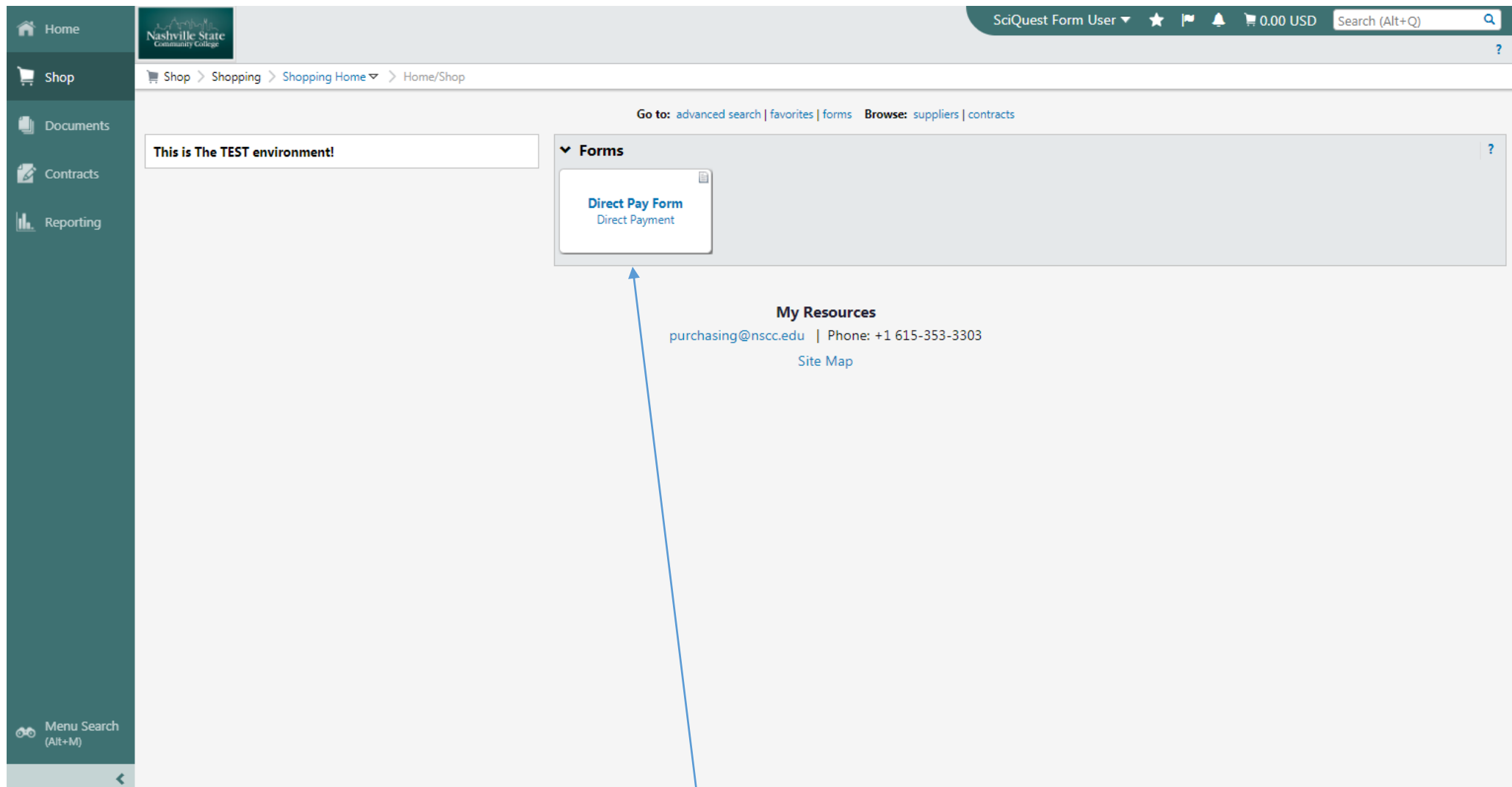# Direct Payment for Professional Development Travel

1. Log into SciQuest.
2. You can the link for SciQuest in the Links section of the Travel/Direct Payment on the Finance website. SciQuest can also we found at the Computer Services Website.

Nashville State
Community College

🏠 Home

🛒 Shop

📖 Documents

📝 Contracts

📊 Reporting

🛒 Shop > Shopping > Shopping Home ▽ > Home/Shop

Go to: advanced search | favorites | forms   Browse: suppliers | contracts

This is The TEST environment!

❤ **Forms**

Direct Pay Form
Direct Payment

My Resources
purchasing@nscc.edu | Phone: +1 615-353-3303
Site Map

👓 Menu Search
(Alt+M)

‹

3.   Once you are logged in, the Direct Payment Form is located under the Forms Section.
     Note: Depending on you SciQuest access you may see more then what is shown
4.   To submit a Direct Payment click on the Direct Pay Form

Direct Pay Form

Available Actions: Add and go to Cart ▼ [Go] [Close] 🖶

Direct Pay Purchases   ?

This form allows users to process payments to suppliers or individuals which do not require a Purchase Order. Complete all fields as needed. The College requires W9 Tax information on file in the Travel/Direct Payment office before payments are issued.

Supplier Info   ?

Enter Supplier

[   ]
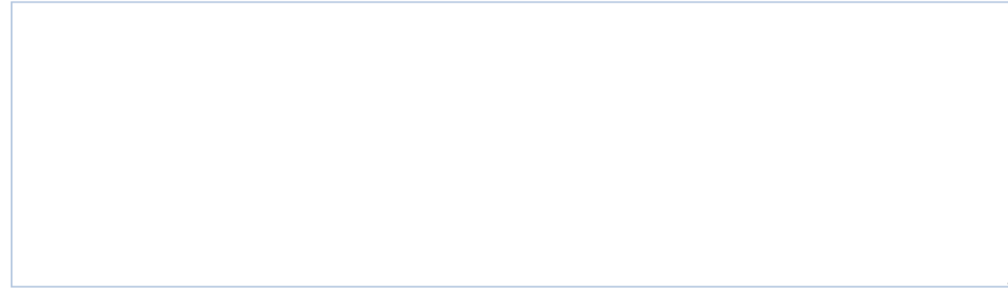
or
Supplier Search

Distribution
The system will distribute purchase orders using the method(s) indicated below:
🖼 Custom Supplier Distribution selected

Email (HTML Body): something@nscc.edu

Reimbursement Detail   ?

Details of Purchase Request

[   ]

1000 characters remaining   expand | clear

Price: [   ]

Internal Attachments

[Add Attachments]

Check Distribution   ?

5. Enter you're A Number, since you are the one requesting reimbursement for travel expenses
6. Once the Supplier is selected you need to fill out the details of your Purchase Request

This form allows users to process payments to suppliers or individuals which do not require a Purchase Order. Complete all fields as needed. The College requires W9 Tax information on file in the Travel/Direct Payment office before payments are issued.

Supplier Info

Supplier	SciQuest Form User more info...
	select different supplier
Fulfillment Address	Fulfillment Center 1: (preferred)
	PO Box 45555
	Nashville, TN 37209

Distribution

The system will distribute purchase orders using the method(s) indicated below:

Custom Supplier Distribution selected

Email (HTML Body): something@nscc.edu

Reimbursement Detail

Details of Purchase Request

1000 characters remaining   expand | clear

Price:

Internal Attachments

Add Attachments

Check Distribution

Instructions   Select Method of Check Distribution (check will be mailed to address given unless

7. Add the Price from the Claim for Travel Expense form, if your travel expenses exceed the Form X Approved amount then enter the Approved amount as the Price instead.

8. Attach the Claim for Travel Expense form, along with any other documentation which includes your receipts and your Professional Development Form X
Note: Keep the hard copies for your records!

Details of Purchase Request

Travel Reimbursement for Conference on September 1st

948 characters remaining

expand | clear

Price:

125

Internal Attachments

Add Attachments

⬇ claim_for_travel_...   Remove

⬇ Receipts.pdf   Remove

Check Distribution	?

Instructions   Select Method of Check Distribution (check will be mailed to address given unless designated below)

Method of Check Distribution   Please select... ▼

Special Instructions or Pick-up by

250 characters remaining   expand | clear

Professional Development	?

This Section should only be completed when the Direct Payment is used for Professional Development reimbursement.

Approved Amount

Internal Use Only	?

9. Next choose the Method of Check Distribution, if require complete the Special Instructions or pick-up Section

10. The final is to place the Approved amount from the Form X under the Professional Development Section. Note: Internal Use Only section is to be completed by the Travel/Direct Payment Office

Direct Pay Form

Available Actions: Add and go to Cart ▼ | **Go** | Close 🖨

Direct Pay Purchases	?

This form allows users to process payments to suppliers or individuals which do not require a Purchase Order. Complete all fields as needed. The College requires W9 Tax information on file in the Travel/Direct Payment office before payments are issued.

Supplier Info	?

Supplier
SciQuest Form User   more info...
select different supplier

Fulfillment Address
Fulfillment Center 1: (preferred)
PO Box 45555
Nashville, TN 37209

Distribution
The system will distribute purchase orders using the method(s) indicated below:

📋 Custom Supplier Distribution selected

Email (HTML Body): something@nscc.edu

Reimbursement Detail	?

Details of Purchase Request

Travel Reimbursement for Conference on September 1st

948 characters remaining   expand | clear

Price:
125

Internal Attachments

10. Once the Direct Payment form is filled out, select the Go button at the top of the page

11. Once the Direct Payment form is added to your cart you will need to provide a Commodity Code
12. For Travel reimbursement you will always use Commodity Code 924 Educational Services!

🏠 Home

🛒 Shop

📄 Documents

📝 Contracts

📊 Reporting

🛒 Shop > My Carts and Orders > Open My Active Shopping Cart ▾ > Cart - 2039521 - Draft Requisition

🛒 Shopping Cart for SciQuest Form User

⦿ Continue Shopping   1 Item(s) for a total of **150.00** USD

Name this cart: [2017-10-19 Forms 01]   **Proceed to Checkout** or **Assign Cart**

Have you made changes? [Update]   🖨 | ⍰ **Help** [Empty Cart] [Create New Cart] [Perform an action on (0 items selected)... ▾] Select All ☐

Vijay's Soccer Supply   more info...

Product Description		Unit Price	Quantity	Total ☐
Direct Pay Form open form...		150.00 USD [Update]	1	**150.00** USD ☐
	Commodity Code [924] 🔍 Educational Services	[More Actions ▾]		
	Taxable ☐			
			Supplier subtotal	**150.00** USD

view cart history

🔭 Menu Search (Alt+M)

13. Once the Commodity Code is added you will choose either Proceed to Checkout or Assign to Cart .
    If you have Requisition Access then choose Proceed to Checkout else choose Assign to Cart.

14. If you selected Assign Cart you will be prompt to Assign to the selected person by clicking Assign. Once assigned your submission is complete.

15. If you choose Proceed to Checkout then you will come to following screen.
16. Under the General Tab you will need to update the PO Type by selecting the Required field link

17. From the drop down box you will choose "Send the PO to the Supplier"
18. Select Save when done

19. Under the Shipping Tab you will need to update the Shipping address by selecting the Required field link

20. From the drop down box you will choose "Main Campus." If your home campus is different than the Main Campus you will select that campus instead
21. Select Save when done

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🛒 Shop > My Carts and Orders > Open My Active Shopping Cart ▽ > Accounting Codes - 2039521 - Draft Requisition

| ✅ General | ✅ Shipping | ✅ Billing | ⚠ Accounting Codes | ✅ Internal Notes and Attachments | ✅ External Notes and Attachments | ⚠ Final Review | | Assign Cart |

◁ Return to shopping cart   ◁ Continue Shopping

⚠ **Almost ready to go! The list below needs to be addressed before the request can be submitted.**
  • Required field: Account

Requisition | PR Approvals | PO Preview | Comments | Attachments (2) | History

Summary | Shipping | Billing | **Accounting Codes** | Supplier Info

🖨 ?

Hide value descriptions

Accounting Codes ?

These values apply to all lines unless specified by line item

Chart	Fund	Organization Description	Org	Account	Program	Activity	Location	
H Nashville State Community College	110001 Undesignated E And G	no value	99998 SciQuest Dummy	no value ⊗ Required field	350 Academic Support	no value	no value	edit

For selected line items | Add to Favorites ▼ | Go

SciQuest Form User   more info...

	Product Description		Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	☐
1	**Direct Pay Form** 📄 more info... Accounting Codes (same as header)				150.00	1	150.00 USD	☐
							edit	

	Supplier subtotal	150.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	**150.00**
Total	**150.00 USD**

Menu Search (Alt+M)

22. Under the Accounting Codes Tab you will need to update the Account codes by clicking the Edit button

23. Under the Org you will need to update the Org by selecting the Select from profile values link

Home
Shop
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Contracts
Reporting

Shop > My Carts and Orders > Open My Active Shopping Cart ▼ > Accounting Codes - 2039521 - Draft Requisition

✔ General   ✔ Shipping   ✔ Billing   ⚠ Accounting Codes   ✔ Internal Notes and Attachments   ✔ External Notes and Attachments   ⚠ Final Review   Assign Cart

⟲ Return to shopping cart   ⟲ Continue Shopping

⚠ **Almost ready to go! The list below needs to be addressed before the request can be submitted.**
 • Required field: Account

Requisition | PR Approvals | PO Preview | Comments | Attachments (2) | History

Summary | Shipping | Billing | **Accounting Codes** | Supplier Info

Hide value descriptions

Accounting Codes   ?

These values apply to all lines unless specified by line item

Accounting Codes   ? X

Chart	Fund	Organization Description	Org	Account	Program	Activity	Location	add split
H	110001	no value	99998	no value	350	no value	no value	
Select from profile values...	Select from all values...	Clear selected value...	Hide profile values...	Select from all values...	Clear selected value...	Clear selected value...	Clear selected value...	
Clear selected value...	Clear selected value...		▼	Clear selected value...				
			Clear selected value...	⊗ Required field				

recalculate / validate values

Save   Cancel

Accounting Codes (same as header)

edit

Supplier subtotal   150.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal   150.00
Total   150.00 USD

Menu Search (Alt+M)

24. For Professional Development you will need to use 50005
    Note: If you are unable to change the Org to 50005 then you will have to submit a Banner Finance form requesting access to this Org.

25. Under the Account you will need to update the Account by selecting the Select from all values link

26. For In-state travel you will need to use 73100
27. Select Save when done

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Shop > My Carts and Orders > Open My Active Shopping Cart ▽ > Accounting Codes - 2039521 - Draft Requisition

Submit Requisition

Assign Cart

| ✓ General | ✓ Shipping | ✓ Billing | ✓ Accounting Codes | ✓ Internal Notes and Attachments | ✓ External Notes and Attachments | ✓ Final Review |

⊲ Return to shopping cart   ⊲ Continue Shopping

> ✓ **You have completed the required information in this step. At this point, you can do the following:**
>
> Proceed to the next step: **Internal Notes and Attachments**. Go straight to the end: **Final Review**.

Requisition PR Approvals PO Preview Comments Attachments (2) History

Summary | Shipping | Billing | **Accounting Codes** | Supplier Info

🖨 ?

Hide value descriptions

Accounting Codes ?

These values apply to all lines unless specified by line item

Chart	Fund	Organization Description	Org	Account	Program	Activity	Location	
H Nashville State Community College	110001 Undesignated E And G	*no value*	50005 Staff Development	73100 Instate Travel	350 Academic Support	*no value*	*no value*	edit

For selected line items [Add to Favorites ▼] **Go**

SciQuest Form User   more info...

	Product Description		Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	☐
1	**Direct Pay Form** 📄 more info... Accounting Codes (same as header)				150.00	1	150.00 USD	☐
							edit	

	Supplier subtotal	150.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

	Subtotal	150.00
	Total	**150.00 USD**

26. When completed select the Submit Requisition button.