



Purpose

Use this job aid to run a mail merge from the Payment Request Form DATA (Excel) into the Payment Request Form MAIL MERGE form (Word) to send to Ohio Shared Services.

I. Initial Set up (First Time Users Only)

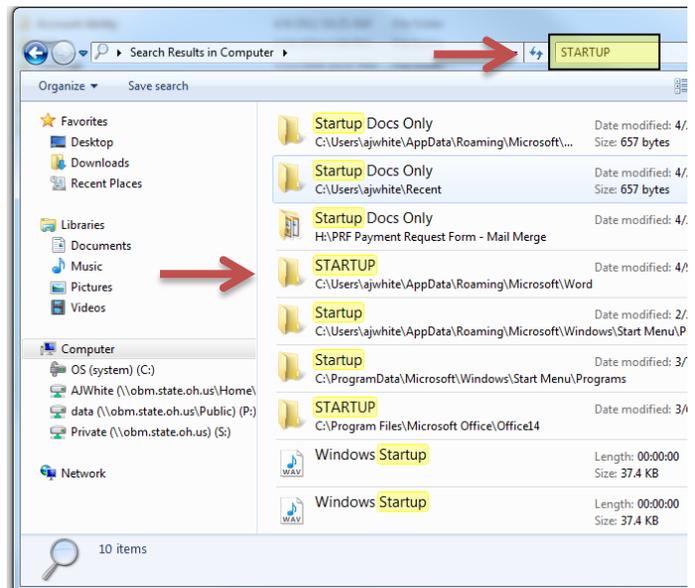
1. Open a Windows Explorer application or browser window and type in the URL message:
%appdata%\Microsoft\Word\STARTUP



The **STARTUP** folder should open:



If the STARTUP folder does not open, type in the following:
C:\users\[username]\appdata\roaming\microsoft\word\startup
OR
D:\users\[username]\appdata\roaming\microsoft\word\startup
OR
 Use the Search function to find the Microsoft Word STARTUP folder's location on your computer



2. Based on your version of Microsoft Word **Save** either MMtoDocsRev48 (Word 2003), MMtoDocsRev55 (Word 2007) **OR** MMtoDocsRev56 (Word 2010) to your desktop or another location you can easily find later.
3. **Copy/Paste** or **Save** the proper version of the MMtoDocs file into the **STARTUP** folder.
4. **Save** the **Payment Request Form MAIL MERGE** Word in a location you can easily find in the future.
 - Payment Request Form MAIL MERGE, WORD 07-2010 **OR**
 - Payment Request Form MAIL MERGE, WORD 97-2003
5. **Save Payment Request Form DATA** Excel spreadsheet template
NOTE: Please do not modify this Excel spreadsheet from the version available on the OSS website.
6. Close the **STARTUP** folder. This document will now be used by Word in future programming functions.



II. Spreadsheet

1. Open **Payment Request Form DATA** Excel spreadsheet
2. Go to **Data File worksheet** at the bottom
3. **Populate** agency specific invoice **data** into the spreadsheet
 - a. Columns A-S = **Requirements for each invoice**
 - b. Columns U-Z = **Must provide either SpeedChart 1 (U), PO Line 1 (W), or Receipt 1 (Y) fields**
 - c. Columns AB-CK = If additional SpeedCharts / PO Lines are necessary

NOTE: The Mail Merge document will create "Account #" and populate it on the Payment Request Form by concatenating "Vendor ID", "Description of Payment", and "Business Unit".

Example: "Vendor ID" = 5551234, "Description of Payment" = RENT, and "Business Unit" = OBM01. Account number created = "5551234-RENT-OBM01". This account number will be stored in the OSS processing application for future payments.

NOTE: Please be consistent with your usage of the "Description of Payment" field to avoid creating unnecessary vendor account records.

Example: Do not change description from "RENT" one month to "MONTHLY RENT" on next invoice.

NOTE: "Description of Payment" information is for internal use only and does not show on warrant or EFT remittance advice.
 - d. **Optional:** Use "Invoice # Generator" tab to create invoice numbers by each type of payment, e.g., CBCF, CCA, HWH, RENT, IDAT, etc. Use either Quarterly or Monthly sections. After entering required information either **press "Enter"** key or click **calculate** at bottom of page. **Copy & Paste** the generated invoice number into data spreadsheet as **Values Only**. If each vendor is different, the invoice number created will not be perceived as a duplicate and voucher processing will proceed. The invoice number will contain payment type being made and time period, so vendor will be able to post payment to the proper account. **Agencies are free to create their own invoice numbers to more clearly identify the purpose of the payment to the Vendor.**
4. **Save** the **Payment Request Form DATA** Excel spreadsheet in a folder you can easily locate in the future.

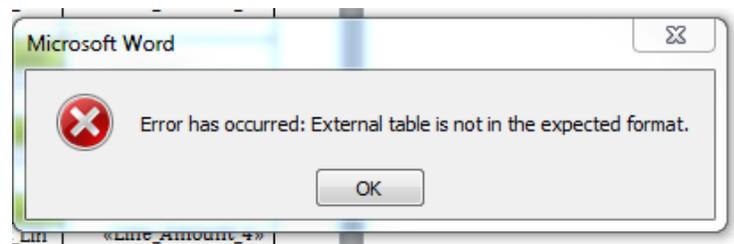
III. Select Payment Request Form MAIL MERGE

1. Open **Payment Request Form MAIL MERGE** (Word document/template)
 - a. Click **NO** if asked to run a SQL command.
2. Go to **Mailings** tab at top of document.
3. Click **Select Recipients**
4. Select **Use Existing List** from drop down options
5. Browse to **locate Payment Request Form DATA spreadsheet** previously saved
6. **Select "DATA FILE\$" worksheet.**
7. Click **OK**

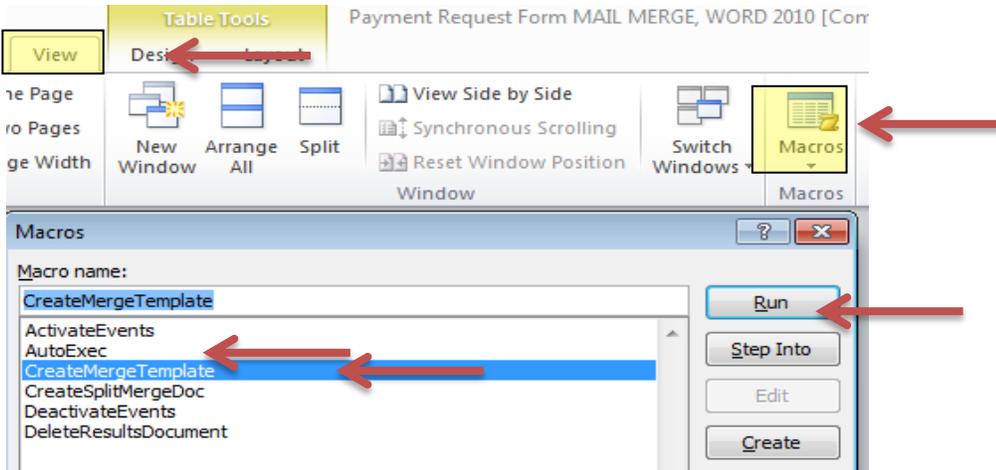
NOTE: If you receive an error indicating the file is not in the expected format, open the Payment Request Form Data spreadsheet to be used as your data source and "Save As" a 97-2003 Excel workbook. Close.

Repeat steps 3 through 7

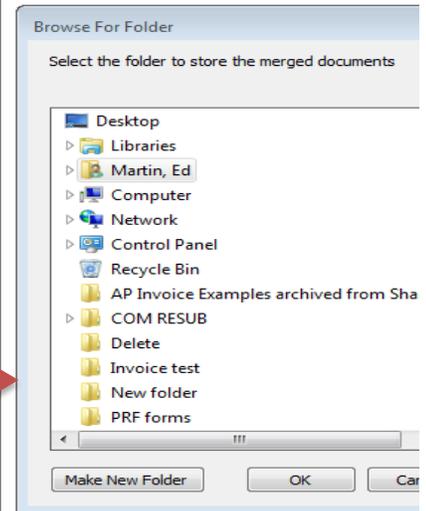
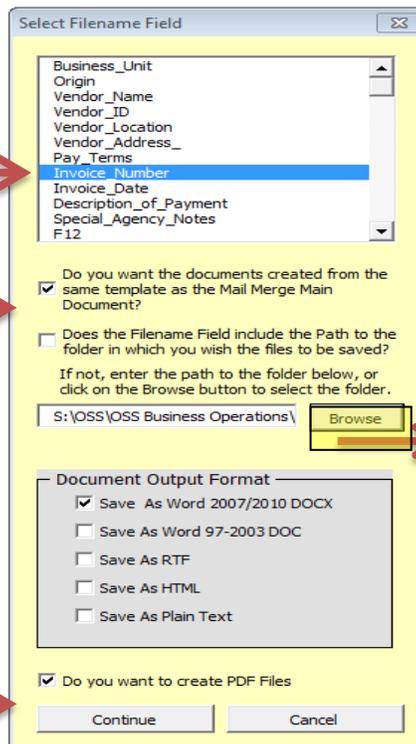
8. Go to **Mailings** tab
9. Click **Split the Merge**
10. Select **All** in Merge to New Document pop up box
11. Click **OK**
12. Choose **Yes** on "Do you want to create a separate document for each record?" pop up.



NOTE: If the pop up does not appear and the Mail Merge begins to immediately generate documents, wait until they are complete and close all Mail Merge documents. Reopen the “Payment Request Form MAIL MERGE” Word document (the Mail Merge template). Select “View” → “Macros” → “View Macros” → “CreateMergeTemplate”, select “Run”. Repeat for “AutoExec” Macro. **Save & Close.** Go back to step 1 of this section, “[Select Payment Request Form MAIL MERGE](#)”.



13. Select **Invoice_Number** from the Select Filename Field pop up
14. Check the box “**Do you want the documents created from the same template as the Mail Merge Main Document**”
15. Click **Browse** and select or create a folder to save the individual files
16. Check box “**Do you want to create PDF Files**” at bottom of pop up window
17. Click **Continue**
NOTE: Depending on number of invoices created, this process can take several minutes.
18. Once complete, **navigate to the folder** you chose to save the files and verify all documents are created



19. **Delete all Word documents created.** Merge creates PDF and Word docs, only PDF's are needed by OSS.
20. **Send PDF attachments** to OSS via email to: Invoices@ohio.gov
Please include **Subject:** Payment Request Form.
NOTE: You may attach up to 99 PDFs per email (subject to agency size limitations).



MAIL MERGE TEMPLATE EXAMPLE

**Ohio Shared Services
Payment Request Form**

To: «BUSINESS_UNIT» – «Origin»

Description of Payment:
«Description_of_Payment»

Vendor Name:
«Vendor_Name»

Special Agency Notes:
«Special_Agency_Notes»

Invoice #	Account #	Invoice Date
«Invoice_Number»	«Vendor_ID»-«Description_of_Payment»-«BUSINESS_UNIT»	«Invoice_Date»

Vendor ID	Location	Address #	Pay Terms
«Vendor_ID»	«VENDOR_LOCATION»	«Vendor_Address_»	«PAY_TERMS»

CODING LINES						AMOUNT
Line 1	SpeedChart «SPEEDCHART_NAME_1»	PO # «PO_1»	PO Line «PO_Line_1»	Receipt # «Receipt_1»	Receipt Line «Receipt_Line_1»	«Line_Amount_1»
Line 2	SpeedChart «SPEEDCHART_NAME_2»	PO # «PO_2»	PO Line «PO_Line_2»	Receipt # «Receipt_2»	Receipt Line «Receipt_Line_2»	«Line_Amount_2»
Line 3	SpeedChart «SPEEDCHART_NAME_3»	PO # «PO_3»	PO Line «PO_Line_3»	Receipt # «Receipt_3»	Receipt Line «Receipt_Line_3»	«Line_Amount_3»
Line 4	SpeedChart «SPEEDCHART_NAME_4»	PO # «PO_4»	PO Line «PO_Line_4»	Receipt # «Receipt_4»	Receipt Line «Receipt_Line_4»	«Line_Amount_4»
Line 5	SpeedChart «SPEEDCHART_NAME_5»	PO # «PO_5»	PO Line «PO_Line_5»	Receipt # «Receipt_5»	Receipt Line «Receipt_Line_5»	«Line_Amount_5»
Line 6	SpeedChart «SPEEDCHART_NAME_6»	PO # «PO_6»	PO Line «PO_Line_6»	Receipt # «Receipt_6»	Receipt Line «Receipt_Line_6»	«Line_Amount_6»
Line 7	SpeedChart «SPEEDCHART_NAME_7»	PO # «PO_7»	PO Line «PO_Line_7»	Receipt # «Receipt_7»	Receipt Line «Receipt_Line_7»	«Line_Amount_7»
Line 8	SpeedChart «SPEEDCHART_NAME_8»	PO # «PO_8»	PO Line «PO_Line_8»	Receipt # «Receipt_8»	Receipt Line «Receipt_Line_8»	«Line_Amount_8»
Line 9	SpeedChart «SPEEDCHART_NAME_9»	PO # «PO_9»	PO Line «PO_Line_9»	Receipt # «Receipt_9»	Receipt Line «Receipt_Line_9»	«Line_Amount_9»
Line 10	SpeedChart «SPEEDCHART_NAME_10»	PO # «PO_10»	PO Line «PO_Line_10»	Receipt # «Receipt_10»	Receipt Line «Receipt_Line_10»	«Line_Amount_10»
Version 3.4 Revision 3.28.14						TOTAL «Voucher_Total_Amount»

Approved By: «Agency_Approvers_Name»
«Contact_Phone_XXXXXXX»

Payment Period: «Start_Date_of_Payment» TO «End_Date_of_Payment»

Contact Telephone #: XX»

Today's Date: «Todays_Date»



COMPLETED MAIL MERGE DOCUMENT

Shared Services
Payment Request Form

To:
DRC01 – Origin 999

20 Character Maximum

Description of Payment:
ABC123

Vendor Name:
ADAMS COUN_9

Special Agency Notes:

Invoice #	Account #	Invoice Date
11111111111111111111111111111111-FY14-3RDQTR	0000056160-ABC123-DRC01	01-01-2014

Vendor ID	Location	Address #	Pay Terms
0000056160	EFT-2	2	DUE NOW

CODING LINES						AMOUNT
Line	SpeedChart	PO #	PO Line	Receipt #	Receipt Line	
Line 1	120350				19125.25	\$ 19,125.25
Line 2	SpeedChart	PO #	PO Line	Receipt #	Receipt Line	
Line 3	SpeedChart					
Line 4	SpeedChart					
Line 5	SpeedChart					
Line 6	SpeedChart					
Line 7	SpeedChart	PO #	PO Line	Receipt #	Receipt Line	
Line 8	SpeedChart	PO #	PO Line	Receipt #	Receipt Line	
Line 9	SpeedChart	PO #	PO Line	Receipt #	Receipt Line	
Line 10	SpeedChart	PO #	PO Line	Receipt #	Receipt Line	
Version 3.4 Revision 3.28.14						TOTAL \$ 19,125.25

IMPORTANT NOTE
The "Account #" is created from the three red oval fields. This account number will be stored in the OSS processing application and will be duplicated every time similar payments to this vendor, address, location and payment terms are made.
"Special Agency Notes" will not appear on the EFT or warrant. It is intended for agency communication to OSS.

Approved By: John Doe

Payment Period: 01-01-2014 TO 3-31-2014

Contact Telephone #: (614) 555-1234

Today's Date: 4-5-2014



PAYMENT REQUEST FORM DATA EXCEL WORKBOOK

Below is a **fragmented screenshot view** of the Payment Request Form DATA workbook columns and Invoice # Generator worksheet that are used in the data source for the Mail Merge process. All of these fields are transferred to the Word and PDF documents created by the Mail Merge. As indicated in the step by step Mail Merge instructions, please use the Description of Payment field consistently from payment period to payment period for a particular type of payment to one vendor so that the OSS processing application is not burdened with unnecessary one-time use account numbers.

Business Unit	Origin	Vendor Name	Vendor ID	Vendor Location	Vendor Address #	Pay Terms	Invoice Number	Invoice Date	Description of Payment	Special Agency Notes
DRC01	999	ADAMS COUN_9	0000056160	EFT-2	2	Due Now	123456789-FY14-3RDQTR	1/1/2014	(DESCRIPTION)	

Agency Approvers Name	Contact Phone XXX-XXX-XXXX	Start Date of Payment	End Date of Payment	Today's Date	Voucher Total Amount	SpeedChart Name 1	PO # 1	PO Line 1	Receipt # 1	Receipt Line 1	Line Amount 1
John Doe	614-555-1234	01/01/2014	03/31/2014	4/5/2014	\$19,125.25	120350				19125	19125.25

(Optional)

Invoice # Generator (For Quarterly Invoices)	
Type of Payment	123456789
Fiscal Year	14 (7/1/13 - 6/30/14)
Quarter	3RD
Results	123456789-FY14-3RDQTR

Invoice # Generator (For Monthly Invoices)	
Type of Payment	
Fiscal Year	
Month	
Results	

1. Enter **Type of Payment** in Invoice # Generator.
2. Select **Fiscal Year** and **Quarter/Month** from the drop-down menus in the appropriate box.
3. Press **Enter** key. Results populate.
4. **Copy** and **Paste Value** only into Data worksheet "Invoice Number" field.
 - a. **NOTE:** The same invoice number can be used without conflict as long as Vendor ID numbers are NOT the same.