What is ePR?

ePR (electronic Payment Request) is a system designed by FBS to achieve the following objectives:

- Eliminate paper Payment Request form
- Eliminate unnecessary steps to speed payment
- Improve approvals and documentation
- Implement electronic work-flow
- Restrict view of attachments
- Know the status of any request at any time

How do Preparers get access to ePR?

1. Review ePR Training Guide
2. Submit your information through the Give Me More ePR Access Form

Note:

- Once an individual is given ePR access, they are eligible for all Request Types necessary.
- ePR Users will be added to a listserv which will be used when we need to distribute ePR information.

Do Approvers need to review Training Guide and take quiz?

- Approvers do not need to be assigned access, they will be able to login to the system and approve requests on their worklist. Approvers may require help the first time they approve a request.

What do I do when I have questions?

- Throughout the application, this image links to helpful information.

Employee and Non-Employee Reimbursements:

Reimbursement Office - 801-585-0089, or email Samantha Hyer at: samantha.hyer@utah.edu

All other request types should contact Accounts Payable - 801-581-6976 / ap@admin.utah.edu
Request Type:
Employee Reimbursement
Home Options: Create Payment, Find Requests, and My Work-List.

Create New Payment Request

- Payment Type: Employee Reimbursement (more payment types to follow).
- Employee: Enter Employee ID# or by name – this will auto-populate some of the fields.
- Handling Code: Select Campus Mail, Hold, or Direct Deposit.
- Business Purpose Description: Enter statement describing how payment is related to University business.
- Expedited processing is not applicable to Employee Reimbursement.
- Click “Next” and proceed to Line Data.

Note:

- Once payee info is entered and “Next” is selected, the system assigns a unique number to your request.
- New payee vendors will require an additional workflow step in Accounts Payable for vendor setup.
- All Employee Reimbursement CAMPUS MAIL deliveries will be delivered to the employee’s home department campus address.
Line Data

- **Item Description:** Enter full description of what is being reimbursed and the purpose.
- **Sales Tax:** The Dean, Director, or equivalent position has the authority to approve reimbursement for Sales Tax. ([http://regulations.utah.edu/administration/rules/R3-010A.php](http://regulations.utah.edu/administration/rules/R3-010A.php))
- **Add Attachment:** An attachment is required for each request. Preparers should attach scanned copy of original receipts and retain original receipts in department. FBS will issue formal guidance to advise departments how long originals should reside in departmental files.

Chartfields

- **AD Shortcut (Account Distribution Shortcut):** Similar to UShop, enter Activity or Project number. The system will narrow search until your AD Shortcut is located. You must select the AD Shortcut.
- **Account:** You may search for your account number or name. You must select your account.
- **A/U:** This is required data for BU 01. Allowable = 1; Unallowable = 0.
- **Add Chartfield:** Multiple chartfields may be used.
- **Click “Next” to proceed to Approvals.
Approvals & Workflow

- Approvers are notified via email when it's their turn to approve the request.
- Email checkboxes: Select or deselect approvals to control notifications.
- Add Approver: Add additional Approvers as needed (e.g. Dean, Chair, Director - for business meals).
- Approvers will be notified at their CIS official University email address.
- Preparer must indicate appropriate supervisor. The system will list HR supervisor according to ePAF, but preparer may indicate a different individual, if appropriate.

Note: Preparers may add “GFA Override” to limit which GFA alternate receives notification.

<table>
<thead>
<tr>
<th>Active</th>
<th>Approval Sequence</th>
<th>Role</th>
<th>Approver(s)</th>
<th>Status &amp; Approval Notes</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A/P PRE-APPROVAL</td>
<td></td>
<td>MOUSE OVER TO SEE LIST OF APPROVERS</td>
<td>Approval Not Ready</td>
<td>[✓]</td>
</tr>
<tr>
<td>7</td>
<td>EMPLOYEE BEING REIMBURSED</td>
<td>00110083=WETSEL, KORI ANN</td>
<td>Approval Not Ready</td>
<td>[✓]</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>FUNDING APPROVAL (GFA)</td>
<td>05805=TRAVEL</td>
<td>Approval Not Ready</td>
<td>[✓]</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>SUPERVISOR OF EMPLOYEE</td>
<td>e.g Last Name, First Name or Employee ID</td>
<td>Approval Not Ready</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>A/P FINAL REVIEW</td>
<td>MOUSE OVER TO SEE LIST OF APPROVERS</td>
<td>Approval Not Ready</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Clicking Submit will enter request into workflow. Status will change to “approval workflow.”
- If your request will not submit, you are likely missing data. You may use FUNCTION: Validate to see what is missing.

Additional Items

- Functions:
  - Expand/Collapse All: Expand or collapse the 4 sections (Payee, Line Data, Approvals and Audit History)
  - Next in List: Move to the next ePR EM number
  - Validate: This will show preparer what items are missing or required before submitting
  - Trash: cancels ePR number
  - Attachment: Attach receipts to the request
  - Comment: Add comments for all people to see
  - Recycle: Calls back request and returns it to preparing state
ePR Status

- Preparing: Preparer is preparing reimbursement. This is before the request is submitted into workflow.
- Approval Workflow: The reimbursement is currently in approval workflow. One or more of the approvals are not complete.
- Approvals All Complete: Approvals are complete.
- Pending Payment: Request has been sent to Accounts Payable.
- Request Paid: AP voucher and payment info have been returned from Accounts Payable.

Find Requests

- Default: Employee ID of person logged in is in Search field, list contains 2 months of requests made by or to that person.
- Clear: Clears search criteria.
- Users can:
  - Change date range
  - Sort columns
  - Search columns for a specific value
  - Hide/Unhide Columns
My Work List – Approving Requests

- Requests with pending approvals are found here.
- System will display notice when you have items that need approval that are more than 5 days old.
- Worklist can be sorted, searched, and filtered similar to Find Requests.

![Approvals Table]

**Approvers**

- Use “Approve” or “Return” complete your approval step
  - “Return” will send the request back to “Preparing” state, and all approvals will need to be redone.
  - Approvers that have a question can use the comment function to ask Preparer questions
- Preparers and Approvers may “Add Approver,” when appropriate
- May approve multiple lines at once by using “Active” toggle in left hand column.
- Only one approval is necessary per group, but all lines of approval are required
- Hover over red text to see:
  - Individuals that may approve as part of a group
  - How long request has been pending approval
  - Date time stamp of when approval was complete