ePR
Electronic Payment Request

How-to Guide: Preparer

Home Page

1. Click on Create New Payment Request

Create New Payment Request

Create Payment Request

2. Be sure to select the appropriate request type, or it will be returned for you to submit.

Create Payment Request

Payment Type Select Type of Request

Create Payment Request: Payee Data

3. Fields marked below with ★ are required

Create Payment Request

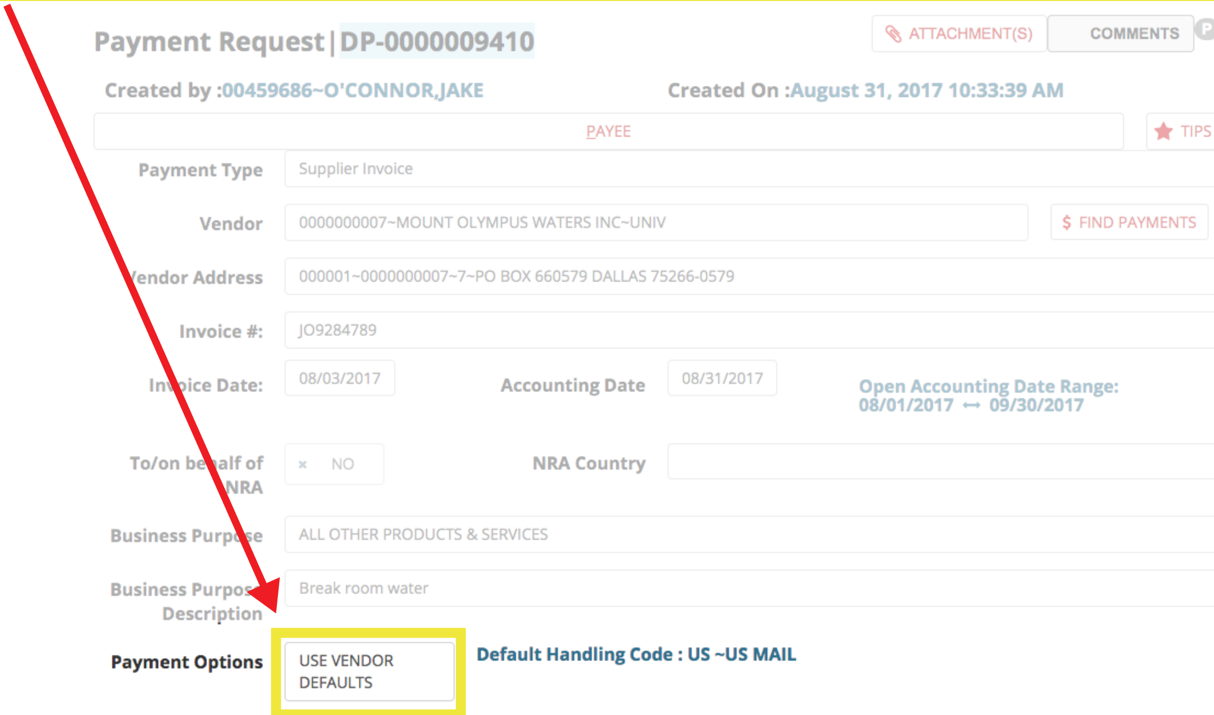
PAYEE | TIPS

Field	Value
Payment Type	Fees/Associations/Dues
★ Vendor	0000257194~WESTERN STATES TREASURERS ASSOCIATION~UNIV — $ FIND PAYMENTS
★ Vendor Address	1~WESTERN STATES TREASURERS ASSOCIATION~350 N STATE ST STE 180 SALT LAKE CITY UT 84114~(DEFAULT *Based upon vendor selection , Remit to addresses should match invoice*
★ Invoice #:	KW071817A
★ Invoice Date:	07/04/2017 — ★ Accounting Date 07/18/2017 — Open Accounting Date Range: 05/01/2017 ↔ 06/30/2018
To/on behalf of NRA	× NO — NRA Country: Please Select
	NRA = Non Resident Alien
★ Business Purpose	REGISTRATION
★ Business Purpose Description	Registration for 2018 Annual Conference fees
★ Payment Options	USE VENDOR DE — Default Handling Code : US ~US MAIL — *See instructions below*
Payment Msg	Payment Message Length Limit 70
Separate Payments	× NO — Handling Fee: None
Justification	Justification for requesting payment by check and/or a separate payment

NEXT →

Payment Options – When you select a vendor and the appropriate address (look for the "remit to" from your invoice), ePR displays the Vendor Default handling code.

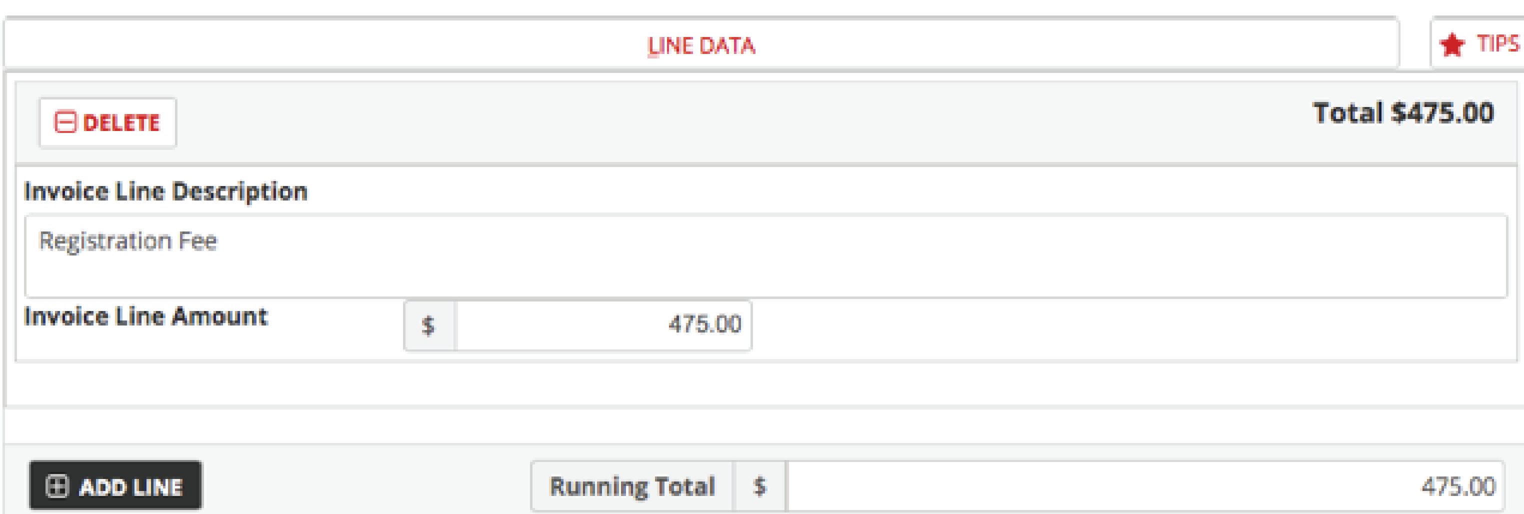
This code should not be changed unless there are extraordinary circumstances



Payment for Services

1099 consideration – You cannot submit payment for services AND reimbursement on ONE ePR, they must be separated.

Line Data

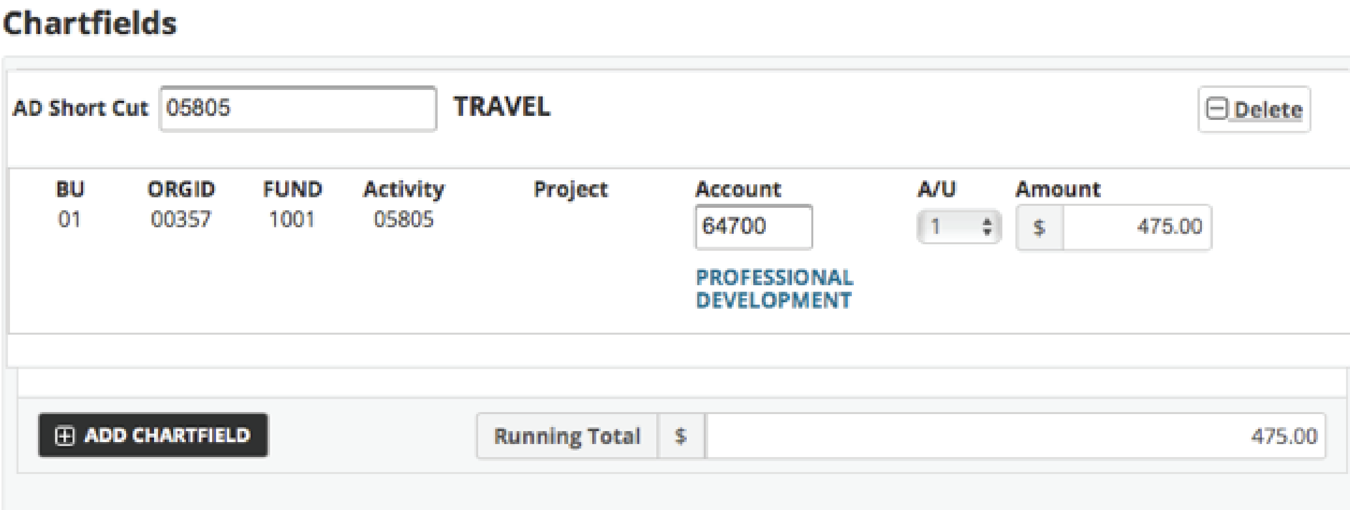


4. Enter line data

Chartfields

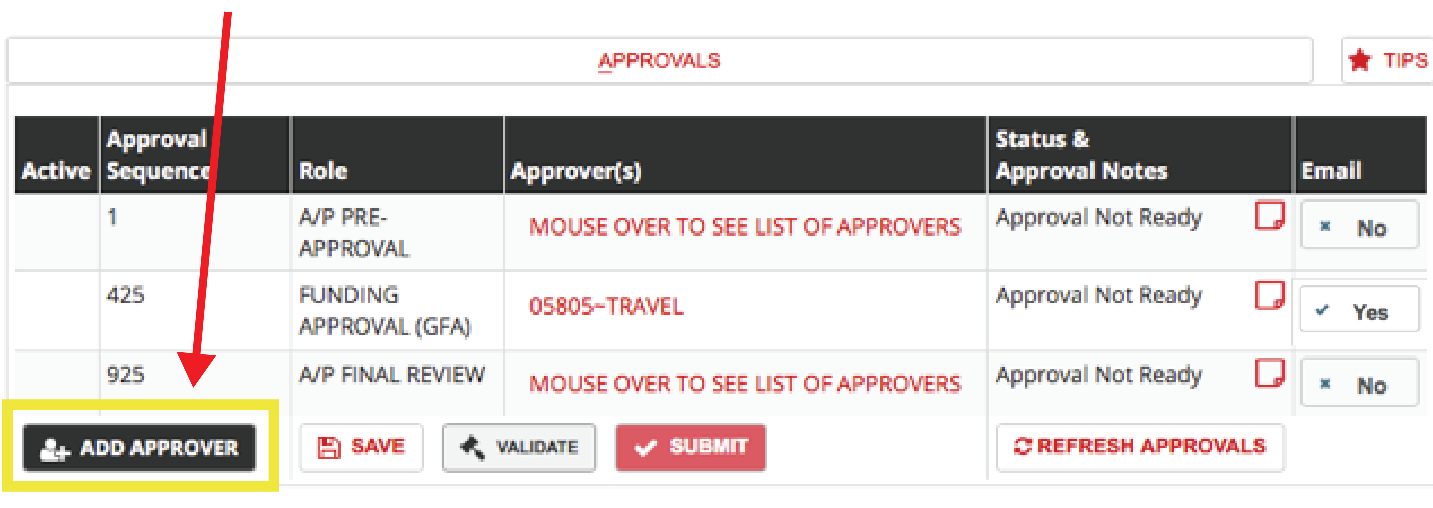
5. Enter AD Short Cut (required).

NOTE: AD Short Cut is Activity or Project Number. You may search by either number or name.



Approvals

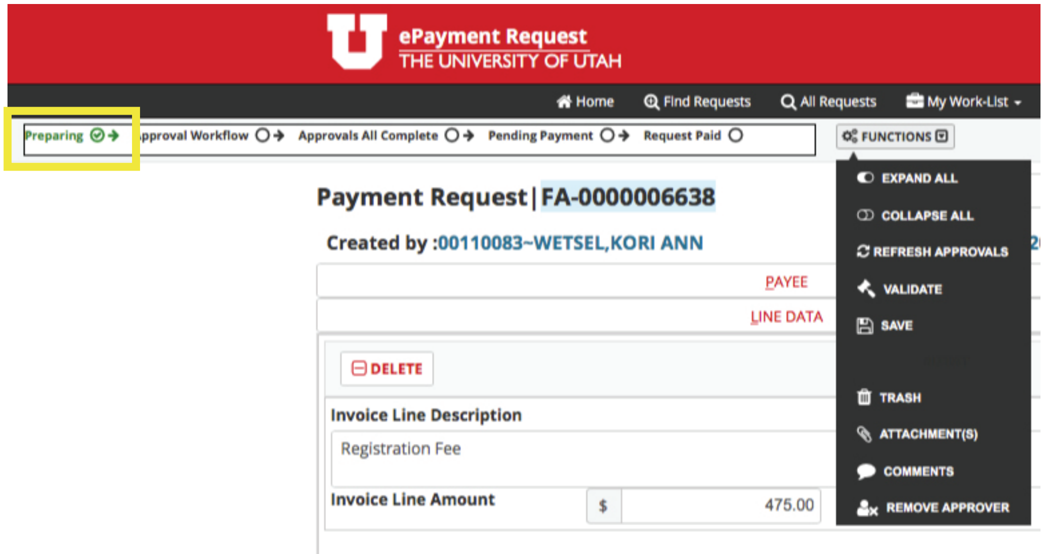
6. Option to Add an Approver, when necessary.



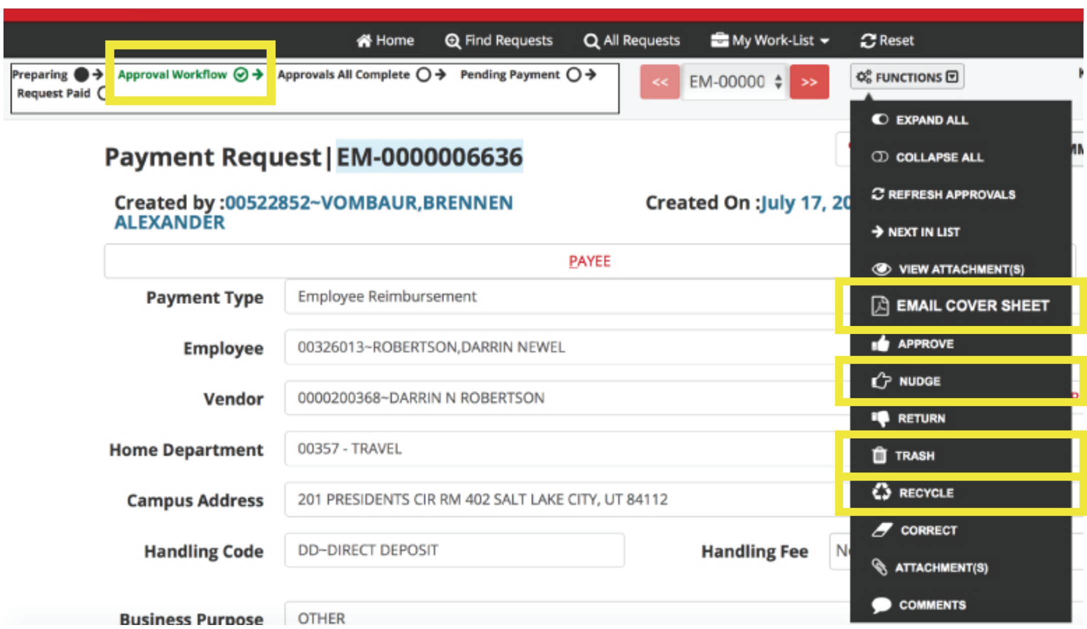
Approvers will automatically receive notification when it is their turn to approve.

NOTE: **Delegated Approvers** – If your payment requires Chair, Dean, or VP approval, you may enter the appropriate person to whom the authority has been delegated in those approval lines, and attach the approved memo of delegation.

7. In the ***Preparing State***, the functions menu will look like this:



8. In the ***Workflow State***, these are your functions:



*See **Important Functions** below*

9. Upon Submit: The Preparer will receive an email summary of the request.

Important Functions:

Email Cover Sheet: Used if you need to reproduce the email summary

Nudge: Used to resend notification to approvers to remind them to approve.

Trash: Used when request will <u>never</u> be paid.

Recycle: Used to return request to preparing state for edits.