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 <u>Preparers</u> get access to ePR?

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

<u>Note:</u>

- 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 <u>Approvers</u> 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?

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Throughout the application, this image links to helpful information.

<u>Employee and Non-Employee</u> Reimbursements:

Travel & Reimbursement Services 1-7142 | travel_questions@utah.edu

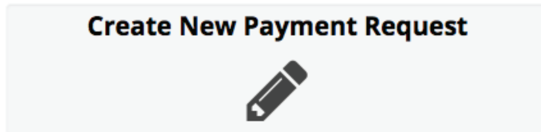
All other request types should contact Accounts Payable - 801-581-6976 / ap@admin.utah.edu

ePR
Electronic Payment Request

How-to Guide: Preparer

Home Page

1. Click on Create New Payment Request

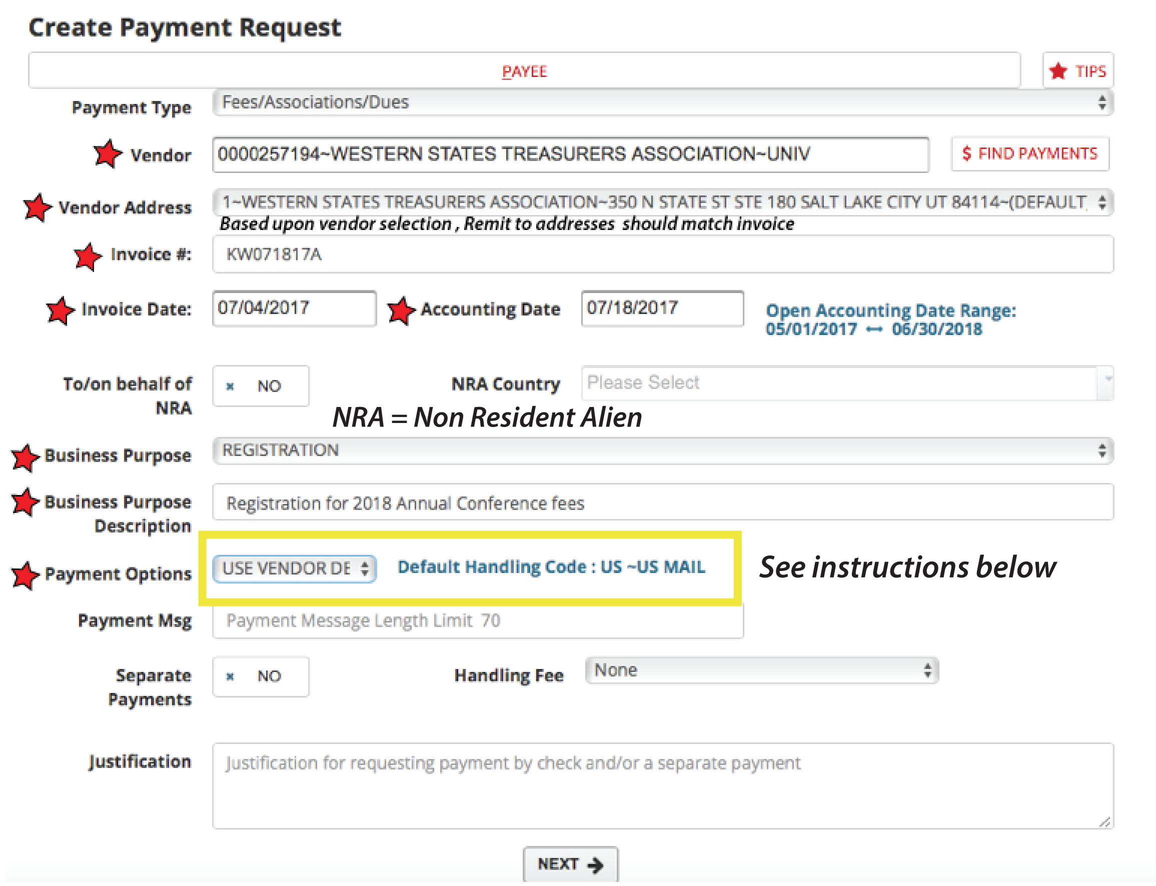


Create Payment Request

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

Create Payment Request: Payee Data

3. Fields marked below with ★ are required

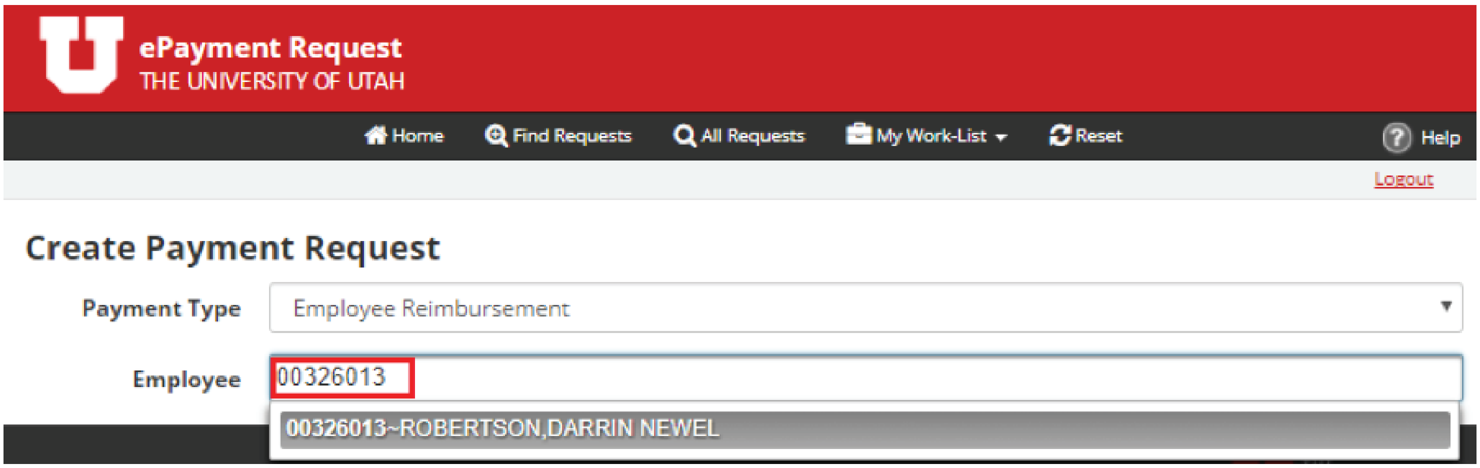


How-to Guide: Locating Vendors

For Employees:

- Locating an employee vendor is **easiest and most accurate if you have the uNID of the employee** (e.g. 00123456). The uNID will always be unique to the employee, even if they have a common name, like John Smith.

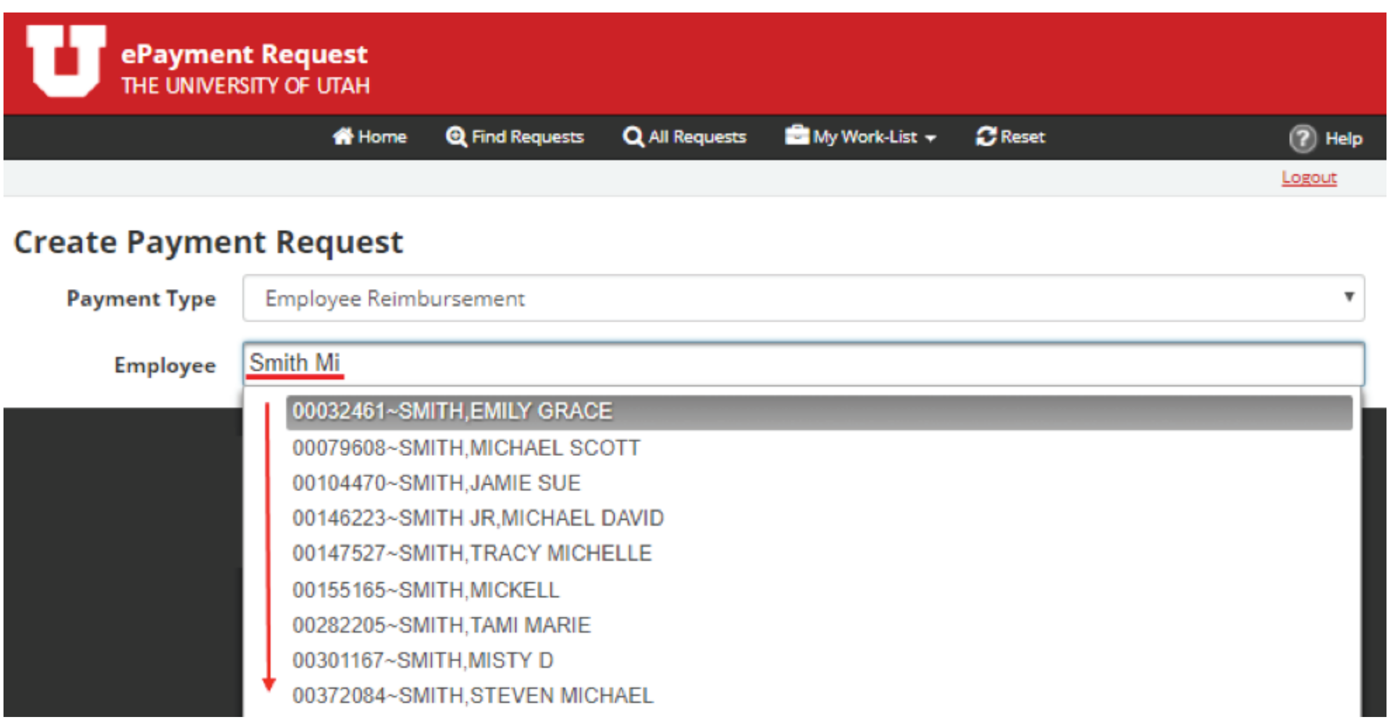
  * Please verify the uNID you're using is correct to avoid paying the wrong individual (and potentially direct depositing funds into the incorrect person's account).



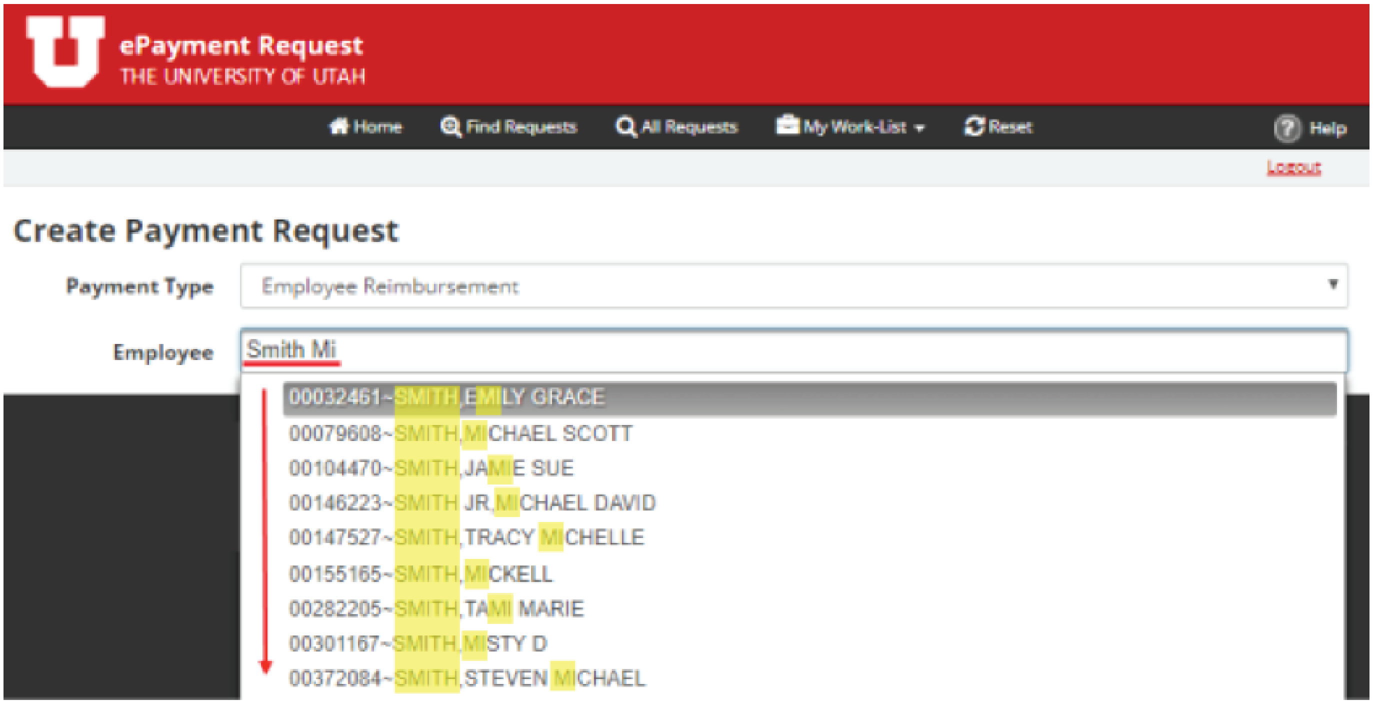
- You may also search by last name or first name. For employees, the ePR system searches using a **Last Name, First Name** format so it's best to begin with the last name.

- The more information you type, the more the search narrows.

  * Notice that the search results displayed are in numerical order by uNID, not listed alphabetically.



- Using a search criteria of **Smith Mi** the system locates all vendors that contain those characters.



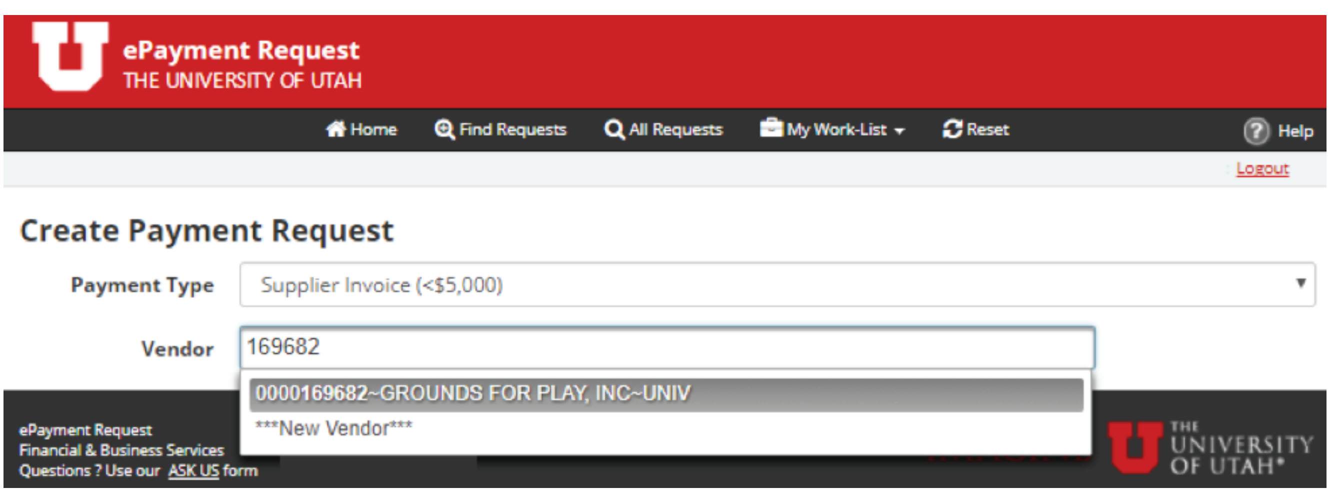
- Note that most **employee vendors are in the system using their legal name as entered in HR**. This means that individuals will be listed by their full legal names, which may include a middle name (e.g. MICHAEL SMITH, not MIKE SMITH; LAWRENCE not LARRY; SANDRA DIANE JONES, not SANDY JONES).
  Again, **using the uNID to search is the easiest and most accurate way to find an employee.**

For all other vendors/non-employees:

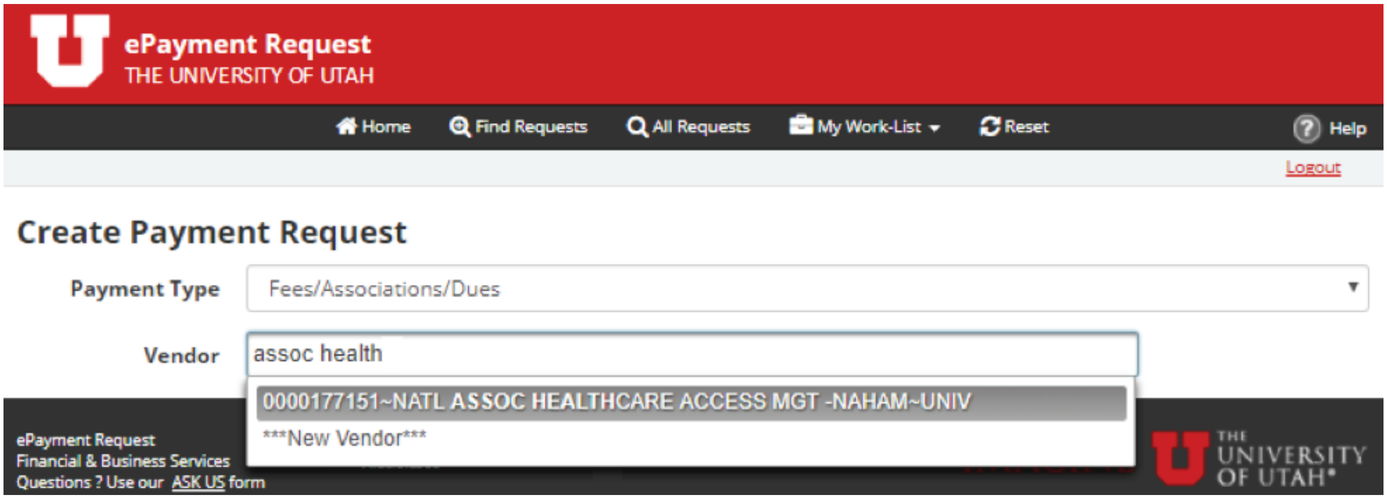
- Locating a vendor in ePR can be done either by name or vendor number.

- You can type the vendor number directly in the box, as shown below.

  * Note that all vendor numbers are 10 digits long. You may want to type in the leading zeroes to ensure you've located the correct vendor, especially if the vendor number is only 3 or 4 digits (e.g. 0000000600 vs. 600; 0000001131 vs. 1131).



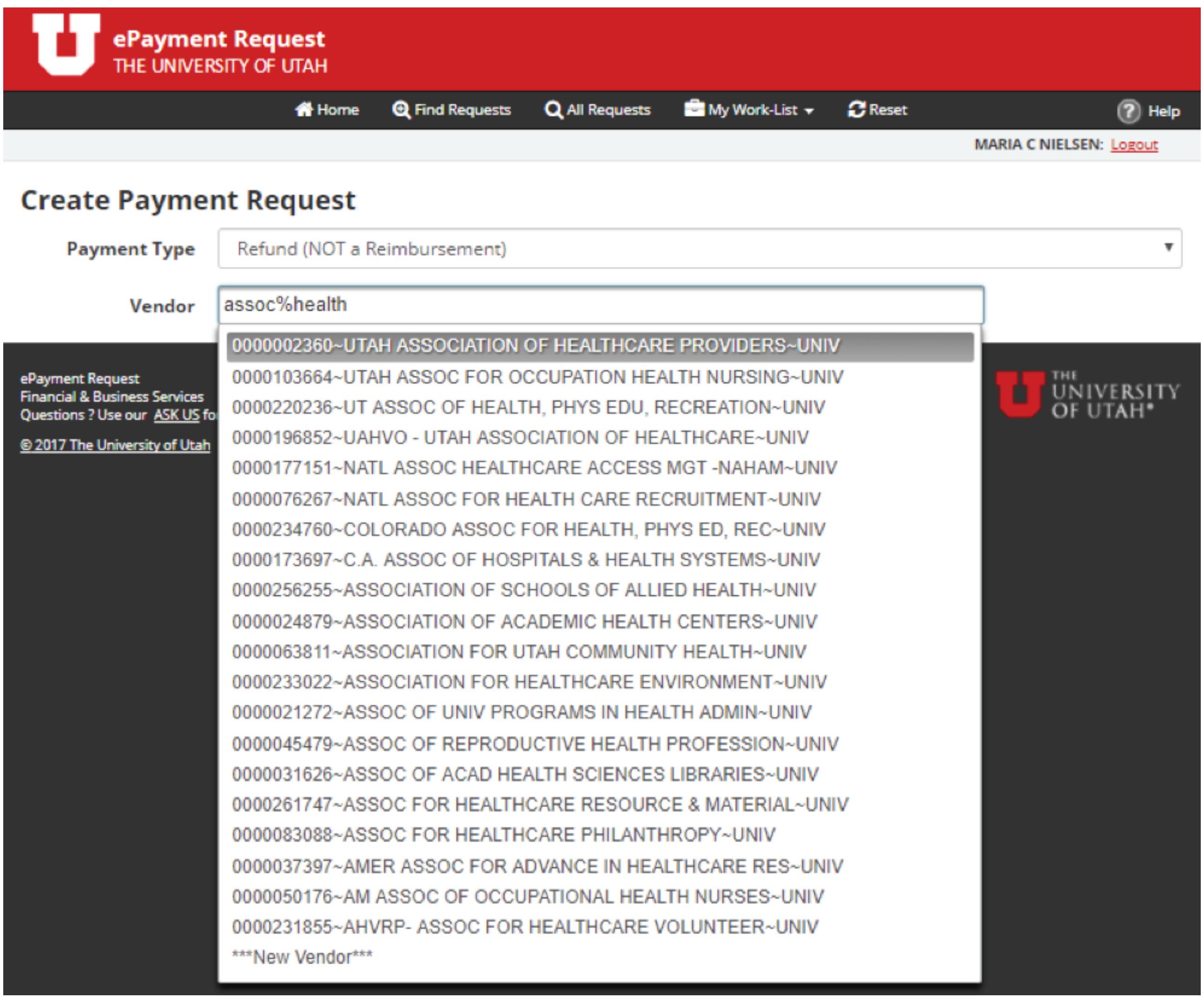
- You can also search by name or a portion of the name.



- Use the % sign to search using pieces of a vendor's name. The % sign is a way to search by using partial pieces of a vendor name without having to know exactly how a vendor name may have been entered into the system.

  * Note there is a 40 character limit (due to a PeopleSoft system constraint) on a vendor name, so if the name is particularly long, it may have been abbreviated when put into the system.

- Notice the search criteria used in the above screenshot vs. the one below.
  Both contained "assoc" and "health" but the results displayed were different when the % sign was used.



- Having difficulty locating a vendor? Call (801) 581-7340 for help.

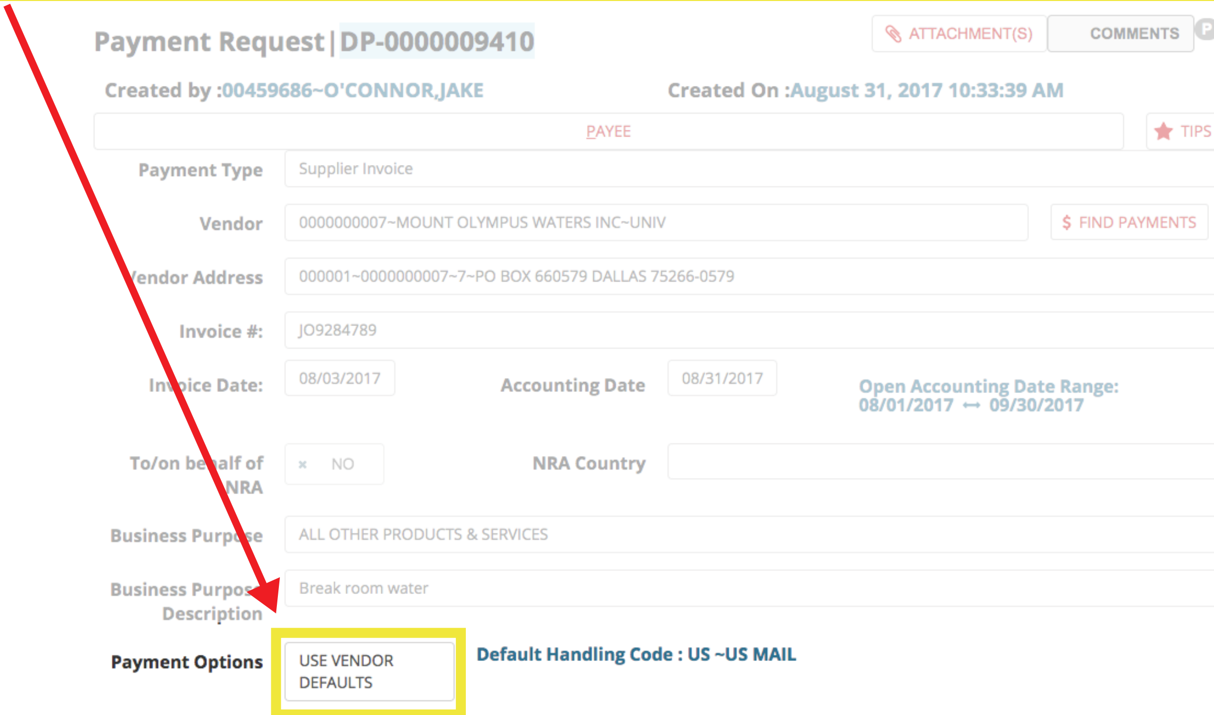
How-to Guide: Formatting Invoice Numbers

If...	Invoice Number Format	Example
There is an invoice number on the invoice.	Type the invoice number with no spaces or special characters. (30 char. max)	AG748965211
There is no invoice number on the invoice, but there is an account number.	Account Number+Billing Date (MM/DD/YY)	123456789050516
There is only a receipt, not an invoice.	Use the receipt number.	101406
There is no invoice, no account number or receipt.	Use the ePR Request number with no dashes or spaces.	DP0000012345*

* **NOTE**: Invoice is a required field. Preparers have to enter "NA" or any value to the invoice field to proceed to the "Next" button. The system assigns the ePR request number upon "Next" – that value can then be entered in the invoice field prior to "Submit."

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.

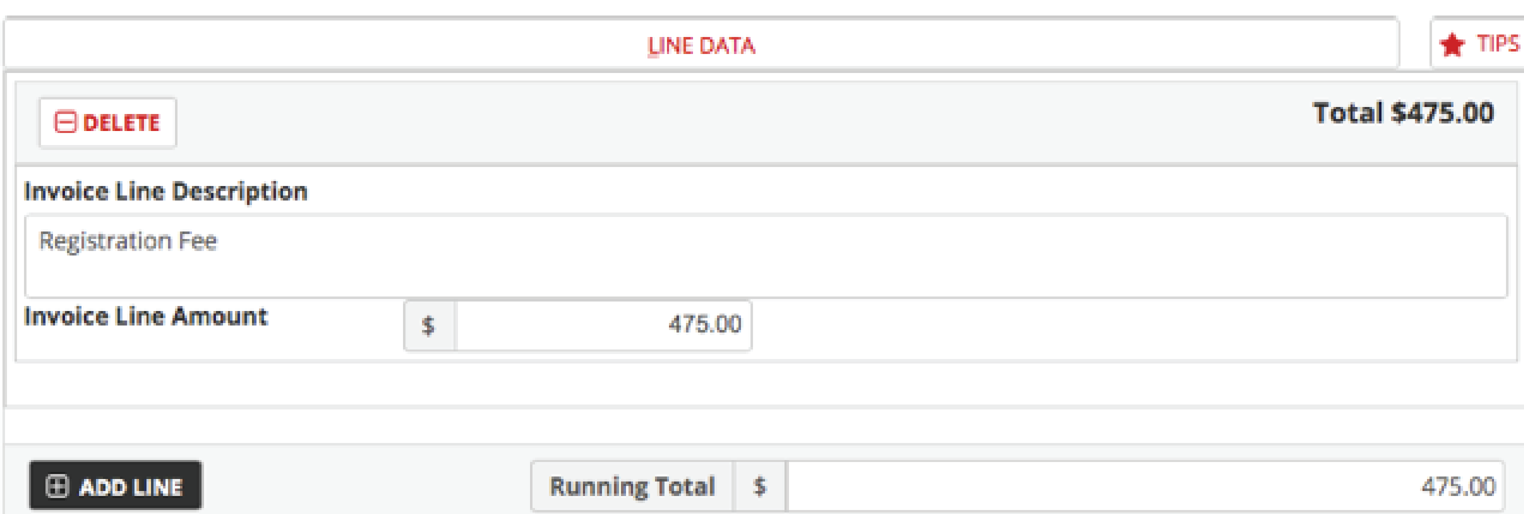
This code should not be changed unless there are extraordinary circumstances



Payment for Services

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

Line Data

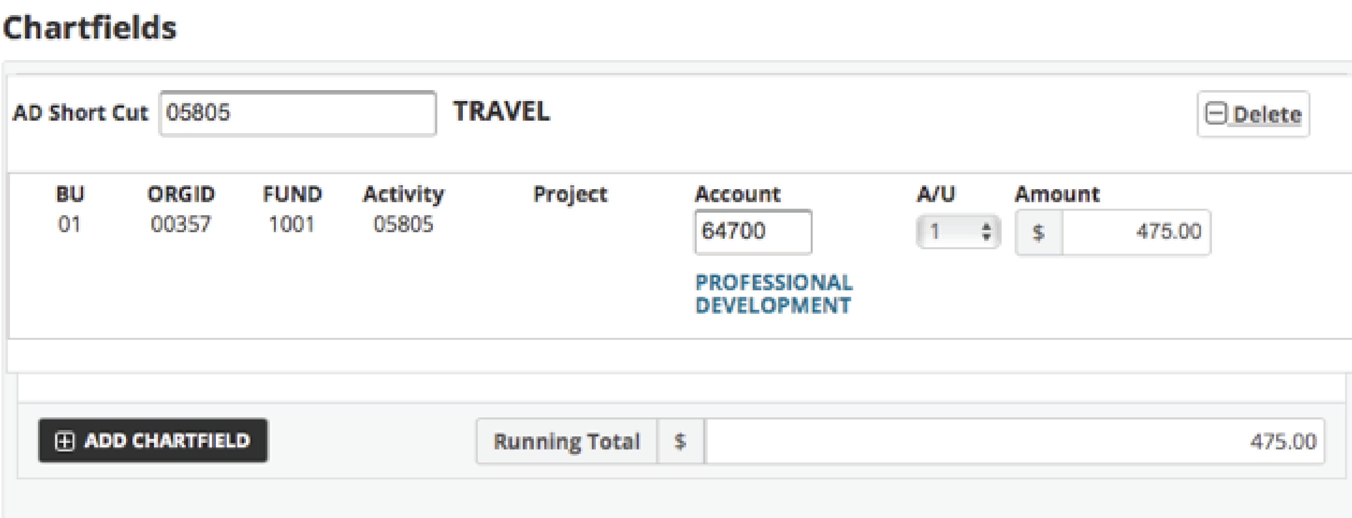


4. Enter line data

Chartfields

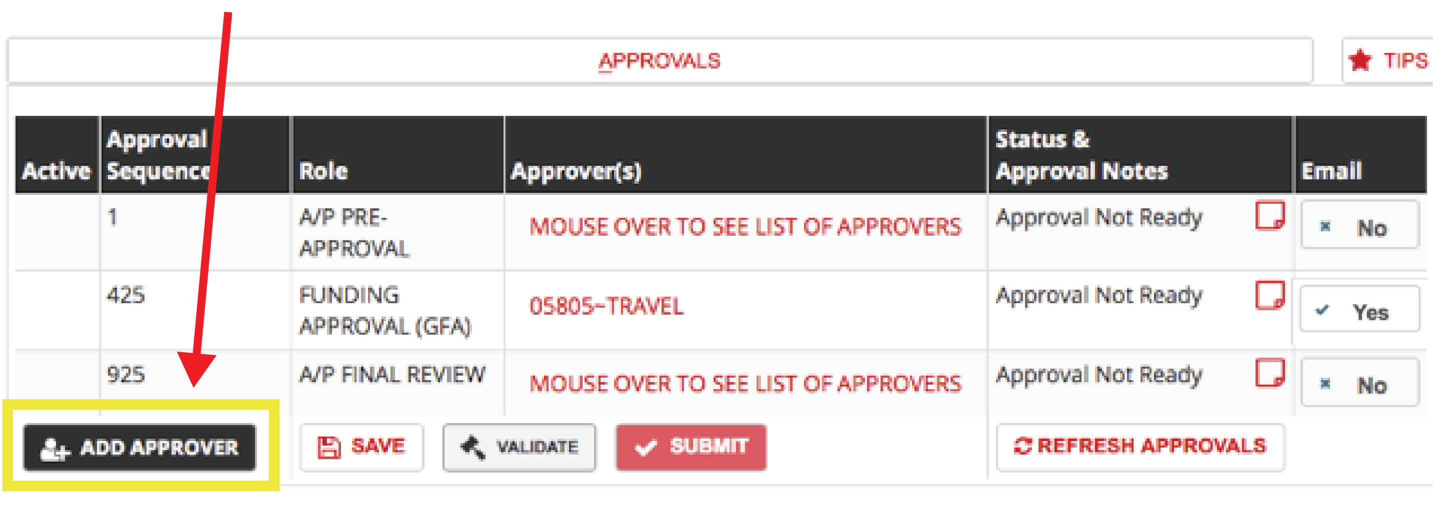
5. Enter AD Short Cut (required).

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



Approvals

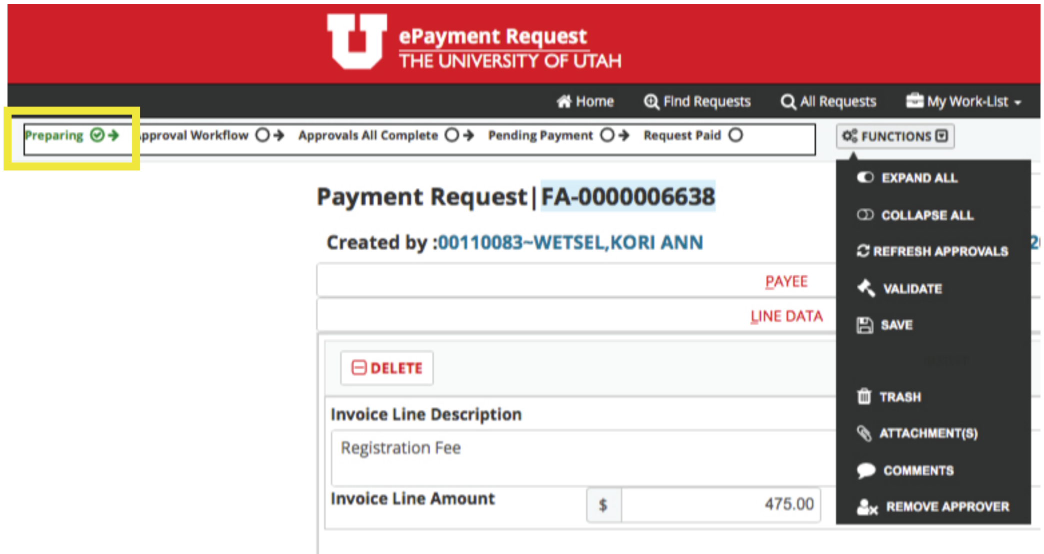
6. Option to Add an Approver, when necessary.



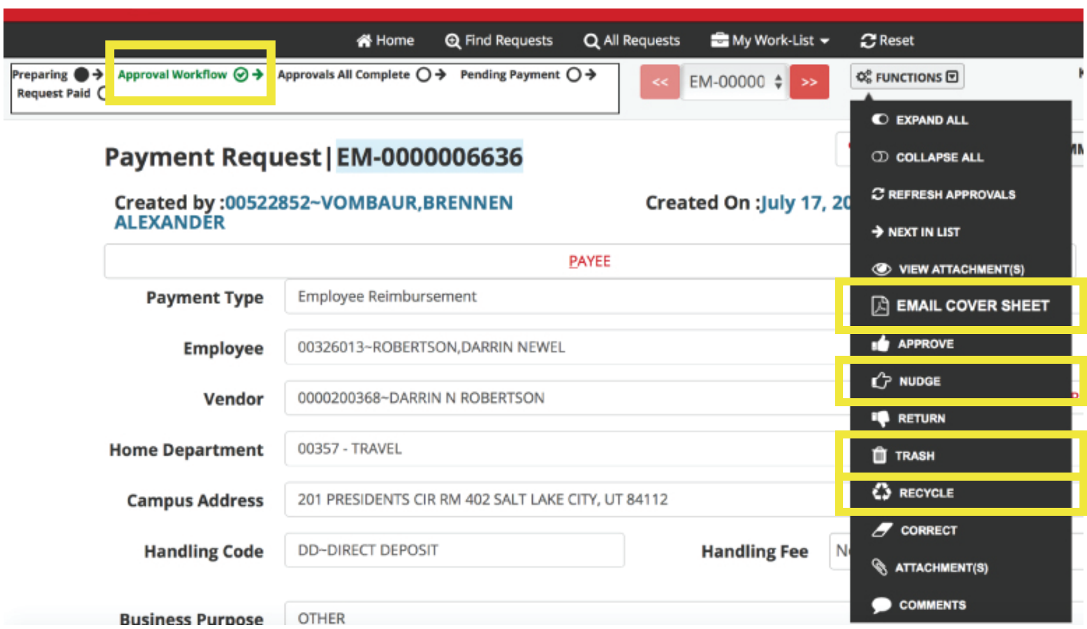
Approvers will automatically receive notification when it is their turn to approve.

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.