

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:

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

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

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

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 →

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).

The screenshot shows the 'ePayment Request' interface for 'THE UNIVERSITY OF UTAH'. The navigation bar includes links for Home, Find Requests, All Requests, My Work-List, Reset, and Help. The main section is titled 'Create Payment Request'. Under 'Payment Type', 'Employee Reimbursement' is selected. In the 'Employee' field, the uNID '00326013' is entered and highlighted with a red box. Below the input field, a dropdown menu displays the search result: '00326013~ROBERTSON,DARRIN NEWEL'.

- 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.

This screenshot shows the same 'ePayment Request' interface. In the 'Employee' field, the name 'Smith Mi' is entered. The dropdown menu displays a list of search results for employees with the name 'Smith', ordered by their uNID. A red arrow points to the bottom of the list.

| uNID | Name |
|----------|------------------------|
| 00032461 | SMITH,EMILY GRACE |
| 00079608 | SMITH,MICHAEL SCOTT |
| 00104470 | SMITH,JAMIE SUE |
| 00146223 | SMITH JR,MICHAEL DAVID |
| 00147527 | SMITH,TRACY MICHELLE |
| 00155165 | SMITH,MICKELL |
| 00282205 | SMITH,TAMI MARIE |
| 00301167 | SMITH,MISTY D |
| 00372084 | SMITH,STEVEN MICHAEL |

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

The screenshot shows the 'Create Payment Request' page. The 'Payment Type' is set to 'Employee Reimbursement'. The 'Employee' search box contains 'Smith Mi'. A dropdown list shows the following results:

| |
|-----------------------------------|
| 00032451~SMITH, EMILY GRACE |
| 00079608~SMITH, MICHAEL SCOTT |
| 00104470~SMITH, JAMIE SUE |
| 00146223~SMITH, JR, MICHAEL DAVID |
| 00147527~SMITH, TRACY MICHELLE |
| 00155165~SMITH, MICKELL |
| 00282205~SMITH, TAMI MARIE |
| 00301167~SMITH, MISTY D |
| 00372084~SMITH, STEVEN MICHAEL |

- 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).

The screenshot shows the 'Create Payment Request' page. The 'Payment Type' is set to 'Supplier Invoice (<\$5,000)'. The 'Vendor' search box contains '169682'. A dropdown list shows the following results:

| |
|---------------------------------------|
| 0000169682~GROUNDS FOR PLAY, INC~UNIV |
| ***New Vendor*** |

At the bottom left, there is a footer: 'ePayment Request Financial & Business Services Questions? Use our [ASK US](#) form'. At the bottom right, there is a logo for 'THE UNIVERSITY OF UTAH'.

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

The screenshot shows the 'Create Payment Request' page. The 'Payment Type' dropdown is set to 'Fees/Associations/Dues'. The 'Vendor' search box contains the text 'assoc health'. A dropdown list of search results is visible, showing the following entries:

- 0000177151~NATL ASSOC HEALTHCARE ACCESS MGT -NAHAM~UNIV
- ***New Vendor***

At the bottom left, there is a footer with the text: 'ePayment Request Financial & Business Services Questions ? Use our [ASK US](#) form'. At the bottom right, there is a logo for 'THE UNIVERSITY OF UTAH'.

- 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.

The screenshot shows the 'Create Payment Request' page. The 'Payment Type' dropdown is set to 'Refund (NOT a Reimbursement)'. The 'Vendor' search box contains the text 'assoc%health'. A dropdown list of search results is visible, showing the following entries:

- 0000002360~UTAH ASSOCIATION OF HEALTHCARE PROVIDERS~UNIV
- 0000103664~UTAH ASSOC FOR OCCUPATION HEALTH NURSING~UNIV
- 0000220236~UT ASSOC OF HEALTH, PHYS EDU, RECREATION~UNIV
- 0000196852~UAHVO - UTAH ASSOCIATION OF HEALTHCARE~UNIV
- 0000177151~NATL ASSOC HEALTHCARE ACCESS MGT -NAHAM~UNIV
- 0000076267~NATL ASSOC FOR HEALTH CARE RECRUITMENT~UNIV
- 0000234760~COLORADO ASSOC FOR HEALTH, PHYS ED, REC~UNIV
- 0000173697~C.A. ASSOC OF HOSPITALS & HEALTH SYSTEMS~UNIV
- 0000256255~ASSOCIATION OF SCHOOLS OF ALLIED HEALTH~UNIV
- 0000024879~ASSOCIATION OF ACADEMIC HEALTH CENTERS~UNIV
- 0000063811~ASSOCIATION FOR UTAH COMMUNITY HEALTH~UNIV
- 0000233022~ASSOCIATION FOR HEALTHCARE ENVIRONMENT~UNIV
- 0000021272~ASSOC OF UNIV PROGRAMS IN HEALTH ADMIN~UNIV
- 0000045479~ASSOC OF REPRODUCTIVE HEALTH PROFESSION~UNIV
- 0000031626~ASSOC OF ACAD HEALTH SCIENCES LIBRARIES~UNIV
- 0000261747~ASSOC FOR HEALTHCARE RESOURCE & MATERIAL~UNIV
- 0000083088~ASSOC FOR HEALTHCARE PHILANTHROPY~UNIV
- 0000037397~AMER ASSOC FOR ADVANCE IN HEALTHCARE RES~UNIV
- 0000050176~AM ASSOC OF OCCUPATIONAL HEALTH NURSES~UNIV
- 0000231855~AHVRP- ASSOC FOR HEALTHCARE VOLUNTEER~UNIV
- ***New Vendor***

At the bottom left, there is a footer with the text: 'ePayment Request Financial & Business Services Questions ? Use our [ASK US](#) fo © 2017 The University of Utah'. At the bottom right, there is a logo for 'THE UNIVERSITY OF UTAH'.

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

How-to Guide: Formatting Invoice Numbers

| <u>If...</u> | <u>Invoice Number Format</u> | <u>Example</u> |
|--|--|-------------------------|
| 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) | 123456789 050516 |
| 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 Request | DP-0000009410

[ATTACHMENT\(S\)](#)[COMMENTS](#)

Created by :00459686~O'CONNOR,JAKE

Created On :August 31, 2017 10:33:39 AM

| | | |
|---|--|---|
| <input type="text" value="PAYEE"/> | | ★ TIPS |
| Payment Type | Supplier Invoice | |
| Vendor | <input type="text" value="000000007~MOUNT OLYMPUS WATERS INC~UNIV"/> | \$ FIND PAYMENTS |
| Vendor Address | <input type="text" value="000001~0000000007~7~PO BOX 660579 DALLAS 75266-0579"/> | |
| Invoice #: | <input type="text" value="J09284789"/> | |
| Invoice Date: | <input type="text" value="08/03/2017"/> | Accounting Date <input type="text" value="08/31/2017"/> |
| Open Accounting Date Range: 08/01/2017 ↔ 09/30/2017 | | |
| To/on behalf of NRA | <input type="text" value="* NO"/> | NRA Country <input type="text"/> |
| Business Purpose | <input type="text" value="ALL OTHER PRODUCTS & SERVICES"/> | |
| Business Purpose Description | <input type="text" value="Break room water"/> | |
| Payment Options | <input type="text" value="USE VENDOR DEFAULTS"/> | Default Handling Code : US ~US MAIL |

Payment for Services

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

Line Data

| | | |
|---|--|--|
| LINE DATA | | ★ TIPS |
| DELETE | Total \$475.00 | |
| Invoice Line Description | | |
| <input type="text" value="Registration Fee"/> | | |
| Invoice Line Amount | <input type="text" value="\$ 475.00"/> | |
| ADD LINE | | |
| Running Total | | <input type="text" value="\$ 475.00"/> |

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.

Chartfields

AD Short Cut
TRAVEL
Delete

| BU | ORGID | FUND | Activity | Project | Account | A/U | Amount |
|--------------------------|-------|------|----------|---------|------------------------------------|--------------------------------|--|
| 01 | 00357 | 1001 | 05805 | | <input type="text" value="64700"/> | <input type="text" value="1"/> | \$ <input type="text" value="475.00"/> |
| PROFESSIONAL DEVELOPMENT | | | | | | | |

ADD CHARTFIELD
Running Total \$

Approvals

6. Option to Add an Approver, when necessary.

APPROVALS
TIPS

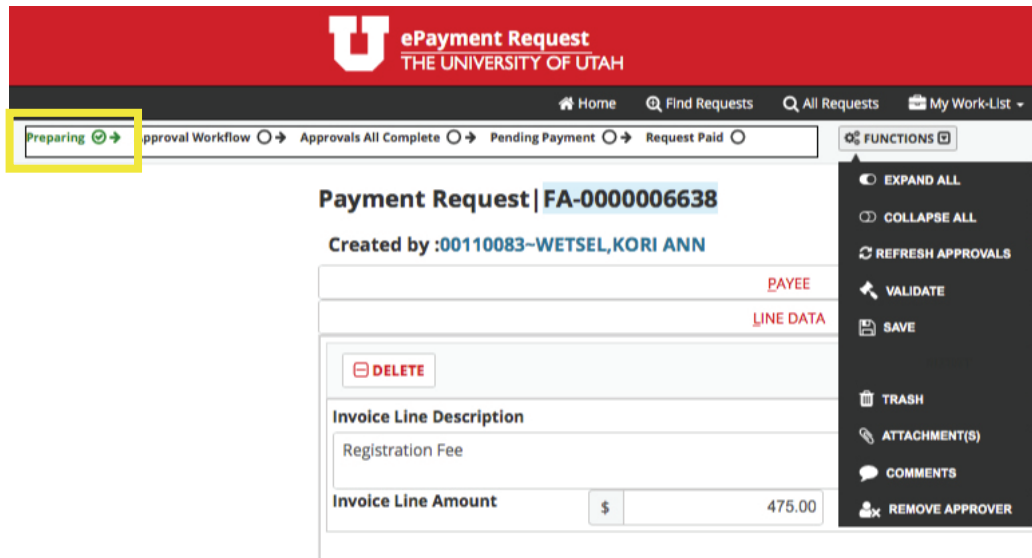
| Active | Approval Sequence | Role | Approver(s) | Status & Approval Notes | Email |
|--------|-------------------|------------------------|-------------------------------------|---|---|
| | 1 | A/P PRE-APPROVAL | MOUSE OVER TO SEE LIST OF APPROVERS | Approval Not Ready <input type="checkbox"/> | <input type="checkbox"/> No |
| | 425 | FUNDING APPROVAL (GFA) | 05805-TRAVEL | Approval Not Ready <input type="checkbox"/> | <input checked="" type="checkbox"/> Yes |
| | 925 | A/P FINAL REVIEW | MOUSE OVER TO SEE LIST OF APPROVERS | Approval Not Ready <input type="checkbox"/> | <input type="checkbox"/> No |

ADD APPROVER
SAVE
VALIDATE
SUBMIT
REFRESH APPROVALS

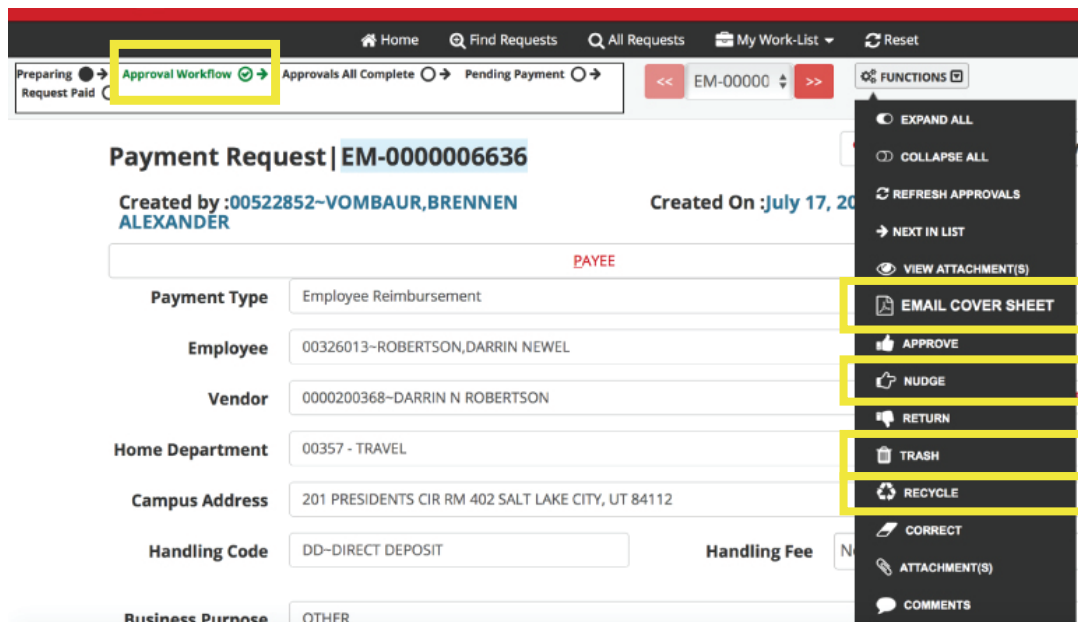
Approvers will automatically receive notification when it is their turn to approve.

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 never be paid.

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