

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 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

Create Payment Request: Payee Data

3. Fields marked below with  are required

Create Payment Request

 TIPS

Payment Type

 Vendor

 Vendor Address
Based upon vendor selection, Remit to addresses should match invoice

 Invoice #:

 Invoice Date:  Accounting Date:
Open Accounting Date Range: 05/01/2017 ↔ 06/30/2018

To/on behalf of NRA NRA Country

NRA = Non Resident Alien

 Business Purpose

 Business Purpose Description

 Payment Options *See instructions below*

Payment Msg

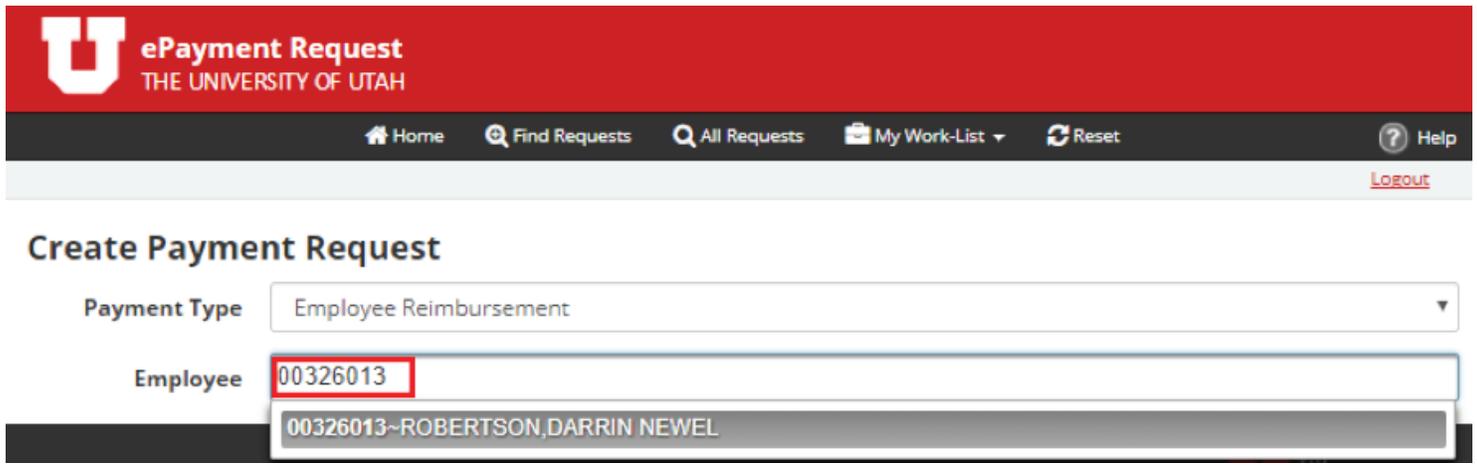
Separate Payments Handling Fee

Justification

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).

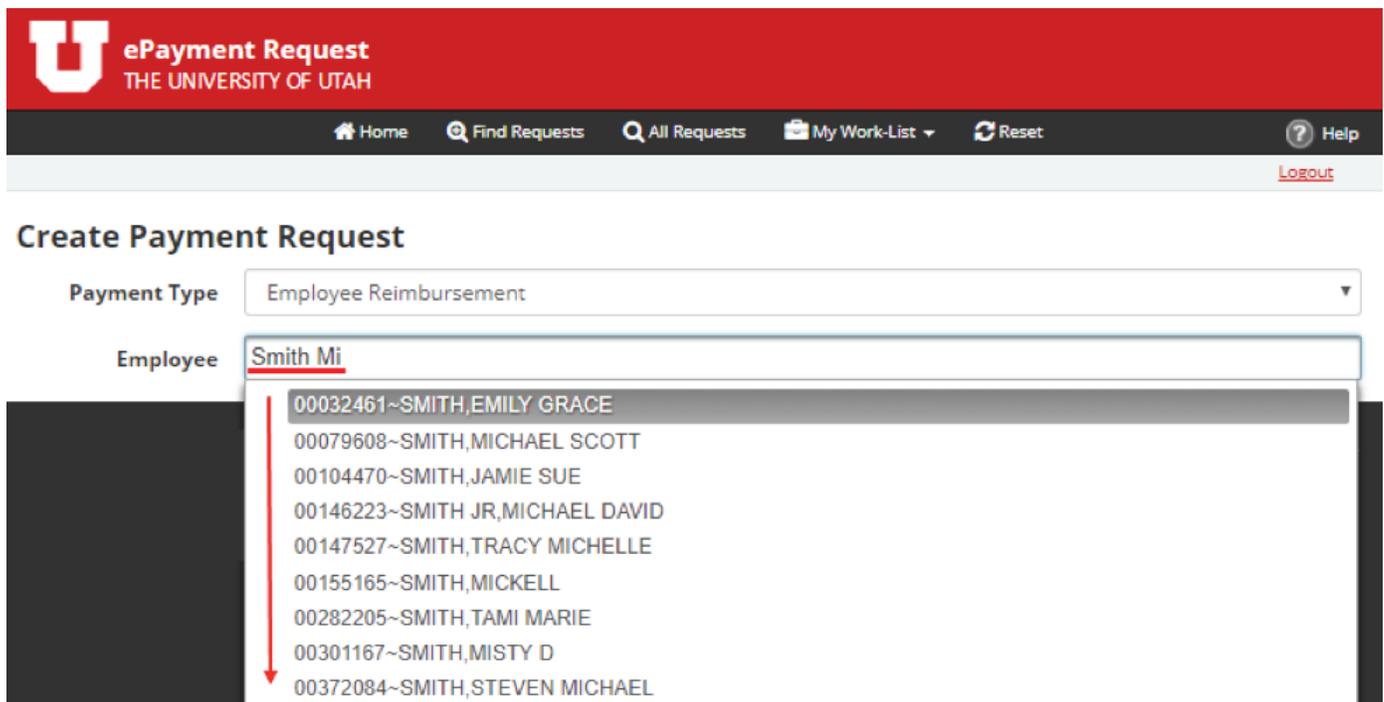


The screenshot shows the 'Create Payment Request' form. The 'Payment Type' is set to 'Employee Reimbursement'. The 'Employee' field contains the uNID '00326013'. A dropdown menu below the field shows the search result: '00326013~ROBERTSON,DARRIN NEWEL'.

- 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.



The screenshot shows the 'Create Payment Request' form. The 'Payment Type' is set to 'Employee Reimbursement'. The 'Employee' field contains the name 'Smith Mi'. A dropdown menu below the field shows a list of search results for employees with the name 'SMITH', ordered by uNID:

- 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' form. The 'Payment Type' is set to 'Employee Reimbursement'. The 'Employee' field contains the search text 'Smith Mi'. A dropdown menu is open, displaying a list of employees with their IDs and full names. The first few entries are:

- 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

- 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' form. The 'Payment Type' is set to 'Supplier Invoice (<\$5,000)'. The 'Vendor' field contains the search text '169682'. A dropdown menu is open, displaying a list of vendors. The first entry is:

- 0000169682~GROUNDS FOR PLAY, INC~UNIV

Below the dropdown, there is a link for '***New Vendor***'.

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

The screenshot shows the 'Create Payment Request' form. The 'Payment Type' dropdown is set to 'Fees/Associations/Dues'. The 'Vendor' search box contains 'assoc health'. A dropdown menu below the search box shows the following results:

- 0000177151~NATL ASSOC HEALTHCARE ACCESS MGT -NAHAM~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'.

- 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' form. The 'Payment Type' dropdown is set to 'Refund (NOT a Reimbursement)'. The 'Vendor' search box contains 'assoc%health'. A dropdown menu below the search box shows a list of vendor names:

- 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: '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' and the name 'MARIA C NIELSEN: Logout'.

- 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

TIPS

Payment Type

Vendor FIND PAYMENTS

Vendor Address

Invoice #:

Invoice Date: **Accounting Date** **Open Accounting Date Range:** 08/01/2017 ↔ 09/30/2017

To/on behalf of **NRA Country**

Business Purpose

Business Purpose Description

Payment Options **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

Invoice Line Amount \$

ADD LINE **Running Total** \$

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

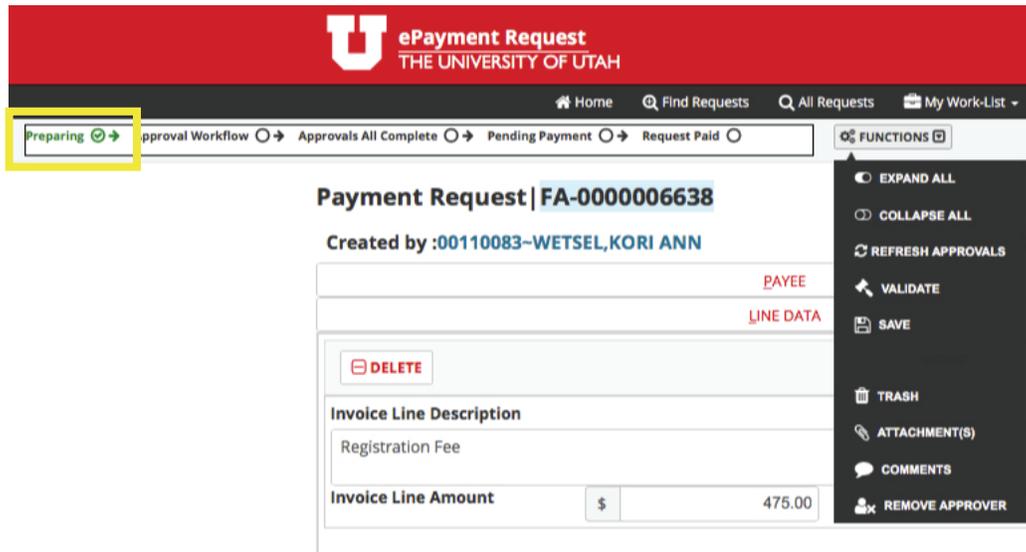
Active	Approval Sequence	Role	Approver(s)	Status & Approval Notes	Email
	1	A/P PRE-APPROVAL	MOUSE OVER TO SEE LIST OF APPROVERS	Approval Not Ready <input type="checkbox"/>	<input type="checkbox"/> No
	425	FUNDING APPROVAL (GFA)	05805-TRAVEL	Approval Not Ready <input type="checkbox"/>	<input checked=""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

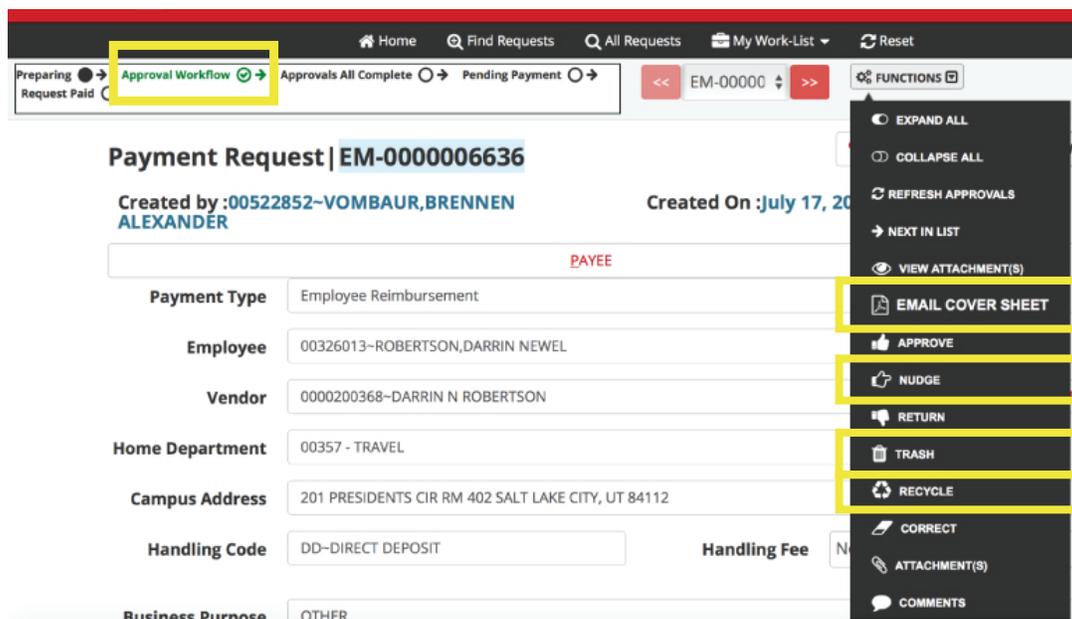
Approvers will automatically receive notification when it is their turn to approve.

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.