

Submitting ePayment Requests

Requestor User Guide

IT Services | Financial Services



THE UNIVERSITY OF
CHICAGO

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For this guide, screen shots are of the web-based, ePayment form captured in Mozilla Firefox on a Windows XP platform.

This guide is designed for persons who submit ePayment requests for their units.

Types of Payments

| Type of Request | What is it? | Who can be paid? | What are the rules and restrictions? |
|-------------------------------------|---|--|---|
| Non-Travel Payment | Any payment request that does not involve travel expenses or a purchase order (PO). This type of payment can be used to pay for services and expenses to vendors, suppliers, contractors, employees, students, and others. | <ul style="list-style-type: none"> • Vendor • Supplier • Independent Contractor • U of C Employee • U of C Student • Other | Requests over \$75 require documentation such as an invoice or receipt. |
| Petty Cash Reimbursement | Payment request to allow staff to restock the money in their petty cash fund. Petty cash is a small amount of discretionary funds in the form of cash used for expenditures where it is not sensible to make the disbursement by check. | U of C Employee only | This option should only be used by staff permitted to manage a petty cash fund. |
| Travel Advance | A request for funds in advance to pay travel costs. Should be used in limited circumstances to advance funds for University related business. | <ul style="list-style-type: none"> • U of C Student • U of C Employee • Visitor | An advance should only be used when the use of the GEMS card is not feasible. |
| Travel Expense Domestic | Used to pay transportation, lodging, meals, and incidentals incurred on university-related travel to locations within the U.S. Use this request mainly to reimburse travel for all non-employees. Employee travel must be reported through GEMS. | <ul style="list-style-type: none"> • U of C Student • U of C Employee • Visitor | <p>University travel is defined as business conducted greater than 50 miles from the University's campus.</p> <p>Requires receipts for all expenses over \$75, for any business meals—no matter the expense—and all lodging expenses.</p> |
| Travel Expense International | Used to pay transportation, lodging, meals, and incidentals incurred on university-related travel to locations outside the U.S. Use this request mainly to reimburse travel for all non-employees. Employee travel must be reported through GEMS. | <ul style="list-style-type: none"> • U of C Student • U of C Employee • Visitor | Requires receipts for all expenses over \$75, for any business meals—no matter the expense—and all lodging expenses. |

Starting a Request

The ePayment system uses a Shibboleth login, which means you only need to login once. You will stay logged in until you close all of your browser windows.

1. Go to <https://epayment.uchicago.edu>
2. Type your CNet ID and password.

Remember, your CNetID password is case sensitive.

3. Press **Enter** or click **Login**.

Note: Once you are logged into the system, you cannot log out from the screen. To log out, close all of your browser windows.

You should see the Payment Request Form as shown:

4. Select 'Who are you paying?'
5. Select 'What Type of Payment?'
6. Click **Continue**.

The Sign In page has a title 'Sign In' in a large, dark font. Below it, a message states: 'You are trying to login to non-poddev.uchicago.edu A Web-Single-Signon protected site'. There are two input fields: 'CNetID:' with the text 'jdoe' and 'Password:' with masked characters. A link 'Forgot your password?' is next to the password field. A 'Login' button is at the bottom right. Below the login fields, a paragraph explains that signing in allows access to multiple University of Chicago web applications with one set of credentials. At the bottom, there is a 'Questions?' section with a link to the help desk and a phone number, and an 'Alumni' section with an email and phone number for support.

The Payment Request Form is titled 'Payment Request Form' in a large, dark font. It has a red header bar with 'Purchasing & Payment Services' and the University of Chicago logo. The form contains several fields: 'Control Number' (with an annotation 'Leave Control Number blank; for PPS use only'), 'Who Are You Paying?' (a dropdown menu with 'U of C Employee' selected, with an annotation 'Select the type of payee'), and 'What Type of Payment?' (a dropdown menu with 'Travel Advance' selected, with an annotation 'Select payment type'). A 'Continue' button is below the dropdowns. On the right, there is an 'IMPORTANT LINKS' section with links to 'New Request Form', 'IRS', 'www.gsa.gov', and 'Google'. The footer contains copyright information and the address '6054 S. Drexel Chicago, IL 60637'.

Notes:

If you select Supplier/Vendor or Independent Contractor for the payee, you can only select Non-Travel Payment Request as type of payment. Travel related payments can only be made to employees, students, visitors and others.

Authorized employees can only select Petty Cash as a payment type to replenish the petty cash fund for their departments or units.

Contact and Vendor Information

Begin filling out the Payment Request Form. All fields marked with a red asterisk * are required.

1. For Contact Name, leave yourself unless you are completing the request for someone else. If so, enter that person's name instead.
2. Include Contact Number (you may use the 5-digit internal university number phone number).
3. For Vendor, perform a vendor search:
 - If you know the vendor number, type in the complete number in the **Vendor Number** field and click **Vendor Search**. You cannot search on a partial vendor number.
 - If you do not know the vendor number, search on vendor name. Type an asterisk (*), which is a wildcard, and then the first four or five letters of the vendor name followed by another asterisk (*). Click **Vendor Search**.

Note: The vendor (payee) may be a company or a person such as faculty or staff member, student, or visitor. If the vendor is a student, only authorized full time staff members are able to retrieve address look-up information. If look-up information is not available, you must provide the name in the form.

The form displays the Vendor Remit to Search Results which is a list of vendors that match your search letters.

4. If the precise vendor name is on the list and the *full mailing address is correct*, click the **Select** button to the right of it. Address is the key field for matching the vendor.
5. If you cannot find your exact vendor and mailing address, type the full name of your vendor in the **Vendor Name** field at the bottom of the form, then click the **No Match** button. This will enter the vendor on your form. The back office will use this entry to either create a new vendor or locate a vendor match for your entry. You may also need to attach a W9 form for any new vendor.
6. For **Check Description**, enter a name, department, customer number, order number, member I. D., or other pertinent information. Be brief; this field is limited to 20 characters. The information will appear on the check stub. This field is required.

If you see the vendor you want in the list, click the **Select** button next to it.

| Vendor Name | Address | City | State | Zip | Select |
|--------------------------------|--|------------|-------|-------|--------|
| ROGER WILLIAMS HOSPITAL | MEDICAL ONCOLOGY 593 EDDY ST, GEORGE 302 | PROVIDENCE | RI | 0290 | Select |
| ROGER WILLIAMS UNIVERSITY | SCHOOL OF LAW TEN METACOM AVENUE | BRISTOL | RI | 02809 | Select |
| ROGERS & HAMMERSTEIN ORG, THE | 1065 AVE OF THE AMERICAS 2400 | NEW YORK | NY | 10018 | Select |
| ROGERS & HARDIN LLP | 229 PEACHTREE ST STE 2700 INTERNATIONAL TOWER | ATLANTA | GA | 30303 | Select |
| ROGERS ATHLETIC | BOX 232054 2054 MOMENTUM PL | CHICAGO | IL | 60689 | Select |
| ROGERS AUTO GROUP | 2720 S MICHIGAN AVE | CHICAGO | IL | 60616 | Select |
| ROGERS COLERIDGE AND WHITE LTD | 20 POWIS MEWS W11 1JN | LONDON | 98 | F | Select |
| ROGERS CORP | DEPT CH 19027 | PALATINE | IL | 60055 | Select |
| ROGERS, ANDREA ELIZABETH | 14846 S WENTWORTH | DOLTON | IL | 60419 | Select |

Please select the 'No Match' button when you do not find an exact match to you payee, including address. Your submission, including documentation, will be reviewed to determine if a new payee is being added or whether modifications are required to an existing vendor.

Vendor Name: _____

No Match

If the vendor is not found, or if it is a person, type in the Vendor Name...

... then click **No Match**.

Special Handling Information

Special handling options allow you to indicate how you want the payment to be disbursed and if it is an emergency payment. If you do not change this option, a check will be mailed to the vendor's (payee's) address. Emergency payments will be charged \$100 against the paying account.

1. Select any **Special Handling**, if applicable, by selecting an option from the list. (See definitions in table below.)
2. For **Specialized Department**, select any of the departments you would like to include in the review for this request. *If selected, the department will review the request before it is sent to the authorized signer.*
3. For **Courtesy Forward**, if you want to forward a notice of the request to another employee, type the employee's email address in this field. This employee cannot act upon your request, and will only be advised of your activity. You must provide a valid and complete email address.

Once you have completed the vendor and special handling information, you will need to fill out the payment request. The information required will vary depending on the type of payment you are requesting. Go to one of the following sections to continue the entry process:

- **Non-Travel Payment** details, page 7
- **Travel Advance Payment** details, page 9
- **Travel Expense Domestic Payment** details, page 11
- **Travel Expense International Payment** details, page 13
- **Petty Cash Payment** details, page 15

Select special handling instructions, if desired

Standard practice is to send payment directly to the vendor (Including invoice advice). Special handling requests are more expensive to process and should be avoided. If special handling is required, please use the drop box and select the appropriate method.

Handling Instructions *

- None: No special handling required for this payment
- Mail with enclosure: Enclosure must be included with this payment
- Pick up at Bursar: Payment will be delivered to Bursar for pick-up. Please use sparingly as this will increase University cost
- Separate Payment: This payment will not be combined with any other payments to this vendor
- Separate Payment Picked up at Bursar: Please use sparingly as this will increase University cost
- Wire Transfer: Payee requires wire transfer, appropriate bank account information must be provided
- Emergency Check: This payment is required within 48 hours. A \$100 manual check fee will apply

Select one of these departments if you would like them to review the request

Specialized Department

- None
- PSD - Computer Science
- PSD - Statistics
- PSD - Mathematics
- Law School Faculty
- Law School All Other
- Booth - Executive Education Senior Leadership
- Booth - Faculty Data
- BSD - General Medicine, Housestaff
- BSD - Medical Ethics
- BSD - Nephrology, Infectious Diseases
- BSD - Hospital Medicine
- BSD - Cardiology

| Special Handling Option | Definition |
|--|--|
| None... | Check will be mailed to the address of the vendor and you can include an enclosure. An enclosure might be an invoice. |
| Mail with enclosure: Enclosure must be included with this payment | Select this option if you want to include an enclosure such as an invoice or letter to be mailed with the check. You must attach or fax you enclosure document with this payment request. Include the control number at the top of the page on all enclosures. |
| Pick up at Bursar: Payment will be delivered to Bursar for pick-up. Please use sparingly as this will increase University cost | You must provide your phone number. <i>You should not include an enclosure with this request.</i> |
| Separate Payment: This payment will not be combined with any other payments to this vendor | Use this if you want to send a separate check for each payment. |
| Separate payment Picked up at Bursar: Please use sparingly as this will increase University cost | Use this if you want a separate check for each payment to be held at Bursar |
| Wire Transfer: Payee requires wire transfer, appropriate bank account information must be provided | This payment will be made electronically. Use only with vendors who allow electronic payment |
| Emergency Check: This payment is required within 48 hours. A \$100 manual check fee will apply | Use this only if payment must be expedited within two days. A \$100 manual check fee will be charged to the given account number. |

Non-Travel Payment Request Details

The screenshot shows the 'Payment Details' form. At the top, a blue header bar contains the title 'Payment Details'. Below it, a red banner reads 'Payment Detail Line Required Fields *'. The form fields are organized into two rows. The first row contains: 'Account Number *' (text input), 'Expense Type *' (dropdown menu showing '-Select-'), 'Sub Account *' (text input), 'Dept. Reference Number' (text input), 'Amount *' (text input), 'Invoice #' (text input), 'Invoice Date' (text input), and 'Invoice Due Date' (text input). A red callout box points to these fields with the text 'Enter required Acct #, Exp Type, and Amount, and any optional information'. The second row contains: 'Authorized Signer *' (dropdown menu), an 'Update Check Total' button, and a 'Select an Authorized Signer' callout box. Below the 'Authorized Signer' dropdown, a table displays the current entry: Account Number 220011, Sub Account 4900, Amount \$250.00, and Invoice Date 12/2/2011. The table has 'Edit' and 'Delete' buttons. Below the table, the 'Payment Request Total' is shown as \$250.00. A 'Click Update Check Total' callout box points to the 'Update Check Total' button. At the bottom, there is a 'Payment Summary' table and a 'General Comments' text area. The 'Payment Summary' table has columns for 'Account Number', 'Sub Account', and 'Amount'. It shows one entry for Account Number 220011, Sub Account 4900, and Amount \$250.00, followed by a 'Total' row with Amount \$250.00. Below the table, there is a checkbox with the text 'By checking this box, I certify that attached documentation is not required to support this check request.' and a 'Proceed to Next Action' button.

Requirements for Payment Details will vary according to the Payment Type. For Non-Travel Payment Requests, follow these steps:

1. Enter the **Account Number** to which the expense will be charged.
2. Select the **Expense Type** from the drop down. This will automatically populate the **Sub Account Number**. You can modify the sub account number if necessary, but beware that any combination of account and subaccount numbers must match GSE table to be considered valid. Invalid combinations will be rejected.
3. Enter the payment **Amount** (ex: 1150.00).
4. Enter any other details you can provide on Dept. Reference Number, Invoice Number, Invoice Date, and Invoice Due Date, as appropriate.
5. *Carefully* select the most appropriate **Authorized Signer** from the drop down. This selection list will populate according to the account number. *You must have approval from one of the authorized signers on the account.*
6. Click the **Update Check Total** button.

The payment information will appear in the Check Total box. You can insert additional payments to the same vendor by repeating steps 1-6 above. You can assign another payment to a different account number, and you can select a different authorized signer.

7. Enter any **General Comments** (optional).
8. If you have completed all necessary information, click **Proceed to Next Action**.

9. If you are not finished, but would like to save the request for later, click **Save Payment Request**. If you click the Save option, you will receive an email that contains the link to the request so you may access it again when you are ready to complete it.

Travel Advance Payment Details

The screenshot shows the 'Travel Advance Payment Details' form. At the top, a red banner reads 'Payment Detail Line Required Fields *'. Below this, the form is divided into several sections:

- Required Fields Section:** Contains 'Account Number *', 'Expense Type *' (a dropdown menu), 'Sub Account *', 'Purpose Type *' (a dropdown menu), and 'Amount *'. A red callout box points to these fields with the text: 'Enter required Acct #, Exp Type, and Amount, and any optional information'.
- Authorized Signer Section:** Contains an 'Authorized Signer *' dropdown menu. A red callout box points to it with the text: 'Select an Authorized Signer'.
- Action Buttons:** Below the dropdowns are two buttons: 'Update Check Total' and 'Click Update Check Total'. A red callout box points to the 'Click Update Check Total' button with the text: 'Click Update Check Total'.
- Summary and Details Section:**
 - A 'Payment Summary' table shows 'Total' as '\$0.00'.
 - An 'Advance Total' field shows '\$0.00'.
 - Fields for 'Approximate From Travel Date', 'Approximate To Travel Date', 'Country Name & Code' (a dropdown menu), and 'General Comments' (a text area) are located at the bottom.

If you are submitting a Travel Advance, do the following:

1. Type in the **Account Number**.
2. Select an **Expense Type** from the drop down. This selection will automatically populate the Sub Account field. You can modify the sub account number if necessary, but beware that any combination of account and subaccount numbers must match GSE table to be considered valid. Invalid combinations will be rejected.
3. Select a **Purpose Type** from the drop down.
4. Type in the **Amount**.
5. Select an **Authorized Signer** from the drop down. This selection list will populate according to the account number. *You must have approval from one of the authorized signers on the account.*
6. Click **Update Check Total**.

The payment information will appear in the Check Total box. You can insert additional payments to the same vendor by repeating steps 1-6 above. You can assign another payment to a different account number, and you can select a different authorized signer.

7. Enter the **Approximate From Travel Date** and **Approximate To Travel Date** using MM/DD/YYYY format.
8. Select the destination **Country Name & Code** from the drop down.
9. In the **General Comments** field enter a business reason for the advance.

10. If you have completed all necessary information, click **Proceed to Next Action**.
11. If you are not finished, but would like to save the request for later, click **Save Payment Request**. If you click the Save option, you will receive an email that contains the link to the request so you may access it again when you are ready to complete it.

Travel Expense Domestic Payment Details

The screenshot shows the 'Travel Expense Payment Details' form. At the top, a blue header bar contains the title. Below it, a red banner reads 'Payment Detail Line Required Fields *'. The form fields are: 'Account Number *' (text input), 'Expense Type *' (dropdown menu showing '-Select-'), 'Sub Account *' (text input), 'Date *' (text input), 'Provider' (text input), and 'Amount *' (text input). A red bracket groups these six fields with a callout box that says 'Enter required Acct #, Exp Type, Date, Amount, and an optional Provider'. Below these fields is the 'Authorized Signer *' dropdown menu. A red arrow points from a callout box 'Select an Authorized Signer' to this dropdown. At the bottom left is a button labeled 'Update Check Total'. A red arrow points from a callout box 'Click Update Check Total' to this button.

If you are submitting a Travel Expense Domestic, do the following:

1. Type in the **Account Number**.
2. Select an **Expense Type** from the drop down. This selection will automatically populate the Sub Account field. You can modify the sub account number if necessary, but beware that any combination of account and subaccount numbers must match GSE table to be considered valid. Invalid combinations will be rejected.

Depending on the Expense Type you select, the required information may be different. Use the following steps only as a general guideline on completing the remaining fields.

3. Type in a **Date** in MM/DD/YYYY format or choose the date from the pop-up calendar.
4. Type in a **Provider** (this is optional).
5. Type in the **Amount**.
6. Select an **Authorized Signer** from the drop down. This selection list will populate according to the account number. *You must have approval from one of the authorized signers on the account.*
7. Click **Update Check Total**.

The payment information will appear in the Check Total box. You can insert additional payments to the same vendor by repeating steps 1-6 above. You can assign another payment to a different account number, and you can select a different authorized signer.

| Check Total | |
|--------------------------------------|--|
| No Payment Details Have Been Entered | |
| Expense Total \$0.00 | |

| Payment Summary | |
|--------------------|--------|
| Sub Total | \$0.00 |
| Encumbrance Number | |
| Encumbrance Amount | \$0.00 |
| Total | \$0.00 |

| | |
|---------------------|--------------------------|
| Departure Date | Return Date |
| Destination City | |
| Country Name & Code | UNITED STATES OF AMERICA |
| Purpose | |
| General Comments | |

Once the check is updated, you will need to provide some additional information in the Check Total section.

8. If you want to encumber all or part of the payment, enter an **Encumbrance Number** and/or an **Encumbrance Amount** in those fields.
9. Type in the **Departure Date** and **Return Date** in MM/DD/YYYY format.
10. Type in the **Destination City**.
11. Enter a **Purpose** and **General Comments** (optional fields).
12. If you have completed all necessary information, click **Proceed to Next Action**.
13. If you are not finished, but would like to save the request for later, click **Save Payment Request**. If you click the Save option, you will receive an email that contains the link to the request so you may access it again when you are ready to complete it.

| Payment Summary | |
|--------------------|--------|
| Sub Total | \$0.00 |
| Encumbrance Number | |
| Encumbrance Amount | \$0.00 |
| Total | \$0.00 |

Travel Expense International Payment Details

The screenshot shows the 'Travel Expense Payment Details' form. At the top, a blue header bar contains the title. Below it, a red text label reads 'Payment Detail Line Required Fields *'. The form contains several input fields: 'Account Number *', 'Expense Type *' (a dropdown menu currently showing '-Select-'), 'Sub Account *', 'Date *', 'Provider', and 'Amount *'. Below these is an 'Authorized Signer *' dropdown menu. At the bottom left is a button labeled 'Update Check Total'. Three red callout boxes with arrows point to specific parts of the form: one points to the 'Account Number', 'Expense Type', 'Date', 'Amount', and 'Provider' fields with the text 'Enter required Acct #, Exp Type, Date, Amount, and an optional Provider'; another points to the 'Authorized Signer' dropdown with the text 'Select an Authorized Signer'; and a third points to the 'Update Check Total' button with the text 'Click Update Check Total'.

If you are submitting a Travel Expense International, do the following:

1. Type in the **Account Number**.
2. Select a **Expense Type** from the drop down. This selection will automatically populate the Sub Account field. You can modify the sub account number if necessary, but beware that any combination of account and subaccount numbers must match GSE table to be considered valid. Invalid combinations will be rejected.

Depending on the Expense Type you select, the required information may be different. Use the following steps only as a general guideline on completing the remaining fields.

3. Type in a date in MM/DD/YYYY format or choose the date from the pop-up calendar.
4. Type in a **Provider** (this is optional).
5. Type in the **Amount**.
6. Select an **Authorized Signer** from the drop down. This selection list will populate according to the account number. *You must have approval from one of the authorized signers on the account.*
7. Click **Update Check Total**.

The payment information will appear in the Check Total box. You can insert additional payments to the same vendor by repeating steps 1-6 above. You can assign another payment to a different account number, and you can select a different authorized signer.

Once the check is updated, you will need to provide some additional information in the Check Total section.

8. If you want to encumber all or part of the payment, enter an **Encumbrance Number** and/or an **Encumbrance Amount** in those fields.
9. Type in the **Departure Date** and **Return Date** in MM/DD/YYYY format.
10. Type in the **Destination City**.
11. Select the **Country Name & Code** from the drop down.
12. Enter a **Purpose** and **General Comments** (optional fields).
13. If you have completed all necessary information, click **Proceed to Next Action**.
14. If you are not finished, but would like to save the request for later, click **Save Payment Request**. If you click the Save option, you will receive an email that contains the link to the request so you may access it again when you are ready to complete it.

| Check Total | | | |
|-------------|------|-------------------------|---|
| 220011 | 7300 | Airfare, Standard Coach | 11/14/2011 United Airlines \$780.00 <input type="button" value="Edit"/> <input type="button" value="Delete"/> |
| | | | Expense Total \$780.00 |

| Payment Summary | | |
|--------------------|-------------|----------|
| Account Number | Sub Account | Amount |
| 220011 | 7300 | \$780.00 |
| Sub Total | | \$780.00 |
| Encumbrance Number | | |
| Encumbrance Amount | \$0.00 | |
| Total | \$780.00 | |

| | |
|---------------------|-------------|
| Departure Date | Return Date |
| 11/14/2011 | 11/17/2011 |
| Destination City | |
| Dublin | |
| Country Name & Code | |
| IRELAND | |
| Purpose | |
| training mission | |
| General Comments | |

☐ By checking this box, I certify that attached documentation is not required to support this check request.

Petty Cash Payment Details

The screenshot shows the 'Petty Cash Payment Details' form. At the top, a blue header bar contains the title. Below it, a red banner reads 'Payment Detail Line Required Fields *'. The form has several fields: 'Account Number *', 'Expense Type *' (a dropdown menu showing '-Select-'), 'Sub Account *', 'Receipt Number', 'Description', 'Date', and 'Amount *'. Below these is the 'Authorized Signer *' field, also a dropdown menu. A red callout box points to the 'Expense Type', 'Sub Account', 'Receipt Number', 'Description', 'Date', and 'Amount' fields, containing the text: 'Enter required Acct #, Exp Type, and Amount, and optional Receipt Number, Description and Date'. Another red callout box points to the 'Authorized Signer' dropdown, containing the text: 'Select an Authorized Signer'. A third red callout box points to the 'Update Check Total' button, containing the text: 'Click Update Check Total'.

If you are submitting a Petty Cash Payment, do the following:

1. Insert yourself as the Vendor and include “reimbursement” as the Check Description.
2. Type in the **Account Number**.
3. Select an **Expense Type** from the drop down. This selection will automatically populate the Sub Account field. You can modify the sub account number if necessary, but beware that any combination of account and subaccount numbers must match GSE table to be considered valid. Invalid combinations will be rejected.
4. Select a **Purpose Type** from the drop down.
5. Type in the **Amount**.
6. Select an **Authorized Signer** from the drop down. This selection list will populate according to the account number. You must have approval from one of the authorized signers on the account.
7. Click **Update Check Total**.

The payment information will appear in the Check Total box. You can assign another reimbursement to a different account number, and you can select a different authorized signer.

8. Type in your **Petty Cash Fund Value** and **Cash on Hand**. The Petty Cash Fund Value is the maximum amount for the fund. The Cash on Hand is the actual amount. The Petty Cash Fund Value minus the Cash on Hand must equal the amount of your reimbursement request.
9. Enter any **General Comments** (optional).
10. If you have completed all necessary information, click **Proceed to Next Action**.
11. If you are not finished, but would like to save the request for later, click **Save Payment Request**. If you click the Save option, you will receive an email that contains the link to the request so you may access it again when you are ready to complete it.

The screenshot shows the 'Check Total' box. It has a blue header bar with the title. Below it, there's a section for 'Petty Cash Total' showing '\$0.00'. Below that, there are two fields: 'Petty Cash Fund Value *' and 'Cash on Hand *', both showing '\$0.00'. Below these is a 'General Comments' section with a text area. A red callout box points to the 'Petty Cash Fund Value' and 'Cash on Hand' fields, containing the text: 'Cash Fund Value minus Cash on Hand must equal amount of request'.

Attaching Supporting Documentation

After you complete all required fields and any optional fields on the request form, and you select Proceed to Next Action, you will be given an opportunity to attach supporting documentation. You will need to be sure to attached any required supporting documents including invoices, receipts, W-9s, debarred vendor forms, utility bills, or other attachments necessary to support your payment request. Also, if required, attach any enclosures to be mailed with the check. *Do not attach enclosures for travel-related or petty cash reimbursements. Do not attach enclosures for any checks for pick up at the Bursar's Office.*

You can attach documents in two ways: by uploading document files or by faxing the documents.

Upload PDF files

Use this option if you have documents in file format (e.g., .pdf, .txt, .doc, .xls, etc.) of the documents saved on a drive, or you created PDFs through scanning.

1. Click **Browse**.
2. Search your folders for the document, select the document, then click **Open**.
3. Select whether the document is an Attachment or Enclosure. If the request is for a reimbursement, you will only have the option to select Attachment. To include an enclosure, you would have needed to select the "Mail with enclosure" special handling option. Include the control number at the top of the page on all enclosures.
4. Click the **Upload** button.
5. To attach any additional documents, repeat steps 1-4 above.
6. When you are finished attaching all documents, for the question "I certify that I am not attaching any documentation to support this check request," select **No**.
7. Click the **Complete** button. You will see a Payment Request Complete message that includes a link to enter an additional check request.

Fax the documents

1. Click the **Attachment Cover Page** button. The page will open in Adobe Acrobat Reader.
2. Print the page.
3. Fax your documents including the Attachment Cover Page on top, to the number shown on the cover page.

Supporting Documentation/Enclosures Control # D000884

Supporting Documentation: Using your submission. Supporting documents, bills, or other attachments support your request.

Enclosure: Using one or both of the following methods: attach supporting documentation to the request, or mail the request with the check. Please select the appropriate option.

File Name: [Text Field] Browse...

What is this document?
Attachment

Upload

Click **Browse**, then select a file

After selecting a file, click **Upload**

Click here to open and print a fax cover page.

Fax Supporting Documentation

Do you need an attachment cover page?
Display cover page to be faxed with supporting documentation.

Please ensure that your fax submission contains your supporting documentation cover page.

Attachment Cover Page

Please ensure that all documents have been uploaded electronically or faxed before clicking the complete button.

Complete

4. When you are finished attaching all documents, for the question “I certify that I am not attaching any documentation to support this check request,” select **No**.
5. Click the **Complete** button. You will see a Payment Request Complete message that includes a link to enter an additional check request.

If you are not attaching any documents, click the **Yes** option for the question “I certify that I am not attaching any documentation to support this check request.”

After you complete a request, you will receive an email notification.

The notification will include a control number for your request, which is generated automatically by the system. It will also contain a link to a status page where you can view the statuses of all your active requests.

Click the link to view your Check Request History.

Payment Request Successfully Entered

For your reference, the Control Number of this request is: **0000101**
Your check request has been successfully entered into the system. Please choose from the following options, or close this web page.

[Enter additional check request](#)
[View Request Status Summary](#)

Click this link to see the status of your requests

Click this link to enter another payment request

Control Number

Your ePayment request has been successfully submitted.
ePayment Request Control Number: D001261
You may view the status of your request by going to:
<https://non-podev.uchicago.edu/nonpo/status.aspx>
For assistance, please contact ePayment@uchicago.edu or 773-702-xxxx

Click this link to view the status of the request

A status screen shows your request history

Purchasing & Payment Services



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Check Request History

| Open Payment Requests | | | |
|-----------------------|--|----------------|-----------------------|
| Control # | Request Status | Request Amount | Request Date |
| D001261 | WAITING FOR ATTACHMENTS AND/OR ENCLOSURE | \$100.00 | 2/13/2012 3:10:26 PM |
| D001260 | WAITING FOR ATTACHMENTS AND/OR ENCLOSURE | \$100.00 | 2/13/2012 3:09:40 PM |
| D001259 | WAITING FOR ATTACHMENTS AND/OR ENCLOSURE | \$200.00 | 2/13/2012 3:07:07 PM |
| D205233 | LAB SCHOOL REVIEW | \$425.00 | 2/13/2012 10:06:33 AM |
| D277017 | LAB SCHOOL REVIEW | \$2,204.30 | 2/10/2012 3:44:42 PM |
| D001185 | AUTHORIZE SIGNER REVIEW | \$525.00 | 2/6/2012 9:42:07 AM |
| D001105 | SAVED | \$565.00 | 1/31/2012 2:34:32 PM |

Complete Payment Requests

You do not have any completed check requests.

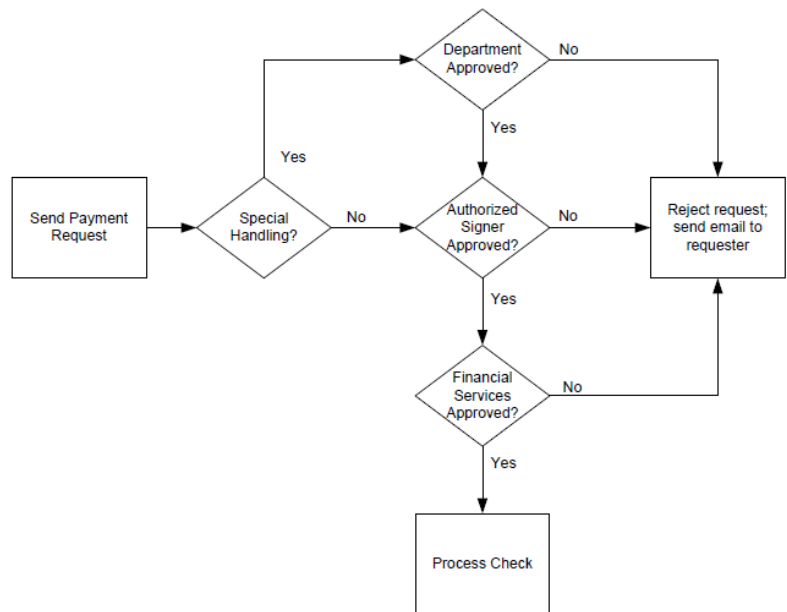
IMPORTANT LINKS

[New Request Form](#)
[Submitted Requests](#)
[IRS](#)
www.gsa.gov
[Google](#)

What Happens After You Submit a Request?

After your request is submitted, it enters a workflow determined according to type of payment request, account number, sub-account number, authorized signer selected, and any specialized department you may have selected. The authorized signer or specialized department personnel will receive an email notification that your request is awaiting approval.

If there is any problem with your request, it may be rejected at any point in the approval chain. For instance, it may be rejected by the authorized signer, by a specialized department, or by Financial Services. If this happens, you will receive an email notification with a link to your request. By clicking the link you can access the request again if you need to make a correction or add information. Then you can resubmit the request following the same procedure you used to submit the original request.



If you are required to make a correction to the request—

1. On the rejection email notification, click the link in the email message.
2. If necessary, log into the application by using your CNetID and password.
3. Make any necessary changes to the request, attach any missing documentation, and click **Complete**.

Where to Go for Help

If you need assistance with an ePayment request, contact ePayment@uchicago.edu.

You can find out more about this program and other financial services by visiting <http://finserv.uchicago.edu>