



2015 Administrative Leadership Conference

What Can UPAY Do For You?

April 22, 2015



Workshop Presenters

- Melissa Plotner
Assistant Director Payment Operations
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- Tammy Ziegler
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Workshop Presenters

- Cathy Young
Sr Coordinator Outreach, Education, and
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Please...

- Turn off cell phones
- Avoid side conversations
- Please feel free to ask questions as topics are presented
- Sign the attendance roster
- Complete the evaluation at the end of the workshop



Workshop Objectives

- Prepare for fiscal year-end activities
- Recognize how to avoid TEM expense report rejections
- Avoid T-Card non-compliance
- Receive iTravel updates



OBFS Website

UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

Office of Business and Financial Services

 Search

- OBFS and UOCPRES Websites
- OBFS Policy Manual

- About OBFS
- Who To Ask
- Forms
- News Center
- Training Center**
- Jobs
- Site Map

Share:

Log in to:

Choose the application

- OBFS Initiatives
- Transparency Commitment

- Resources:
- Banner Alerts & Resources
 - Benefits Information
 - Calendars, OBFS
 - Conferences
 - Human Resources
 - i-card
 - Identity Theft (Red Flags Rule)
 - Office of Treasury Operations
 - Orientation for New Business and Finance Employees
 - OBFS Policies & Procedures Manual**
 - U of I Phonebook
 - Web Sites & Applications

- Information for:
- Business Managers
 - OBFS Employees Intranet
 - Students
 - Vendors

- Current Announcements
- March Training Sessions
New training opportunities

Accounting & Financial Reporting

Reports, Banner Account Codes, UFAS to Banner Crosswalks, Year-End Procedures, FCIAA, Reference Materials

Audit/Internal Controls

Employee & Supervisor Responsibility, Internal & External Audits

Budgeting

Budget Development Tips, Adjustment Requests, Budget Memo Log, Chicago Campus, Springfield Campus, Urbana-Champaign Campus

Business Travel

Advances, Contracted Travel Agency, Reimbursement Rates, Foreign Travel, Travel Resources, TEM Resource Page

Capital Programs & Real Estate Services

Applications, Faculty and Staff, Landlord Submittals, University Leasing Process, Training

Card Services

Department Card Managers (DCM), Purchasing Card (P-Card), Travel Card (T-Card)

Cash Handling

Chicago Campus, Springfield Campus, Urbana Campus

Contract

Business Development Services - UIC:

Government Costing

OMB Uniform Guidance, Rate Schedules (F&A, Fringe Benefits, Tuition), Facilities & Administrative, Tuition Remission, Fringe Benefit Rates, Service Activities, CASB Disclosure Statements, Higher Education Research and Development (HERD) Survey, Costing at a National Level, Historical Summary Reports

Grants & Sponsored Projects

OMB Uniform Guidance, Effort Reporting, Rate Schedules (F&A, Fringe Benefits, Tuition), Banner Index Codes, Month-End Reporting, Audit Reports, Expenditure Reports, Essentials of Post-Award Administration, Links & Resources

iBuy (online purchasing)

What's New, Overview, Get Started, Reporting, Training Resources, About the Project

Payments

Payments to Vendors, Payments to Students, Payments to Non-Employees (Honorarium), Employee Reimbursements, TEM Resource Page, Payables Processing Status

Payments to Foreign Nationals

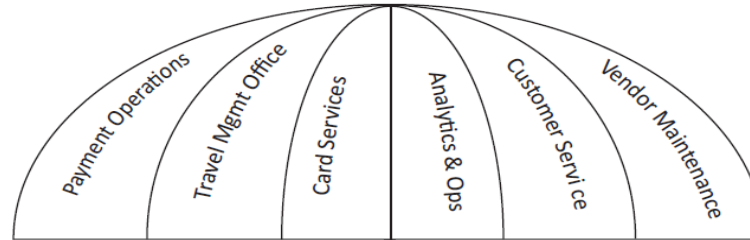
University Payroll Services,
Payment Eligibility Grid,
Payments to Employees,
Payments to Non-Employees,
Travel and Expense Reimbursements,
Other Payments, Tax Status Review
Appointments



OBFS University Payables

- Also known as ‘UPAY’
- Division of the Office of Business & Financial Services (OBFS)-University Administration (UA)
- Centralized unit responsible for all non-payroll payments:
 - Payments to vendors
 - Reimbursements to employees

University of Illinois Office of Business & Financial Services (OBFS) University Payables (UPAY) Organization Chart



- Management**
- Dept Travel/Program Approval
 - Advances
 - Exceptions
 - Decision Makers

- Payment Operations**
- Payment Processing
 - Special Handling Processing
 - POP Box Maintenance
 - OBFS Payment Inbox Maintenance

- Travel Mgmt Office**
- Outreach, Education and Communication
 - Online Travel Tool Admin
 - Travel/Contracts Management
 - HETCB Admin
 - TMO Inbox

- Card Services**
- PCard/TCard Management
 - PCard/TCard User Training
 - PCard/TCard Customer Service
 - Card Services/CCO Inbox

- Administration**
- Unit Security Coordinator
 - Inventory Control
 - New Hire Orientation
 - Payroll

- Analytics & Operations**
- Report Tools & Mass Communications
 - System Enhancements
 - Wire Transfer Payment Processing
 - Feeder Payment Processing
 - Unclaimed Property Inquiries
 - UP-ARS Inbox

- Customer Service**
- Research / Handle Payment Inquiries
 - Manage Doc Files / Storage
 - W-9 / Credit / Sales Tax Exempt Mailings
 - Daily Enclosure Run
 - OBFSUPAY Inbox

- Vendor Maintenance**
- Maintain & Setup Vendors in Banner
 - Maintainz/Report 1099 Tax Reporting
 - Process SUA Applications
 - Request Vendor Syncs to IBuy
 - Request ACH for Vendors
 - UIVendor Inbox

ACH Automatic Clearing House
 CCO Corporate Card Office now known
 as UPAY Card Services
 HETCB Illinois Higher Education Travel Control Board
 POP Purchase Order Payables

SUA Single Use Account
 TEM Travel & Expense Management
 TMO Travel Management Office
 UI Vendor University of Illinois Vendor Maintenance
 UP-ARS UPAY Activity Reporting System
 also known as Analytics & Operations Support



Plan for Critical Year End Dates

- Currently there are 12,000 unattached T-card transactions
- Submit expense reports as quickly as possible
- FY of payment is determined by the date of goods/services receipt, not order date



Plan for Critical Year End Dates

- Items involving individuals that are out of the office, moved to different job, or retired need to be cleared out
- If using state funds be sure to use the correct year
 - 100015 for FY15 expenses
 - 100016 for FY16 expenses (incurred after July 1st)



Mark Your Calendars

- June 30th
 - The last day for FY15 expenses.
- July 1st
 - All P-Card default C-FOPs on state funds will be converted automatically from the FY15 fund code to the FY16 fund.
 - All Travel and Expense Management (TEM) project codes which contain an FY15 state fund will be copied and new FY16 project codes will be created.
- July 3rd
 - All FY15 expense reports must be received by Payables prior to 5:00PM—all funding sources
 - All FY15 PO-related invoices and other invoices which are not appropriate to process via TEM.
 - All T-card and P-Card transactions made prior to July 1, 2015.



Mark Your Calendars

- July 10th transactions completed/approved 5:00PM
 - All FY15 transactions, including general ledger and accounts payable transactions, routed to approval queues.
 - All P-Card transactions with a transaction date of June 30, 2015, or earlier must be reconciled and approved in the P-Card system.
 - Any unapproved P-Card or T-Card transactions still on FY15 state funds at the end of Period 12 will be converted automatically from the FY15 fund code to the FY16 fund code.
 - All receiving reports required for FY15 purchase orders must be completed in Banner.
 - All iBuy departmental invoice acknowledgements must be completed.



TEM Resource Page

- First place you should go if you have a question.
- Best source for the most up to date TEM information.
- Over 50 job aids covering everything from advances to workflow statuses.

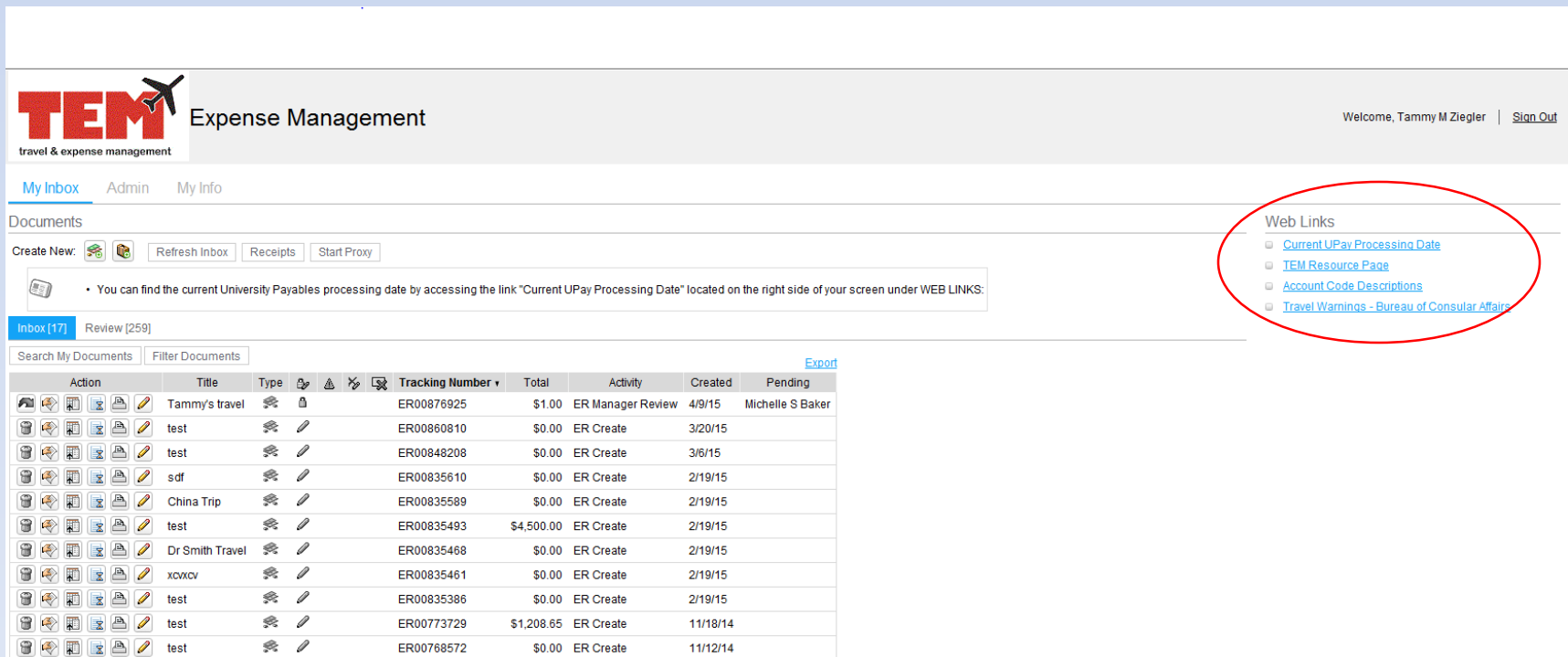


TEM Resource Page

- Listen to previously conducted webinars
- Register for Open Labs and Webinars
- **<http://www.obfs.uillinois.edu/tem-resources/>**

Know What Your Inbox is Telling You

- Check the status page for current processing date



TEM Expense Management
travel & expense management

Welcome, Tammy M Ziegler | [Sign Out](#)

[My Inbox](#) | [Admin](#) | [My Info](#)

Documents

Create New: Refresh Inbox | Receipts | Start Proxy

• You can find the current University Payables processing date by accessing the link "Current UPay Processing Date" located on the right side of your screen under WEB LINKS:

Web Links

- [Current UPay Processing Date](#)
- [TEM Resource Page](#)
- [Account Code Descriptions](#)
- [Travel Warnings - Bureau of Consular Affairs](#)

inbox [17] | Review [259]

Search My Documents | Filter Documents | [Export](#)

Action	Title	Type	Tracking Number	Total	Activity	Created	Pending
	Tammy's travel		ER00876925	\$1.00	ER Manager Review	4/9/15	Michelle S Baker
	test		ER00860810	\$0.00	ER Create	3/20/15	
	test		ER00848208	\$0.00	ER Create	3/6/15	
	sdf		ER00835610	\$0.00	ER Create	2/19/15	
	China Trip		ER00835589	\$0.00	ER Create	2/19/15	
	test		ER00835493	\$4,500.00	ER Create	2/19/15	
	Dr Smith Travel		ER00835468	\$0.00	ER Create	2/19/15	
	xvcxv		ER00835461	\$0.00	ER Create	2/19/15	
	test		ER00835386	\$0.00	ER Create	2/19/15	
	test		ER00773729	\$1,208.65	ER Create	11/18/14	
	test		ER00768572	\$0.00	ER Create	11/12/14	



Web Links

- ❑ [Current UPay Processing Date](#)
- ❑ [TEM Resource Page](#)
- ❑ [Account Code Descriptions](#)
- ❑ [Travel Warnings - Bureau of Consular Affairs](#)



Know What Your Inbox is Telling You

Payments



[OBFS Home](#) » [Payments](#) » [Payables Processing Status](#)

[Payments](#)

[Payments to Vendors](#)

[Payments to Students](#)

[Payments to Non-Employees](#)

[Payments to Employees](#)

Payables Processing Status

[TEM Resource Page](#)

[Who To Ask](#)

Payables Processing Status

TEM Document and Vendor Information Forms processing is handled on a first-in, first-out basis using date of receipt in University Payables as the measure. Purchase Order Invoices are worked in vendor invoice date order.

TEM Documents

Currently we are processing TEM documents with a University Payables receipt date, listed as Pre-Pay Audit status in TEM, of April 8, 2015. Please read [Determine When ER was Received](#) for more helpful information.

Vendor Information Forms

Currently we are processing Vendor Information Forms with a University Payables receipt date of April 16, 2015.

Purchase Order Invoices

Currently we are processing purchase order related invoices with the vendor supplied invoice date on or before March 24, 2015.

Give us feedback about this page

Was this page useful?

*Yes No

Comments about this page

If you want to be contacted by the OBFS unit, please enter your email address:

Name:

E-mail:

* Required



Use Your T-Card

- The T-Card is a charge card used by University employees to purchase qualified travel expenses, business meals and catering.
- It is University paid and may be used to relieve the employee from significant out of pocket expenses.



Use Your T-Card

- Multiple T-Card transactions can be reconciled on the same ER
 - Airfare and Booking Fee
 - Original charge and credit
 - Multiple airfare charges for multiple travelers
- T-Card charges must be reconciled under Arranged travel or Employee travel/meals/t-card
- Make sure the expense type reflects the actual charge



Reasons an ER is Rejected

1. Incorrect and/or Incomplete Business Purpose (using “Employee Travel” instead of “Arranged Travel”)
2. Incorrect Banner UIN Number and/or incorrect/expired/inactive address type/sequence
3. Incorrect Expense Types (using “General Services” as a “catch all” expense type)
4. Incomplete/illegible back-up documentation (Proof of Conference Lodging not included, T-Card transaction not attached)



Tips/Tricks to Avoid Rejections

- Get in the mindset of Who, What, When, Where, and Why when entering the business purpose.
- Use Banner Form FTMVEND to verify the address field is not checked as inactive. Be sure to read FOATEXT.



Tips/Tricks to Avoid Rejections

- Use the correct expense type and do not lump expenses together.
 - Be aware that certain expense types have different IRS tax reporting requirements.
 - Work with OBFS Accounting to determine best expense types to use for various purposes.
- Check the view receipts icon or dropdown menu after scanning for legibility and completeness.



Tips/Tricks to Avoid Rejections

- Before submitting your ER check your financial overview to avoid confusion

Expense Report test

Receipts History Print Close Submit **Report Total: \$4,500.00**

Overview Summary Items [1] Notes Linked Documents

Document Header
Tracking #: ER00835493
Purpose: Misc Payment - Vendors, Non-Employees, and Students
From Date: 2/2/15
To Date: 2/2/15

Additional Information

Business Purpose/Justification	Payee Name	UIN/ID	Special Handling	Vendor Invoice #/Ref #	Contract #
honorarium	Dr Smith	@00732619		spkr 2/15/15	
Vendor Address Type	Vendor Address Seq	User Defined #1	User Defined #2	Payee Affiliation	
BR	1			Vendor	

View/Edit Header

Status/History
Status: Create
Owner: Tammy M Ziegler
Created By: Tammy M Ziegler

Status Details

Financial Overview
Report Total: \$4,500.00
Due Employee: \$4,500.00
Due Company: \$0.00

Financial Details



Avoid T-Card Non-compliance

- Additional fees/services over and above the most economical fare available at time of purchase
- Room Service
- Personal Expenses
- Paying for others travel when not an arranger
- Employee only meals
- Gift Cards








iTravel Online Booking Tool

- iTravel Survey completed
- Thank you for participating!
- Updates made to iTravel
- Additional improvements in process
- Contact information

Search Option Expanded


Travel Arrangers Trip Library Templates

Booking for myself | Book for a guest


    

Air/Rail Search



Round Trip One Way Multi-Segment



Departure City 

[Find an airport](#) | [Select multiple airports](#)

Arrival City 

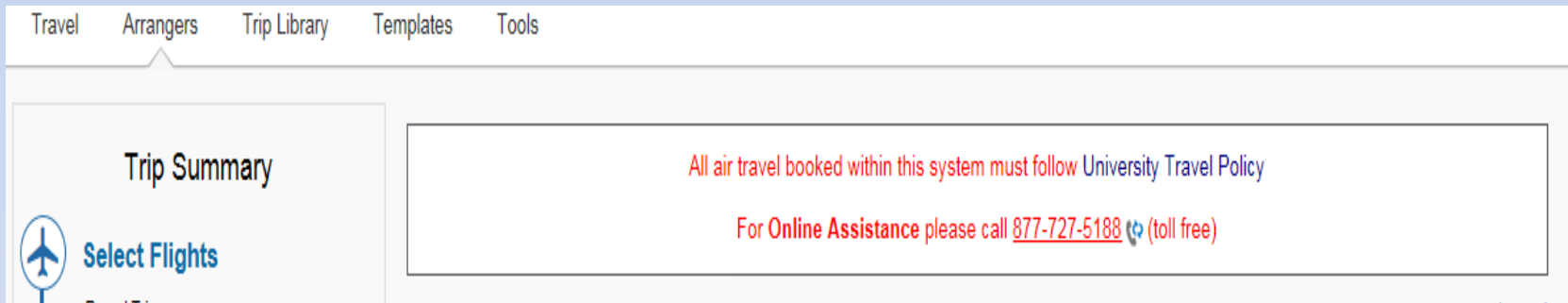
[Find an airport](#) | [Select multiple airports](#)

Departure 
 depart 09:00 am ± 8 

Return 
 depart 05:00 pm ± 8 

Pick-up/Drop-off car at airport
 Find a Hotel

iTravel Assistance Added



The screenshot shows the top navigation bar of the iTravel system with the following items: Travel, Arrangers, Trip Library, Templates, and Tools. Below the navigation bar, on the left, is a 'Trip Summary' section with a 'Select Flights' button featuring an airplane icon. A large red-bordered notification box is centered on the page, containing the following text:

All air travel booked within this system must follow University Travel Policy

For Online Assistance please call [877-727-5188](tel:877-727-5188) (toll free)

If you have a question during the booking process, the phone number for Online Assistance has been added to the top of each Search page.



Search Results Matrix

All 480 results	Frontier	Spirit Airlines	American Airlines	Multiple Carriers	United	US Airways	Southwest	Delta	jetBlue JetBlue
Nonstop 100 results	204.20 1 results	232.18 1 results	266.20 16 results	266.20 38 results	266.20 16 results	266.20 8 results	315.00 20 results	--	--
1 stop 360 results	--	253.70 1 results	270.20 4 results	270.20 2 results	--	270.20 4 results	271.50 340 results	283.20 8 results	489.20 1 results
2 stops 20 results	--	--	--	--	--	--	428.50 20 results	--	--

Baggage Fee Policies

Show fare display legend

Shop by Fares

Shop by Schedule

Sorted By: Policy - Most Compliant

Expand All Details

Displaying: 480 out of 480 results.

<< Previous | Page: 1 of 48 | Next >> | All

Price	Carrier	Depart	Arrive	Stops	Duration
\$204.20 	Frontier	ORD 02:10 pm → MCO 05:50 pm	0	2h 40m	
		MCO 06:45 pm → ORD 08:30 pm	0	2h 45m	
Compare		More like this		Show details	
\$232.18 	Spirit Airlines	ORD 11:10 am → MCO 02:46 pm	0	2h 36m	
		MCO 05:26 pm → ORD 07:27 pm	0	3h 1m	

3 Step Check Out Process

1. Review Travel Details

Travel Trip Library Templates Tools

Trip Summary

Finalize Trip

Review Travel Details
Enter Trip Information
Submit Trip Confirmation

Travel Details

TRIP OVERVIEW

I want to...
[Print Itinerary](#)
[E-mail Itinerary](#)

Trip Name: Trip from Chicago to Orlando ([Edit](#))
Start Date: May 31, 2015
End Date: Jun 2, 2015
Created: Apr 16, 2015, Latoya Phillips (*Modified: Apr 16, 2015*)
Description: (No Description Available) ([Edit](#))
Agency Record Locator: MYBLRM
Passengers: Catherine.L Young
Total Estimated Cost: \$204.20 USD ([Details](#))

Add to your Itinerary
 [Car](#) [Hotel](#)

RESERVATIONS
Sunday, May 31, 2015

Info: Airfare must be ticketed by an agent by: 04/16/2015 11:55 PM Central

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.



3 Step Check Out Process

2. Enter Trip Information

Travel Trip Library Templates Tools

Trip Summary

Finalize Trip

- Review Travel Details
- Enter Trip Information**
- Submit Trip Confirmation

Trip Booking Information

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

Trip Name
This will appear in your upcoming trip list.
Trip from Chicago to Orlando

Trip Description (optional)
Used to identify the trip purpose

Comments for the Travel Agent (optional)
Special Requests may incur a higher service fee

Send a copy of the confirmation to: ?

Send my email confirmation as
 HTML Plain-text

Triplt Privacy

Share trip destination and dates with your Triplt Connections and Groups.
 Make this trip private

Verify that you are following University policy, as you are making a fiscal commitment. [Required]

Type of Travel [Required]

Do you have an unused ticket in your profile you would like to use? [Required]

You may HOLD this reservation until: 04/17/2015 11:55 pm Central

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled.
Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip Hold Trip << Previous Next >> Cancel

3 Step Check Out Process

3. Submit Trip Confirmation

Travel Trip Library Templates Tools

Trip Summary

- Finalize Trip
 - ✓ Review Travel Details
 - ✓ Enter Trip Information
 - Submit Trip Confirmation

Trip Confirmation

To **COMPLETE BOOKING**, please press the "Confirm Booking" Button after reviewing this page.
To **CANCEL**, press the Cancel button.

TRIP OVERVIEW

Trip Name: Trip from Chicago to Orlando
Start Date: May 31, 2015
End Date: Jun 2, 2015
Created: Apr 16, 2015, Latoya Phillips (Modified: Apr 16, 2015)
Description: (No Description Available)
Verify that you are following University policy, as you are making a fiscal commitment: I acknowledge
Type of Travel: IN STATE (EMPLOYEE ONLY)
Do you have an unused ticket in your profile you would like to use?: No unused tickets.
Agency Record Locator: MYBLRM
Passengers: Catherine.L Young
Total Estimated Cost: \$204.20 USD

i Airfare must be ticketed by an agent by: 04/16/2015 11:55 PM Central
Trip is synchronized with TripIt. [View in TripIt!](#)

Almost done... Please confirm this itinerary.

Display Trip << Previous **Confirm Booking>>** Cancel



Finalize Trip

- ✓ Review Travel Details
- ✓ Enter Trip Information
- Submit Trip Confirmation

Trip Confirmation

To **COMPLETE BOOKING**, please press the "Confirm Booking" Button after reviewing this page.
To **CANCEL**, press the Cancel button.

TRIP OVERVIEW

Trip Name: Trip from Chicago to Orlando
Start Date: May 31, 2015
End Date: Jun 2, 2015
Created: Apr 16, 2015, Latoya Phillips (Modified: Apr 16, 2015)
Description: (No Description Available)
Verify that you are following University policy, as you are making a fiscal commitment: I acknowledge
Type of Travel: IN STATE (EMPLOYEE ONLY)
Do you have an unused ticket in your profile you would like to use?: No unused tickets.
Agency Record Locator: MYBLRM
Passengers: Catherine.L Young
Total Estimated Cost: \$204.20 USD

i Airfare must be ticketed by an agent by: 04/16/2015 11:55 PM Central

Trip is synchronized with TripIt. [View in TripIt!](#)

Almost done... Please confirm this itinerary.

Display Trip

<< Previous

Confirm Booking>>

Cancel




Booking Completed

Finished!

Travel Trip Library Templates Tools

Trip Summary

 **Finished!**

Finished!

You have successfully booked your trip!

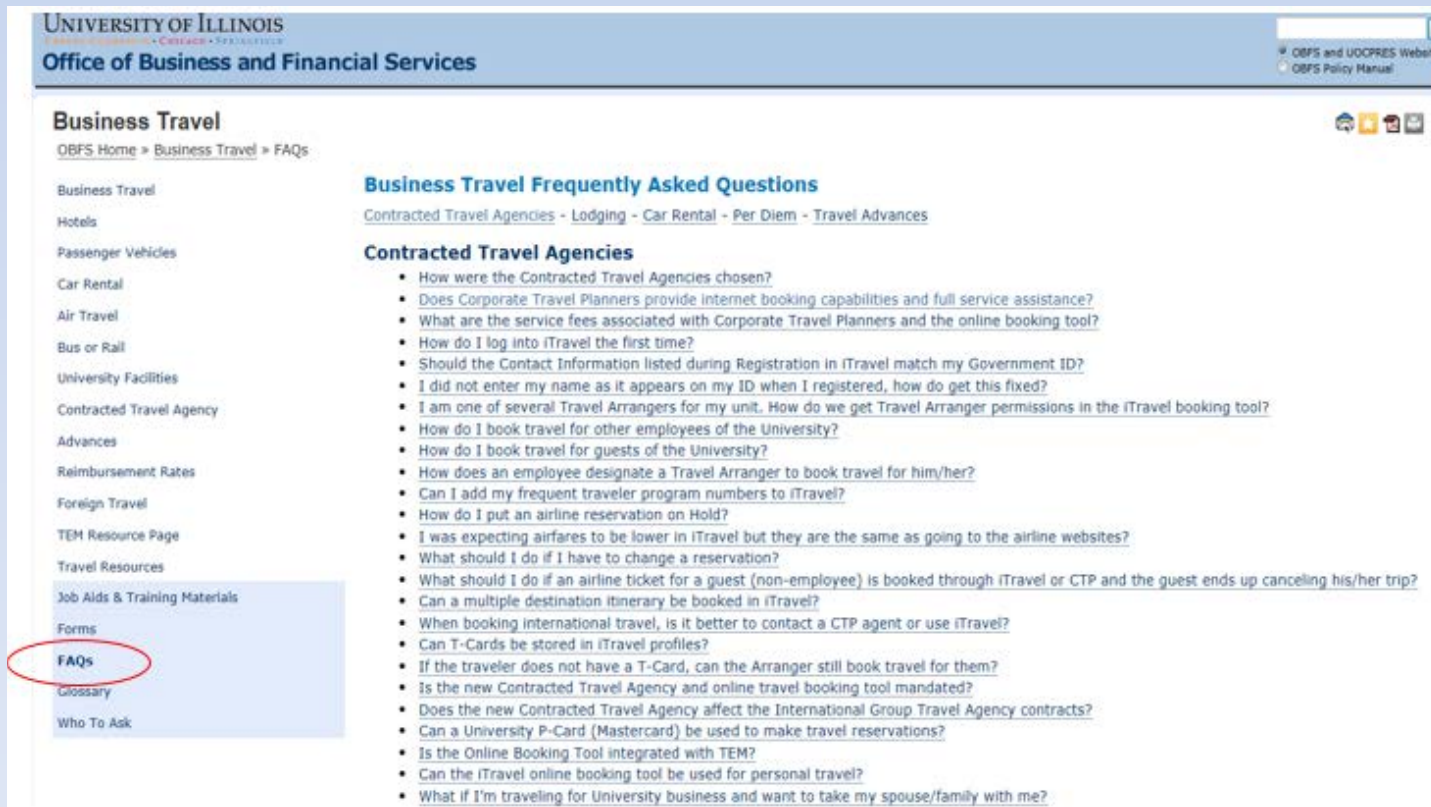
Trip Record Locator : MYBLRM

This trip complies with your travel policy.
Your itinerary has been saved. Corporate Travel Planners (University of Illinois) will service your itinerary.

Please Note: Fares are not guaranteed until tickets are issued and are subject to change without notice.
Airfare must be ticketed by an agent by: 04/16/2015 11:55 pm Central

OBFS Business Travel

- Additional FAQs



UNIVERSITY OF ILLINOIS
Office of Business and Financial Services

OBFS Home » Business Travel » FAQs

Business Travel

Business Travel
Hotels
Passenger Vehicles
Car Rental
Air Travel
Bus or Rail
University Facilities
Contracted Travel Agency
Advances
Reimbursement Rates
Foreign Travel
TEM Resource Page
Travel Resources
Job Aids & Training Materials
Forms
FAQs
Glossary
Who To Ask

Business Travel Frequently Asked Questions

[Contracted Travel Agencies](#) - [Lodging](#) - [Car Rental](#) - [Per Diem](#) - [Travel Advances](#)

Contracted Travel Agencies

- [How were the Contracted Travel Agencies chosen?](#)
- [Does Corporate Travel Planners provide internet booking capabilities and full service assistance?](#)
- [What are the service fees associated with Corporate Travel Planners and the online booking tool?](#)
- [How do I log into iTravel the first time?](#)
- [Should the Contact Information listed during Registration in iTravel match my Government ID?](#)
- [I did not enter my name as it appears on my ID when I registered, how do get this fixed?](#)
- [I am one of several Travel Arrangers for my unit. How do we get Travel Arranger permissions in the iTravel booking tool?](#)
- [How do I book travel for other employees of the University?](#)
- [How do I book travel for guests of the University?](#)
- [How does an employee designate a Travel Arranger to book travel for him/her?](#)
- [Can I add my frequent traveler program numbers to iTravel?](#)
- [How do I put an airline reservation on Hold?](#)
- [I was expecting airfares to be lower in iTravel but they are the same as going to the airline websites?](#)
- [What should I do if I have to change a reservation?](#)
- [What should I do if an airline ticket for a guest \(non-employee\) is booked through iTravel or CTP and the guest ends up canceling his/her trip?](#)
- [Can a multiple destination itinerary be booked in iTravel?](#)
- [When booking international travel, is it better to contact a CTP agent or use iTravel?](#)
- [Can T-Cards be stored in iTravel profiles?](#)
- [If the traveler does not have a T-Card, can the Arranger still book travel for them?](#)
- [Is the new Contracted Travel Agency and online travel booking tool mandated?](#)
- [Does the new Contracted Travel Agency affect the International Group Travel Agency contracts?](#)
- [Can a University P-Card \(Mastercard\) be used to make travel reservations?](#)
- [Is the Online Booking Tool integrated with TEM?](#)
- [Can the iTravel online booking tool be used for personal travel?](#)
- [What if I'm traveling for University business and want to take my spouse/family with me?](#)



Coming Soon...

- New iTravel Resource page
- Mini job aid webinars
- Personal travel option
- Additional training opportunities



Contact Information

Corporate Travel Planners:

iTravel Help Desk: 877-727-5188

Full Service Agent Desk: 844-214-9225

Email: uofi@ctp-travel.com

After Hours Emergency: 800-358-1229

UPAY Travel Management Office:

(217)244-8785 or (888) 871-2835

Email: tmo@uillinois.edu



Contact Information

University Payables Customer Service:

Phone: 217-333-6583

Toll Free: 888-872-9953

Email: obfsupay@uillinois.edu



Questions