2015 Administrative Leadership Conference

What Can UPAY Do For You?

April 22, 2015

Workshop Presenters

- Melissa Plotner

  Assistant Director Payment Operations

  mmumm@uillinois.edu

- Tammy Ziegler

  Coordinator, Payment Operations

  tammyz@uillinois.edu

Workshop Presenters

- Cathy Young

  Sr Coordinator Outreach, Education, and Communication

  cyoung45@uillinois.edu

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

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 venders
  - Reimbursements to employees

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

Umbrella canopy labels: Payment Operations · Travel Mgmt Office · Card Services · Analytics & Ops · Customer Service · Vendor Maintenance

Umbrella handle label: Management / Administration
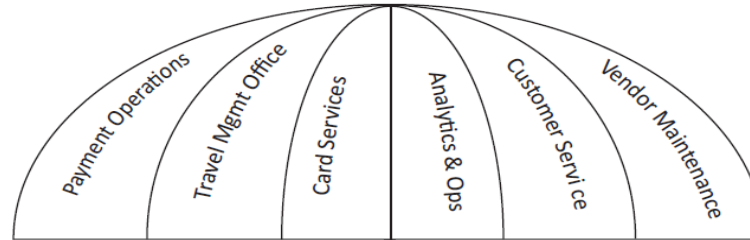
Management
- Dept Travel/Program Approval
- Advances
- Exceptions
- Decision Makers

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	SUA	Single Use Account
CCO	Corporate Card Office now known as UPAY Card Services	TEM	Travel & Expense Management
		TMO	Travel Management Office
HETCB	Illinois Higher Education Travel Control Board	UI Vendor	University of Illinois Vendor Maintenance
POP	Purchase Order Payables	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.
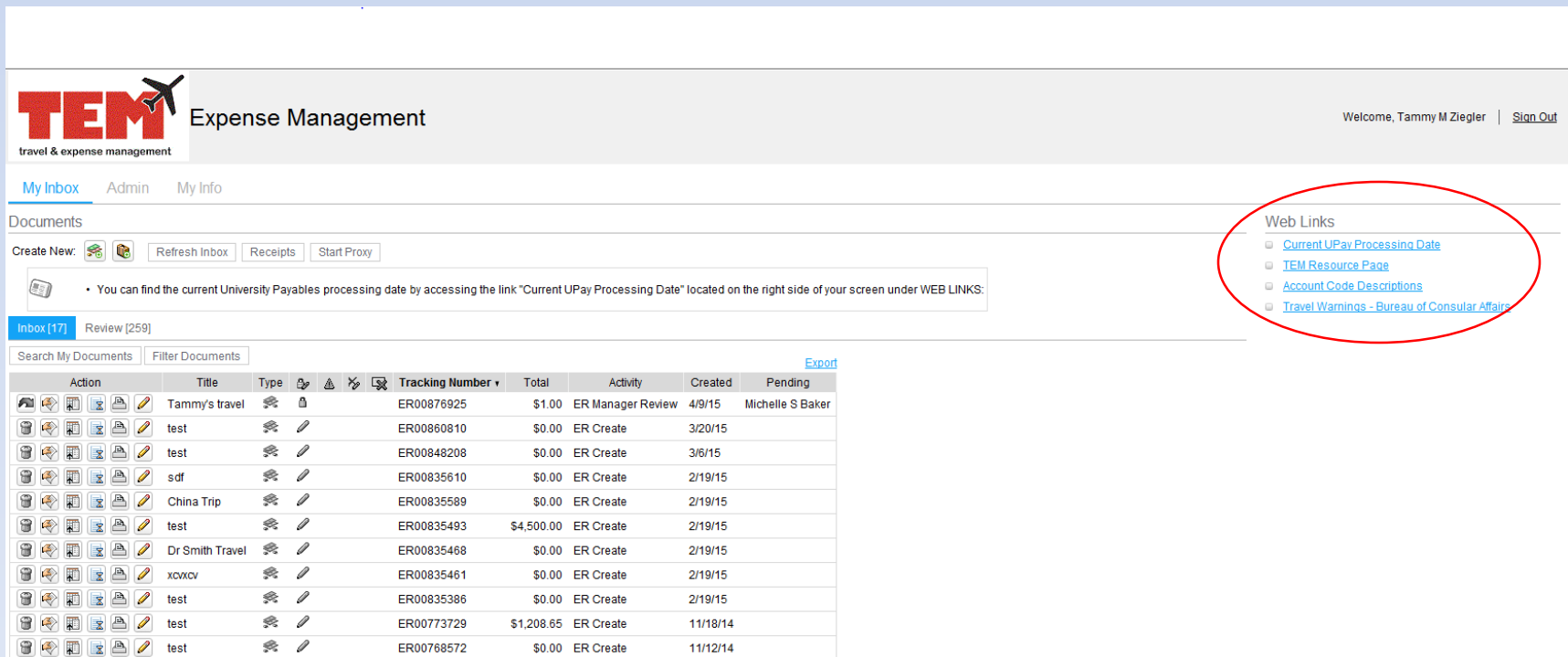
TEM Resource Page

- 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

Action

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

UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN · CHICAGO · SPRINGFIELD
Office of Business and Financial Services

Search ☐ OBFS and UOCPRES Websites ☐ OBFS Policy Manual

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

Submit

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

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
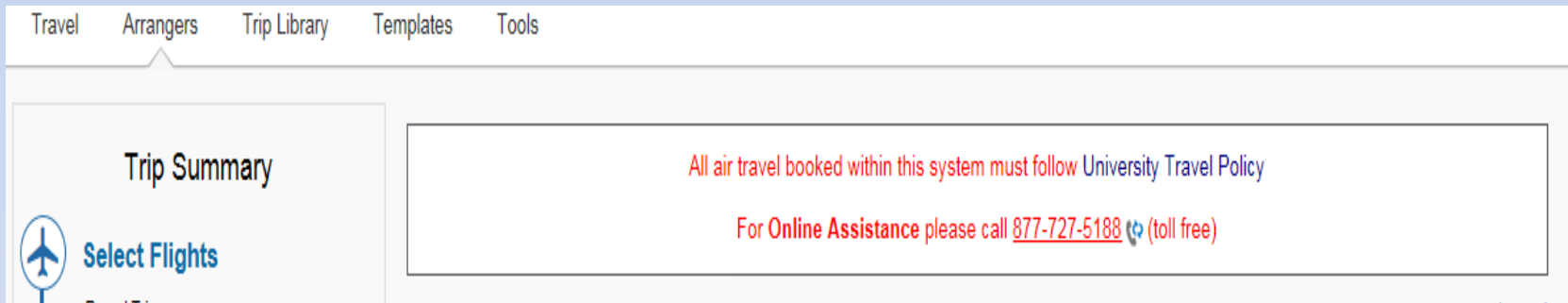
iTravel Assistance Added

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
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 [Select ✓]	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** [Select ❗] | 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

3 Step Check Out Process

2. Enter Trip Information

3 Step Check Out Process

3. Submit Trip Confirmation

Booking Completed

Finished!

OBFS Business Travel

- Additional FAQs

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