



Special Payment and Payment Exception Requests

What to Do When Payments Aren't Business as Usual

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Presenters

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- Susie Baker, Associate Director,
University Payables,
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Please.....

- Turn off cell phones
- Avoid side conversations
- Sign the attendance roster
- Complete the evaluation at the end of the workshop



Objectives

- Define special payments
- Explain Purchase Order special payment process
- Explain Direct Pay/TEM special payment process
- Define exceptions
- Explain exception process

Special Payment Requests

- Information can be found on the OBFS site
 - OBFS Home>Payments to Vendors and Students>Special Payment Requests

Special Payments – PO's

- Prepayment or down payment on PO's
 - Must be indicated on PO
- Provided paperwork must be sent with the check
- Pick up checks
- Summary payments (back up stored in unit)
- Establish recurring payments
- Request wire transfer or foreign draft
- Not to be used as a daily payment process

PO Pay Today's - Expedited Processing

- PO payments should hold to payment term established on the PO
- Emergency situations where payment is needed as soon as possible
- Same day payment not guaranteed
- Cannot be requested via the special payment form
- Contact University Payables Customer Service (obfsupay@uillinois.edu)

Special Payments – PO's

- Invoice
- Other documentation (if required)
- Purchase Order/Encumbrance Special Payment Request Form (available on OBFS site)
- Submit to obfsupay@uillinois.edu

Special Payments – PO's

- For check pick up, a business reason must be provided. Check pick up cannot be used as part of regular business processes.

Recurring Payments

- Defined period of time
- Same date
- Same amount
- Same cFOAP
- Set up by fiscal year
 - Example: set up for 01/01/16-12/31/16 requires 2 forms, one for FY16 and one for FY17

Electronic Fund Transfers / Foreign Draft Payments

- Require:
 - Purchase Order/Encumbrance Special Payment Request Form, Electronic Fund Transfer Form and Invoice
- Used to:
 - Send payment via EFT in US or foreign currency
 - Not to domestic banks
 - Send check payment in a foreign currency
- Typical uses:
 - Invoices requiring payment in a foreign currency
 - Seminar/conference registrations in a foreign country
 - Study Abroad Program support
 - University-related travel



Foreign Draft

- Mailed by requesting department
- Typically require 5 business days to initiate, process and provide to unit
- Stop pay verification and replacement can take 3 weeks at minimum – usually longer

Special Payments - TEM

- Expedited Payment Request job aid available on the TEM resource page
- Emergency situations where payment is needed as soon as possible
- Same day payment is not guaranteed
- Payables will make the final determination
- Begin report title with EPR
- Select pick up location, if business purpose requires it

Special Payments – TEM

Expense Report ER01109924

Document Header

Enter the header information for this expense report and click Continue.

* Report Title	* Purpose				
<input type="text"/>	Misc Vendor - Payment for Goods				
* Business Purpose/Justification	* Payee Name	* UIN/ID	Special Handling	* Vendor Invoice #/Ref #	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Contract #	* Vendor Address Type	* Vendor Address Seq	User Defined #1	User Defined #2	* Payee Affiliation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Continue Cancel



Exceptions

- May be approved when necessary
 - Special circumstances
 - In best interests of the University and the State of Illinois
- Apply to all funding sources

Current Process

- Email with 'Exception Request' in the subject line to obfsupay@uillinois.edu
- Include detailed explanation and supporting documentation

Delays

- Inundated with volume of exception requests
- Submitted to Payables in a multitude of ways
 - Obfsupay@uillinois.edu email
 - Individuals' emails
 - Telephone
- Changes in airline industry
 - They have implemented many new fees/charges and it's difficult for Payables to interpret and delineate between required and discretionary charges

How to Avoid Need for Exception

- Staff training
 - Many exceptions requested because end user was not aware of policy/procedure
- Get Payables involved before expense is incurred
 - Prior planning can prevent reimbursement delays on back end

Frequent Exceptions

- Personal funds used for human subject payments/gift card purchases
 - Program advance should be used
- Bundled travel
 - Need separate amounts to provide proper reporting to other entities
- Third party payments
 - Make proper tax reporting difficult at best

Current Process

- Exceptions should be emailed to obfsupay@uillinois.edu
- Entered into Unicenter
 - Difficult to manage volume
 - Current mechanism not conducive to efficient tracking/working of requests

Upcoming New Process

- Sharepoint site
- Allow better visibility and tracking in Payables
- Prompt users to supply required info to streamline review process
- Require additional approvals in unit



Steps

- Enter info into sharepoint
- Form generated
- Print and obtain signatures
- Scan, attach documentation and return to Payables
- Exception request evaluated after form attached and submitted

Exceptions Request

Instructions:

- Enter your own unique reference ID for this request
- Enter ER or I number or other identifying document number if relevant or applicable
- Choose whether this is a "One-time" or an "Ongoing" request
 - Remainder of form will populate after type of exception is chosen
- Fill in your information under requestor
- Fill in your units business manager's information
- Fill in all exception information
- Save Form

After saving this form, you will receive an email providing you with a form to have signed by the affected employee, yourself and your units business manager.

Please ensure that you **KEEP THIS EMAIL** as this email will include a direct link back to this request. If revisions are needed, you can use this link to return and edit this request. Any changes made will result in a new email being generated with an included link to the new revised form.

Upon the attainment of all signatures required, use this same link to return to this page and upload any supporting documentation along with your final signed request.

Exception Information

Unique Unit Reference Number / ID:

ER Number / I Number if Applicable :

Type of Exception:

One-time

Ongoing

Exception Information

Unique Unit Reference Number / ID:

ER Number / I Number if Applicable :

Type of Exception: One-time Ongoing

Affected Employee Information

Name:

UIN:

Email:

Phone Number:

Title:

Unit / College Name

Chart / Org /

Contact Information

Same as affected employee

Name:

Email:

Phone number:

Title:

Business Manager Information

Same as contact

Name:

Email:

Phone number:

Department Head Information

Name:

Email:

Phone number:

Exception Detail

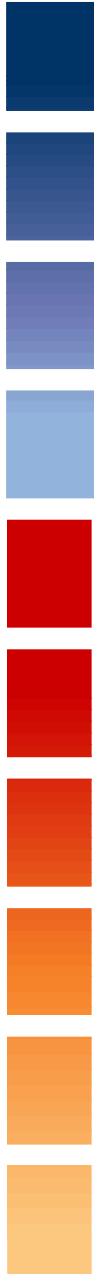
Date of event / expenditure:



Description of event / expenditure:

Description of deviation from policy:

Explanation / business reason for deviation:



Transaction amount:

Describe actions which have or will be taken to avoid deviation from policy in the future:

Attach form when signed and any additional supporting documentation here:

Have you uploaded your exception request form?

- Yes**
A Signed and complete exception request form has been uploaded

Note: Your exception will not be submitted to the queue for review until the above box is checked. Prior to this action, please ensure that your form is complete and has all required signatures.

Any forms submitted without all required signatures or having inaccurate details will result in your exception request being rejected.

Please see the below link for your Form. You will need to acquire the needed mandatory signatures before your exception will be considered for review.

<https://test.intranet.uillinois.edu/sites/Exceptions/OWeb=1>

Click [here](#) to edit your original original request. **ANY** changes made will result in a new exception form being emailed to you.

TEM Exception Request

Unit Reference Number: 34 - dropbox subscription
ER Number: ERO10000001
Type of Exception: One-time

Affected Employee Information

Name: Susie Baker
Uin: 612345678
Email: susbaker@uillinois.edu
Phone: 217-333-6401
Title: Associate Director
Unit / College: University Payables
Chart / Org: 9-698000

Contact Information

Name: Susie Baker
Email: susbaker@uillinois.edu
Phone: 217-333-6401
Title: Associate Director

Business Manager Information

Name: Kathy Tuggle
Email: ktuggle@uillinois.edu
Phone: 217-333-6583

Department Head Information

Name: Jim Martinie
Email: martini1@uillinois.edu
Phone: 217-333-6583

Exception Information

Date of event / expenditure: 3/1/2016

Description of event / expenditure: Request reimbursement of Dropbox yearly subscription (\$99)

Description of deviation from policy: University offers cloud storage services via box.com

Explanation / business reason for deviation: Dropbox is used by collaborating researchers from other institutions and offers greater functionality than box.com

Transaction Amount: 99

Describe actions which have or will be taken to avoid deviation from policy in the future: Will see if box.com will work for our uses next year

Affected Employee Signature: _____
Susie Baker

Business Manager Signature: _____
Kathy Tuggle

Department Head Signature: _____
Jim Martinie



Review Objectives

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