eSeePay DPV

Manual

Saint Louis University

Online DP (eSeePay)

Background

The eSeePay System is a SLU built module of the Employee Self Service to replace the paper DP. Online DP's are subject to Banner electronic approval.

An online query function is available for tracking statuses of DPs.

Access to the eSeePay System

Employees with access to Banner Finance Self-Service may access the eSeePay System. Steps to gain access to eSeePay:

1. Read this manual.
2. Watch the online tutorial: http://www.slu.edu/services/busfin/polpro/scannedforms/eSeePaytutorial.html
3. Users needing access, require an access request form be completed and approved by their manager. Here is the link to the on-line form (first link): http://www.slu.edu/services/HR/university_security_forms.html
4. Call Mail Services at 977-2958 to request white inner office envelopes.
5. Once Information Technologies (IT) has granted the employee access to eSeePay there will be both eSeePay Online DP and eSeePay Online Query on the finance tab of Banner Self-Service. With access, you may create a DP online. However, you are restricted to create DPs against funds/orgs to which you have posting authority.

ONLINE DP REQUEST FORM
Screen 1

eSeePay - Online DPV

Create a DPV using one of the following options:

Enter Banner ID [   ]   OR Search Banner Name [   ]   OR SSN/EIN [   ]

Address Type/Sequence (optional): [   ] - [   ]

OR

Copy/Correct/Delete DPV [   ]   🔍 Click here to find DPV number

OR

Vendor is new? ☐ New Vendor Name [   ]

[Proceed] [Exit]

[Operating Ledger Query | General Ledger Query | Fund Balance Query | Encumbrance Query | View Document | View Attributes | Approve Documents | eSeePay - Online DPV | eSeePay - Online Status Query | eSeeUpload]

Banner ID, SSN/EIN, or Name Known

1. **Banner ID** - When the Banner ID or vendor number is known, key it into the 'Enter Banner ID' field.

2. **SSN/EIN** - When the SSN or EIN of a person or vendor is known, key it into the 'SSN/EIN field. Click 'enter' or 'proceed' located at the bottom of the screen. If the SSN or EIN is referenced in Banner, it will proceed to the next screen.
   If this search does not find the correct vendor, try searching in the 'Search Banner Name' field, **before completing a Master Vendor Form. It is possible that a SSN may not have been recorded in Banner for that vendor. If you find the Banner ID by searching the name, please send an email eseepay@list.slu.edu, including the Banner ID, Company Name, SSN or EIN, and request the vendor be updated with their SSN or EIN.

3. **Name** - When searching by name, enter the vendor name into the 'Search Banner Name'. This field is case sensitive and words should be keyed with a Capital letter followed by lowercase letters. You may also search with a portion of the name, using Banner wildcard, (the percent sign (%)) before and after the name in the 'Search Banner Name' field.
   **Most common mistakes when searching for vendors:
   - If there is an abbreviation in the company's name, it may or may not be abbreviated in Banner. Ex: The name is Association of Clinical Health Labs. Association could be Assn. Recommendation: Search for another word(s) in the company name with a percent before and after, %Clinical Health%. This will bring up only vendors with that word or words exactly as you typed them.
   - Keep in mind that Saint Louis is usually in Banner as St Louis with no period. Most of the time you will notice that punctuation is not used in vendor names. Once again, search using the % before and after another word in the vendor's name.
   - If the vendor starts with "The", search with and without "The".
   - Acronyms are usually spelled out in Banner. If you are not finding the vendor you are looking for, you may want to try looking them up by their full name or search a word in the name instead of the acronym. Ex: The vendor is ACHL which stands for Association of Clinical Labs. If your search for ACHL does not locate the vendor, search for %Clinical Labs%.
   - If the vendor you are searching for has been paid by SLU before, it has a Banner ID. If you are unable to find your vendor with all the suggestions listed, you can email eseepay@list.slu.edu and ask for assistance locating the Banner ID.

<u>Needing to set up a new vendor:</u>

<u>OPTION ONE</u>

Put a check in "This vendor is new" at the bottom of the eSeePay Online DP Screen and click proceed.

1. Download and forward the Master Vendor Form to the vendor.
2. Submit the Master Vendor form as an attachment via an email to <u>eseepay@list.slu.edu</u>. It is important to use the last name or a portion of the vendor name as your subject for the email. Google Apps links all emails with the same subject together making it difficult to locate and respond to your requests. Also, please do not send more then one Master Vendor Form in an email. Each one needs to be sent separately with its own subject. The exception to this would be if you have numerous people and can provide a spreadsheet with the last name, first name, social security number, street address, city, state, and zip. This spreadsheet can be emailed to <u>eseepay@list.slu.edu</u>.

<u>OPTION TWO</u>

If you would like, you can create the DP without a vendor ID, submit it, and return to it once a vendor ID has been created. Enter the information as you normally would to create a DP. The process is the same; the only difference is that the DP will be in SAVED mode. Either print or note the DP number. You may also want to make a note of this new vendor's name in the description field. <u>You will want to hold the paperwork until you are able to complete the DP.</u> The DP is not complete until you have "Submitted it to Banner" with the correct vendor information. If you decided to create your DP without the vendor number and/or address, please follow these instructions once you have received the email response from eSeePay.

- You will get an email that says, "The vendor number is 000XXXXXX and use AP 1."
- Go into eSeePay Online DP
- On the first line, in the first box (Banner ID) put the 000XXXXXX number provided to you.
- On the second line, in the first box (address sequence) put AP (must be capital letters) then tab to the second box and put the number provided to you (usually a 1, unless adding an address).
- On the third line, put your <u>DP number</u> (DP must be capital letters).
- Click "proceed" at the bottom.
- The next page reminds you that you are in 'correct' mode. Click confirm.
- The DP should have the vendor name and address updated.
- Select backup/no backup and special handling if needed.
- Validate, and then submit to Banner if there are no errors.
- Print the DP cover page and send your backup to Accounts Payable in the white eSeePay envelope. You may also scan the backup and e-mail it to eseepay@list.slu.edu.

<u>Screen 2</u> - **Vendor Search Results**

(?) Click here if you can't find your vendor/address

Banner ID	Name	ATYP-SEQ	Address
000190336	Corporate Benefits Services Of America	IX-1	*** address blocked for display
000190336	Corporate Benefits Services Of America	IX-2	*** address blocked for display
000010958	Corporate Claims Management	AP-1	782 Spirit 40 Park, Chesterfield, MO 63005
000010958	Corporate Claims Management	IX-1	*** address blocked for display
000010958	Corporate Claims Management	OF-1	*** address blocked for display
000910817	Corporate Design Foundation	AP-1	20 Park Plaza Ste 400, Boston, MA 02116
000176248	Corporate Essentials	AP-1	3460 Summerlyn Dr, St Louis, MO 63129
000176248	Corporate Essentials	OF-1	*** address blocked for display
000582883	Corporate Express Data Documents Div.	BU-1	*** address blocked for display
000322296	Corporate Express Inc	AP-1	PO Box 95708, Chicago, IL 60694-5708
000322296	Corporate Express Inc	AP-2	PO Box 71217, Chicago, IL 60694-1217
000322296	Corporate Express Inc	AP-3	PO Box 95615, Chicago, IL 63694-5615
000322296	Corporate Express Inc	AP-4	33734 Treasury Center, Chicago, IL 60694-3700
000322296	Corporate Express Inc	AP-5	Missouri Division, Attn Danyelle Neisinger, St Louis, MO 63114-5820

A list of possible addresses will show. Choose the mailing address where payment should be sent by clicking on that highlighted Banner ID. Proceed to SCREEN 3.
If the remit to address and the address you selected for the payment to be sent to do not match, your DP will be disapproved. So, if you do not see the address that the payment should be sent to, you will need to send an email to eseepay@list.slu.edu with the Banner ID and address that needs to be added. If you have multiple addresses that need to be established, you can submit them on one email. If you have the information on an excel spreadsheet, you can attach that to your email as well. In the subject line of your email put "address additions" and the date. You will receive an email response with the AP sequence number; at which time you will be able to proceed with your online DP.

- Note: **Students always have a Banner ID**. However, if they have not been paid by Accounts Payable, they will not have a valid Accounts Payable address. Therefore, the system will not allow you to complete an online eSeePay DP for the student until you request an address addition. Send an email to eseepay@list.slu.edu with the students banner ID, name, and address that the payment should be sent to. You will get a reply once the address has been created.

SCREEN 3 –

eSeePay - Online DPV Request Form

Payable to:
Sharon Gajewski (000921335)   *** PAYEE IS AN EMPLOYEE - A**
Address Type/Seqno Used: EC-5
Rm 606 Salus Center 3545 Lafayette Ave.
St Louis MO 63104

Requested by:	Gajewski,Sharon	**Department:** D010	
Email:	SGAJEWSK	**Telephone:**	314-977-2400
Your SLU Net ID: SGAJEWSK			

Transaction Date: 26-NOV-2008   **Next Check Run Date** 03-DEC-2008

Vendor Invoice Number: [　　　　　]   if none use MMDDYY

Check Stub Description: [　　　　　　　　　　　　　]

This is a CREDIT MEMO ☐
Payment Type and Accounting:

Pymt Type	Fund Code	Acct Code	Actv Code	Amount
Select payment type ▾				
Select payment type ▾				
Select payment type ▾				

Explanation of Charges (required)

[　　　　　　　　　　　　　　　　　　　]

Special Handling Instructions :
Backup Materials - pick one :
☐ **Backup to be scanned/indexed**
☐ **No Backup**
Check Handling:
☐ **Pick Up**
☐ **InterOffice Mail**
☐ **Enclosure**
Other Handling:
☐ **Wire Transfer Request Click here for the Wire Transfer Form**

[Back]
[Exit eSeePay]
[Validate]
[Submit to Banner]

Data Entry Screen

The system defaults the following information:

    a. Vendor's full name and address selected. Please verify this info.

    b. Requestor's name, department, phone number and email.

    c. The system defaults today as the transaction date.

    d. The system shows the payment date as today's date. This payment date is not guaranteed, as all necessary documents must be received and scanned, as well as, all approvals must be completed prior to payment.

Fill in the following fields.

    Vendor Invoice #: Enter the invoice number. Use the "A" trip number as the invoice number for travel related DP's. If there is no invoice number, use the date of service or purchase in month, day, and year format (ex: 030115). Notes: If there is an invoice number and you do not put the correct invoice number here, your DP will be disapproved. If you get an error stating invoice number already exists for this vendor, it is important to verify that you are not duplicating a payment already made. If you are sure that this is a valid payment you can add an "A" behind the month, day, and year.

    Check Stub Description: This description will print on the check. Make this description meaningful to the vendor. Detailed information entered here could possibly avoid enclosures being necessary. Your name and contact information may be included.

    Credit Memo: If you need to key a credit memo (negative amount), tick the credit memo box. You will need to complete two DP's if you have both charges and credits. The DP's will group together on a single check. Enter amounts without the minus sign. Ticking the credit memo box tells Banner it is a negative number.

    Payment Type and Accounting: Select a payment type from the pull-down list. Enter the Fund Code. Enter the Account Code. Enter the Activity Code if necessary. Enter the amount to be charged to this Fund and Account. If the invoice needs to be split between several fund and accounts, continue choosing payment types and entering information on as many lines as needed. If you need more than three payment type lines, click the 'validate' button and three more lines will be added. If you need to **split a charge with another department(s),** one person will key the DP and charge the whole amount to their fund. Once the payment has been processed that person will complete a transaction correction to fix the accounting. ==**Taxable Payments** (legal, medical, consulting, royalties, rent, honoraria, speaker fees, services, entertainment, prize or award) **and Non-Taxable Payments** (expenses) **cannot be mixed on the same DP**. You will need to do **two separate DPs** if needing to pay both types to one vendor/person.==

    Explanation of Charges: This is for internal use only. Notes that may be important for reference or in the approval process can be entered. If you have submitted a Master Vendor Form and are awaiting the Vendor number in order to complete this DP, you may want to note that information here. This will assist you in knowing why this DP is incomplete.

    Special Handling Instructions: Check either "Back-up to be Scanned/Indexed" or "No Backup". Most DP's will have backup to be scanned.

    Check Handling: Only when necessary, check one of the boxes.

    a. **Pick Up** –attach an envelope with contact's name and phone number.

    b. **Interoffice** –attach an interoffice envelope with name and location.

    c. **Enclosure** –attach an addressed envelope with the enclosure(s) inside.

    Wire Transfer Request: This box should be checked **only** if you are wiring money to a vendor outside of the United States. If the vendor is within the United States you can have them complete paperwork for Direct Deposit.

IMPORTANT: Write the DP # on the back of the envelope in the lower right corner.

            Write the DP # on all back up.

Click **"Validate"** to verify the information you entered is complete and correct. Messages will show in red at the top of your screen indicating the items which need your attention before proceeding. After you have made the necessary changes and have no messages in red, click **"Submit to Banner".**

SCREEN 4 – DP Cover Page

Please note the document number: **DP000190**.
The document has been SAVED for more processing.
Vendor's 1099 information is MISSING/INCOMPLETE.
- You need not print this page. The document can be found in View Document of the Finance tab
Provide the following supporting documentation:
==> Consulting/Professional Services : Original Invoice and SSA, if applicable
==> Attorney/Legal Fees : Original Invoice and SSA, if applicable

Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
DP000190	0		Feb 21, 2008	Feb 21, 2008	Feb 27, 2008	25.00

Complete:	N	Approved:	Y	Vendor Inv	021508	
Open Paid:	O	Suspense:	N	Hold:	N	
Credit Memo:	N	Cancel Date:		Recurring:	N	
1099 Tax Id:		1099 Vendor:	Y	Income Type	7	
Accounting:	Document Level					

Vendor:	000012409	Journal of the American Academy of Dermatology
	Mosby Sub Cust Service	
	6277 Sea Harbor Dr	
	Orlando, FL 32887 United States	
Collects Tax:	Collects No Taxes	
Discount Code:		
Currency:		

Document Text:	Requested by: SGAJEWSK
	Submission time: 21-FEB-2008 01:32:00 p.m.
	Dept: D010
	Telephone: 314-977-2400
	No Back up
	Type (1): Consulting/Professional Services
	Type (2): Attorney/Legal Fees
	fee

Invoice Commodities

Item	Commodity	Description						
1		test						
	P O Item	U/M	Tax Group	TolOverride	Final Pmt	Last Rev	Suspense	
		EA					N	
				Approved	Disc	Addl	Tax	Net
	Amount			25	.00	.00	.00	25.00
Total of all Commodities	25.00							

Invoice Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct		Prog	Actv	Locn	Proj
		Bank	NSFSusp	NSFOvr			Approved	Disc	Tax	Addl	Net
1	1	08		120501	D256	741000	0				
		S1	N	N			5.00	.00	.00	.00	5.00
2	1	08		120501	D256	741000	0				

The **DP cover page** will open **(Screen 4)**. Verify that all the DP information keyed is correct. If a message stating "Vendor's 1099 information is MISSING/INCOMPLETE" shows, your assistance may be required to obtain a W9 form. **Follow the instructions at the top of the DP cover page for further steps in completing this process. If supporting documentation is needed it will also be listed at the top of the cover page. Please review to be sure you provide all necessary documents.**

Important Notes:
1. **You can send multiple DP's in one white envelope**. Just make sure to **paper clip** each DP with its backup before putting them in the envelope. <u>**Call Mail Services at 977-2958 to request the required white inter office envelopes w/ pink stickers. They will bring 10 per requestor.**</u> The DP backup documents will be scanned. The addressed envelopes will be used to send payments.
2. **All backup should be on 8.5 x 11 inch paper** for scanning purposes. If your original receipts are smaller, tape them to paper. A copy of these receipts may be sent as backup and the original small receipts retained in your department.
3. **No highlighting or staples**. Some highlights appear as black areas on scanned documents. **Paper clips or spring clips** will speed preparation for scanning.
4. **Circle** on the invoice/receipt(s) the amount(s) being paid.
5. **Write the DP # on the back of the envelope in the lower right corner.**
6. If you want to reduce the **DP cover page** to one printed page, click 'View' in the tool bar, and click 'text size' and select 'smallest' prior to printing.

Option 3 Copy/Correct/Delete a DP (Screen 1 on pg 4)

Copy

The copy feature is useful in a couple of ways.

First, if you want to **pay the same payee for the same thing (i.e. reoccurring monthly charges)**, enter the DP number that you want to copy. Or click the link to search for a DP that you have already entered. Click on the DP number to choose it. Click PROCEED and then CONFIRM to copy the DP that is shown. You will need to change the invoice number and select any necessary special handling. Verify all information is correct for this payment request and then click VALIDATE and then SUBMIT TO BANNER.

Ex: If you have an agreement that will require monthly payments, send a full copy of the full agreement with your first payment. It will be scanned and indexed. With your second payment, copy the DP and put "refer to DP# _____ for scanned copy" in the Explanation of Charges box. The following month make a copy of the 2nd DP#.

Second, if you want to **pay a different payee for the same thing (i.e. multiple patients for the same patient study)**, you'll enter the Banner ID number, for the vendor to be paid, on the first line, the address type and sequence number on the second line, and the DP number you wish to copy, on the third line. Click PROCEED and then CONFIRM to copy the DP that is shown. Verify that the name and address are correct and select any necessary special handling. (You may need to click on the BACK button at the bottom of the page in order to enter the payee info and DP number). Verify all information is correct for this payment request and then click VALIDATE and then SUBMIT TO BANNER.

Ex: This feature is extremely helpful for multiple patient study payments. You will only have to key the DP one time and then use the copy feature for each additional person being paid.

Correct

The DP must be disapproved or incomplete for you to make corrections.
Enter the DP number that you want to correct and click SUBMIT.
Or click the link to search for a DP that you have already entered.
Click on the DP number to choose it.
This option will allow you to keep the same DP number, as long as it has been **disapproved** or is in an **incomplete** status.
Click the CONFIRM button if this is the DP you want to correct.
Make your corrections and verify all information is correct for this payment request.
Click VALIDATE, and then SUBMIT TO BANNER.

Delete

The DP must be disapproved or incomplete for you to delete.
Enter the DP number that you want to delete.
Or click the link to search for a DP that you have already entered.
Click on the DP number to choose it.
Click the DELETE button if this is the DP you want to delete.
The system will give you a chance to exit without deleting.
Otherwise, click on DELETE again.
Note: The DP will be removed permanently.

Online Status Query
Screen 5

Personal Information   Employee   Finance   Budget Management
Search [   ] Go

eSeePay - Online Status Query

Enter one or more parameter(s) then click Find
From/To Date : [01-JUL-2007]   [30-JUN-2008]

DPV Number : [DP   ]

Fund Code : [   ]

Department : [   ]

Vendor ID : [   ]

By Status : [ALL   ▼]
By Handling Code : [All   ▼]
Requestor SLUNet ID : [   ]

[Find] [Exit]

You may check on the status of a previously entered DP by going to **eSeePay-Online Status Query,** which is in Self-Service Banner under Finance. If no parameters are given, the system retrieves all DPs created in the eSeePay System for the current fiscal year, which were charged to the fund/org you are authorized to query. Results will be returned in descending transaction date order.

You may filter DP's using one or more of the following parameters:

By Transaction Date Range
By default, the From/To dates represent the current fiscal year. You may override either of the fields. The system locates the DPs which have transaction dates between the two dates.

By DP Number
For performance reasons, the DP must have originated in the eSeePay System. You may use a percent (%) wildcard or the underscore (_) wildcard. DP should be in capital letters.

By Fund/Org Codes
The fund/org code you enter must be one which you have access to query. You may use a percent (%) wildcard or the underscore (_) wild card.

By Vendor ID
You may locate all DPs paid or payable to a vendor by ID number.

By Status
Choose a status from the drop down menu. Choices are:
All, Paid, Cancelled, Waiting for Approval, Complete/Unpaid, or Incomplete

By Handling Code
Choose a status from the drop down menu. Choices are:
All, Enclosure, Pick Up, Scan, or Interoffice

By Requestor
Enter the SLUnet ID of the requestor if you want to narrow the results.
An example of this ID is jsmith.

Submit your query.

Query Results (Screen #6)

eSeePay - Online Status Query Results

Summary of parameters used to retrieve the following records:

From Date : 01-JUL-2007	To Date : 30-JUN-2008
DPV number : DP	
Status : ALL	Requestor : ALL
Fund : ALL	Department : ALL
Vendor ID : ALL	

	Invoice Number	Transaction Date	Payee	Description	Transaction Amount	Document Status	Check/DD Number	Check/DD Date	Requestor name	Requestor email	Requestor phone
	DP010008	29-FEB-2008	Lester Gillespie	mileage to Garden Project Meetings	17.67	COMPLETE			Benoit-Cash,Nicole	NBENOITC	977xxxx
	DP010007	29-FEB-2008	Earlene Cassell	MILEAGE TO GARDEN PROJECT MEETINGS	17.67	COMPLETE			Benoit-Cash,Nicole	NBENOITC	977xxxx
	DP010006	29-FEB-2008	Fred Evans	MILEAGE FOR GARDEN PROJECT	17.67	COMPLETE			Benoit-Cash,Nicole	NBENOITC	977xxxx
X	DP010005	29-FEB-2008	St John's Mercy Health Care	Nov 07- Feb 08 Rent payment	4,100.84	APPROVAL			Benoit-Cash,Nicole	NBENOITC	977xxxx
X	DP010000	28-FEB-2008	Ki Cheng	**** Do NOT PAY - TEST CASE ONLY	1.00	INCOMPLETE			Harris,John Raymond	HARRISJR	

If you click on a DP number, all detail (fund, account, payee, description, amount, requestor name, etc) about the DP will be shown on a query results screen.

When in query mode, be aware of the number of windows you have opened. They will appear in the bottom bar of your computer. It is best to close each one after viewing.

Red Flag - A red flag in the far left column in the DP listing signals that the DP backup has been scanned. By clicking on the flag, the Xtender screen will open showing you those scanned pages.

X – An 'X' in the far left column in the DP listing signals that this DP does not have backup and nothing will be scanned.

Approvers may approve DP requests prior to viewing scanned documents if they agree with information in the system.

Document Status

Incomplete - DP requires further detail in order to be completed.
Click on this incomplete status. The Correct/Delete screen will appear. If you want to complete, click the confirm/edit button. When the detail entry screen opens, click the back button at the bottom of the screen to enter the Banner ID and Address Sequence information. Enter. Verify that all information is validated. When ok, click 'Summit to Banner' and proceed as directed.

Note: Whoever 'corrects' a DP, will become the requestor. If this person has approval rights for the fund being charged, the DP will be routed for approval to the next level of approvers.

Complete - DP has all detail and is ready to be paid. If you click on this complete status, the copy screen will open. Click the confirm/edit button to enter a new DP by copying information from this completed DP. To change the payee, click the back button at the bottom of the screen to enter the Banner ID and Address Sequence information. Enter. Verify that all information is correct and validated. When ok, click 'Summit to Banner' to complete the new DP and proceed as directed.

Paid - If a DP has been paid, the check number and check date are shown.

APPROVAL
Screen 7 Document Status

Approve Documents

Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

Queried Parameters

User ID	SGAJEWSK Gajewski,Sharon
Document Number:	DP010005
Documents Shown:	All

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
	INV				NBENOITC	4,100.84	DOC	DP010005	History	Approve	Disapprove
Another Query											

[Operating Ledger Query | General Ledger Query | Fund Balance Query | Encumbrance Query | View Document | View Attributes | Approve Documents | eSeePay - Online DPV | eSeePay - Online Status Query | eSeeUpload]

Screen #8 – Approval

Approve Document

Document Information

Document Number:	DP010005	Type:	INV
Change Seq#		Sub#	
Amount:	4,100.84		

Comment:

This document has been approved.

Approve Document   Cancel

DP is being routed for approvals. Click on the 'approval' button. The next screen opens **(Screen 7).**   You will be able to click the <u>DP number</u> and see the details.

If you click on the <u>'history'</u> button, you will see still needs to approve the DP and who has approved it.

If you are an approver, you may click on the <u>approve</u> link. You may add text concerning your approval in the box that appears **(Screen 8).** The DP will be routed to the next approver group or set as complete and will be ready for payment.

Approvers may find the DP's available for approval by accessing the eSeePay Query module in Banner Self Service.   Approvers may also View Documents in Banner Self Service and approve DPs.

Screen #9 – Disapproval

Disapprove Document

Document Information

Document Number:	DP010005	Type:	INV
Change Seq#		Sub#	
Amount:	4,100.84		

Comment:

> Approval has been denied.

[Disapprove Document] [Cancel]

DISAPPROVE

If you are an approver, you may click on the <u>disapprove</u> link. You may add text concerning your disapproval in the box that appears **(Screen 9)**. These notes may tell the requestor what needs to be corrected or that the DP should be deleted and not paid. The notes may advise that the DP fund will be corrected by the approver. An email will be sent to the requestor advising that you have disapproved this DP.

     a. If an approver disapproves a DP that should <u>not be paid</u>, the requestor should access the DP query screen, enter the DP number, and click the 'delete' button.

     b. If an approver disapproves a DP that requires <u>corrections</u>, the requestor should access the DP query screen, enter the DP number, and make the necessary corrections. The DP will route again for approvals.

     c. If an approver disapproves a DP that should be <u>charged to a different fund</u> number that the requestor does not have rights to, that approver or someone with rights should access the DP query screen, enter the DP number, and correct the DP by clicking the confirm/edit button. This DP may route again for approvals depending on the level of the disapproval.

ADDITIONAL NOTES

1. All DP, and only DP, related documents should be sent to Accounts Payable in the <u>WHITE interoffice envelopes</u> with BRIGHT PINK LABELS. These envelopes will be given priority so that documents will be scanned as soon as possible.
2. Print the DP <u>cover page</u>.
3. <u>Backup</u> should be attached behind the cover page with a <u>paperclip</u> or spring clip at the top center. Do NOT use staples or highlight.
4. All pages should be <u>8.5 x 11</u> in order to be scanned. Retain original small receipts in your department if copies were made for scanning. You may choose to write the DP number on every page of your backup.
5. <u>Enclosures</u> should be in an addressed envelope. Write the DP number on the back, lower right corner of the envelope and clip it to the front of the cover page.
6. <u>Pick Ups</u> should have the name and phone number of the person to pick up written on an interoffice envelope. Write the DP number on the back, lower right corner of the envelope and clip it to the front of the cover page.
7. <u>Interoffice</u> payments should have an addressed envelope clipped to the front of the cover page if it is going to someone other than the payee. The DP number should be written on the back, lower right corner of the envelope.

REMINDER: Although your DP shows a pay date, that pay date is not guaranteed. DPs with backup must be received and scanned in Accounts Payable prior to final approval. DPs have at least three levels of approvals (department, commitment office, and accounts payable) prior to being paid.

MOST COMMONLY ASKED QUESTIONS

How do I get more white interoffice DP envelopes?
Call Mail Services at 977-2958 and request them.

Can I scan and email my backup to Accounts Payable? What about fax?
Yes, you can scan and email your backup to eseepay@list.slu.edu.
Make sure that you state "backup for DP#" in the subject field.
You can fax your back-up to 977-2298.
Make sure the DP cover page is first and the DP# is on all pages.

What is the status of my DP?
Please review page 12.

How long will it take to get a response once I submit a master vendor form?
The goal is to respond within 24-48 hours.
Please note: If you have a large list of vendors this may take longer.

Why do I need a W-9 for some payments?
Taxation laws require SLU to have tax information for all vendors.
If I have a question regarding taxes, who should I call?
Call Diana Reed at 977-5020.

If I need to pay someone who is not a United States citizen, and therefore does not have a Social Security number, what should I do?
There are Non-Resident Alien forms, which can be found on the Business & Finance website. To speak with someone regarding your payment call Diana Reed at 977-5020.

I am keying numerous DPs for the same vendor will they issue on one check?
No, the system is set up to issue one check per a DP. Consider combining your entries to one DP. The only exception to this is, if a DP and a credit memo are keyed these items will group together on one check.

Why do I have to do a Master Vendor Form for a person?
Master Vendor Forms must be complete whether you are adding a person or a company. Banner treats them both as vendors.

Why did I get an error stating "this invoice was paid on DP022222"
If you get an error stating invoice number already exists for this vendor, it is important to verify that you are not duplicating a payment already made. If you are sure that this is a valid payment you can add an "A" behind the invoice number.

How do I key a DP if I am splitting a charge with another department?
If you need to split a charge with another department(s), one person will key the DP and charge the whole amount to their fund. Once the payment has been processed that person will complete a Transaction Correction to charge the other department.

How can I reprint a DP cover page?
Go to the 'Online Status Query' and search for the DP. Once the results are showing, click on the highlighted DP number and print the DP Cover Page.

Who should I contact if I need assistance keying a DP?
Email: eseepay@list.slu.edu
Call: Darlene Gordon 977-2411 or Tara Huff-Day 977-3919.