



Preparing people to lead extraordinary lives

Electronic Payment Requisition User Guide

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Introduction

The [Electronic Payment Requisition Application](#) is used to route Payment Requests for approval and submission to Accounts Payable electronically. Once the payment request is created, all documentation (including invoice, contract, tax certificate, etc.) can be uploaded to the form. Approval requests, if necessary, are sent electronically via email. The status of the payment request can be viewed on the Dashboard.

Purpose

Most Departmental buying should be accomplished using Purchase Requisitions working through the Purchasing Department. Purchase Requisitions / Purchase Orders provide for better control, tracking, and approval of University expenditures.

In some instances, the use of Payment Requisitions, processed by Accounts Payable for products and services, will be allowed. The following authorized uses of a Payment Request are representative, but not necessarily all-inclusive of the types of items that can be submitted. Please contact the Accounts Payable or Purchasing Departments for clarification or questions.

- Conference or Seminar Registration Fees
- Instructional Materials
- Membership Dues or Fees
- Periodicals and Subscriptions
- U.S Postal Service Payments i.e. Postage Meter Replenishment, permits, and other postal related charges.
- Insurance Premiums
- Federal and State Taxes (excluding state sales tax)
- Utility Bills
- Advertisements
- Contracted Services
- Royalty Fees
- Transportation Expenses (Athletic Events and outings)
- Professional services or services that are required to be under a contractual agreement.
- Awards, Honorariums, and Stipends

While not all-inclusive, the following examples illustrate the types of goods and services that should not be purchased using a Payment Requisition:

- Office Supplies
- Computer Software or Software Licenses
- Equipment and appliances of any type, including computers, facsimile machines, copiers, refrigerators, microwave ovens, air conditioners, or photographic equipment.
- Mail Services such as those performed by mailing houses to process bulk, permit, or business reply mail. Services include printing, design work, and paper stock.
- Printing or any printing related service, including graphic design, copying or duplicating
- Furniture of any type

Payment requisitions supporting an unauthorized use will be returned to the requester. He or she will be directed to process the request using the approved Purchase Requisition working through the Purchasing Department.

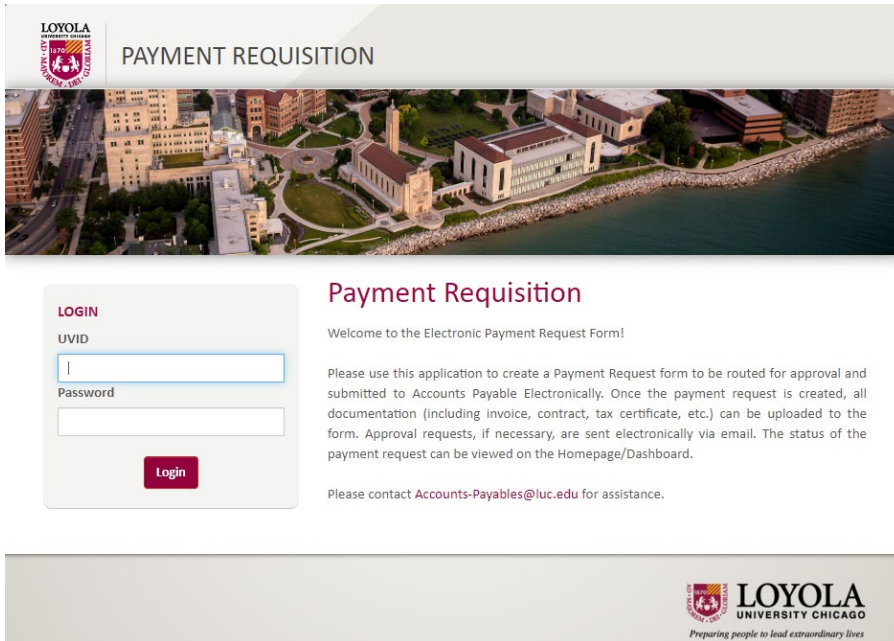
Notes:

- It is not permissible to pay for the above items out of pocket and request a reimbursement from the University at a later date.
- The Payment Requisition should not be used to request payment for an employees out of pocket reimbursement(s). Only the approved [Employee Expense Reimbursement form](#) should be used for any expense reimbursement relating to any travel, business, and entertainment.

Login Screen

Navigate to the Electronic Payment Requisition Application at <https://forms.luc.edu/checkreq/>.

Enter your **UVID** and **Password** and click Login

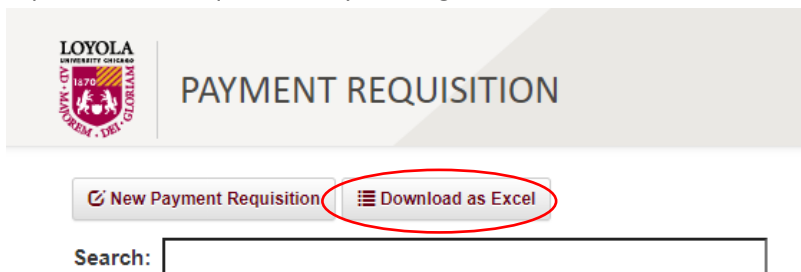


The login screen features the Loyola University Chicago logo and an aerial view of the campus. It includes a 'LOGIN' section with fields for 'UVID' and 'Password', and a 'Login' button. A 'Payment Requisition' section welcomes users and provides instructions on how to use the application to create and submit payment requests. It also includes a contact email for assistance: Accounts-Payables@luc.edu.

Dashboard

From the dashboard screen you can:

- Start a new requisition
- Resume a requisition draft
- Start a similar requisition for a vendor or expense distribution lines as a previous submission
- View the status of existing requisitions
- Use the search box to find existing requisitions
- Export a list of requisitions by clicking the “Download as Excel” button



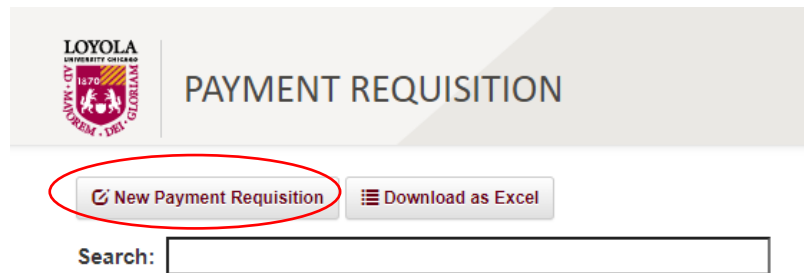
The dashboard features the Loyola University Chicago logo and an aerial view of the campus. It includes a 'PAYMENT REQUISITION' header, a 'New Payment Requisition' button, and a 'Download as Excel' button (circled in red). Below these buttons is a search box labeled 'Search:'.

- Sort the existing requisitions by clicking any of the titles

Requesting Department	Vendor Number	Vendor Name	Invoice Number	Invoice Date	Submitted date
Total Invoice Amount	Status	Requestor Name	Primary Approver Name	Secondary Approver Name	

Start a New Payment Requisition

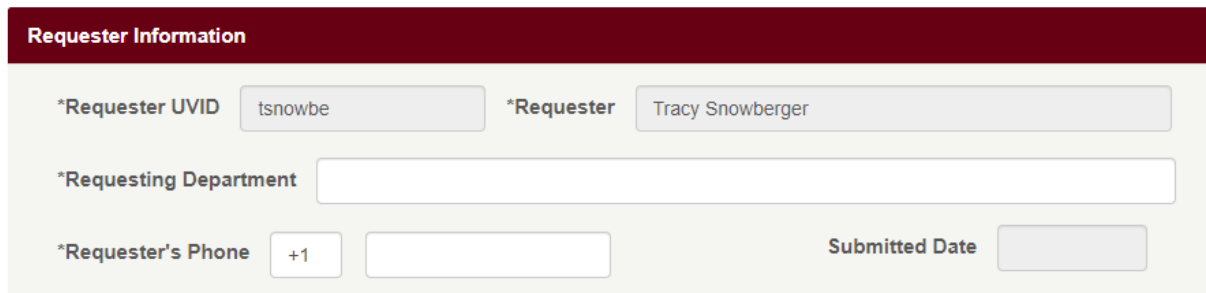
Click on the New Payment Requisition button to complete the four required sections and attach documentation.



The screenshot shows the top of the 'PAYMENT REQUISITION' page. On the left is the Loyola University Chicago logo. To its right is the title 'PAYMENT REQUISITION'. Below the title are two buttons: 'New Payment Requisition' (which is circled in red) and 'Download as Excel'. Below these buttons is a search bar with the label 'Search:'.

Section 1 – Requester Information

1. Requester's **UVID** and **Name** will default
2. Enter the **Requesting Department's description** (i.e. Human Resources)
3. Enter the **Requester's Phone Number**
4. **Submitted Date** will generate automatically when the requisition is submitted for approval

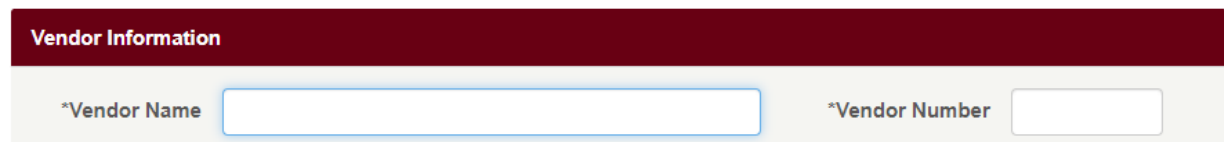


The 'Requester Information' section contains the following fields:

- *Requester UVID: tsnowbe
- *Requester: Tracy Snowberger
- *Requesting Department: (empty text box)
- *Requester's Phone: +1 (empty text box)
- Submitted Date: (empty text box)

Section 2 – Vendor Information

1. Begin by typing in a **Vendor Name** or **Vendor Number**. The system will automatically filter the names based on what you type. Choose the correct vendor from the drop down list.



The 'Vendor Information' section contains the following fields:

- *Vendor Name: (empty text box)
- *Vendor Number: (empty text box)

Notes:

- New vendors must be setup by Accounts Payable prior to creating the payment request. A request to complete an Electronic W9/W8 form should be sent to all new or inactive vendors via the web portal forms.LUC.edu/w9/. An email will be sent to the vendor to complete the information securely online. The LUC contact will receive a notification when the vendor completes the form.
- A payment requisition may be submitted for an *Inactive* Vendor, however the payment will not be made until a current W9/W8 form is on file with Accounts Payable. You will be reminded to send the vendor a request to submit the form electronically.

Electronic W-9/W-8 Invitation Reminder

This vendor may be required to submit a W9 or W8 form.
 Invite them using our [Electronic W9/W8 form](#).

- First, login into the W9 form using your UVID.
- Second, enter the vendor's email address.

Please allow AP 24 hours for setup once vendor submits completed form.

2. Select a **Remit to Address** if necessary. If the vendor only has one address, it will autofill in to the address fields below. If the vendor has multiple Remit to addresses, select the appropriate one from the drop down menu that appears. The selection will autofill into the address fields.

Please choose an address from below

Location Code: ACCT; Address: ACCT# 765763-001 13551 COLLECTIONS CTR DR CHICAGO IL 60693
 ▼

If necessary, you will be able to make changes to the addresses that default.

3. Select a **Country** if one does not default.
4. For **Foreign vendors**, provide information about the country/countries in which the service performed or the product was used.
5. Select **Vendor Relationship with Loyola** from the drop down menu:

Select One ▼

Select One

Employee

Student

LUMCP

Consultant/Contractor

Company

Other

See [page 12](#) for more details about these options.

6. The **Vendor Payment Method** will default from the vendor information on file. If a change in payment method is necessary, justification of the change is required.

***Vendor Payment Method**

☒ ACH
 ☐ Check
 ☐ Wire Transfer

***Justification for change in Vendor Payment Method**

If the payment method is changed to ACH or Wire Transfer, please provide all necessary banking information through the [W8/W9 Electronic Request form](#). In addition, Wire Transfer requests must follow the [EFT Policies and Procedures](#) as defined by the Treasurer's Office.

7. Enter the **Invoice Number**, **Invoice Date**, and **Total Invoice Amount**

Note: An Invoice Number may only be used once per vendor. An error will appear if the invoice number already exists for the vendor.

Invoice Number	11475847
This invoice number already exists.	

- If your request does not have a specific invoice number, you may leave the field blank.
- If your invoice number already exists:
 - Confirm that the payment request hasn't already been submitted on the application Dashboard.
 - Run an Accounts Payable Invoice Detail report in the WebFocus BI Portal for the Vendor and Invoice #. The report can be found in Financial Reports > Detail Reports.
 - Leave the field blank and the number will be assigned by Accounts Payable during review.

8. Enter the **First date of service or delivery date** when applicable

9. **Requested Due Date** will default based on the vendor's payment terms. This date can be changed, if necessary, however, the payment request will be routed for additional AP review and justification is required.

Requested Due Date (Please allow AP 10 business days to process all payment requests.)	06/17/2021	Please enter the justification for the updated due date.
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10. **Payable to, email, and address** will automatically populate based on the remit to address selected above. This information can be updated if necessary, however, the payment request will be routed for additional AP review.

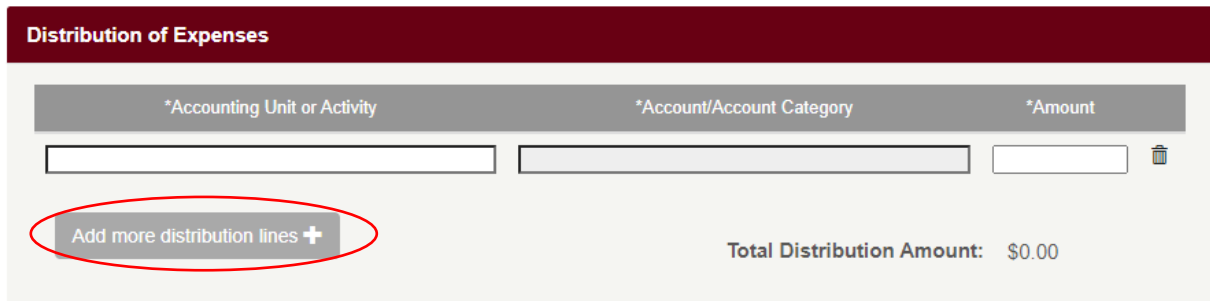
11. Provide **Purchase Order Number** when applicable.

Section 3 - Distribution of Expenses

1. Enter your **Accounting Unit OR Activity** and **Account Code OR Account Category** along with the **Amount** for each distribution line. When entering data, select the correct codes from the drop down list.

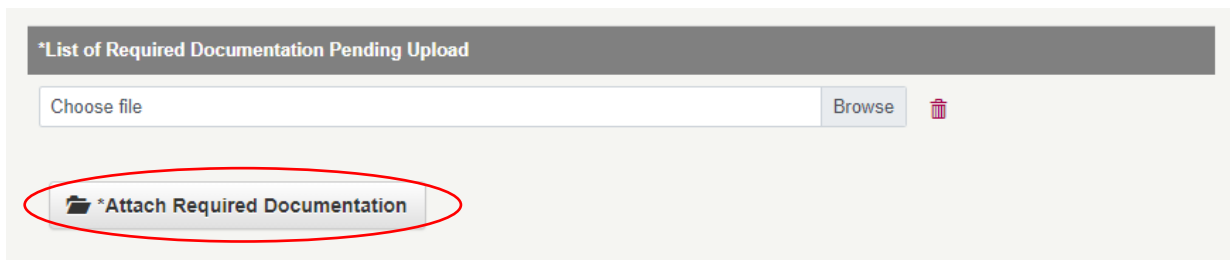
Note: for Activities, you will no longer be required to provide the additional AU/Account. Please enter the Activity and Account Category.

2. To add multiple distribution lines, click the button to “**Add more distribution lines**”.

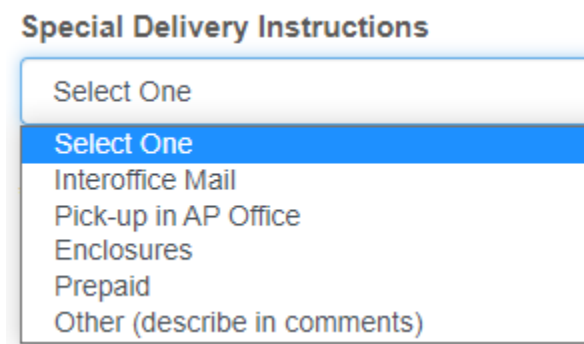


3. The **Total Distribution Amount** should match the Total Invoice Amount provided with the invoice details. If the totals do not match you will be notified upon submission.
4. **Attach Required Documentation** by clicking the button and browsing for files. You can include multiple files as supporting documentation, one at a time, in any of these formats: pdf, .jpg, or .png. If possible, combine documentation into a single PDF.

Please note: You cannot submit a fillable PDF form or a Portfolio PDF. Fillable and Portfolio PDFs can be printed to PDF to remove the fillable and portfolio features.



5. Add **Special Delivery Instructions** when needed. If choosing “Other” please provide additional information in the Comments/Remarks field below.



6. Add **Comments/Remarks** including the invoices being paid, nature of business or business purpose of the request and any special handling instructions.

7. Indicate if you are the **Primary Approver** before continuing to the Approver Information section.

*Are you the Primary Approver? ☒ Yes ☐ No
--

Section 4 – Approver Information

All authorized approvers must have Signature Authority on file with the Financial Systems Department. To add or revise Signature Authority, please complete the [AU/Level Access Form](#) (multiple users for a single accounting unit or level) or a [System Access Form](#) (one users for multiple accounting units or levels). Both forms and instructions can be found on the [Finance Online Forms](#) webpage under Financial Application Access Forms.

All requests should include an authorized budget administrator or designated approver(s). In the event the request exceeds \$5,000, a second approval is required. Please see the policy for [Approving in Excess of \\$5,000](#). Any individual approving a request must also provide their telephone extension in the event clarification is needed from the Accounts Payable Office.

1. If you are the Primary Approver, your UVID and name will default. If you are not the Primary approver, type in the Approver's UVID.
2. If a secondary approval is needed, type in the Approver's UVID.

Approver Information		
*Primary Approver UVID	Primary Approver Name	Decision Date
Secondary Approver UVID	Secondary Approver Name	Date

Note: If your request is in excess of \$5,000, a Secondary Approver will automatically be required.

*Secondary Approver UVID	Secondary Approver Name
Please enter an Approver UVID	

3. Upon submission, the approvers will receive an email from Payables@luc.edu notifying them that a check requisition requires their approval.

Section 5 – Submission or Save as Draft

1. If you want to save your form as a draft you can choose to **“Save w/o Submitting”** at the bottom of the form. The system will save your draft on the Dashboard.



On the Dashboard, you can access the form by clicking on the draft line and then you can continuing working on your application.

Invoice Number	Invoice Date	Submitted date	Total Invoice Amount	Status
		04/01/2021		Draft

2. If you are done, you can click on **Submit and Approver as Requester**, to route the form to Accounts Payable, or **Submit for Approval** to route the form for primary approval. You can view the status of the request on the Dashboard.

Invoice Number	Invoice Date	Submitted date	Total Invoice Amount	Status
06022021	05/10/2021	06/02/2021	\$100.00	Submitted for Primary Approval
555555	05/29/2021	05/28/2021	\$5,000.00	Received By AP - In Vendor Maintenance

3. You may **Reassign** an existing requisition to a new Approver, if necessary. Open the request by clicking the line on the Dashboard and click the **Reassign** button in the Approver Information section.

Approver Information

*Primary Approver UVID
rgomez1

*Primary Approver
Rebecca Gomez

 Reassign

4. Type in a new UVID and click “Reassign”. The new approver will receive an email from Payables@luc.edu notifying them that a check requisition requires their approval.

Re-assign Approver

New Approver UVID

 Reassign

Close

Start a Similar Requisition

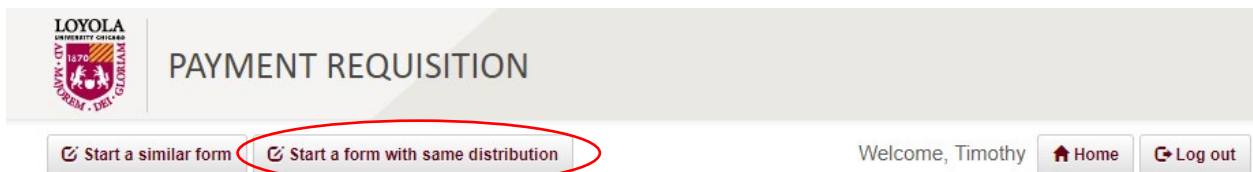
If you are creating a new payment for the same vendor or the same distributions, you can copy from a previous submission.

Click on the previous submission from the Dashboard and choose one of two options at the top of the form:

1. **Start a similar form** – creates a new form with the same requester, vendor, and invoice information.



2. **Start a form with same distributions** – creates a new form with the same requester and distribution of expense lines.



Approvals

When a check requisition has been routed to you for Primary or Secondary approval, you will receive an email notification from Payables@luc.edu.

1. Click the link provided in the email to open the Payment Requisition application login screen. Enter your UVID and password and click Login.
2. On the Dashboard, requisitions that require your approval will be highlighted in maroon. Click on the line to open and review the document.

Requesting Department	Vendor Number	Vendor Name	Invoice Number	Invoice Date	Submitted date	Total Invoice Amount	Status
Financial Systems	6066990	CERIDIAN HCM INC	642315768	06/02/2021	06/04/2021	\$686.50	Submitted for Primary Approval

3. You may download any documentation by clicking the Download button under the “Required Documentation” section.



4. Once you have reviewed the request, you can:

- a. **Approve** the requisition to route it to the Secondary Approver or Accounts Payable
- b. **Reject** the requisition - If your request has been rejected in the system, it has to be resubmitted. Unfortunately, the users and Accounts Payable staff cannot amend the request, add attachments, revise coding, change approvers, etc.
- c. **Add a Secondary Approver** by typing the UVID in the box provided.
- d. **Reassign** the requisition to a new approver

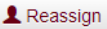
Approver Information

*Primary Approver UVID

tsnowbe

*Primary Approver

Tracy Snowberger



Primary Approver Comments/Remarks

Secondary Approver UVID

Secondary Approver

Decision Date

Second Approver Comments/Remarks

Reject

Approve

Vendor Relationships

The vendor relationship describes who/why Loyola is making a payment to the vendor.

EMPLOYEE: The vendor is a Loyola University Chicago Faculty or Staff member. If the payment is for a service or award, the request should be processed on an HR Form. Employees requesting an expense reimbursement should use the [Expense Reimbursement Form](#).

Vendor Relationship with Loyola

Is this payment for Services, Awards or an Expense Reimbursement? Service/Awards must be processed through HR. Expense Reimbursements must be completed on an [Expense Reimbursement form](#).

Yes

No

Vendor Relationship with Loyola

You are not required to fill out this form. Please fill out an HR form instead.

Ok

STUDENT: The vendor is a Loyola University Chicago student. Payment requests for students must include the Tax Information Certificate and Award/Fellowship description in the documentation

Vendor Relationship with Loyola

Please insure the Tax Certificate and Award/Fellowship description is included in the documentation.

Ok

LUMCP: The vendor is a Loyola University Medical Center Faculty Physician. If the payment is for a service or award, the request should be processed on an HR Form. Employees requesting an expense reimbursement should use the [Expense Reimbursement Form](#).

Vendor Relationship with Loyola

Is this payment for Services, Awards or an Expense Reimbursement? Service/Awards must be processed through HR. Expense Reimbursements must be completed on an [Expense Reimbursement form](#).

Yes

No

CONSULTANT/CONTRACTOR: The vendor is a consultant or contractor performing a service for Loyola. Verify that [Workers Classification Review Form](#) (WCF) and contracts are on file with HR/AP.

Vendor Relationship with Loyola

Please insure the WCF and contract are on file with HR/AP.

Ok

COMPANY: The vendor is company proving goods or service to Loyola.

OTHER: The vendor does not fit into one of the above categories. Please provide additional information in the box provided.

*Vendor Relationship with Loyola	Other	
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*Please enter Vendor type.

Contacts

For questions or troubleshooting, please contact:

Accounts Payable Department
820 North Michigan Avenue
Lewis Tower-Room 602
Water Tower Campus
(312)915-8760
Payables@luc.edu

Resources

[Electronic Payment Requisition FAQs](#)

[Finance Forms](#)

[Finance Policies](#)