ELECTRONIC REQUEST FOR PAYMENT
F-4 FORM (eRFP) GUIDE

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ACCESSING eRFPs

1) Please note the following system requirements for utilizing eRFPs:

   Ideal configuration (optimal speed and performance):

   Windows 7 Operating System, Office 2010 Professional
   Internet Browser: Internet Explorer 9 or FireFox 11.0

   Minimum requirements:

   Windows XP Operating System, Office 2007 Professional
   Internet Browser: Internet Explorer 8 or FireFox 9.0

   Macs can also be used for eRFPs, with the FireFox internet browser preferred over Safari.

   IT Tip: See *Appendix A: Internet Explorer* to reduce the number of script warning messages that appear and to improve overall performance of your eRFPs.

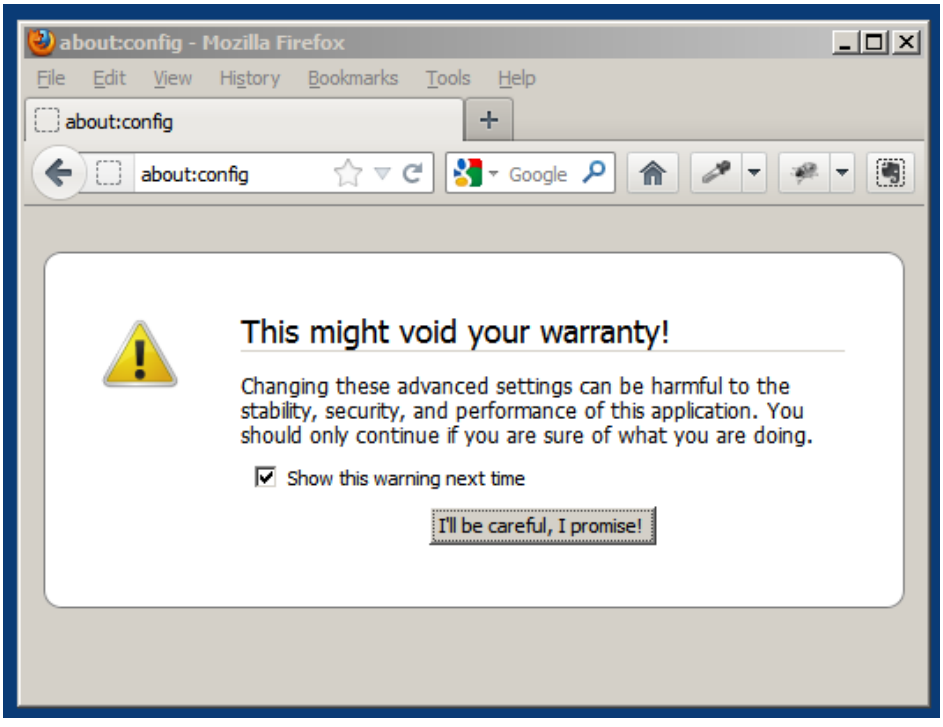
2) Due to security precautions, user's credentials are tracked and must be authorized. As such browser modifications are **required** to interact with the site.
   a. Approvers of eRFPs should update their browser configurations as well to avoid repeated login requests and to ensure proper performance of the electronic forms.

Browser Configuration for SharePoint 2007 (*Second Edition)*

The following outlines the steps required to enable your browser to automatically respond when prompted for domain credentials. The instructions are for Internet Explorer, Chrome and Firefox. Currently no information is available for Safari.

Firefox

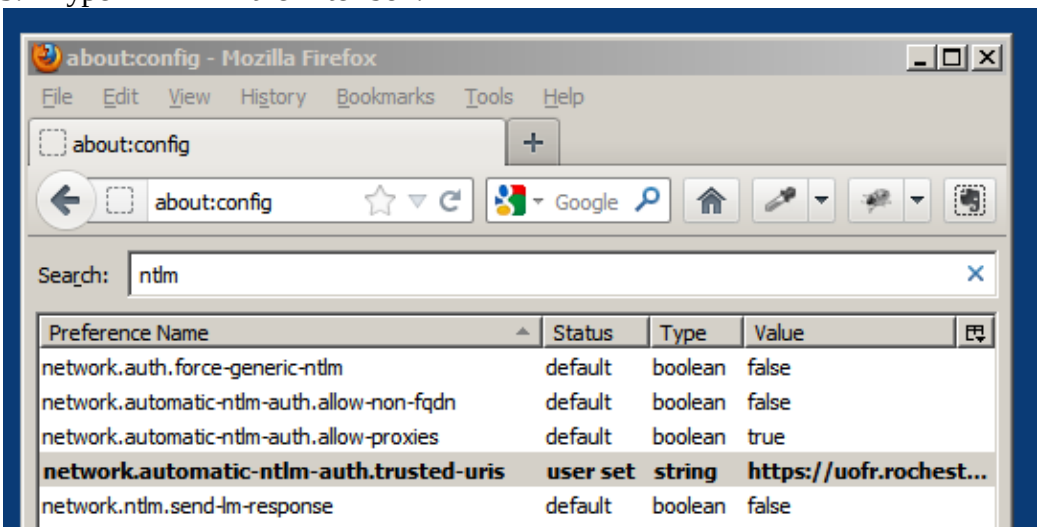
1. Start Firefox and in the address bar type About:Config



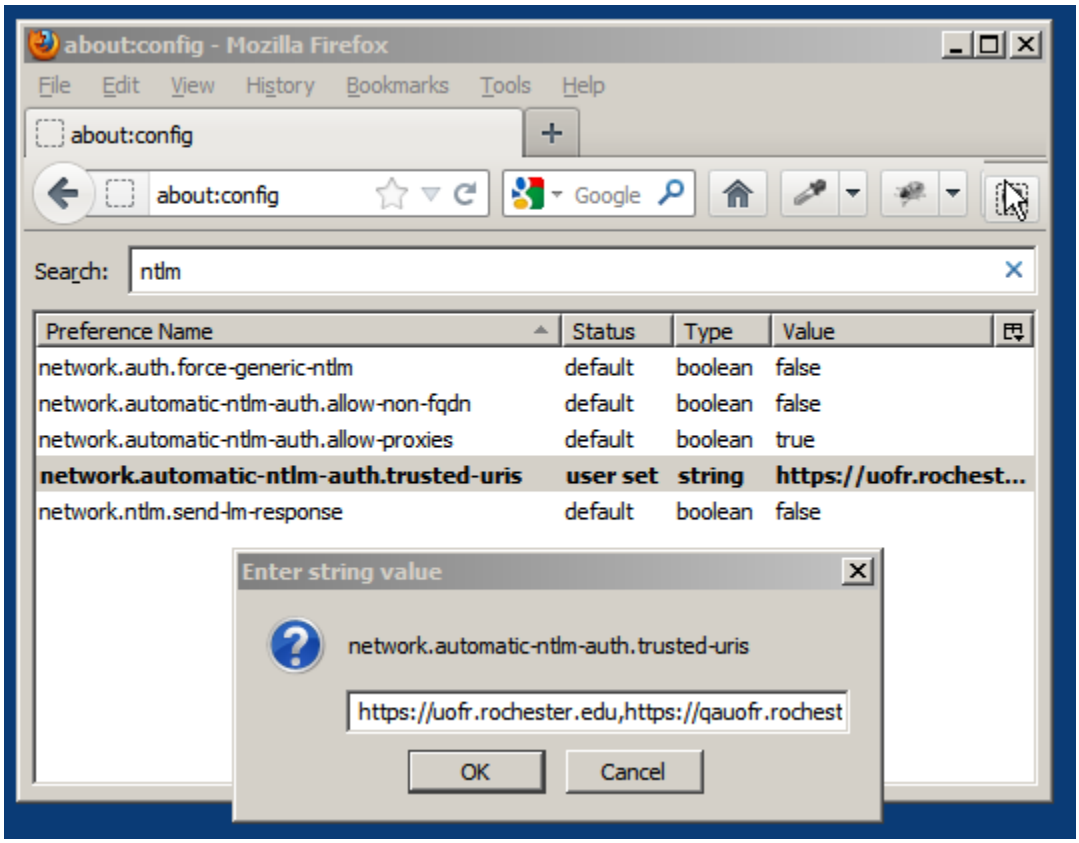
2. Click on the "I'll be careful, I promise!" button and continue to the next

screen.

3. Type NTLM in the filter box.



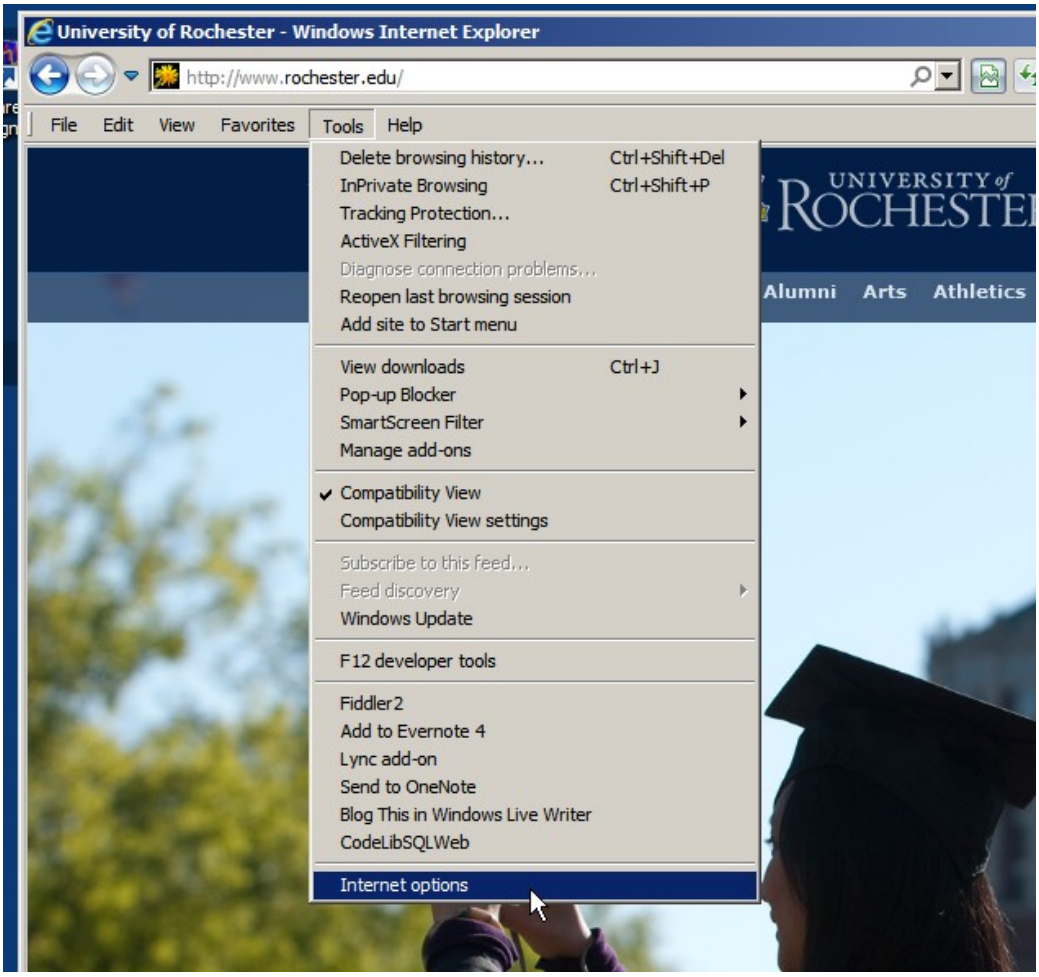
4. Double click on the **network.automatic-ntlm-auth.trusted-uris** entry.
5. Finally, type in the local intranet addresses separated by a comma and click OK.



Type the URL of the desired SharePoint site and the site will load without requesting credentials.

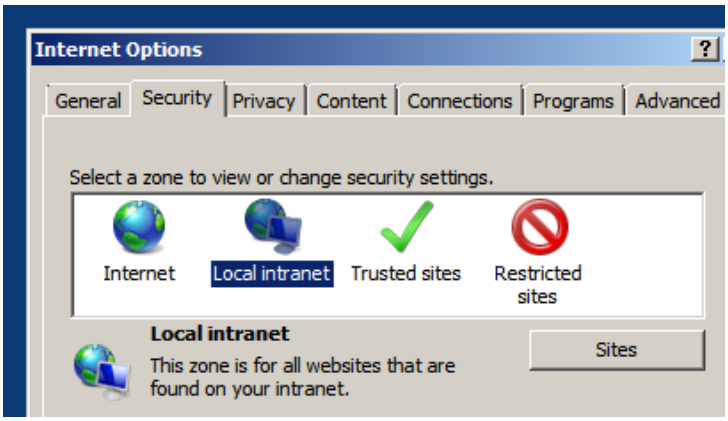
IE Security Settings

1. From an open IE browser window, select *Tools* ☐*Internet Options*

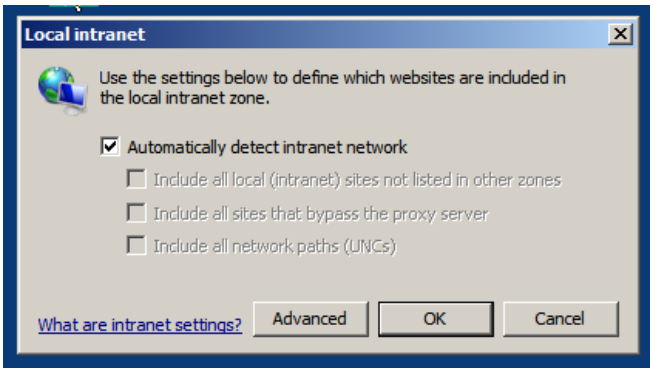


Note: Caption is using Internet Explorer 8 on a Windows 7 desktop

2. Next, select the *Security* tab and the *Local intranet* zone followed by the *Sites* button.

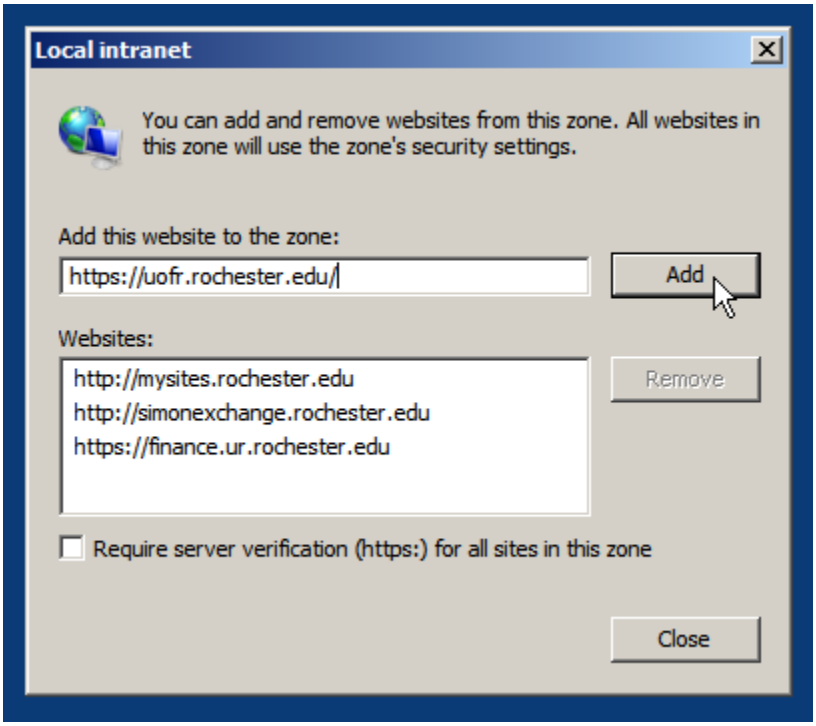


3. Select the Advanced button



4. Type the following URL: https://uofr.rochester.edu in the *Add this website to the zone* field and click Add:

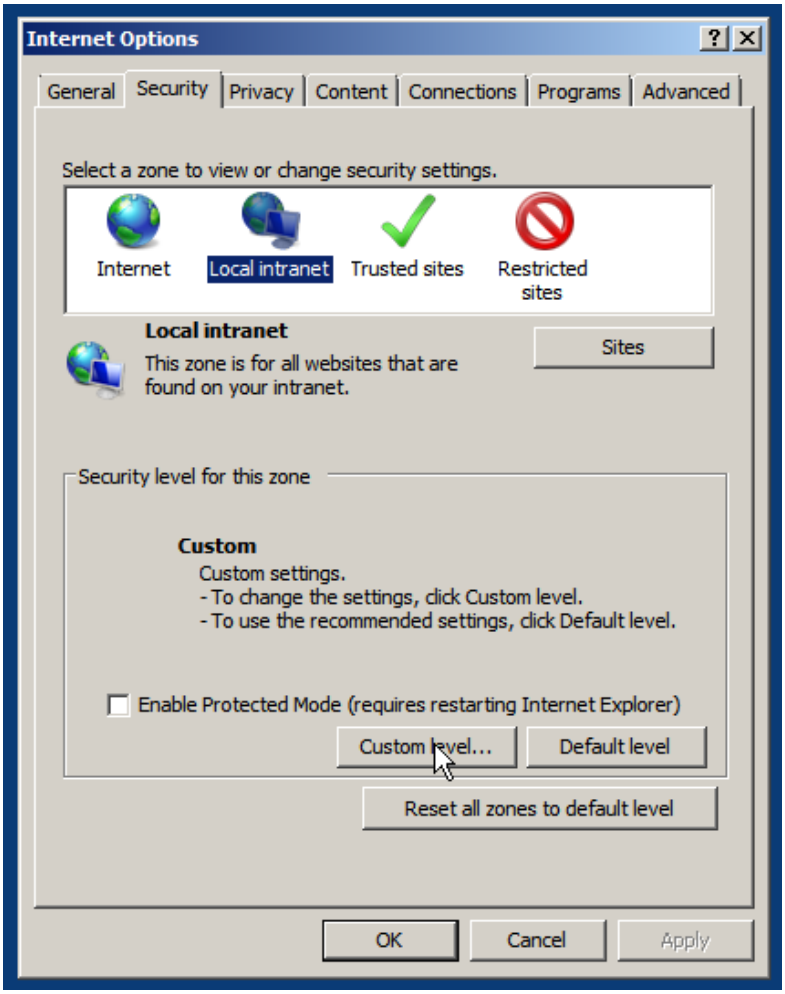
Note: You may need to uncheck the, ***Require server verification (https) for all sites in this zone*** to add the URL to the Websites section.



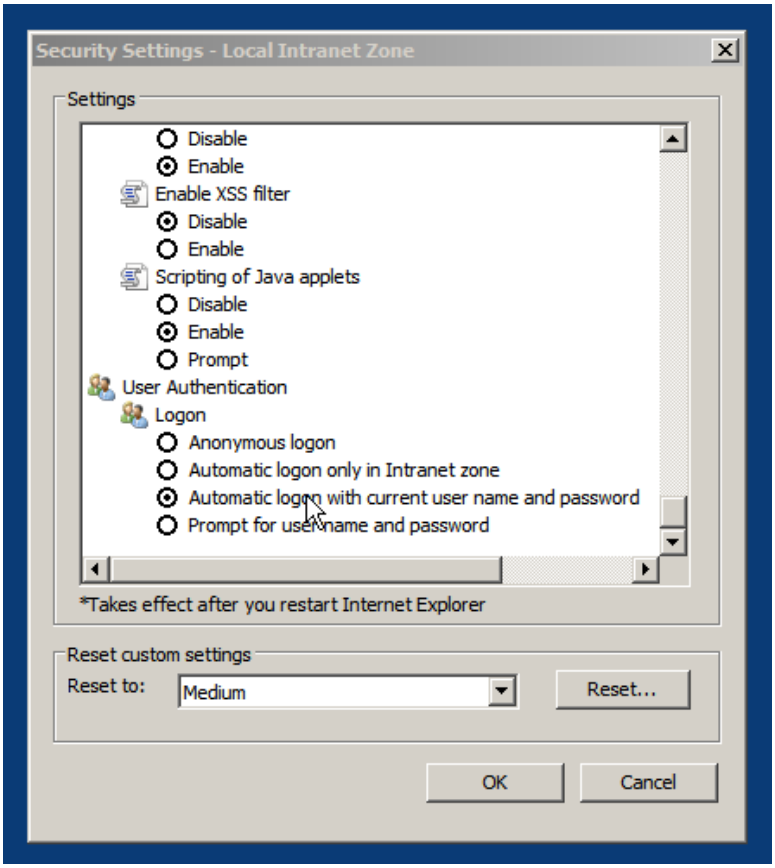
If you are an authorized user of SharePoint Mysites, add http://mysites.rochester.edu to the Websites listing. Currently only University IT employees and Simon Exchange students and faculty are authorized for Mysites.

If you are authorized to access the Simon Exchange SharePoint portal, add http://simonexhange.rochester.edu to the Websites listing.

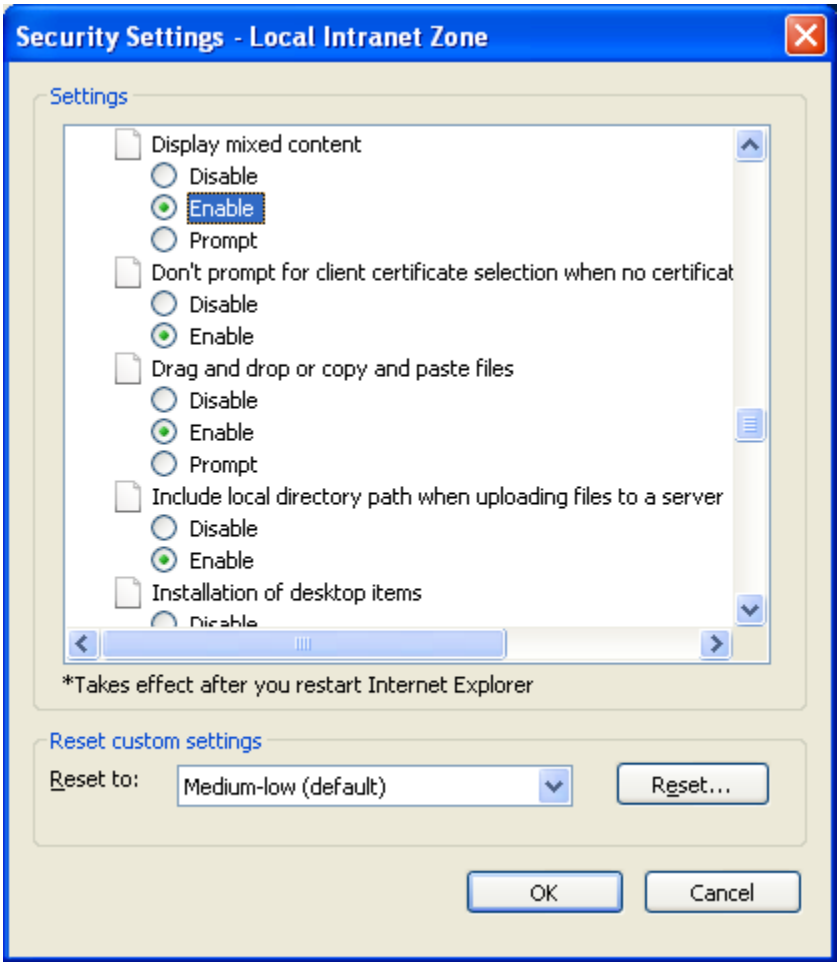
5. Click the Close button when completed.
6. Click the *Custom level* button upon returning to the Security tab.



7. Scroll to the bottom of the Security Settings – trusted Sites Zone dialog box and select: ***Automatic logon with current user name and password.***



8. Select *Enable* for the Display Mixed Content option under the Miscellaneous section while still in the Trusted Sites Zone in the Security Settings.



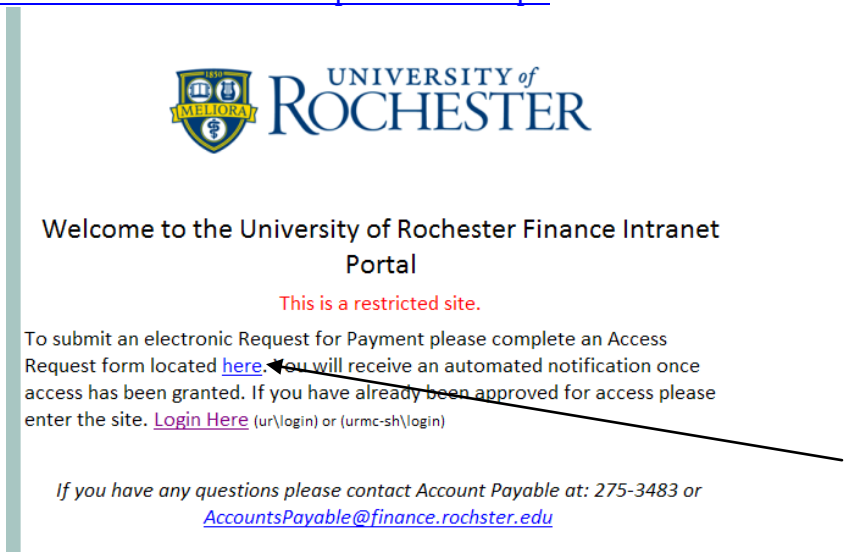
9. Restart your browser.

Chrome

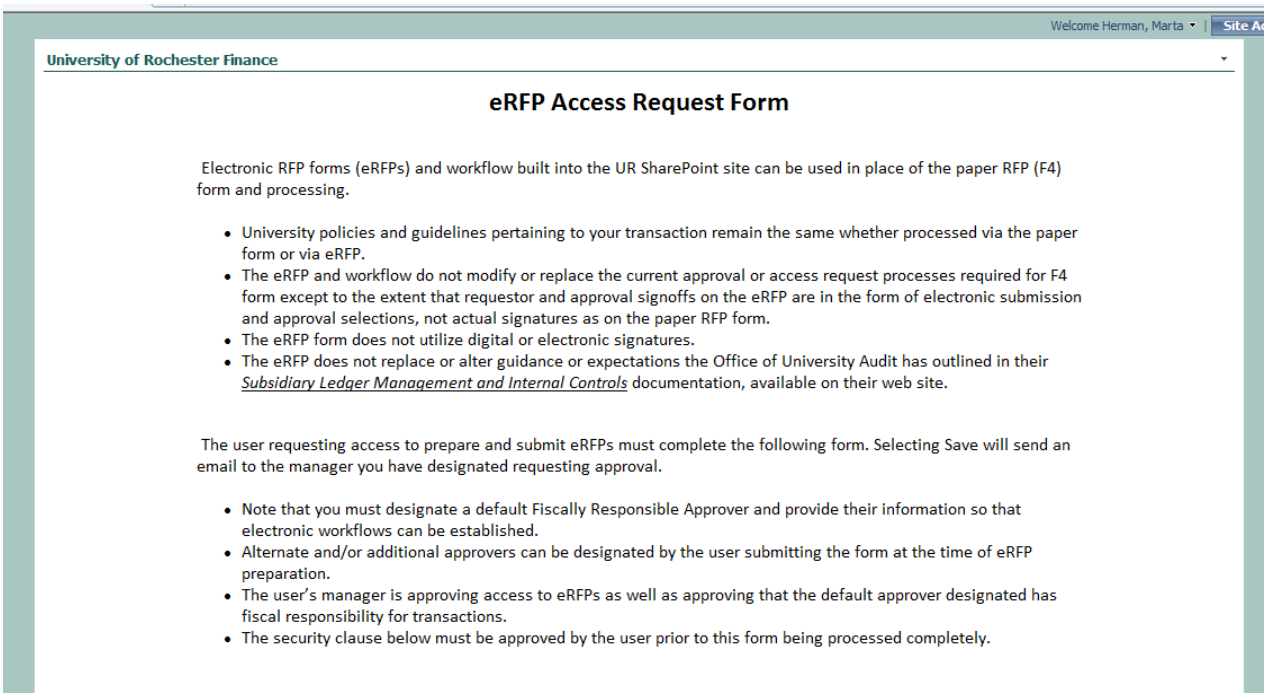
Chrome inherits its settings from IE's Local Intranet Zone. Even if the user never plans to login with IE, the following modification must be made to ensure authentication will be passed in Chrome.

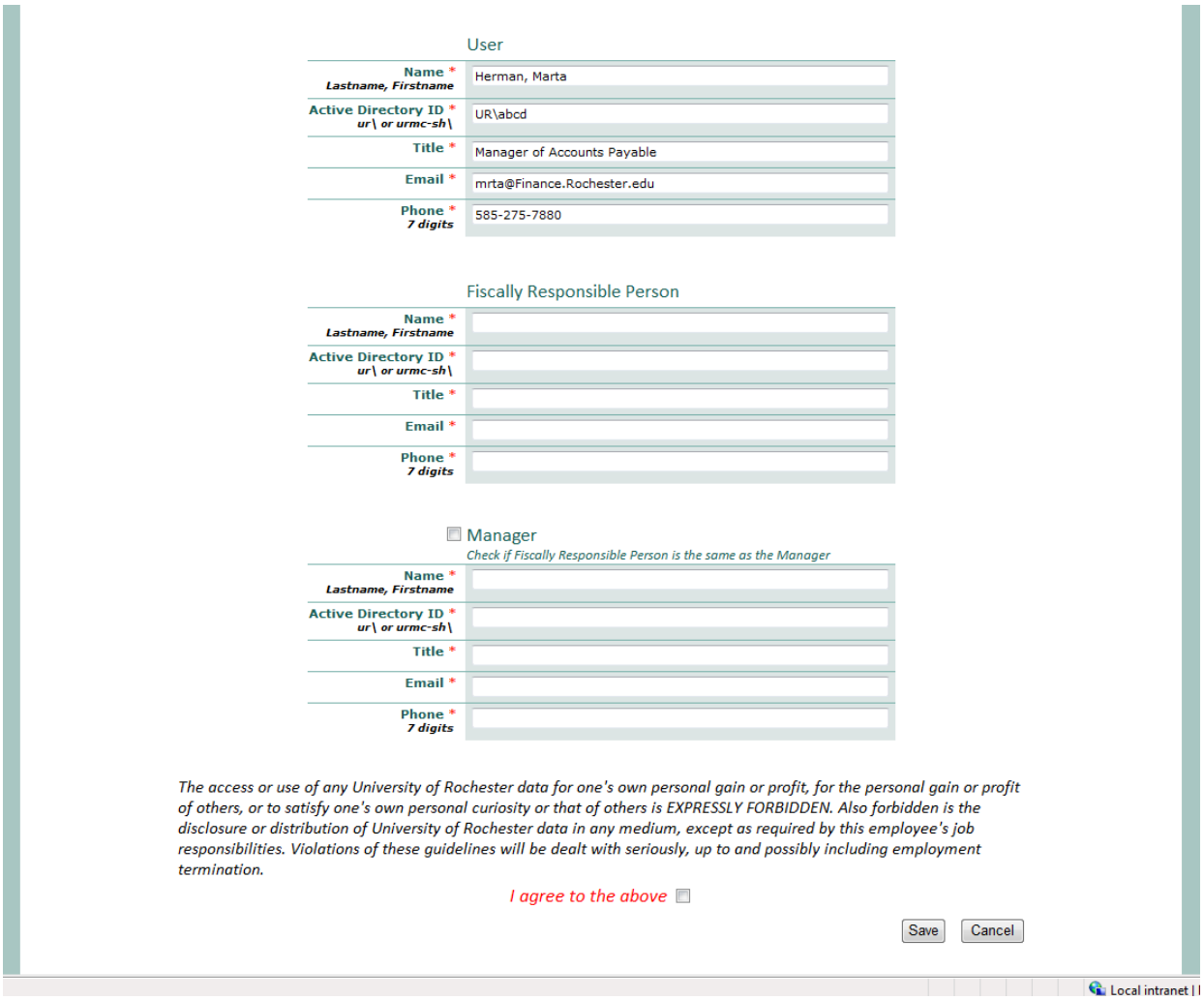
These instructions will help reduce the number of times you are prompted to submit your login credentials but will not gain you access to any SharePoint site that you are not authorized to access. If you have a questions Please feel free to contact SharePoint support at: SharePointCentralSupport@ur.rochester.edu or call the University IT Helpdesk at 275-2000.

3) Once the changes in **Browser Configuration** above are complete please navigate to the following page to request/gain access to create eRFPs: https://finance.ur.rochester.edu/wp/Welcome.aspx



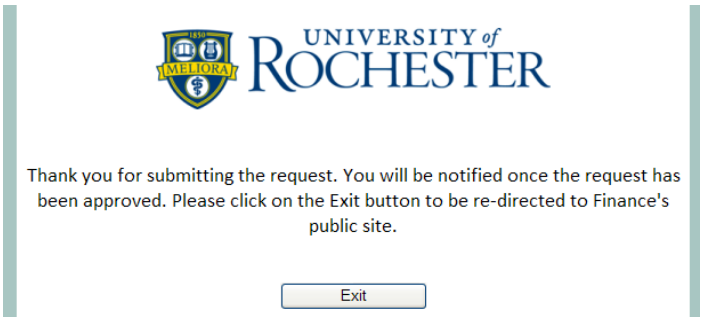
4) Click on the hyperlink to go to the eRFP Access Request Form page





a. **IMPORTANT**: An (eRFP) Approver is a person who is fiscally responsible for the account(s) being charged and has knowledge of the transaction. The eRFP Access Request Form refers to this person as the Fiscally Responsible Person.
b. **Manager**: The Manager information provided should be the person who supervises you. In many cases this is the same as the FRP/Approver. Remember, even if you are designating someone other than your manager to approve your eRFPs, your Manager is always your Manager regardless of who approves your eRFPs.
c. **NOTE**: Currently, eRFPs only allow for one approver on the eRFP form. If your payment request requires 2 or more people to approve it after you have submitted it, please consider alternate procedures so that you can utilize an eRFP for the payment, otherwise, you will need to use the paper RFP for requests requiring 2 or more approvers.
d. Name format on access request and eRFP form: **Lastname, Firstname**
e. Make sure to get your FRP and Manager emails exactly correct. The approval email is generated based on the email address you input.

5) Complete the form and Save it for access as instructed.

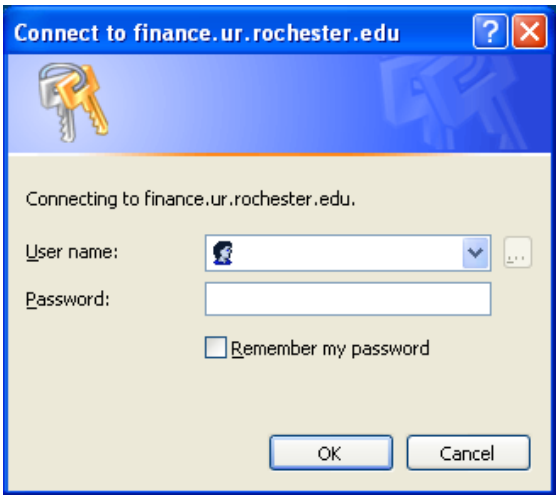


a. The form provides space for one Approver. If other Approvers will be needed for your eRFPs, then multiple Access Request Forms should be submitted for your manager to approve.

6) Once you have received an email welcoming you as a new member of the SharePoint site you can begin completing and submitting eRFPs.

7) Once you have access to the SharePoint site, your eRFPs are accessible at: https://finance.ur.rochester.edu/default.aspx (Finance SharePoint homepage).

8) If you did not complete all the steps in the **Browser Configuration** you may be required to login in to the Finance SharePoint site using your Active Directory User Name **(domain\domain user name)** and Password. This login information is the same that you use to log onto your work computer.



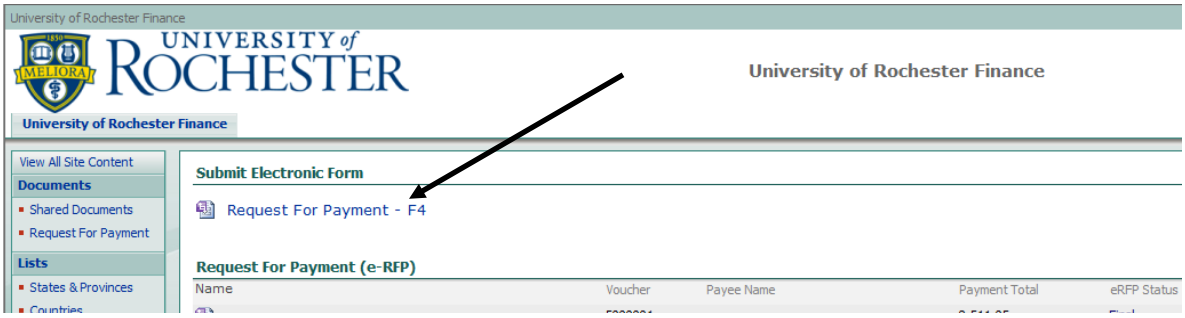
9) If you have any technical questions regarding the SharePoint site or the eRFPs contact UR's SharePoint support at SharePointCentralSupport@ur.rochester.edu (in the global email address list).

10) Feedback regarding changes and enhancements to the eRFP form can be sent to both Accounts Payable AccountsPayable@finance.rochester.edu and the SharePoint Administrator SharePointCentralSupport@ur.rochester.edu .

PREPARING eRFPs

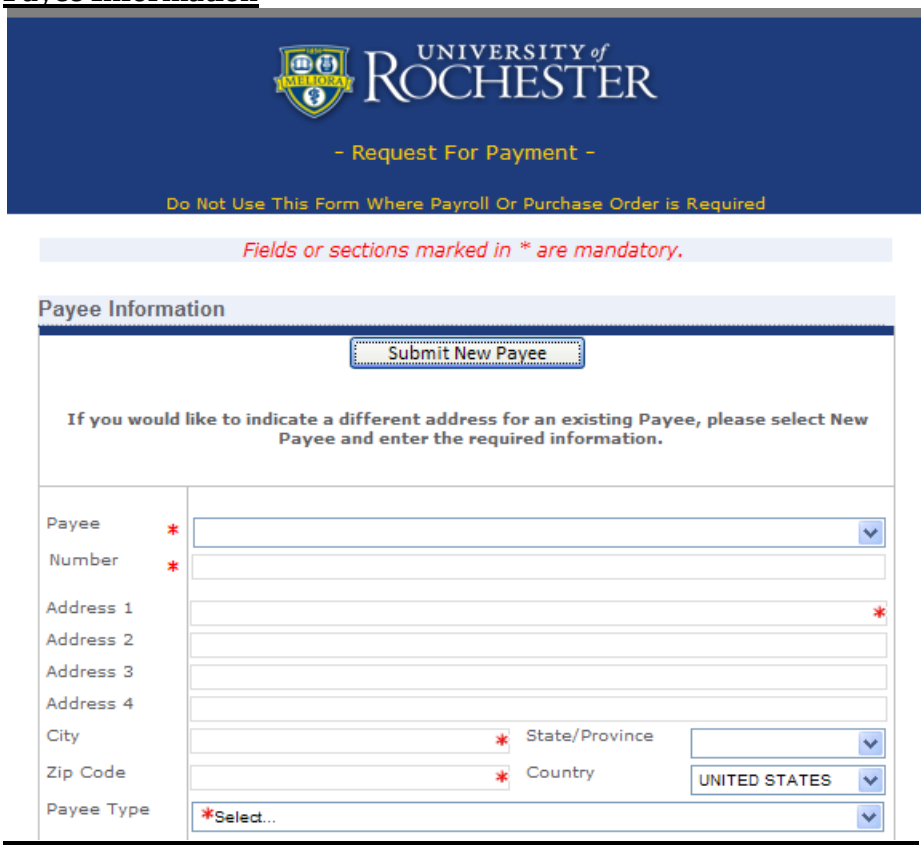
1) If you have any process or policy questions regarding eRFPs contact Accounts Payable at AccountsPayable@finance.rochester.edu .
2) Remember that there are several policies/guidelines that should be referenced if you have questions about eRFPs which can be found on the Finance policy page http://www.rochester.edu/adminfinance/finance/policies/index.html :
   - Mileage Reimbursement
   - RFP - Request For Payment
   - Dues & Memberships
   - Payments to Foreign Nationals
   - Payments to Research Subjects for Incentives/Participation
   - Reimbursable & Miscellaneous Expenses
   - Unallowable Costs For Federal Reimbursement
   - HR: 122 Employer/Employee Relationships vs. Independent Contractors
3) Remember that while the eRFP form can be used in many situations, there are several alternatives that may be better than the eRFP depending on the circumstances. See the Criteria section of the RFP policy for more information.

4) To start a new eRFP click on ***Request For Payment – F4*** in the Submit Electronic Form section of your landing page https://finance.ur.rochester.edu/default.aspx

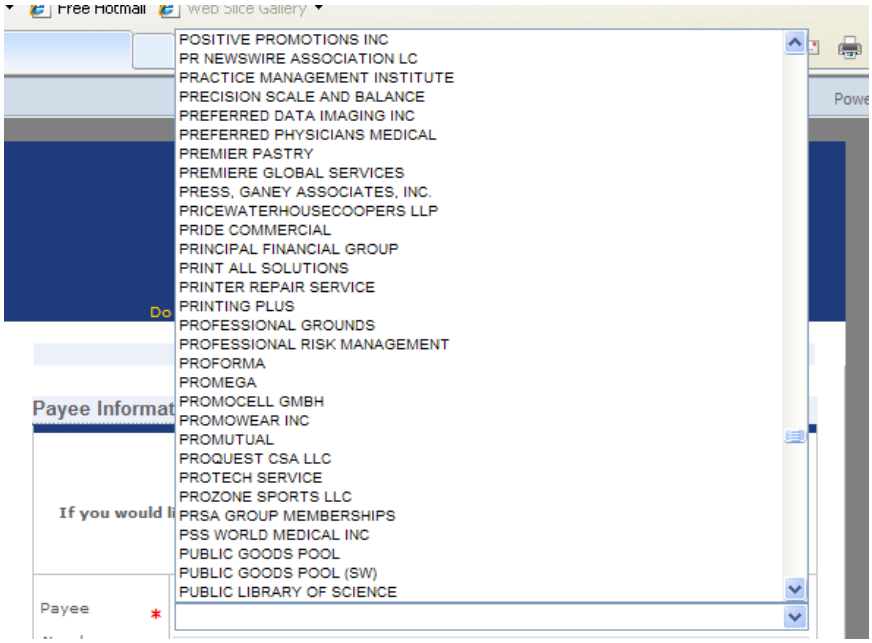


1) The following are detailed instructions for each field on the eRFP.

Payee Information



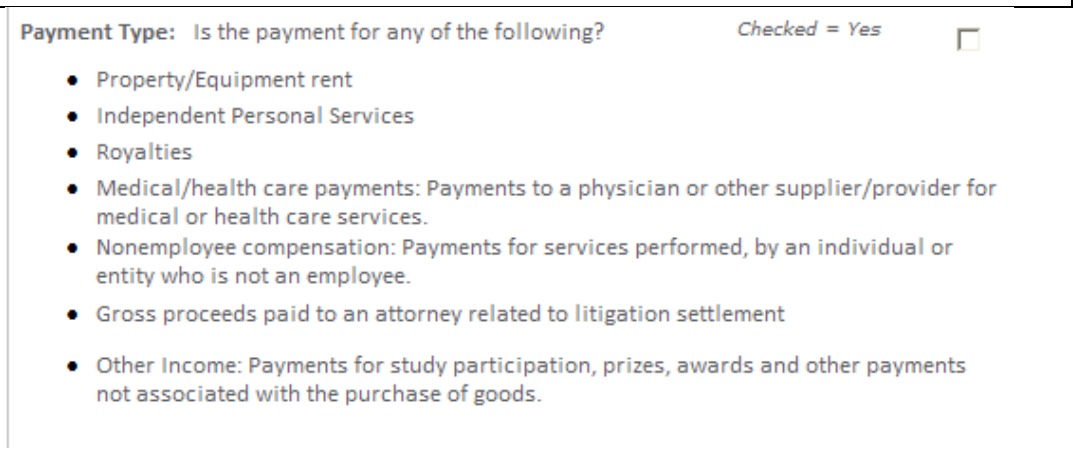
1) By default the eRFP is set for you to select a Payee from a listing provided.
2) Click on the down arrow for the Payee field to search for the vendor you need to pay. Click on the payee name.
    i. If you start typing the Payee new, you will jump forward in the listing to the first vendor name that starts with the letters typed. For example, if you start typing "MZ", then you will jump to the first M vendor in the listing since there is no vendor that starts with MZ.



Once the Payee has been selected the eRFP retrieves the vendor Number and Address information for the vendor so that you can ensure the correct Payee has been selected.

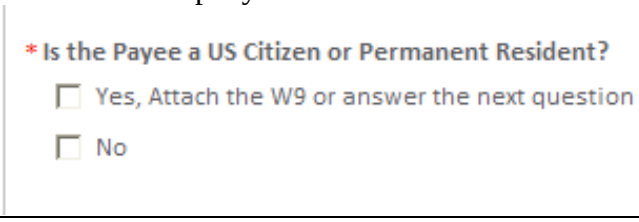
3) If you do not find the Payee you need in the listing or you need to indicate a different address for the Payee provided in the listing, click on ***Submit New Payee*** and enter the name and address information.
4) Payee Type: Select Non-Employee/Non-Student, Employee or Student for the category of payee being paid.
5) Payment Type: Check the box for Yes if the payment is for services or any of the other IRS reportable items described in the list. If IRS reporting is needed, a series of W9-related questions are asked to help you know when a W9 needs to be attached.

eRFP tip: An unmarked Yes checkbox = No. If a Yes box is checked but the answer is No, merely click the Yes checkmark to remove it.

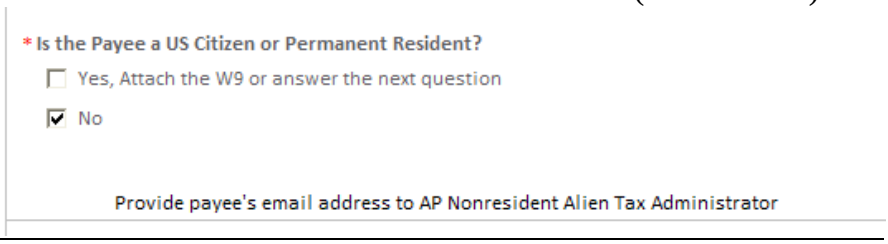


i. If Yes is selected to the Payment Type you must answer the following: Is the Payee a US Citizen or Permanent Resident? The question applies to

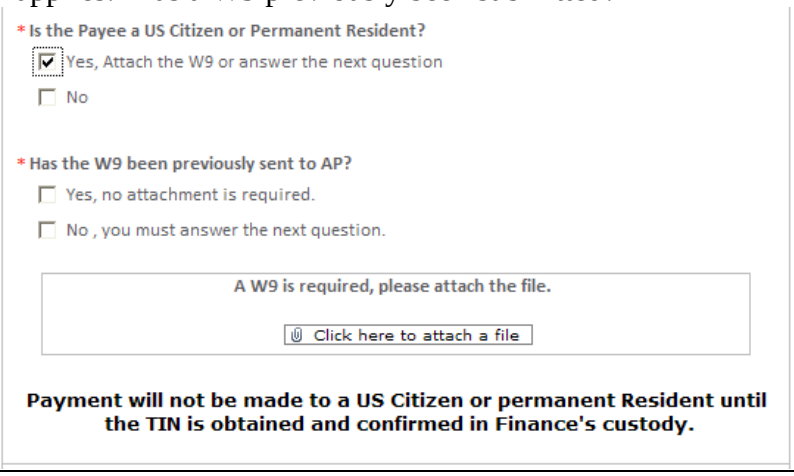
companies as well. For companies it is sufficient to respond as to whether the company is located in the US or not.



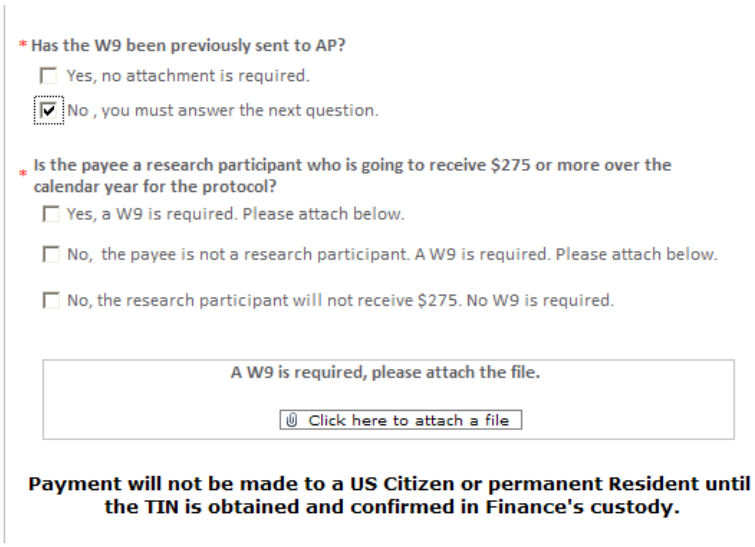
1. If No, then you will be prompted to send the Payee's email address to the AP Nonresident Alien Tax Administrator (Julie Perkins).



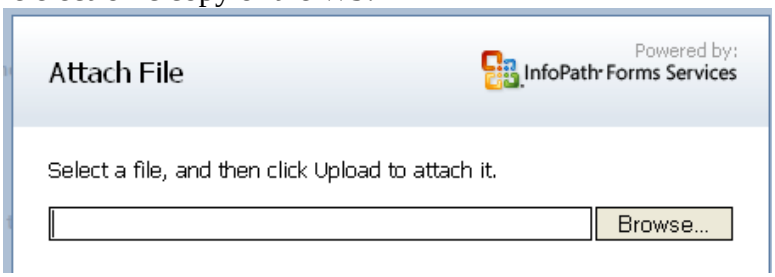
2. If Yes, then attach the Payee's W9 or see if one of the exceptions applies: Has a W9 previously been submitted?



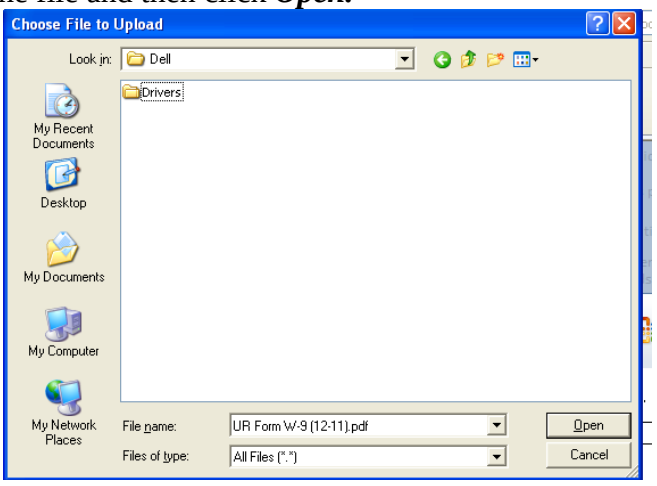
   a. If Yes, no W9 attachment needed
   b. If No, then answer the last question: Is the payee a research participant meeting the W9 requirement criteria?
      i. If Yes, then a W9 attachment needed
      ii. If No, because the payee is not a research subject, then a W9 attachment is needed
      iii. If No, then no W9 attachment needed



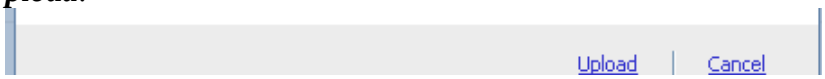
If a W9 is required, click on ***Click here to attach a file***. Click on ***Browse*** to locate the electronic copy of the W9.



Select the file and then click ***Open.***

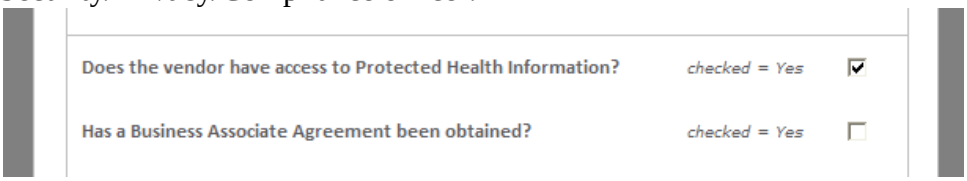


Click ***Upload***.



6) PHI: Check the box for Yes if the Payee has access to protected health information.

i. If Yes, then you must answer whether a Business Associate Agreement has been obtained from the Payee. Check the box for Yes if appropriate.
ii. Questions regarding PHI and BAAs can be directed to a HIPAA Security/Privacy/Compliance officer.

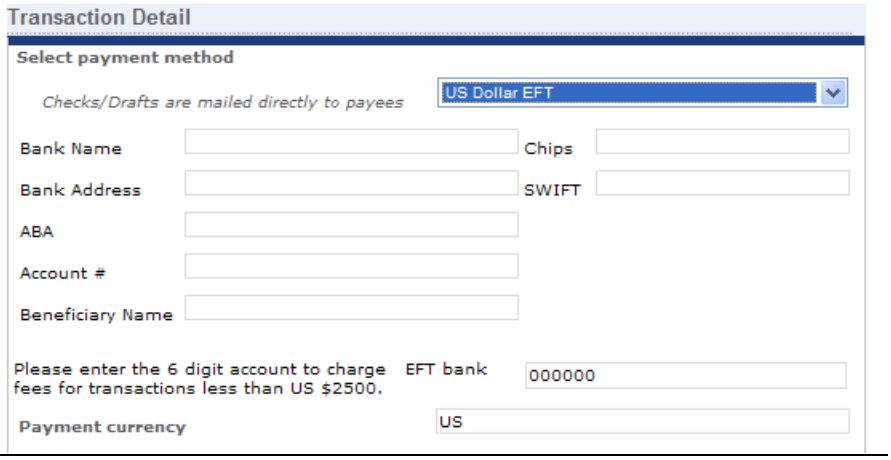


7) Enclosure: Check the box for Yes if an enclosure should be sent with the payment.
   i. Remember to attach the enclosure material with your supporting documentation before submitting your form. See page 22 Supporting Documentation.

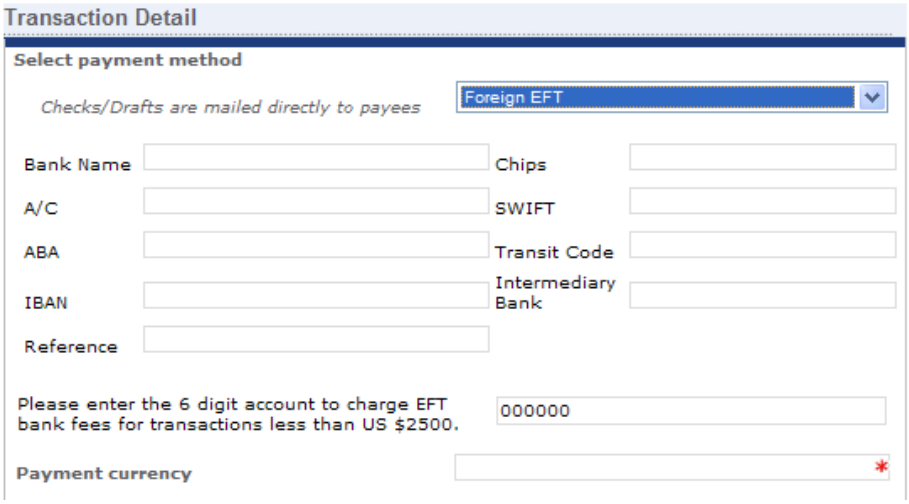
Transaction Detail

1) By default the Payment Method is US Dollar Check and Payment Currency is US dollars. Click on the down arrow to select another option: Foreign Draft, Foreign EFT, US Dollar EFT.
2) If either EFT method is chosen, the appropriate banking information is requested.
    a. Questions regarding the EFT fields can be directed to Kathy King-Griswold or Eli Krasteva.

US Dollar EFT:

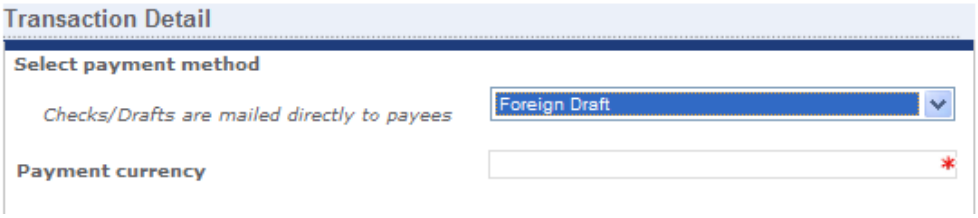


Foreign EFT:

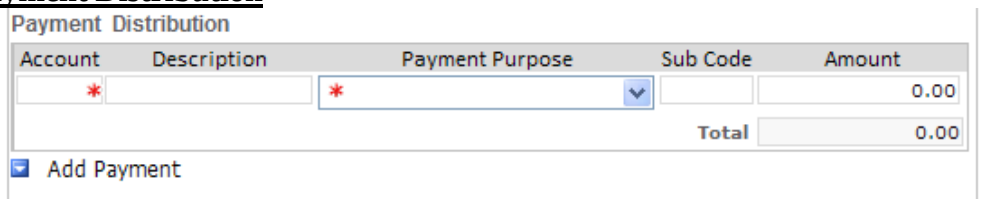


Remember that if the EFT (whether US or Foreign) is for less then US$2500, the $30 banking fees are passed on to the department and you must provide a 6 digit ledger account to charge these fees.

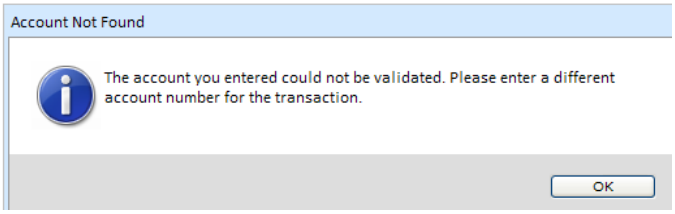
If Foreign Draft or Foreign EFT is chosen, you must specify the Payment currency (not US $).



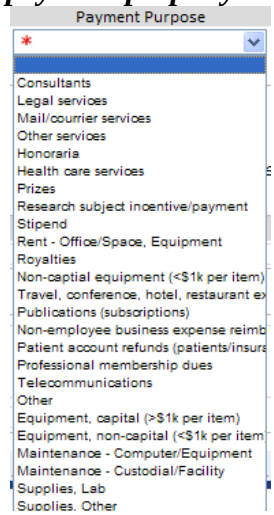
Payment Distribution



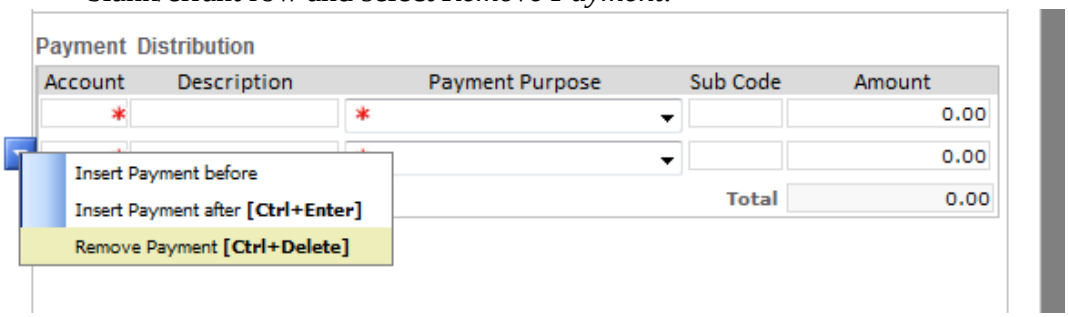
1) Enter the 6 digit Account number to be charged. Upon tabbing or clicking to a different field after entering the Account number, the eRFP will fill in the Account Description for you so that you may verify you have entered the correct Account number.
    a. If you entered an account that is not loaded to the eRFP site, you will get a warning prompt and the Account Description will not fill. Please ensure you have entered the correct account number before continuing.



2) Payment Purpose: Select the purpose from the drop down list. ***Selecting the description that best matches the payment you are making is important because if IRS reporting is required, this selection determines the coding to report the payment properly.***

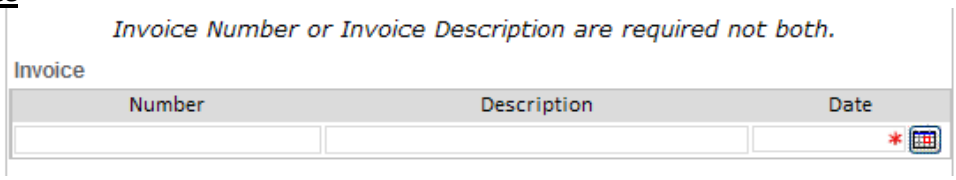


3) Enter the 4 digit sub code to be charged.
4) Enter the dollar amount to be charged to this account and sub code.
    a. If Foreign EFT or Foreign Draft has been chosen put the foreign currency amount in the field even though it is formatted for US$. IMPORTANT: You should always put the foreign currency amount to be paid if it is known.
    b. If you only know the US$ amount, put the US$ amount in the field and in the Business Purpose section make a very clear note that the amount provided was in US$ but that the payment should be in the foreign currency designated. For example in the Business Purpose section you would indicate "PLEASE PAY IN EUROS".
5) If more accounts and/or sub codes are needed, click the blue down arrow next to *Add Payment* and a new distribution row appears for entry.
    a. The form performs better if only used rows are visible. To remove a blank or erroneous payment distribution row, click on the blue down arrow next to the blank/errant row and select *Remove Payment*.



6) The Total amount to be paid to the payee is automatically calculated based on the individual account row entries.

Invoice



1) Either the Invoice Number or Invoice Description field must be entered. Both can be entered if desired.
2) Enter the Invoice Number where the payee has provided one. If is none provided then the Invoice Description should be used.
    a. Remember that the Invoice Number and Invoice Description appear on the check stub and help the vendor determine how to apply the payment correctly so your entry should be something they will understand.
    b. Using Invoice Numbers helps to reduce the chance of duplicate payment.
        i. Consistent formatting of invoice numbers is necessary to ensure duplicate payments do not occur. The primary invoice numbering rules we use in Accounts Payable are:
            1. Omit preceding 0s. For example, the invoice # on the invoice is 0005216350. You should enter the invoice # as 5216350

2. Remove special characters (- \ /). For example, the invoice # on the invoice is 052163-50. You should enter the invoice # as 5216350.

3) ***NEW!!*** Enter an Invoice Date. This is unlike the paper RFP form. If there is not an actual invoice to obtain the invoice date from, it is recommended that you enter a date that most closely matches when the expense was or will be incurred.

a. The screen tip indicates a format of yyyy-mm-dd. However, the field entry is very flexible and will accept most variations such as: m/d/yy, mm/dd/yy, m/d/yyyy, etc.
b. If the payment is for a conference registration, then input the date of the conference. If the payment is for research participation, then input the date the participation occurred (or will occur). If the payment is for a deposit, then input the date the event will occur. If the payment is for food that was brought in, then input the date the food was brought in.
c. Inputting a date that most closely matches when the expense is incurred is extremely helpful in determining various calculations (for example, is this a late payment or an early payment) and adjustments (should this expense be accrued or not).
d. It may also be helpful for you to know that the date you submit the eRFP, as well as the dates that the Approver approves and AP Reviews/Submits for payment, are all systematically recorded for the eRFP and so there is no need to enter the date you are entering/submitting the form.

4) Business Purpose: Enter the Business Purpose and other supporting explanations for the payment.

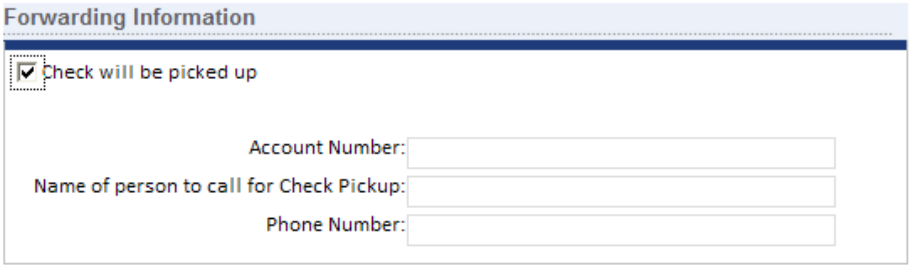
5) ***NEW!!*** Reference 1: This field is new to the eRFP form. This field is provided to give you a way to pass additional information on to your ledger in the transaction Ref #1 field. Note the field is only 7 digits long to correspond with the ledger space availability.

a. Anything you enter into this field will appear on your ledger and may be useful in helping you to reconcile your ledgers.
b. Suggestions for this optional field include entering the invoice number here in addition to the Invoice Number field or the name of the person whose membership or subscription is being renewed.
c. The Reference 1 field information appears on the check stub in addition to Invoice/Description.

Forwarding Information

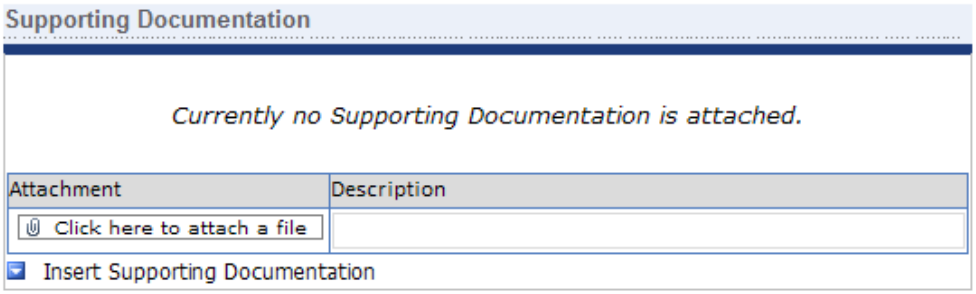
If US Dollar Check or Foreign Draft is chosen, then check Pickup is still an option. If Pickup is chosen, then the Pickup information is requested.

- Enter the 6 digit ledger account to charge the $30 special handling fee. Enter the Name and Phone Number of the person AP should call to notify that the check is ready for pick up.



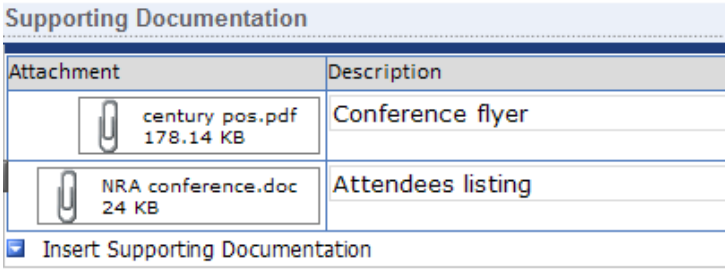
- Notice that unlike the paper RFP form, there is NO option to have the check sent back to the department.
- **GOOD NEWS**: If the eRFP is Approved by 1pm AND there are no questions/concerns from AP, a US$ check requested will be mailed the next business day. So, there is no need to Rush eRFP requests or incur the related fee for a Rush because we can't do them any quicker.

Supporting Documentation



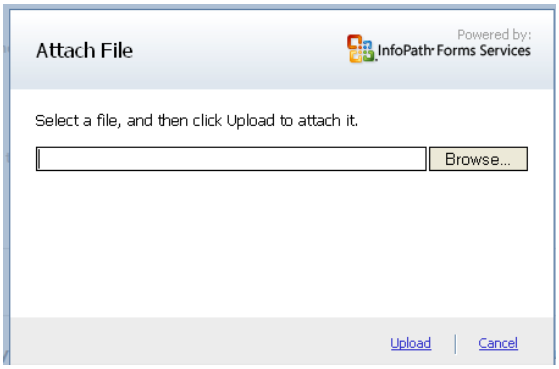
Supporting Documentation other than a W9 should be attached for payments.

a. To attach supporting documentation it must be in an electronic format. PDFs, Word documents (.doc), emails (.htm) and excel files (.xls) are the most common and preferred types of attachments.
b. Click on the down arrow next to Insert Supporting Documentation if additional attachments are needed. You can provide a short description of each attachment to clarify if needed. For example:

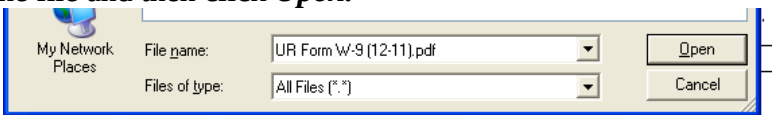


c. At any time prior to AP Review when AP submits the eRFP for payment and the status updates to Final, additional supporting documentation can be added as needed.

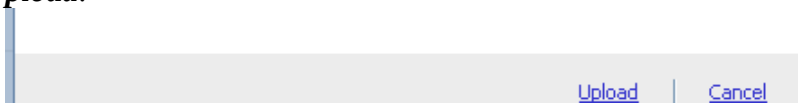
To attach supporting documentation, click on ***Click here to attach a file***. Click on ***Browse*** to locate the file to attach.



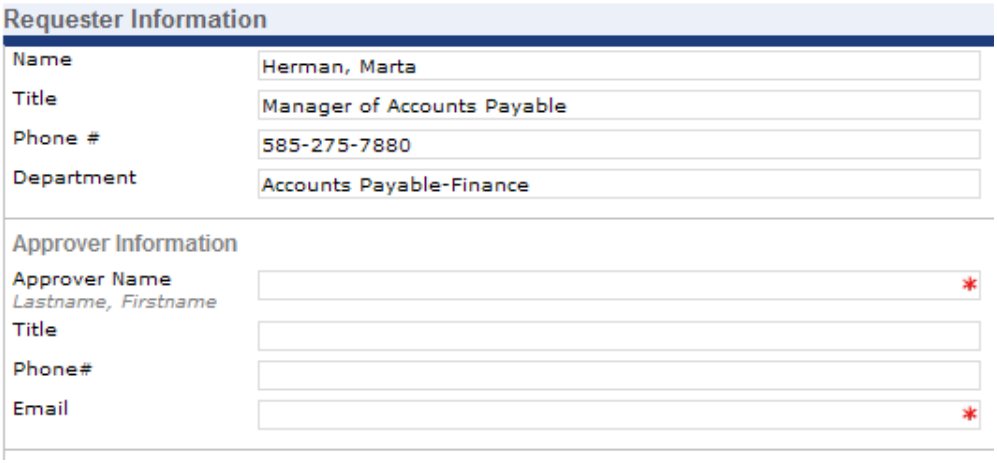
Select the file and then click ***Open.***



Click ***Upload***.



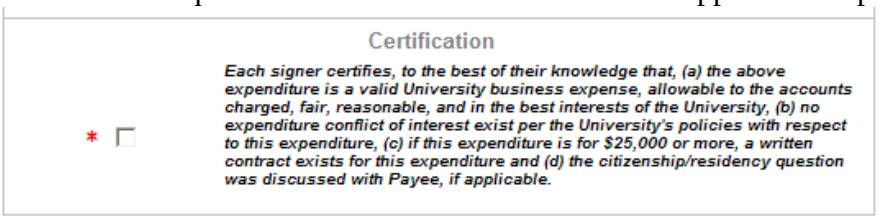
Requestor/Approver



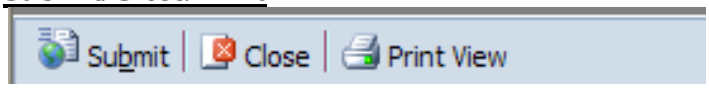
1) Fill in all fields for both the Requestor (yourself) and Approver.
2) The email notifications for the eRFP form workflow are tied to the names of the Requestor and Approver designated in this section. In order for the email notifications to be sent to the correct people, you must input the names properly as ***Lastname, Firstname***.
3) Eventually we will enhance the form to pre-fill your Requestor Information as the example above shows based on your authentication log on to the SharePoint site.
4) Remember that alternate approvers can be designated by completing additional Access Request Forms.
    a. If you enter an alternate approver other than someone designated on your eRFP Access Request Form(s), the approver will still get an email indicating the eRFP is awaiting their approval. However, they will not be able to access the site or your eRFP until their access has been established.
    b. Eventually we will enhance the form to pre-fill your approver's Approver Information based on your authentication log on to the SharePoint site. If you have completed multiple access request forms you will have a drop down list of available approvers and you will be able to select one from the list.

Certification

You should mark the certification box if you feel it is an accurate statement. Marking the certification box is required in order to submit the eRFP for approval and payment.



Submit/Close/Print



Printing

At any time you can print the eRFP by scrolling all the way to the top or bottom of the form and select ***Print View***. At this time and at this point just prior to submitting, we are finding that many people are choosing to save their eRFPs as PDFs.

To print attachments you must open the attachment to print and/or save them.

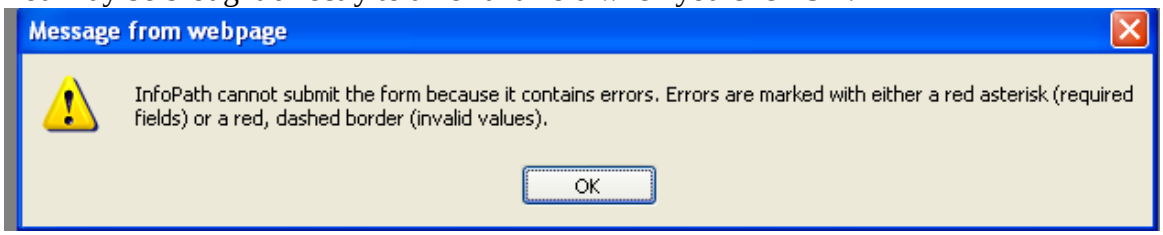
Close

At any time you need to stop you can Close the eRFP by clicking the ***Close*** button. You will be asked if you want to Save the eRFP.

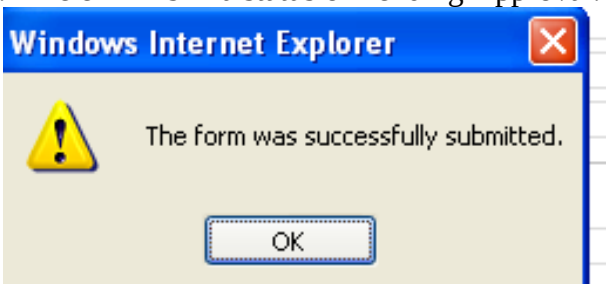
Click *No* to discard edits to the eRFP.
Click *Cancel* to resume editing the eRFP.
DO NOT select *Save.* The template/save functionality does not work. If you change the system-generated name given to your eRFP the form will not work correctly.

Submit

Once you have completed the form scroll all the way to the top or bottom of the form and click on ***Submit***. If any required information is missing, the form cannot be submitted and a prompt box will open in the form and indicate which field needs to be completed. You may be brought directly to an errant field when you click OK.

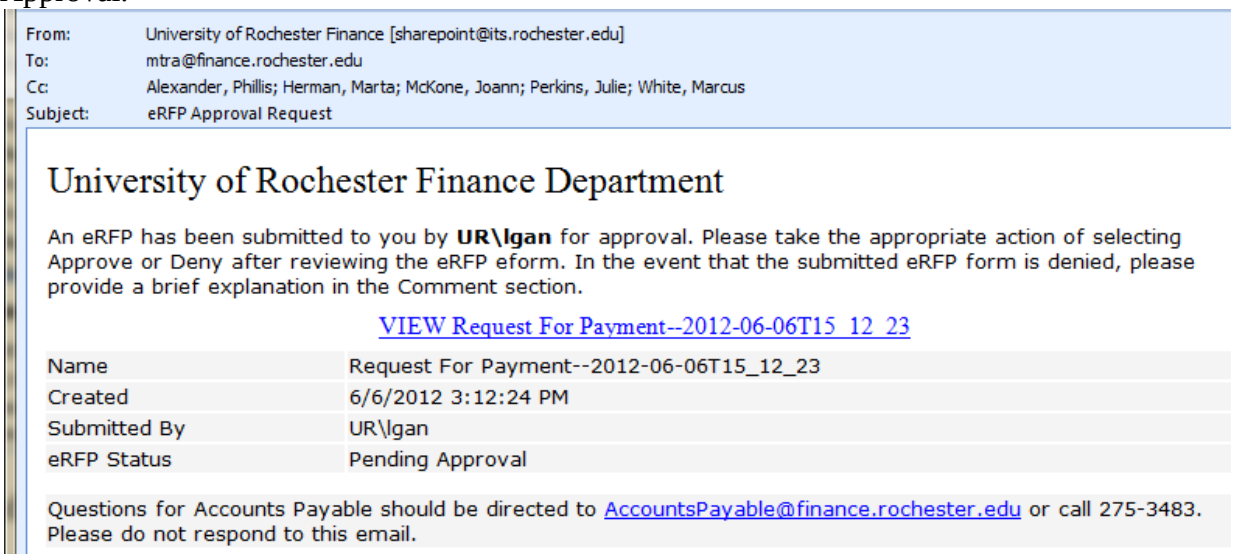


Once all required fields are completed, clicking ***Submit*** sends an email to the Approver indicated on the form instructing them with a link to go to the eRFP and Approve or Deny it. The eRFP is in a status of Pending Approval.



APPROVING eRFPs

Upon successful submission of an eRFP an email is sent to the Approver requesting their Approval.



From: University of Rochester Finance [sharepoint@its.rochester.edu]
To: mtra@finance.rochester.edu
Cc: Alexander, Phillis; Herman, Marta; McKone, Joann; Perkins, Julie; White, Marcus
Subject: eRFP Approval Request

University of Rochester Finance Department

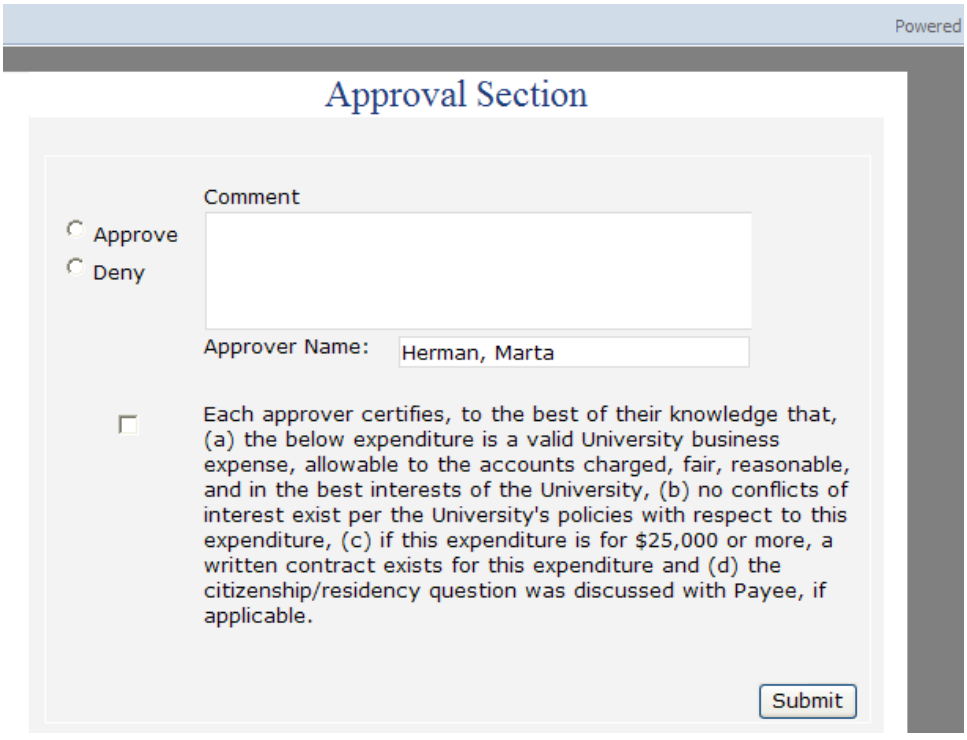
An eRFP has been submitted to you by **UR\lgan** for approval. Please take the appropriate action of selecting Approve or Deny after reviewing the eRFP eform. In the event that the submitted eRFP form is denied, please provide a brief explanation in the Comment section.

VIEW Request For Payment--2012-06-06T15_12_23

Name	Request For Payment--2012-06-06T15_12_23
Created	6/6/2012 3:12:24 PM
Submitted By	UR\lgan
eRFP Status	Pending Approval

Questions for Accounts Payable should be directed to AccountsPayable@finance.rochester.edu or call 275-3483. Please do not respond to this email.

The Approver should click on the View Request For Payment link to go to the eRFP. Once their credentials are authenticated the eRFP opens with an approval section at the top and they are able to scroll down to see the form as you prepared it.



Powered

Approval Section

Comment

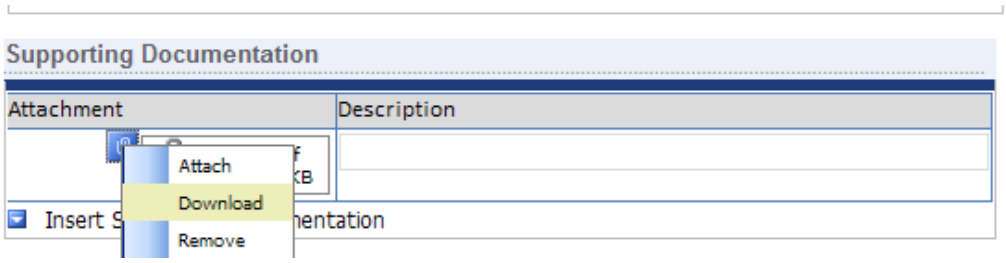
Approve
Deny

Approver Name: Herman, Marta

Each approver certifies, to the best of their knowledge that, (a) the below expenditure is a valid University business expense, allowable to the accounts charged, fair, reasonable, and in the best interests of the University, (b) no conflicts of interest exist per the University's policies with respect to this expenditure, (c) if this expenditure is for $25,000 or more, a written contract exists for this expenditure and (d) the citizenship/residency question was discussed with Payee, if applicable.

Submit

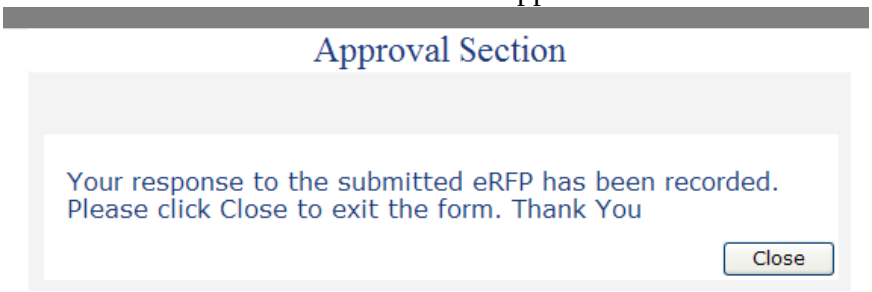
The Approver should review the eRFP as they would normally review a paper RFP including review of any supporting documentation. Select ***Download*** to open the attachment.



The Approver can edit any data as appropriate, including adding attachments.

If approving, the Approver should

- select the ***Approve*** radio button
- add a Comment if desired (not required) and
- mark the certification box if you feel it is an accurate statement. Marking the certification box is required in order to submit the eRFP to AP for Review and payment processing.
- Click on ***Submit***
- Click on ***Close*** when the confirmation box appears



Ledger Tip: Note that when Approver approves, a Voucher Number is assigned to the eRFP and that voucher number is the same number that will appear on your ledger in the transaction Ref 2 field.

IMPORTANT

Currently the Deny workflow is not functioning. Selecting *Deny* and then *Submit*(ting) will cause the eRFP to get stuck in an unactionable state, meaning you would have to re-do the eRFP from scratch.

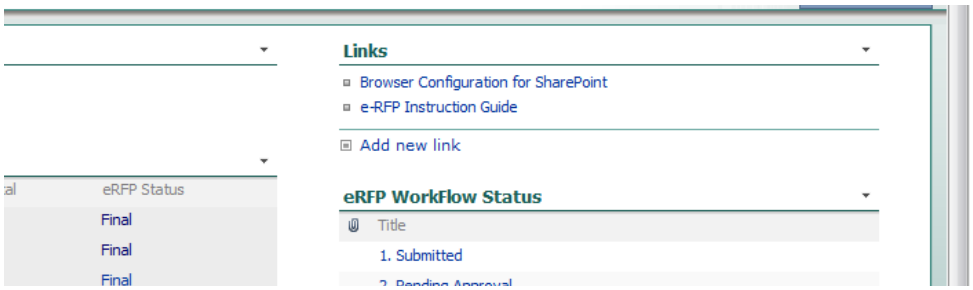
Alternatively, make arrangements ahead of time to ask your Approver to notify you using some other method (email, phone call) to let you know what they think is wrong with it so that you can adjust and submit it again as appropriate. The Approver should not select Deny, they should select Close and No to the Save Changes prompt.

If you cannot edit or re-submit or your Approver is not notified of the re-submitted eRFP or cannot get to the re-submitted eRFP, please contact AccountsPayable@finance.rochester.edu so that we can restart the workflow for you.

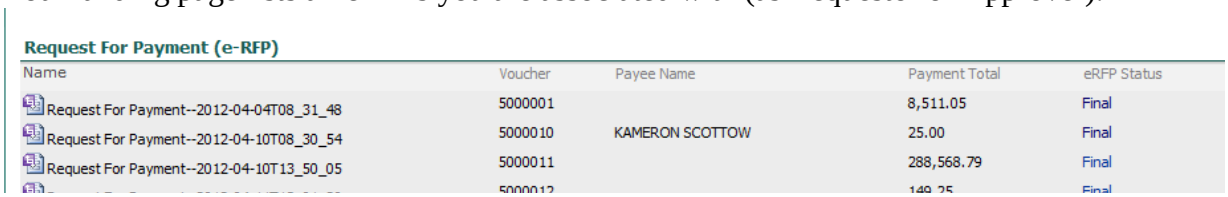
SELF-SERVICE

Reminder: Your landing page is located at https://finance.ur.rochester.edu/default.aspx .

The most recent version of this eRFP Guide can be obtained by clicking on the ***e-RFP Instruction Guide*** link located on the far right of your landing page in the Links section.



Your landing page lists all eRFPs you are associated with (as Requestor or Approver).



The listing of eRFPs contains the following fields:

- Name- the SharePoint name for the eRFP including date and time of submission
  - For example: 4/4/12 8:31:48am
- Voucher- This number matches the number in the Ref 2 field of your ledger and was assigned at the time the Approver approved the eRFP.
- Payee Name- Name of the payee on the eRFP
- PaymentTotal- Dollar amount to be paid to the payee
- eRFPStatus- current status of the eRFP

To change the order in which the eRFPs are listed on your screen, you can sort by clicking on the column headers (Voucher, Payee Name, etc.).

Prior to the eRFP getting to a status of Final you should be able to click on the eRFP Name to open, view, save or print if desired.

Once the eRFP has reached a Final status it is locked down and not editable.

- If you need to print your eRFP – you should click on the blue word ***Final*** on the far right in the eRFP Status column for the eRFP. Clicking on the form icon to the left of the eRFP does not do anything.
- If you need to print your attachments you will need to contact AP so that we can get the supporting documentation attachments for you. The functionality for department users to print their attachments once they are Final is not included since if you need the attachments for later use you could have saved the electronic version of them when you attached them to the eRFP.

WORKFLOW

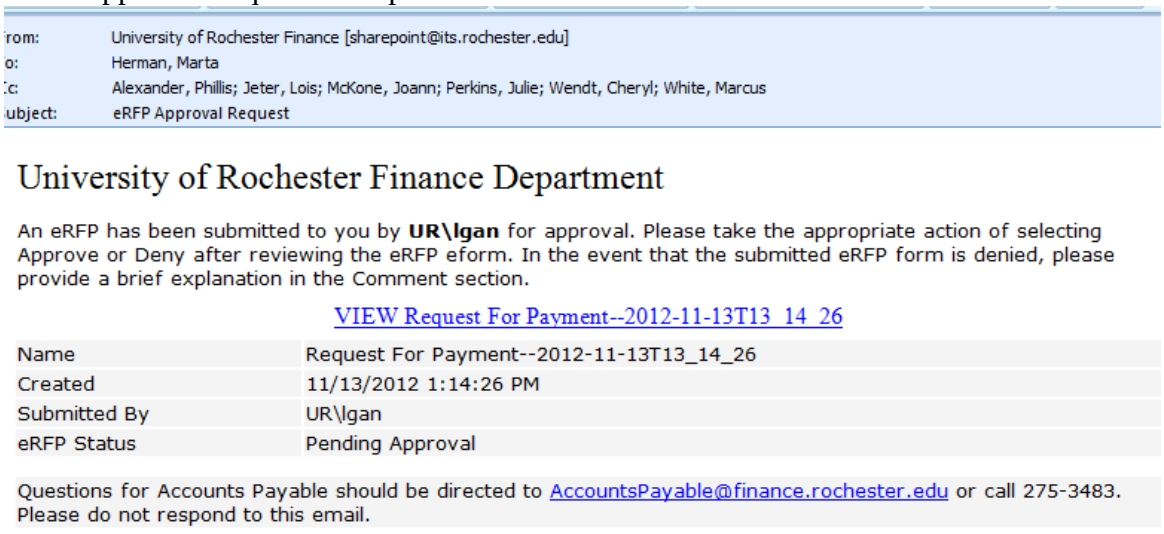
The workflow status of eRFPs follow these stages:

a. (Blank): indicates you have not completed or submitted the eRFP for approval.
b. Pending Approval: awaiting an approver to Approve or Deny the eRFP.
c. Denied: the Approver did not approve the eRFP. The Requestor can edit the eRFP and re-submit for approval if appropriate.
d. Approved: the Approver approved the eRFP and AP needs to review and submit the eRFP for payment.
e. Final: AP has reviewed the eRFP. No edits to the eRFP can be made once it is in a status of Final.

Email notifications are sent upon completion of certain actions:

Completed action	Email sent to	Information provided in email
Requestor Submits eRFP	Requestor	*Subject:* ***eRFP Successful Submission*** Confirming eRFP was submitted to approver's name for approval
Requestor Submits eRFP	Approver	*Subject:* ***eRFP Approval Request*** Indicating requestor's name submitted an eRFP for their approval
Approver Submits Approval for eRFP	Approver	*Subject:* ***Approver Confirmation*** Confirming eRFP Approve was submitted and AP will Review
Approver Submits Approval for eRFP	Accounts Payable	*Subject:* ***eRFP Ready for AP Review*** Indicating eRFP has been Approved and needs to be Reviewed prior to payment submission
AP Submits Review for eRFP	Requestor and Approver	*Subject:* ***eRFP Final Submission*** Indicating eRFP was submitted for payment by Accounts Payable

eRFP Approval Request example:



rom: University of Rochester Finance [sharepoint@its.rochester.edu]
o: Herman, Marta
c: Alexander, Phillis; Jeter, Lois; McKone, Joann; Perkins, Julie; Wendt, Cheryl; White, Marcus
ubject: eRFP Approval Request

University of Rochester Finance Department

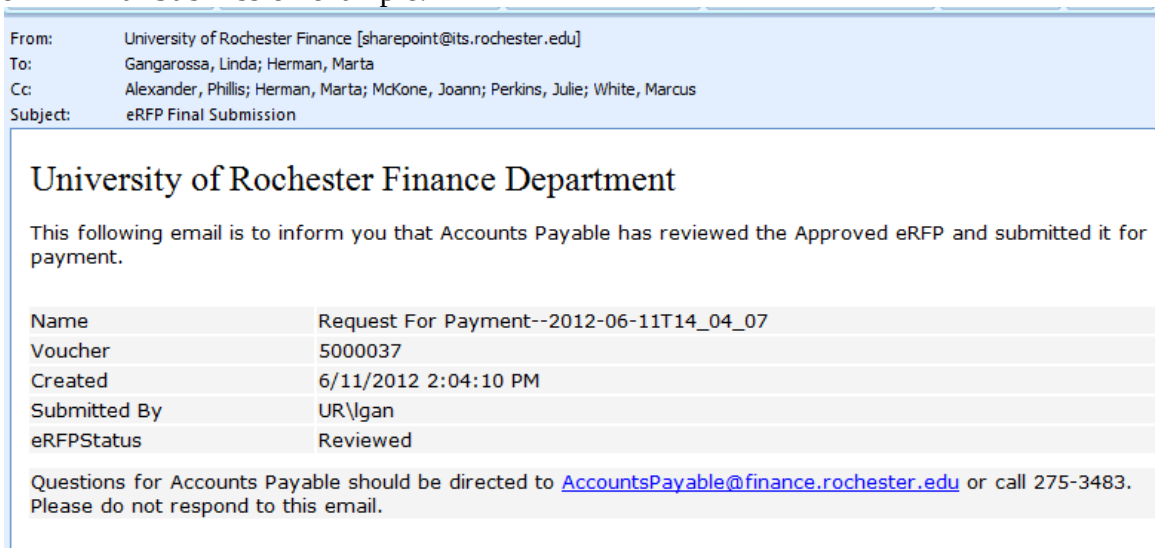
An eRFP has been submitted to you by **UR\lgan** for approval. Please take the appropriate action of selecting Approve or Deny after reviewing the eRFP eform. In the event that the submitted eRFP form is denied, please provide a brief explanation in the Comment section.

VIEW Request For Payment--2012-11-13T13_14_26

Name	Request For Payment--2012-11-13T13_14_26
Created	11/13/2012 1:14:26 PM
Submitted By	UR\lgan
eRFP Status	Pending Approval

Questions for Accounts Payable should be directed to AccountsPayable@finance.rochester.edu or call 275-3483. Please do not respond to this email.

eRFP Final Submission example:



From: University of Rochester Finance [sharepoint@its.rochester.edu]
To: Gangarossa, Linda; Herman, Marta
Cc: Alexander, Phillis; Herman, Marta; McKone, Joann; Perkins, Julie; White, Marcus
Subject: eRFP Final Submission

University of Rochester Finance Department

This following email is to inform you that Accounts Payable has reviewed the Approved eRFP and submitted it for payment.

Name	Request For Payment--2012-06-11T14_04_07
Voucher	5000037
Created	6/11/2012 2:04:10 PM
Submitted By	UR\lgan
eRFPStatus	Reviewed

Questions for Accounts Payable should be directed to AccountsPayable@finance.rochester.edu or call 275-3483.
Please do not respond to this email.

IT Tip: See Appendix B: Email Rules and Alerts for instructions on how to automatically route these emails notifications to a special folder.

FREQUENTLY ASKED QUESTIONS

What do I need to use eRFPs?

Answer:

- Ideal computer configuration for optimal speed and performance:
  Windows 7 Operating System, Office 2010 Professional
  Internet Browser: Internet Explorer 9 or FireFox 11.0
  See page 2 for minimum requirements.
- Active Directory account for security authentication to access the SharePoint site
- The ability to convert paper supporting documentation into an electronic file to be attached to the eRFP.

How do I find the status of eRFPs?

Answer: eRFPs that you have submitted are listed on your Finance SharePoint landing page: https://finance.ur.rochester.edu/default.aspx . **The status of each eRFP is listed so that you can see where each is in the process toward payment.**

How does this change supporting documentation that needs to be submitted?

Answer: University policies and guidelines pertaining to your transaction remain the same whether processed via the paper form or via eRFP.

How are eRFP approvals different?

Answer: Requestor and approval signoffs on the eRFP are in the form of electronic submission and approval selections, not actual signatures as on the paper RFP form. The eRFP does not utilize digital or electronic signatures.

How does this change ledger reconciliations?

Answer: The eRFP does not replace or alter guidance or expectations the Office of University Audit has outlined in their *Subsidiary Ledger Management and Internal Controls* documentation, available on their web site.

How do I get supporting documentation for an eRFP?

Answer: The person that submitted an eRFP has access to the eRFP and supporting documentation on the Finance SharePoint site. Alternatively, you can contact Accounts Payable as usual to obtain backup for your APD transactions by sending an email to AccountsPayable@finance.rochester.edu .

How long are eRFPs retained?

Answer: eRFPs are accounts payable transactions and are retained for 7 years along with other AP activity.

What ways do departmental users benefit from eRFPs (compared to paper RFPs)?

Answer:

- Faster payment - IF Approved by 1pm AND there are no questions/concerns from AP, US$ check mailed the next business day
- A Ref 1 field is provided so that data will pass to your ledgers to help with reconciliations.
- Save time: No need to enter the payee's address if the vendor is already set up – address information auto-fills the form when an existing vendor is selected.
- If the vendor is in the listing provided, no need for you to get a W9 from them.
- Want an EFT - No need for a different form. Select EFT payment and the necessary fields are provided for you to complete.
- Using real invoice #s when available will allow for better duplicate payment checking in the automated process
- Account number descriptions auto-ill when you enter an account number to help you ensure accuracy
- Picking the check up - No need for a separate additional form.

Is there anything the eRFP can't do?

Answer: Allowing checks to be mailed back to departments is a poor internal control. The check mail back selection is not an option with eRFP because we did not want to automate a bad process. For now, continue to use the paper RFP process if you need your check mailed back to you, but consider alternatives so that you can enjoy the many benefits of eRFPs.

What if I can't make the eRFP work the same way I normally submit paper RFPs?

Answer: Feedback to improve the performance and functionality of the eRFP process should be directed to AccountsPayable@finance.rochester.edu and SharePointCentralSupport@ur.rochester.edu .

Appendix A: Internet Explorer

IT Tip:

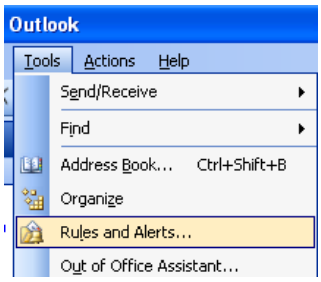
If utilizing the Internet Explorer browser to access eRFPs, it is **highly recommended** that you go to this link:

http://support.microsoft.com/kb/175500#FixItForMeAlways , click “Fix it” found in the middle of the page and follow the prompts to install a fix that alleviates unnecessary script warning messages from appearing when certain selections are made and will improve the overall performance of your eRFPs.

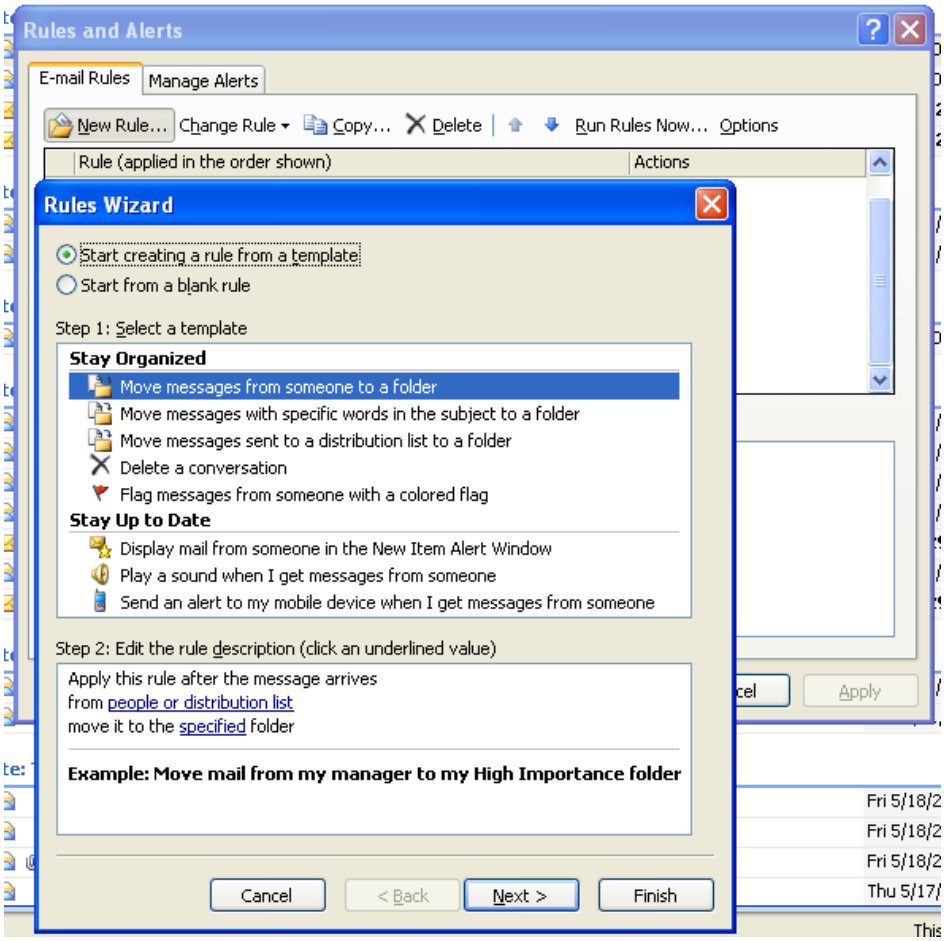
Appendix B: Email Rules and Alerts

IT Tip:

Use ***Rules and Alerts*** functionality within your email to automatically route email notifications to a special folder.



Click on *New Rule* and follow the prompts.



Contact the University IT Helpdesk at 275-2000 if assistance is needed.