Create a Supplier

1. Either search for or use your Favorites to select Create Supplier
   Note: Maximum characters is 39 for proper display on checks

2. In Supplier Name type name exactly as it appears in documentation

3. Click prompt icon in Create Supplier from Business Entity to select a business entity for Grant suppliers whenever available

4. If Tax Authority Form Type is 1099, click prompt icon for TIN Type and select either EIN for business entity or SSN/ITIN for individuals
   Note: Enter Tax ID in the appropriate format for the TIN Type chosen

5. Click prompt icon in Supplier Category and select AP Trade
   Note: AMEX BIP will route Supplier to UR AP Manager for approval

6. Click prompt icon in Supplier Group and add the group that matches the first letter in the Supplier’s name
   Note: Additional Supplier Groups can be chosen to assist in searching and for reporting.

7. Click prompt icon in Default Payment Terms and select the appropriate term based on documentation

8. Click prompt icon in Payment Type and select all that are applicable

9. Click prompt icon in Default Payment Type and select one from the Payment Types selected in step 8

10. Click in Default Currency and enter USD

11. Click the radio button next to Accepted Currencies and enter USD

12. Click OK

13. If needed, click prompt icon in Tax Authority Form Type and select one of two options:
   a. 1042-S (nonresident aliens)
   b. 1099 MISC (US citizens and permanent residents)

14. If ACH is the payment type, click prompt icon in Remittance Integration System. Click All Integration Systems and select INT124a Supplier Remittance
   Note: Must also input Contact Information – Email Address and designate as Primary

15. If Supplier is part of a hierarchy, click prompt icon next to Proposed Children and use the Search function to select all related Suppliers

Add Contact Information

16. Click Contact Information

17. Click Add Address and enter all required fields

18. Check the tick box next to Primary

19. If a Remittance Integration System has been selected in Step 14, click Add Email

20. In Email Address, type email address

21. Click check box next to Primary
Accounts Payable Processes

Create Supplier Invoice

1. Either search for or use your Favorites to select Create Supplier Invoice
2. Click the prompt icon in Company and choose a company
   Note: If the Invoice has multiple Companies, choose any of the Companies for the Header. A validation will not allow submission if an error has been made.
3. Click the prompt icon in Supplier and search for and choose the supplier
   Note: A validation will not allow submission if a Parent-level supplier has been selected
4. Input or Select an Invoice Date from the documentation
5. In Control Total Amount, type total amount of invoice to be paid
   Note: Validation will require this when trackable or construction/equipment related Spend Categories are used
6. If Payment Type is Check Separate, a Handling Code is required
7. Click the prompt icon to select a Handling Code if the payment will NOT be mailed directly to the Payee
   Handling Code Descriptions
   - Mail Back Checks to Departments
   - Hold for Pick Up
   - Hold for Enclosure
   - Patient 91
   - Patient 50
8. In Supplier Reference Number, type supplier invoice number
   Note: Ensure number is formatted correctly to help avoid duplicate payments
9. In Document Link, copy and paste the URL from the scanned documentation in OnBase
   Note: A validation will ensure correct URL type is entered

Invoice Line Area

10. Enter Company for this line. A validation will ensure the worktag Company for FAO matches the line Company.
11. Enter a Spend Category
12. If trackable Spend Category is used, enter Quantity and Unit Cost
    Note: A validation will tell you when these fields are required
13. Click in Extended Amount field and type the dollar amount of the expense
14. Click in the Worktags field, and enter the FAO. Inherited worktags will populate automatically. Do not delete or change the inherited worktags.
15. To add more invoice lines, click the plus sign (+) and repeat steps 7 – 9
16. Click Submit

Add Alternate Names

27. When the displayed Supplier Name does not fit all uses, click Alternate Name
28. Click plus sign (+)
   a. If TIN does not match Supplier Name, enter a 1099 MISC Recipient name
   b. If Supplier Name had to be abbreviated, enter a Remit To Advice/Payee name

Add Accompanying Documentation and Submit

Note: These steps assume you have either scanned and/or saved the documentation to your hard drive

29. Click Attachments
30. Click the plus sign (+)
31. Click Attach
32. Locate your file and click Open
33. Verify all information is correct, then click Submit

Add Settlement Bank Account

22. If Supplier will be paid using ACH, click Settlement Bank Account
23. Click the plus sign (+)
24. Click the radio button next to the appropriate Account Type
25. Click prompt icon next to Country and search for the correct Country
26. Enter all Bank details as found in your documentation

UR Financials

UNIVERSITY of ROCHESTER
Create Ad Hoc Payments

1. Either search for or use your Favorites to select Create Ad Hoc Payment
2. Click the prompt icon in Company and choose a company
   
   **Note:** If the Invoice has multiple Companies, choose any of the Companies for the Header. A validation will not allow submission if an error has been made.

3. Click prompt icon next to Bank Account. Click Bank Account for Ad Hoc Transactions and choose UR Controlled Disbursement
4. Click the radio button next to Payee, then click the prompt icon to search for and select an existing Supplier only
   
   **Note:** See a Supplier Administrator if you cannot locate an already established Supplier

5. Select an alternate Payment Date if appropriate
6. Click prompt icon in Payment Type and select appropriate type

<table>
<thead>
<tr>
<th>Type of Activity</th>
<th>Payment Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Refunds (F4)</td>
<td>Check</td>
</tr>
<tr>
<td>Patient Refunds (F4)</td>
<td>Check</td>
</tr>
</tbody>
</table>

   **Note:** AMEX BIP cannot be used for AHP. Create a Supplier Invoice instead

7. If the payment will not be mailed directly to the Payee, click the prompt icon in Handling Code and select the appropriate option

<table>
<thead>
<tr>
<th>Handling Code Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail Back Checks to Departments</td>
</tr>
<tr>
<td>Hold for Pick Up</td>
</tr>
<tr>
<td>Hold for Enclosure</td>
</tr>
<tr>
<td>Patient 91</td>
</tr>
<tr>
<td>Patient 50</td>
</tr>
</tbody>
</table>

8. Click in the Control Total Amount and enter the total amount of the payment from the invoice
9. Click in the Memo field, and enter the description from the form. This will be printed on the remittance portion of the check

**Lines Area**

10. Enter Company for this line. A validation will ensure the worktag Company for FAO matches the line Company
11. Enter a Spend Category
   
   **Note:** Trackable Spend Categories are not permitted. Create a Supplier Invoice instead.

12. In the Extended Amount field, type in the dollar amount
13. Click in Worktags field, and enter the FAO. Inherited worktags will populate automatically. Do not delete or change the inherited worktags

**Add Accompanying Documentation and Submit**

   **Note:** These steps assume you have either scanned and/or saved the documentation to your hard drive

14. Click Attachments
15. Click the plus sign (+) and
16. Click Attach
17. Locate your file and click Open
18. Verify all information is correct, then click Submit

Remember, if a Supplier, Invoice or Payment is NOT in a status of Active, Approved or Complete, check the Business Process History to see who is required to Review/Approve

**Reminder:** Keep your UR Financials Inbox current and clean
Accounts Payable Processes

Invoice Adjustments

If the Supplier invoice has not been settled, it’s possible to make adjustments simply by editing the invoice.
1. Search for the invoice using report Find Supplier Invoices – with Saved Filters
2. Once found, click the Related Actions icon
3. To hold the invoice from payment, click Supplier Invoice > Hold from Payment and click OK
4. To edit the invoice, click Supplier Invoice > Change and click OK
5. Make whatever adjustment(s) needs to be made to text, Spend Category, Extended Amount or FAO
   a. To change the FAO, delete the FAO and all 3 of the inherited worktags, by clicking the X next to each one
   b. Enter the correct FAO, and the relevant inherited worktags will automatically populate
6. Click the Attachments tab
7. Click the minus (-) sign for the currently uploaded document
8. Click the plus (+) sign and click the Browse button
9. Find the updated documentation and click Open
10. Click Submit

If the Supplier invoice has already been settled, the only adjustments that can be made are for over / under payments. For other issues like incorrect FAO or Spend Category, a Journal entry would need to be done instead.
1. Search for the invoice using report Find Supplier Invoices – with Saved Filters
2. Right-click the magnifying glass in the Supplier Invoice field and click See in New Tab
3. Click the Related Action icon and select Supplier Invoice > Create Adjustment
4. Verify Reference Invoice number and the Supplier Invoice Number match
5. Click the radio button next to either Increase Liability or Decrease Liability
6. Click the prompt icon in Adjustment Reason and select a reason code from the list
7. In the Control Total Amount field, enter the amount of the adjustment
8. Click the Create Adjustment tab
9. In the Spend Category field, enter the Spend Category from the original invoice
10. In the Extended Amount field, enter the amount of the adjustment
   **Note:** The Total Adjustment Amount should equal the Control Total Amount
11. In the line Memo field, enter a short description of the adjustment
12. In the Worktag field, enter the FAO from the original invoice
13. Click Submit

Invoice Adjustment Reason Codes
- Additional Charges
- Damaged Goods
- Duplicate Invoice
- Other Terms
- Price Adjustment
- Quantity Shipped
- Wrong Item Shipped
- Miscellaneous
- Wrong Supplier
- Open Credit

Reports
- Find Suppliers – with Saved Filters
- View Ad Hoc Payee
- Find Supplier Invoices – with Saved Filters
- Find Payments (Excluding Customer Payments) – with Saved Filters
- Find Journal Lines – with Saved Filters
- Find Journals – with Saved Filters
- Find Recurring Supplier Invoices