Special Payments and Expedited Payment Requests: What to Do When Payments Aren’t Business as Usual
Workshop Presenters

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Please …

- Turn off cell phones.
- Avoid side conversations.
- Ask questions at any time!
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.
Workshop Objectives

- Determine the process for making expedited and special payment requests
- Discover ways to reduce need for these types of payments
Special Payment Requests

- Information can be found on the OBFS site
  - https://www.obfs.uillinois.edu/payments-vendors-students/special-payment-requests/Special Payment Requests - OBFS
Special Payments – PO’s

- Prepayment or down payment on PO’s
  - Must have a line item indicated on PO
- Pick up checks
- Summary payments (backup stored in unit)
- Establish recurring payments
- Request wire transfer or foreign draft
PO Invoice - Expedited Processing

- Not to be used as a daily payment process
- PO payments should hold to payment term established on the PO
- Emergency situations where payment is needed as soon as possible
PO Invoice - Expedited Processing

- Same day payment not guaranteed
- Escalated payments cannot be requested via the special payment form
- Contact University Payables Customer Service (obfsupay@uillinois.edu)
Special Payments – PO’s

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

- Deposits & prepayments:
  - Payment terms of a PO can be overridden if there is a PO line specifically for the deposit.
  - Deposit can be paid at Net with the SPR; however, the final payment will be paid at established PO terms (typically Net 30).
  - If a unit needs escalated payment terms or terms other than Net 30, a Banner PO should be used.
Special Payment Request forms:

- Note: the UI is following the best business practice of mailing payments directly to vendors.
  - Avoids lost checks.
  - Avoids duplicate payments.
  - Reduces fraud opportunities.
  - University auditing purposes.
Recurring Payments

- Defined period of time
- Same date
- Same amount
- Same CFOAPL
- Set up by fiscal year
  - Example: set up for 01/01/17-12/31/17 requires 2 forms, one for FY18 and one for FY19
Electronic Fund Transfers/Foreign Draft Payments

- Require:
  - Purchase Order/Encumbrance Special Payment Request Form
  - Electronic Fund Transfer Form
  - Invoice

- Typical uses:
  - Send payment via EFT in US or foreign currency
    - Not to domestic banks
  - Send check payment in a foreign currency

- Example Situations:
  - Invoices requiring payment in a foreign currency
  - Seminar/conference registrations in a foreign country
  - Study Abroad Program support
  - University-related travel
Foreign Draft

- Mailed by requesting department
- Typically require 7-10 business days to initiate, process and provide to unit
- Stop pay verification and replacement can take 3 weeks at minimum – usually longer
Special Payments (EPR’s) - TEM

- Expedited Payment Request job aid available on the TEM resource page
- Emergency situations where payment is needed as soon as possible
- Same day payment is not guaranteed
  - EPR requests that are approved will be processed quickly but are still subject to vendor terms
Special Payments (EPR’s) - TEM

- Payables will make the final determination
  - EPR will not be granted for:
    - Utility Payments
    - Refunds
    - Non-employee travel reimbursement
    - Shipping fees
    - Services already rendered

- Begin report title with EPR
- Select pick up location, if business purpose requires it
Special Payments – TEM

Expense Report  ER01109924

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

*Report Title

Misc Vendor - Payment for Goods

*Purpose

Business Purpose/Justification

Payee Name

*UIN/ID

Special Handling

Vendor Invoice #/Ref #

Contract #

*Vendor Address Type

*Vendor Address Seq

User Defined #1

User Defined #2

*Payee Affiliation

Continue  Cancel
Reduce the Use

- Unless there is a valid **business** reason as to why a check cannot be mailed, submit via normal payment process.
- Payment Terms take precedence over request for current or overdue invoices that are submitted.
Reduce the Use

Please remember the following items will not be processed as expedited:

- Utility Payments
- Refunds
- Non-employee travel reimbursements
- Shipping fees
- Services already rendered
Workshop Summary

- Determined the process for making expedited and special payment requests
- Discovered ways to reduce need for these types of payments
Questions / Concerns?