



2018 Administrative Leadership Conference

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 website
<https://www.obfs.uillinois.edu/payments-vendors-students/special-payment-requests>
- Please use the new Service Desk Request Form to contact Payables

<https://www.obfs.uillinois.edu/payments/who-to-ask/>

PO Special Payments

- Prepayment or down payment
 - 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 Special Payments

- 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.

PO Special Payments – Please note:

- Should not be used as a daily payment mechanism.
- Escalated payments cannot be requested with the SPR form.
- Can be used for emergency situations where payment is needed ASAP.
- Same day payment not guaranteed.

PO Special Payments – Include:

- Invoice, estimate, quote, contract, etc.
- Other documentation (if required).
- Purchase Order Special Payment Request Form (available on website).
- Submit to obfsupay@uillinois.edu.
- Include “Special Payment” in email subject line.

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 Special Payment Request Form or Request a General Encumbrance/Wire Transfer Form
 - Electronic Fund Transfer Form (EFT) if using the Encumbrance form
 - Invoice

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

- 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.
- Provide a business justification.



Special Payments – TEM

Expense Report ER01109924

Document Header

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

* Report Title	* Purpose				
<input type="text"/>	Misc Vendor - Payment for Goods				
* Business Purpose/Justification	* Payee Name	* UIN/ID	Special Handling	* Vendor Invoice #/Ref #	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Contract #	* Vendor Address Type	* Vendor Address Seq	User Defined #1	User Defined #2	* Payee Affiliation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Special Payment Request forms:

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

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

For More Information:

www.obfs.uillinois.edu

- Special Payment Requests
- Request Payment by Wire Transfer
- Job Aid, “Expedited Payment Request”
- TEM Resource Page

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Workshop Summary

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- Discovered ways to reduce need for these types of payments.



Questions / Concerns?