e-Forms for Submitters

GEISEL FINANCE CENTER

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e-Forms Overview

What are e-Forms?
- e-Forms replace paper forms and email requests
  - Online submission of financial request forms
  - Submitted directly to approver(s) and/or finance center
- e-Forms provide routing for electronic approvals
- e-Forms are accessed by the Finance Center for processing

Who uses e-Forms?
- Faculty, Staff or Students with a NetID can submit e-Forms

How do I access e-Forms?
- e-Forms are links on the Finance Center website:
  http://www.dartmouth.edu/~fincenter/forms.html

You can start using e-forms now!
Rollout Plan

Phase I

**e-Forms Live Now**
- **P-Card**
  (Receipts or Statements with Receipts)
- **Purchase Requests**
- **MYLS**
  (Future Labor Schedule changes)
- **Wage Transfer**
  (Retroactive Labor changes)
- **Corrections, Journal & Cost**
- **Student Prizes and Awards**

Phase II

**e-Form Enhancements**
- Enhancement requests are reviewed and prioritized

**Coming Soon**
- **Payment Request Form**
  (replaces RFP, MIPV and submits vendor invoices)
- **General Request Form**
  - Payroll Requests
  - Account Questions
  - Ledger Maintenance
  - Security Access Requests
  - Other Requests

**Business Expense?**
- Business Expense Forms (BER) are currently a pilot project using Oracle iExpense
Access & System Requirements

Submitter Access

- Have a NetID? You can submit an e-form!
  - e-Forms use Web Authentication

System Requirements

- A web browser is all you need!
  - Use your computer*, smartphone, or tablet

*Computers: e-Forms work best using the following browsers:
  - Internet Explorer 9 or 10
  - Google Chrome
  - Firefox 19-29
Throughout:

- **Submitters** access their saved or submitted e-Forms using email notification links
- **Approvers** access forms they were asked to approve using email notification links
- **Finance Centers** access e-Forms for processing
- **Geisel Dept Admins** may access e-Forms using chart strings with their ORG/Grant responsibility using the Unity Client
Form Format: Every form has the same header information.

Tip: If you have an appointment or assignment for multiple areas, you need to select the department that you are submitting for using the Department pull down.
Form Basics

Required Fields
- Indicated by *
- Varies by form
- Examples include:
  - Vendor Name
  - Chart Type
  - Chart String
  - Amount or Distribution
  - Business Purpose

Ghost Text
- A field with gray text provides hints on information the form is seeking

Names
- Begin typing the Last Name and select from the list of available names

Submission
- Save Without Submitting
- Submit
- Close without Saving
Chart Strings & Nicknames

Chart Strings

- Each form will have a section to enter chart strings
  - Select **Chart Type** (GL String, PTAEO String, or any chart string Nicknames)
  - Enter the appropriate values
- Nicknames and P-Card Default* will auto-populate the chart string
- Natural Class is not required; the finance center will assign a natural class if the field is blank

Nicknames

- Nicknames for your chart strings are available through the eProcurement system profile
- If you do not have access to the eProcurement system, please contact the finance center to have your nicknames created
- Currently nicknames are only available for GL Strings

*The P-Card e-Form has an option to select the P-Card default string for the cardholder selected*
Admin Additional Access

Special Viewing Access

- Submitting a form for a chart string outside of your department/program?
  - Geisel Dept Admins have access to submitted forms for chart strings in their designated areas using the Unity Client.
  - If you are submitting a form and using a chart string that your administrator does not have access to, and the administrator needs to be able to access the form:
  - Select the Department Administrator Additional Access check box.

- Two new fields appear:
  - Drop Down – select Security GL Org or PTAEO Award

  ![Drop Down screenshot]

  - Enter the appropriate value

  ![Value entry screenshot]

**Tip:** If you have Admin access in Unity, then you must include an ORG or PTAEO award that you have access to on the e-form.
Attachments and Comments

Attach Supporting Documentation

- Attach supporting documentation
  - Select a Document Type from available list
  - Browse to your attachment
  - Upload
  - Select Done when all attachments are uploaded

Include Comments

- Enter additional information for the Approver or Finance Center in the Comments box

Tip: Is your attachment many pages (e.g.: over 20)?
Scan your attachments at 200 dpi (resolution)
Add an Approver

- e-Forms can be routed to single or multiple Approvers
  - Begin typing in the last name and select from the list
  - Select **Add This Approver**
- To add another approver, begin typing another name in the same box
  - Use the sequence drop down to change the sequence in which the approvers are notified and can offer approval (First, Second, etc.)
- When you submit your e-Form, the approver(s) you added will receive an email notification requesting their review and approval
- Following their approval, the e-Form will be routed to the finance center for processing

**Tip:** For Purchase Requests: Do not add an e-Form approver unless you need approval from a person outside of the eProcurement System workflow

- Forms do not always require an Approver
- **Do not add yourself as an Approver**

**Unsure?** If you have questions on who should approve a form, contact the finance center for assistance
Submission Options

- **Return Later**
  - You will receive an email notification with a link to access your saved e-Form when you are ready to continue

- **Submit**
  - If you added approver(s), the e-Form will be routed to them prior to the finance center

- **Close Without Saving**
  - Cancel your request (no information is saved)
Email Notifications

- Submitters will receive an email notifying them when a request has been submitted to the finance center.
- Approvers will receive an email when they need to review and approve an e-Form.

- **Do not forward** the email notification to another person.
  - The email is specific to the NetID of the recipient and links in the email will not work for other individuals.
  - If you cannot locate your email, contact your finance center for the email to be re-sent.

**Tip:** Create rules in Outlook to automatically move e-Form notifications to the same designated folder for easy reference to your submissions.
Incomplete Requests

When information is incomplete, the Finance Center will route it back to the Submitter

- The Submitter receives an email with a link to the form
- Correct the information on the form and then:
  - If no approvals are required and it does not involve a PTAEO, click the “Return to Finance Center” button
  - If approvals are required, reset the Approvers and click on the “Reprocess for approvals” button, even if the Approver is in OSP
  - If no approvals are required and the request involves a PTAEO, click on the “Return to OSP” button
How do I check the status of my e-Form?

- Use the link provided in your email notification to view your e-Form
  - The status of your form appear beneath the Request ID
    - Received
    - In Process
    - Waiting for Information
    - Complete

- Geisel Dept Admins can access your e-Form using the Unity Client*

- You can contact the finance center for assistance

*Admin Access: When the form includes a chart string that s/he has IRA access to OR when the department admin additional access checkbox has been selected and their IRA ORG/Grant was entered
Providing Approval

How to Approve

- If you were selected as an approver for an e-Form, you will receive an email notification
  - Select the link in the email to view the e-Form
  - Sign in using your NetID and password
  - Review the form
  - Options for approval are shown at the bottom of your browser

Approve

- The e-Form will now be routed to the finance center for processing

Deny

- You will be prompted to enter a reason for the denial

Route to Other Approver

- You will need to Add the approver within the e-Form
- You may also remove yourself as approver, or change the sequence in which you approve (first, second, etc.) then select Route to other Approver
Questions or Issues regarding a saved or submitted e-Form?

Geisel Finance Center
5-1238 or Geisel.Finance.Center@dartmouth.edu

Questions or Issues related to your computer, smartphone, or tablet and e-Forms?

Contact your local IT help desk or the main Geisel IT Help Desk
e-Form Submission

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BEST PRACTICES
Same e-Form is used for submitting TWO ways:

1. **Statements with Receipts for Archiving**
   
   Submissions are on a monthly basis by the P-Card Designated Approver
   - Submissions are used for archiving and auditing

   **Business Purpose**
   MON YEAR Statement & Receipts
   (e.g.: JAN 2015 Statement & Receipts)

   **Receipt Date**
   Billing Date on Statement

   **Chart String**
   P-Card default at 100% distribution

2. **Actual Receipt for Approval in P-Card System**
   
   *Use this method when routing your receipt directly to your P-Card approver / admin*

   - GFC may serve as a backup when Designated Approvers are not available*

   **Fields to Complete**
   - As many of the fields as possible, vendor and receipt total are very helpful
   - Be sure to include the receipt as an attachment

*Designated Approvers will need to notify GFC and request their cardholders to use the e-form during the period of absence*
Wage Transfer e-Form

Reason for Transfer
All wage transfer requests require an explanation
  ▶ Complete Reason for Transfer field

Assignment Field
Complete this if you have the information.

Attachments
Upload an IRA report that lists posted date (for OSP) and accurate amounts (for finance center)

Grant Requests (PTAE0)
If the transfer request includes a PTAEO chart string, the form must be reviewed and approved by OSP.

Please review the instructions sent by OSP for completing this process
  ▶ Complete the additional questions for PTA requests

Reminders:
  ▶ Add your PI as an approver
  ▶ Attach required documentation as prescribed by OSP
Correction/Journal/Cost Transfer e-Form

Transfer From
- Correction/Cost Transfer: Where the expense is currently sitting
- Support Transfer: Where the funding is coming from

Transfer To
- Correction/Cost Transfer: Where the expense need to be moved to
- Support Transfer: Where the funding is being sent to

Attachments
- Detailed transaction report (Downloadable Table view vs. Report View) from the period of when the transaction occurred to the current date

Comments
- Enter any helpful information for your request, regardless of type
  - Examples:
    - Reallocate P-Card charges due to funding availability
    - Support for April 12, 2015 event: The History of Global Regulations

Grant Requests (PTAEO)
- OSP requires that you upload the SPUD (Cost Transfer) excel document
- Refer to OSP documentation for more information/requirements

Simple Reclasses do not need to have Transfer To or From.
You do need to enter a security ORG for dept. admin access

Payables Source Type corrections - provide a PO/invoice number OR attach a Detailed Transaction report showing transaction to be corrected