Payment Request Quick Reference

Overview

- **Log into HCOM** at:
  - **http://vpf-web.harvard.edu/applications**
  - Click • Personal Homepage
  - Click Oracle Login via PIN
  - Login with HUID & PIN
  - Click + sign next to HRVD^IPROCUREMENT
  - Click HRVD^IPROCUREMENT.
- **What is a Payment Request?** A Payment Request is a tool within HCOM to initiate invoice payments and process specific nonstandard transactions that cannot be handled through the Purchase Order functions in HCOM.

  Note: A non-employee reimbursement is a form of payment request.
- **Logout of HCOM** after working on Requisitions, click **Logout** link**.**

Help Contacts:

- For technical issues, contact the HU IT Help Desk: dls@harvard.edu or x6-2001
- For customer service issues, contact University Financial Services-AP Customer Service: ap_customerservice@harvard.edu or x5-8500, option 1

Recommended Payment Request Transactions

Payments Individuals	Reimbursements Individuals	Invoices/Non-Standard Transactions
--Independent Contractors --Non-Employees * Taxable 1099 services - for (examples): --Performers --Speakers --Lecturers Examples: --Awards --Fellowships --Grants --Stipends --Honoraria --Readers' fees --Research fees --Invoices presented in foreign currency	--Independent contractors --Non-employees --Temps --Less-than-half-time (LHTs) --Harvard students --External post-docs --Harvard teaching fellows Examples: --Travel reimbursements --Cash advances --Out-of-pocket expenses All others are reimbursed in Web Reimbursement	--Royalties --Utilities --Memberships and dues --Bank fees and drafts, Visa Fees --Refunds --Subcontracts --Benefits providers --Charitable contributions/ donations --One-time emergency service --Enclosures --Special-handling check services --Changes to invoice payment terms --Wire transfers --Petty cash setup/replenishment

* Any 1099 taxable payment for services to individuals in any Harvard employment category should also be processed in HCOM.

Processing non-standard transactions requires additional instructions and forms. See the **Exceptions and Non-Standard Transactions** document on http://eureka.harvard.edu for detailed information. Obtain all HCOM forms at ABLE: http://able.harvard.edu/forms.

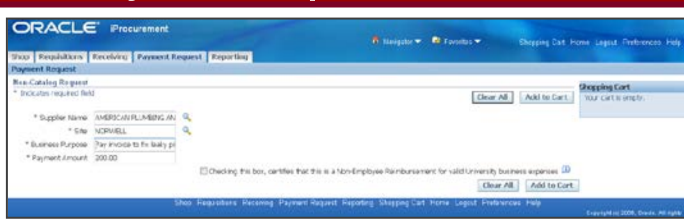
Required Documentation
Documentation requirements for Payment Requests can vary. When an invoice exists, this serves as the documentation. If not, the local unit is responsible for submitting documentation that notes the vendor, date, amount due and an invoice number, if they choose to create one.

Accessing the Payment Request Tab

From any screen in HCOM, click on the Payment Request Tab:

Before processing a Payment Request: **Your vendor must appear in the AP Vendor Database**. If the vendor is not listed, or the remit-to address has changed, you must log out of HCOM and create a request for a new or changed vendor using the **Oracle Vendor Request Form**. For more information about the form, see the document **Using the Vendor Request Form** on http://eureka.harvard.edu.

The Payment Request Screen

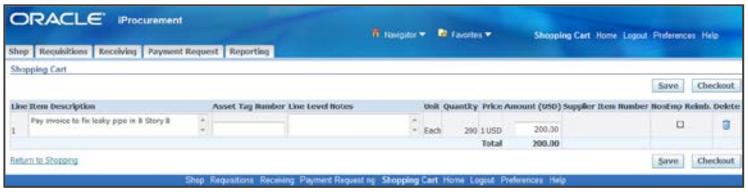


1. *If needed*, obtain the necessary form from ABLE.
2. If the payment request is a non-employee reimbursement, see the **Processing Non-Employee Reimbursement Requests in HCOM Quick Reference** on http://eureka.harvard.edu.
3. **Search for the Supplier and Site:** Type in part of the vendor name and click 🔍. Select vendor by clicking [icon]. Both Supplier and Supplier Site fields will be filled in. **Add Business Purpose:** include the who, what, when, where, why and who else was involved with this transaction, the invoice number, and transaction date. **Note**: The information in this field will appear on the **CREW Detail Listing Report.**
4. **Add the Payment Amount**
5. **Click** Add to Cart**.**

To add additional lines, type in new Business Purpose and Payment Amount, and click Add to Cart. When finished, **click** View Cart and Checkout.

Checkout

Shopping Cart Screen



1. *Optional*: you can make changes to the **Item Description** field. The Item Description field contains the contents of the Business Purpose field.

2. Add an Asset Tag Number: If applicable to your school and to the Payment Request.

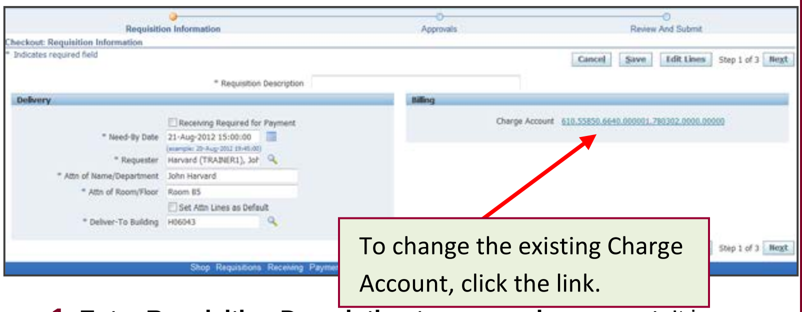
3. Add Line Level Notes: Add additional business purpose information to the Line Level Notes section. This information is helpful to Approvers. This information does not appear on the **CREW Detail Listing Report**.

You can delete lines from the Shopping Cart by clicking the next to the line.

4. Click Checkout.

Checkout: Requisition Information screen

You can edit all fields on this screen.



1. Enter Requisition Description to summarize request. It is recommended that you include the vendor invoice number because this field is searchable.

2. <u>Uncheck</u> Receiving Required for Payment box

3. Need By Date, Requestor and Deliver-To Building fields all fill in from Preferences: You can override any of these values.

- To confirm **Deliver-To Building**: Click to see current address.

  If address is incorrect: Select **Address** from **Search by** drop-down menu; type **%** and enter either street number or name, add a second **%** and click Go. Select correct address by using .

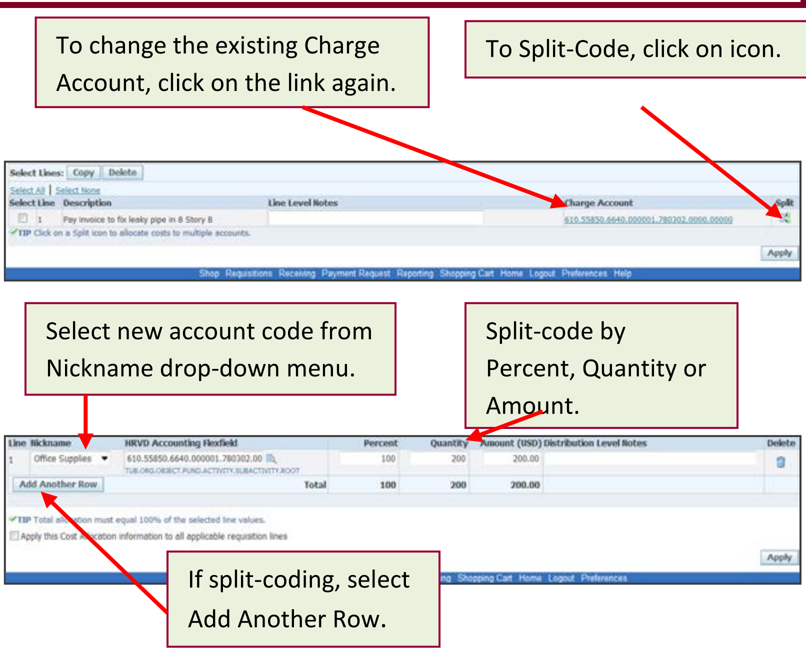
4. If needed: Fill in **Attn of Name/Dept**.

5. If needed: Fill in **Attn of Room/Floor**

*If you checked the **Set Attn Lines as Default** checkbox on a previous order, these values will be filled in.*

6. Confirm Charge Account is correct: Default account will appear from Preferences.

7. Click Next.



If you wish to allocate all Requisitions to same coding/split-coding, check

☐ Apply this Cost Allocation information to all applicable requisition lines

Changing Account Code Numbers

You can change the existing number or split-code

To change the existing Account Code:

1. **Click on Charge Account Link twice:**

   Option 1: Select **Nickname** from drop down menu (if Preferences were set)

   Option 2: Type over existing value

   Option 3: Search for a value

2. **To search for a value:**

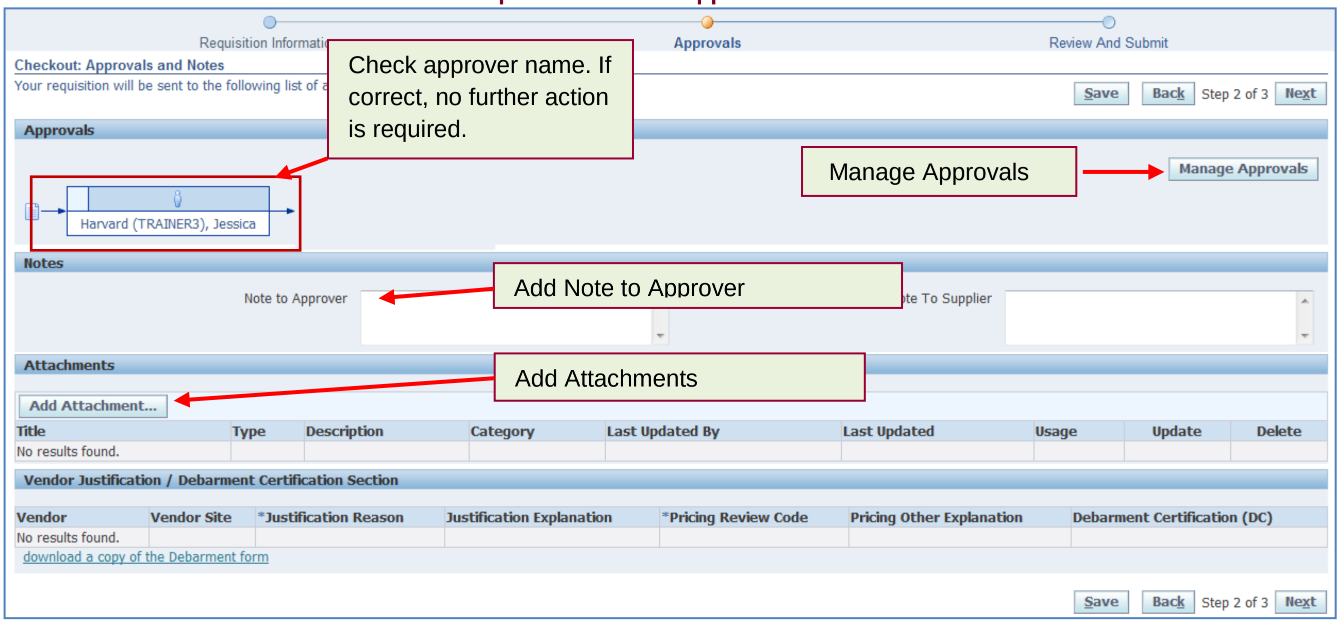
- Click .
- Type in as much of the account string that you know and click Search.
- Select code by click radio button and then click Select.

To Split-Code:

1. Click .
2. Click Add Another Row.
3. Find the split-code value using one of the options above
4. Split line by Percent, Quantity or Amount

Click Apply **twice when changes are complete.**

Requisition: Check Approvers screen



Note: All fields in this screen are optional.

Actions you can perform on this screen are**:**

- **Manage Approvals (add an approver or change first approver)**
- Add a **Note to Approver** or **Supplier**
- Add or delete an **attachment**

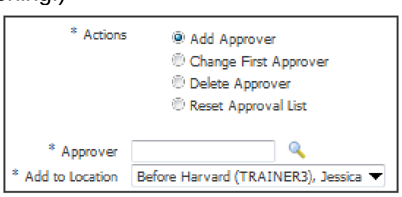
Manage Approvers

Default Approver: The name of your default Approver(s) will appear in the approval string at the top left of the screen.

If you need to add an approver or change the default approver, click Manage Approvals The **Manage Approvals** radio buttons appear.

Add Approver

Select the **Add Approver** radio button to *add an additional approver(s)* to this Requisition, if needed. (**Note**: The button is selected on opening.)



a. Enter Approver's last name and click .

b. Select name by clicking . Click Select at bottom of page.

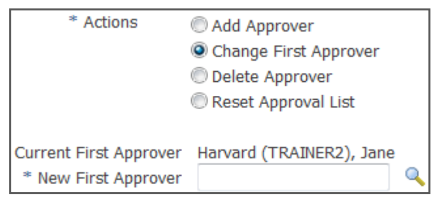
c. Select whether the Approver should appear before or after the default Approver.

d. Click Submit.

If you wish to reset the First Approver, select the **Reset First Approver** *radio button and click* Submit.

Change First Approver

If this is not the Approver that should approve the Requisition, use **Change First Approver** to *replace* the existing Approver.



a. Click the **Change First Approver** radio button**.**

b. Type in New **First Approver's** last name and click .

c. Select name by clicking . Click Select at bottom of page.

d. Click Submit.

If you wish to reset the First Approver, select the **Reset First Approver** *radio button and click* Submit.

Note: You cannot delete a default approver.

Add Notes – Add text in the **Note to Approver** field. The **Note to Supplier** field is not used in Payment Requests; leave blank.

Add Attachment:

a. Click Add Attachment....

b. Type in **Description**

c. Select **Type** and add attachment:

   a. **File**: select radio button next to File and click Browse...; select file from local computer.

   b. **URL**: select radio button next to URL and type URL of website into URL field

   c. **Text**: select radio button next to Text and type text into Textbox.

d. Click Apply.

To **delete** an Attachment, click . When you have completed the changes, click Next.

Vendor Justification Section

If you are making a grant payment and the cost of the item is more than $4,999.99, you must complete the **Vendor Justification** section.

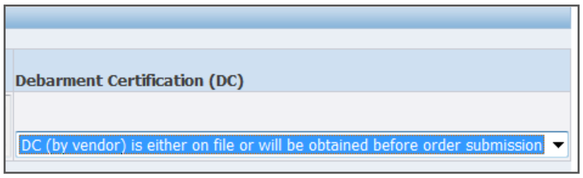
Select the appropriate **Justification Reason** and **Pricing Review Code** from the list of values. Enter **Justification Explanation** and **Pricing Other Explanation** where applicable.

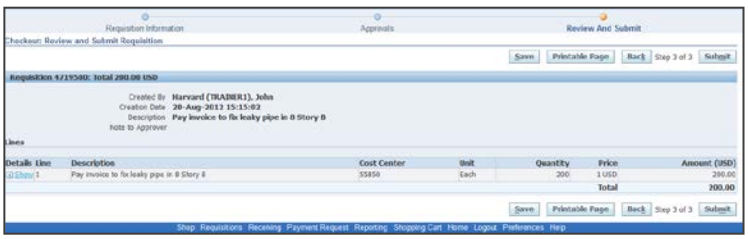

Vendor Justification / Debarment Certification Section

Vendor	Vendor Site	*Justification Reason	Justification Explanation	*Pricing Review Code	Pricing Other Explanation
DELL COMPUTER CORP	DALLAS	Selected Source (Please give explanation)	Fair market Price	Pricing based on current catalog or price list	

download a copy of the Debarment form

If the item is more than $24,999.99, use the horizontal scroll bar to navigate to the **Debarment Certification** column and select the appropriate **Debarment Certification** information in the list of values.





Checkout: Review & Submit Screen

Optional: You can print this screen:

1. Click **Show** link next to all Requisition Lines to see account coding.
2. Click Printable Page.
3. Click Submit to submit Shopping Cart.

Note: The original invoice and documentation must be sent to Accounts Payable, not a printout of this screen.

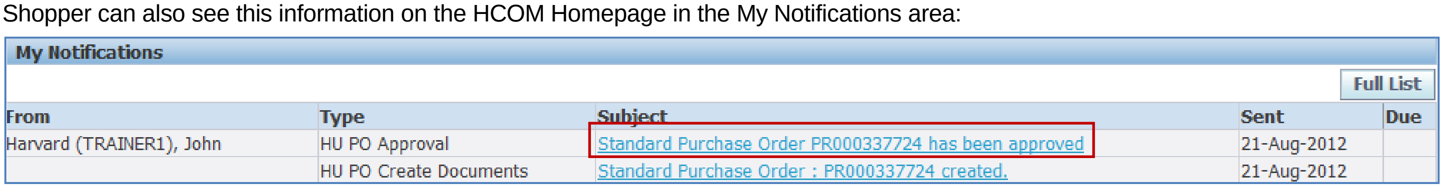
Confirmation Screen

You will receive a Requisition Number. HCOM will forward the Requisition to your Approver. The Approver will receive an email that the Requisition is awaiting his/her approval.

Click Continue Shopping **or** Shop **to return to Homepage.**

After Final Approval: Add the PR Number and Send to UFS Accounts Payable

The Shopper will receive an email indicating that the Requisition is approved and the Payment Request (PR) number is generated. The Shopper can also see this information on the HCOM Homepage in the My Notifications area:


My Notifications

Full List

From	Type	Subject	Sent	Due
Harvard (TRAINER1), John	HU PO Approval	Standard Purchase Order PR000337724 has been approved	21-Aug-2012	
	HU PO Create Documents	Standard Purchase Order : PR000337724 created.	21-Aug-2012	

You must add the following information to the invoice:

1. **Write the PR number** on the invoice.
2. **Send** everything to University Accounts Payable, 1033 Massachusetts Avenue, 2nd Floor, Cambridge, MA 02138

Special Considerations

Multiple Invoices on the Same Payment Request

If paying multiple invoices for the same vendor, write the line number on each separate invoice next to the amount paid. This ensures that UFS Accounts Payable will be able to match the invoice amount to the correct line on the Payment Request. Please limit multiple invoices on the same Payment Request to 15 invoices.

Payments in Foreign Currency

All Payment Requests should be paid in US dollars. See the **Exceptions and Non-Standard Transactions** document on http://eureka.harvard.edu for detailed information.

If you do need to pay an invoice in foreign currency, follow these steps to convert them to US dollars:

1. Convert foreign currency amount into US dollars, basing the rate conversion on the invoice date. Use the UFS Currency Calculator and add an additional 10% to this total to cover currency fluctuations.
2. Create a Payment Request from invoice or documentation. In the Payment Amount field, enter the invoice total as US Dollars (+10%).
3. Complete and attach a properly-approved Foreign Wire or Draft Request Form.
4. Submit Payment Request for approval. Follow normal Payment Request procedures to submit the invoice and supporting documentation, currency converter documentation, and completed Foreign Wire or Draft Form to UFS AP for processing.

Note: If the exchange rate has fluctuated in excess of $9.99 above the Payment Request PO price (conversion rate +10%), the invoice will go on price hold and the final approver will be contacted for approval before payment is issued.

Credit Memorandums

When an item is returned to the Vendor, and the Vendor agrees to **give a credit for the return,** the Shopper should make a request to the Vendor to send the credit to the local unit. Local units should add the Payment Request number to the credit memo and send to AP for processing.

Payment Requests – Confidential Information

Any data deemed confidential according to the guidelines of the Health Insurance Portability and Accountability Act (HIPAA) or Harvard's High Risk Confidential Information (HRCI) guidelines should be omitted or removed from Purchase Orders and Invoices. Examples of this type of information include:

- Social Security Numbers
- Credit card numbers
- Driver's license numbers
- Health insurance ID numbers

It is the local unit's responsibility to ensure these standards are met on their own POs and associated invoices. UFS AP does not pre-audit for confidential data on invoices. Vendor invoices containing confidential information must be received at the local unit and confidential information must be removed prior to forwarding these invoices to UFS AP for processing.

Local units may also choose to keep original invoices with specific confidential information locally. However, a notation must be made on the documentation submitted to Accounts Payable that this is being done. The notation is required for audit purposes.

Other points to keep in mind concerning confidential information and HCOM:

- An individual's Social Security Number should not be requested via email, as this is a violation of the Harvard Security Policy
- Individuals should not enter the Social Security Number of independent contractors anywhere in HCOM.
- Correspondence containing confidential data elements should not be stored locally and should be destroyed following proper procedures for destruction of confidential data.

In an effort to further secure the personal information of Harvard employees and to safeguard Harvard University's assets, the University Technology Security Officer, the University Archivist, and the Office for Strategic Procurement has selected DataShredder as the provider for a campus wide Data Destruction Program. DataShredder has designed the Data Destruction Program to conform to current industry standards surrounding document destruction, and allow Harvard to meet confidentiality requirements imposed by sponsored agencies granting funds to the University. DataShredder Inc. will provide secure processes, competitive prices, and flexible options for document and records destruction, in accord with Harvard's Enterprise Security Policy.

If you work with or store personal information, you must ensure that it is destroyed to the specifications of the law. Please see the Procurement site for security, the General Records Schedule, and environmental policy for more information.

Payment Requests over $50,000

In the case of both the Self-Approval and Approval Required Workflows, there are additional steps that must be followed if the Payment Request is more than $50,000. Please see the section Payment Requests >$50,000 below for more information.

The HCOM approval hierarchy will have additional approvals for Payment Requests of $50,000 or more. This complies with the University guidelines concerning this issue: If you are processing a Payment Request equal to, or greater than $50,000.00, the request will be automatically routed to the locally authorized approver that has been delegated to approve such payments, and who has a signed attestation on file with UFS Accounts Payable. If the Payment Request is $250,000.00 or greater, the payment must then be routed to the Office of the Controller or its designee (currently the Director of University Financial Services), for final approval.

For Payment Requests associated with Construction activities, you must ensure that:

1. The information on the Contractor's Application for Payment (AIA G702) is accurate and the form is attached.
2. The requested payment conforms to the requirements of the agreement between the contractor and Harvard.

Any Payment Requests equal to or greater than $50,000 for any Goods/Services requires that:

1. Proper approval by the locally authorized approver has been obtained
2. A pre-commitment review of the purchase of documents such as lease/rental commitments was performed
3. Local receipt of the goods and service has been verified
4. The request and related account coding is complete and accurate