



Using Electronic Payment for Employee Reimbursements made in Accounts Payable

The following steps outline the process for electronic payment for supplier payments in the Oracle business system. Always refer to full documentation on the RF Website for complete instruction. References for these processes are included below.

Responsible Party	Steps
Employee	<ol style="list-style-type: none"> 1. An employee requests electronic payment for travel or miscellaneous reimbursement. The employee must complete, if not done so already, <ol style="list-style-type: none"> a. The Supplier File Request Form Only required for initial setup of a supplier record. b. The ACH Enrollment Form Located on the portal, Accounts Payable > Forms > Alternate Payment Methods>ACH Enrollment Form. It asks for banking information and is submitted electronically.
Central Office	<ol style="list-style-type: none"> 2. The banking information is added to the supplier record. Central office adds the banking information from the ACH Enrollment Form submitted by the employee in step 1 above to the Supplier Site level. The campus contact will be notified upon completion.
Supplier File Administrator	<ol style="list-style-type: none"> 3. The Supplier File is checked for a supplier record. Perform one of the following sets of steps: <ol style="list-style-type: none"> a. If the supplier record exists, update the record with remittance email address and change the default payment method to “Electronic” at the “SITE” level under the “Payment” tab. b. If no supplier record exists, create the supplier record including remittance email address and default payment method of “Electronic” at the “SITE” level under the “Payment” tab. <p>Note: <i>If no email address is entered, an error message will display.</i></p>
AP Staff	<ol style="list-style-type: none"> 4. The payment is processed. Enter the invoice to generate the payment, verifying payment method is “electronic” and changing the payment method to “electronic” if necessary. <p>Note: <i>An “electronic” payment cannot be made if the supplier does not have bank information loaded.</i> A warning message is displayed and payment is not processed.</p>
AP Staff	<ol style="list-style-type: none"> 5. The Preliminary Payment Register is run and reviewed daily for the electronic payment batch (DDMMMYYACH, for example 27MAR08ACH) to verify that payment is input correctly. This distinguishes the electronic batch from the check batch that is reviewed during the same timeframe. <p>Note: <i>Once an ACH payment file is sent to the bank it cannot be pulled back. The register must be reviewed between 10:30 am and 12:30 pm.</i></p>

Responsible Party	Steps
AP Staff	<p>6. The Preliminary Payment Register review is validated for payments to be sent on the daily bank file, using the Supplier Payment Batch Validation Form. (See the instructions below.)</p> <p>Note: If this validation is not done payments will be put on hold until the next payment batch is run.</p>

Supplier Payment Batch Validation Form:

Perform the following steps **after** running the Preliminary Payment Register to review the payments on a payment batch.

1. Access the **Supplier Payment Batch Validation Form** after validating that the payments on the **Preliminary Payment Register** are correct.

Figure 1: Supplier Payment Batch Validation Form

2. Query the form using the appropriate **Batch Date** and **Payment Batch** fields to retrieve the following:
 - a. The location, total number of payments and payment total for the payment batch.
 - b. The user ID, date, and time for the person that ran the **Preliminary Payment Register** for that payment batch.
3. Check the **Validate Report** checkbox for the appropriate line item. The **Validation User ID** and **Validation Date/Time** fields autopopulate.
4. Click the **Validate Report** button to complete the process.

Note: When the **Validate Report** button is checked, the person receives a message confirming that they verified the payments are correct for that payment batch and will be made on that day. If the button is clicked in error, they need to contact central office to work with them on removing the payments from the payment batch before the payment batch is released.

References

Policy/Process Help

[Supplier File Updates](#)

[Invoices and Expenses](#)

[Monitoring Controls Over Accounts Payable/Purchase Order Key Processes](#)

Report Help

[RF Summary & Detail Payment Register](#)

Questions? RFTreasuryAdmin@rfsuny.org