Guide for:

eREQUESTS: PAYMENTS AND TRANSFERS

Authoring Department: FINANCE

Contact: FUND MANAGEMENT TEAM
fundmanagement@nufoundation.org

Anticipated Audience(s): ALL NUFFO USERS

Version 1.0 – last updated 8/24/2023

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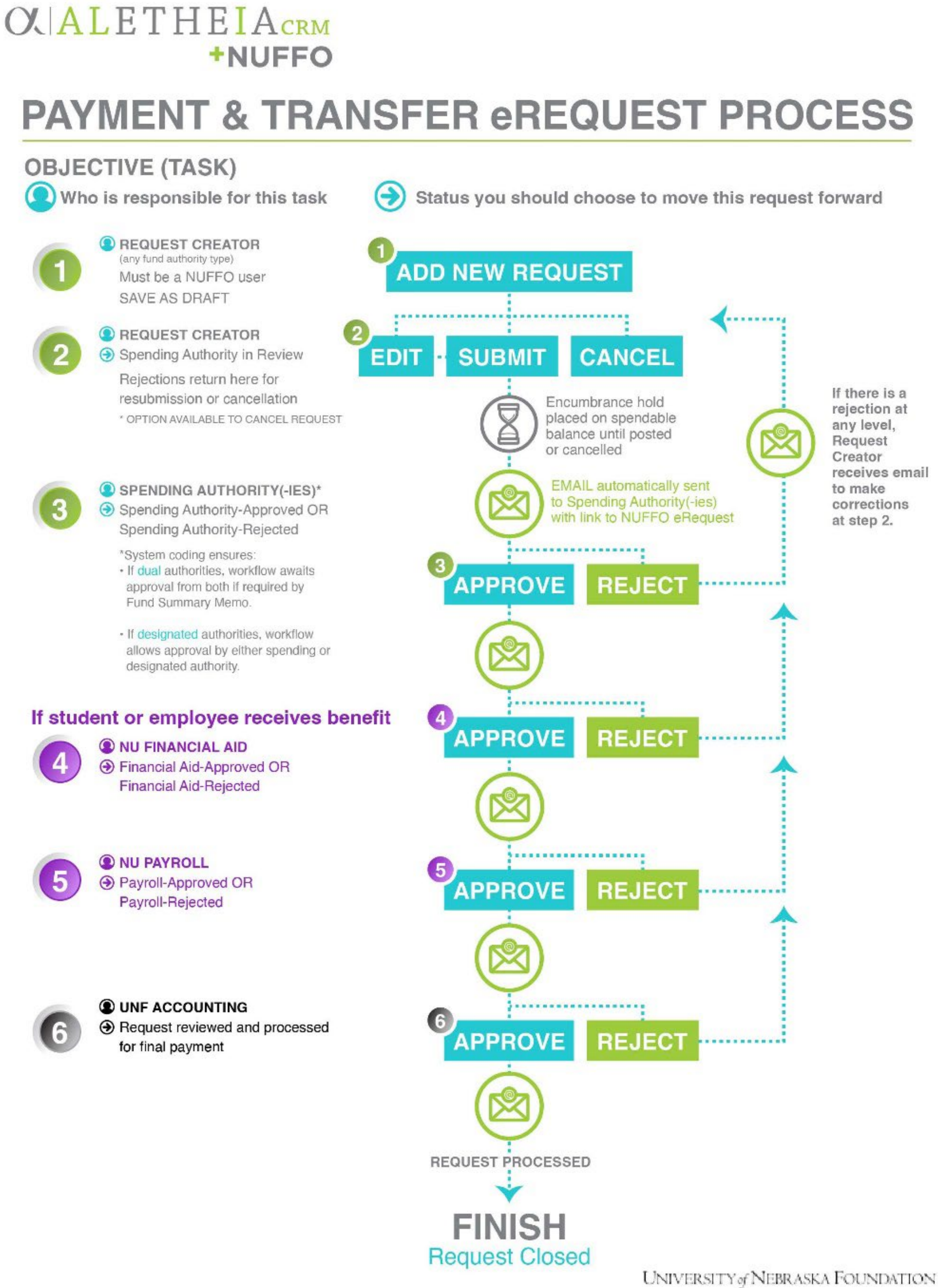
eRequest Support Graphics



WHICH TYPE of eREQUEST SHOULD I SUBMIT?

Most of the items below could potentially be payment and/or transfer requests depending on how the expense is initially handled. The list below provides general guidelines.

	Payment	Transfer
Direct check payment to individuals for reimbursements, or direct vendor payments*	✓	
Reimbursement from UNF to university WBS/Cost Center Account to which expense has already been incurred via electronic fund transfer		✓
Events (registration or sponsorships; note that we cannot pay donations)	✓	
Payment for nonemployees (for awards or honoraria) For non-Nebraska residents, amount must be below $600 due to state income tax withholding. For Nebraska residents, no limit.	✓	
Reimbursement of meal expenses (while traveling)	✓ + Domestic Per Diem Calculator	
Reimbursement of a university employee (nontaxable income) Submit an Approval of Personal Reimbursement form if an employee requests direct reimbursement. Electronic or wet supervisor signature accepted.	✓	
Reimbursement from UNF to University WBS/Cost Center supporting a university employee (**taxable income** such as employee salary and benefits, one-time award, honorarium, or payment for services rendered to faculty & staff); approval routes through campus payroll		✓

Student scholarships and cash awards to students that need to be applied to the cost of attendance should be processed through the campus office of financial aid and not processed via eRequest.

***Direct Vendor Payments.**

- *Unless otherwise prohibited by University of Nebraska policy or Nebraska law, the university shall pay its vendors directly and seek reimbursement from the appropriate foundation fund via a* ***Transfer*** *eRequest.*
- *However, if a foundation fund is used to pay a vendor directly or reimbursement of an employee via Payment eRequest, the invoice must include any required sales tax since the foundation is not exempt from paying sales tax.*

FULFILLMENT.

- **Payment eRequests.** A check is typically sent within two business days of final foundation approval directly to the payee via U.S. mail.
- **Transfer eRequests.** Transfer eRequests are batched and processed for payment on a weekly basis. Funds are transferred electronically once the batch process is complete.

Last updated 8/8/2023 by training@nufoundation.org.

UNIVERSITY of NEBRASKA FOUNDATION

BASICS of eRequests

This section details fundamental concepts about requesting funds from the University of Nebraska Foundation (UNF). Formerly, the processes outlined herein were carried out via paper and physical signatures. In partnership with university partners and affiliates, and other interested stakeholders, processes across campuses have been standardized, streamlined and brought into NUFFO via automated electronic workflows.

Two Types of eRequests

To request foundation-held funds, complete one of two types of electronic requests (or eRequests) as outlined below.

Payment Requests

Submit a payment request to **request direct payments to individuals or businesses** from UNF funds. It can be used to reimburse an employee or make direct payment to the vendor from the foundation fund. Refer to the section below titled Vendor Payments: Why Choose Transfer Request (instead of payment request) for important clarification about vendor payments.

a. **Foundation contact:** paymentrequest@nufoundation.org

b. **Nebraska Medicine** submits only payment requests (never transfer requests).

Fulfillment of Payment eRequest

Payment is issued via check, mailed from the foundation to the recipient (payee) via U.S. mail.

Payment Request Guidelines and Requirements

Timeframe for Payment Request Submissions

Effective April 1, 2019, the University of Nebraska Foundation follows the University of Nebraska's policy for expense reimbursement claims, requiring that all expenses submitted to the foundation using the payment request form be submitted no later than 60 days after the final day on which expenses were incurred.

University Employee Payments or Reimbursements

If payment is for reimbursement of a university employee, use a payment request.

- If an employee is requesting reimbursement, the direct supervisor must sign an Approval of Personal Reimbursement form and the request preparer will attach it to the Payment eRequest.
    - **Employees of the university** may only be reimbursed for expenses; these expense requests must include the employee's signature and his/her direct supervisor's signature along with the spending authority.
- If the payment is **taxable income to the employee** (an award, honorarium or payment for services rendered), a check cannot be issued from the foundation to the employee. Instead, work with university payroll to issue a payment to the employee and submit a transfer request for reimbursement from the foundation fund.
- If the fund is used to pay for expenses for an **endowed faculty position,** you must list who holds the position and how the expense benefits them in their position each time you submit a payment request.
- All other payments to employees, such as awards, honoraria or payment for services rendered, must go through the university's payroll system for income tax purposes. You should submit an eRequest Transfer of funds using the appropriate channels (and *not* submit/use a Payment eRequest).

Reimbursement for Nonemployees

When requesting reimbursement for **nonemployees** for awards or honoraria, a copy of the award letter or a letter signed by the fund spending authority must be attached. This letter must include the name of the individual receiving the award or honorarium and the amount given.

- For *non-Nebraska residents,* amounts for honoraria or services rendered by individuals must remain below $600. Amounts of $600 or more require Nebraska income tax withholding, which the foundation cannot process.
- For *Nebraska residents,* amounts for honoraria and services rendered are unlimited.

Reimbursement of Meal Expenses

If the request is for **reimbursement of meal expenses** while traveling and the meal is not an official University function, the Domestic Per Diem Calculator worksheet must be completed and attached to the request. The calculator is also posted within NUFFO.

- *This form must be submitted with the payment eRequest along with the individual itinerary and details of the travel to determine that the correct amount is computed.*

Events (registration or sponsorship)

If payment is requested for an **event**, the date and purpose of the event must be clearly stated.

- If fewer than six people are involved in the event, list individual names; if there are six or more, then only a general description of the group is required.
- When paying for a table at a banquet, list all names *regardless of the size of the party.*
- Please provide an announcement for the event.
- *Note that we cannot pay donations.*

Transfer Request

Use this option to request funds be transferred from the foundation to the university. Expenses must have already been incurred and charged to a WBS/Cost Center Account.

a. **Foundation contact:** transferrequest@nufoundation.org

b. Note: The foundation typically requires a campus WBS account to have a negative balance before reimbursement will be made.

Fulfillment of Transfer eRequest

Transfer eRequests are batched and processed for payment on a weekly basis. Funds are transferred electronically once the batch process is complete.

Transfer Request Guidelines and Requirements

Vendor Payments: Why Choose Transfer Request (instead of payment request)

It is recommended the university make the payment to vendors and then submit a Transfer eRequest to the foundation. This allows the university to use its sales tax exemption.

- **Unless otherwise prohibited by University of Nebraska policy or Nebraska law, the university shall pay its vendors directly and seek reimbursement from the appropriate foundation fund via a Transfer eRequest.**
- **However, if a foundation fund is used to pay a vendor, the invoice must include any required sales tax since the foundation is not exempt from paying sales tax.**

Timeframe for Transfer Request Submissions

UNF has no specific timeframe in place for processing transfer requests, though it is recommended that expenses be submitted monthly. The university prefers to have balances cleared off of its WBS accounts at the end of the fiscal year (July 1 – June 30), so many departments will submit forms in June to clear those out. However, *the more frequently transfer requests are submitted, the more accurate the fund balance will be in NUFFO.* Department submissions from across the university range from monthly to quarterly to annually.

UNF typically cannot pay for future expenses or expenses beyond the current fiscal year. Expenses older than the current fiscal year can be paid in most cases. Please include the period during which the expenses were incurred in the "Fund Period" field.

Salary Expenses

This type of expense is related to expenses paid for salary and benefits of an employee. Please include the name and title of the person as well as how he/she relates to the nature of the fund, *e.g., Jane Smith (Research Assistant).* If you have any questions regarding the payment of benefits from a specific fund, please contact transferrequest@nufoundation.org.

a. *If the payment is taxable income to the employee* (an award, honorarium or payment for services rendered), a check (via payment request) cannot be issued from the foundation to the employee. Instead, work with university payroll to issue payment to the employee and submit a Transfer eRequest for reimbursement from the foundation fund.

Other Expenses

This type of expense is *not* related to salary or awards. Please be as detailed as possible. For example, a request for conference expenses should include a detailed description of the conference being attended, the names and titles of those attending, a breakdown of travel costs and registration fees and any other relevant expenses which you are seeking to have paid from the fund.

Award Payments

This type of expense is used for one-time award payments to faculty and staff. This type of award will automatically be routed for approval to campus payroll.

Student Scholarship Award Payments

Student scholarship awards and cash awards to students that need to be applied to the cost of attendance must be processed through the office of financial aid on the respective campus and are *not* submitted through the eRequest process.

Spending Tips

Consider these helpful spending tips prior to submitting either type of eRequest.

1. Spend the most restrictive funds first. Leave more flexible funds available for alternate uses later.

2. Focus on using funds that have a donor receiving annual reporting from the foundation. It is important to demonstrate to donors that their funds are being utilized.

3. Consider the tax-exempt benefits of having the university pay, then request reimbursement (via transfer request).

4. Alcoholic beverages may be allowed using foundation funds (via payment request).

5. If a fund has more than one spending authority:

    - Collaborate to ensure funds are not overspent.

    - More than one spending authority signature may be required (refer to the Fund Summary Memorandum, or the Fund Authority tab on a NUFFO fund record for details).

        - If a fund has **dual** signature authority, both spending authorities will be notified by email and one or both (as required by the Fund Summary Memo) will be required to sign off through the eRequest workflow.

        - If a fund has **designated** authority, the workflow allows approval by either the spending or designated authority.

Roles

Fund Authority

Fund authority is the university or affiliate position(s) that may access a foundation-held fund. Fund authority grants access to the Ali+NUFFO system so users can view and manage their foundation-held funds and thank donors for their gifts. A [Fund Authority Form] allows users to request or update their NUFFO access and contact information, including the email address to which approval notification emails will be addressed.

Two main types of fund authority include:

- *Spending Authority*
- *Viewing Authority*

1. Spending Authority. This is the position which is authorized to approve expenditures from a foundation-held fund. The spending authority may be held by a specific person in a particular role or by multiple positions on different parts of campus.

- Every time a request for funds is submitted to the foundation, the proper spending authority (or authorities) must approve each expenditure, according to the provisions identified in the Fund Summary Memo.
- Spending authority *may* be **designated**, if permitted by the fund governing document (see below). To request this change, submit a Fund Authority form (this process is separate from the eRequest process).
- Spending authorities have one additional resource available to them (in lieu of spending funds), and that is to submit a **Request for Reinvestment** (via email). On the rare occasion that a permanently endowed or quasi-endowed fund's spendable balance has grown quite large and there is no plan to spend down the balance, it is possible to request to have some or all of the spendable balance reinvested back into

the endowed portion of the fund. If a fund is permanently endowed, this action is irreversible.

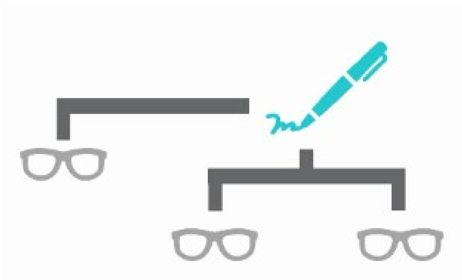
- [Approval of Personal Reimbursement](#) form. When an employee is requesting reimbursement from a fund, the request must be approved by the employee's direct supervisor. This form must be completed and attached to any NU Foundation Funds Online (NUFFO) electronic payment request in which an employee is requesting reimbursement.

2. Viewing Authority. This type of authority grants view-only fund access and is automatically granted to anyone in the organizational hierarchy that is higher ranking than the spending authority. In practice, this means that if a fund's spending authority is assigned to a chair, then the dean, the vice chancellor of academic affairs, and the chancellor of that campus — and all of their viewing and spending designees — will automatically be able to view the fund.

Additional Authority Types

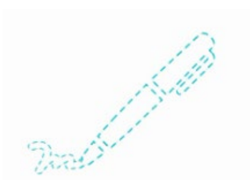
Designated Authority. The term *designated* is used whenever an authority requests to artificially change NUFFO's default fund accessibility. A designator grants access to a designee.

- **Designated Spending Authority.** A spending authority may potentially grant designated spending authority, *either to all funds accessed by a NUFFO user or on a fund-by-fund basis.* Situations and alignment can change over time, and sometimes a fund's authority needs to be updated.
  - If the fund agreement allows, it may be possible for a spending authority to grant additional spending authority to a different position better able to make use of the fund. In this case, the spending authority retains full signatory rights and grants them to another position (person) who may optionally sign to approve expenditures.



- **Designated Viewing Authority.** A spending authority may grant designated viewing authority to anyone else on their team (such as a lateral colleague, campus business manager or other support staff member) who will help manage their funds. This type of permission grants viewing access to *all* funds in a spending authority's portfolio to any other NUFFO user. *Designated viewing authority cannot be assigned on a fund-by-fund basis.*

Dual Authority. In rare instances one fund might have multiple spending authorities, such as when a fund benefits two different parts of campus. In this case, the spending authorities must work together to ensure the fund is used as intended and not overspent. Importantly, a fund may also require more than one signature (which means that even if a fund has dual authorities, both signatures may or may not be required). Consult the Fund Summary Memorandum or the Fund Authority tab on a NUFFO fund record to determine whether multiple spending authority signatures are required.



Vacant Authority. When a spending authority leaves, the ability to spend that fund is temporarily suspended until either an interim is placed or the position is filled. Helpfully, if a designated spending authority was previously appointed, expenditures may still be approved by that authority. Fund permissions for designated authorities remain unchanged in the system and await the filling of the vacant position, at which time the new authority may specify any changes to the viewing and/or spending of the funds in their portfolio.

eRequest Roles

- **Request Creator.** Any NUFFO user (with any type of fund authority) may create an eRequest. The first step is to add an eRequest, which must be added then saved as a draft before moving it forward in the approval process. Once ready to submit, the approver *edits* the request and updates its status to move the request to the next step in the process.
  - **Only the request creator may edit a request.** For security and audit purposes, approvers are unable to make edits to requests.

- **Approvers.** The NUFFO eRequest process uses a pre-built approval workflow which changes based upon user inputs. The initial approver is always the Spending Authority(-ies). If a student receives a benefit payment, financial aid approval will automatically be added to the workflow. If the request includes an award to a staff member, campus payroll will automatically be added to the workflow. Requests automatically work their way through all required layers of approvals, meaning that ***any approver need only accept or reject a request through the lens of their own seat, and may trust other approvals will be sought if/as needed*** (based on request creator inputs). At any time, any approver can:

    - **Approve** the request (and move it forward in the workflow process)

    - **Reject** the request (which moves the request back to the request creator, who may edit the request to provide additional information and resubmit the request, or cancel the request)

- Note: Upon rare occasion, the request creator *may* be the same individual as the spending authority. In this uncommon situation, the user would draft the request as creator, move its status to spending authority in review, then complete the approver step as spending authority.

- **Cancel requests.** The Request Creator, or the approver in whose pending queue the task resides currently resides or UNF finance can cancel a request that is no longer needed.

- **Restore requests.** A canceled eRequest can be reinstated by the person in whose workflow the pending queue the task currently appears. Alternately, email fundmanagement@nufoundation.org to request the restoration of an eRequest not in your queue.

Timeline for Processes and Approvals

Real Time Transactions

In general, many steps of the approval process occur in real time across Ali+NUFFO. For example, any eRequest status change in the workflow is immediately visible within NUFFO to all other NUFFO users, and thus additional approval levels (or edits) can be transmitted to the next approver immediately.

Email Notifications

The system batches together approval requests and sends an email notification to the next approver in the workflow, with alerts being broadcast multiple times throughout the day. Each message contains a digest of all pending-approval items which require review by the recipient.

Each pending-approval item is resent within each email batch until it is approved or rejected. *This means that one request may appear within multiple emails.*

Note: It will be extremely beneficial for approvers to work on their approvals queue from within the most recent email received.

- View an example email notification (below).

If you need to update the email address to which eRequest notifications are sent:

- If you already have NUFFO access, email your request to biographicalrecords@nufoundation.org. Please provide your *old* email address and the *new* email address.
- If you do not have NUFFO access or need to update your NUFFO access, submit a new Fund Authority form.

Batch Processes

The foundation receives the request from university partners and affiliates and it passes through additional review and processing, which may take up to three (3) business days to complete. Once all approval requirements have been met, the foundation will complete batch and final processes.

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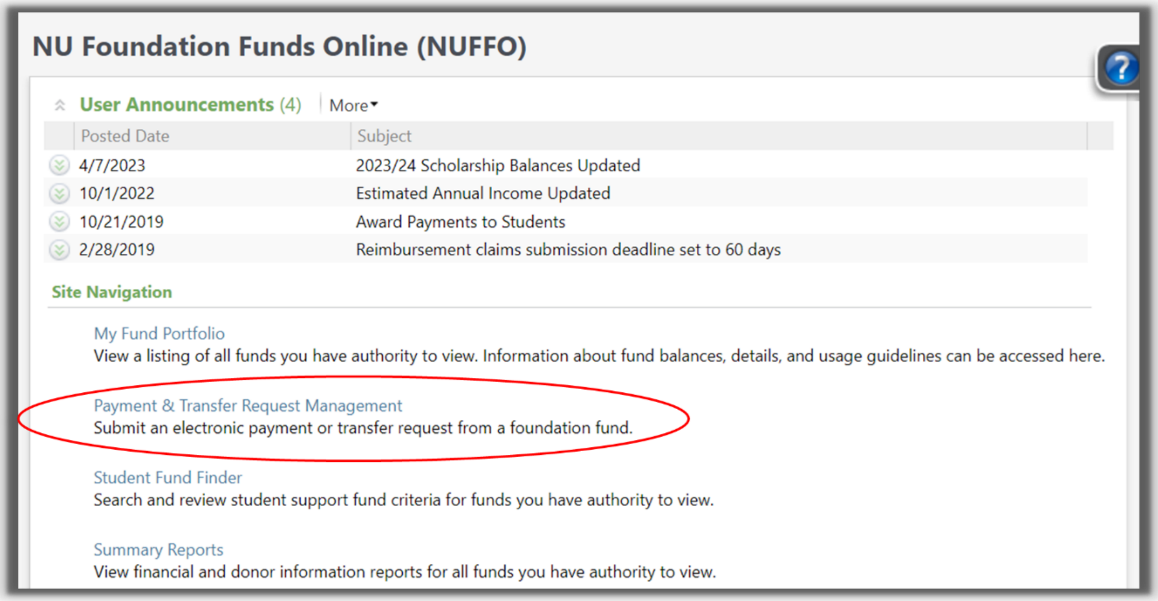
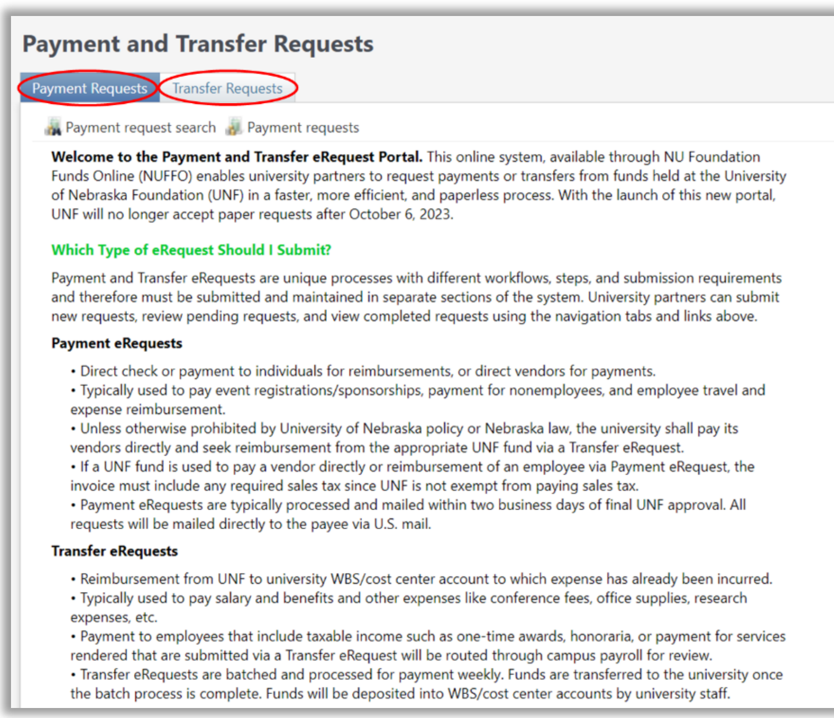
ACCESS and NAVIGATION

Payment and Transfer Request Management is accessed within Ali+NUFFO, found in the Site Navigation section of NU Foundation Funds Online home page:



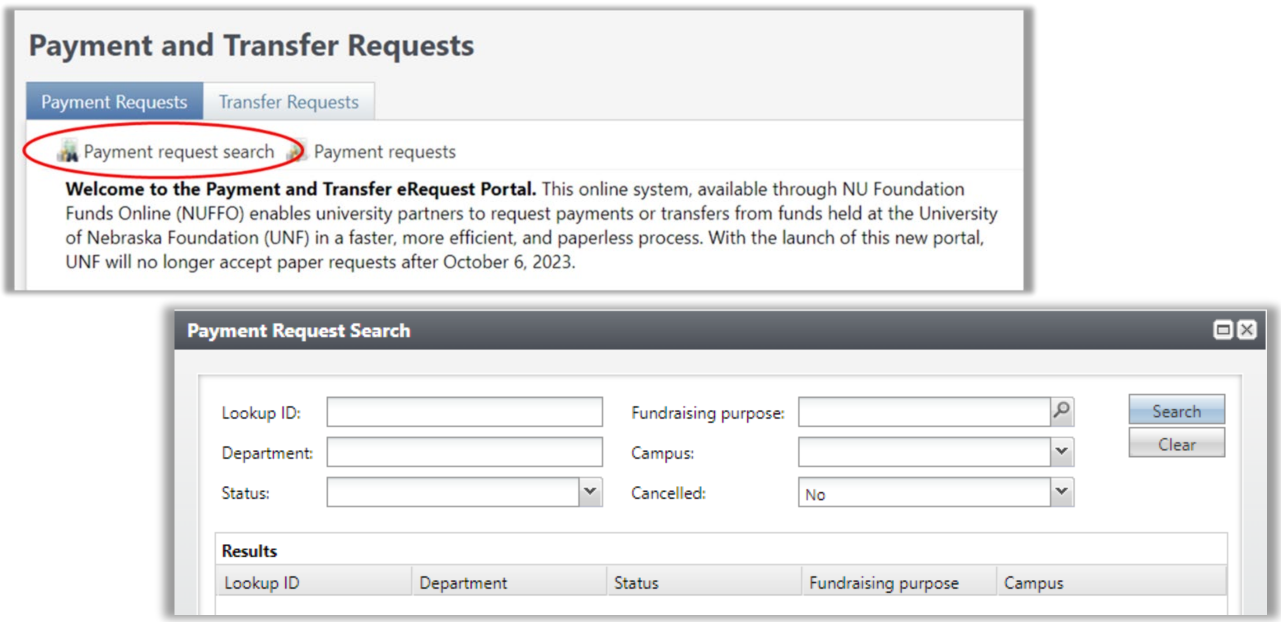
- The navigation tabs at the top of the page allow the user to switch between payment requests and transfer requests:

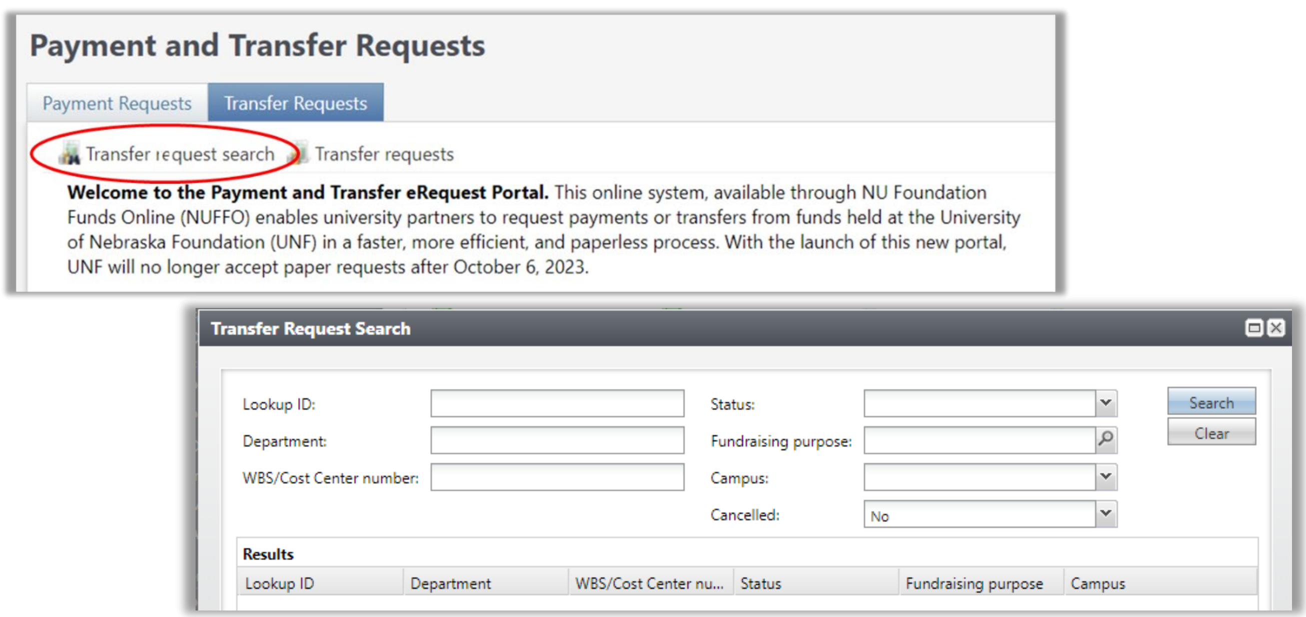
Note: The two request types are separate and distinct and thus are *not* able to be viewed together in an aggregate list.



SEARCH Requests

A search of all requests can be done using the search functionality. This search functionality leverages information entered on the payment and transfer request forms by the request creator.





Note: Unlike other data in NUFFO which expires in 24 months or less, all eRequests created in the system remain permanently visible to anyone with fund authority.

Request Search Field	Description
Date	This is the creation date of the eRequest.
Lookup ID	This is the unique lookup ID for the payment or transfer request record. This number is system-generated and assigned in numerical order. o Payment request lookup IDs begin with **PR-** o Transfer request lookup IDs begin with **TR-** o Note that this is different from the Fund Lookup ID
Department	This is the department information entered by the request creator on the payment or transfer request form.
Status	This limits the search results to include only requests in a certain current workflow status. o For audit purposes, the status reflects the most recent status within workflow, even if cancelled. A cancellation is added as an extra indicator flag and is not itself a status.
Fundraising Purpose	This is the foundation-held fund to which the payment or transfer request is tied.
Campus	This is the campus selected by the user when completing the payment or transfer request form. Options include: • Nebraska College of Technical Agriculture • Nebraska Medicine • University of Nebraska at Kearney • University of Nebraska at Omaha • University of Nebraska Medical Center • University of Nebraska System o *Choose this option for NU President's Office and all other options not otherwise bulleted in this list, including institutes.* • University of Nebraska–Lincoln
Cancelled	Users can limit search to include or exclude payment or transfer requests that have been cancelled within the workflow. If cancelled, a request maintains its most recent status prior to cancellation and adds a new indicator flag of "cancelled" (meaning its status does not change).

VIEW and FILTER a Full List of All Requests of a Similar Type

- The **Payment Requests** tab displays a list of all *payment* requests and their details.
- Similarly, the **Transfer Requests** tab displays a list of all *transfer* requests and their details.
- **Note: The request types are separate and distinct and thus are *not* able to be viewed together in an aggregate list.**

Payment Requests

Payment requests (23) Add | Filters | More

Ownership: All requests Status: Cancelled: No Apply Reset

Search Columns Save list Open list Clear all filters

Lookup I...	Campus	Status	Department	Fundraising purpose	GL account	Date	Total
PR-10000000	University of Nebraska Medical Center/Nebraska Medicine	Payment Request Closed	Dentistry	Susan Sack Norby Fund for Dental Faculty Excellence	20-70050 - Support	7/23/2022	$523.72
PR-10000002	University of Nebraska-Lincoln	Payment Request Closed	UNL Newman...	UNL Newman Center Fund		7/27/2022	$2,200.00
PR-10000003	University of Nebraska at Kearney	Payment Request Closed	UNK Athletics	Loper Athletic Club Fund		7/27/2022	$15,000.00
PR-10000004	University of Nebraska-Lincoln	Payment Request Closed	UNL Newman...	UNL Newman Center Fund		8/10/2022	$25,000.00
PR-10000005	University of Nebraska-Lincoln	Payment Request Closed	Newman Cen...	UNL Newman Center Fund	20-70050 - Support	8/10/2022	$748.42
PR-10000006	University of Nebraska-Lincoln	Payment Request Closed	UNL Newman...	UNL Newman Center Fund	20-70050 - Support	8/10/2022	$532.00
PR-10000010	University of Nebraska at Kearney	Foundation Accounting-Ready for Batching	UNF Foundati...	UNF Test Fund	20-70050 - Support	11/28/20...	$12,028.00
PR-10000011	University of Nebraska at Kearney	Foundation Accounting-Ready for Batching	UNF Accounti...	UNF Test Fund	20-70050 - Support	11/29/20...	$25.00
PR-10000012	University of Nebraska at Kearney	Foundation Accounting-Ready for Batching	UNF Accounti...	UNF Test Fund	20-70050 - Support	11/29/20...	$250.00
PR-10000013	University of Nebraska at Kearney	Foundation Accounting-Ready for Batching	UNF Accounti...	Susan Sack Norby Fund for Dental Faculty Excellence	20-70050 - Support	11/29/20...	$25.00
PR-10000015	University of Nebraska at Kearney	Foundation Accounting-Ready for Batching	UNF Accounti...	UNF Test Fund	20-70010 - Fellows...	11/29/20...	$16,050.00
PR-10000018	University of Nebraska at Kearney	Foundation Accounting-Ready for Batching	UNF Finance	UNF Test Fund	20-70050 - Support	12/8/2022	$50.00
PR-10000019	University of Nebraska at Kearney	Foundation Accounting-Ready for Batching	UNF Accounti...	Susan Sack Norby Fund for Dental Faculty Excellence	20-70050 - Support	12/8/2022	$1,550.00
PR-10000020	University of Nebraska at Kearney	Foundation Accounting-Ready for Batching	UNF Accounti...	Susan Sack Norby Fund for Dental Faculty Excellence	20-70050 - Support	12/8/2022	$11,000.00
PR-10000021	University of Nebraska at Kearney	Spending Authority-In Review	UNF Accounti...	Susan Sack Norby Fund for Dental Faculty Excellence		12/12/20...	$10,075.00
PR-10000022	University of Nebraska at Kearney	Financial Aid-Approved	UNF Finance	UNF Test Fund		12/12/20...	$25.00
PR-10000025	University of Nebraska at Kearney	Spending Authority-Approved	Test	Susan Sack Norby Fund for Dental Faculty Excellence		1/9/2023	$500.00
PR-10000027	University of Nebraska at Kearney	Spending Authority-Approved	Accounting	Susan Sack Norby Fund for Dental Faculty Excellence		1/14/2023	$25.00
PR-10000028	University of Nebraska at Kearney	Spending Authority-Approved	Test	Susan Sack Norby Fund for Dental Faculty Excellence		1/14/2023	$22.00
PR-10000029	University of Nebraska at Kearney	Request Rejected-Additional Review Required	Test	Susan Sack Norby Fund for Dental Faculty Excellence		1/14/2023	$15.00
PR-10000030	University of Nebraska at Kearney	Spending Authority-Approved	Accounting	UNF Test Fund		1/14/2023	$25.00
PR-10000031	University of Nebraska at Kearney	Request Rejected-Additional Review Required	TEst	Susan Sack Norby Fund for Dental Faculty Excellence		1/14/2023	$25.00
PR-10000032	University of Nebraska at Kearney	Financial Aid-UNK-In Review	UNF Accounti...	UNF Test Fund		1/16/2023	$25.00

- **Note: Unlike other data in NUFFO which expires in 24 months or less, all eRequests created in the system remain permanently visible to anyone with fund authority, including attachments of supporting documentation uploaded to eRequest records.**

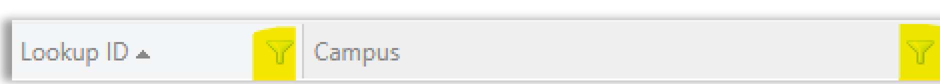
Filters: Users limit the requests that appear in the results list by using filters located at the top of the screen.

Filter	Description
Ownership	Users can limit results based on ownership of the request. Options include: • **All Requests**: Displays all requests that exist within the system that the user has access to view, based on fund authority. • **Requests requiring my action:** Displays all pending requests that currently require the user to take action. • **Requests with my involvement**: Displays all requests with which the user is associated but which may not require any current action.
Status	User can limit results based on the current workflow status of the request.
Cancelled	User can select whether the results will include requests that have been cancelled in the workflow.

Working with Data Lists in Ali+NUFFO

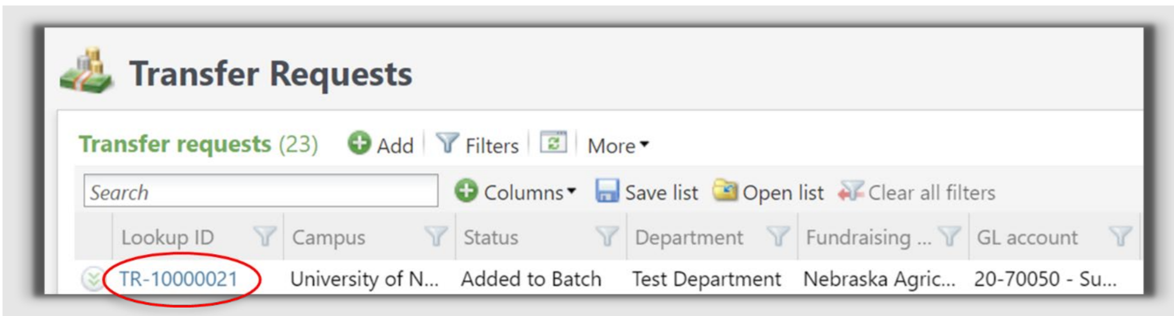
The functionality outlined below works within all Ali+NUFFO lists. The system saves personalized search and filter settings set by each user.

- **Filter settings and search settings** in Ali+NUFFO are STICKY! If you turn a filter or search setting on (or off), it will stay that way unless you clear or change the setting.
- **Data in Ali+NUFFO** stretches across multiple screens (you may have multiple pages of results to consider). Tips to effectively work with long lists:
    - **Click a column heading** (top) to sort the list in that order. A second click of the same heading sorts the list in reverse.
    - **Drag the right edge** of any column heading (title) to make the column wider or narrower.
    - **Automatically adjust column width** by clicking on the More button and selecting **Autosize all columns.**
    - **Column Filters:** Users can further limit list results by utilizing column heading "funnel" or "tornado" filters.



- **Add/Remove Columns:** Users can customize their list results to display only the columns that are most pertinent to their needs.

- **Reorder Columns:** Users can customize their list results to arrange the columns in an order that meets their needs by dragging and dropping the column to a new location (side to side).
- **The More button** allows you to:
    - Download the list below as a CSV or XLS
    - Autosize all columns
    - Restore grid defaults (and return list to its original filter settings)
- **Open an Existing Request:** Click the Lookup ID link to open the payment or transfer request record and view its details.



View Your Pending Approvals Lists

1. From the NUFFO home page, navigate to **Payment & Transfer Request Management** area.

2. Choose whether to work with **Payment Requests** or **Transfer Requests**.

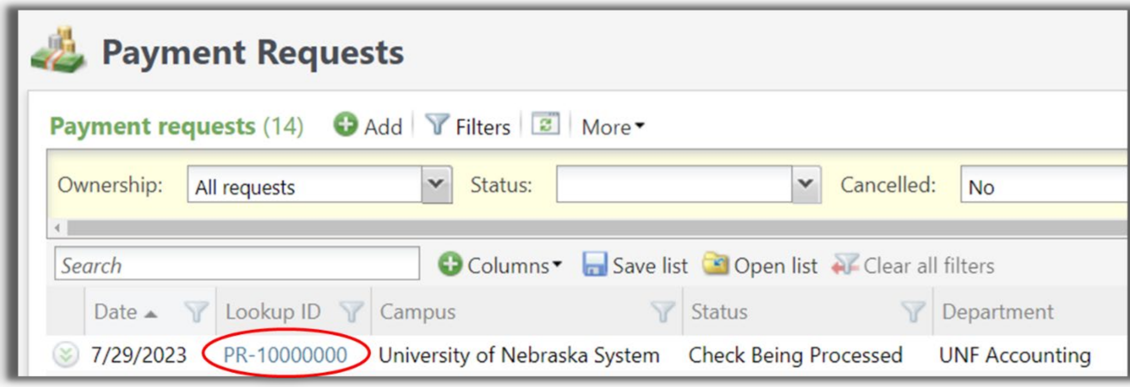
    Note: It is *not* possible to view both types of requests combined into one list. Requests reside in separate areas of NUFFO, so you must manage approvals within both locations (payment and transfer) to complete any workflow items assigned to you.

3. Navigate to the list of requests (either Payment or Transfer). Click the **Filters** button to expand the yellow filters bar, if you do not see it initially. *Choose* these filter options:

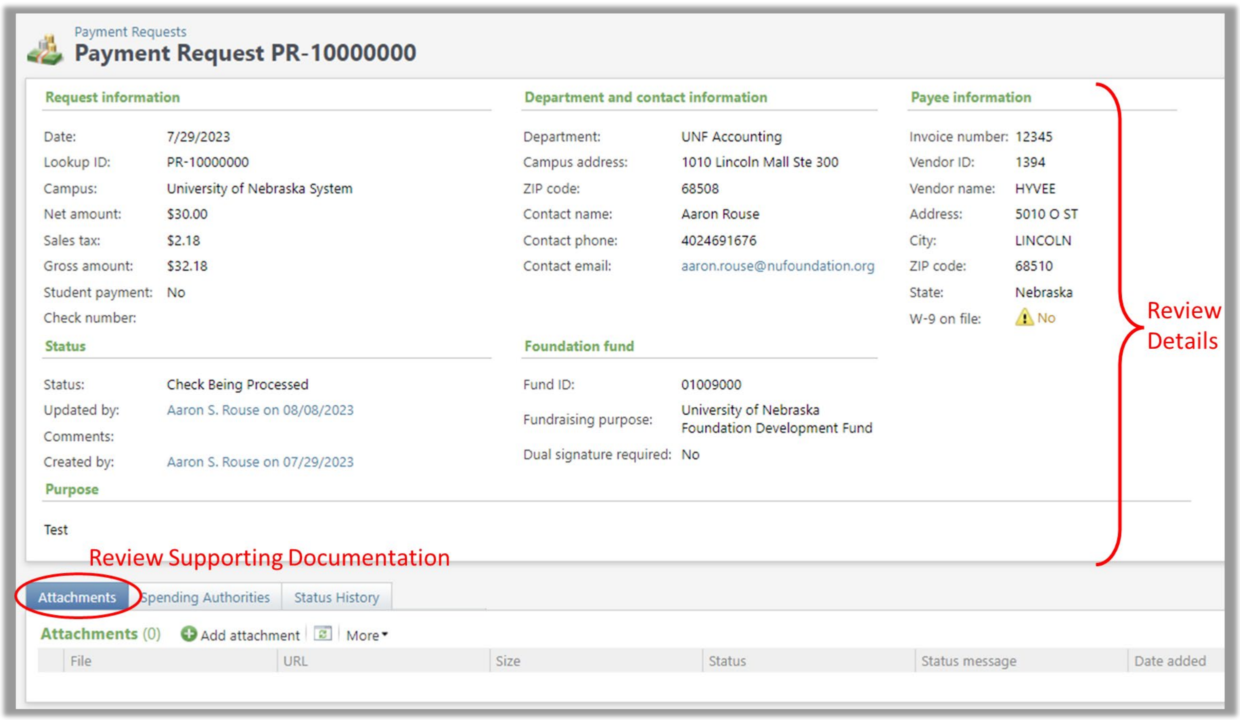
    - **Ownership:** Requests requiring my action (or Requests with my involvement, if you wish to see all potential workflow approvals with which you are associated)
    - **Status:** Leave this field blank to include all results
    - **Cancelled:** No

4. Click **Apply.**

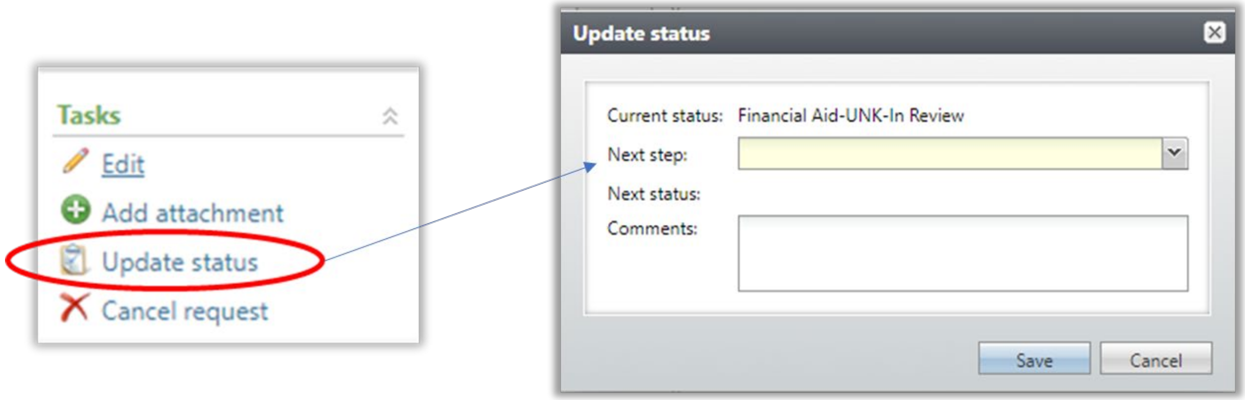
5. Open the request by clicking the blue **PR-** (payment request) or **TR-** (transfer request) hyperlink.



6. Review the details.



7. Click **Update status** (left edge).



8. Adjust **Next step** to either approve or reject. Choices are usually limited to two options (approve or reject).

9. Click **Save**. No on-screen confirmation will display, but the status will update in the system and move forward in the workflow.

- Full request management details are available in the View, Edit (and Submit) an Existing Payment Request section, below.

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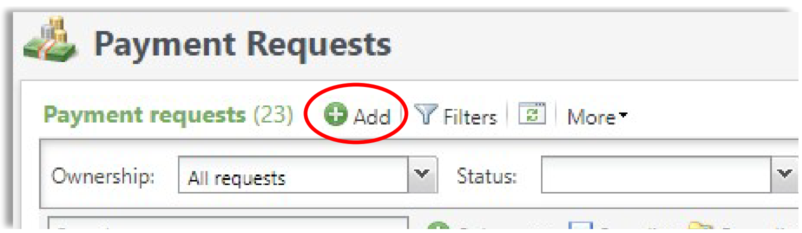
ADD New Request

A payment request must be submitted within 60 days of the expense. It does not need to be approved by the spending authority by then; it just must be submitted in the system within 60 days (the foundation will compare the receipt date to the submission date when reviewing). Note that this applies only to personal reimbursement (i.e., College Dean XYZ traveled and is requesting reimbursement for travel expenses). This does *not* apply to paying an invoice to a vendor, such as HyVee. Payment is made by check, which is mailed to the vendor or employee.

Add a Payment Request



- From the Payment Request page, click the **Add** button to start a new payment request.
  - On the Add payment request form, mandatory fields are highlighted in yellow.
  - On-screen tips assist you with completing the form.
  - The form is a wizard consisting of multiple tabs; work from left to right across the tabs.

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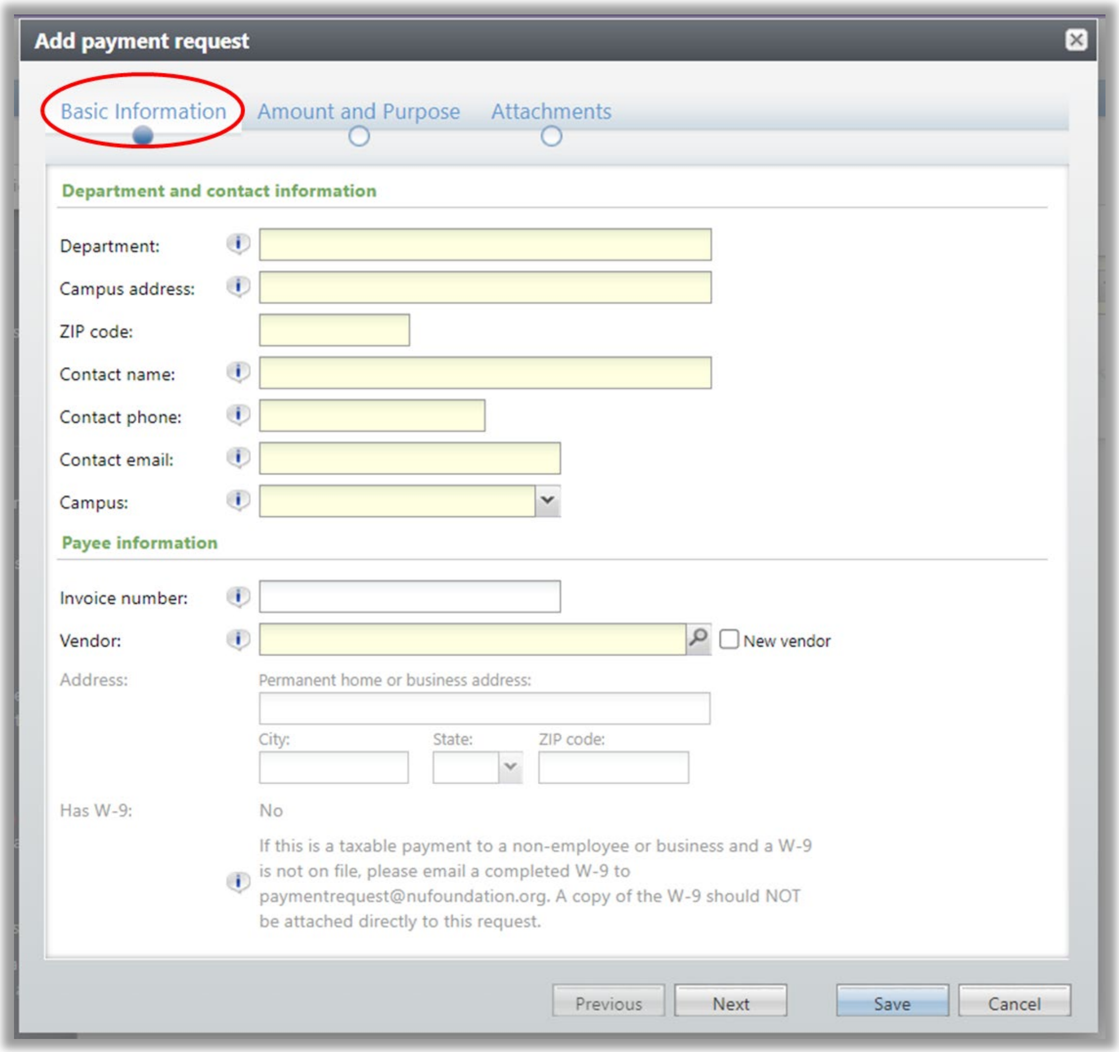
Add Payment Request Form (Wizard)

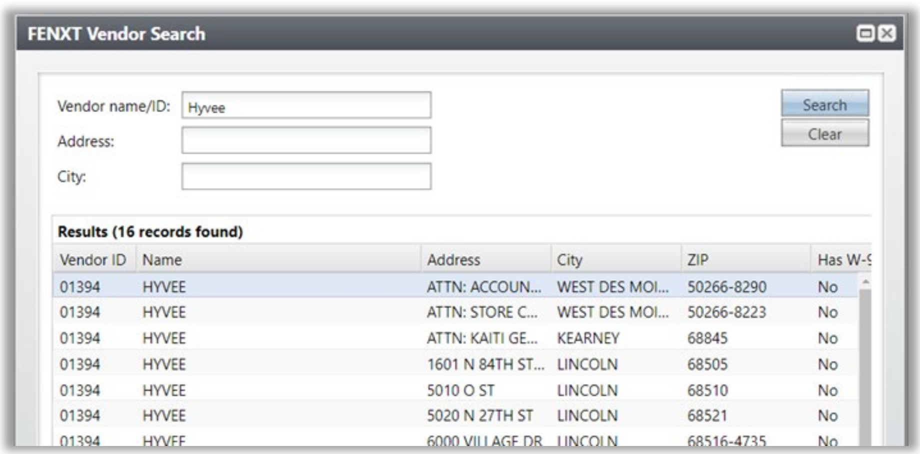
1. *Basic Information* tab



- **Department and contact information** should be completed with information about the request creator. This is the person the foundation will contact if there are any questions regarding the payment.
  - **Campus.** Choose the part of the university that will benefit from this payment.
    - Nebraska College of Technical Agriculture
    - Nebraska Medicine
    - University of Nebraska at Kearney
    - University of Nebraska at Omaha
    - University of Nebraska Medical Center

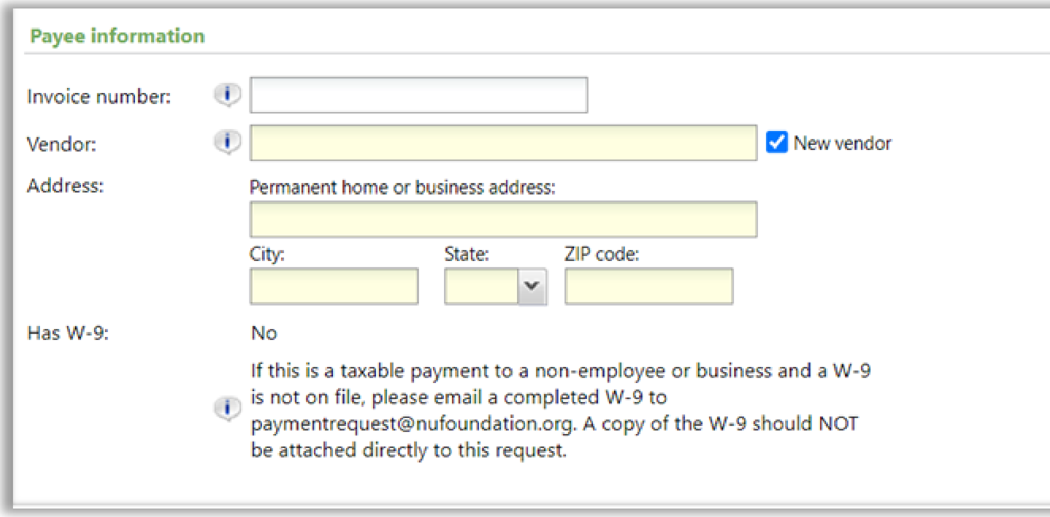
- Office of the President
  - *Choose this option for NU President's Office and all other options not otherwise bulleted in this list, including institutes.*
- University of Nebraska–Lincoln

- **Payee information** should be entered to *precisely* match the invoice information. The vendor and associated address information is the payee to whom the check will be made out and mailed.



  - **Vendor Search.** When entering the vendor or payee information, users should search to see if a vendor/payee already exists within the system by clicking on the search icon in the Vendor name/ID field. Most users will search on the Vendor name/ID, Address, or City.

- **Choose existing.** If the correct vendor/payee is located, it should be selected and added to the request. ***Note: Some vendors may have multiple addresses associated with their record.*** *If this is the case, the user should verify the correct address and select it to populate the form. For example, HYVEE has multiple addresses associated with its vendor record.* ***The correct address must be selected.***



Payee information

Invoice number:

Vendor: New vendor

Address: Permanent home or business address:

City: State: ZIP code:

Has W-9: No

If this is a taxable payment to a non-employee or business and a W-9 is not on file, please email a completed W-9 to paymentrequest@nufoundation.org. A copy of the W-9 should NOT be attached directly to this request.

- **Add new if needed.** *If the vendor or the correct address does <u>not</u> appear, a new vendor should be added.*
    - If the vendor does not exist within the system, or if the vendor exists and the correct address is not within the system, the **New vendor** checkbox should be selected on the form and the payee information should be manually entered.
    - **Submit W-9 via email.**
- ***Note: If this is a taxable payment to a non-employee or business and a W-9 is not on file (as indicated within the system), a completed W-9 must be emailed to paymentrequest@nufoundation.org and <u>not</u> attached directly to the request (due to the sensitive personal tax information which may be included).***
    - Social Security numbers are required only for non-employees with tax implications. Payment to non-employees also requires the individual's name and *permanent home address.* If payment is to a company, include the company's address and telephone number.

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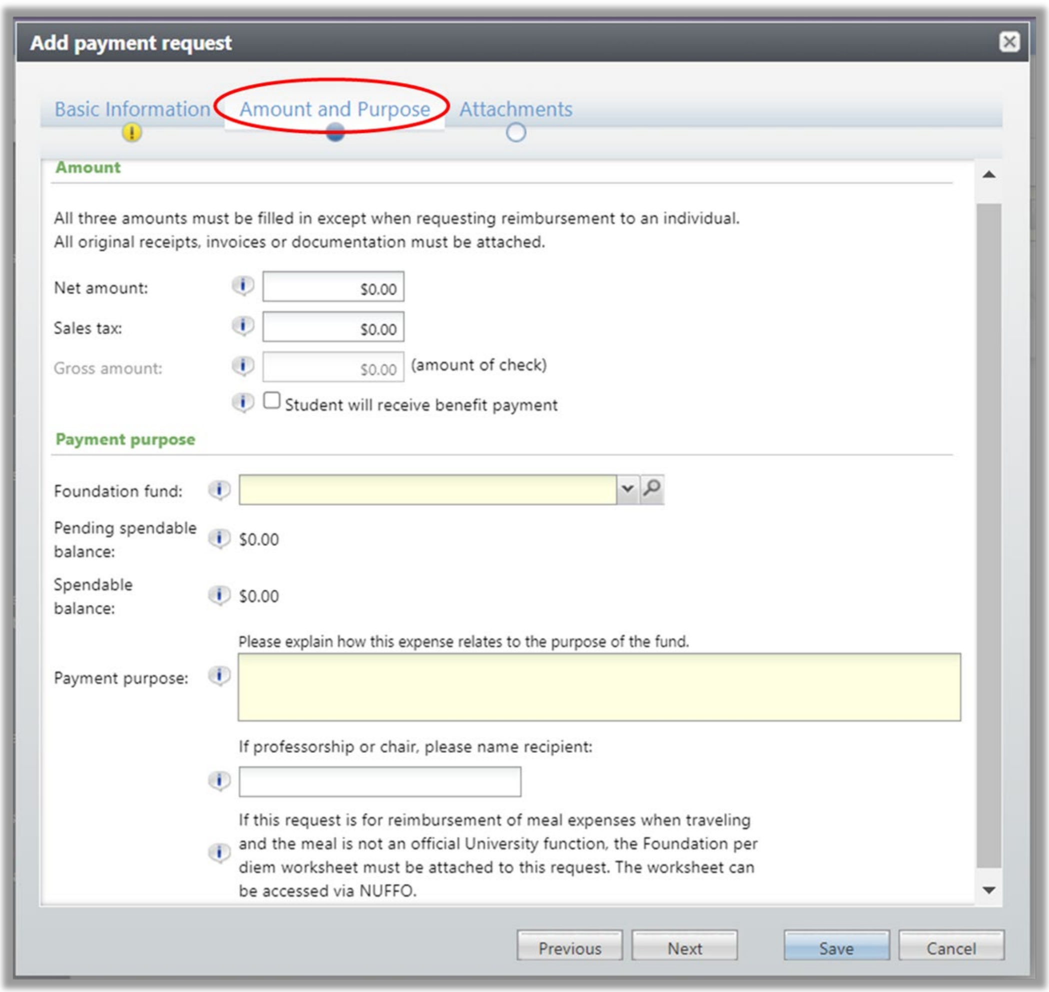
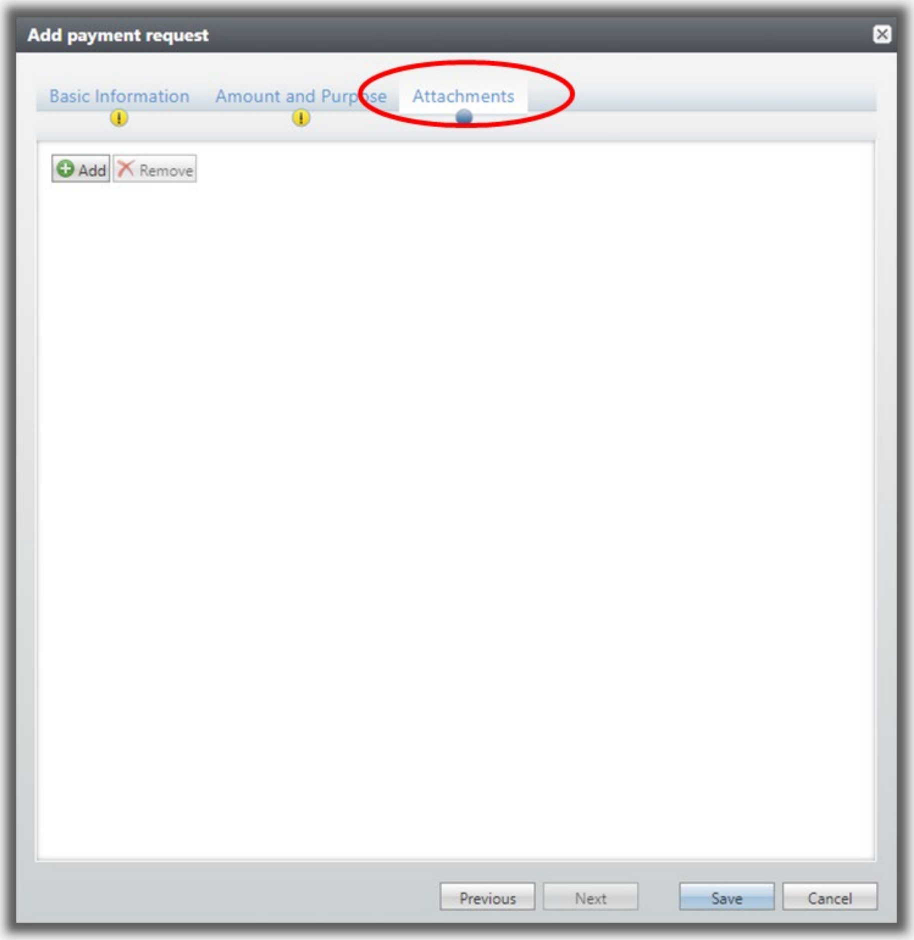
2. *Amount and Purpose* tab



- **Amount** should be completed based on the invoice amount or amount being reimbursed. *Note: Gross amount is the amount of the check that will be processed. Gross amount will automatically calculate based on the sum of the Net amount and Sales tax.*
    - **The foundation is not exempt from sales tax.** Sales tax must be included where appropriate on all expenses reimbursed from foundation funds. Please call the vendor, if necessary, *to ensure sales tax is added to the invoice before sending your request on in the workflow approval process.*
    - **Student will receive benefit payment** should be checked if the payment request is for a University of Nebraska student. **If the request is to apply scholarship or award payments to a student *that can be counted toward their cost of attendance*, the request should be communicated directly to your office of financial aid and *not* be submitted through the eRequest process.**
- **Foundation fund**: User can search for and select the foundation fund under their fund authority from which the request should be paid. Select the search icon in the field and locate the fund by using the Fund ID or Fund Name.
- **Pending spendable balance.** This field displays the *pending* spendable balance. It calculates the current spendable balance and reduces it by the amount of all pending (in process) payment and transfer requests, *including this request.*
    - For example, if the user selects a fund with $100 spendable balance and this request is for $40 and there is another active request that has not been processed for $25, the pending spendable balance will show $35 ($100-$40-$25=$35).
    - *Note: If a user attempts to submit a request that will take the pending spendable balance below $0, an error message will display, warning the user. The request can still be submitted with a negative pending spendable balance, but it may be rejected by the foundation.*
    - Clarification about NUFFO fund balances:
        - The balances available in the **My Fund Portfolio** area of NUFFO are not updated in real-time. They reflect only what has been posted in UNF's general ledger software (FE NXT) and require an overnight refresh.
        - The difference is that as part of the eRequest process, pending balances are more reflective of what the fund's balance currently is because it considers the current spendable balance (as posted in My Fund Portfolio) and deducts any active requests that are in the eRequest process pending approval and processing.

- **Spendable balance**: This field shows the *current* spendable balance per foundation accounting. It does not reflect any pending requests in the workflow that have not yet been processed.
- **Payment purpose** should be completed to indicate which foundation fund the request is to be paid from and the purpose of the request. The purpose of the request must be clearly stated and conform to the fund agreement guidelines as outlined in the Fund Summary Memo.
  - **Example 1:** The purpose of the fund is to provide operational support for the scholarly work of an endowed faculty position. The department wishes to purchase lab supplies to support the research of the position holder.
    - Noting on the request form that the equipment supports the research and scholarly work of the position holder would allow this request to be paid.
  - **Example 2:** The purpose of the fund is to provide benefit and support to XXXX Department. The department would like to buy a new computer for one of its staff members.
    - The request should note how this purchase supports the department listed in the governing document/Fund Summary Memo.

3. *Attachments* tab



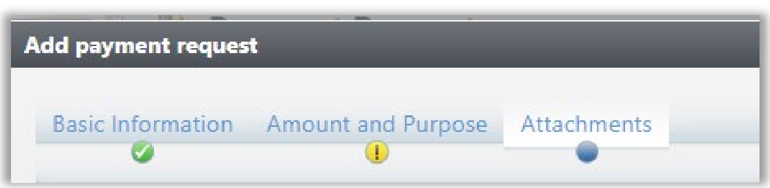
- A new attachment can be added by clicking on the **Add** button and uploading the document(s).
- Repeat the process if you have multiple files to add.
- If you attach a document in error (or discover it contains sensitive personal information like a social security number and it needs to be removed from NUFFO), click the item to be deleted, then click the **Remove** button. This feature only works during the Request Creator's *initial creation* of the eRequest. Once the eRequest record is saved and added to NUFFO, attachments can no longer be removed for security purposes. Visit the Ali Community's [Payment and Transfer eRequest page's]() FAQs section to learn how to delete a document attached in error.

Payment Request Attachments

- Scans of original receipts, invoices, per diem calculator or other documentation must be attached for payments to be processed. Credit card statements are not considered itemized receipts.
- You may choose to upload documents individually, or you may combine multiple documents into one file upload. The foundation accepts both methods.
- The Per Diem Calculator worksheet must be attached when reimbursement is for meal expenses when traveling and the meal is not for an official university function.
- If an employee is requesting direct reimbursement, the employee's direct supervisor must sign an **Approval of Personal Reimbursement form** and attach it to the request.
- W-9 forms should *not* be attached to the request and should instead be emailed to paymentrequest@nufoundation.org.
    - **Note: W-9 forms contain sensitive personal information and thus should not be uploaded into the system on the Attachments tab.**
    - If you accidentally upload a document containing sensitive information, visit the Ali Community's Payment and Transfer eRequest page's FAQs section to learn how to correct this error.
- Please be cautious about using tape if you want to secure your receipts to paper prior to scanning. Placing tape over the print causes it to wear away and compromises readability.

Save the Completed Request Form

- Once a form is complete, click the **Save** button.
- If required fields have not been completed, the form cannot be saved. Missing information is indicated by a yellow warning image on the form page in the heading, such as the example pictured below:



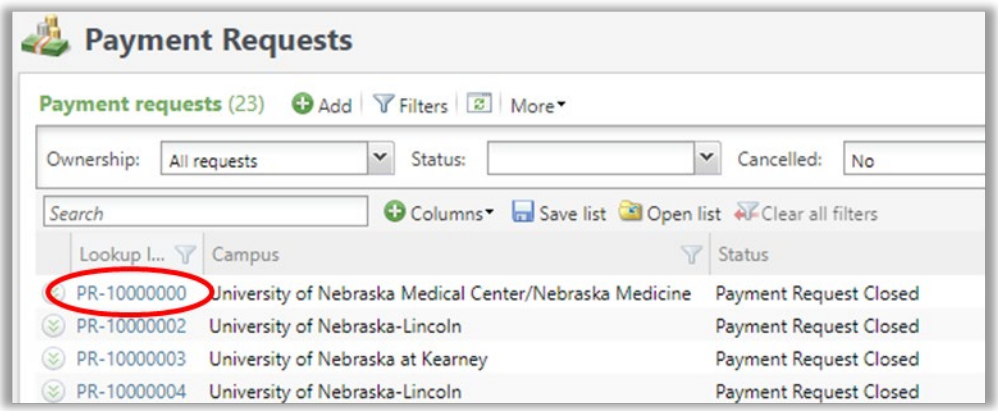
Foundation Issues Payment and the Request is Closed

Once the foundation receives the request and final approvals are acquired, a check is typically prepared within two business days and then sent to the payee via U.S. mail.

View, Edit (and Submit) an Existing Payment Request

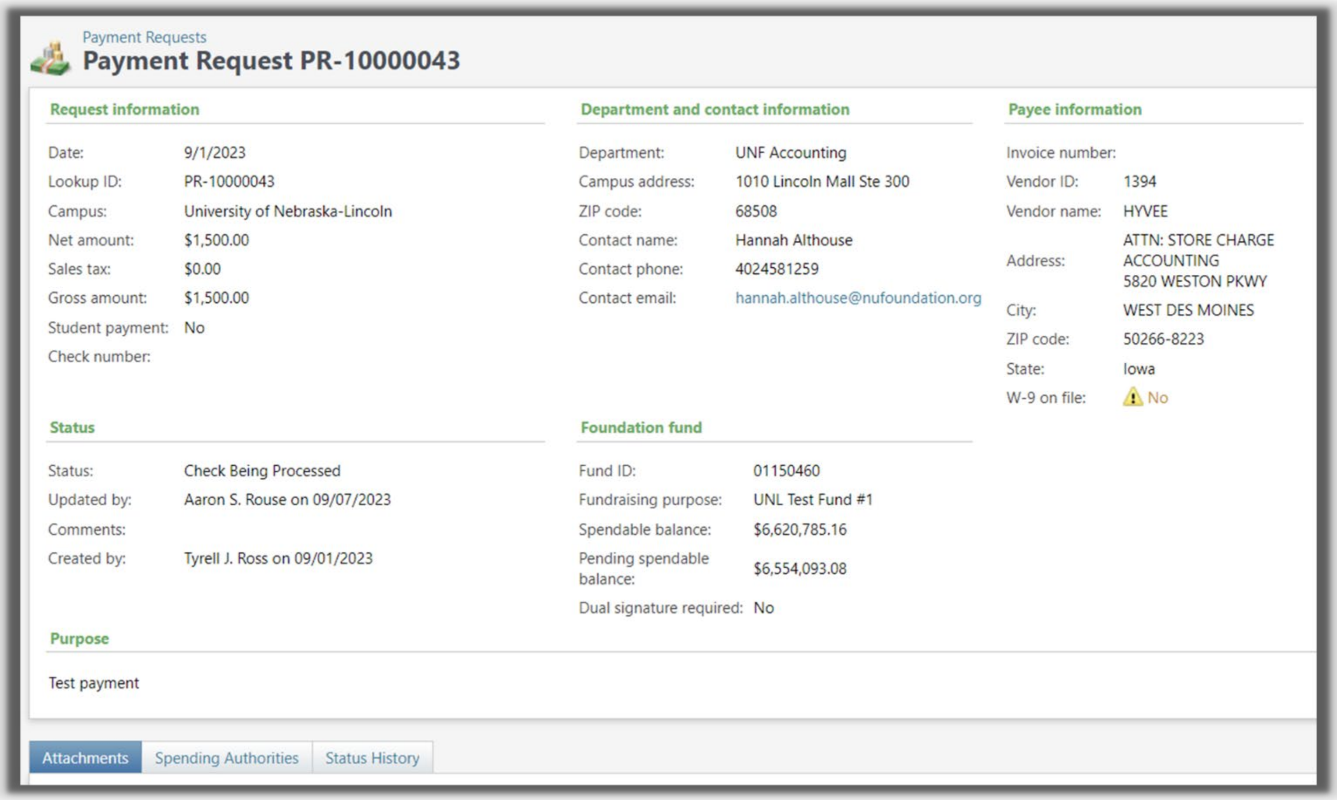
The eRequest process will automatically route the request through the workflow to the next approver, including whoever has signature/spending authority on the fund requested and if needed, to campus payroll and the office of scholarships and financial aid.

- **If an employee is requesting a direct reimbursement**, the employee's direct supervisor must sign an **Approval of Personal Reimbursement form,** and the preparer of the request will attach it to the Payment eRequest.
- To open a payment request record, click the blue hyperlinked Payment Request Lookup ID in the Payment requests results list (circled in red below). This opens the payment request record, which displays all the information entered by the request creator on the Add Payment Request form.

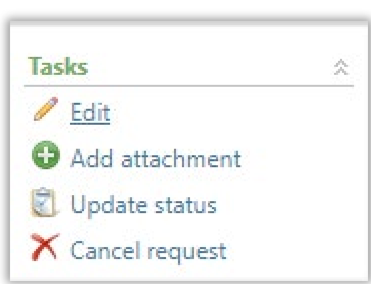


Note: Canceled requests appear in red text.

- **Payment Request information**: The top section of the record displays all information submitted through the Add Payment Request form.



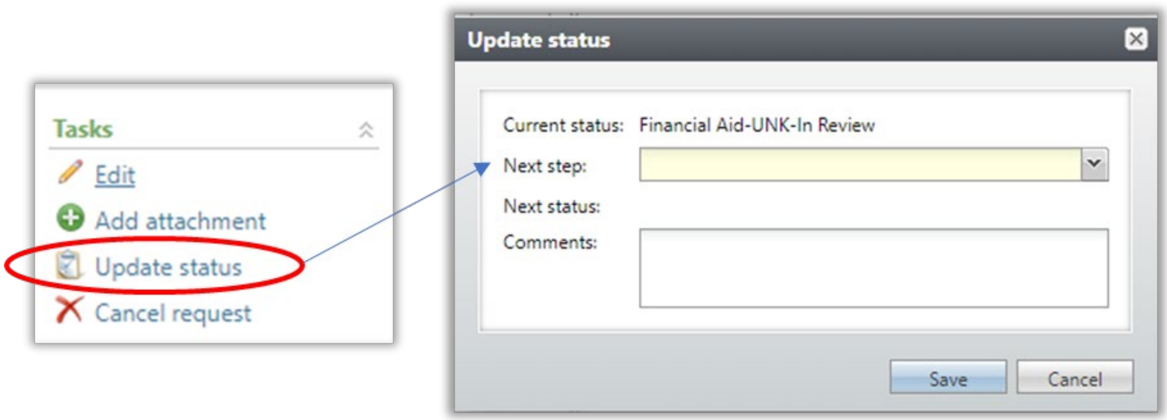
  - **Attachments**: User can view all attachments added to the request. Depending on the current status, the user may also be able to add new attachments directly to the payment request record.
  - **Spending Authorities:** User can review information about the spending authority(-ies) of the foundation fund to which the expense is being charged.
  - **Status History:** User can see a history of the status changes for the request.
  - **Tasks:** On the payment request record, a list of tasks available to the user is displayed at left:



- **Edit:** Certain steps in the workflow will allow the user to edit the request. If the user is permitted to edit the request, the option will display in the Tasks list.
- **Add attachment:** Certain steps in the workflow will allow the user to add attachments to the request. If the user is permitted to add an attachment, the option will display in the Tasks list (left edge). Attachments may be added from this **Tasks** list, or via the **Attachment**s tab on the eRequest record.
- **Update status:** See below
- **Cancel request:** See below

Update Status

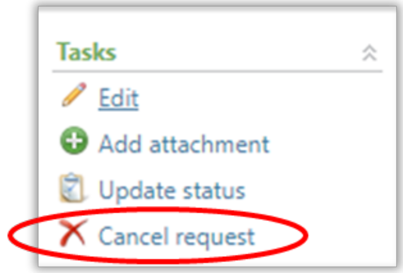
When the request creator or approver is ready to move a payment request on to the next step in the workflow, click **Update status** on the payment record, then select the appropriate Next step status.



- **Next step** options will be limited to show only the next immediate possible steps, ensuring that any required steps cannot be bypassed. In most cases, only one or two options will be displayed as a next step.
- **Comments** entry is required any time a request is rejected. The user rejecting a step is required to provide a note as to why the request was rejected so the request creator can see why. Any rejection comments are displayed on the Status History tab of the payment request record.
  - If rejected, the request creator may edit/resubmit or cancel the request.

Cancel Payment Request

- Note: This is different from canceling a previously paid invoice and refers only to canceling a pending eRequest.



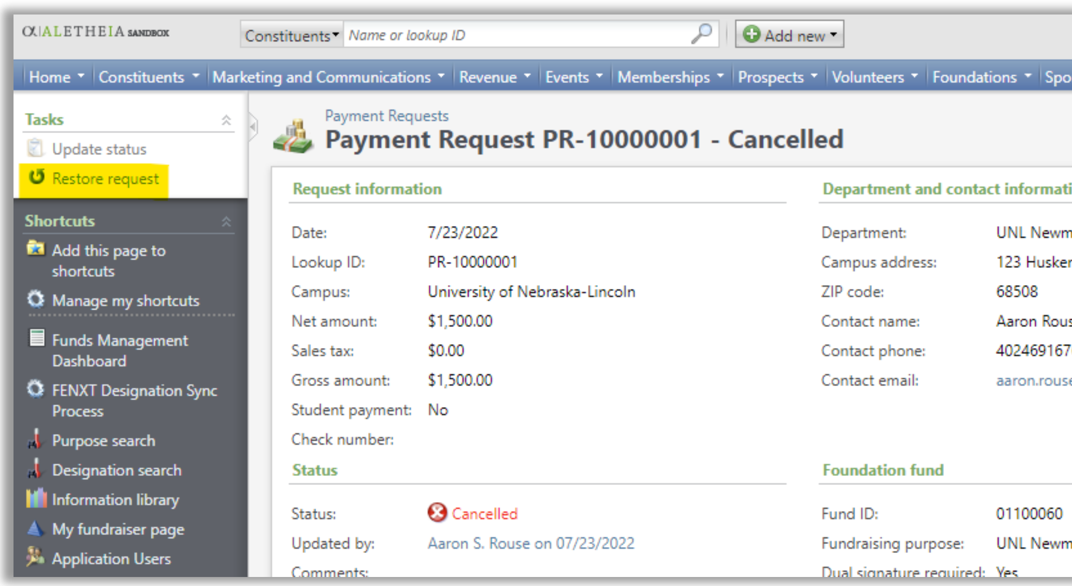
If a request is no longer needed, the request can be cancelled by clicking the **Cancel request** link on the left edge of the payment record. The Request Creator, or the approver in whose pending queue the task currently resides, or UNF finance can cancel requests.

- Canceled requests appear in red text, and display (Cancelled) behind the Status.

Restore a Cancelled Request

Any previously cancelled payment request can be restored, then submitted via the approval workflow. Open the request record, then click **Restore request** along the left edge. Proceed with editing/submitting the request as usual.

A canceled eRequest can be reinstated by the person in whose workflow the pending queue the task currently appears. A canceled eRequest can alternatively be reinstated by non-step owner, by emailing the foundation at fundmanagement@nufoundation.org to request a cancellation or restoration. Please include the PR- or TR- number and the URL (hyperlink) to the eRequest record.



Payment Request Workflow Steps

All payment requests are processed through a standard workflow to ensure that all required approvals are met before the payment is issued. The payment request process and workflow statuses appear below:

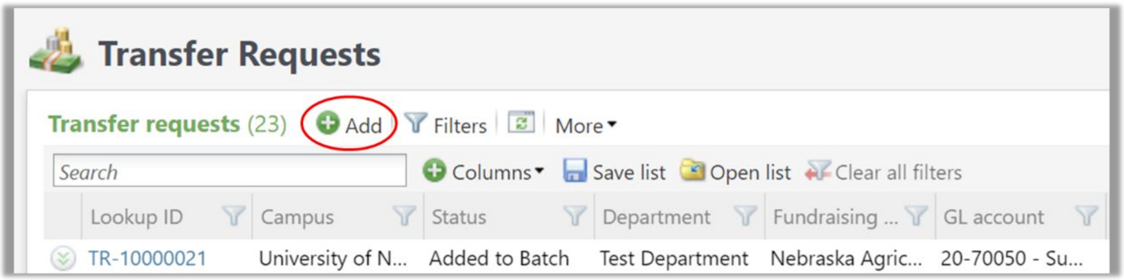
<table>
<tr><th>Payment Workflow Status</th><th>Description</th></tr>
<tr><td>Draft</td><td>This is the initial step to create a new payment request. Any NUFFO user (at any fund authority level) can create a payment request draft. The request must first be saved; then the draft may be updated and thus moved to Spending Authority-In Review.</td></tr>
<tr><td>Spending Authority-In Review</td><td>All payment requests must be approved by the spending authority of the fund (or their designated spending authority). If a fund requires dual-signature authority, both authorities must approve before the request can be moved to the next status. The spending authority can update the status to:
Spending Authority-Approved: If approved, the request will move to Financial Aid-In Review (if the request benefits a student) or Payroll-In Review (if the request does not benefit a student).
Spending Authority-Rejected: If rejected, the request is returned to the request creator for further review, updates or cancellation.
Note: Spending authority may not be delegated to a temporarily assigned surrogate.</td></tr>
<tr><td>Financial Aid-In Review</td><td>If the request provides benefit to a student, the campus financial aid office must review and approve the request. Financial aid can update the status to:
Financial Aid-Approved: If approved, the request will move to payroll for review.
Financial Aid-Rejected: If rejected, the request is returned to the request creator for further review, updates or cancellation.</td></tr>
</table>

Payment Workflow Status	Description
Payroll-In Review	Payment requests are reviewed by the campus payroll office. Payroll can update the status to: • **Payroll-Approved:** If approved, the request will move to Foundation Accounting-In Review. • **Payroll-Rejected:** If rejected, the request is returned to the request creator for further review, updates, or cancellation.
Foundation Accounting-In Review	Foundation accounting will review the request to verify the request meets the purpose of the fund and all documentation has been received. Foundation accounting can update the status to: • **Foundation Accounting-Approved:** If approved, the request will move on to further foundation officer review or be prepared for payment. • **Foundation Accounting-Rejected:** If rejected, the request is returned to request creator for further review. **Foundation Accounting-Hold for Additional Information:** If additional information is needed before approval and the request doesn't need to be rejected, the record can be put in a holding status while additional information is gathered. Only foundation accounting can adjust this status type, and they will approve or reject the request (and remove the hold), as described above.
Primary Officer-In Review	If the request is more than $1,000, it must be reviewed by a foundation officer. The primary officer can update the status to: • **Primary Officer-Approved:** If approved, the request will move on to further foundation officer review or be prepared for payment. • **Primary Officer-Rejected:** If rejected, the request is returned to Foundation Accounting for further review or rejection back to the request creator.

Payment Workflow Status	Description
Secondary Officer-In Review	If the request is more than $10,000, it must be reviewed by a secondary foundation officer. The secondary officer can update the status to: • **Secondary Officer-Approved:** If approved, the request will be prepared for payment. • **Secondary Officer-Rejected:** If rejected, the request is returned to foundation accounting for further review or rejection back to the request creator.
Ready for Batching	The request has received all necessary approvals and is ready to be batched and processed. The next status will be **Added to Batch.**
Added to Batch	When a request has been added to batch, it is being prepared for final processing. The next status will be **Check Being Processed**.
Check Being Processed	Foundation accounting staff are preparing the check for payment. The next status will be **Check Mailed.**
Check Mailed	The payment has been processed and the check has been sent via U.S. mail to the payee. The next status will be **Payment Request Closed.**
Payment Request Closed	**FINAL APPROVAL STATUS.** Payment request has been completed with payment issued. The payment request record will be updated to show the check number.
Invoice/Check Cancelled	After a payment request has been closed, the foundation may be instructed to cancel an invoice that has already been paid. Foundation staff will update the status of the payment request to Invoice/Check Cancelled and process the necessary accounting transactions. Note: This is different from canceling a *request* and refers only to a previously paid invoice.

Add a Transfer Request

- From the Transfer Requests results list, click the **Add** button to start a new transfer request.



  - On the **Add transfer request** form, required fields are highlighted in yellow.
  - On-screen tips assist you with completing the form.
  - The form is a wizard consisting of multiple tabs; work from left to right across the tabs.

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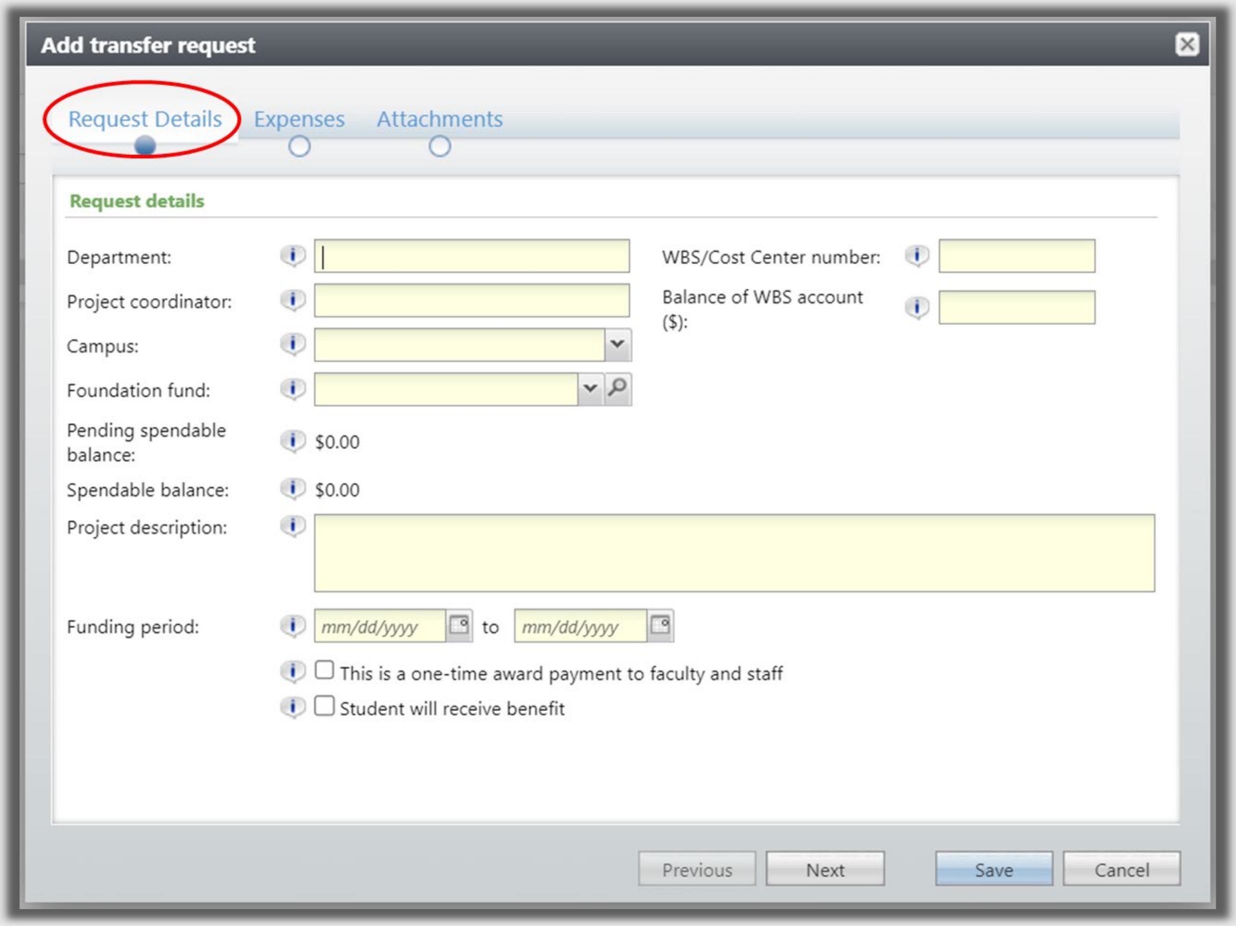
Add Transfer Request Form (Wizard)

1. ***Request Details*** *tab*



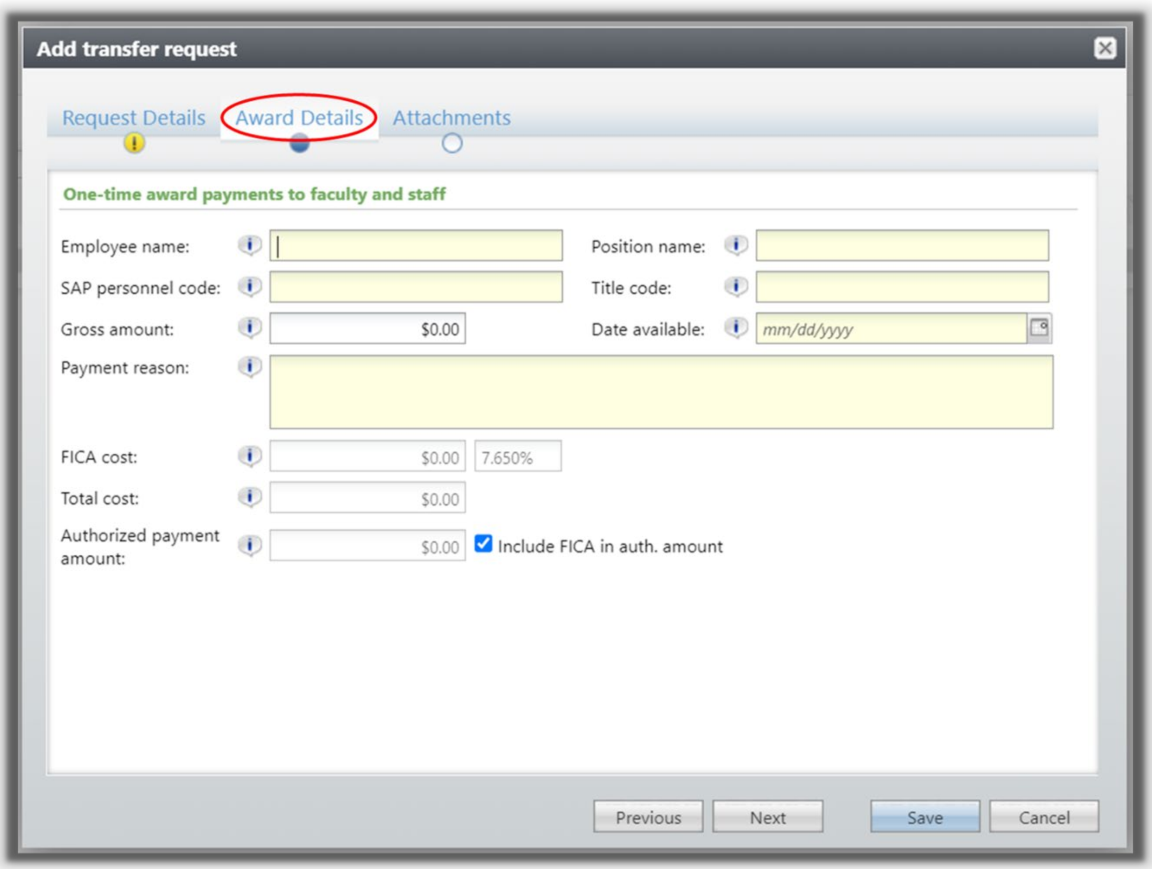
- **Department:** Indicates the department receiving benefit from the transfer of funds.
- **Project coordinator:** Indicates the individual overseeing the project/activity supported by the fund transfer. *Note: This does not necessarily need to be the spending authority of the fund.*
- **Campus:** User will select the campus receiving benefit from the funds; this is the campus through which the transfer will be processed.
- **Foundation fund**: User can search for and select the foundation fund under their fund authority from which the request should be paid. Select the search icon in the field and locate the fund by using the Fund ID or Fund Name.
- **WBS/Cost Center number**: Provide the number of the WBS/Cost Center account that was used to pay for expenses and will be reimbursed with the transfer.

- **Balance of WBS account**: The current balance of the WBS that will be reimbursed by this fund transfer. This is typically a negative number, as costs have been incurred from this account and the transfer will bring the balance back to $0. If the balance is positive, please include supporting information as to why.
    - **Note: The foundation typically requires a campus WBS account to have a negative balance before reimbursement will be made.**
- **Pending spendable balance**: This field displays the *pending* spendable balance. It calculates the current spendable balance and reduces it by the amount of all pending (in process) payment and transfer requests, including this request.
    - For example, if the user selects a fund with $100 spendable balance and this request is for $40 and there is another active request that has not been processed for $25, the pending spendable balance will show $35 ($100-$40-$25=$35).
    - *Note: If a user attempts to submit a request that will take the pending spendable balance below $0, an error message will be displayed warning the user. The request can still be submitted with a negative pending spendable balance, but it may be rejected by the foundation.*
    - Clarification about NUFFO fund balances:
        - The balances available in the **My Fund Portfolio** area of NUFFO are not updated in real-time. They reflect only what has been posted in UNF's general ledger software (FE NXT) and require an overnight refresh.
        - The difference is that as part of the eRequest process, pending balances are more reflective of what the fund's balance currently is because it considers the current spendable balance (as posted in My Fund Portfolio) and deducts any active requests that are in the eRequest process pending approval and processing.
- **Spendable balance**: This field shows the *current* spendable balance per foundation accounting. It does not reflect any pending requests in the workflow that have not been processed yet.
- **Project description:** Overview of the project supported by the fund transfer. Please include a brief description of how the project and expenditures relate to the purpose of the fund. The purpose of each fund can be found in the Fund Summary Memorandum on NUFFO. However, please do not copy and paste the fund purpose on this line. We must know how the specific expenses relate to the purpose of the fund.
- **Funding period:** When did the expenses requested for reimbursement start and end?

- **This is a one-time award payment to faculty and staff:**
    - If this is a one-time award payment for a faculty or staff member, this box should be checked. *Note: Checking this option changes the second tab of the form to reflect the purpose of the request.*
    - If this request is for reimbursement of various salary and expense items, this box should *not* be checked.

2a. *Award Details* tab

Note: This tab appears only if the one-time award box is checked on the Request Details tab (above).



- **Employee name:** Name of the employee who is receiving a one-time award payment.
- **SAP personnel code:** SAP personnel code of the individual receiving one-time award payment.

- **Gross amount:** Gross payment to be issued to one-time award recipient.
- **Position name:** Position held by the individual receiving one-time award payment.
- **Title code:** University of Nebraska title code of the individual receiving one-time award payment.
- **Date available:** Date one-time award payment should be available to the recipient.
- **Payment reason:** Explanation for payment and how it aligns with purpose of foundation fund.
- **FICA cost:** Automatically calculated based on Gross amount
- **Total cost:** Automatically calculated based on Gross amount and FICA cost.
- **Authorized payment amount:** Automatically calculated to display the amount of transfer reimbursed from the foundation fund.
- **Include FICA in auth. amount:** If FICA should be included in the transfer request amount, this box should be checked. Unchecking the box will remove FICA amount from Authorized amount.

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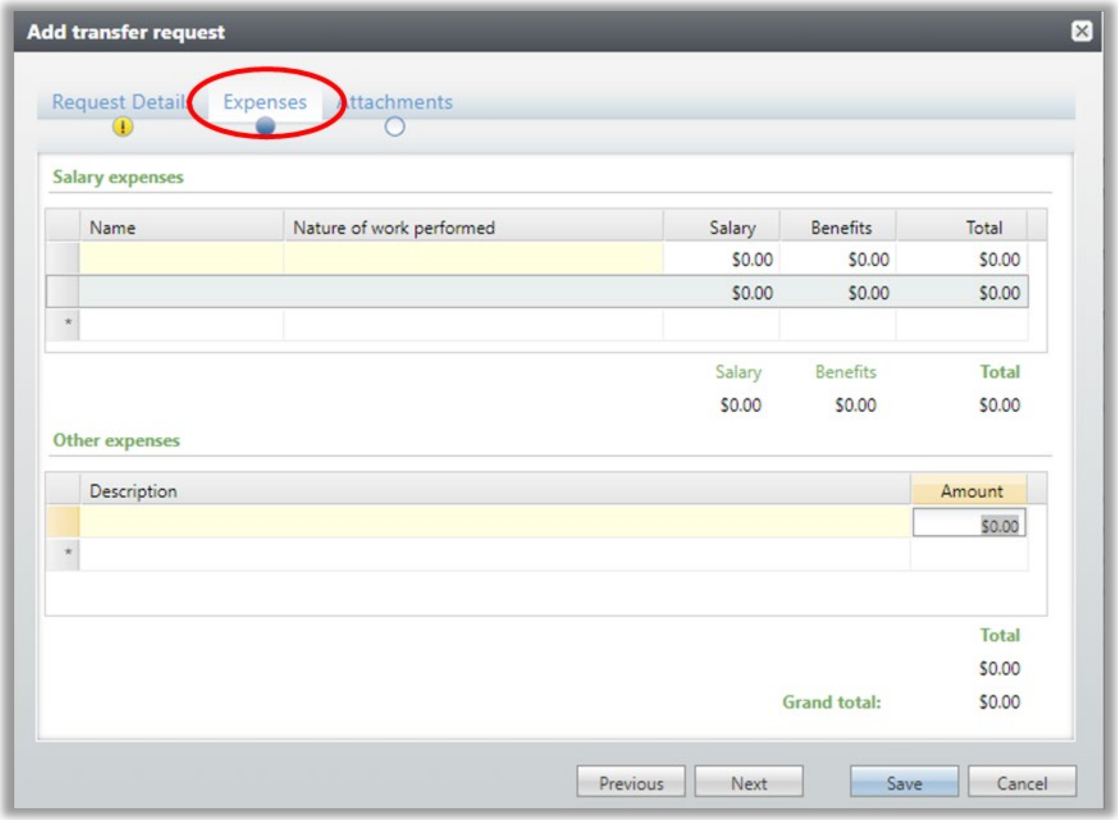
2b. *Expenses* tab

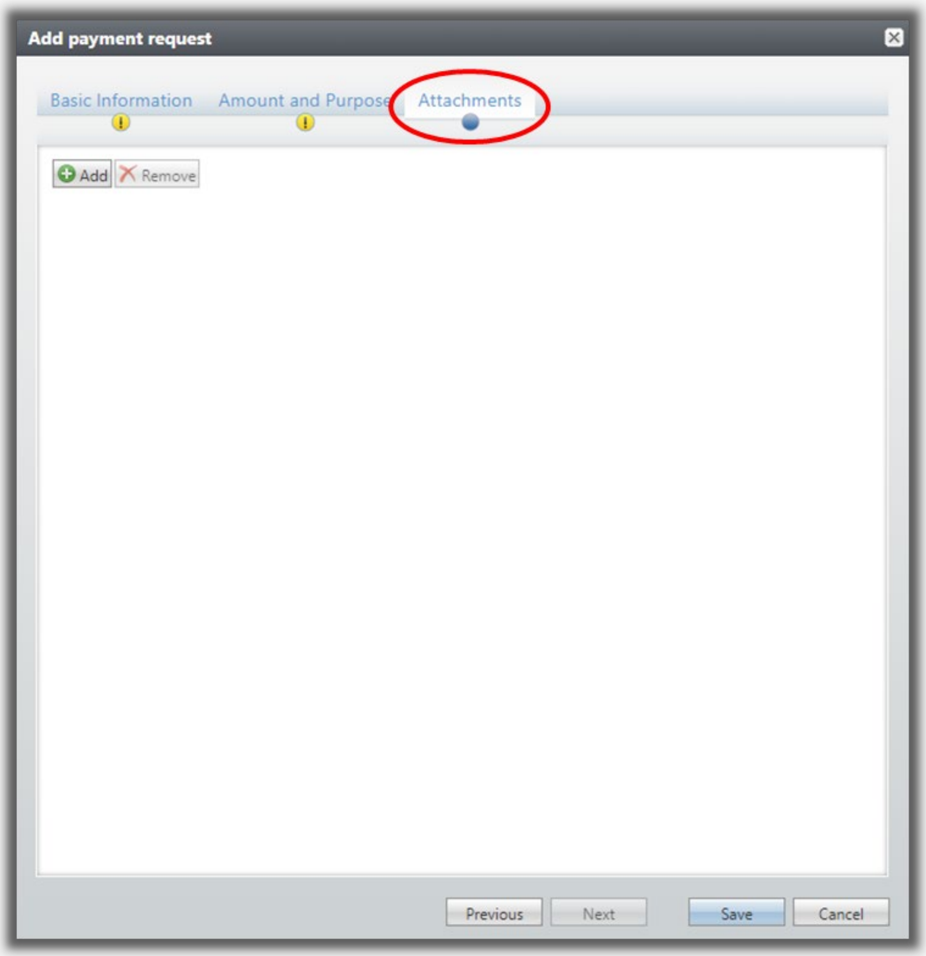
Note: This tab will appear only if the one-time award box is *<u>not</u>* checked on the Request Details tab.



- Salary expenses
  - **Name:** Name of individual funded through this transfer request.
  - **Nature of work performed:** Explanation of why individual is receiving funding.
  - **Salary:** Gross amount of salary funded through the request.
  - **Benefits:** Fringe benefits funded through the request.
  - **Total:** Automatically calculated to display the total salary funded through the request.
    - *Note: Multiple salary lines can be added to the request.*
- Other expenses

- **Description:** Explanation of the expenses being reimbursed through this transfer request.
- **Amount:** Amount of expenses being reimbursed through this transfer request.
    - *Note: Multiple expenses lines can be added to the request.*

3. ***Attachments*** tab



- A new attachment can be added by clicking on the **Add** button and uploading the documents.
- Multiple files can be attached by clicking on the **Add** button.

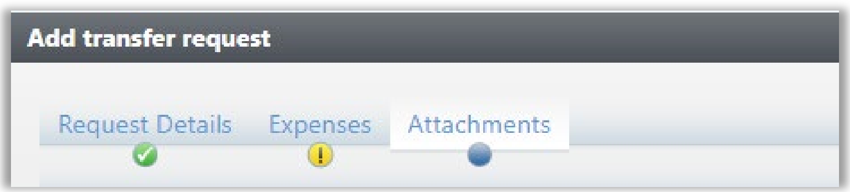
Transfer Request Attachments

Notes about what to attach to a transfer request:

- Although backup documentation is not required for a transfer request, it is most often helpful in ensuring all relevant information has been included. Copies of receipts/invoices, SAP printouts, emails, etc., may contain necessary information that is too cumbersome to type into the transfer eRequest form (wizard and tabs) itself.
- Documentation supporting the transfer request *may* be attached for processing.
- **Any documentation with Social Security numbers should *not* be attached, or the information should be redacted before upload.**
- You may choose to upload documents individually, or you may combine multiple documents into one file upload. The foundation accepts both methods.

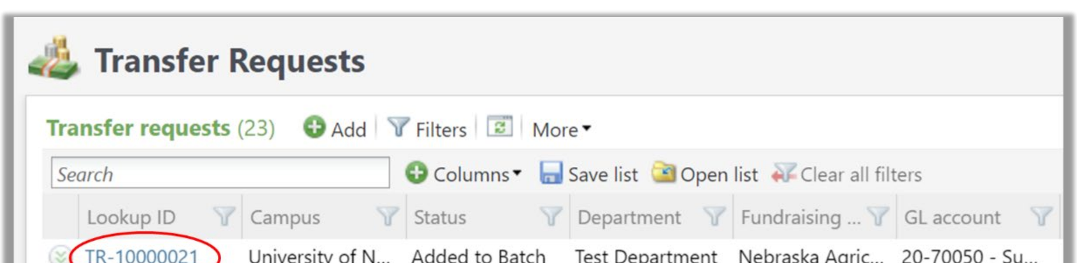
Save the Completed Transfer Form

- Once a form is complete, the user should click the **Save** button.
- If required fields have not been provided, the form cannot be saved. Missing information will be indicated by a yellow caution alert on the form page in the heading (pictured below):



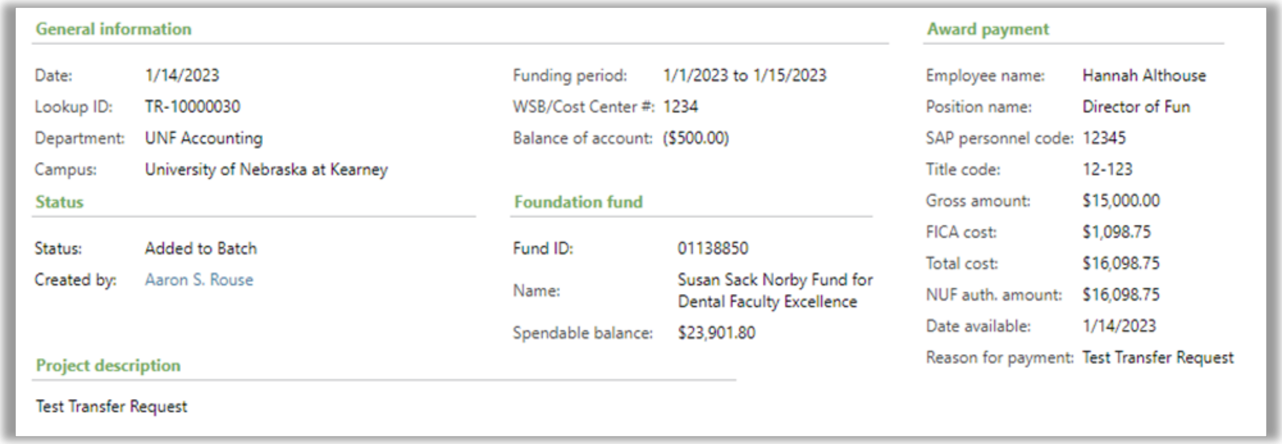
View, Edit (and Submit) an Existing Transfer Request

- To open a transfer request record, click on the Transfer Requests Lookup ID hyperlink in the Transfer requests results list. This opens the transfer request record, which displays all the information entered on the Add Transfer Request form by the request creator.



- **Transfer Request Information**: This section of the record displays all information submitted through the Add Transfer Request Form

View of Request with One-Time Award Checked



General information

Date: 1/14/2023
Lookup ID: TR-10000030
Department: UNF Accounting
Campus: University of Nebraska at Kearney

Funding period: 1/1/2023 to 1/15/2023
WSB/Cost Center #: 1234
Balance of account: ($500.00)

Status

Status: Added to Batch
Created by: Aaron S. Rouse

Foundation fund

Fund ID: 01138850
Name: Susan Sack Norby Fund for Dental Faculty Excellence
Spendable balance: $23,901.80

Project description

Test Transfer Request

Award payment

Employee name: Hannah Althouse
Position name: Director of Fun
SAP personnel code: 12345
Title code: 12-123
Gross amount: $15,000.00
FICA cost: $1,098.75
Total cost: $16,098.75
NUF auth. amount: $16,098.75
Date available: 1/14/2023
Reason for payment: Test Transfer Request

View of Request with One-Time Award <u>not</u> Checked

Transfer Requests
Transfer Request TR-10000012

General information

Date: 8/10/2023
Lookup ID: TR-10000012
Department: UNF Accounting
Campus: University of Nebraska at Kearney
Student payment: Yes

Funding period: 1/1/2023 to 12/31/2023
WSB/Cost Center #: 12345
Balance of account: ($20,000.00)

Status

Status: Transfer Being Processed
Updated by: Aaron S. Rouse on 08/11/2023
Comments:
Created by: Aaron S. Rouse on 08/10/2023

Foundation fund

Fund ID: 01144830
Fundraising purpose: UNK Test Fund #1
Spendable balance: $2,022,399.66
Dual signature required: No

Project description

Test

Salary expenses

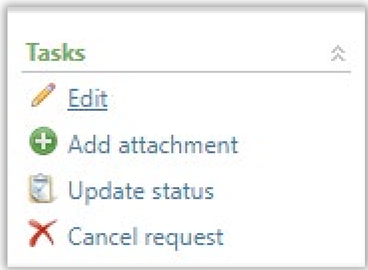
Salary: $15,000.00
Benefits: $0.00
Total: $15,000.00

Other expenses

Total: $5,000.00
Grand total: $20,000.00

- **Expenses:** When the request is not funding a one-time award, this tab will appear and provide a breakdown of full salary and other expenses. Tab only shows when the One-time Award box is *not* checked.
- **Attachments**: User can view all attachments added to the request. Depending on the current status, user may also be able to add new attachments directly to the transfer request record.

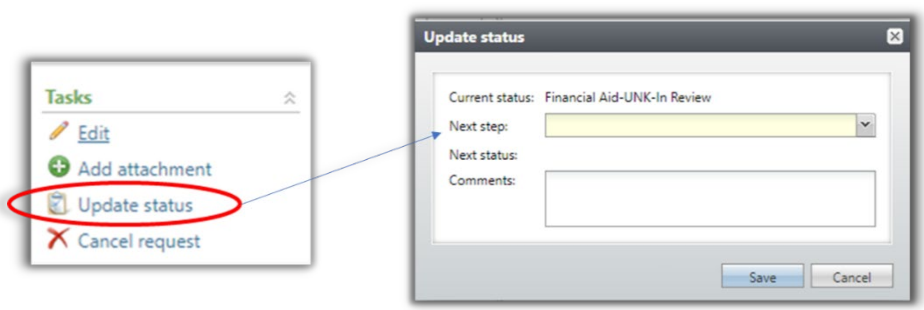
- **Spending authorities:** User can review information about the spending authority(-ies) of the foundation fund the expense is being charged to.
- **Status history:** User can see a history of the request status changes for the request.
- **Tasks:** On the transfer request record, a list of tasks available to the user will be displayed on the left edge.



- **Edit:** Certain steps in the workflow will allow the user to edit the request. If the user is permitted to edit the request, the option will display in the Tasks list.
- **Add attachment:** Certain steps in the workflow will allow the user to add attachments to the request. If the user is permitted to add an attachment, the option will display in the Tasks list. Attachments may be added from this **Tasks** list, or via the **Attachment**s tab on the eRequest record.

Update Status

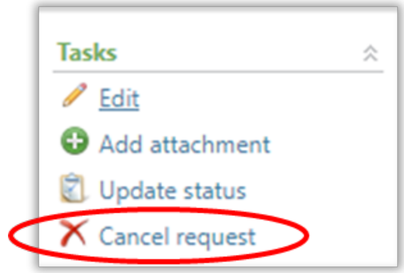
When a user is ready to move a transfer request on to the next step in the workflow, they will click on Update status (left side) and select the appropriate status.



- **Next step** will be limited to show only what possible next steps are, ensuring that any required steps cannot be bypassed. In most cases, only one or two options will be displayed as a next step.

- **Comments** are required any time a request is rejected. The user rejecting a step will be required to provide a note as to why the request was rejected so the request creator can see why. Any rejection comments will be displayed on the Status History tab of the payment request record.

Cancel Transfer Request



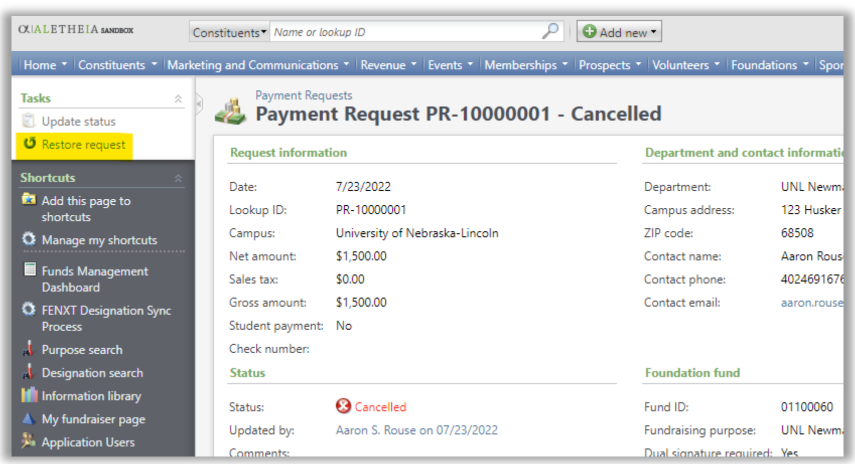
If a request is no longer needed, the request can be cancelled by clicking the **Cancel request** link on the left edge of the transfer record. The Request Creator, or the approver in whose pending queue the task currently resides, or UNF finance can cancel requests.

- Canceled requests appear in red text, and display (Cancelled) behind the Status.

Restore a Cancelled Request

Any previously cancelled transfer request can be restored, then submitted via the approval workflow. Open the request record, then click **Restore request** along the left edge. Proceed with editing/submitting the request as usual.

A canceled eRequest can be reinstated by the person in whose workflow the pending queue the task currently appears. A canceled eRequest can alternatively be reinstated by non-step owner, by emailing the foundation at fundmanagement@nufoundation.org to request a cancellation or restoration. Please include the PR- or TR- number and the URL (hyperlink) to the eRequest record.



Transfer Request Workflow Steps

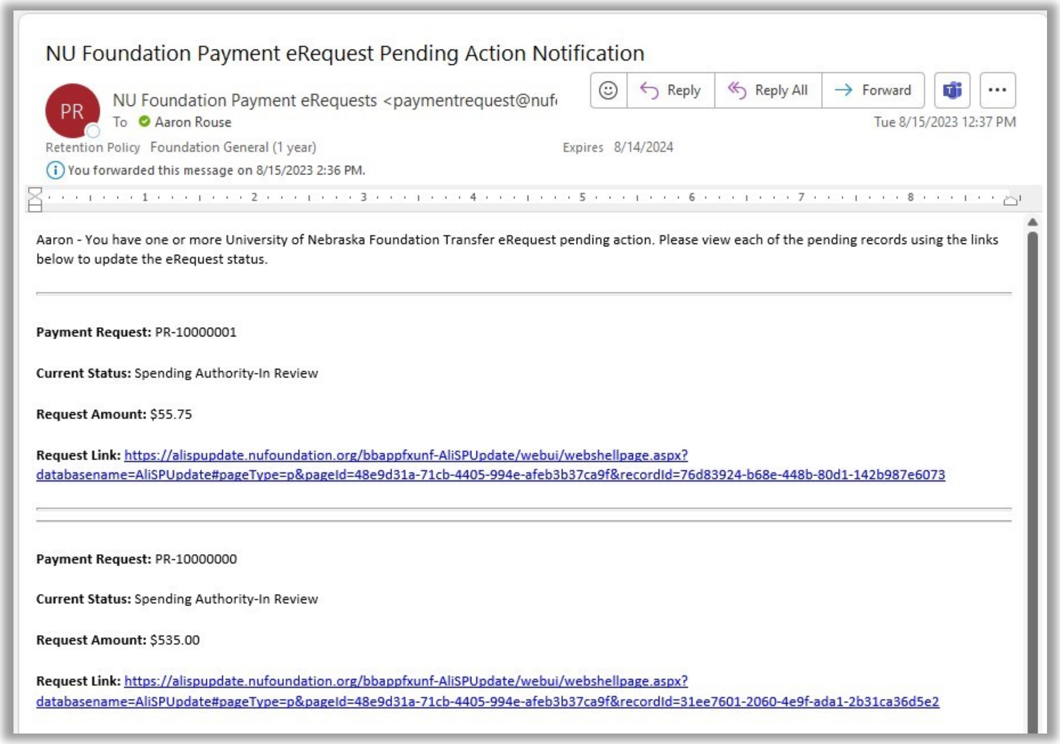
All transfer requests are processed through a standard workflow to ensure that all required approvals are met before the payment is issued. The payment request process and workflow statuses appear below:

Transfer Workflow Status	Description
Draft	The initial step to create a new transfer request. Any user can create a transfer request draft and when ready, request will be moved to **Spending Authority-In Review.**
Spending Authority-In Review	All transfer requests must be approved by the spending authority of the fund (or their designated spending authority). If a fund requires dual-signature authority, both authorities must approve before the request can be moved to the next status. The spending authority can update the status to: • **Spending Authority-Approved:** If approved, the request will move to Foundation Accounting-In Review. • **Spending Authority-Rejected:** If rejected, the request is returned to the creator of the request for further review, updates or cancellation.
Foundation Accounting-In Review	Foundation accounting will review the request to verify the request meets the purpose of the fund and all documentation has been received. Foundation accounting can update the status to: • **Foundation Accounting-Approved:** If approved, the request will move on to further foundation officer review or be prepared for payment. • **Foundation Accounting-Rejected:** If rejected, the request is returned to the creator of the request for further review. • **Foundation Accounting-Hold for Additional Information:** If additional information is needed before approval and the request doesn't need to be rejected, the record can be put in a holding status while additional information is gathered. Only foundation accounting can adjust this status type, and they will approve or reject the request (and remove the hold), as described above.

Transfer Workflow Status	Description
Primary Officer-In Review	If the request is more than $15,000, it must be reviewed by a foundation officer. The primary officer can update the status to: • **Primary Officer-Approved:** If approved, the request will move on to further foundation officer review or be prepared for payment. • **Primary Officer-Rejected:** If rejected, the request is returned to foundation accounting for further review or rejection back to the request creator.
Secondary Officer-In Review	If the request is more than $100,000, it must be reviewed by a secondary foundation officer. The secondary officer can update the status to: • **Secondary Officer-Approved:** If approved, the request will be prepared for payment. • **Secondary Officer-Rejected:** If rejected, the request is returned to foundation accounting for further review or rejection back to the request creator.
Ready for Batching	The request has received all the necessary approvals and is ready to be batched and processed. The next status will be **Added to Batch**.
Added to Batch	When a request has been added to batch, it is being prepared for final processing. The next status will be **Transfer Being Processed.**
Transfer Being Processed	Foundation accounting staff are preparing the check for payment. The next status will be **Transfer Processed.**
Transfer Processed	The transfer has been processed with funds sent to the university. The next status will be **Transfer Request Closed.**
Transfer Request Closed	**FINAL APPROVAL STATUS.** Transfer request has been completed with payment issued.

EMAIL: Example Notification

- Fund authorities who have pending steps within the workflow will receive email notification informing them that action is required on their part.


NU Foundation Payment eRequest Pending Action Notification

NU Foundation Payment eRequests <paymentrequest@nufi
To Aaron Rouse
Reply | Reply All | Forward
Tue 8/15/2023 12:37 PM
Retention Policy Foundation General (1 year) Expires 8/14/2024
You forwarded this message on 8/15/2023 2:36 PM.

Aaron - You have one or more University of Nebraska Foundation Transfer eRequest pending action. Please view each of the pending records using the links below to update the eRequest status.

Payment Request: PR-10000001

Current Status: Spending Authority-In Review

Request Amount: $55.75

Request Link: https://alispupdate.nufoundation.org/bbappfxunf-AliSPUpdate/webui/webshellpage.aspx?databasename=AliSPUpdate#pageType=p&pageId=48e9d31a-71cb-4405-994e-afeb3b37ca9f&recordId=76d83924-b68e-448b-80d1-142b987e6073

Payment Request: PR-10000000

Current Status: Spending Authority-In Review

Request Amount: $535.00

Request Link: https://alispupdate.nufoundation.org/bbappfxunf-AliSPUpdate/webui/webshellpage.aspx?databasename=AliSPUpdate#pageType=p&pageId=48e9d31a-71cb-4405-994e-afeb3b37ca9f&recordId=31ee7601-2060-4e9f-ada1-2b31ca36d5e2

- The email provides request information such as the Request ID, the current step, the amount, and a hyperlink directly to the request record in NUFFO.
- Emails will be sent from:
  - paymentrequest@nufoundation.org or
  - transferrequest@nufoundation.org
- Payment request lookup IDs begin with **PR-.**
- Transfer request lookup IDs begin with **TR-.**
  - **Note: It is <u>not</u> possible to view both types of requests combined into one list. Requests reside in separate areas of NUFFO, so you must manage approvals within both locations (payment and transfer) to complete any workflow items assigned to you.**
  - **Note: It will be extremely beneficial for approvers to work on their approvals queue from within the most recent email received.**

Temporary SURROGATE Approvers

What is Surrogate Functionality?

- Surrogate functionality allows users of certain steps within the payment and transfer workflows to delegate temporary responsibility for reviewing and approving those steps during a specified time frame.
- This will typically be used if the primary person responsible for reviewing and approving a step is out of the office and unable to complete their assigned task.
- *Surrogate functionality is intended to be used only for a limited time, not for a permanent delegate appointment. For permanent changes to authority, please contact fundmanagement@nufoundation.org.*
- During the time someone is set up as a surrogate, they will receive email notifications of pending actions for the role they are delegated to represent.
- Only one active surrogate may be assigned (date ranges may not overlap).

Surrogate Eligibility

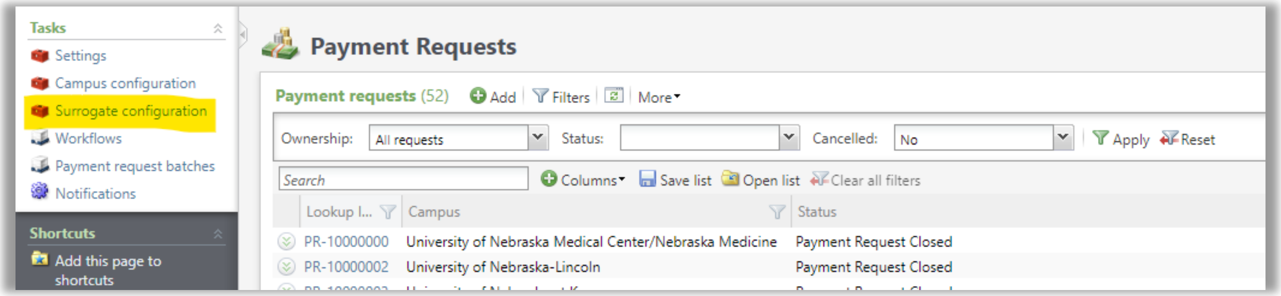
- Surrogate functionality can be used only by select users within the system.
- **Request creators, spending authorities and designated spending authorities cannot set up surrogate users.**
- Individuals responsible for approving steps in the university financial aid process, in the payroll process and at the foundation can assign a surrogate user.

Assign a Temporary Surrogate

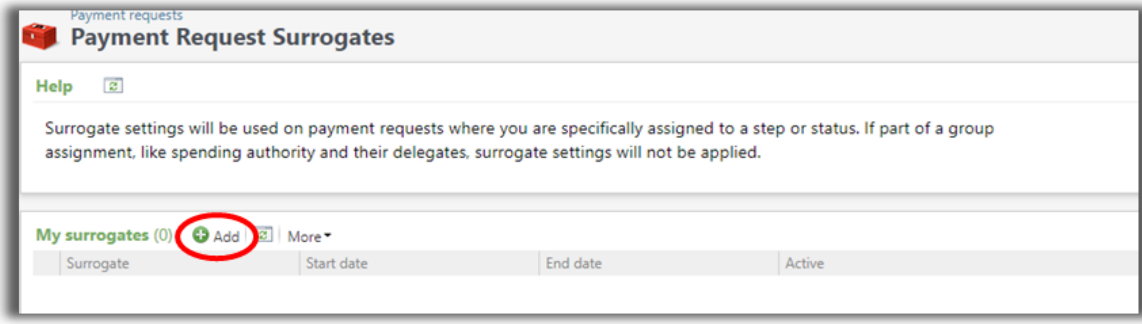
Surrogate configuration exists on both the Payment and Transfer Request workflows.

1. Navigate to **Payment Requests** or **Transfer Requests.**
2. Click **Surrogate configuration** in the Tasks list on the left side of the screen.

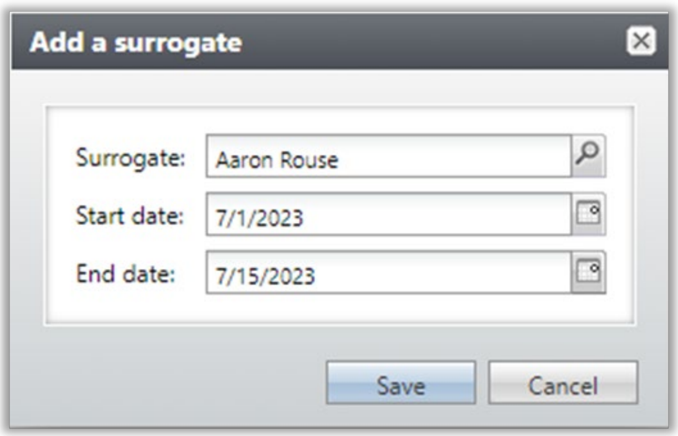
- **Note: You need to configure surrogate functionality only once. If you set it under payment requests, it will also apply to transfer requests and vice versa.**



3. On the Payment (or Transfer) Request Surrogates page, under My surrogates, click +**Add**



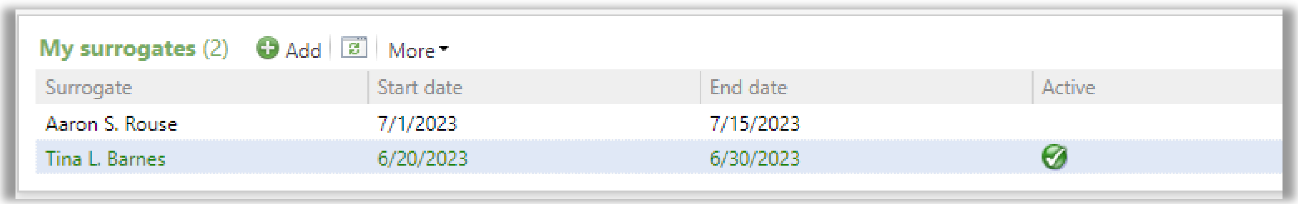
4. **Add a surrogate.**



- **Surrogate:** Click the magnifying glass search tool to open the search window. It is recommended that you use the Display Name search field and search on the user's last name, surrounded by the asterisk wildcard characters. For example: ***Rouse***. **Note: Only users who have an active NUFFO login can be assigned as a surrogate.** Only one active surrogate may be assigned (date ranges may not overlap).

- **Start date:** The date the user will begin their surrogate role.
- **End date:** The date the surrogate role will expire.
    - A surrogate's assignment expires at the end date (and needs no further steps for removal).
    - *Surrogate functionality is intended to be used only for limited time, not a permanent delegate appointment.*

5. Confirm surrogate assignment. Once a surrogate is added, it displays under **My surrogates**. If the surrogate assignment is currently active (current date falls within the start and end date range), it will be indicated under the Active column with a green check mark.



Edit or Delete a Surrogate

Once a surrogate is assigned, the record can be edited or deleted.

1. To make a change, click on the green **double chevron** to the left of the surrogate's name to display the Edit and Delete buttons.
    - **Edit:** Use this option to change the date range for surrogate functionality or update the surrogate. Click the **Edit** button.
        - Only one active surrogate may be assigned (date ranges may not overlap).
    - **Delete:** To remove a surrogate, click the **Delete** button.
        - Note: You do not necessarily need to delete a surrogate after their surrogate period has expired. An expired surrogate can still appear in the surrogate list and be inactive.