



*Preparing people to lead extraordinary lives*

# Electronic Payment Requisition User Guide

## Table of Contents

<b>Introduction</b> .....	1
<b>Purpose</b> .....	1
<b>Login Screen</b> .....	3
<b>Dashboard</b> .....	3
<b>Start a New Payment Requisition</b> .....	4
<b>Section 1 – Requester Information</b> .....	4
<b>Section 2 – Vendor Information</b> .....	4
<b>Section 3 - Distribution of Expenses</b> .....	6
<b>Section 4 – Approver Information</b> .....	8
<b>Section 5 – Submission or Save as Draft</b> .....	9
<b>Start a Similar Requisition</b> .....	10
<b>Approvals</b> .....	10
<b>Vendor Relationships</b> .....	12
<b>Contacts</b> .....	13
<b>Resources</b> .....	13

## Introduction

The [Electronic Payment Requisition Application](#) is used to route Payment Requests for approval and submission to Accounts Payable electronically. Once the payment request is created, all documentation (including invoice, contract, tax certificate, etc.) can be uploaded to the form. Approval requests, if necessary, are sent electronically via email. The status of the payment request can be viewed on the Dashboard.

## Purpose

Most Departmental buying should be accomplished using Purchase Requisitions working through the Purchasing Department. Purchase Requisitions / Purchase Orders provide for better control, tracking, and approval of University expenditures.

In some instances, the use of Payment Requisitions, processed by Accounts Payable for products and services, will be allowed. The following authorized uses of a Payment Request are representative, but not necessarily all-inclusive of the types of items that can be submitted. Please contact the Accounts Payable or Purchasing Departments for clarification or questions.

- Conference or Seminar Registration Fees
- Instructional Materials
- Membership Dues or Fees
- Periodicals and Subscriptions
- U.S Postal Service Payments i.e. Postage Meter Replenishment, permits, and other postal related charges.
- Insurance Premiums
- Federal and State Taxes ( excluding state sales tax )
- Utility Bills
- Advertisements
- Contracted Services
- Royalty Fees
- Transportation Expenses ( Athletic Events and outings )
- Professional services or services that are required to be under a contractual agreement.
- Awards, Honorariums, and Stipends

While not all-inclusive, the following examples illustrate the types of goods and services that should not be purchased using a Payment Requisition:

- Office Supplies
- Computer Software or Software Licenses
- Equipment and appliances of any type, including computers, facsimile machines, copiers, refrigerators, microwave ovens, air conditioners, or photographic equipment.
- Mail Services such as those performed by mailing houses to process bulk, permit, or business reply mail. Services include printing, design work, and paper stock.
- Printing or any printing related service, including graphic design, copying or duplicating
- Furniture of any type

Payment requisitions supporting an unauthorized use will be returned to the requester. He or she will be directed to process the request using the approved Purchase Requisition working through the Purchasing Department.

**Notes:**

- It is not permissible to pay for the above items out of pocket and request a reimbursement from the University at a later date.
- The Payment Requisition should not be used to request payment for an employees out of pocket reimbursement(s). Only the approved [Employee Expense Reimbursement form](#) should be used for any expense reimbursement relating to any travel, business, and entertainment.

## Login Screen

Navigate to the Electronic Payment Requisition Application at <https://forms.luc.edu/checkreq/>.

Enter your **UVID** and **Password** and click Login

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UNIVERSITY CHICAGO

PAYMENT REQUISITION

**LOGIN**

UVID

Password

Login

**Payment Requisition**

Welcome to the Electronic Payment Request Form!

Please use this application to create a Payment Request form to be routed for approval and submitted to Accounts Payable Electronically. Once the payment request is created, all documentation (including invoice, contract, tax certificate, etc.) can be uploaded to the form. Approval requests, if necessary, are sent electronically via email. The status of the payment request can be viewed on the Homepage/Dashboard.

Please contact [Accounts-Payables@luc.edu](mailto:Accounts-Payables@luc.edu) for assistance.

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## Dashboard

From the dashboard screen you can:

- Start a new requisition
- Resume a requisition draft
- Start a similar requisition for a vendor or expense distribution lines as a previous submission
- View the status of existing requisitions
- Use the search box to find existing requisitions
- Export a list of requisitions by clicking the “Download as Excel” button

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PAYMENT REQUISITION

[New Payment Requisition](#) [Download as Excel](#)

Search:

- Sort the existing requisitions by clicking any of the titles

Requesting Department	Vendor Number	Vendor Name	Invoice Number	Invoice Date	Submitted date
Total Invoice Amount	Status	Requestor Name	Primary Approver Name	Secondary Approver Name	

## Start a New Payment Requisition

Click on the New Payment Requisition button to complete the four required sections and attach documentation.



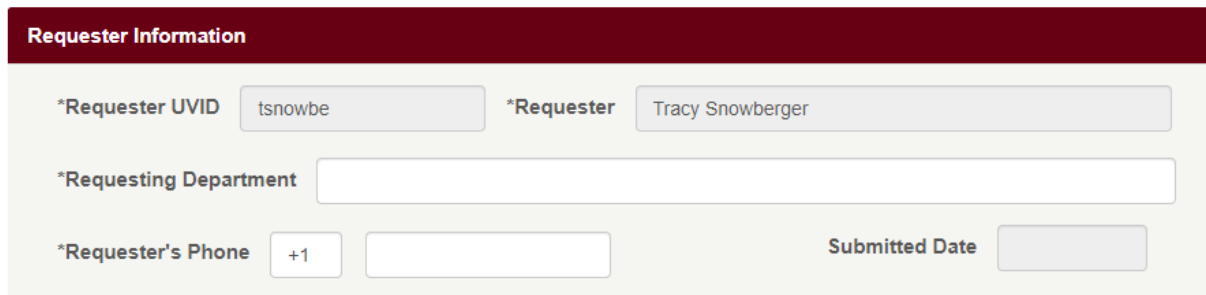
LOYOLA UNIVERSITY CHICAGO  
1870  
SACRED HEART  
MAYNOR • CIV • FOREM • DEI • GLORIAM

### PAYMENT REQUISITION

Search:

### Section 1 – Requester Information

1. Requester's **UVID** and **Name** will default
2. Enter the **Requesting Department's description** (i.e. Human Resources)
3. Enter the **Requester's Phone Number**
4. **Submitted Date** will generate automatically when the requisition is submitted for approval



**Requester Information**

\*Requester UVID  \*Requester

\*Requesting Department

\*Requester's Phone   Submitted Date

### Section 2 – Vendor Information

1. Begin by typing in a **Vendor Name** or **Vendor Number**. The system will automatically filter the names based on what you type. Choose the correct vendor from the drop down list.



**Vendor Information**

\*Vendor Name  \*Vendor Number

#### Notes:

- New vendors must be setup by Accounts Payable prior to creating the payment request. A request to complete an Electronic W9/W8 form should be sent to all new or inactive vendors via the web portal [forms.LUC.edu/w9/](https://forms.LUC.edu/w9/). An email will be sent to the vendor to complete the information securely online. The LUC contact will receive a notification when the vendor completes the form.
- A payment requisition may be submitted for an *Inactive Vendor*, however the payment will not be made until a current W9/W8 form is on file with Accounts Payable. You will be reminded to send the vendor a request to submit the form electronically.

**Electronic W-9/W-8 Invitation Reminder**

This vendor may be required to submit a W9 or W8 form.  
 Invite them using our [Electronic W9/W8 form](#).

- First, login into the W9 form using your UVID.
- Second, enter the vendor's email address.

Please allow AP 24 hours for setup once vendor submits completed form.

2. Select a **Remit to Address** if necessary. If the vendor only has one address, it will autofill in to the address fields below. If the vendor has multiple Remit to addresses, select the appropriate one from the drop down menu that appears. The selection will autofill into the address fields.

**Please choose an address from below**

Location Code: ACCT; Address: ACCT# 765763-001 13551 COLLECTIONS CTR DR CHICAGO IL 60693
 ▼

If necessary, you will be able to make changes to the addresses that default.

3. Select a **Country** if one does not default.
4. For **Foreign vendors**, provide information about the country/countries in which the service performed or the product was used.
5. Select **Vendor Relationship with Loyola** from the drop down menu:

Select One
 ▼

Select One

Employee

Student

LUMCP

Consultant/Contractor

Company

Other

See [page 12](#) for more details about these options.

6. The **Vendor Payment Method** will default from the vendor information on file. If a change in payment method is necessary, justification of the change is required.

**\*Vendor Payment Method**       ACH    Check    Wire Transfer

**\*Justification for change in Vendor Payment Method**

If the payment method is changed to ACH or Wire Transfer, please provide all necessary banking information through the [W8/W9 Electronic Request form](#). In addition, Wire Transfer requests must follow the [EFT Policies and Procedures](#) as defined by the Treasurer’s Office.

7. Enter the **Invoice Number**, **Invoice Date**, and **Total Invoice Amount**

**Note:** An Invoice Number may only be used once per vendor. An error will appear if the invoice number already exists for the vendor.

Invoice Number	<input type="text" value="11475847"/>
	This invoice number already exists.

- If your request does not have a specific invoice number, you may leave the field blank.
- If your invoice number already exists:
  - Confirm that the payment request hasn’t already been submitted on the application Dashboard.
  - Run an Accounts Payable Invoice Detail report in the WebFocus BI Portal for the Vendor and Invoice #. The report can be found in Financial Reports > Detail Reports.
  - Leave the field blank and the number will be assigned by Accounts Payable during review.

8. Enter the **First date of service or delivery date** when applicable

9. **Requested Due Date** will default based on the vendor’s payment terms. This date can be changed, if necessary, however, the payment request will be routed for additional AP review and justification is required.

<b>Requested Due Date</b> (Please allow AP 10 business days to process all payment requests.)	<input type="text" value="06/17/2021"/>	<input type="text" value="Please enter the justification for the updated due date."/>
--	---	---

10. **Payable to, email, and address** will automatically populate based on the remit to address selected above. This information can be updated if necessary, however, the payment request will be routed for additional AP review.

11. Provide **Purchase Order Number** when applicable.

### Section 3 - Distribution of Expenses

1. Enter your **Accounting Unit OR Activity** and **Account Code OR Account Category** along with the **Amount** for each distribution line. When entering data, select the correct codes from the drop down list.

Note: for Activities, you will no longer be required to provide the additional AU/Account. Please enter the Activity and Account Category.

- To add multiple distribution lines, click the button to “Add more distribution lines”.

*Accounting Unit or Activity	*Account/Account Category	*Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add more distribution lines +**      Total Distribution Amount: \$0.00

- The **Total Distribution Amount** should match the Total Invoice Amount provided with the invoice details. If the totals do not match you will be notified upon submission.
- Attach Required Documentation** by clicking the button and browsing for files. You can include multiple files as supporting documentation, one at a time, in any of these formats: pdf, .jpg, or .png. If possible, combine documentation into a single PDF.

Please note: You cannot submit a fillable PDF form or a Portfolio PDF. Fillable and Portfolio PDFs can be printed to PDF to remove the fillable and portfolio features.

\*List of Required Documentation Pending Upload

Choose file      Browse     

**\*Attach Required Documentation**

- Add **Special Delivery Instructions** when needed. If choosing “Other” please provide additional information in the Comments/Remarks field below.

**Special Delivery Instructions**

Select One

Select One

Interoffice Mail

Pick-up in AP Office

Enclosures

Prepaid

Other (describe in comments)

- Add **Comments/Remarks** including the invoices being paid, nature of business or business purpose of the request and any special handling instructions.

7. Indicate if you are the **Primary Approver** before continuing to the Approver Information section.

<b>*Are you the Primary Approver?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
---

### Section 4 – Approver Information

All authorized approvers must have Signature Authority on file with the Financial Systems Department. To add or revise Signature Authority, please complete the [AU/Level Access Form](#) (multiple users for a single accounting unit or level) or a [System Access Form](#) (one users for multiple accounting units or levels). Both forms and instructions can be found on the [Finance Online Forms](#) webpage under Financial Application Access Forms.

All requests should include an authorized budget administrator or designated approver(s). In the event the request exceeds \$5,000, a second approval is required. Please see the policy for [Approving in Excess of \\$5,000](#). Any individual approving a request must also provide their telephone extension in the event clarification is needed from the Accounts Payable Office.

1. If you are the Primary Approver, your UVID and name will default. If you are not the Primary approver, type in the Approver’s UVID.
2. If a secondary approval is needed, type in the Approver’s UVID.

Approver Information		
*Primary Approver UVID	Primary Approver Name	Decision Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Secondary Approver UVID	Secondary Approver Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: If your request is in excess of \$5,000, a Secondary Approver will automatically be required.

*Secondary Approver UVID	Secondary Approver Name
<input type="text"/>	<input type="text"/>
Please enter an Approver UVID	

3. Upon submission, the approvers will receive an email from [Payables@luc.edu](mailto:Payables@luc.edu) notifying them that a check requisition requires their approval.



## Section 5 – Submission or Save as Draft

1. If you want to save your form as a draft you can choose to **“Save w/o Submitting”** at the bottom of the form. The system will save your draft on the Dashboard.



On the Dashboard, you can access the form by clicking on the draft line and then you can continuing working on your application.

Invoice Number	Invoice Date	Submitted date	Total Invoice Amount	Status
		04/01/2021		Draft

2. If you are done, you can click on **Submit and Approver as Requester**, to route the form to Accounts Payable, or **Submit for Approval** to route the form for primary approval. You can view the status of the request on the Dashboard.

Invoice Number	Invoice Date	Submitted date	Total Invoice Amount	Status
06022021	05/10/2021	06/02/2021	\$100.00	Submitted for Primary Approval
555555	05/29/2021	05/28/2021	\$5,000.00	Received By AP - In Vendor Maintenance

3. You may **Reassign** an existing requisition to a new Approver, if necessary. Open the request by clicking the line on the Dashboard and click the **Reassign** button in the Approver Information section.

The image shows a section titled "Approver Information" with a dark red header. Below the header, there are two input fields: "\*Primary Approver UVID" containing "rgomez1" and "\*Primary Approver" containing "Rebecca Gomez". To the right of these fields is a button labeled "Reassign" with a person icon, which is circled in red.

4. Type in a new UVID and click “Reassign”. The new approver will receive an email from [Payables@luc.edu](mailto:Payables@luc.edu) notifying them that a check requisition requires their approval.

The image shows a dialog box titled "Re-assign Approver" with a dark red header. Below the header, there is a text input field labeled "New Approver UVID". At the bottom of the dialog, there are two buttons: "Reassign" with a person icon and "Close". The "Reassign" button is circled in red.

## Start a Similar Requisition

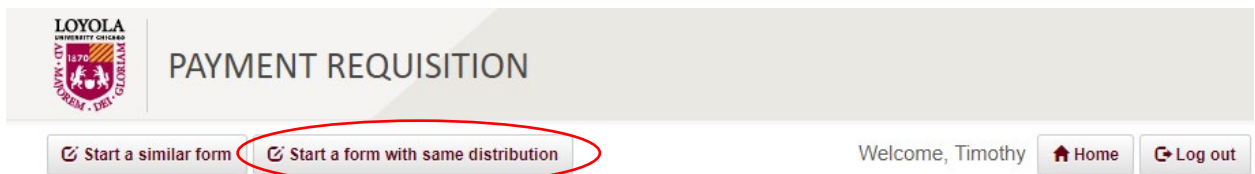
If you are creating a new payment for the same vendor or the same distributions, you can copy from a previous submission.

Click on the previous submission from the Dashboard and choose one of two options at the top of the form:

1. **Start a similar form** – creates a new form with the same requester, vendor, and invoice information.



2. **Start a form with same distributions** – creates a new form with the same requester and distribution of expense lines.



## Approvals

When a check requisition has been routed to you for Primary or Secondary approval, you will receive an email notification from [Payables@luc.edu](mailto:Payables@luc.edu).

1. Click the link provided in the email to open the Payment Requisition application login screen. Enter your UVID and password and click Login.
2. On the Dashboard, requisitions that require your approval will be highlighted in maroon. Click on the line to open and review the document.

Requesting Department	Vendor Number	Vendor Name	Invoice Number	Invoice Date	Submitted date	Total Invoice Amount	Status
Financial Systems	6066990	CERIDIAN HCM INC	642315768	06/02/2021	06/04/2021	\$686.50	Submitted for Primary Approval

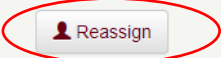
3. You may download any documentation by clicking the Download button under the "Required Documentation" section.





4. Once you have reviewed the request, you can:

- a. **Approve** the requisition to route it to the Secondary Approver or Accounts Payable
- b. **Reject** the requisition - If your request has been rejected in the system, it has to be resubmitted. Unfortunately, the users and Accounts Payable staff cannot amend the request, add attachments, revise coding, change approvers, etc.
- c. **Add a Secondary Approver** by typing the UVID in the box provided.
- d. **Reassign** the requisition to a new approver

**Approver Information**

*Primary Approver UVID	*Primary Approver	
<input type="text" value="tsnowbe"/>	<input type="text" value="Tracy Snowberger"/>	
Primary Approver Comments/Remarks		
<input type="text"/>		
Secondary Approver UVID	Secondary Approver	Decision Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Second Approver Comments/Remarks		
<input type="text"/>		

## Vendor Relationships

The vendor relationship describes who/why Loyola is making a payment to the vendor.

**EMPLOYEE:** The vendor is a Loyola University Chicago Faculty or Staff member. If the payment is for a service or award, the request should be processed on an HR Form. Employees requesting an expense reimbursement should use the [Expense Reimbursement Form](#).

**Vendor Relationship with Loyola**

Is this payment for Services, Awards or an Expense Reimbursement? Service/Awards must be processed through HR. Expense Reimbursements must be completed on an [Expense Reimbursement form](#).

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**Vendor Relationship with Loyola**

You are not required to fill out this form. Please fill out an HR form instead.

---

**STUDENT:** The vendor is a Loyola University Chicago student. Payment requests for students must include the Tax Information Certificate and Award/Fellowship description in the documentation

**Vendor Relationship with Loyola**

Please insure the Tax Certificate and Award/Fellowship description is included in the documentation.

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**LUMCP:** The vendor is a Loyola University Medical Center Faculty Physician. If the payment is for a service or award, the request should be processed on an HR Form. Employees requesting an expense reimbursement should use the [Expense Reimbursement Form](#).

**Vendor Relationship with Loyola**

Is this payment for Services, Awards or an Expense Reimbursement? Service/Awards must be processed through HR. Expense Reimbursements must be completed on an [Expense Reimbursement form](#).

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**CONSULTANT/CONTRACTOR:** The vendor is a consultant or contractor performing a service for Loyola. Verify that [Workers Classification Review Form](#) (WCF) and contracts are on file with HR/AP.

**Vendor Relationship with Loyola**

Please insure the WCF and contract are on file with HR/AP.

---

**COMPANY:** The vendor is company providing goods or service to Loyola.

**OTHER:** The vendor does not fit into one of the above categories. Please provide additional information in the box provided.

\*Vendor Relationship with Loyola

\*Please enter Vendor type.

## Contacts

For questions or troubleshooting, please contact:

Accounts Payable Department  
820 North Michigan Avenue  
Lewis Tower-Room 602  
Water Tower Campus  
(312)915-8760  
[Payables@luc.edu](mailto:Payables@luc.edu)

## Resources

[Electronic Payment Requisition FAQs](#)

[Finance Forms](#)

[Finance Policies](#)