Approving a Request For Disbursement (RFD) in PaperSave Workflow

What Is PaperSave Workflow?

The submission of a Request for Disbursement (RFD) through PaperSave is a complete and total replacement of the Ed Foundation's former paper check request form. In fact, the Ed Foundation does <u>not</u> accept <u>any</u> physical check requests, and even email requests are <u>not</u> accepted from departments which have been onboarded to PaperSave. Submissions do <u>not</u> need to include a scan of a check request form since the approval process and documentation is all self-contained with an audit trail, although a scanned form may be included if desired for internal departmental processes/controls. Once a PaperSave request has been properly approved by the submitting USC department/college approver(s), and once it has been fully audited by Ed Foundation A/P, it will move out of the PaperSave workflow to become a pending payment in the Ed Foundation's accounting system (which is separate). The Ed Foundation then makes payments on Thursdays, sending out EFT/ACH payment notifications on Fridays.

What PaperSave Is Not:

The submission of a request through PaperSave is not a guarantee of payment by the Ed Foundation; all Foundation policies apply to all submissions, even if they have been approved by departments/colleges.

PaperSave, like the Foundation, is not connected to USC's PeopleSoft, Supplier, or other USC systems. PaperSave is also not the Foundation's accounting system of record; please use Reporting Xpress to view payment and project information.

Accessing PaperSave:

There are two main ways to access PaperSave for approval purposes:
1) Directly via link: either click here or go to https://246074.app.cloud.papersave.com/workflow
2) Clicking an item within the daily 8AM Eastern Time email from PaperSave showing a preview of all items ready for approval, covered in more detail below
    Note the email is only sent if there is at least one item awaiting approval. **Please make sure that noreply_cloud-servicenotifications@papersave.com is on a safe senders list to prevent any delivery issues.**

Then log in using the credentials as received by the system administrator. Note all PaperSave approvers also have submission rights by default; there is a separate guide for submissions.

The contents of the email will appear similar to the following:

NS Noreply_cloud-servicenotifications@papersave.com
To ● Brazell, Wendi
Fri 5/19/2023 8:00 AM

↩ Reply   ↩ Reply All   → Forward   ⊤ⱼ   ···

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Hello Wendi Brazell,

You have received items to review. Based upon your organization?s processes, please take the appropriate action(s). Item details and relevant fields are below:

Review Using:

⊕ Web   🍎 Apple device   🤖 Android device

Workflow Item Details:

ID	Batch	File Name	Submission Issues	Submitter	Foundation	Vendor	Vendor ID	Remit To ID	Vendor entity type	Invoice Amount	Invoice Number	Invoice Date	Invoice Description	Citizen permm resident	Dates Services provided	Due Date	Post Date	Company	CompanyID	University rsity department and fund	Agrees with gift agreement
1754 6		PSWebForm_ Tuesday, May 16, 2023.pdf		Wendi Brazell	Educational Foundation (EF)	Wendi N. Brazell	10781	1027	USC Educational Foundation 1027 Barnwell Street Columbia, SC 29208	Not applicable	$300.00	n/a	05/16/2023	TESTING - DO NOT PAY			05/16/2023	05/16/2023	University of South Carolina Foundations	9000		Not applicable

Review Using:

⊕ Web   🍎 Apple device   🤖 Android device

A brief preview of the items that are waiting will show, including the name of the submitter, the vendor to be paid, and the invoice amount. To access PaperSave, click on "Web", "Apple Device", "Android Device", or an item ID number, as appropriate. The "Apple device" and "Android device" options link to the respective PaperSave mobile applications. "Web" will open an internet browser to the landing page with the full queue of items to be approved. Each blue item ID number will open an internet browser directly to that item.

Any option will first prompt for a login with the credentials received in the welcome email. (Make sure there are no additional spaces before or after the username or password. Copying the username from Outlook often grabs an additional space at the end and that will cause PaperSave to say the login is invalid; this is a very common error.)

Actioning Items in the Approval Queue:

After login, if "Web" was chosen, a screen similar to the following will appear:

ContentType	ID	Submission Issues	Submitter	Vendor	Vendor ID	Invoice Amount	Invoice Date	Invoice Description	GLDistribution	Du
📄	14657		Wendi Brazell	Blossom Shop, Inc	100	$150.00	02/09/2023	Testing number 1	View	02
📄	14658		Wendi Brazell	Valley Beverage Solutions, LLC	1580	$300.00	02/09/2023	Testing number 2	View	02
📄	14659		Wendi Brazell	Financial Services	372	$1,000.00	02/09/2023	Testing number 3-TESTING	View	02
📄	14660		Wendi Brazell	Bill's Marlin LLC	21170	$2,500.00	02/09/2023	Testing number 4	View	02

It should contain a full list of items for approval, with previews of the vendors, invoice descriptions, and amounts. Click on any blue ID number on the left to open that specific item for review.

A screen similar to the following will pop-up; this is also the same as if the blue item ID number was clicked directly on the notification email. This is the Document Review screen.
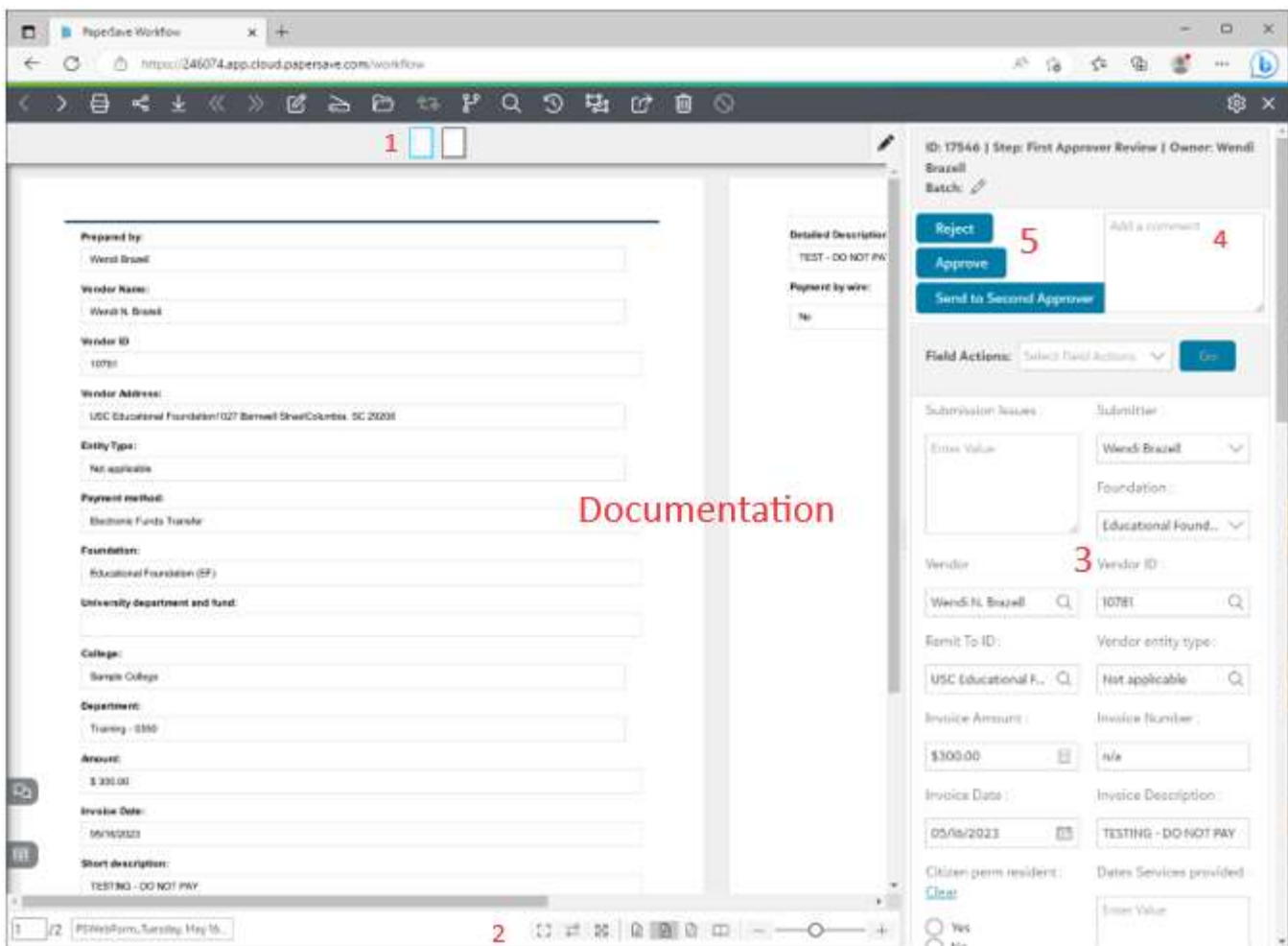
The sections are the actual documentation, plus:

1. Thumbnails of all pages, starting with the submission details and followed by support documents if attached by the submitter. Click any thumbnail to jump to that page.

2. View Options, including fit-to-width or fit-full-page, vertical/horizontal scroll toggle, booklet layout, and zoom in/out. Enter a page number in the leftmost box to jump to it.

3. Document Profile, listing the same information as shown on the first two pages of the submission form. Do not edit this information unless known to be necessary/appropriate for the submission.

4. Comment Section: Most of the time, this can be left blank, but this section may be used to add additional notes if desired; please note that the Ed Foundation and external auditors will see what is entered here. If any changes were made in the Document Profile section, please describe them here in detail. If entering anything in this field, it must be done BEFORE clicking any action button (see 5. below).

5. Action buttons: First approvers will see all three action buttons, Reject, Approve, and Send to Second Approver. Second Approvers will see only Reject and Approve.

- "Reject" will remove the item from the workflow completely. **PLEASE DO NOT REJECT ITEMS FOR MINOR ERRORS**. If a minor error is evident, instead please describe it in the Comment Section before approving, and send a heads-up email to EdFndAP@mailbox.sc.edu. This is because not only can the Foundation can make changes or edits, but a rejection will cause the submitter to start over from the very beginning. Rejections should be reserved for egregious instances, such as internal departmental policy violations, or simply being an item that should not be paid from Foundations' funds, or a clear selection of the wrong Foundations project (the correct selection of which might have routed the item to a different approver). Note that if an item is rejected, a comment will be required, and that comment will be included on the auto-generated email sent to the submitter.

- "Approve" will move the item ahead in the workflow so that it can be processed for payment. If there is a comment from the First Approver, it can be viewed by clicking the speech bubble icon in the bottom left corner of the review panel. Note this is generally the point when an item is considered by the Ed Foundation to be fully approved by the college/department, which is what is used to determine the payment processing schedule. Once clicked, the item will leave the visible queue, and the system will automatically open the next item for review, if one exists. The Ed Foundation considers both Approvers and Second Approvers in PaperSave to be the equivalent of the authorized signatories on the project(s) listed within the request.

- "Send to Second Approver" will move the item from the First Approver Review queue to the Second Approver Review queue. A comment is required when making this selection. Use this selection when
  - **The First Approver is also the request's payee** (unless extra approval is included within the backup documentation), and/or
  - As desired/needed by internal departmental policies/controls

Once all items have been actioned, the landing page will show, with an empty queue.

Out-Of-Office Forwarding:

Since each department only has one first approver and one second approver it is important to please designate an interim approver for all longer absences. For shorter absences, as PaperSave is a cloud-based application, items can be actioned from any computer or through the mobile application, or forwarded if desired, per the below.

Designating an interim approver can be done through the PaperSave landing page using the small gear icon:
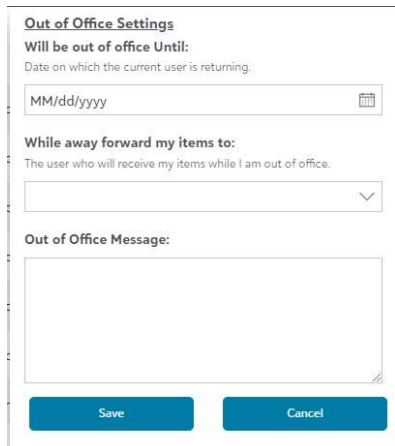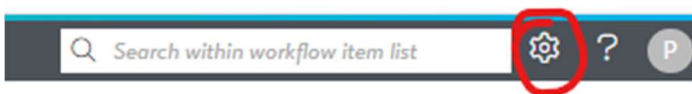

From the drop down, toggle the Out of Office option in the User Settings section. Gray/left means the user is normal; blue/right means the user is set to be Out of Office.

Out of Office
Use this to drive when you are in office or out of office

Toggling from gray to blue will open the Out of Office Settings menu. Select the date of return, search for and select the approval designee/name, and add an Out of Office message (required) that will be added to the conversation history of the item as it moves through the workflow. This can simply say "I am granting authority to approver items for [department] until [date of return]."

Click Save. Items will be rerouted automatically until the morning of the designated return date (sometimes as late as 9AM), at which time the setting will revert to normal.

What happens next:

Items sent to the Second Approver will appear as part of the automated emails sent to approvers each morning at 8 AM Eastern Time. Items actioned as Approve will route through PaperSave to the Foundation as appropriate. Please remember that the Ed Foundation processes payment based on when an item has been fully approved by the department/college (i.e. the Approve button at either the First Approver or Second Approver step), and <u>not</u> the submission date; further approval or documentation needs may delay payment. Once payment is issued, it will show in RX Check Registers on Fridays.

Support:

Problems with PaperSave Workflow can be relayed to the Ed Foundation by sending an email to FounSyst@mailbox.sc.edu or through the Need help? request form on the Foundations' Systems Support page (see below). Questions regarding policy or item status should be directed to EdFndAP@mailbox.sc.edu; Accounts Payable Policies can be found here.

Need help?

Which system do you need help with?*

    - Select -   ▼

Do you need:*

    - Select -   ▼

Your contact information:

Name*

[   ]

Phone Number*

[   ]

Email Address*

[   ]

Department*

[   ]

SUBMIT

For PaperSave support, select "Accounts Payable Workflows" from the system drop down. Then choose the subject for which assistance is required. Selections include the status of a submission, request one-on-one training, request a password reset, ask for new user login credentials, or advise of any system issues; for these, a system admin will assist.

For Foundation Policy questions, documentation needs, confirmation of whether a vendor is in the system, or to ask another A/P question that is not about the PaperSave system itself, please email A/P staff directly and/or at EdFndAP@mailbox.sc.edu.

THANKS!

University
Foundations