

Submitting a Request For Disbursement (RFD) to 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 not accept any physical check requests, and even email requests are not accepted from departments which have been onboarded to PaperSave. Submissions do not 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:

[Click here to access the Request for Disbursement Form](https://246074.cloud2.papersave.com/PaperSave%20Forms%20Server/SmartForm.aspx?ID=12) in PaperSave, or manually enter the link as follows: <https://246074.cloud2.papersave.com/PaperSave%20Forms%20Server/SmartForm.aspx?ID=12>. Then log in using the credentials as received by the system administrator. Note all PaperSave approvers also have submission rights by default.

The Request for Disbursement (RFD) Form (with numbers noted for step-by-step reference):

The screenshot shows the 'REQUEST FOR DISBURSEMENT Form' interface. The form is prepared by Craig Glass. It contains the following fields and sections:

- 1 Prepared by: Craig Glass
- 2 Vendor Name: [Text Field]
- 2 Vendor Address: [Text Field]
- 2 Entity Type: [Text Field]
- 3 Foundational: Educational Foundation (EF)
- 5 College: [Text Field]
- 6 Amount: \$ 0.00
- 8 Short description: [Text Area]
- 9 Project ID, Project Description, Amount, Actions (Table Header)
- 9 Add Row (Button)
- 10 Invoice number: [Text Field]
- 11 Detailed Description of Expense and Benefit to USC: [Text Area]
- 2 Vendor ID: [Text Field]
- 2 Payment method: [Dropdown Menu]
- 4 University department and fund: [Text Field]
- 5 Department: [Text Field]
- 7 Invoice Date: [Text Field]
- 10 Customer ID: [Text Field]
- 12 Payment by wire: Yes No

1. Prepared by:

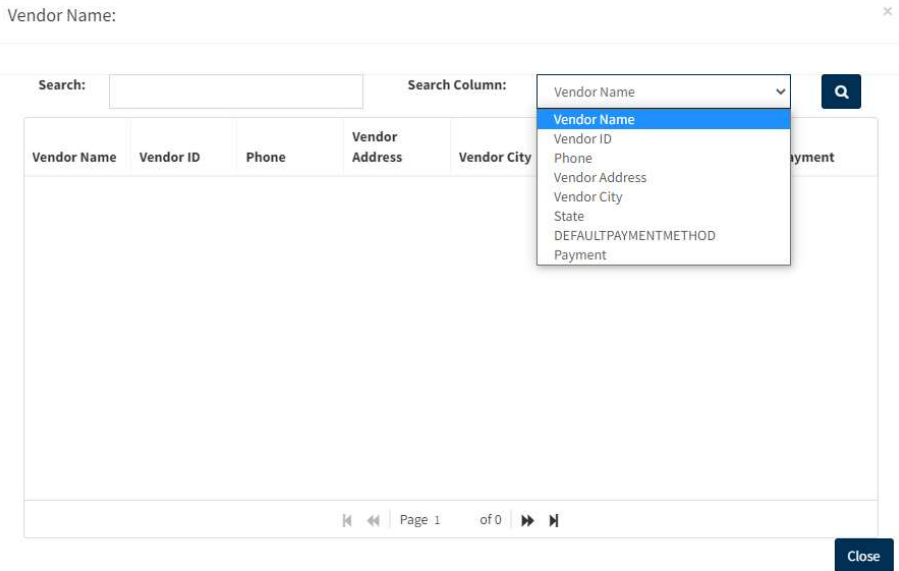
The submitter’s PaperSave username will automatically be filled in. If Ed Foundation auditors have questions, this will be the person to whom they are directed first.

2. Vendor Name, Vendor ID, Vendor Address, Entity Type, and Payment Method:

The first step in filling out the webform is always to select a vendor. Click the magnifying glass to the right of the “Vendor Name:” field, and a new window will pop up allowing a search for the appropriate vendor.



There are several options for searchable fields in the “Search Column” dropdown menu. If the desired vendor does not appear when searching by Vendor Name, try choosing the Vendor Address field from the dropdown and then searching again. Many vendors have DBA (doing business as) names, and in those cases, the DBA or ‘alias’ will be the first line of the Vendor Address, rather than part of the formal Vendor Name (which will be the legal name). Also, be sure not to overcomplicate the search string; for example, limit a search for Blossom Shop to just “Blossom” or even “bloss” to avoid complications over ‘The’ or other articles or punctuation. A final note- *only the ‘default’ addresses are shown at this step*; accessing a list of possible addresses for vendors is covered in the next step, but the vendor must be selected here first.



It is also possible that a search will yield multiple results:

Vendor Name: x

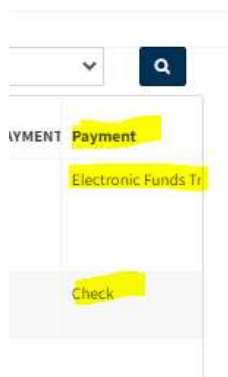
Search: Search Column:

Baker Donelson Be	19896	Monarch Plaza Sui 3414 Peachtree Ro Atlanta, GA 30326	Atlanta	GA	2	Electronic Funds T
Baker Parker & Ass	3814	The Amrop Hever t Five Concourse Pa Atlanta, GA 30328-	Atlanta	GA	1	Check
Baker Ravenel & B	6656	Attn: Suzanne Rod 3710 Landmark Dr Columbia, SC 2926	Columbia	SC	1	Check
Baker Roofing Con	16782	517 Mercury Street Raleigh, NC 27603	Raleigh	NC	2	Electronic Funds T
Baker Roofing Con	D2076	517 Mercury Street P. O. Box 26057 Raleigh, NC 27611	Raleigh	NC	1	Check

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In situations where multiple vendors appear, the default address and vendor ID will help to identify the correct one. **If the vendor ID is completely numeric (like the third option in this list), then that denotes an Ed Foundation vendor. Do not (ever) choose a vendor with (any) letters at the beginning of the Vendor ID field. If the incorrect vendor is selected, it could potentially delay payment.**

While at this stage, please also review the “Payment” column to be sure it says “Electronic Funds Transfer”. If it says “Check”, and the vendor is not known to be an exception to Foundation’s EFT policy, then please direct the vendor to the fully encrypted form at <https://sc.jotform.com/201184172727049> to sign up to be paid via Electronic Funds Transfer/ACH **before** continuing the submission. If it is necessary to continue the submission for expediency, direct the vendor to the form and mention in the Detailed Description field that the vendor has been contacted as such.

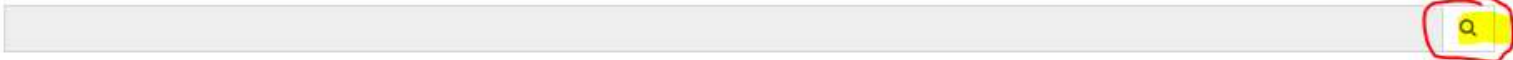


IF THE VENDOR IS NOT FINDABLE, or if the vendor is known to be NEW to the Ed Foundation, then please direct the vendor to the new vendor set-up link at <https://sc.jotform.com/201184172727049> (same as above) and kindly remind the vendor that the Foundation is completely separate from USC, and the supplier systems are completely separate. Please request all third-party vendors to attach a W9 to the submission! USC employees do not have to attach a W9, and they can enter all 9s or all 0s in the Tax ID field of the JotForm if desired. New vendors, once created by Foundation personnel, or existing Check vendors which have since submitted a JotForm for EFT, will be available for selection and/or show as updated in PaperSave the next business day after having been created/updated.

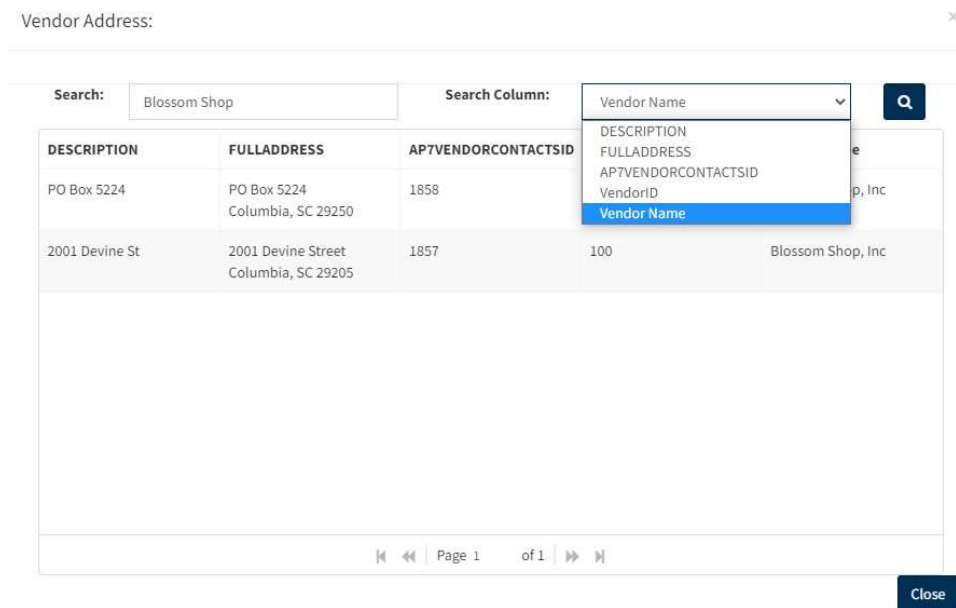
Once the correct vendor is found, double-click the vendor, and the form will fill in all applicable fields with vendor information. Vendors that are already set up as Electronic Funds Transfer recipients do not require the address field to match expectations, since payment will be electronic. However, addresses can still be changed for them if desired or

needed by clicking the magnifying glass next to the otherwise grayed-out “Vendor Address” field:

Vendor Address:



In the new window that pops up, select Vendor Name from the dropdown, search for the vendor (use the same legal name as shown in the Vendor Name field, verbatim), and every address in the system should pop up. Double-click on the desired address to update the form.



DESCRIPTION	FULLADDRESS	APT7VENDORCONTACTSID		
PO Box 5224	PO Box 5224 Columbia, SC 29250	1858		
2001 Devine St	2001 Devine Street Columbia, SC 29205	1857	100	Blossom Shop, Inc

Alternatively, or additionally if needed, choose “FULLADDRESS” from the dropdown menu and enter just a portion of the desired address, such as only the ZIP Code, or the two-letter state abbreviation, or the street/house number, and that should bring up the specific address needed.

3. Foundation:

This should be defaulted to “Educational Foundation (EF)”. **Please DO NOT change it.** The Development Foundation is not yet live on the system. If it does not say “Educational Foundation (EF)”, or it is blank, please select this from the dropdown.

4. University department and fund:

This is only requested when reimbursing University funds with Foundations funds, which is nearly exclusive to paying vendor “Financial Services” (Vendor ID 372). If doing so, please enter only the dept+fund ‘6+5’ code; other parts of the chart string are not needed. Otherwise, this field can and should be left blank.

5. College and Department:

Click the magnifying glass to the right of the “College” to bring up a search box, and search for the college which houses the Foundations project from which the request should be paid. Once the college is selected by double-clicking, do the same with the “Department” field to choose the department; note the Department search will be limited to those housed under the selected College field. Please ensure the numeric code begins with a “0”, as those are for the Ed Foundation; please do not select a department with a four-digit number beginning with “4” (Development Foundation).

College:

Department:


6. Amount:

The grayed out “Amount” field will automatically update as rows of projects are added with their own Amounts.

7. Invoice Date:

Either type the date or select it on a calendar that will pop up beneath. If unsure, use today’s date.

Invoice Date:

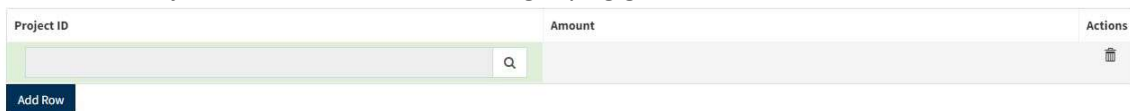


8. Short Description:

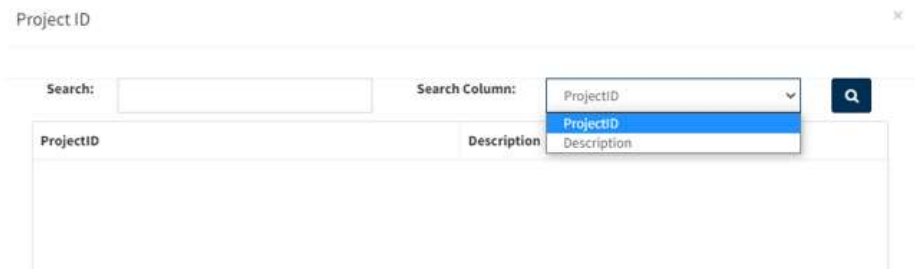
Fill in a brief explanation of the expense; the text in this field is limited to 60 characters. It will become the basis for remittance information included in the email notification for EFT/ACH payments or printed on the actual check stub when the vendor is paid. If the character limit is exceeded, the form will pop up a warning and automatically truncate the description to the proper length. If the submission is for a personal reimbursement (rather than a third-party payment), please enter “Reimb” as the first five characters.

9. Project ID, Project Description, Amount, and Add Row

Click in the box under “Project ID” and then click the magnifying glass.



The Project search will already be filtered by the currently selected College and Department. If the six-digit alphanumeric Project ID is known, it can be entered, searched, and double-clicked. If not, choose Description from the Search Column dropdown and enter the name or part of the name of the project from which the payment will be made.



Double-click the desired project to select it, and hit ‘Tab’ on the keyboard to see the Project Description field auto-fill.

Then, click into the Amount box and manually input the amount to be paid from that project for that row.

The Add Row button under the Project ID/Description/Amount fields can be used if multiple projects are needed for the same request. If projects from different colleges/departments are needed, first enter one project and amount as described above, then click Add Row; next, change the college/department selections, and finally search for and select the next desired project from the new college/department and add the amount for that row. The original project(s) from the previous college(s)/department(s) should still show. All submissions will auto-route to any/all approvers for each/all project(s) selected, even if they are from different colleges/departments.

The Add Row button is also helpful for requests with multiple receipts or invoices, where one row can be used per receipt/invoice, because the total will also automatically update. This is true whether paying all rows from the same or different projects. Using one row per receipt/invoice also greatly assists the Ed Foundation in processing complex requests.

10. Invoice Number and Customer ID:

For reimbursements, including reimbursements to USC (i.e. vendor Financial Services), enter “na” or “n/a” in both fields. For third-party payments, enter the actual invoice number in the Invoice Number field, and enter either the customer/account number or “na” in the Customer ID field as appropriate.

11. Detailed Description of Expense and Benefit to USC:

The detailed description section allows further detail than the Short Description field, with no character limit. For example, if the short description is “Reimb lunch meeting 11/12/21” then the detailed description should include the business purpose for the meeting and possibly even the attendees, or any other information which needs to be known and is not clearly included elsewhere in the documentation. Or, if the short description is “Reimb various travel FY24”, then the detailed description should list and explain each trip included in the request. Most often, the “Benefit to USC” is simply the business purpose.

Invoice number: <input type="text"/>	Customer ID: <input type="text"/>
Detailed Description of Expense and Benefit to USC: <input type="text"/>	Payment by wire: <input type="radio"/> Yes <input checked="" type="radio"/> No

12. Payment by wire:

This is not a relevant selection, one way or the other, and it will eventually be removed. If a wire transfer is actually needed (to go to a foreign-domiciled bank account), please include a Wire Transfer Form with the request and a statement in the Detailed Description field noting as such. Note the Foundation can only send wire transfers in USD.

13. Attaching Documentation:

The paperclip icon representing Attach Files can be found in the upper right hand corner next to the user display name.



Click “Browse Files” and select a desired file to upload. Documents must be PDF, and multiple documents can be attached to a single form by clicking Browse Files again or the paperclip again. Receipts/invoices can either be combined into one PDF or multiple receipts/invoices can be added to the same request (and one request can contain multiple unrelated payments/reimbursements, if they are all to the same vendor). Emails, spreadsheets, Word documents, images, and PDF forms with markups should be printed to PDF ahead of this process, all without markups if possible.

14. Submit:

The Submit button is denoted by a hand-stamp icon. Once it is clicked, a preview panel will appear, allowing for review of the request information; any attachments will be listed at the very bottom, so scroll down to make sure all of them are there as expected. Once reviewed, scroll back up and click Submit in the upper right-hand corner. **Do not refresh the browser while the form is submitting. A pop-up will display once the item has been submitted successfully.**

246074.cloud2.papersave.com says

Form has been submitted successfully.



After the form is submitted, the page will refresh to a new blank form, and the process may be repeated. The submitter (and only the submitter) will then receive an email confirmation from PaperSave (make sure to add admin@PaperSave.com to the safe senders list) including the Workflow ID number, vendor name, and total amount. The Workflow ID is the number to reference if inquiring as to the status of a request through Systems Support or direct email, but please also include the vendor name and request amount with any support request, to avoid potential confusion.

15. Saving Templates:

The floppy disk icon representing Save Form allows users to save templates. To prepare for a recurring expense, portions of the form can be filled out that won't change (such as vendor, foundation, college, department, and project); fill out the non-changing fields as needed, click the floppy disk icon, name the template, and click save.

Note: If text is added to the short description field of a template, it will become un-editable. Therefore, use vague but applicable language in this field when saving a template, such as “Water and coffee service for break room”, and update the detailed description field with more payment-specific information each time the template is used.

Save Options

Save as New

You may save a partially completed form by entering the file name and pressing save.

File Name

Enter Save Name for the Form

Save Over Existing

You may save a partially completed form over existing.

16. Using or Updating Templates:

The box-and-arrow icon representing Open Save Form will open the list of saved templates. Select the desired template and click Open to Selected; the form will fill in with all details as originally saved to the template.

Open Forms

Select any of the saved files titles below to open a previously saved form.

Pre-existing templates can be overridden, for example if there is a change in the project used to pay a recurring expense. To do so, first load a template and then save the changes by selecting the former template from the Save Over Existing list, and then click Save to Selected.

What happens next:

After an item is submitted, it is routed to the departmental approver for review. Each morning at 8 AM Eastern Time, all approvers receive an email with a list of items in queue awaiting approval. The departmental approver can then send it to a second/higher approver (as per internal departmental policy, or if the payee is the departmental approver), or approve it to the Foundation, or reject it back to the submitter (which should only be done for egregious issues such as policy violation, since the Foundation can make minor changes to requests). The foundation will then process payment based on when an item has been fully approved by the department/college, not 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!

