Completing the USMF eDRF (Electronic Disbursement Request Form)

Required Information:

Any field on the form that has an asterisk (*) requires information.

Vendors:

The vendor must already be in our system to use the form. If you are not sure about a vendor being in the system, and need some assistance, send a request to usmf-business-support@usmd.edu.

System interface/Updates:

This form interfaces with FE NXT (Financial Edge). The information entered into the form has match exactly to what is in our database. If the information does not match or make sense the form will fail on the backend of the process. Most errors can be corrected on the backend. We will reach out to you via email to point out any errors/mistakes made. We will also let you know if they can or can not be corrected.

Rejected eDRF:

When a form is rejected, you will have to re-submit a new form. You cannot fix the rejected form.

Approver:

It is key that an approver is listed on the Foundation Account you are going to use to complete the form. If an approver does not appear in the search feature when you are completing that section STOP, contact usmf-business-support@usmd.edu. For further assistance.

Link to eDRF:

PaperSave Web Form

DRF Date: Will default to current day, click in the field and a calendar will pop up, this allows you to change the date of the eDRF – This option is at your discretion.

Due Date: Will default to current date (for internal use only)

Post Date: Will default to current date (for internal use only)

Disbursement type: This is a drop down box – from the drop down you will select one of the following options:

- Reimbursement/Payment to individual
- Reimbursement/Payment to Campus
- Payment to Outside Organization/Company

If you select Reimbursement/Payment to individual, you will have to select an option from the following:

Individual type (drop down)

- USMF Employee (University System of Maryland Foundation)
- USM State Employee (Not a student)
- Non USM Affiliated Individual (They do not work for the state of Maryland)

Citizenship (drop down)

This only needs to be selected if you selected "Reimbursement/Payment to individual.

(If you have questions about Citizenship, send a request to usmf-bsuiness-support@usmd.edu.)

- US Citizen
- Permanent Resident Alien
- Not a US Citizen

Make Check Payable to: (this field is searchable)

- Type in the first or Full name of the individual/Company/Campus
- Click the search icon.
- A window will pop up.
- From that window you will have a list of options (Names) to select from, scroll until you see the name of the vendor/payee.
- Double click on the vendor/payee name and it will automatically populate the make check payable to field with the complete name of the vendor.

Vendor ID

This ID is a unique USM system generated number when we create a new vendor in our database, FE NXT. *(It is not a SSN, Tax ID, FEIN, student or employee ID)*

- This field will automatically populate the vendor ID when you select the vendor in the previous step (Make Check Payable to)

Address Description and Address: will be blank for individuals. For Campuses/Companies there will be a default address displayed. If you need to mail to a specific Campus address, click in the address description field, click the search icon – type school name – select address description from search column – select address needed.

Business Purpose:

- This field will only allow 60 characters or less.
- If you go beyond the 60-character limit, a warning box will pop up letting you know you have exceeded the character limit.
- You will not be able to move to the next field on the form until you correct.
- Keep your purpose short (If you need to expand on your Business Purpose, use the Special Mailing instructions section)

Special Mailings Instructions: (Can be used for the following)

- Expand on your Business Purpose
- WiRE/ACH instructions to pay vendors.
    - Provide Bank Name, Routing and Account numbers.
- New Address for payee
- Special Instructions (will pick up check, mail invoice with check, specific note to accompany check)

(Note: We do not retain banking information you will have to submit each time you pay a vendor.)

Institution (Optional, not required)

College: (Optional not required)

Dept: (Optional not required)

Campus Act: USED for UMCP KFS number only.

Requestor:

- The name of the person submitting the eDRF

Requestor Title

- Enter your title (Optional not required)

Requestor Phone

- Type in phone number *(do not copy/paste)*

Requester E-mail

- Type in the email address *(no not copy/paste)*

Expense Details Section

Project ID:

- Must enter a valid USMF Project ID
- Proper format to enter Project ID
    - XX-XXXXX (ie; 01-12345)

Project Description

- When the project ID is entered in the correct format the Project ID Description will auto populate
- If you tab over to the project description and it is blank, that is an indicator the Project ID is in the wrong format or not a valid USMF Project ID
- Do not manually enter a description in this field, the form will fail on the backend of the process.

Expense code:

- You must enter a valid USMF Expense code (Link to expense codes see below -click here) https://usmfoundation.freshdesk.com/support/solutions/articles/24000056368-expense-codes
- Proper format 01-1234 (sample 01-5054)

Expense code Description
When the expense is entered in the correct format the expense code description will auto populate.

- If you tab over to the expense code description and it is blank, that is an indicator the expense code is in the wrong format or not a valid USMF expense code.
- Do not manually enter a description in this field, the form will fail on the backend of the process.

Activity Code (Drop Down) *You must select one of the following:*

- Program
- Gen & Admin
- Fundraising
- N/A is for Internal use Only.

Click here for full description of Activity codes:

https://usmfoundation.freshdesk.com/support/solutions/articles/24000090563-edrf-activity-code-descriptions

Amount

- Must enter amount in exact dollars (do not copy/paste)

Approver

- Search for the first name of the approver you wish to use.
- Click the search icon.
- A window will pop up and you will see the approvers name associated with the project ID selected.
- From the window double click on the approvers name, it will autofill the approver field with the complete first/ last name as we have them set up in our database.
- Do not enter the approver in the following formats.
    - Email of approver
    - Last name, first name
    - First initial, last name
    - Nick Names
- If the name of the approver is incorrectly entered, the form instantly fails. You will not get a notification of the failure. Our Admin team will get an instant notification of the submission that failed. We will contact you.

Add a Row Feature allows you to add additional line entries:

- You can use the same Project ID, with different GL Codes (expense codes)
- You can use different Project iDs, with different GL Codes (expense codes) must be same approver for all accounts. You cannot select different approvers; the form is not set up to route to multiple approvers.
- To add a row, click the add a row button.
- If you add a row and find you no longer need the entry, under Actions - use the trash can icon to delete the row.
- Be sure that the total on the eDRF adjusts accordingly when you delete a row.

Next Step to Upload Supporting Documents - All files must in ADOBE PDF FORMAT

Top right in the BLUE BANNER there is a **paperclip,**

- Click on the paperclip, this feature allows you to browse your PC to upload/attach documents to the eDRF.
- To select multiple files, select ctrl key on your keyboard, select each file needed, select OPEN.

- The files will be attached to the eDRF – you will receive a confirmation *"Files have been attached successfully."*
- Click "OK"
- Close the "Attach File" window.

The form is now ready to be submitted.

- Click the SUBMIT Button (in the blue banner to the left of the paperclip icon)
- The form will open up in preview format for you to review.
- During the review process, you are looking to make sure all fields required are complete and your documentation is attached.
- If you forget to complete a required field, the SUBMIT button will not be active, it will be grayed out, the form will HIGHLIGHT in RED which field is missing information,
- To correct
    - You close the preview.
    - You are back in the form - scroll to see what area is missing information.
    - Make the correction.
    - Then hit the SUBMIT button again.
- **The FINAL SUMBIT**
    - You will get a confirmation that says *"your form has been successfully submitted."*
    - Upon getting that confirmation,
        - You will receive an email notification with a pdf file attached.
        - A notification will go to the approver for review.
        - The first 2 pages of the pdf is the eDRF form you completed.
        - The other pages will be the supporting documents you attached.

Once the eDRF has been submitted you get 2 Notifications:

- The initial confirmation email that says
    - *"Your form has been successfully submitted."*
- The second confirmation once it has completed all levels of approvals will say –
    - *"Your form has been successfully submitted and will be included in the next scheduled check run/wire."*
- If you submit a eDRF and you do not receive the first initial confirmation send an email to usmf-business-support@usmd.edu.