Non Tax Levy (NTL) Requests for Payment

I. WEB INVOICING:

- **Web Invoicing** will be used to request payments for:
  - Less than $500 “Confirmings” for Goods and Services.
  - Consultants and Contractor payments of less than $500
  - Direct Payments (ex. Honoraria, Subscriptions, Associations, Memberships, Registrations, Advertising, Awards, etc.) and Employee Reimbursements (Travel, out-of-pocket purchases, etc.) for any amount unless the request is for food/refreshments. All food purchases of $500 or more must be obtained through a Purchase Order.
  - Cash advances for Student and Department accounts.
1. **Web Invoicing is utilized to request payment to a Vendor or Employee.** The instances when you will utilize Web Invoicing and the supporting required documents are:

- to pay for goods and services in-hand that are under $500 (confirmings).
  - Invoice, Packing Slip or Service Letter and a Receiving Report are required

- reimbursement to an Employee for out-of-pocket purchases or travel expenses
  - Receipts are required
  - For travel reimbursement, supporting documentation is required
  - Reimbursements for food/refreshment purchases of $500 or more are strictly prohibited.

- payment for an Honoraria
  - An Invoice is required as is a copy of SS Card or W9. Since 1099s will be generated at year-end, “individuals” need to complete an Application To Be Compensated For Services Rendered Form.

- payment for Memberships, Registrations, Accreditations, Advertising, Subscriptions, Awards, etc. (known on the Tax Levy side and in FOCIS as “direct payments.”
  - An Invoice or Award Letter is required as well as backup forms

- Payment to Consultants and Contractors for amounts less than $500
  - An Invoice is required and for “individuals” an Application To Be Compensated For Services Rendered Form as well as a copy of the SS Card or W9.
1. Once you have logged in, under Web Invoicing select “New Invoice Request”
Training Example:

A Confirming Invoice for Carolina Biological Supply:

We have selected:

Web Invoicing

New Invoice Request

The “New Invoice Request” screen is ready for us to start entering data:
Entering “Requestor:”

To find the Vendor in the File, click on the “Search” icon in the “Requestor” field and the “Find a Vendor” screen comes up. Key in a few letters of the Vendor Name:

Then click on the Search button.
Review the Search Screen results until you find the correct Vendor Entry.
Click on the correct entry and it will populate your “New Invoice Request.”
Select the appropriate “Approval Rule” from the available entries.

Since this purchase is for the Hunter College High School, that entry is selected.
Now you can enter the “Document Date” which is the date you are creating this Request and a brief Description.

This Description will appear on the stub of the issued check.

If there is an Invoice Number, that Invoice Number should be keyed into the Description field.

If there is no Invoice Number, use the vendor/requestor Account Number. The Description appears on the Check Stub and also on the lists of Invoice Requests for your Project #: 
We are now ready to add detail line item information.

To key in “Expense Category,” you can click on the “search” icon to help you. “Laboratory” was keyed in the search screen and 1 entry was reflected. In other searches you can have multiple possibilities and would have to select the correct one.
Clicking on the desired entry populates the “New Invoice Request” screen:
The Invoice we want to pay is for $28.80 and the amount is entered.

Now, we have to “distribute” the expense.

If we don’t do this, we cannot complete our Invoice Request or even save it as a “draft.” So, to continue, click on “Not distributed” ………..
and the following screen is reflected:

Click on Add...........
Enter the amount to distribute.

Search on GL Account...
……... and what is reflected are all of the Accounts #s established for your Account.

Scroll down until you find the required Account # for Laboratory Supplies 15-7203.
Or do a search on description..............

Click on appropriate entry.
Clicking on that entry populates our Invoice Request:
We now have to add the Project # to the distribution.

Click on the “search” icon for Project.

We know our Project # starts with “UH” so that is keyed in and we click on “search.”

The following entries are reflected and we scroll down until we find the Project # for this expense and select the entry....
We want to charge it to – UH0215 (the Science Department – Unrestricted Funds) and selecting that entry then populates the Distribution Screen:

Then click on “OK” (on the bottom of the screen).
We note that our Expense is now “Distributed”
You can now key in additional Expense Detail/Purpose (free form) information.

Save your work at this time before you proceed. The “Save” button is under Document Date.

Note: the Web Invoicing and Web Purchasing program “TIMES OUT” after forty minutes of inactivity. Any unsaved request entries will disappear.
After you save the invoice request, the status is edit and it is allocated an invoice request number.

To finalize your request, before you submit it for the necessary approvals, you must electronically attach the required backup documentation.
Select add attachments, click on Browse and select the appropriate document.

Click on Upload.
These attachments are the documents that support the Invoice Request.
You will note the Request now reflects there are 2 Attachments that you have uploaded.

At this point, “Save” your Invoice request. If you are ready to submit the request for Approval, click on “Submit Invoice Request.”

If the Request was not submitted, you can return to the Request and make changes.

The System will keep a record of all changes made.
After clicking on “Submit Invoice Request, this is what is reflected:
You can then click on “View All Invoice Requests” and view your Invoice Requests and their current status.
Some of the process can be customized to your needs. Click on “My Account” and specify personal settings for your Web Invoicing account:

- Mark **My request is approved by any reviewer** if you want email notification when a requisition you submitted has been approved by any reviewer.
- Mark **My request is approved by final reviewer** if you want email notification when a requisition you submitted has been approved by the final reviewer.
- Mark **My request is rejected** if you want email notification when a requisition you submitted has been rejected.
- Mark **My approval is required for a requisition** if you want email notification when an requisition requires your approval.

To save your information, click **Update My Account**. You can update or change this information at any time.

**NOTE:** For those users who have approval rights, an additional section will appear to allow you to turn on an **Out Of Office** Assistant allowing you to forward your approval requests to other approvers.
APPROVING A REQUEST:

- You must have Approval rights
- Bring up the Web Portal and Login
- Under Web Invoicing click on “Invoice Requests for Review”
Requests to be reviewed are displayed and can be selected and reviewed.
The submitted Request was selected and reviewed:
To approve the payment, click on the “Approve” icon (under Document Date).

This is what is then reflected on the Screen:
Click on “Yes” and the Request status is noted as in-progress.
If you now click on “Review Invoice Requests” on the left-side of the screen, all of the Requests in your area are reflected with the current Status.
The Request’s final status of approval will be performed by the Accounting Office:

Please refer to the Training Documents if you have a question.

NTL Web Invoicing Training Documents link: http://hr.hunter.cuny.edu/bus-office/accounting/WebInvoicing.html

If you are unable to resolve the issue please call:

Maura Zoeller       Cash Management       212-650-3559
Ruqayyah Shabazz    Accounting            212-650-3217
Ana Guerrero         Accounting            212-772-4364