



## **Non Tax Levy (NTL)**

# **Web Invoicing - Requests for Payment**

### **BACKGROUND / INTRODUCTION:**

Hunter College has acquired 2 web-based Modules that are integrated with the Non Tax Levy Accounting System (Financial Edge): Web Invoicing and Web Purchasing. We will be discussing Web Invoicing during this Training Session.

- **Web Invoicing** will be used to request payments for:
  - Less than \$500 “Confirmings” for Goods and Services, except for the College Association (CA), which is limited to “Confirmings” of less than \$250.
  - Consultants and Contractor payments of less than \$500
  - Direct Payments (ex. Honoraria, Subscriptions, Associations, Memberships, Registrations, Advertising, 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.

Do not use Web Invoicing for Travel Advances and Petty Cash but continue following current procedures.

A recap of the above rules and the required documents needed to request payment to a Vendor or Employee, can be found in the “Purchasing Guidelines and Requirements for Non-Tax Levy Funds.” This document is available on the Accounting and Purchasing Departments' web site and a Process Chart Summary is included in the Appendix of this Training Documentation.

The requests for payment entered into Web Invoicing will be reviewed by the Accounting Department and if all is in order and funds are available, will result in the issuance of a check to the Vendor or Employee.

Both Modules are tied to **pre-set access authorization levels**. Similar to the Tax Levy process, there will be Creators and Signatories / Approvers.

- The Creator will be responsible for choosing the appropriate authorization required (drop-down table selection).
  
- **Do not use Web Invoicing** if you need to transfer funds from one NTL Project #/Account to another. This covers all transfers: same Department, other Departments, Hunter College ( HC) Foundation or Research Foundation (RF).
  
- **If you need to transfer funds, send a memo/Email to the Accounting Department ([henry.ong@hunter.cuny.edu](mailto:henry.ong@hunter.cuny.edu)) from the Approver/Signatory of the Project # and indicate the following:**
  - Amount
  - the Sending NTL Project #
  - the Receiving NTL Project #, HC Foundation Account or RF Account
  - Reason for transfer
  
- **You cannot request a transfer of funds to or from Tax Levy accounts.**
  
- **Split Ordering....** whereby established Purchasing threshold requirements are circumvented by splitting a Purchase into multiple smaller amounts is prohibited. Please see the “Purchasing Requirements for Non-Tax Levy Funds” document for additional information.



## GOING GREEN

- The operation of Web Invoicing is “paperless.” The Web Invoicing software was created as a “paperless” system. All backup documentation, including invoices, packing slips, receiving reports, service letters, receipts, etc. must be electronically available or made so by scanning into electronic format. Web Invoicing can only handle PDF or JPEG formats. WORD documents cannot be utilized. Non-acceptable formatted documents necessitate a conversion or electronic scanning into PDF format. You will then be able to electronically attach them to your Invoice Requests.
  - The Departments should retain the original documents in their files.
- Reviews and Approvals are electronically performed. No physical signatures are required for transactions handled through Web Invoicing.

### Scanning:

Most of Hunter’s Konica Minolta copiers have scanning capability which may or may not be currently used. In order to utilize the copier’s scanning capability, some initial setup must be performed on the copier and then on the desk top of the Person(s) who will be creating Invoice Requests and then scanning and attaching to that Request. This setup will be performed by Konica Minolta and/or the Help Desk.

Since these processes take time to install, if you do not currently utilize the scanning capability, you will have to have the setup installed before you can use the System.

To attach a document to an invoice request, we recommend that **Adobe Acrobat Pro 10** is installed and used to minimize attachment size. This practice will alleviate potential server space issues. Call Help Desk 212-772-4357 to arrange an appointment for installation.

# Keep in Mind:

1. Unlike the Tax Levy Purchasing System (FOCIS), the Web Invoicing module was purchased “off the shelf” meaning... it was not specifically created for Hunter College. Some of the differences are:
  - a. terminology
  - b. the User has more responsibility for selecting Expense Codes (what category of Expense) and the Project Number that will be charged for this expense.
  - c. procedures
2. One of the major changes concerns:

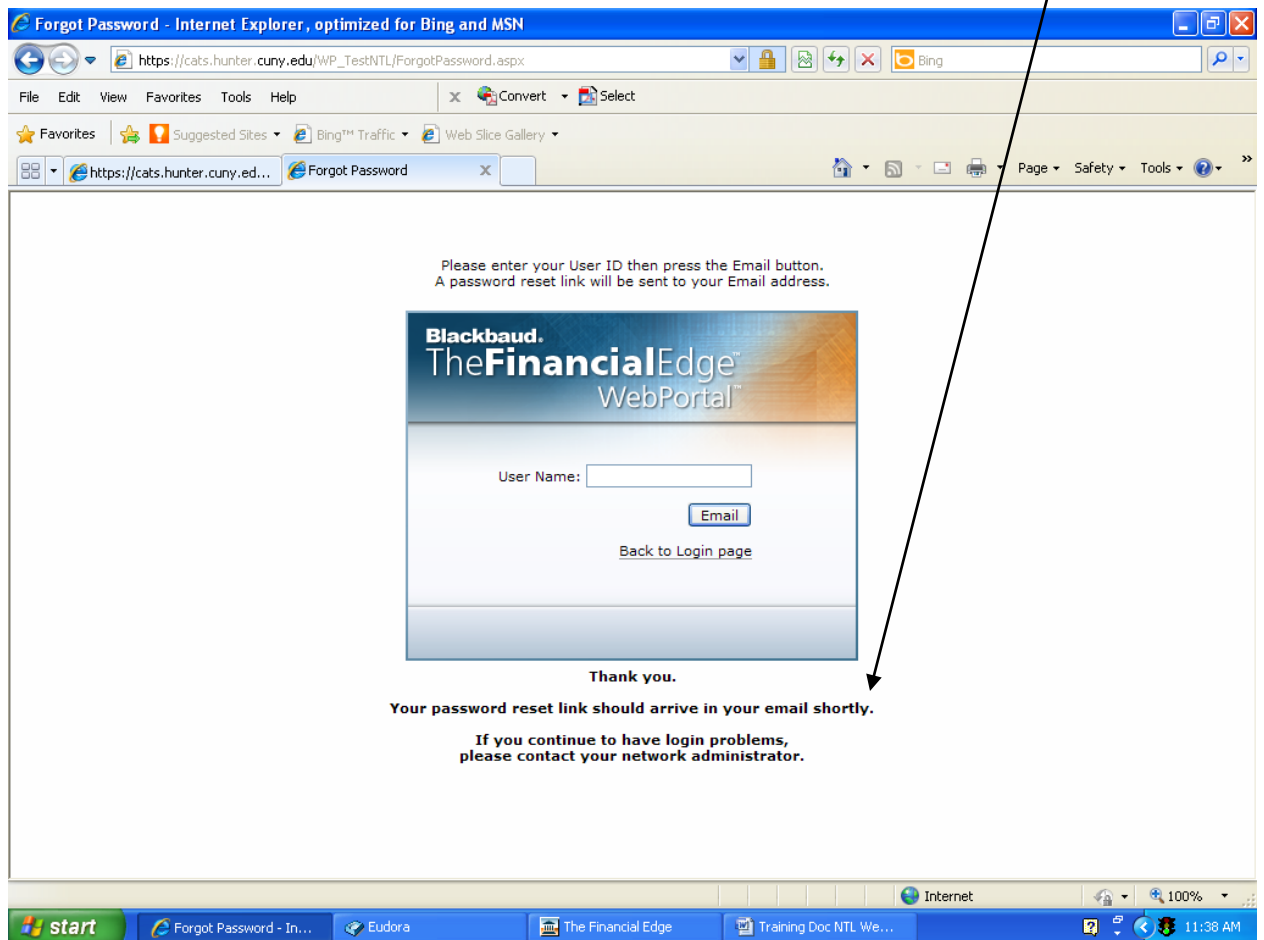
## VENDORS

- a. In Web Invoicing, on the “New Invoice Request” Screen, the term “Requestor” is the entity requesting payment.
    - a. The Requestor can be a Vendor or an Employee.
    - b. To create a “New Invoice Request”, the “Requestor” *must be* in the Vendor file.
      - i. the Vendor File is populated with the current Year FOCIS Vendor File and Hunter permanent employees.
      - ii. If your “Requestor” is still not in the System, *you cannot add the Vendor. You must fill out a Non-Tax Levy New Vendor Request Form with supporting documents and attach the document to the New Invoice Request.* The Form is on the Accounting Office web site and in the Appendix. To notify Cash Management (direct payments) of a new vendor, e-mail [cashmgmt@hunter.cuny.edu](mailto:cashmgmt@hunter.cuny.edu). For notification of a new vendor to Purchasing (goods and services), e-mail [ntlpurchasing@hunter.cuny.edu](mailto:ntlpurchasing@hunter.cuny.edu).
      - iii. the good news is that if you need a Vendor File update, you can complete your Invoice Request (including Distributing the Expense), “save” your work, and incorporate the Vendor information after the update has occurred. A new Invoice Request cannot be submitted for internal approval until the Vendor has been incorporated.
3. Unlike Focus, there is a 15 minute timed out limit if there is no activity in the system. You will be logged out of Web Invoicing and lose your work.

# Getting Started:

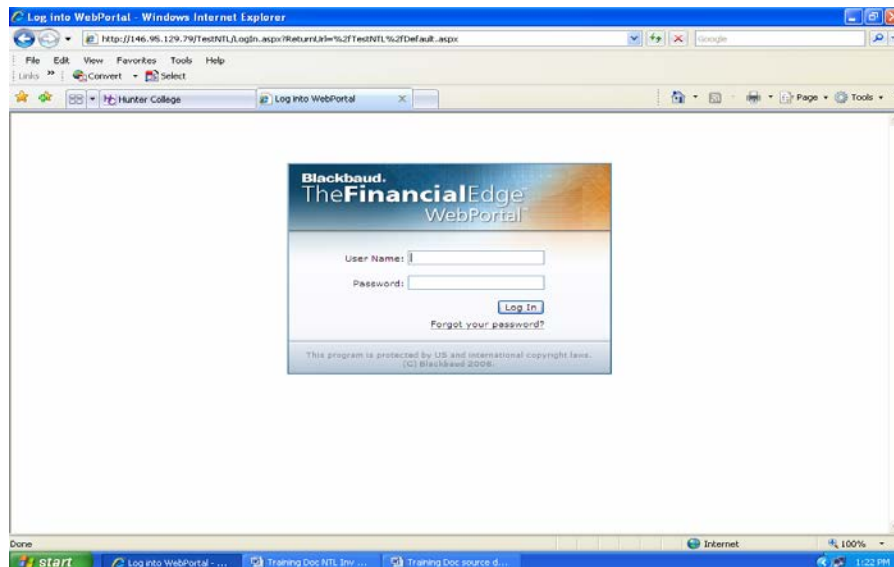
1. Access Authorization and Approval roles have been submitted by the Departments and are established by Project #. The roles are:
  - a. Creator
  - b. Signatory
2. User IDs and passwords will be assigned to you by the Accounting Department.
  - a. Everyone's Password is initially set to "hunter01" It is **important** that you change your password upon first time use of the Web Portal.

Log in, set up an e-mail address in my account and logout. Then log in, type user name and select forgot password to initiate new password.



- You can only use Web Invoicing if your Version of Internet Explorer is 7 or higher or if you use Mozilla Firefox, the Version must be 2 or higher.** To determine your Version #, click on the “Help” menu item (on top bar) on your browser screen. When the menu items are reflected, click on “About Internet Explorer or Mozilla Firefox.” The screen will then reflect your Version #. If your Version # is not current enough to support Web Invoicing, contact the Help Desk to help you upgrade. Remember when contacting the Help Desk, to arrange for the installation of **Adobe Acrobat Pro 10.**
- The System Link to the Web Portal is needed to Login. It can be found on the Accounting website and you can save on your desktop for future ease of use.

Non Tax Levy Web Invoicing Link: [https://cats.hunter.cuny.edu/WP\\_NonTaxLevy](https://cats.hunter.cuny.edu/WP_NonTaxLevy)



5. Once you have logged in, you then select the Module Web Invoicing:

