

PAPERSAVE

An overview of the
Electronic Disbursement Request Form (EDRF)

WELCOME TO PAPERSAVE

PaperSave is the electronic system the UMB Foundation Operations team has transitioned to using for data storage and the Electronic Disbursement Request Form (EDRF). The EDRF is used to request payments to individuals, vendors, or campus accounts from your UMB Foundation accounts.

It is important that the form is completed properly, the supporting documentation is complete, the authorization is from a valid authorized signer on the account, the expenditures meet the purpose requirements of the account from which it will be paid, and there are sufficient funds available in the account to cover the disbursement request.

For additional assistance, please contact: UMBFdisbursement@umaryland.edu.

YOUR ROLE AS AN APPROVER

In the paper system, you would have received a paper DRF or DRF via email. As an authorized signer of the Foundation account, your role is to review the DRF to ensure the expenditures meet the purpose requirements of the account from which it will be paid.

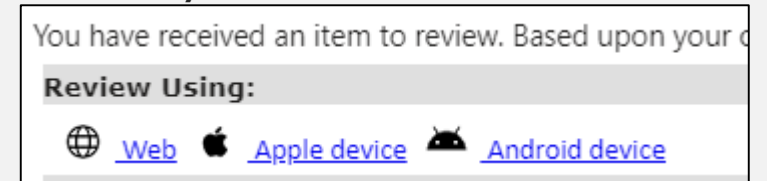
In the electronic system, your role is still to review the EDRF, however, this will be done on a web platform instead of paper or email.

On the following slides we will explain more about PaperSave and how to access EDRFs for your review.

THERE ARE TWO WAYS TO ACCESS THE EDRFS FOR YOUR REVIEW

One is to follow the email link you receive after a requestor has successfully submitted the EDRF.

The selected Approver receives an email from **Noreply_Cloud-servicenotifications@papersave.com** notifying them that there is an EDRF awaiting approval.



By clicking on the Web link, the Approver will be taken directly to the EDRF.

You will also receive reminder emails of EDRFs waiting for your review.

Make sure emails from the following senders are not going to spam:

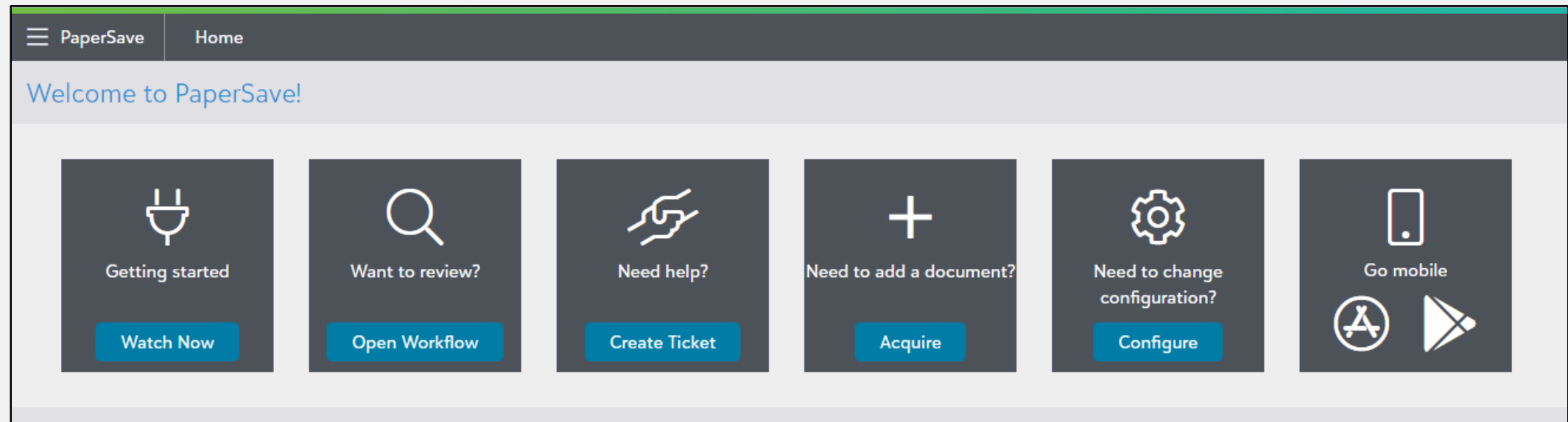
admin@PaperSave.com

Noreply_cloud-servicenotifications@papersave.com

TO ACCESS PAPERSAVE

The second option is to log into the PaperSave web portal and view the EDRFs in your review queue.

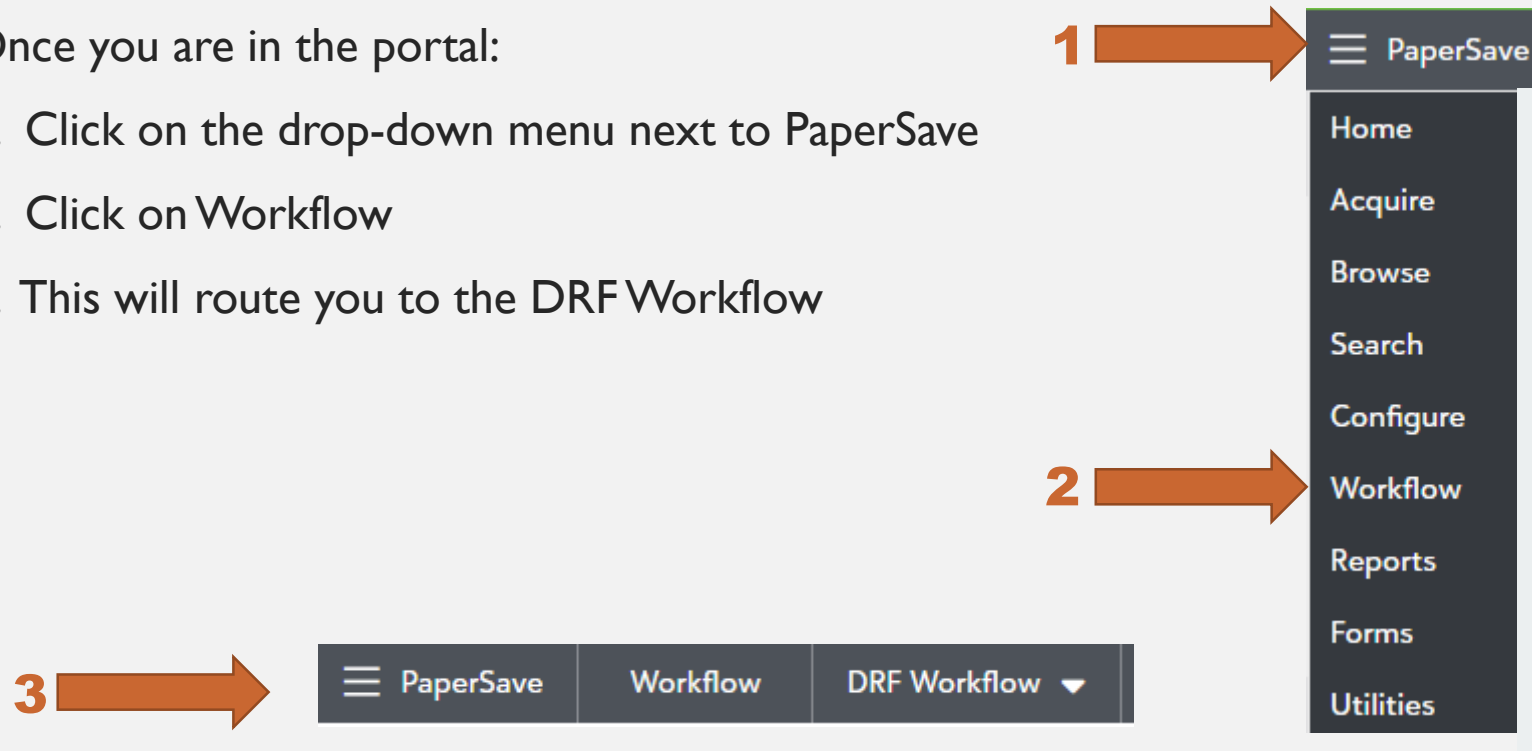
<https://25555l.app.cloud.papersave.com/home>



TO ACCESS THE EDRF

Once you are in the portal:

1. Click on the drop-down menu next to PaperSave
2. Click on Workflow
3. This will route you to the DRF Workflow



APPROVING AN EDRF

Using the “Choose Step” option, you can select “Approver” and all EDRFS for your review will be listed.

Choose Step ▼

 PaperSave

Workflow

DRF Workflow ▼

Approver ▼



1062

07/20/2021
08:22:17 AM

Approver


APPROVING AN EDRF

Click on the hyperlinked number to open the documents. Review the EDRF.

If everything is in order, hit **Approve** (upper right-hand side of screen).

This will advance the EDRF to the “administrative review” stage for the UMBF Finance team to process.

ID: 1062 | Step: Approver | Owner: Heckler, Pamela

Batch: 

Reject

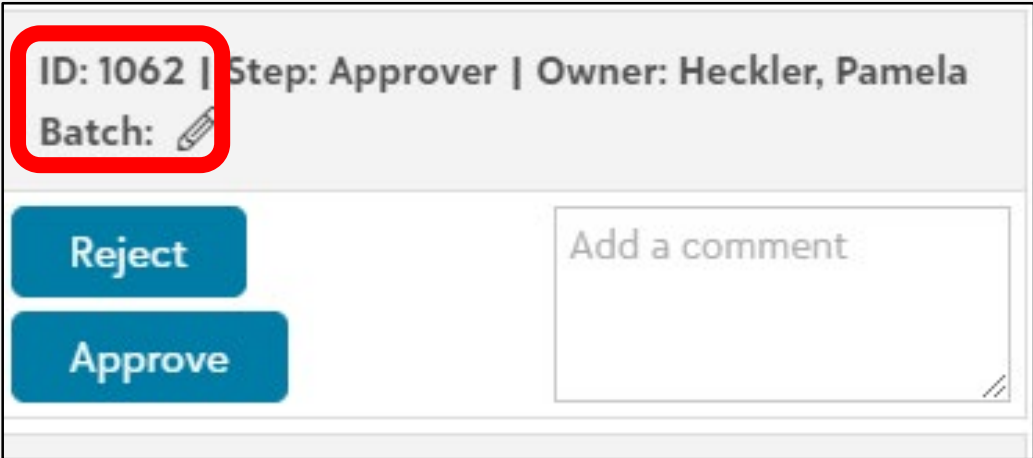
Approve

Add a comment

! IMPORTANT NOTE !

After **Approving** an EDRF PaperSave automatically moves to the next EDRF in queue. Therefore, you may inadvertently approve or reject an item you have not yet reviewed. For example, after approving Batch ID #1062 (below), #1063 will automatically appear for your review.

Always double-check the Batch ID number before approving or rejecting!




The screenshot shows a review interface for a specific batch. A red exclamation mark is placed to the left of the batch information. The batch information is enclosed in a red rounded rectangle and includes the text "ID: 1062 | Step: Approver | Owner: Heckler, Pamela" and "Batch:" followed by a pencil icon. Below this, there are two blue buttons labeled "Reject" and "Approve". To the right of these buttons is a text input field with the placeholder text "Add a comment".

REJECTING AN EDRF

If something needs to be changed, hit **Reject** and include the Comment/Reason for rejection in the box. This will return the EDRF to the Requestor to make the necessary changes.


ID: 1062 | Step: Approver | Owner: Heckler, Pamela

Batch: 

Reject

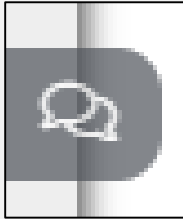
Approve

Add a comment

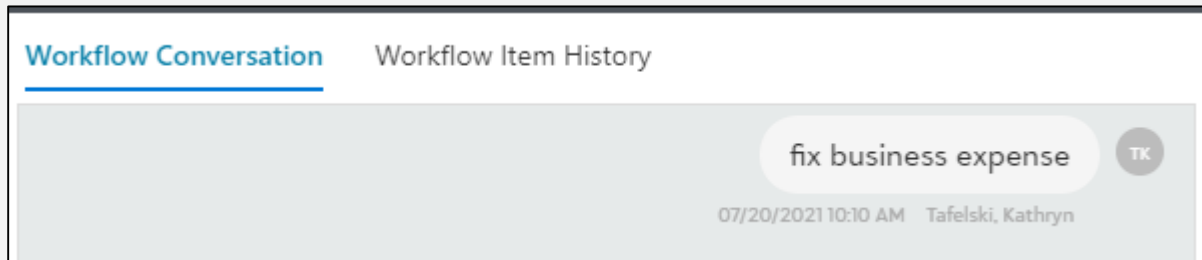




COMMENTS



Your comments will appear in the conversation tab on the left hand side of the screen.



! TROUBLESHOOTING !

There are times when the system is slow and you will see a pulsating blue dot in the middle of your screen.

Please try refreshing the page and if that does not work, close the window and reopen.

Often an error message can be resolved by closing the window and reopening.

If you have tried these methods and the issue persists, contact:

Kate Tafelski ktafelski@umaryland.edu

APPROVING AN EDRF: SOM & SSW

For SOM and SSW, if the amount is equal to or greater than \$50,000 or \$10,000 respectively, the Requestor will be required to select a Secondary Approver.


NOTE: Dean Postmus is the ONLY Secondary Approver at SSW.

The Secondary Approver may hit **Approve** or **Reject**. If approved, this will advance the EDRF to the UMBF Finance team to enter the queue for processing. If rejected, a Comment/Reason for Rejection must be entered. The EDRF will be returned to the Requestor to make the necessary changes.

ORGANIZING YOUR PAPERSAVE WORKFLOW

On the Papersave Workflow page the user has several options for displaying the data.

I. **Sorting:** the user can sort the columns in ascending and descending order by clicking on the Column Header as highlighted below

PaperSave Workflow DRF Workflow Choose Step Search within workflow item list									
+ NEW REFRESH FILTER GROUP BY AND SUBTOTAL CHOOSE FIELDS EXPORT TO EXCEL									
		ID	Created ↑	Step	Owner	Batch	FileName	Requested By	Compan
		945	07/07/2021 10:08:39 AM	Completed			PSWebForm_Wednesday, July 7, 2021.pdf	Tafelski, Kathryn	University of Maryland Foundation, Inc.

ORGANIZING YOUR PAPERSAVE WORKFLOW

2. Choosing Display Fields: the user can change the workflow item list view by choosing the fields to display.

- Click on the Choose Fields option highlighted below

- The following box will appear with a list of fields:
- Choose the fields to display and click OK

Choose Fields

☐ Select All

- ☒ ID
- ☒ Created
- ☒ Step
- ☒ Owner

OK

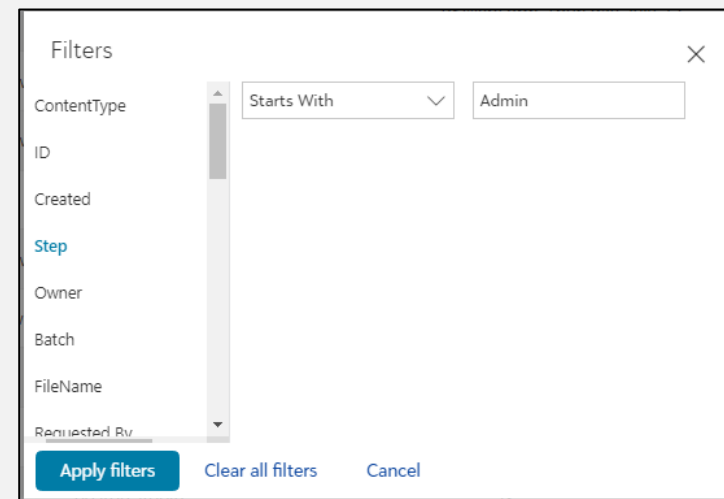
Cancel

ORGANIZING YOUR PAPERSAVE WORKFLOW

3. **Filter:** the user can filter the view by using the Filter option highlighted below:



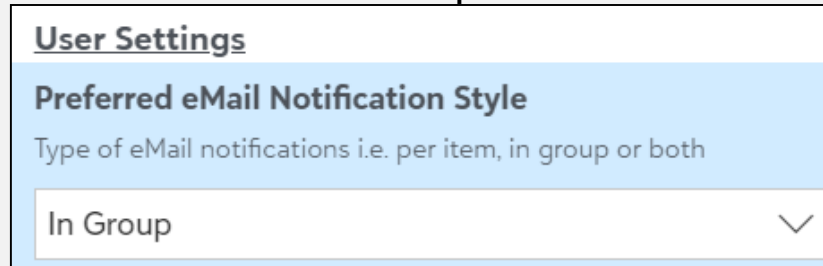
- After clicking on the Filter option, the following box should appear and the user can define their filtering criteria
- In this example, the filter is applied by using the **STEP > Starts With > ADMIN**
- Click on Apply Filter when finalized



PAPERSAVE EMAILS

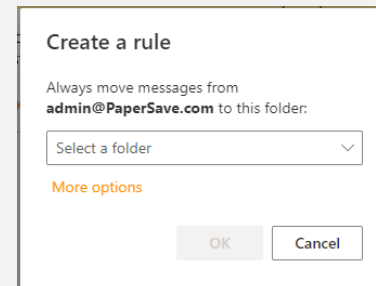
You can change your workflow settings to only receive a “group” email. This will send you one email with all the items in your workflow to review instead of a new email each time you have an item to review.



- On the Workflow screen, select the settings wheel:
- Scroll to the “User Settings” section and select “In Group” from the Preferred Email Notification Style section

A screenshot of a 'User Settings' dialog box. The title 'User Settings' is at the top. Below it, 'Preferred eMail Notification Style' is highlighted in blue. Underneath, it says 'Type of eMail notifications i.e. per item, in group or both'. At the bottom, there is a dropdown menu showing 'In Group' with a downward arrow.

You can also filter PaperSave emails into an Outlook folder and review them all at once.

- On an email from PaperSave, select the "more actions" button (typically three dots in the top corner of the email)
- Select "create rule" (it may be behind "advanced options")
- From there, you can direct all PaperSave emails to a single folder

A screenshot of a 'Create a rule' dialog box. The title 'Create a rule' is at the top. Below it, the text reads 'Always move messages from admin@PaperSave.com to this folder:'. There is a dropdown menu labeled 'Select a folder' with a downward arrow. Below the dropdown is a link that says 'More options'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

EDRFs received by the Foundation office
by 4:00 P.M. on Wednesday 
will be processed and submitted to PNC on
 the following Friday for mailing.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11 	12	13	14
15	16	17	18	19	20 	21
22	23	24	25	26	27	28
29	30	31				