

PAPERSAVE

An overview of the
Electronic Disbursement Request Form (EDRF)

WHAT IS AN EDRF?

The EDRF is used to request payments to individuals, vendors, or campus accounts from your UMB Foundation accounts.

There are numerous policies and procedures related to the disbursement process and specific to the type of expense being paid. We encourage you to familiarize yourself with these before submitting an EDRF.

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.

TO ACCESS PAPERSAVE

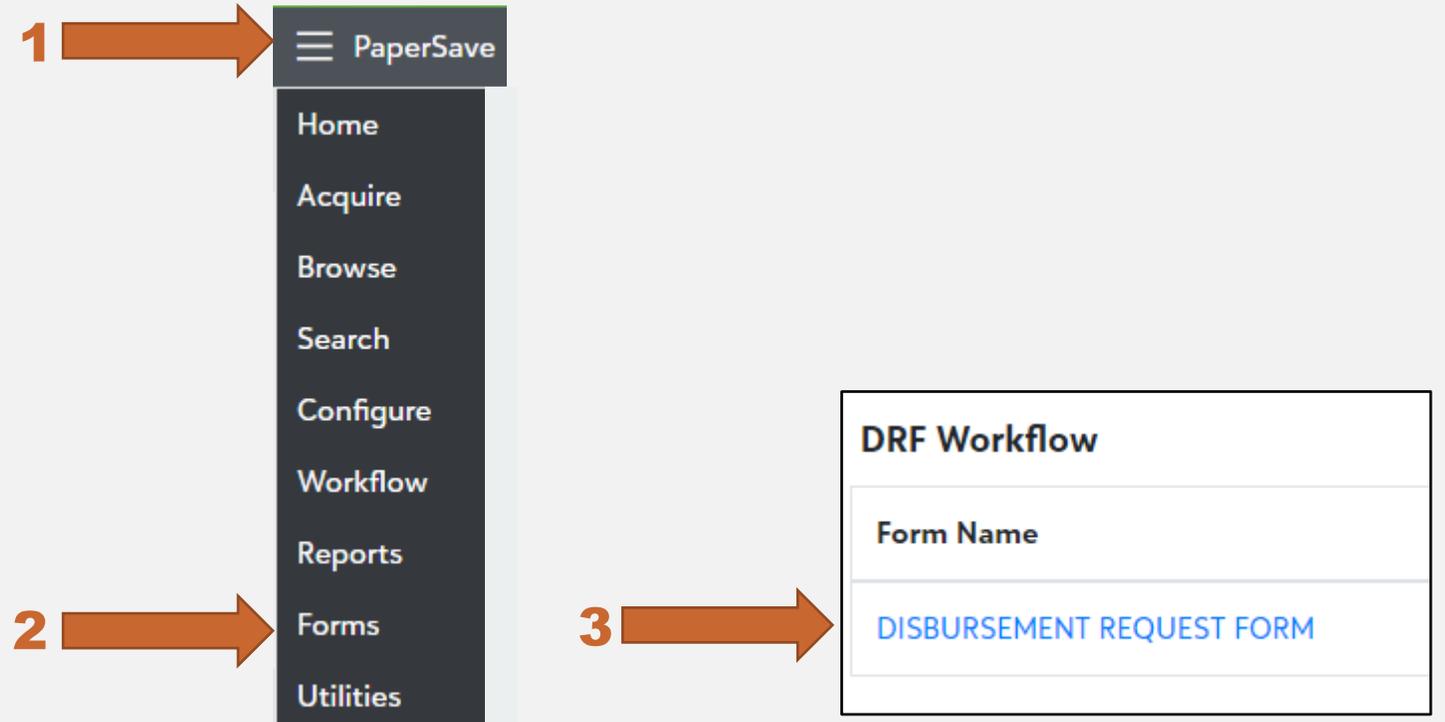
<https://255551.app.cloud.papersave.com/home>

The screenshot shows the PaperSave application interface. At the top left, there is a hamburger menu icon and the text "PaperSave". To its right, the word "Home" is displayed. Below the navigation bar, a light gray banner contains the text "Welcome to PaperSave!". The main content area features six dark gray cards, each with a white icon, a question, and a blue button:

- Getting started:** Icon of a plug, text "Getting started", button "Watch Now".
- Want to review?:** Icon of a magnifying glass, text "Want to review?", button "Open Workflow".
- Need help?:** Icon of two hands shaking, text "Need help?", button "Create Ticket".
- Need to add a document?:** Icon of a plus sign, text "Need to add a document?", button "Acquire".
- Need to change configuration?:** Icon of a gear, text "Need to change configuration?", button "Configure".
- Go mobile:** Icon of a smartphone, text "Go mobile", and two smaller icons (App Store and Google Play).

TO ACCESS THE EDRF

1. Click on the drop-down menu next to PaperSave
2. Click on Forms
3. Click on Disbursement Request Form



PROJECT ID & PROJECT NAME

The screenshot shows a web form with the following fields and callouts:

- 4**: DRF Date field containing "07/20/2021".
- 5**: School Unit dropdown menu with "-- Select --" and a downward arrow.
- If Payable to UMB
- 6**: Project ID search field with a magnifying glass icon.
- 7**: Project Name search field with a magnifying glass icon.
- 8***: Project Status field.

4. DRF Date will default to today's date
5. Select your School or Unit from the drop-down menu
6. Click on the magnifying glass to search or enter the UMBF Project ID# (account #) the disbursement should be paid from. Choose the Project ID# from the drop down list and the Project Name will auto-populate; OR
7. Click on the magnifying glass to search for the Project Name by entering several characters and a drop-down list will be provided. Choose the Project Name and the Project ID# will auto-populate.
8. The project status field will auto-populate when the Project ID# and Project Name are selected.

*EDRF's can ONLY be completed when the Project Status is OPEN. If the Status is Incomplete or Closed, you cannot proceed with completing the EDRF. Contact UMBFDisbursement@umaryland.edu for assistance.

UMB TRANSFER

If Payable to UMB

9

Payee Name

University of Maryland, Baltimore



For Payees not on our established Vendor list, please contact Angelo Saxon or Robin Boston for assistance at umbfdisbursement@umaryland.edu

Payee Address

220 Arch Street

Payee City

Baltimore

10. UMB Invoice #: This box will pop-up if the payee is UMB. This is a required field and the 11-character Invoice # provided by UMB must be entered.

10

9. Check the “If Payable to UMB” box if this is a disbursement or reimbursement payable to UMB. If this box is checked, the Payee Name and Address will auto-populate, and the Method of Payment will default to Bank Draft.

Payee State

MD

Payee Zip

21201

Method of Payment

Bank Draft

Payment Type

Disbursement

UMB Invoice Number

UMBF TRANSFER

11. If this is a Transfer from one UMBF Project ID# to another, choose University of Maryland Baltimore Foundation as the Payee Name.

12. The address will auto-populate

11

Payee Name

12

Payee Address

Payee City **Payee State** **Payee Zip**

UMBF TRANSFER

13. Method of Payment will default to Bank Draft

14. Payment Type will default to Transfer.

13

Method of Payment

Bank Draft

14

Payment Type

Transfer

15. A box “Transfer to UMBF Project ID#” will appear. This is a required field and the Project ID# you wish the funds to be transferred to must be entered. Click on the magnifying glass to search for the Project ID# if not known.

15

Transfer to UMBF Project ID



Transfer to UMBF Project Name

*EDRF's can ONLY be completed when the Project Status is OPEN. If the Status is Incomplete or Closed, you cannot proceed with completing the EDRF. Contact UMBFDisbursement@umaryland.edu for assistance.

ADDRESS & PAYMENT

16 Payee Address

Payee City Payee State Payee Zip

17 Total Amount Requested **18** Method of Payment **19** Payment Type

16. The vendor's address will auto-populate when the Payee Name is selected. If the invoice address differs from the auto-populated address or the address needs to be updated, please contact UMBFdisbursement@umaryland.edu for assistance before continuing.
17. Enter the exact amount of the disbursement in the "Total Amount Requested."
18. Method of Payment will default to Check.
19. Payment Type will default to Disbursement.

If you need to add a new vendor (payee) to the system, contact: UMBFdisbursement@umaryland.edu

BUSINESS PURPOSE OF EXPENSE

20

Business Purpose of Expense

20. The Business Purpose of Expense is a required field and must provide a detailed explanation of the business purpose for the requested expense. It must be explained in such a way that an independent reviewer will understand the benefit the expenditure provides to the institution.

Please start with any information that should be printed on the check, for example a CBS number, Invoice number, Customer ID number, Account number, etc. Only the first 60 characters will transfer to FE.

BUSINESS PURPOSE OF EXPENSE

Be succinct in your description, but also provide new information about the expenditure. For example, "reimbursement for purchase of stamps to mail stewardship letters" or "catering payment for Board of Visitors meeting." We need more detail than "see invoice" or "business lunch."

See examples:



DISBURSEMENT REQUEST FORM



Business Purpose of Expense

See invoice.

- Needs the invoice number first.
- Needs a description of the expense.



Business Purpose of Expense

Invoice # 1234; Customer ID # 9876; document migration and installation of gift processing workflow.

- Invoice #, Customer ID, or any identifying information is listed first.
- This is so it prints on the check stub for the vendor to easily identify where to credit the payment.

Business Purpose of Expense

business lunch reimbursement

- Needs to explain who was at the lunch and what business was discussed.

Business Purpose of Expense

Reimbursement for a business lunch at the Center Club with prospective donor Mr. Smith to discuss naming the Community Engagement Center. CEC executive director joined to provide CEC programming details and vision.

- Succinct, clear and complete explanation of the business purpose of the expenditure.

EXPENSE DETAIL

Expense Detail **21**

Number	Item Description	Amount	Actions
1	test1	\$ 1.00	
2	test2	\$ 2.00	

[Add Row](#)

This portion of the form allows you to submit an itemized list. For example, if the request is for a business trip, please separate by meals, airfare, mileage, hotel, etc. If you only have a single item, please use the "Business Purpose of Expense" portion of the form.

Total

21. If several items are being requested for the same Payee, they may be broken down by category in the Expense Detail (e.g., reimbursement for printer toner, travel, entertainment, etc.). The amounts will autosum and must be equal to the Total Amount Requested.

REQUESTOR & APPROVERS

22 Requested By **23*** Approved By

- 22. Requested By is auto-populated.
- 23. Select an Approver from the drop-down menu. Only those who have signature authority for the Project ID# listed will appear.

*NOTE: The Payee and Approver cannot be the same person.

SECONDARY APPROVERS

Second Approver

-- Select --

24*

255551.cloud.papersave.com says
Please select Dean Judy Postmus as Second Approver

OK

24. A secondary approver is required for Schools of Medicine requests \$50,000 and over and for School of Social Work requests \$10,000 and over
- For the School of Social Work, Dean Judy Postmus is the **ONLY** secondary approver.
 - For the School of Medicine, a drop-down menu will appear and only those that have signature authority for the Project ID# listed will appear. Choose a different Secondary Approver.

*NOTE: The Payee and Secondary Approver cannot be the same person.

ATTACH & SUBMIT

26

25

Submit      Kathryn Tafelski

Attach Files ×

Select the Pdf file(s) or Image(s) you would like to attach. The attachments will appear as additional pages at the end of this form in the order they were uploaded.

[Browse Files](#)

PaperSave®

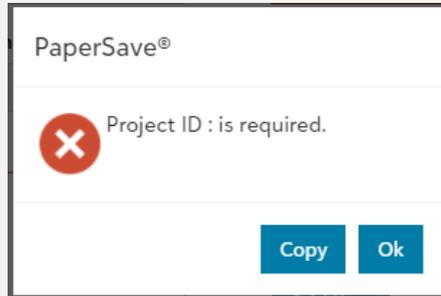
 File(s) has been attached successfully.

[Copy](#) [Ok](#)

25. You must attach the appropriate supporting documents in a PDF format to substantiate the expenditure(s). To attach a document, go to the black toolbar at the top and click on the paper clip in the upper right. Click on Browse and select the file(s) you wish to attach.
26. Submit!

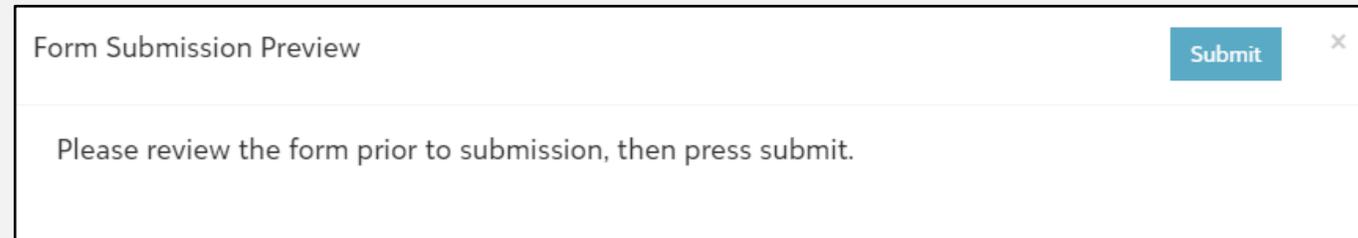
REVIEW & CONFIRM

27



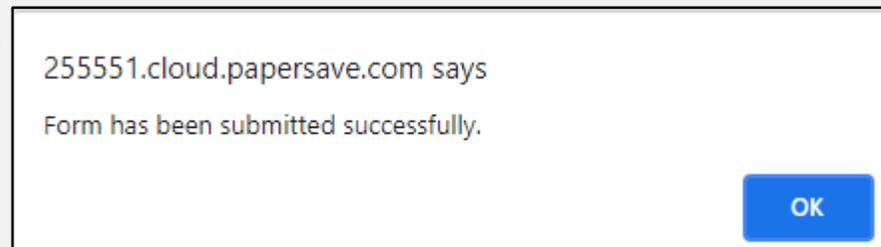
27. If there are any errors in completing the EDRF, a message will appear with the fields that require correction. Return to the form, make the necessary changes, and hit Submit.

28



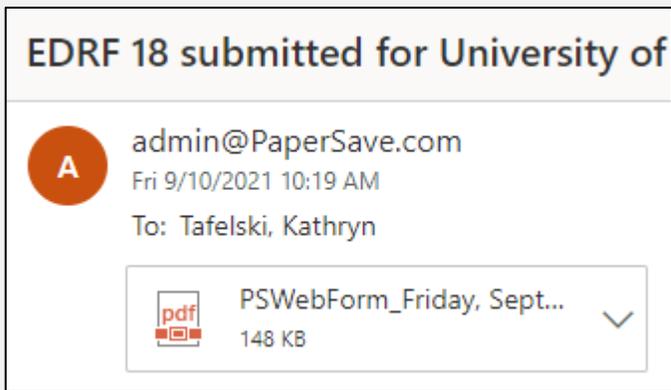
27. You will be given the chance to review the form prior to submission; review and press submit.
28. After successfully submitting the EDRF, the Requestor will receive an email from papersave.com that will include a PDF of the completed EDRF and attachments. Please save this for your files.

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CONFIRMATION EMAIL

After successfully submitting the EDRF, the Requestor will receive an email from admin@papersave.com that will include a PDF of the completed EDRF and attachments. Your EDRF will be assigned a number to use as a reference to location the EDRF in the workflow in the future. Please save this for your files.



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

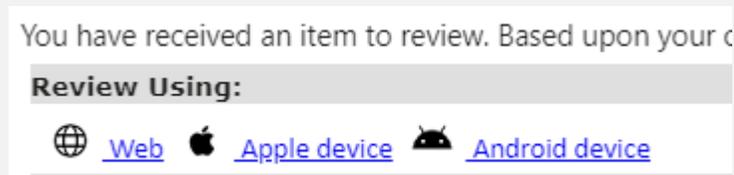
admin@PaperSave.com

Noreply_cloud-servicenotifications@papersave.com

APPROVING AN EDRF

Once a Requestor has successfully submitted the EDRF, the selected Approver will receive 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.



Make sure emails from the following senders are not going to spam:
admin@PaperSave.com
Noreply_cloud-servicenotifications@papersave.com

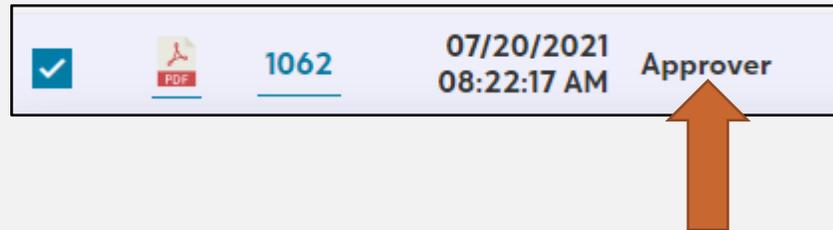
APPROVING AN EDRF

The Approver can also access items to review through the PaperSave portal.

Once in PaperSave, click on the three lines and select Workflow > DRF Workflow > Approver:



Any EDRFs for review will appear in the “Approver” step.



APPROVING AN EDRF

Click on the box to open the documents. 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

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.

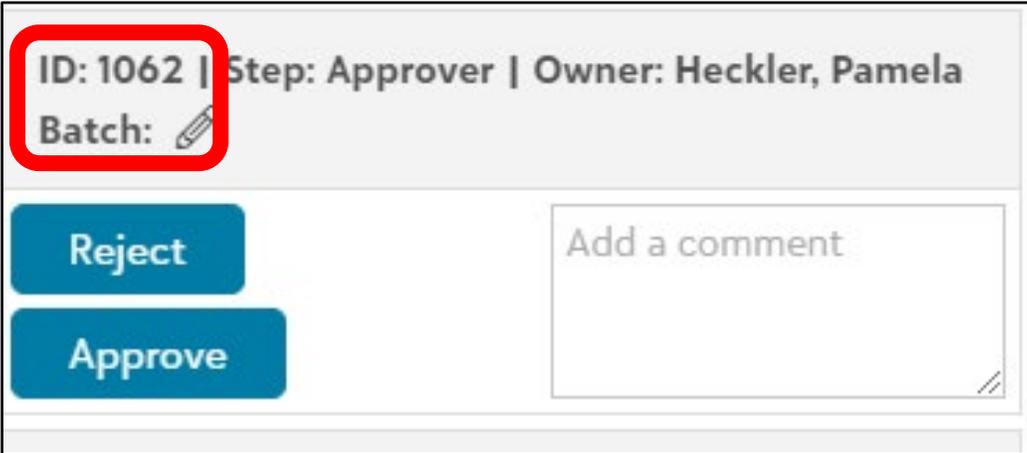
NOTE: Dean Postmus is the ONLY Secondary Approver at SSW.

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.

! 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!



! ID: 1062 | Step: Approver | Owner: Heckler, Pamela
Batch: ✎

Reject

Approve

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

REJECT REVIEW

When an EDRF is rejected back to the requestor, you should be able to see the rejection comments in the PaperSave emails:

Review request | Workflow: DRF Workflow | Item #2433

 Noreply_cloud-servicenotifications@papersave.com
Tue 11/16/2021 10:11 AM
To: Ostrowski, Kathryn

CAUTION: This message originated from a non-UMB email system. Hover over any links before clicking and use caution opening attachments.

Hello Ostrowski, Kathryn,

You have received an item to review. Based upon your organization's processes, please take the appropriate action(s). Item details and relevant fields are below:

Review Using:

 [_Web](#)  [_Apple device](#)  [_Android device](#)

Workflow Item Details:

Workflow: DRF Workflow	Step: Rejection_Review	Item #: 2433
Last reviewed by: Heckler, Pamela	Last reviewed on: 11/16/2021	Reviewer's Comment: test

Note the email address may end up in Spam or Junk on your first rejection.

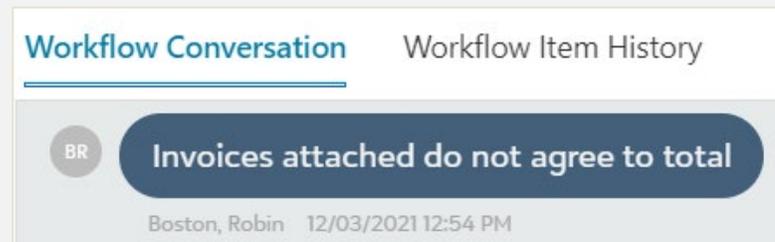


REJECT REVIEW

You can also see the comments by viewing the audit trail on the EDRF. To do this, go to your PaperSave home screen, select “Workflow” from the drop-down menu and choose the “Reject Review” step. Your navigation bar will look like this:



From there, select and open your EDRF. Then click the conversation icon on the left-hand side of the screen. This will allow you to see the comment trail and the reason for rejection.



Finally, you will have to submit a new EDRF as there is not currently an option to edit the rejected one.

REJECTED EDRF

When an EDRF is rejected you will receive an email alerting you to the rejection. It will include a reviewer's comment that explains the reason for rejection.

Clicking the web link will take you directly to your EDRF in PaperSave

Review request | Workflow: DRF Workflow | Item #8997

 **Noreply_cloud-servicenotifications@papersave.com** 
To: Ostrowski, Kathryn Tue 9/13/2022 10:18 AM

CAUTION: This message originated from a non-UMB email system. Hover over any links before clicking and use caution opening attachments.

Hello Ostrowski, Kathryn,

You have received an item to review. Based upon your organization's processes, please take the appropriate action(s). Item details and relevant fields are below:

Review Using:

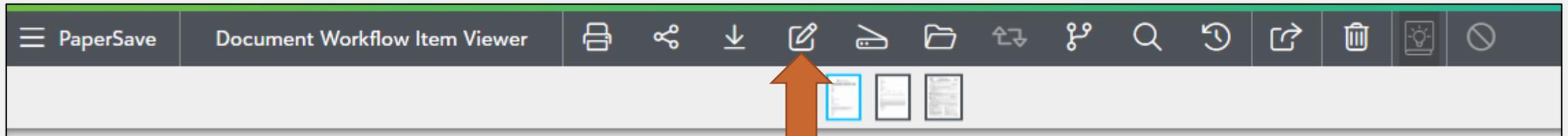
 [Web](#)  [Apple device](#)  [Android device](#)

Workflow Item Details:

Workflow: DRF Workflow	Step: Rejection_Review	Item #: 8997
Last reviewed by: Heckler, Pamela	Last reviewed on: 9/13/2022	Reviewer's Comment: fix account, more information in purpose, incorrect amount.

EDIT

Select the Edit button from the toolbar to open the form for editing.



You can also view any comments by clicking on the conversation icon

EDIT

The fields are now editable and you can make any necessary changes.

The screenshot displays a web browser window with the URL `255551.app.cloud.papersave.com/workflow/document/8997`. The page title is "DRF" and the header features the University of Maryland Baltimore Foundation, Inc. logo and the text "DISBURSEMENT REQUEST FORM".

The form contains the following fields and controls:

- DRF Date:** 09/13/2022, with an "Update DRF Date" button and an "Update Date" input field.
- School Unit:** A dropdown menu currently set to "Campus/Other".
- Project ID:** 1000, with a search icon.
- Project Name:** U Unidentified Deposit Item Holding Account, with a search icon.
- Project Status:** Open.
- Payee Name:** Graphcom Incorporated, with a search icon.
- Is Payee on any State of MD Payroll (H)?** Radio buttons for Yes and No, with No selected.
- Payee Address:** 1219 Chambersburg Road.
- Payee City:** Gettysburg.
- Payee State:** PA.
- Payee Zip:** 17325.
- Total Amount Requested:** (Empty field).
- Method of Payment:** (Empty field).
- Payment Type:** (Empty field).

On the right side, a sidebar provides additional information and actions:

- ID:** 8997 | **Step:** Rejection Review | **Owner:** Ostrowski, Kathryn
- Batch:** (Empty field)
- Field Actions:** A dropdown menu for "Select Field Actions" and a "Go" button.
- EDRF Number:** 4323
- Requested By:** Ostrowski, Kathryn (dropdown)
- Company:** University of Maryland Baltim... (dropdown)
- CompanyID:** 2
- Vendor:** Graphcom Incorporated (searchable)
- Invoice Number:** (Empty field)
- Invoice Amount:** \$1.00
- Invoice Date:** (Empty field)

At the bottom of the form, there is a footer with the text "PSWebForm_Tuesday, Septe..." and a warning icon with the text "Close the document or [click here](#) to save the smartform."

SAVE FORM

You will need to click the “click here” button to save the smartform before resubmitting.

⚠ Close the document or [click here](#) to save the smartform.

Then you can resubmit. We recommend including a comment to note the changes made.

ID: 8997 | Step: Rejection Review | Owner: Ostrowski, Kathryn

Batch:

Resubmit

fixed account number and amount.

IMPORTANT NOTE

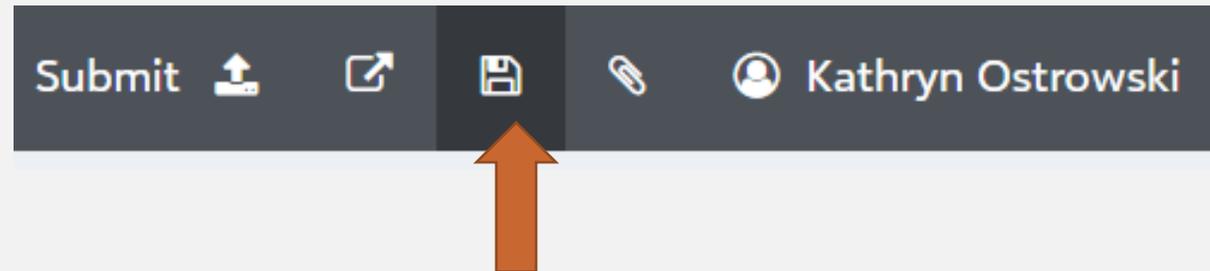
There is currently no way to add or delete pages from the back up. It is a feature we have requested from PaperSave and will be sure to announce when it is added.

For any changes to the back up you will have to submit a new EDRF and we can delete the old one at your request.

SAVE A FORM

If there is an EDRF you frequently submit, you can save it as a form for easy use.

After filling out the parts of the form that will stay constant, click the Save Icon



SAVE A FORM

You will be prompted to fill in the form title and save as new or save over existing.

Save Options ×

Save as New

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

File Name

Save

Save Over Existing

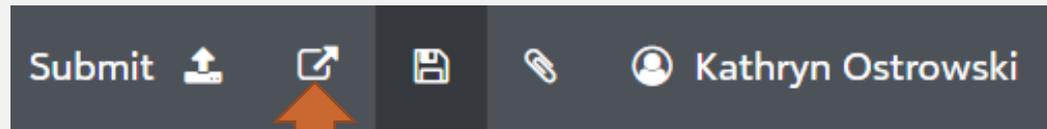
You may save a partially completed form over existing.

Save to Selected

OPEN A SAVED FORM

To open a saved form, click the open icon and you will be given the list of saved forms to open.

Click on the form to select, then click “Open to Selected.”



Open Forms ×

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

Name	Created By	Date
UMBF DRF		09/27/2021

⏪ ⏩ | Page 1 of 1 | ⏪ ⏩

[Open to Selected](#)

The information from
your saved form will appear!

UPDATE SAVED FORM

You will need to click the “update date” button to update the submission date.

DRF Date	Update DRF Date
<input type="text" value="02/07/2022"/>	<input type="button" value="Update Date"/>

You may need to reselect the Project ID if the description says “unidentified.”

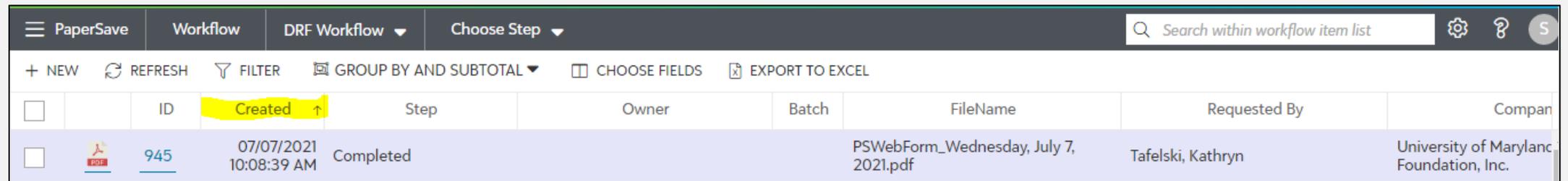
Project ID	Project Name
<input type="text" value="1900"/> <input type="button" value="🔍"/>	<input type="text" value="undefined"/> <input type="button" value="🔍"/>

Just click the magnifying glass and reselect your Project ID by double clicking and the Project Name will update.

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

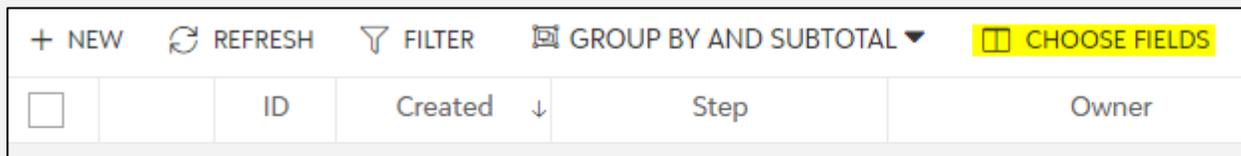


	ID	Created ↑	Step	Owner	Batch	FileName	Requested By	Compan
<input type="checkbox"/>	 945	07/07/2021 10:08:39 AM	Completed			PSWebForm_Wednesday, July 7, 2021.pdf	Tafelski, Kathryn	University of Maryland Foundation, Inc.

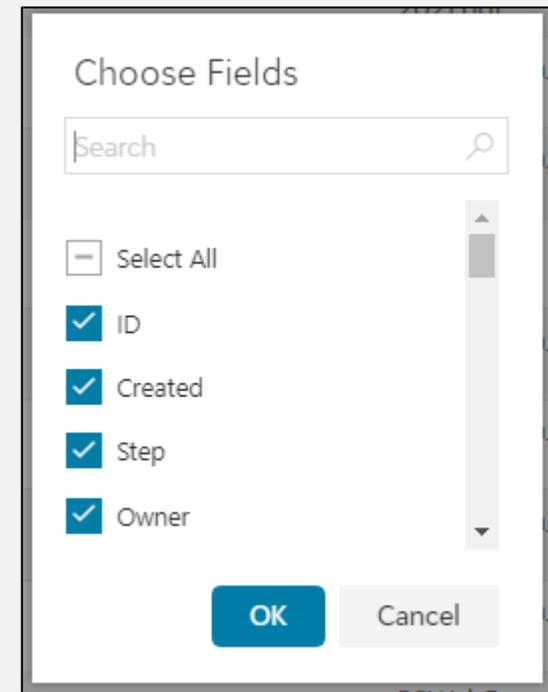
ORGANIZING YOUR PAPERSAVE WORKFLOW

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

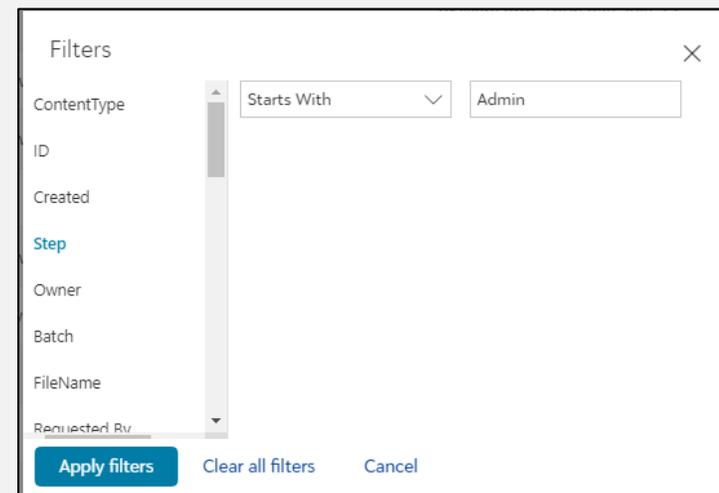


ORGANIZING YOUR PAPERSAVE WORKFLOW

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

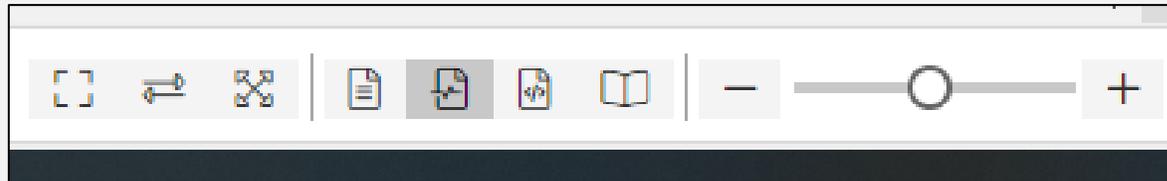


- After clicking on the Filter option, the following box should appear and the user can define their filtering criteria
- In this example, the filter is applied by using the **STEP > Starts With > ADMIN**
- Click on Apply Filter when finalized



CHANGING YOUR VIEW SCREEN

At the bottom of the page next to the zoom button are multiple options for choosing a different screen view. This allows you to scroll through the pages all at once rather than clicking through each page preview.



! 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

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				