Accounts Payable OnDemand Training

PEOPLESOFT FINANCIALS

OnDemand Processing

•OnDemands are payments for:

- Petty cash/Change funds
- Refunds to individuals/vendors that are not setup in PeopleSoft
- Refunds that must be paid through a physical check
- Refunds that must be sent with additional documentation for payment application
 - Refunds to established vendors without special payment requirements should be processed as regular vouchers using refund GL codes
- •Effective **October 1st, 2019**, the OnDemand process will become paperless
- •Refund documentation will be scanned and attached during OnDemand entry and routed for approvals electronically
- •Paper OnDemands received in Accounts Payable by noon on

Thursday, September 26th will be processed

- OnDemands received after the deadline will be returned to departments for reentry through the new paperless process
- •The OnDemand module will be unavailable Thursday,

September 26th – Monday, September 30th

The module will be available again on Tuesday, October 1st

Entry Changes

- Refund documentation attachment required
 - OnDemands cannot be saved or submitted without an attachment
- Priority processing
 - Can mark OnDemands as a rush, with justification
 - Can request special handling for checks
 - Documentation can be mailed with checks when requested
 - OnDemand checks cannot be returned to departments
- •Denied OnDemands must be:
 - Corrected
 - Saved
 - Reset
 - Submitted
- OnDemand Report not required

Entry Reminders

•Required documentation for all types of OnDemands:

- Name of company/person being refunded
- Address where refund check should be sent
- Original payment or credit documentation
- System documentation noting refund amount
 - Documentation should never be handwritten and must come from an official billing/payment system
- •Patient refund documentation should include ONLY

the required documentation listed above

- Do not provide additional information, such as procedures/tests performed or patient images, as they are not necessary and will exceed the Minimum Necessary rule
- Violations of Minimum Necessary rule will be reported to the HIPAA Compliance Office for investigation
- •Documentation that needs to be mailed with the check should be added as a separate attachment with a description noting the action

Approval Changes

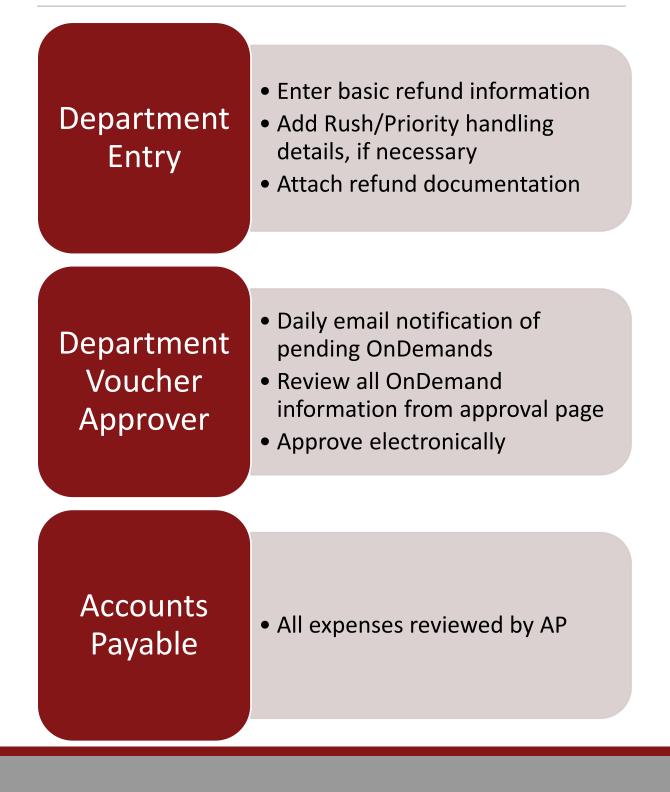
Visibility

- Department comments
- Rush/Priority handling instructions
- OnDemand documentation as an attachment
- Notification
 - Daily email with summary of OnDemands pending approval
- Record Keeping
 - After payment the document in PeopleSoft is the official record
 - Can use original paper documentation for reconciliation

Improvements

- Hard copy signatures eliminated
- Full visibility in workflow approval progress
- Increased speed of payment
- New process charges OnDemands directly to the department's chart field spread allowing for full visibility into payment status

OnDemand Workflow Process



•OnDemand Check Entry

- Add a New Value
- Select Plan Type
- Add

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Business Uni	t OUHSC 🔍						
Check Transaction lo	NEXT						
Plan Type	9		~				
	Change/Petty	Cash Fund					
Add	Other Refund						
	Patient Refund	ls Only					

- •Name
 - First name and last name or full company name
- Address
 - Full address including 9 digit zip code
- Invoice Ref
 - Use standard invoice number conventions
- •Amount
- Comments
 - Information prints on the check

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General Inform	rmation	
Business Unit:	OUHSC Transaction ID: NEXT Plan Type: OR Status:	Active
*Check Num:	000000000 Vendor: 9100007615	REFUND VEN-001
*Name:	ROBERT REFUND Voucher ID:	
*Street:	1234 MAIN STREET Street 2: SUITE 567	
*City:	* OKLAHOMA CITY * State: OK *Zip: 73104-36	08
*Invoice Ref:	* REFUNDJUL19 *Check Amt: 150.00	
Comments:		
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- •GL Account
 - Refund Codes
 - Petty Cash/Change Fund
- Priority Processing
 - Rush or Special Handling instructions
 - Justification/Comments are required for priority processing

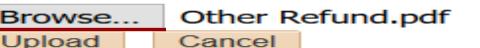
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*Check Num:	00000000				Vendor:	9100007615		REFUND VEN-001
*Name:	ROBERT REFU	ND		Vo	oucher ID:			
*Street:	1234 MAIN STR	REET			Street 2:	SUITE 567		
*City:	OKLAHOMA CI	TY			*State:	OK *Zip:	73104-36	608
*Invoice Ref:	REFUNDJUL19			*C	heck Amt:	150.00		
Comments:				🎸 c	reated By:	TTOOMBS		
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Attachments

•Attachments

- Added on second tab
- Description optional
- PHI warning
- Add or + sign for multiple attachments

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•Submit

•Check Transaction ID created after submission

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OnDemand Denials

•Email notification when an OnDemand is denied

- Review workflow comments
- Make corrections

Ondem Check	Entry Attachments
General Infor	mation
Business Unit:	OUHSC Transaction ID: 000183125 Plan Type: OR Status: Active
*Check Num:	000000000 Vendor: 9100007615 REFUND VEN-001
*Name:	ROBERT REFUND Voucher ID:
*Street:	1234 MAIN STREET Street 2: SUITE 567
*City:	OKLAHOMA CITY *State: OK *Zip: 73104-3608
*Invoice Ref:	REFUNDJUL19 *Check Amt: 200.00
Comments: (prints on che	Created By: TTOOMBS
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Workflow Cor	mments
PLEASE UPDAT	TE AMOUNT. THANKS.

OnDemand Denials

- Steps for resubmission of denied OnDemand
 - Save
 - Reset

Workflow Comments Reset
PLEASE UPDATE AMOUNT. THANKS.
WF OnDemand Dept Approver
BUSINESS_UNIT=OUHSC, OU_CHK_TRANS_ID=000183127:Denied
WF OnDemand Approver
BUSINESS_UNIT=OUHSC, OU_CHK_TRANS_ID=000183127:Denied
Save 🕅 Return to Search 🗈 Notify 🕂 Previous tab
• Submit
Workflow Comments

PLEASE UPDATE AMOUNT. THANKS.

Submit Submit Save & Return to Search I Notify Refresh

Approvals

•Notification via daily email

•OnDemand email separate from regular voucher email

From: FS920@ouhsc.edu

Sent: Friday, August 16, 2019 3:07 PM To: Brackett, Brandon L (HSC) Subject: 5 OnDemands Pending Approval

The following OnDemands are pending approval.

Please login to PeopleSoft Financials to review.

000183073-- Entered By: DRUSTIN

000183068-- Entered By: DRUSTIN

000183049-- Entered By: TTOOMBS

000183047-- Entered By: TTOOMBS

000183044-- Entered By: JPOE1

Approvals

•OnDemand approvals can also be accessed from an approver's worklist

•Listed as OU OD Approvals

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Worklist				
Detail View			Worklist Filters	✓ Some variable v
Worklist Items				Personalize
From	Date From	Work Item	Worked By Activity	Priority Link
Toombs, Twyla J.	08/23/2019	Approval Routing	Approval Workflow	OU OD APPROVAL, 82, OU OD APPROVAL, 2019-07-08, N, 0. BUSINESS UNIT:OUHSC OU CHK TRANS_ID:000183107 RDC:RA.0.A,
Toombs, Twyla J.	08/23/2019	Approval Routing	Approval Workflow	OU_OD_APPROVAL, 79. OU_OD_APPROVAL, 2019-07-08, N. V_0. BUSINESS_UNIT:OUHSC OU_CHK_TRANS_ID:000183097 RDC:RA,0,A,
Toombs, Twyla J.	08/23/2019	Approval Routing	Approval Workflow	OU_OD_APPROVAL_69. OU_OD_APPROVAL_2019-07-08. N. 0. BUSINESS_UNIT:OUHSC OU_CHK_TRANS_ID:000183089 RDC:RA.0.A.
Brandon Louis Brackett	08/22/2019	Approval Routing	Approval Workflow	OU_OD_APPROVAL, 58, OU_OD_APPROVAL, 2019-07-08, N, O_BUSINESS_UNIT:OUHSC OU_CHK_TRANS_ID:000183082 RDC:RA.0.A,

Approval Screen

- •Review all information
- Attachments on second tab
- •Approve or Deny

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Check Num:	000000000)		Ve	ndor: 9100	007615	REFUND VEN-001
Name:	BOB SMIT	Ή		Vouch	er ID:		
Street:	1234 MAIN	I STREET		Stre	eet 2:		
City:	OKC			:	State: OK	Zip: 73104-12	234
Invoice Ref:	SMITH123	4		Check	Amt: 0.10		
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Workflow Cor	nments]
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OnDemand Search

- •Can search by workflow status
 - No Selection
 - OnDemands approved prior to paperless process
 - Approved
 - Denied
 - None
 - Saved but not submitted
 - Pending

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Ondemand Check Entry Enter any information you have and click Search Find an Existing Value Add a New Value		list of all values.
 Search Criteria 		
Search Criteria		
Business Unit = ~ Check Transaction Id begins with ~	OUHSC	٩
Plan Type = ~]	
Entered Date = ~ Check Number begins with ~		Ħ
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Payment Information

- •Navigate to OnDemand Check Entry
- •Enter Check Transaction ID
- •Click Search

Favorites Main Menu OUHSC MAIN MENU Accounts Payable Ondemand Check Entry
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Ondemand Check Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value Add a New Value
Search Criteria
Business Unit = V OUHSC
Check Transaction Id begins with v 000183156
Plan Type = ~
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Processed
Workflow Approval Status = ~ ~
Search Clear Basic Search 🖾 Save Search Criteria

Payment Information

•OnDemand Voucher ID populated after payment

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Ondem Check	Entry Attachments		
General Info	mation		
Business Unit:	OUHSC Transaction ID: 000183156	Plan Type: PR	Status: Active
Check Num:	077210062	Vendor: 9100007616	CONFIDENTI-001
Name:	TEST TEST	Voucher ID: PR210062	_

OnDemand Voucher ID is the Regular Voucher IDNavigate to Regular Entry and search by Voucher ID

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Voucher Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value											
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Payment Information

•OU Voucher Info tab will display payment information

<u>S</u> ummary	Related Documen	ts <u>I</u> nvoid	ce Information	<u>P</u> ayments	Voucher Attributes	Error Summary	OU Voucher Info				
	Business Unit OU	Invoice No TE	ST11SEPT19								
Voucher ID PR210062					Invoice Date 09/13/2019						
Voucher Style Regular Voucher											
OU Voucher Information											
*Priority Processing Rush Justification Handling Instructions:											
Normal Processing ~											
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254 characters rem											
Approver: FINBATCH			Approval Date: 09/13/2019								
OU Payment Information											
						e: Warrant					
Claim	Claim Number: J19180		6903		Payment Typ						
Paym	ayment Number: 102396				Warrant Date	: 02/26/20	19				
Redee	Redeemed Date: 03/05/2		2019		Cancelled Date:						
Payee Name: TEST TEST											
			-								



•Please contact <u>AP-Management@ouhsc.edu</u>