



Step	Action
Navigation: OU Main Menu - Accounts Payable – OnDemand – OnDemand Check Entry	
<p>1</p>	<p>OnDemands are payments for:</p> <ul style="list-style-type: none"> a. Petty cash/Change funds. b. Refunds to individuals/suppliers that are not setup in PeopleSoft. c. Refunds that must be paid through a physical check. d. Refunds that must be sent with additional documentation for payment application. <ul style="list-style-type: none"> i. Refunds to established vendors without special payment requirements should be processed as regular vouchers using refund GL codes.
<p>2</p>	<p>To enter an OnDemand, click on the Accounts Payable tile from the Home Screen and select OnDemand Check Entry on the left side menu or use the NavBar and select Navigator > OU Main Menu > Accounts Payable > OnDemand > OnDemand Check Entry.</p>
<p>3</p>	<p>Choose the correct Plan Type from the drop-down menu and click Add.</p>
<div style="border: 2px solid black; padding: 10px; text-align: center;"> </div>	
<p>4</p>	<p>Plan Type options are:</p> <ul style="list-style-type: none"> a. Change/Petty Cash Fund. <ul style="list-style-type: none"> i. Used for Petty Cash or Change Fund establishments or replenishments. b. Other Refunds. <ul style="list-style-type: none"> i. Used for other refunds such as overpayments on collected funds, parking charge refunds, health club refunds, etc. c. Patient Refunds. <ul style="list-style-type: none"> i. Used for refunds to patients or refunds to insurance companies for patient related refunds.
<p>5</p>	<p>When entering the OnDemand, note that fields listed with an asterisk (*) are required and all other fields are optional.</p>



6	In the Name field, enter individual names as First Name, space, Last Name . For companies, enter in the entire Company Name in the Name field.
7	In the Street, Street 2 (optional), City, State and Zip , enter in the full address including the nine-digit Zip Code .
8	In the Invoice Ref field, enter in the standard invoice convention that would be used on a regular voucher. Hint: Refer to the Invoice Conventions document for more information on invoice conventions.
9	In the Amount field, enter in the refund amount . Do not use commas (,) or dollar signs (\$) in this field.
10	The Comments field is optional but this information will print on the check.

Ondem Check Entry | Attachments

General Information

Business Unit: OUHSC Transaction ID: NEXT Plan Type: OR Status: Active

*Check Num: 000000000 Vendor: 9100007615 REFUND VEN-001

*Name: ROBERT REFUND

*Street: 1234 MAIN STREET Street 2: SUITE 500

*City: TULSA *State: OK *Zip: 74135

*Invoice Ref: MAR2020 *Check Amt: 150.00

Comments: Created By: 520767
(prints on check)

11	In the Chartfield Information section, enter in a GL Account, Fund, Org, Function and Entity . Depending on the Fund used the fields of Project/Grant, Source and Purpose may be optional. Note that only refund or petty cash GL codes can be used for OnDemands .
----	---

Chartfield Information

*GL Acct: 482342 *Fund: CLNOP *Org: OUP00800 *Function: 00124 *Entity: 00000 Prj/Grant: Source: Purpose:



113000	PETTY CASH
114000	CASH CHANGE FUND
482300	REFUND PMT-BLDG ACCESS CARD
482310	REFUND PMT-PNT-NON TAXABLE
482320	REFUND PMT-PNT-TAXABLE
482321	REFUND PMT-FED GRANT/CONTR
482322	REFUND PMT-ST GRANT/CONTRCT
482323	REFUND PMT-PRIV GRANT/CONTR
482341	REFUND PMT-STUDENT OVERPAY
482342	REFUND PMT-OTH
482343	REFUND PMT-INTERAGENCY
482344	REFUND PMT-PHARMACEUTICALS
482345	REFUND PMT-ATHLETIC TICKETS
482346	REFUND PMT-HOUSING/FOOD SVCS
921210	PARTICIPANT PETTYCASH REPLENIS

12 In the **Processing Information** section, payments can be updated from normal processing to **Rush** or **Special Handling**. **Rush OnDemands** will require additional justification for rushing the payments in the **Rush Justification Handling** section. **OnDemands** noted as requiring **Special Handling** should have the specific instructions on handling entered in this section.

Processing Information

*Priority Processing:
 v

Rush Justification Handling:

13 Once this information has been entered on the **On Dem Check Entry** tab, click on the **Attachments** tab at the top.



- 14 Attachments to justify the refund are required for all **OnDemands**. To add an attachment, click the **Add** button and pop-up window will appear.
- 15 Click **Browse** to locate the scanned file and once the file has been selected, click **Upload**.

- 16 To add additional attachments, click the **plus (+) sign**.
- 17 If the attachment needs to be identified, such as documentation that must be mailed with the check, add a description to the attachment in the **Description** field.

Hint: If documentation needs to be sent with the check, label the attachment as Send with Check.

- 18 Please note the PHI warning regarding all attachments.



PHI WARNING: Do NOT enter into this system any PHI or other sensitive information that makes individual health or billing information identifiable. Submissions here are not encrypted or protected. Including PHI or identifiable sensitive information may result in a HIPAA violation. If you inadvertently enter any such information into this system, contact the HIPAA Security Officer (271-2511) immediately.

19 Once the **OnDemand** information has been entered and appropriate documents attached, click the **Save** button.

20 Once saved, the **Check Transaction ID** will appear. This ID number can be used to check the progress of the **OnDemand** or lookup payment and redemption information. The **OnDemand** is then ready for department financial approval.

Ondem Check Entry	Attachments
General Information	
Business Unit: OUHSC	Transaction ID: 000600074

21 If the OnDemand is denied, the enterer will receive an automatic email noting the **Check Transaction ID** number and **Workflow Comments** on why the **OnDemand** was denied.

22 Navigate to the **OnDemand** check entry screen, type in the **Check Transaction ID** in the **Find an Existing Value** tab and click **Search**.



On Demand Check Entry

Enter any information you have and click Search. Leave fields blank for a list of

Find an Existing Value
Add a New Value

Search Criteria

Business Unit =

Check Transaction Id begins with

Plan Type =

Check Number begins with

Entered Date =

Processed

Search
Clear
Basic Search
Save Search Criteria

Find an Existing Value | Add a New Value

23 Review the approver's denial comment and make the appropriate changes to the **OnDemand**. Click **Reset** and then **Save** to send the **OnDemand** back for department financial approval.

Chartfield Information

*GL Acct: *Fund: *Org: *Function: *Entity: Prj/Grant: Source: Purpose:

Processing Information

*Priority Processing:

Rush Justification Handling:

Approvals

Approver Comments

Approval

BUSINESS_UNIT=OUHSC, OU_CHK_TRANS_ID=000600079, OU_PLAN_TYPE=OR:Denied

Default Approval

Denied

On Demand Department Approvers
05/19/20 - 3:37 PM

→

Terminated

Multiple Approvers
OnDemand Approvers

Comment History

Save
Return to Search
Notify
Previous tab
Next tab
Refresh

OnDemand Check Entry | Attachments



- 24 Once an **OnDemand** has been paid, a corresponding voucher is created. To access the voucher number, navigate to the **OnDemand** check entry screen, type in the **Check Transaction ID** and click **Search**.
- 25 The **Voucher ID** number will appear. Copy this **Voucher ID** number and navigate to regular entry for vouchers by clicking on **Regular Entry** from the **Home Screen** or by going to **Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Vouchers**.

General Information

Business Unit: OUHSC	Transaction ID: 000193096	Plan Type: PR	Status: Active
Check Num: 077223161	Vendor: 9100007616	CONFIDENTI-001	
Name:	Voucher ID: PR223161		
Street:	Street 2:		
City:	State: OK	Zip: 73162	
Invoice Ref:	Check Amt: 47.00		
Comments:	Created By:		

(prints on check)

- 26 Click the **Find an Existing Value** tab and paste the **Voucher ID** in the **Voucher ID** field and click **Search**.

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Business Unit	=	OUHSC	<input type="button" value="Search"/>
Voucher ID	begins with	PR223161	<input type="button" value="Search"/>
Dept	begins with		<input type="button" value="Search"/>
Invoice Number	begins with		
Invoice Date	=		<input type="button" value="Search"/>
Short Supplier Name	begins with		<input type="button" value="Search"/>
Supplier ID	begins with		<input type="button" value="Search"/>
Supplier Name	begins with		
Entry Status	=		
Budget Checking Header Status	=		
Incomplete Voucher	=		

Case Sensitive

- 27 Click on the **OU Voucher Info** tab and review the **OU Payment Information** section.



Business Unit	OUHSC	Invoice No	PT200218
Voucher ID	PR223161	Invoice Date	05/07/2020
Voucher Style	Regular Voucher		
OU Voucher Information			
*Priority Processing	Normal Processing	Rush Justification Handling Instructions:	
Approver:	FINBATCH	Approval Date:	05/07/2020
OU Payment Information			
Claim Number:	J201939596	Payment Type:	Warrant
Payment Number:	077223161	Warrant Date:	05/08/2020
Redeemed Date:	05/14/2020	Cancelled Date:	
		Payee Name:	
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>			
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary OU Voucher Info			
28	This section will detail payment and redemption status of the OnDemand .		