



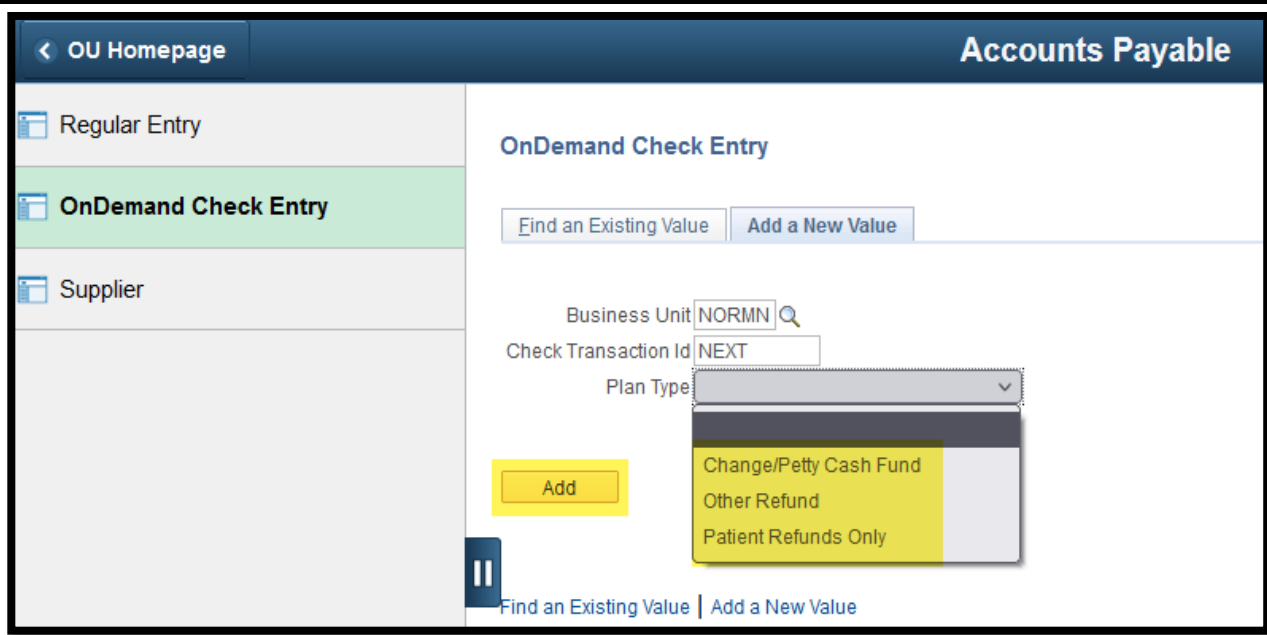
Step	Action
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Navigation: OU Main Menu - Accounts Payable – OnDemand – OnDemand Check Entry

1	<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.
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2	<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>
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3	<p>Choose the correct Plan Type from the drop-down menu and click Add.</p>
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4	<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.
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5	When entering the OnDemand , note that fields listed with an asterisk (*) are required and all other fields are optional.
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: NORMN 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:

*City: NORMAN *State: OK *Zip: 73069

*Invoice Ref: 123456RRA *Check Amt: 100.00

Comments: Created By:

(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 .
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Chartfield Information

*GL Acct: 482342 *Fund: EDGEN *Org: RES01001 *Function: 00116 *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	<p>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.</p>	
	<div style="border: 1px solid black; padding: 5px;"> <p>Processing Information</p> <p>*Priority Processing:</p> <p>Normal Processing <input type="button" value="v"/></p> <p>Rush Justification Handling:</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> </div>	
13	<p>Once this information has been entered on the On Dem Check Entry tab, click on the Attachments tab at the top.</p>	



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**.

The screenshot shows the 'OnDem Check Entry' page with the 'Attachments' tab selected. Below the navigation bar, it says 'Check Transaction Id: NEXT'. There is a table with columns 'Attached File', 'Description', and 'Add'. The table has one row with the number '1' in the first column and an empty 'Add' button. A 'File Attachment' dialog box is open, showing 'Browse...' (highlighted), 'No file selected.', 'Upload' (highlighted), and 'Cancel' buttons. A PHI warning is visible below the table.

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.

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.

The screenshot shows the 'OnDem Check Entry' page with the 'Attachments' tab selected. Below the navigation bar, it says 'Check Transaction Id: NEXT'. There is a table with columns 'Attached File', 'Description', 'View', and 'Delete'. The table has one row with '1 Refund_Documentation.pdf' in the first column, 'Send with check' in the second column, and 'View' and 'Delete' buttons in the third and fourth columns respectively. A plus sign button is visible at the end of the row.

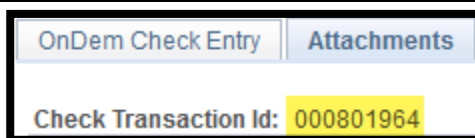
18 Please note the PHI warning regarding all attachments.



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.



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**.



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 = ▾

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	<p>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.</p>
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Chartfield Information

*GL Acct: 482342 *Fund: EDGEN *Org: RES01001 *Function: 00111 *Entity: 00000 Prj/Grant: Source: Purpose:

Processing Information

*Priority Processing: Normal Processing
 Rush Justification Handling:

Approvals

Approver Comments: Please update amount

Approval

▶ BUSINESS_UNIT=NORMN, OU_CHK_TRANS_ID=000801953: **Denied**

Save Return to Search Notify Previous tab Next tab Refresh

[OnDem 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**.

- Regular Entry
- Delete Voucher
- OnDemand Check Entry
- Supplier

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

▼ **Search Criteria**

Business Unit =

Voucher ID begins with

Dept begins with

Invoice Number begins with

Invoice Date =

Short Supplier Name begins with

Supplier ID begins with

Name 1 begins with

Entry Status =

Budget Checking Header Status =

Incomplete Voucher =

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

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



Business Unit	OUHSC	Invoice No	PF1558
Voucher ID	PR240374	Invoice Date	12/06/2021
Voucher Style	Regular Voucher		
OU Voucher Information			
*Priority Processing Normal Processing <input type="button" value="v"/>		Rush Justification Handling Instructions: <input type="text"/> 254 characters remaining	
Approver:	FINBATCH	Approval Date:	12/06/2021
OU Payment Information			
Claim Number:	H222087086	Payment Type:	Warrant
Payment Number:	770240374	Warrant Date:	12/07/2021
Redeemed Date:	12/10/2021	Cancelled Date:	
		OMES Voucher ID:	03355931
		Payee Name:	<input type="text"/>
28	This section will detail payment and redemption status of the OnDemand .		