RCUH Research Corporation
of the University of Hawai'i

ePayments Implementation

In connection with RCUH ePayments implementation, the payment forms will be updated with the following features:

- Remittance Information section: the ability to add up to 30 lines.
- Remittance Information section: the ability to enter data in all Customer Account/Comment fields.
- Remittance Information section: the vendor preferred payment type (ACH, Card, or Check) will be auto-filled.
- Remittance Information section: the ability to override the vendor's preferred payment type (if ACH or Card) and pay the vendor by check.
- File Attachments section: the ability to designate one file attachment to be sent with the ePayment.

Remittance Information

The Remittance Information section will allow you to enter up to 30 lines. A new line will appear as you enter data in each remittance line. The Invoice/Reference Number and Customer Account/Comment fields will be expanded to 45 characters. All Customer Account/Comment fields will be opened up for user-entered data.

Remittance Information:

Remittance Advice

Line	Invoice/Reference Number *	Customer Account/Comment	Amount *
1			
2			
3			
		TOTAL	$0.00

Since Travel, Non-Employee Expense, Personal Auto Mileage, and Petty Cash payments do not have invoices associated with them, the RCUH system will auto-fill the Invoice/Reference Number field after you click Submit to FA. Please refer to the following table for default auto-fill invoice information for each type of payment form:

Payment Form	Invoice/Reference Number (45 characters)	Cust Acct/Comment (45)
PO Payment	User entered	User entered
Authorization for Payment	User entered	User entered
Travel Request	[PO Number] [Leg 1] [Start Date]-[End Date]	User entered
Travel Completion (with Request)	[Pay Req No] [Leg 1] [Start Date]-[End Date]	User entered
Travel Completion (without Request)	[Pay Req No] [Leg 1] [Start Date]-[End Date]	User entered
Non-Employee Expense	[Pay Req No] Non-Emp Exp	User entered
Personal Auto Mileage	[Pay Req No] Mileage [Start Date]-[End Date]	User entered
Petty Cash	[Pay Req No] Petty Cash [Period Beg]-[Period End]	User entered

Vendor Preferred Payment Type

The vendor preferred payment type is the payment method on file with Nvoicepay on the date and time as shown. You will have the ability to override the vendor preferred payment type (if ACH or Card) and pay the vendor by check. These checks will be returned to your fiscal office (they will not be mailed to the vendor).

Vendor preferred payment type ACH as of 9/07/2017 12:15 AM

☑ Override vendor preferred payment type and return this check and remittance advice to fiscal office instead. What's This?

Questions on Remittance? - Call

Name

Phone Number

ePayments Implementation

Please refer to the Payment Type Decision Flowchart and Summary of Vendor Payment Options for more details on vendor preferred payment types.

File Attachments

If the vendor preferred payment type is ACH or Card, you can include one single file attachment with the ePayment to the vendor. The file must be a PDF and under 10MB. Select the file you want to send by checking the "Send w/ePmt" checkbox.

File Attachments: (Click Here to Collapse)

| Browse | Choose File | | Description | | Upload File |

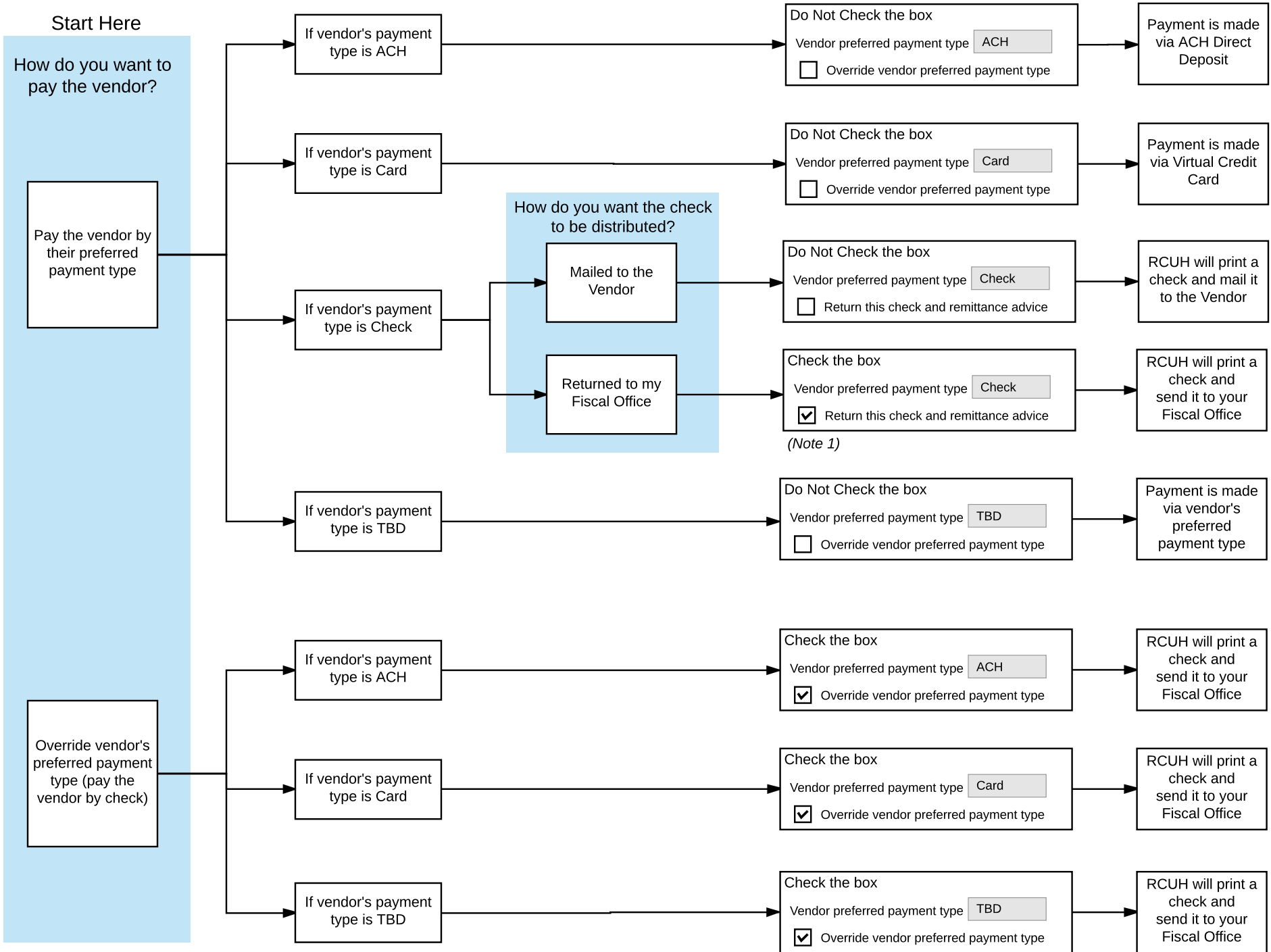| Send w/ePmt What's This?	File Attachment Name	Description	Upload Date	Size	
✔	Invoice_1001.pdf		11/27/2017	276.82 KB	Remove
☐	Invoice_1001.docx		11/27/2017	62.53 KB	Remove

NOTE: If a file attachment must accompany an RCUH check payment, you must request that the check be sent to your Fiscal Office.

Approved Documents and Search All Documents

After the payment is processed, the Approved Documents and Search All Documents listings will be updated with the payment type. The payment type will be updated the next business day after the payment is approved (around 11:00 am).

Req No	Doc No	Type	Proj #	Vendor Name	Amount	Check Dt	Check No	Pmt Type	Approved Date	FA Staff	PI Name	PDF
2000127	RCUH 126	Auth For Pmnt	Various	AIRGAS GASPRO	$1,702.64	11/17/17	1610033	Card	11/16/17 12:30 PM	Mele Menehune	Various	View
2000126	Z10159007	Auth For Pmnt	Various	CONRAD ENTERPRISES INC	$3,052.33	11/17/17	1610032	ACH	11/16/17 11:57 AM	Mele Menehune	Various	View
2000125	RCUH 125	Auth For Pmnt	Various	CITY MILL	$308.36	11/17/17	1610031	Check	11/16/17 11:01 AM	Mele Menehune	Various	View

Payment Type Decision Flowchart

Start Here

How do you want to pay the vendor?

Pay the vendor by their preferred payment type

If vendor's payment type is ACH

Do Not Check the box

Vendor preferred payment type | ACH

☐ Override vendor preferred payment type

→ Payment is made via ACH Direct Deposit

If vendor's payment type is Card

Do Not Check the box

Vendor preferred payment type | Card

☐ Override vendor preferred payment type

→ Payment is made via Virtual Credit Card

If vendor's payment type is Check

How do you want the check to be distributed?

Mailed to the Vendor

Do Not Check the box

Vendor preferred payment type | Check

☐ Return this check and remittance advice

→ RCUH will print a check and mail it to the Vendor

Returned to my Fiscal Office

Check the box

Vendor preferred payment type | Check

☑ Return this check and remittance advice

→ RCUH will print a check and send it to your Fiscal Office

(Note 1)

If vendor's payment type is TBD

Do Not Check the box

Vendor preferred payment type | TBD

☐ Override vendor preferred payment type

→ Payment is made via vendor's preferred payment type

Override vendor's preferred payment type (pay the vendor by check)

If vendor's payment type is ACH

Check the box

Vendor preferred payment type | ACH

☑ Override vendor preferred payment type

→ RCUH will print a check and send it to your Fiscal Office

If vendor's payment type is Card

Check the box

Vendor preferred payment type | Card

☑ Override vendor preferred payment type

→ RCUH will print a check and send it to your Fiscal Office

If vendor's payment type is TBD

Check the box

Vendor preferred payment type | TBD

☑ Override vendor preferred payment type

→ RCUH will print a check and send it to your Fiscal Office

(Note 1)   Check Payments for Travel and Non-Employee Expense will automatically default to be returned to your fiscal office.

Summary of Vendor Payment Options

Vendor Preferred Payment Type	Option Selected	What will happen
ACH	Vendor preferred payment type: ACH — ☐ Override vendor preferred payment type	Payment will be made via ACH Direct Deposit (ACH).
ACH	Vendor preferred payment type: ACH — ☑ Override vendor preferred payment type	RCUH will print a check and send it to your fiscal office.
CARD	Vendor preferred payment type: Card — ☐ Override vendor preferred payment type	Payment will be made via Virtual Credit Card (Card).
CARD	Vendor preferred payment type: Card — ☑ Override vendor preferred payment type	RCUH will print a check and send it to your fiscal office.
CHECK	Vendor preferred payment type: Check — ☐ Return this check and remittance advice	RCUH will print a check and mail it to the Vendor.
CHECK	Vendor preferred payment type: Check — ☑ Return this check and remittance advice	RCUH will print a check and send it to your fiscal office. (Note 1)
TBD (Note 2)	Vendor preferred payment type: TBD — ☐ Override vendor preferred payment type	Payment will be made via ACH, Card, or Check. If payment is check, it will be mailed to the Vendor.
TBD (Note 2)	Vendor preferred payment type: TBD — ☑ Override vendor preferred payment type	RCUH will print a check and send it to your fiscal office. (Note 1)

Notes/Special Cases:

1. Check and TBD payments for PO Advance Payments, Travel Requests with Advance, Travel Completions, and Non-Employee Expenses will automatically default to be returned to your fiscal office. (ACH and Card payments for PO Advances, Travel, and Non-Employee Expenses will be paid via the vendor's preferred payment method).
2. Vendor preferred payment type is the payment method on file with Nvoicepay on the date and time as noted. TBD means "To Be Determined" because RCUH cannot determine the vendor preferred payment method at this time. This may be the case for a vendor that has been newly created in the RCUH Financial Portal and this is the first payment to the vendor.
3. There may be instances when the vendor changes their preferred payment type with Nvoicepay (i.e. from Check to ACH) after the transaction is approved but before the payment is processed.
    a. If Vendor Preferred Payment method displays Check, but vendor subsequently changes their preferred payment method to ACH or Card and
        i.   You leave the above checkbox "☐ Return this check and remittance…" blank, the payment will be made via the vendor's preferred payment method on file at Nvoicepay (ACH or Card).
        ii. You check the above checkbox "☑ Return this check and remittance…", RCUH will print a check and send it to your fiscal office.
    b. If Vendor Preferred Payment method displays ACH or Card, but vendor subsequently changes their preferred payment method to Check and
        i.   You leave the above checkbox "☐ Override vendor preferred payment…" blank, RCUH will print a check and mail it to the vendor.
        ii. You check the above checkbox "☑ Override vendor preferred payment…", RCUH will print a check and send it to your fiscal office.