e-DRF Instructions

HEADER INFORMATION

DRF Date – this date will default to the current date. It can be changed to match an invoice date if applicable but in most cases just use the current date.

Due Date & Post Date – These are read-only fields and will default to the DRF date. These dates can be changed later if needed by USMF accounting staff.

Disbursement Type – one of the following options must be selected:

1. Reimbursement/Payment to Individual – this includes either a campus or non-campus affiliated individual
2. Reimbursement/Payment to Campus – this only includes DRF’s for the following campus payments (UMCP, UMB, UMES, UMBC, UMUC, UMCES). For payments to other USM campuses or to USM affiliated Foundations use the third option.
3. Payment to Outside Organization/Company – any payment not described in option 1 or 2

Make Check Payable to – this is the vendor selection. Select the magnifying glass to open the vendor search window. You will not be able to type a vendor name directly into this field. You must search and select.

1. If the Disbursement Type is Reimbursement/Payment to Individual then you will only see names and id’s and you can search by Vendor Name and type in any part of vendor name and then click on the Search button. For security reasons we are hiding addresses of individuals
2. If the Disbursement Type is Reimbursement/Payment to Campus then you will only see the six campus vendor records for the campuses for which the USMF administers funds. Simply scroll down and double-click on the appropriate campus record
3. If the Disbursement Type is Payment to Outside Organization/Company then all of the organization/company vendor records will be displayed. Both vendor names and addresses are shown and you can do an “All” fields search or narrow search to Vendor Name or Vendor Address field.

If a vendor record is not found a New Vendor form must be submitted to usmf-business-support@usmd.edu. The e-DRF data entry process would stop until you are notified that the vendor record has been created and then you will have to restart a new form.

Vendor ID – this field will be populated based on the vendor name selection. You will not be able to type a vendor id directly into this field.

Address Description/Address –

1. If the Disbursement Type is Reimbursement/Payment to Individual then you will not see an address description or address. You must enter an address. An address description (i.e., home,
office, dorm, etc.) is optional. USMF accounting staff will match this address to the address we have on file and make updates to our records if needed.

2. If the Disbursement Type is Reimbursement/Payment to Campus then you will see the Default campus address description and address. Select the magnifying glass to open the search window for all of the addresses we have for the campus you have selected. You can scroll through, or search, and select a different address to replace the default address if needed.

3. If the Disbursement Type is Payment to Outside Organization/Company then you will see the Default vendor address description and address. Most outside vendors will only have one address but you can select the magnifying glass to open the search window to see and select any additional addresses we might have on file for the selected vendor.

Individual Type/Citizenship - If the Disbursement Type is Reimbursement/Payment to Individual then these fields must be populated

1. Individual Type:
   a. **USMF Employee** – only those employees on the USMF payroll
   b. **USM State Employee** – any University System of Maryland employee
   c. **Non USM Affiliated Individual** – any individual not described in option a or b

2. Citizenship:
   a. **US Citizen**
   b. **Permanent Resident Alien** – if this field is selected you will also be required to provide the **Permanent Resident Alien Expiration Date** in an additional field that will appear on the form after making this selection
   c. **Not a US Citizen**

There are specific paperwork requirements when there is a disbursement to a Permanent Resident Alien or a non-US citizen for work done in the US. Please refer to our web-site for these requirements. e-DRF's submitted without the proper paperwork will be rejected.

Special Mailing/Payment Instructions – enter specific special handling instructions here if needed. This is not required. If the payment needs to be made by wire please note that here and include wiring instructions with your submitted documentation.

Business Purpose – this is a required field. Describing the expenditure is not a valid business purpose. Describing the reason for the expenditure is a valid business purpose.

Institution/College/Department – Use one or all of these fields to filter the Project ID selection to a specific subset of all of the projects in the USMF database

Campus Account - this is only required if the check is being made payable to the UMCP Bursar’s Office.

**DRF EXPENSE LINES**

**Project ID** – Select the magnifying glass and search for and select the appropriate project id. If you have already selected the Institution/College/Department fields then the Project ID window will be populated only with those projects that meet the criteria from those fields
**Project Description** – this field will populate based on the Project ID that has been selected. You will not be able to type in this field.

**Expense Code** – Select the magnifying glass and search for and select the appropriate GL expense code. Please note that the 01-1XXX and 01-2XXX accounts are for USMF internal use only and should not be used by campus requestors. Also, if you are submitting a request for reimbursement from grant funds use the expense codes with the descriptions that begin “Reim SpProg”

**Expense Code Description** - this field will populate based on the Expense Code that has been selected. You will not be able to type into this field.

**Activity Code** – for tax and financial reporting purposes all non-profit expenditures are required to be classified into one of three broad categories. This field will default to Program but should be changed as appropriate.

1. **Program** – any expenditure related to a campus activity including all student and faculty support as well as campus administrative expenses
2. **Fundraising** – any expenditure directly or indirectly related to fundraising
3. **Gen and Admin** - expenditures specific to the operations of the USM Foundation

**Amount** – the US Dollar amount of the disbursement associated with the selected expense code and project id. The form can only accommodate US Dollars. If you need to make a wire payment in foreign currency you cannot use this form.

**Approver** – Based on the Project ID selected, the authorized signers for that project will appear in the search window when you select the magnifying glass. Select the authorized signer to whom you would like to have the form electronically routed to for approval.

**Add/Reset** – Select the appropriate option to add the line to the form or to reset the line to blanks. If you select **Add** you will have the options to **Edit/Delete** that line and/or add additional lines.

**REQUESTOR INFORMATION**

**Requestor Name/Requestor Phone/Requestor E-mail** – these are all required fields

**Requestor Title** – optional

**ATTACHMENTS**

**Browse** to your scanned documentation that supports the disbursement request and select the file (must be PDF format) and the select the **ADD** button on the form. You can **ADD** multiple documents or if you have added the wrong document you can highlight that document in the attachment box on the form and then select the **REMOVE** button.

**SUBMITTING THE FORM**

At any time during data entry you can select the **Reset** button at the bottom of the form to clear the form.
If you want to keep a copy of the form, before submitting, select the Save PDF button. Select OK from the dialog pop-up and then select the arrow on the Save option and then choose Save As to save to your local workstation or network drives.

Select the Submit button to start the electronic approval workflow process – if any required information has been omitted from the form you will see a message detailing the missing fields, otherwise you will get a message that the form was submitted successfully.

************************ IMPORTANT NOTE ************************

If you are submitting a disbursement request for a campus employee you are still required to send in original receipts before we will be able to process the check. You will scan the receipts as back-up to the e-DRF but you will Save and then print the PDF version of the completed e-DRF and send that with the original receipts to the USM Foundation

************************ IMPORTANT NOTE ************************

THE APPROVAL WORKFLOW

The e-DRF will flow as shown below. The form must be approved through each step. If at any point in the process the form gets rejected then the requestor will be notified via e-mail and they will need to re-enter the form with the appropriate corrections from scratch.

Step 1 – Data entry

Step 2 – Campus Approval

Step 3 – USMF form/documentation review

Step 4 – USMF Grant review, if applicable

Step 5 – USMF Foreign Payment review, if applicable

Step 6a – USMF Financial Review 1 (all DRF’s under $5,000)

Step 6b – USMF Financial Review 2 (all DRF’s $5,000 and greater)

Step 7 – USMF Final review and Auto Entry to Financial Edge – If the Disbursement Type is Reimbursement/Payment to Individual and the Individual Type is USM State Employee then the DRF is entered into Financial Edge with a pending status and will be manually released for payment upon receipt of hard copy supporting documents. All other DRF’s are entered into Financial Edge with an Approved status and are ready for payment. The e-DRF form and scanned supporting documents are saved with the DRF record in Financial Edge via PaperSave.