



# UCO Third Party Tuition Payment Request

**USF** UNIVERSITY OF  
SOUTH FLORIDA<sup>®</sup>

# Third Party Tuition Payment Request User Manual

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## GENERAL INFORMATION

- Workflow is an automation of a business process. When one step of the process is complete, workflow advances to the next step.
- Workflow has users. Each user has a workflow logon like Banner users.
- Work is distributed by role. Each role is associated with one or more users. All users in a particular role will receive work to do on their work-list. However, only one user will be able to complete the work. If the work is assigned to a specific user, only that user is capable of completing the work.
- Workflow responsibilities and privileges are also managed by roles. Users have access to different Workflow functions depending on their roles.
- Please [click here](#) for a Banner Workflow
- Begin by logging into the Banner Workflow application with your Banner ID and PASSWORD. Your Banner User ID is the same as Your Net ID; however, the password may be different. Please contact [BannerWorkflowadmin@usf.edu](mailto:BannerWorkflowadmin@usf.edu) if you do not have a Banner ID, or do not have access to Banner Workflow.
- The “Home page” is referred to as your “Work list”.
  - Users receive work to do on their work-list based on their role. However, only one user will be able to complete the work. If the work is assigned to a specific user in a role, only that user is capable of competing the work, and only that user will see the activity.
  - If work is assigned to a role, and not a particular individual in that role the activity will be visible to all members in that role, but only one person can complete the activity.
  - Once you have opened an activity it becomes “reserved” - other members in that role will not see the activity in their work list, unless you release the activity.
- To open an activity, click on the activity in the Work list.

Organization	Workflow	Activity Name	Activity	Priority	Created
USF	<a href="#">125110050</a> Ready		Grant Third Party Student Request	Normal	08-Oct-2014 01:18:49 PM
USF	<a href="#">Third Party Payment Request - U25359705 - 201401 - USF01HSC64020020000642000000000000006402107006 GLE</a> Ready		Third Party Payment Request	Normal	08-Oct-2014 01:14:43 PM

- All activities will have three buttons: “Complete”, “Save and Close” and “Cancel”
- Clicking “Complete” Completes the activity. The Workflow will proceed to the next activity.
- Clicking “Save and Close” will save any changes made, and reserve the task/activity for you to complete.
- Cancel – The changes made on the form will not be saved. The activity will be closed, but it will also appear on your work list, where you can reopen the activity to complete your task.
- To un-reserve the work item:
  - Return to your work list.
  - Click on the magnifying glass to the right of the screen, to open the “Work Item Details” page.

- Click on the Release icon, as shown below:



### Department Third Party Payment Overview

### Grant Third Party Payment Overview

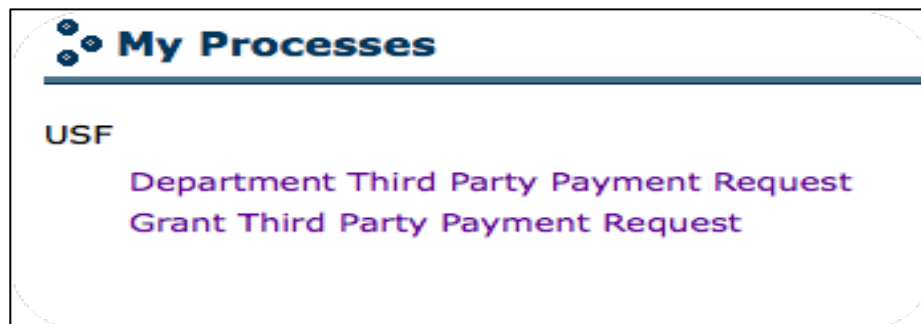
- Tuition must be specified as a Direct Cost item in the project budget. A specific budget account code is assigned at the beginning of the project to earmark funds for tuition expenses.
- Grant Tuition Payment Request forms must be completed and submitted to the appropriate Grants Financial Administrator (GFA) on the transactional team in Research Financial Management. **The form must contain accurate and complete information, including all required chart fields, to be approved.**
- The GFA will review the forms to determine if the charges meet direct costs guidelines and if sufficient budget is available for payment. Incomplete forms will be returned to the originator indicating reason/s for disapproval. Once approved, the forms are then submitted to Student Financial Services for payment of the tuition.
- The Accountable Officer or the Accountable Officer Designee, prior to submission to GFA, must approve the request.

## THIRD PARTY WORKFLOW INITIATING A REQUEST

### INITIATING A THIRD PARTY PAYMENT REQUEST - GRANTS AND DEPARTMENT FUNDS

- Starting the Workflow (Third party payment Request)
  - On the right of the screen, under "User Profile" Click "My Processes".
 

NOTE: All processes/workflows you are authorized to initiate will be listed there.
  - Select "Grant Tuition Payment Request" or "Department Tuition Payment Request" based on the type of fund.



- Enter the **Workflow Specific Name**. *This will help you search for the request later.*
  - *NOTE: Please do not attach any files.*
- Click **“Start Workflow”** then **“OK”** on the following screen.

- The Workflow Instance (Third Party Payment Request), you initiated now appears in your “Work list”. You may need to refresh your work list to view the new request by clicking on “Work list” or refreshing your web browser.
- The work list has four columns. The “Activity” column is the name of the activity that you will perform once you click on the workflow. The “created date” is the date the activity started, not the date the request was initiated. The “priority” is the value assigned when the workflow was initiated. This may be used by the Approvers or UCO, not by the automated process.

Organization	Workflow	Activity	Priority	Created
USF	<b>Grant Third Party Payment Demo</b> Ready	Grant Third Party Student Request	Normal	08-Oct-2014 01:50:13 PM
USF	<b>125110050</b> Performing	Grant Third Party Student Request	Normal	08-Oct-2014 01:18:49 PM

**Activity: Grant/Department Third Party Student Request**

*Specifying the Payment Type, Term, Chatfield information and Student ID's*

- You must select the Payment Type from the drop-down list.
  - Select “Tuition Payment”, if you are making a payment.
  - Select “Tuition Payment Reversal”, if you are withdrawing a payment.
- You must enter the Business Unit, Operating Unit, Department, Fund, Account, Product and Initiative.
- You must enter at least one Student ID, and may enter as many as ten.
- Prior to completing the activity, a “Submission Decision” must be selected. The options are to “Submit” and “Terminate” as shown below:

To review and initiate payment request select '**Submit**'.

To terminate this request, select '**Terminate**'.

\* Submission Decision

Submit  Terminate

Click '**Complete**' , to complete this step.

Click '**Save and close**', to save your work and return to your worklist.

Click '**Cancel**' to return to your worklist without saving

**Complete** **Save & Close** **Cancel**

- "Terminate" will stop the request. It will no longer appear in your work list. It will not be forwarded for Approval.
- "Submit" will validate the chart field information and Student IDs.
  - If the chart field and all Student ID's are valid, the workflow will close and progress to the next activity. (You must also complete the next activity).
    - If the chart field or any of the Student ID's is not valid, the workflow will close, but will not progress to the next activity. The workflow will return to the current activity. You will need to update the information.

#### Reminder

- All activities will have three buttons "Complete" "Save and Close" and "Cancel"
- Clicking "Complete" Completes the activity and that the Workflow will proceed to the next activity.
- If you have not completed your work and wish to "reserve" it for later, click on save and close button.
- Cancel – The changes made on the form will not be saved, but the activity will be closed, and can be accessed from your work list later.

**Part 4: Please Enter Student U#**

**\*\*You must enter at least 1 student**

\* 1. Student ID:  Incorrect U#. Student Information is not displayed

2. Student ID:

Garrick  U92  Term Charges(Excluding Third Party Payments): 100.00

3. Student ID:

4. Student ID:

5. Student ID:

**Activity: Grant Third Party Student Request Review**  
*Selecting the Approvers*

- All third party payment requests must be approved either by the Accountable Officer or the Accountable Officer Designee. In this activity you will have the ability to select the approver (An Accountable Officer to designee), and the Research Financial Management Approver (GRANT ONLY)
  - If the AO is selected as the approver, All designees will have the ability to sign off on the request, providing:
    - The user has an account in Banner Workflow
    - The user is a proxy for the Accountable Officer in Banner Workflow.

**[Proxy: This is the same concept as designees. However, since FAST and Banner Workflow are separate applications, designees have to be defined in banner Workflow as well as FAST.]**
  - If you select a designee as the approver, only the selected designee, and their Banner workflow proxies will be able to sign off on the request.
 

**NOTE: Only designees and Accountable Officers for the chart field in FAST will be able to successfully complete this activity.**
- For Grant **Tuition Payments** approval is required from Research Financial Management (RFM).
  - Enter the RFM representative Banner ID (This is the same as NETID) and the RFM email address.
    - **NOTE: This is not required for Department Tuition Payment and will not be visible for this type of request**
- Prior to completing the activity, a “Submission Decision” must be selected. The options are to “Submit” and “Terminate”.
  - “Terminate” will stop the request. It will no longer appear in your work list. It will not be forwarded for Approval.
  - “Submit” will allow the workflow to move to the next activity, which will allow you to enter the payment amounts for each student.

#### Reminder

- All activities will have three buttons “Complete” “Save and Close” and “Cancel”
- Clicking “Complete” Completes the activity and that the Workflow will proceed to the next activity.
- If you have not completed your work and wish to “reserve” it for later, click on save and close button.
- Cancel – The changes made on the form will not be saved, but the activity will be closed, and can be accessed from your work list later.

### Activity: Grant Third Party Student Details *Entering Tuition Payment Details*

- This is the last activity you will need to perform. After completing the activity the request will be submitted to the selected Department Approver. The activity will not appear in your work list.
- A single workflow activity will be created for each student. Refresh your work list to access these work items.
- This activity will contain the student bill for the term entered, and will allow you to enter payments for tuition and other fees such as health insurance.
- If you are requesting a tuition payment, please enter a dollar amount.
- If you are requesting a tuition payment reversal, please enter a **negative** amount. The tuition payment will be reduced by the amount entered.
- Prior to completing the activity, a “Submission Decision” must be selected. The options are to “Submit” and “Terminate”.
  - “Terminate” will stop the request. It will no longer appear in your work list. It will not be forwarded for Approval.
  - “Submit” will forward the request to the selected Department Approver for approval.
- At this point the request will not be available in your work list; however, the Department Approver, The RFM Approver, or UCO may return it to you. The request will also be available in your queue once UCO has processed your request with an activity name “Billing Invoice”



## THIRD PARTY WORKFLOW DEPARTMENT APPROVAL

### Approving A Payment Request – Accountable Officers and Designees

#### Activity: Department Approval *Department Approval*

- This is the only activity that Accountable officers or Designees completes.
- Only the Accountable Officer or Accountable Officer Designee can approve/deny the request. However, the request cannot be approved by the initiator/Requestor/Submitter.
- If the requestor submitted the request to the AO then all designees who are also proxies for the Accountable Officer in Banner Workflow will have access to the request and may sign off on the request (except the initiator).
- If the requestor submitted the request to a designee then the request will be available to the designee and any individuals who are proxies. However, only designees as defined in FAST will be able to approve or deny the request.
- If a Banner Workflow Proxy, who is not a designee or an AO attempts to approve or deny the request, Banner Workflow will not complete the activity, and the workflow will not progress to the next activity.
- Prior to completing the activity, a "Submission Decision" must be selected. The options are to "Approve", "Deny"
  - Approved Requests:
    - For Grant Third party payments the request is submitted to RFM for approval.
    - For Department Third party payments, the request is submitted to UCO for processing.
  - Denied requests are returned to the Initiator. The Initiator must then terminate the request, or make any necessary adjustment and resubmit for approval.

Please process the tuition payment requested	
To approve the request, select ' <b>Approve</b> '.	
To deny this request, select ' <b>Deny</b> '. (**Please add a reason for denial**).	
* Submission Decision	
<input checked="" type="radio"/> Approve	<input type="radio"/> Deny (**Please add a reason for denial**)
Submission Comments:	<input type="text"/>
Click ' <b>Complete</b> ', to complete this step. This will end the workflow. Please make sure to print a copy for your records.	
Click ' <b>Save and close</b> ', to save your work and return to your worklist.	
Click ' <b>Cancel</b> ' to return to your worklist without saving.	
<input type="button" value="Complete"/>	<input type="button" value="Save &amp; Close"/> <input type="button" value="Cancel"/>

# THIRD PARTY WORKLFO RESEARCH FINANCIAL MANAGEMENT APPROVAL

## Approving A Payment Request – Research Financial Management (GRANTS ONLY)

Activity: Grant Approval  
RFM Approval  
**\*\*Grant Tuition Payment ONLY\*\***

- This is the only activity RFM Completes.
- An email notification will be delivered to the RFM Approver, based on the email entered by the requestor.
- The Approval request will be visible to the RFM Approver specified by the requestor.
- Prior to completing the activity, a “Submission Decision” must be selected. The options are to “Approve”, “Deny”, “Return to Approver”, “Reassign to Another RFM Approver”
  - Approve: The request is submitted to UCO for processing.
  - Deny: The request is returned to the Initiator. The Initiator must then terminate the request, or make any necessary adjustment and resubmit for approval.
  - Returned to Approver: The request is returned to the Department Approver.
  - Reassign: The request is reassigned to the specified RFM Approver.

Please process the tuition payment requested

I have verified that the project is active in FAST; budget exists for the payment of tuition and fees requested, and the project end date has not been reached.

To approve the request, select '**Approve**'.

To deny this request, select '**Deny**'. (\*\*Please add a reason for denial\*\*).

\* Submission Decision

Approve       Deny (\*\*Please add a reason for denial\*\*)       Return to Approver       Reassign to Another RFM Approver

Submitted To: RFM

RFM Approver Re-assignment

Reassigned To:

Email:

Submission Comments:

Click '**Complete**', to complete this step. This will end the workflow. Please make sure to print a copy for your records.

Click '**Save and close**', to save your work and return to your worklist.

Click '**Cancel**' to return to your worklist without saving.

## Processing a Third Party Payment Request - University Controller Office

### Activity UCO Processing.

- Once UCO has processed your request. The Third party payment Tuition request workflow is returned to the requestor via Banner Workflow.

### Activity: Billing Invoice

#### *Billing Invoice*

- Once UCO has processed your request. The Third party payment Tuition request workflow will be assigned to you.
- The activity is called "Billing Invoice"
- Print and file a copy. Click File→ Print in web browser.
- Click complete. This will end the request, removing it from the requestor work list.