



Weill Cornell Medicine

Information Technologies & Services

eForms FAQs

The WCM Finance team and Administrative Computing Group (ACG) appreciates the interest and excitement many have expressed in anticipation of the two new eForms coming July 11 - Payment Requisition and Travel & Business Expense Reimbursement.

In response to some common questions, please note important eForms FAQs below. You may wish to save or print this email as a helpful reference.

eForms FAQs

General questions

What is an eForm?

eForm is short for “electronic form.” eForms are paperless alternatives to common finance forms.

Which eForms are currently available at WCM?

Currently, there are three eForms available at WCM:

- New Fund Request – For requesting the creation of a new fund (Specific user group)
- Payment Requisition (PR) – For one-time WCM-related expenses
- Travel & Business Expense Reimbursement (T&E) – For reimbursement of overnight travel

Should I still use JIRA for Payment Requisitions and Travel & Business Expense Reimbursements?

No, as of July 11, 2016 you will no longer use JIRA to process PR or T&E requests.

Should I still use JIRA for Invoice on PO?

Yes. Continue to use JIRA for Invoice on PO submissions.

Should we use WCM Payment Requisition and Travel & Business Expense eForms for Radiology Joint Venture Payment Requisitions?

This eForms conversion only applies to WCM. It does *not* apply to Radiology Joint Venture (RAJV) Payment Requisitions. RAJV must still use JIRA to submit.

Should NYPH employees use eForms?

NYPH users should only use Payment Requisition eForms. When creating a Payment Requisition, the NYPH user should select "VENDOR" as the payee type (Not "self" or "other employee"). If the vendor number is not found, then please select "UNKNOWN" (W-9 required) and submit.

When do WCM employees gain access to PR and T&E eForms?

All **active WCM employees** will gain access to fill out and submit a T&E or Payment Requisition eForms by default on July 11. New employees after July 11 will also gain this access by default (No System Access Request required)

How can a non-WCM employee gain access to use PR and T&E eForms?

Only active WCM employees can use and submit an eForms request. Non-WCM employees must have WCM employees submit the eForms on their behalf.

Can I track the status of eForms I submit?

Yes, you can track the status of a submitted T&E or Payment Requisition eForms via the eForms Monitor, under the "Workflow Log" tab

Should we still use JIRA to submit Payment Requisitions and Travel & Business Expense Reimbursements?

No, this conversion will eliminate use of JIRA for submitting T&E and Payment Requisition PDF paper forms on July 11, but the system will continue to be available for viewing historical JIRA requests only.

Our department uses petty cash reimbursements for amounts under \$400. Do we have to use the eForms system now?

No, the current petty cash disbursement process will remain the same for reimbursements under \$400. You also now have the option for a check payment that can be initiated through the eForms process if you prefer.

Creating and submitting eForms

Can I attach multiple invoices on one Payment Requisition for same vendor?

Only **one** vendor invoice/credit memo can be submitted for a single eForms Payment Requisition at a time, even it is for the same vendor.

Where can I find the Per Diem policy and rate information?

WCM Per Diem policy and rate information can be found on the Finance Intranet site:

<http://intranet.med.cornell.edu/finance/faq/accounts-payable.html>

Do I need to include a detailed reason for reimbursement?

Yes. Please be sure to include detailed business reason for reimbursement in stage 2 of eForms.

If I submit a PR or T&E on behalf of another employee, do I need their signature?

Yes. Payment Requisitions or T&Es submitted on behalf of other employee must contain that employee's wet signature on the eForms PDF document before submission. Email approvals will not be

accepted as Employee Verification (This process is governed by strict audit policies and no exceptions will be made.)

Are electronic signatures acceptable?

Yes, you may use the electronic signature tool available in Adobe PDFs, but there is no built-in electronic signature tool in eForms.

Do I still need to get my manager’s approval and signature, or will they approve the eForm in the system?

Based on your department’s own internal approval process needs, employees are encouraged to acquire a wet signature on the eForms PDF document from their direct supervisor/manager before submitting the eForms. The eForms workflow will only route the request to levels 1, 2 and 3 mentioned above. Please see below for more details on eForms approval workflow.

I would like to have a reimbursement check sent to my home. Where do I update WCM employee mailing address information?

WCM employee mailing address information can be updated in ESS (Employee Self Service). Accounts Payable does not update this information

Will I be notified when my eForms request has been completed?

Yes, the eForms process will end once an SAP document number is posted for the submitted request. When this occurs the submitter will receive a confirmation email from: WBG-NOTIFICATION@med.cornell.edu (If you do not receive the notification, please double check your clutter or junk folders)

Vendors

- **Please Ensure that the Vendor Invoice Number and Vendor Invoice Date information is entered in eForms exactly the way it is on the actual invoice/credit memo document**
- **Please ensure the eForms vendor remittance information matches the remittance information on the actual invoice document**

How do I search for a vendor number?

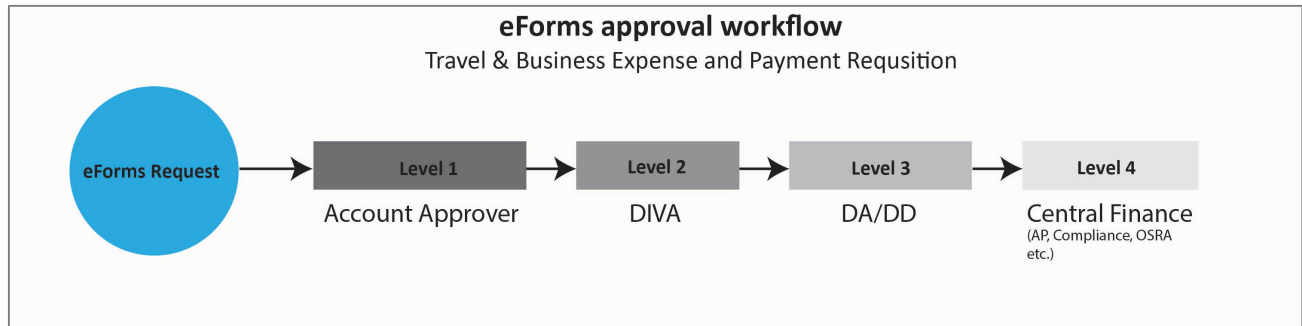
You are encouraged to use the “Vendor Master Data” BI report to locate the required vendor # prior to using eForms. If you are searching for a vendor via the “Vendor #” drop-down in stage 1 of eForms, then remember to use an asterisk (*) before and after the text that is entered to perform the search – This should be done under both “Vendor Name” and “Extended Name” fields to confirm the vendor does or does not exist.

eForms Approval Workflow

What is the approval workflow for the PR and T&E eForms?

The departmental workflow surrounding the T&E and Payment Requisition eForms has been streamlined to provide three levels of approval:

- **Level 1:** Account approval based on the Fund/WBS element used in the eForms (See additional information below)
- **Level 2:** Approval based on the Division Administrator (if any) of the requester or traveler
- **Level 3:** Approval based on the Department Administrator/Department Designee of the requester or traveler



There are people in my department who manage a Fund or WBS element but they are not a DA/DD/DiVa. Will they be authorized to approve an eForm?

If there are certain individuals in your department who manage a Fund or WBS element but are not a DA/DD/DiVa today, you can add them as an authorized Level 1 Account Approver. This means that if an eForm is submitted against that Fund/WBS element, that individual will be required to approve the request before it reaches Levels 2 and 3. ***If you would like to designate any Level 1 Account Approvers, DAS should submit a System Access Request and select either “T&E First Level Approver” or “Payment Req. First Level Approver” options.*** All designated Level 1 Account Approvers must complete training in WTMS before receiving approval rights.

Do Level 1 approvers need to go through training?

Yes, all designated Level 1 Account Approvers ***must*** complete training in WTMS before receiving approval rights. Please note that this may also require additional training in the Universal Worklist.

Training and Communications

How do I learn how to use eForms?


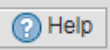
The bulk of training for the two new eForms will be self-paced. Self-paced training videos and job aids are available below. You can also find the two videos on the ITS YouTube channel on the Weill Business Gateway Playlist. (To find the ITS YouTube channel, go to its.weill.cornell.edu and click the YouTube icon at the bottom of the home screen.

- o [Training video: eForms Payment Requisitions](#)
- o [Training video: eForms Travel & Expense Reimbursement](#)
- o [Job Aid: Payment Requisition eForm](#)
- o [Job Aid: Travel & Business Expense Reimbursement eForm](#)

Can I schedule an in-person eForms training session?

Sure! If you would like to arrange an in-person eForms training session for your department, email ITS-Training@med.cornell.edu and we'll help you set something up.

Questions? Feedback?

- For more help navigating through the eForms, refer to the training material above or email its-training@med.cornell.edu. For technical issues, please contact the Service Desk.
- For questions on policy, please refer to the policy documentation available in the eForms application  Policy  Help or contact Desrine Matthews Wright, Sr. Account Administrator, dmm2006@med.cornell.edu or Paul Brown, Manager, pmb2004@med.cornell.edu in Accounts Payable.
- For general eForms feedback please email its-communications@med.cornell.edu. We'll continue to improve the application based on your feedback.

Thank you very much for your continued cooperation.