Promotion of the Changes to the eCheck System

In May of this year an announcement was made (see http://www6.miami.edu/accounts-payable/echeck_forms/eCHECK_Changes.pdf) that informed of the severely curtailed use of the eCheck system starting in fiscal year 2013. The eCheck process was originally intended to facilitate one-time payments for ad hoc procurements. Over time, this process has drifted from the original intent and had been used excessively for repeat payments.

Throughout June, Disbursements and Sponsored Programs have enacted a “soft” implementation focused on educating eCheck preparers on the upcoming eCheck changes and advising of the most appropriate payment methods. We received feedback from many departments during June, which has been used to update and refine the revised eCheck policy (D-010E): http://www.miami.edu/controller/policies/D010E.pdf. We have also met with many departments to review their current payments and advise of the most appropriate payment methods going forward. Through these meetings, a University of Miami Payment Matrix has been created:

http://www.miami.edu/accounts-payable/echeck_forms/PYMT_MATRIX_BY_PYMT_TYPE.xlsx.

Changes to the eCheck eForm will be made effective in UMeNET in July. The changes will be as follows:

**Phase 1 – Changes effective Wednesday, July 4th**

- **eCheck Approval Flow**: All eChecks, regardless of the dollar amount, will require approval from a central office (Disbursements or the appropriate Sponsored Programs Office).
- **Internal Distribution**: eChecks for Petty Cash and Travel Advances that are marked ‘held for pickup’ will not require your VP’s approval. However, all other eChecks to be held for pickup will require approval from both your VP and the Controller’s Office. The “Exempt from VP Signature” field will no longer be available.
- **Payment Types**: Eleven (11) payment types will be removed from the eCheck system and four (4) new payment types will be added. Here is the new list of available payment types:
  - 02 Honorarium - Non Resident Aliens
  - 03 Honorarium - US Nationals
  - 07 Legal Settlement
  - 10 Payroll Office
  - 11 Petty Cash
  - 13 Refund
Object Codes: The list of available object codes for each payment type has been adjusted to remove those items that are not appropriate for the eCheck payment method.

Phase 2 – Changes effective Friday, July 13th

- **eCheck Vendors:** All existing eCheck or “C” vendors will be removed from the eCheck system. All eCheck payees will need to be recreated as “E” vendors, which will be subject to review and approval by Disbursements and Sponsored Programs. No changes will be made to vendorized vendors, who will continue to appear in eCheck for payee selection.

- **eCheck Payee screen:** The order of the fields of the first eCheck screen will change to: Title, Payment Type, Payee, Amount

- **Create a New Payee screen:** The Payee’s tax information fields will be the first to be completed when creating a new “E” vendor. A Tax ID, SSN, or UM ID number will be required for all eCheck payments with the exception of Refunds. A W-9 must accompany all eChecks containing new “E” vendors. If the SSN or UM ID matches that of a current or past employee, the Payee Name field will auto populate with the name information available in DHRS.

Thank you for your support - we have appreciated the questions and suggestions received during this process and appreciate your efforts to improve the University’s internal controls.

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