8/9/2013

To: All Ariba eBERF and eCheck preparers and approvers

From: Office of the Controller

Hardcopy Receipts No Longer Required by Central Offices for eCheck and eBERF Requests

On Monday, August 12, you will see a notice in eVeritas announcing an exciting change in the eBERF and eCheck process. Effective that day, printed and paper copies of receipts to support payment requests via the eCheck and eBERF processes will no longer be required by central offices. Instead, Disbursements and the Office of Research Administration will accept scanned images attached in Ariba. IT has developed a way to seamlessly transport these images (including the cover page) from Ariba directly into the document management system where they will be viewable in DMAS when the transaction is posted.

Previously, preparers had to send cover pages and the hardcopy receipts to Disbursements or Office of Research Administration (ORA) before final approval would be granted. This caused not only delays in reimbursement, but also duplicative efforts where hardcopies had to be re-scanned for input to DMAS. Not only is the new process more efficient, it will result in more timely reimbursements and more timely availability of document images in the financial system.

Final approval by Disbursements or ORA will signify that schools, colleges, or units can destroy the hardcopies. Until that approval is obtained, these areas should retain the hardcopies in the event the scanned image is incomplete or illegible. Preparers should inquire with their colleges, schools, or units to determine where to send the hardcopy packet until final approval is obtained. Note: if a particular set of documents is under a "litigation hold", those documents cannot be destroyed until the Office of General Counsel releases the hold.

Once final approval is obtained, the official University record supporting these transactions will be the electronic image.

The combined efforts of Disbursements, the Office of Research Administration, Document Management, college business officers, and Information Technology helped make this enhancement possible.

A FAQ document was created to provide additional information on this procedural change: **https://umshare.miami.edu/web/wda/accountspayable/Disbursement/Original_Document_Change_FAQs.pdf**.
For more information on eCheck and eBERF policies and procedures please visit:
http://www.miami.edu/finance/index.php/accounts_payable/disbursements_office/.
Questions regarding this change may be directed to **Elsa Liauwapau, Director – Accounts Payable at eliauwapau@miami.edu**.