Remittance Forms Training Guide

QUEEN’S UNIVERSITY
ACQUIRE TEAM
The following tutorial will provide step-by-step instructions of how to complete and submit a Remittance Form within the Queen’s University acQuire e-Procurement system.

Time to review this tutorial is estimated at 30 minutes.

Time to complete this action (each form individually) in acQuire is estimated at under 10 minutes.

ACQUIRE FORMS

As an acQuire user, you have access to fill out certain acQuire forms.

- **Payment Request Form** – the new Cheque Requisition form
- **Research Fund Transfer Form** – to be utilized for the transfer of Research Funds only (TRAQ number must be in existence)
- **One-Time Payment Form** – to be used for payments to suppliers that will be made one time only (no further payments to be made)

PAYMENT REQUEST FORM (PRF)

The Payment Request Form is used when an invoice needs to be paid for a good or service purchased that is not payable using a Purchase Order or PCARD.

**Note:** This tutorial offers instructions on how to fill out the form as a Shopper. If you are a Requester filling the form out, you will have full Requisition completion access, so will see more than what is detailed here once in the cart checkout stages.

**Step 1:** Access Form (you have two options)

**Option 1** – From the Shop at the Top section

- Click the **Forms** link on the Home Page
Then click **Payment Request Form**

**Option 2 – Form Stickers**

- Scroll to the bottom of the page where you will find the **Form Stickers**.
- Click on the **Payment Request Form**.

**Step 2:** Search for your Supplier

**Note:** If you are paying a Supplier with a different currency, make sure to change the currency to **US**, **GBP** or **EUR** from the drop down. Check the **Remit to Address**, to ensure it is correct. The available currencies available in acQuire are CDN, USD, GBP and EURO. To use another currency you can convert to CDN using the exchange rates at: [http://www.bankofcanada.ca/rates/exchange/daily-exchange-rates/](http://www.bankofcanada.ca/rates/exchange/daily-exchange-rates/). Ensure you include the preferred remittance currency and the value in the Comments tab. Also ensure the supplier you are purchasing from is set up to receive wire (or bank draft) remittances, ahead of submitting the Form (the supplier address options available for selection previously should detail whether WIRE or BANK DRAFT is an available option).
Step 3: Were you able to find your Supplier? Select one of the 3 choices from the drop down as appropriate.

Were you able to find your Supplier? 
Is the payment method listed beside MAIN correct from the Supplier search?

Please select...
YES
YES - Different Payment Method Needed - Proceed to Create New Supplier Section
NO - Proceed to Create New Supplier Section

Step 4: If you selected the latter 2 in Step 3, proceed to Section 1b. Fill out this section completely. If you have banking information, please send it separately to the email provided. When finished, you may continue filling out your form.
Step 5: Fill in your Invoice Number and Date.

Note: IF you have a Rush Payment, you must check the box to pay the Rush Payment fee. You cannot change the pay terms to Net 0.

Step 6: Enter the Description of your invoice, the Amount and Quantity.

Note: If you have more than one chartfield to use there are 10 other lines available for you to utilize.

Note: Enter the subtotal of the invoice in the Unit Price. The HST value is added automatically. If you do not enter a Quantity of 1 (only 1 always) you will not see an amount on your Requisition.
**Step 7:** Payment Methods.

If you have special instructions for the expected cheque, leave a descriptive message in the box provided.

- Please see instructions for Wire & Bank Drafts. You must ensure the Supplier chosen in Section 1a has WIR listed as method of payment.

**Step 8:** Ensure you attach invoices and documentation with your form. Make sure to choose one of the two options from the drop down. If you have lost your original documentation leave a descriptive explanation in the box provided.

**Step 9a:** After your form is completed scroll to the top of the page. Select “Add and go to Cart” from the drop down and click Go.
Step 9b (optional): If you have more than one invoice for the same supplier but don’t want to fill out another form

- At the top of the page, instead of selecting “Add and go to Cart” you can select “Add to cart and Return”. This will leave your supplier information on the page. Next steps include filling in the next Invoice Number, Amount and Description. When you are finished adding all your invoices scroll back to the top and click go.

Step 10: After you click “Add and go to Cart” it will take you to your Shopping Cart. Here you can name your Shopping Cart (optional but recommended) and you will choose your Category Code (the category code you choose drives your Account ID).
Step 10a: Click the search key for the category code. If you know what the code starts with, you can enter it or enter a description ex. “paper” and click search or just click search to see all the available codes.

Step 10b: Select the description.

Step 11: Submit (two options)

Option 1 – Assign Cart

- Click Assign Cart
- Here you will search for an assignee to assign your cart to
- Click Search Assignee

- Enter the name of the person, their User Name, Email Address or Department and click Search.

- Select your Assignee
- You can leave a note to your assignee, which will appear in the Comment tab of the Requisition.
- Click Assign

**Option 2: Proceed to Checkout**

- Click “Proceed to Checkout”

**Note:** If completing the form as a shopper, your access at this stage is limited. You will likely always see at least one red triangle in the progress tracking bar, which indicates there are sections on the Requisition that still require completion.
Shipping

- Search for your shipping address here. You can also set this up in your default settings in your profile.

  ![Shipping Image]

  - Click **Select** and **save**

Billing

- Billing Address is the location the Invoice has been issued to.
- The Bill To “Billing Address” should be pre-populated for you as the Queen’s Financial Services office location and Accounts Payable email address. If it’s not, click the edit button to add the location (QUE002)
Note: Credit Card Info is unavailable for editing. Billing Options, Accounting Date -> will populate for you. No editing/assigning of a date is required here.

Accounting Codes

- You do not have access to complete this section

Step 12: Now that you have filled in all the tabs, assign the cart.
Click Search Assignee

Enter the name of the person, their User Name, Email Address or Department and click Search.

You can leave a note to your assignee, which will appear in the comment tab in the Requisition.
- Click Assign

**Step 13:** Your Cart has now been assigned.
RESEARCH FUND TRANSFER FORM (RFT)

The Research Fund Transfer form is for Research Funds being transferred to another Institution through an Inter-Institutional Agreement or Transfer Letter.

**Note:** This tutorial offers instructions on how to fill out the form as a Shopper. If you are a Requester filling the form out, you will have full Requisition completion access, so will see more than what is detailed here once in the cart checkout stages.

**Step 1:** Access Form (two options)

**Option 1:** Forms Link

From the **Shop At the Top** section of your home page

- Click **Forms**

- Click the **Research Fund Transfer Form**.
Option 2: Homepage Sticker

From your homepage, scroll to the bottom of the page where you will find the form stickers.

- **Click Research Fund Transfer Form**

  Step 2: Fill in Traq Number and Project

  *Note:* These are required fields. You will need them to submit your form.

  ![Research Fund Transfer Form](image)

  **Step 3:** Enter the name of your supplier or perform a search for your supplier

  **1a. Search for Supplier**

  Type the name of Supplier (it can search by partial names) in the search field and select from drop down if the Supplier exists in the system.

  *Note:* If the Supplier cannot be found please use Supplier Cannot Be Found in the list.
**Step 3a:** Make sure the supplier information is correct.

**Step 4:** Choose one of the following from the drop down menu. If you chose the singular **YES** proceed to **Step 5** otherwise continue with **Step 4a**

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**Step 4a:** If you cannot find the Supplier you are looking for, fill out **Section 1b** to set up a new supplier. When 1b is completed, you can finish filling out your form.
Step 5: Fill in Invoice information (Date and Invoice Number)

Step 6: Fill in Description of invoice, amount of Invoice and a quantity of item. You have 10 lines to utilize if you have multiple chartfields/items on your invoice.

Note: If you do not fill in the quantity, you will not see an amount in your Requisition.
**Step 7:** If you have specific handling instructions for the expected cheque or enclosures, leave a detailed description in the cheque handling section for your Requester.
**Step 8:** Attach Invoice and all related documentation. If you have missing documentation, please leave a detailed explanation in the space provided.

**Step 9:** After reviewing your form and completing all sections scroll to the top of the page, click “Add to Cart” from the drop down and click “Go”.

**Step 10:** Review your shopping cart. You can name your cart (optional but recommended). Please choose your category code.

**Step 11:** Search for the Research Transfer Category Code
Note: Always use Research Transfer Code 00000000 for the Research Fund Transfer Form.

Step 12: Assign Cart or Proceed to Checkout.

Step 12a: Assign Cart

- Click Assign Cart
- Search for an Assignee
- Enter your **Requester name** in the search and click **search**

**User Search**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Results Per Page</td>
<td>10</td>
</tr>
</tbody>
</table>

- Leave a comment for your Requester in the “**Note to Assignee**” and then click **Assign**.

- **Your Cart has now been assigned**
- You can view your cart in your draft carts list, until it has been submitted or via the Documents Search page.
Step 12b: Proceed to Checkout.

- Click Proceed to Checkout

Note: Shoppers will have limited access here – Requesters will have full access.

You can fill out the Shipping, Billing, Internal Notes & Attachments and External Notes & Attachments. You must ensure these are complete before assigning your cart.

Note: If you see a red triangle on a tab on the progress tracking bar, it means it has not yet been completed sufficiently enough for the Requisition to be submitted.

- Shipping Tab
**Billing Tab**

- **Note:** Shoppers do not have access to edit the Accounting Codes tab. If you are acting as a Shopper, and you wish to give your Requester chartfields to assign to the order, you can leave a comment in the “Comments” tab or leave a note in the note to assignee when you assign your cart. It will also show in the comments tab.

**Comment Tab** – select Add Comment if you want leave your Requester specific instructions

- Now that all your tabs have green checkmarks click “Assign Cart”
- **Search for your Assignee** – click Search
  - Enter last name, first name, user name, email or department and click search

- **Select Assignee**

- **Click Assign**
You will now see that your Cart **has been assigned**

You can view your Requisition in your draft carts list and unassign if needed, until the requisition has been submitted by the assignee. After your cart is submitted, you can view it via the Document Search Page.
ONE TIME PAYMENT FORM (OTP)

The One Time Payment Form should only be used for low dollar payments to Suppliers that you only plan to pay one time. This form is only used to pay Canadian and US Suppliers by cheque. If you will be using the supplier more than once or require a different method of payment do not use this form. Set up the Supplier using the acQuire Supplier Request Form and proceed to use the Payment Request Form.

**Note:** This tutorial offers instructions on how to fill out the form as a Shopper. If you are a Requester filling the form out, you will have full Requisition completion access, so will see more than what is detailed here once in the cart checkout stages.

**Step 1:** Access Form (two options)

**Option 1:** From the Shop at the Top section of your homepage

- Click the One Time Payment Form

**Option 2:** Scroll to the bottom of the page where you will find the form stickers

- Click the One Time Payment Form
**Step 2:** Fill in Payee Information and address accurately and completely.

*Note: Make sure to select the right Province/State and Country*

![Payee Information](image)

*Note: Do not change the Supplier. It should always be “SNGLMSC”. If you are paying a regular supplier, you should not be using this form. Be sure to change the Currency to USD when paying a US Supplier.*

![Supplier Information](image)

**Step 3:** If you have special mailing instructions, leave a detailed message to the Requester in the Cheque Handling section.

![Cheque Handling](image)
Step 4: Fill in the Invoice Number and Date

• Add Description of invoice in the description box
• Fill in a pre-tax sub-total of invoice and quantity. The Quantity is required. If you do not fill this out you will not see the amount on the Requesition.
• There are 10 lines to utilize for invoices with multiple chartfields/line items.

Step 5: Scan and attach invoice and select “Original Invoices Attached” from the drop down.

• If you do not have an invoice or have lost it select “Original Invoice Missing” and give a detailed explanation as to why they are missing

Step 6: Once your form is correct and complete, scroll to the top of the page and select “Add and go to Cart” from the drop down. Then click “Go”.

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This will take you to your shopping cart. Here you are able to **Name your cart** (Optional but recommended). You will also choose your **Category (Commodity) Code** by clicking the magnifying glass (the category code drive the Account ID).

**Step 7:** If you know the commodity code enter it in numerical form in the first line **“Code starts with...”**. If you do not know the code, enter the description in the **“Description contains...”** line. Then click **Search**.

**Step 8:** Select your Category Code
This will bring you back to your shopping cart. You now have two options. Proceed to Checkout or Assign Cart.

**Option 1**: Assign Cart.

- Click the **Assign Cart** button.

- **Search for Assignee**
  - Enter last name, first name, user name, email or department
  - Click **search**
  - Select your Requester
- Leave a note for the Requester. Then click **Assign**.

- You will then see that your **Cart has been assigned**

**Option 2**: Proceed to Checkout

**Note**: If filling out the form as a Shopper, you will have limited access here. Requesters will have full access.

- You can fill out the Shipping, Billing. You must ensure these are completed before Assigning your cart.

**Note**: If you see a red triangle on a tab on the progress tracking bar, it means that section has not yet been completed.
Note: If completing the order as a Shopper, you will not have access to edit the Accounting Codes tab (Requesters will). If you wish to give your requester chartfields you can leave a comment in the “Comments” tab or leave a note in the note to assignee when you assign your cart. It will also show in the comments tab.

- Now that all your tabs have green check marks click “Assign Cart”
- Search for Assignee
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