UNIVERSITY OF OREGON
FOUNDATION

CDR Instructions: Preparers

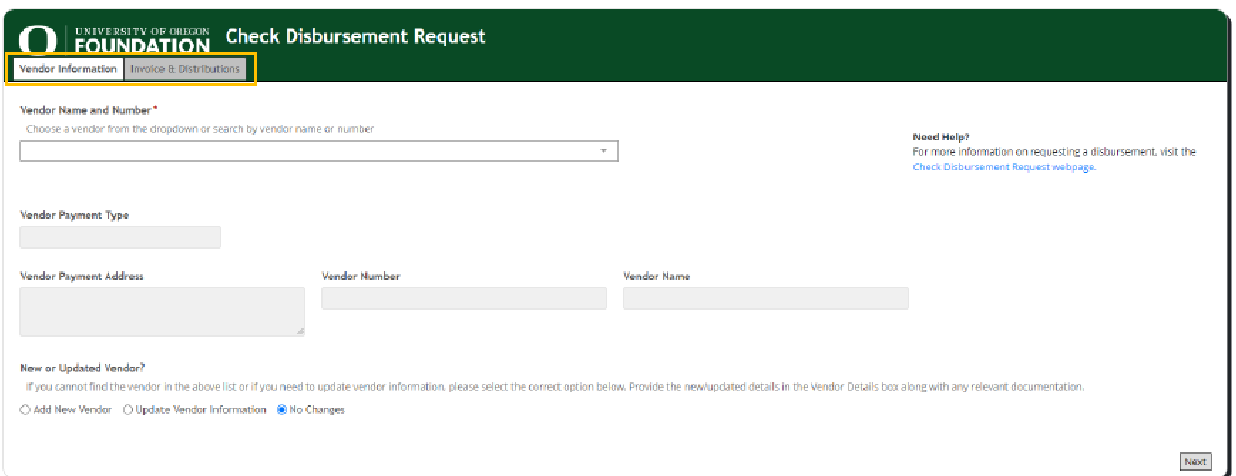
More information about the CDR process is available on the CDR Instructions Homepage.

Accessing the CDR Form

- Sign into the VPN.
- Follow this link to Okta: https://login.uofoundation.org/.
- Log in with your credentials.
- Choose the **Laserfiche Forms** chicklet in Okta.
- Select **Start Process** from the top navigation bar.
- Click **Start** next to the CDR process.

Preparing the CDR Form

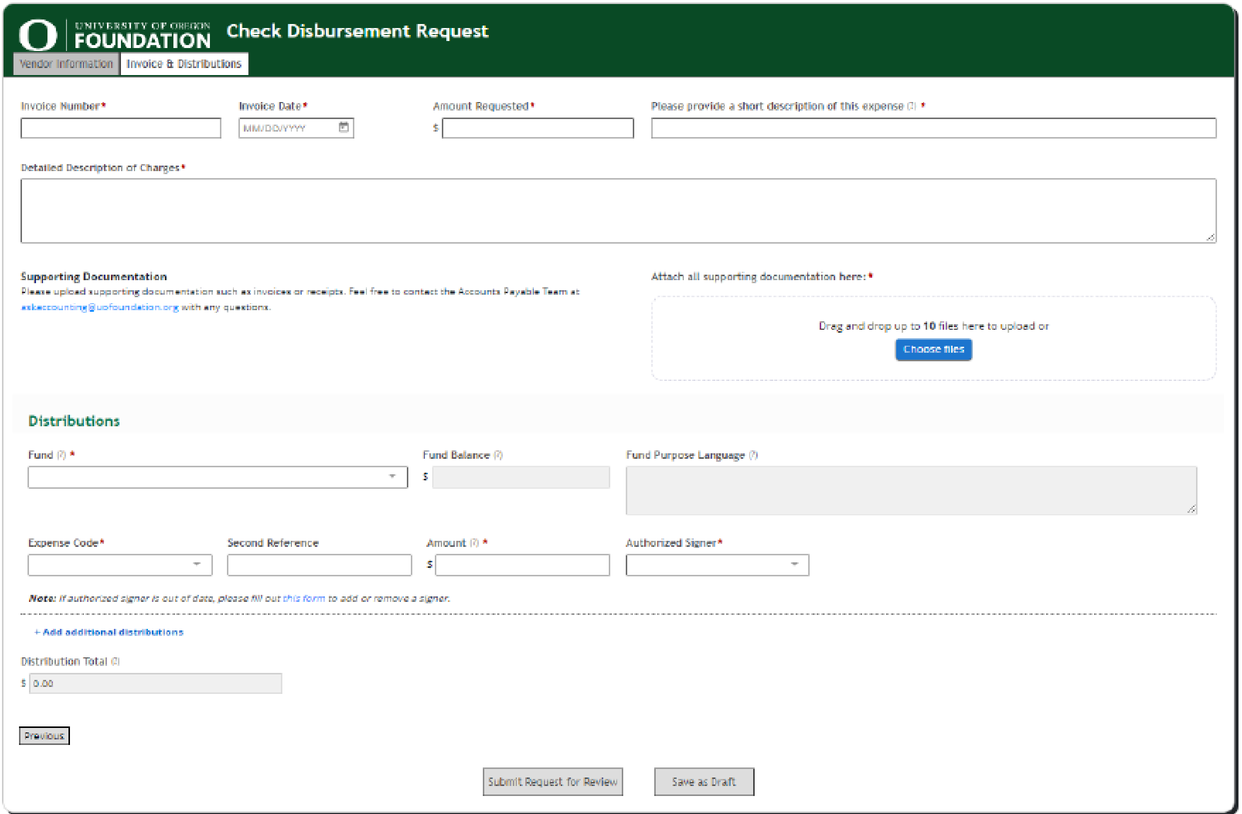
- The CDR Form contains two tabs of information: one pertaining to vendors and one pertaining to invoices/distributions. All required fields will be marked with a red *.



Vendor Name and Number

Use this dropdown to browse for a vendor. You can also type in the box and search by vendor name or number.

If you do not find the vendor or individual that matches your request documentation, select an option under "**New or Updated Vendor**" and this will flag Accounts Payable (AP) for review upon submission of the request.



Payment to Vendor Details

Please note what information the vendor will see:

- Payments made via check: Vendor receives the **invoice number**, **invoice date**, and **short description** of payment.
- Payments made via EFT: Vendor receives the **invoice number** and **payment date**.

Keep this in mind when inputting information. Provide any information that aids the vendor in identifying the payment.

Invoice Number

You can only submit one invoice per request. However, you can break the request into multiple distributions by clicking the **+Additional Distributions** link, located under the Distributions section.

Please use the following guidelines for inputting invoice numbers:

- Enter the invoice number located on the invoice. Please note you have a 20-character alpha numeric limit.
- If there is no invoice number:
  - Use the account number and date of the invoice (eg: Acct#mmddyy or Acct#mmddyyy).
  - For example, Eugene Country Club has account numbers identifying the members, such as 0478B. If the date of the invoice was 12/21/2023, your invoice number would be 0478B122123 or 0478B12212023.
- If submitting receipts for reimbursement:
  - Single receipt: Use the date of the expense and the initials for whom is being reimbursed.

        - For example, if the reimbursement is for Lucy Moore and the expense date is 1/31/2023, your invoice number would be 013123LM or 01312023LM.
    - Packet of receipts: Use the receipt with the earliest date.
        - For example, if the reimbursement is for receipts dated 1/31/2023, 2/10/2023, and 2/28/2023, use 013123XX or 01312023XX with the initials of the individual being reimbursed as your invoice number.
    - T&E expenses: Use the earliest date on your travel log as your invoice number.
        - For example, if your outbound flight was purchased on 4/10/2023 and you have expenses through 4/15/2023, use 041023XX or 04102023XX with the initials of the individual being reimbursed as your invoice number.

Invoice Date

Follow these guidelines when inputting invoice date:

- If your supporting document is an **invoice**, enter the date as it is shown on the invoice.
- If your supporting document is **not an invoice**, use the date of the document, expense, or transaction.
- If submitting receipts for reimbursement:
    - Single receipt: Use the date of the receipt.
    - Packet of receipts: Use the earliest date in the stack of receipts.
        - For example, if you have a receipt from 1/31/2023, 2/10/2023, and 2/28/2023, use 1/31/2023 as your invoice date.
    - T&E expenses: Use the earliest date on your travel log as your invoice date.
        - For example, if your outbound flight was purchased on 4/10/2023 and you have expenses through 4/15/2023, use 4/10/2023 as your invoice date.

Amount Requested

This is the total amount being requested. Please note that the amount requested must match the total of all distributions at the bottom of the form.

The amount requested is typically the total on the invoice or the total of all receipts. If the amount requested is different from the invoice total, it is helpful to provide additional information to the AP team to explain the discrepancy.

Short Description of Expense

Provide a brief description of the request. The text in this field will appear on fund activity reports distributed by the Foundation to authorized signers and reporting contacts.

Use the following guidelines:

- This field has a limit of 36 characters. Abbreviations are acceptable. Please check spelling before submitting the request.
- Do not include donor names in this field.
- Use any combination of alphanumeric or special characters in upper or lower case.
- Consider the following best practices:
    - Dates are always helpful (e.g.: Nov Professional Services).

    - For invoice payments, it's helpful for the Account Number to be included in the short description if the invoice number does not exist (e.g. for a monthly payment to a country club: Smith Dues/AC 5544).
    - For reimbursement to an individual for travel, it's helpful to include the date or date range of receipts and/or a brief description (e.g.: 2/23-2/25 OSHA Conference).

Detailed Description of Charges

Use this space to provide additional information about the request. For travel requests, include the conference name, if applicable. For meals, include the business purpose and attendees. If you are paying less/more than the invoice amount, use this section to explain why (e.g.: credit on account).

Supporting Documentation

Drag or upload all applicable supporting documentation. This includes receipts, travel and entertainment logs totaling the amount requested, and/or the invoice for payments to a vendor.

Distributions

This section contains the following fields:

- **Fund:** Use this dropdown to search by fund name or number. You can type to search.
- **Fund Balance:** This is the current balance available in the fund, minus any unposted activity.
- **Fund Purpose Language:** This is the official purpose of the fund. Please review this text and consider the intended use of the fund as you make your selection.
- **Expense Code:** Use this dropdown to search by expense code (e.g.: General Ledger).
- **Second Reference (optional):** This will feed the 2nd reference field in the accounting system and campus reports, along with the detailed invoice distributions in the accounting system.
- **Amount:** This is the amount being distributed to the selected fund. Additional distributions can be selected later. The grand total of the amount fields across all distributions must match the amount requested at the top of the page.
- **Budget Manager (if applicable):** Select the appropriate budget manager from the dropdown based on known business rules.
- **Authorized Signer:** The fund selected will drive which authorized signers appear in the dropdown. If certain business rules are met, a second authorized signer dropdown will appear.
- **+Add Additional Distributions:** Click this link if you wish to request multiple funds or distributions.

Submit Request for Review

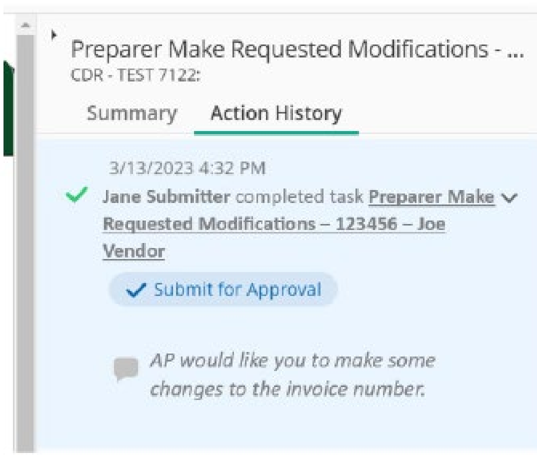
At the end of the form, there are a few options:

- **Submit Request for Review (for existing vendor):** If there are no questions regarding the vendor, then the CDR will be routed to the approver for review.
- **Submit Request for Review (for adding or updating a vendor):** If the "Add New Vendor" or "Update Vendor Information" options were selected on the first page of the form, then the CDR will be routed to the AP team for vendor review before being routed to the approver.
- **Save as Draft:** Select this option to save your work and return to it later.

Providing Edits or Clarification to Other Participants

If another participant in the process (such as the Accounts Payable team or an approver) has questions or requests changes, the preparer will receive an email from laserfiche@uofoundation.org. Click the link in the email to view the form and review the comments from the sender.

Comments from the sender can be found on the right side of the screen under **Action History**.



The bottom of the form contains a comment box to insert any noteworthy details.

Click the appropriate button at the bottom of the screen to proceed. Options include sending the form back to the approver or cancelling the request.

Edits vs. Clarifications

If the approver requests clarifications, you will have the ability to add comments and reply directly to the person requesting the feedback (or to cancel the request). Keep in mind that the only edits you can make in this scenario include invoice date, invoice number, and short description. This is to ensure that no significant changes are made to the form after it has undergone approvals. If the other participant requests edits, then the form will be unlocked for you to make as many edits as you wish. Once resubmitted, it will be routed to the beginning of the approval process.

Email Confirmation

You will receive email confirmation from laserfiche@uofoundation.org once the payment is processed.