

A Guide to Filing Your PRF and NEPRF

Club Leaders,

This guide was constructed to help club leaders and Treasurers get acquainted to the Student Union Management System (SUMS), which can be accessed through www.brandeisweb.com.

The PRFs and NEPRFs are two of the most commonly used forms by clubs to pay for purchases, reimbursements, and independent contractors.

Given their importance, this guide will attempt to illustrate the process of filling out a PRF and an NEPRF with in-depth explanation as well as pictures using the Brandeis Guitar Club as example. All the buttons you need to click are illustrated by a green oval in this guide. We hope that you will find this useful as you start up club operations.

As always, the Student Union Treasurer and Assistant Treasurers will be more than happy to help you with any finance- related matters.

Sincerely,

The Student Union Treasury

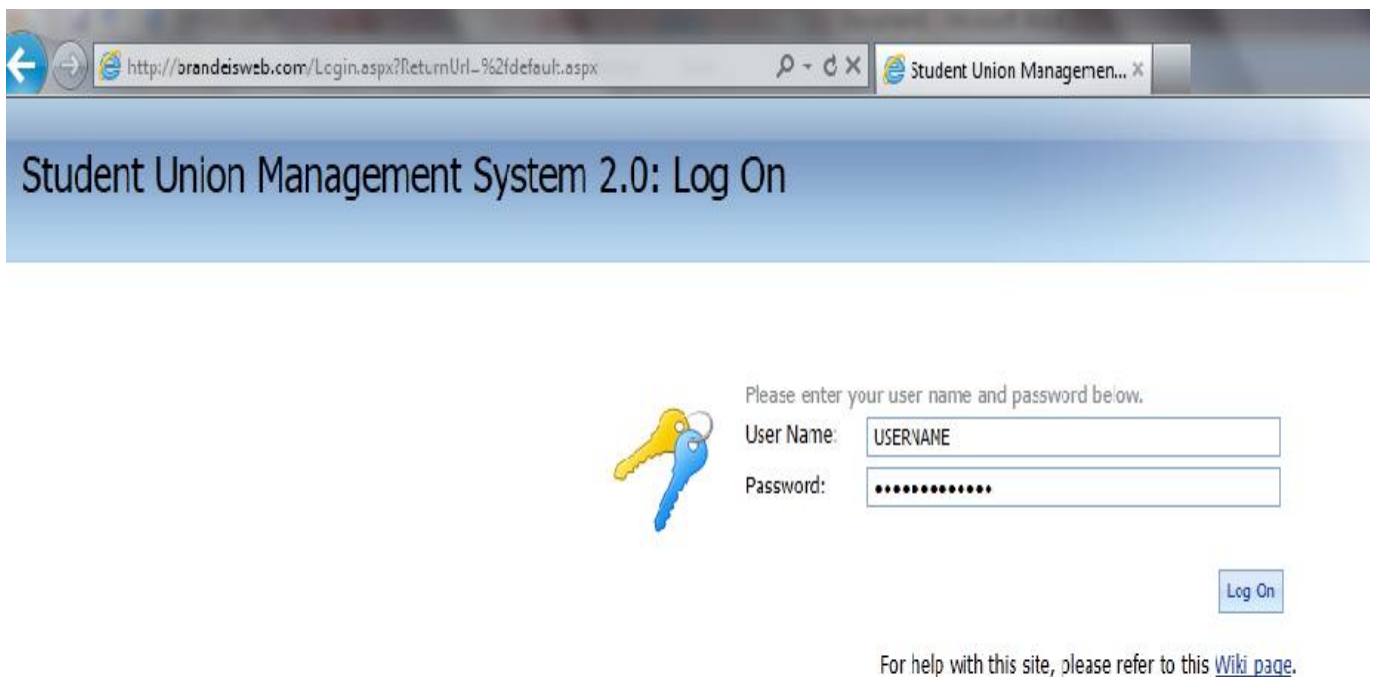
I. PRF

A PRF (Payment Request Form) is a form mostly used to pay for purchases that DO NOT involve an independent contractor. This form is generally used for transactions involving the exchange of tangible goods (i.e., buying groceries from Hannaford's for a club event) as well as reimbursing a payer.

The person to whom the payment is made will receive a check within 2-3 weeks after being processed. To submit a complete PRF, your club needs the three following items:

- The PRF itself
- Original receipt
- For online purchases, a bank or credit card statement to serve as proof of purchase
 - The bank statement only needs to contain the transaction referenced in the PRF. You are not required to give any other information.

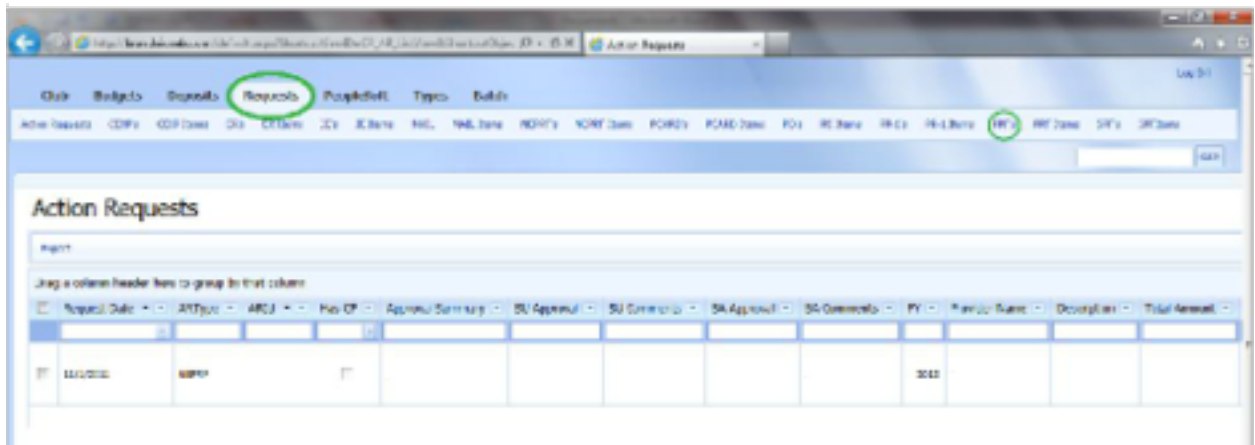
Step 1: Log in to your club's SUMS account on brandeisweb.com. If you have forgotten either your club's username or password, please contact your Assistant Treasurer to reset it for you. Please note that all passwords are case-sensitive.



The screenshot shows a web browser window with the address bar displaying http://brandeisweb.com/Login.aspx?ReturnUrl_%2fdefault.aspx. The page title is "Student Union Management System 2.0: Log On". Below the title, there is a login form. To the left of the form is an icon of two keys, one yellow and one blue. The form contains the following elements:

- A prompt: "Please enter your user name and password below."
- A "User Name:" label followed by a text input field containing the placeholder text "USERNAME".
- A "Password:" label followed by a text input field containing ten dots (password mask).
- A "Log On" button located at the bottom right of the form.
- A link at the bottom of the page: "For help with this site, please refer to this [Wiki page](#)."

Step 2: Once logged in, you will be directed to a screen below. There will be a table that summarizes the past forms your club has filled out. Go to the fourth tab on top (Requests) and then click on the “**PRF’s**” button once inside the **Requests** tab.



Step 3: After clicking the “**PRF’s**” button, you will be directed to the PRFs screen. Once again, the table in this screen will summarize all past PRF forms for easy reference. To make a new PRF, click on the “**New**” button right under the bolded PRF’s letter.



Step 4: Clicking “**New**” will direct you to the online form. The following information is necessary to complete the form:

-**Provider Type** (click the drop-down button for options): relationship of the person you are reimbursing to the school. The drop-down menu will give you three options: employee, student, and vendor. Most clubs will select student since most PRFs are used to reimburse a fellow club member for a purchase he/she has made on behalf of a club.

-**Provider Name:** the full legal name of the person whom you are reimbursing.

-**Description:** a brief, yet detailed explanation of the transaction or purchase (i.e. reimbursement for food bought for a club event).

-**Handling Instructions** (click the drop-down button for options): how the payment check will be delivered to the person being reimbursed. Five options are: mail to vendor, pick up at A/P window, send to department mail stop, send to student mail box, and wire transfer. Since most clubs are reimbursing students, allowable options are: send to student mail box or mail to vendor (if the student being reimbursed lives off campus and would prefer the convenience of receiving the check at home).

-**Address:** home address of person being reimbursed. Note: if the person being reimbursed is a student, and send to student mail box was selected as the handling instruction, please provide the mail box number in the Address 1 box. No further information is needed. However, if mail to vendor was selected as the handling instruction, please fill out the full address.

The screenshot shows the 'PRF' (Payment Request Form) interface. The top navigation bar includes tabs for 'Clubs', 'Budgets', 'Deposits', 'Requests', 'Receipts/Ref', 'Types', and 'Details'. Below this is a sub-menu with various request types. The main form area contains the following fields:

- Request Date: [Empty]
- Request: [Empty]
- Request Item: [Empty]
- Approval Summary: [Empty]
- Provider Type: [Student]
- Provider Name: [Empty]
- Description: [Empty]
- Item Ref Name: [Empty]
- Handling Instructions: [Default]
- Address 1: [Empty]
- Address 2: [Empty]
- City: [Empty]
- State: [Empty]
- Zip: [Empty]
- Total Amount: [Empty]

It is also important to note that at this point, the program will not allow you to enter the total amount of the transaction. Leave this alone for now, fill out all the necessary information outlined above, and then click **Save and Close**.

A sample form, where the provider type = student and handling instructions = Send to student Mailbox, has been filled out for you below.

PRF

Buttons: New, **Save and Close**, Cancel, Print Form for Selected Item, Previous Object, Next Object

Request Date: 11/23/2011

APR#: 0

Fiscal Year: 2012

Approval Summary: Not yet processed

Provider Type: Student

Provider Name: Anthony Nguyen

Description: MOPAC

Trans Ref Name:

Handling Instructions: Send to Student Mailbox

Address 1: RM 2007

Address 2:

City:

State:

Zip:

Total Amount: 0

Step 5: After clicking save and close, you will be directed to the window below, which summarizes the information you have just entered. Scroll all the way down until you reach PRF Items tab (boxed in red below). Click on the **New** tab that is right under the **PRF Items** tab.

PRF

Buttons: New, Print Form for Selected Item, Previous Object, Next Object

Request Date: 11/23/2011

APR#: 15835

Fiscal Year: 2012

Approval Summary: Not yet processed

Provider Type: Student

Provider MOPAC: Anthony Nguyen

Description: MOPAC

Trans Ref Name:

Handling Instructions: Send to Student Mailbox

Address 1: RM 2007

Address 2:

City:

State:

Zip:

Total Amount: 0.00

PRF Items

Buttons: **New**, Delete, Edit

Tab: **PRF Items** | Other tabs: PRF Items, PRF Items, PRF Items, PRF Items, PRF Items, PRF Items

Sub Budget Period: | Other tabs: PRF Items, PRF Items, PRF Items, PRF Items, PRF Items, PRF Items

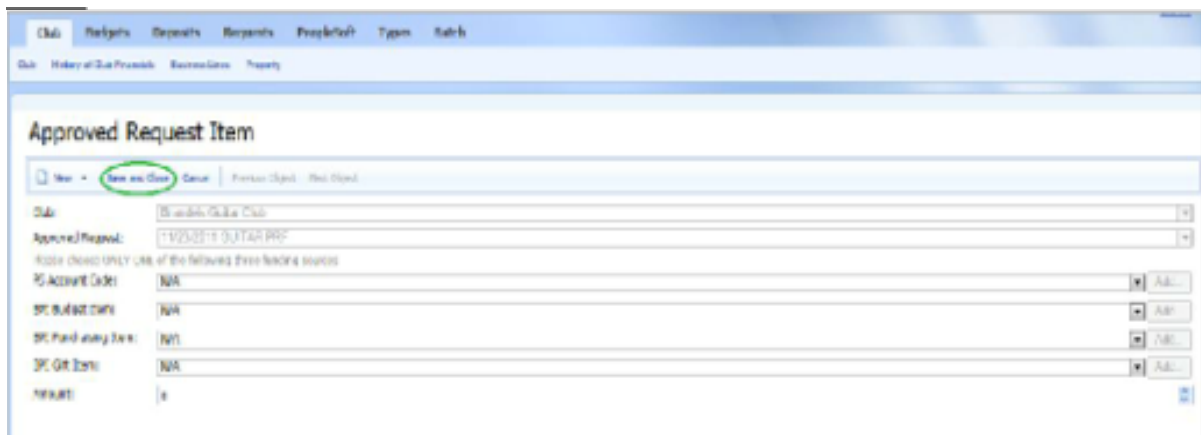
No data to display

Step 6: Clicking the tab will lead you to another window, seen below. This window allows you to enter a specific category of items that were purchased in the transaction. The following Information needs to be entered:

-*PS Account Code:* a code that most closely corresponds to your type of transaction.

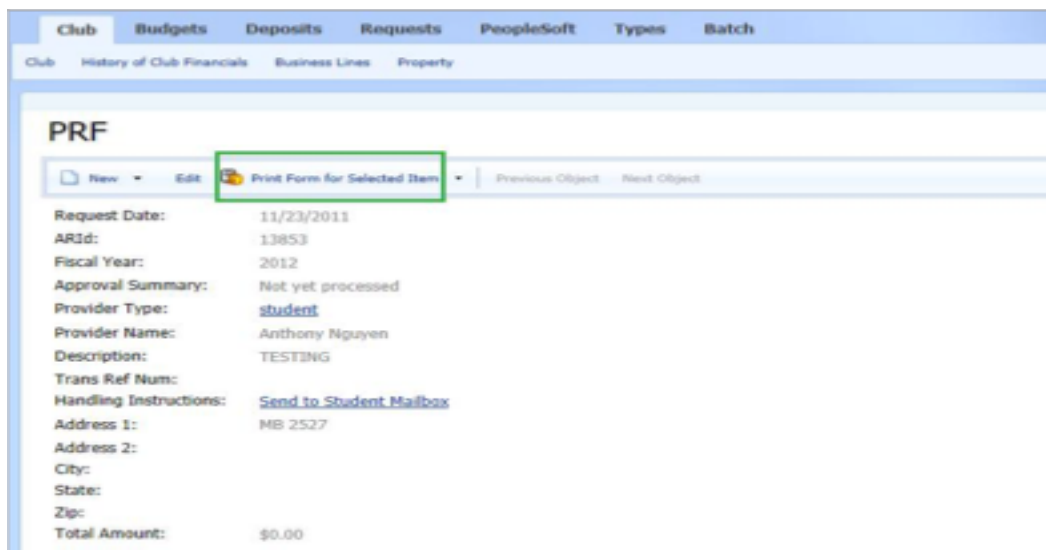
-*Budget, Fundraising, or Gift Item:* specify from which account you would like money to be taken to reimburse someone. Note: Please select only one of the three accounts._ Amount: enter the total amount of the transaction. This amount should be equal to or less than the total amount that appears on the receipt.

Click **Save and Close** after you have provided all the information.



The screenshot shows the 'Approved Request Item' window in PeopleSoft. The window has a menu bar with 'Club', 'Budgets', 'Deposits', 'Requests', 'PeopleSoft', 'Types', and 'Batch'. Below the menu bar is a sub-menu bar with 'Club', 'History of Club Financials', 'Business Lines', and 'Property'. The main title is 'Approved Request Item'. Below the title is a toolbar with buttons: 'New', 'Save and Close' (highlighted with a green circle), 'Cancel', 'Previous Object', and 'Next Object'. The form contains several fields: 'Club' (dropdown), 'Approved Request' (dropdown), 'PS Account Code' (dropdown), 'SPC Budget Code' (dropdown), 'SPC Fundraising Item' (dropdown), 'SPC Gift Item' (dropdown), and 'Amount' (text field). Each dropdown field has an 'Add...' button next to it.

Step 7: You will be redirected to the PRF window again. Press the *Print Form for Selected Item* button.




The screenshot shows the 'PRF' window in PeopleSoft. The window has a menu bar with 'Club', 'Budgets', 'Deposits', 'Requests', 'PeopleSoft', 'Types', and 'Batch'. Below the menu bar is a sub-menu bar with 'Club', 'History of Club Financials', 'Business Lines', and 'Property'. The main title is 'PRF'. Below the title is a toolbar with buttons: 'New', 'Edit', 'Print Form for Selected Item' (highlighted with a green box), 'Previous Object', and 'Next Object'. The form contains several fields: 'Request Date' (11/23/2011), 'ARId' (13853), 'Fiscal Year' (2012), 'Approval Summary' (Not yet processed), 'Provider Type' (student), 'Provider Name' (Anthony Nguyen), 'Description' (TESTING), 'Trans Ref Num' (Send to Student Mailbox), 'Address 1' (MB 2527), 'Address 2' (), 'City' (), 'State' (), 'Zip' (), and 'Total Amount' (\$0.00).

Step 8: Once you click the Print Form for Selected Item button, a pop-up will appear with the PRF (Make sure to allow brandeisweb.com to show pop-ups on your computer). The pop-up will have a bar at the top (boxed in red below).

For administrative reasons, the budget analyst cannot process printed forms with the bar on top. Please do not print the PRF with the bar. ***To get rid of the bar, click on the save icon within the bar.*** This will allow you to download a PDF version of the PRF. Print the PDF version of the form, and you are good to go!

Withdrawal Form

Page 1 of 1

 Pdf

Login:	GUITAR
Preparer:	
Phone:	
Email:	

WITHDRAWAL FORM

VOID

Date: 11/23/2011

PRF

Make Check Payable to: Anthony Nguyen

Address: MB 2527

[Handling Instructions](#)

Send to Student Mailbox

Required Attachments

(a) detailed original receipts OR (b) detailed printout of order confirmation AND copy of bank/credit card statement.

CONGRATULATIONS! You have successfully filled out a PRF.

In order for your PRF to be complete, an original copy of the receipt needs to accompany it as you hand in the form (online purchases also require a bank statement). Please tape the receipt to a blank piece of paper. Since both the PRF and the receipt need to be scanned, please do not staple the receipt to the blank paper, since that will damage our scanner and cause jams.

Remember to fill out the top left portion of the PRF (boxed in green) after you print the PRF so that we know who to contact regarding this transaction.

Also, a signature from the club treasurer is needed at the bottom of the PRF for it to be valid.

<table border="1"><tr><td>Login:</td><td>GUITAR</td></tr><tr><td>Prepared:</td><td></td></tr><tr><td>Phone:</td><td></td></tr><tr><td>Email:</td><td></td></tr></table>	Login:	GUITAR	Prepared:		Phone:		Email:		WITHDRAWAL FORM	<table border="1"><tr><td>VOID</td></tr></table>	VOID
Login:	GUITAR										
Prepared:											
Phone:											
Email:											
VOID											
	Date: 11/23/2011										
<hr/> PRF <hr/>											

Signature: <u>Club Treasurer</u>	<u>Budget Analyst / Union Treasurer</u>	<u>Office of Students & Enrollment</u>
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II. NEPRF

An NEPRF is used for reimbursing an independent contractor (i.e. a contractor that has no official ties to Brandeis). In order for an NEPRF to be completed, you need the following four items:

- The NEPRF itself
- An Independent Contractor Agreement (ICA) signed by Andrew Flagel.
 - To get VP Flagel's Signature, drop off the form at Student Activities (2nd Floor SCC). They will contact you when he signs it.)
- W-9 of the independent contractor
- An invoice of the contract

Note: the ICA and the W-9 can be found on the Student Union website (union.brandeis.edu). The invoice can be made by the club treasurer as proof of the transaction, or if the independent contractor has an invoice, that can be used in lieu of the student-created one.

Step 1: Once you log in, go to the fourth tab on top (*Requests*) and then click on the “*NEPRF's*” button.

The screenshot shows a web application interface for managing NEPRFs. At the top, there is a navigation bar with tabs: Club, Budgets, Deposits, **Requests** (highlighted with a green circle), PeopleSoft, Types, and Batch. Below the navigation bar, there is a sub-menu with various request types: Admin Requests, CEN's, CEN's Items, EIT's, EIT's Items, IF's, IF's Items, PSL's, PSL's Items, **NEPRF's** (highlighted with a green circle), NEPRF Items, POCAD's, POCAD Items, PD's, PD Items, PD's, PD Items, PPF's, PPF Items, and SP's. Below the sub-menu, there is a search bar with a magnifying glass icon and a search button. The main content area is titled "NEPRF's" and contains a table with columns: Request Date, Status, Approval, ARSL, Start Date, End Date, Provider Name, Description, Trans Ref Num, Core POCum, Handling Instruction, and Address 1. The table is currently empty.

Step 2: After clicking the *NEPRF's* button, you will be directed to the PRFs screen. Once again, the table in this screen will summarize all past NEPRF forms for easy reference. To make a new NEPRF, click on the “*New*” button right under the bolded *NEPRF's* letter.

The screenshot shows a web application interface for NEPRF's. At the top, there are tabs for Club, Budgets, Deposits, Requests, PeopleSoft, Types, and Batch. Below these tabs, there are links for Action Requests, CEXP's, CEXP Items, ER's, ER Items, JE's, JE Items, MAIL, MAIL Items, and NEPRF's. The main heading is "NEPRF's". Below the heading, there is a toolbar with buttons for New, Delete, Edit, Print Form for Selected Item, and Export. The "New" button is circled in green. Below the toolbar, there is a table with columns for Request Date, Editable, Approval, ARId, Start Date, and End Date. The table has a header row and one data row.

	Request Date ▲ ▼	Editable ▼	Approval ▼	ARId ▲ ▼	Start Date ▼	End Date ▼

Step 3: Clicking “*New*” will direct you to the online form. The following needs to be entered to complete the form:

-***Start Date***: The date when the independent contractor starts working for you.

-***End Date***: the date that signifies the end of the contractor’s pay period.

-***Provider Name***: Name of independent contractor

-***Description***: description of services provided by the contractor to your club.




- ***Handling Instructions*** (click drop-down button for options): since independent contractors live off campus, it would be best to choose “Mail to Vendor.”

-***Address, City, State, Zip***: enter the full address of the contractor.

Click “***Save and Close***” when you are done entering the required information.

It is also important to note that at this point, the program will not allow you to enter the total amount of the transaction. Leave this alone for now, fill out all the necessary information outlined above, and then click Save and Close.

A sample form, where the handling instructions = Mail to Vendor, has been filled out for you below.

NEPRF	
<div> New ▾  Save and Close Cancel  Print Form for Selected Item ▾ Previous Object Next Object</div>	
ARId:	13854
	<input checked="" type="checkbox"/> SU Can Edit
Approval Summary:	Not yet processed
Request Date:	11/25/2011
Club:	Brandeis Guitar Club
	<input type="checkbox"/> SUReviewed
SUApproval:	N/A
SUComments:	
	<input type="checkbox"/> BAReviewed
BAApapproval:	N/A
BAComments:	
Start Date:	11/1/2011
End Date:	11/30/2011
Provider Name:	John Doe
Description:	Fee for Guitar Lessons
Invoice Number:	
Cons PONum:	
Handling Instructions:	Mail to Vendor
Address 1:	123 Fake Street
Address 2:	
City:	Newton
State:	Massachusetts
Zip:	02458
Total:	0

Step 4: Clicking “*Save and Close*” will direct you to another window (see below). Scroll all the way down until you reach the **NEPRF Items** tab. Click *New* under the tab.

NEPRF

New ▾

Edit

Print Form for Selected Item ▾

Previous Object

Next Object

ARId:

13854

SU Can Edit:

True

Approval Summary:

Not yet processed

Request Date:

11/25/2011

Club:

[Brandeis Guitar Club](#)

SUReviewed:

False

SUApproval:

[N/A](#)

SUComments:

BAReviewed:

False

BAApproval:

[N/A](#)

BAComments:

Start Date:

11/1/2011

End Date:

11/30/2011

Provider Name:

John Doe

Description:

Fee for Guitar Lessons

Invoice Number:

Cons PONum:

Handling Instructions:

[Mail to Vendor](#)

Address 1:

123 Fake Street

Address 2:

City:

Newton

State:

Massachusents

Zip:

02458

Total:

\$0.00

NEPRF Items

New ▾

Delete

Edit

ARItem Id ▾

Club Budget Period ▾

PSAccount Code ▾

CBPItem ▾

No data to display

Step 5: Clicking “*New*” will direct you another window, (see below). This window allows you to enter a specific category of items that were purchased in the transaction.

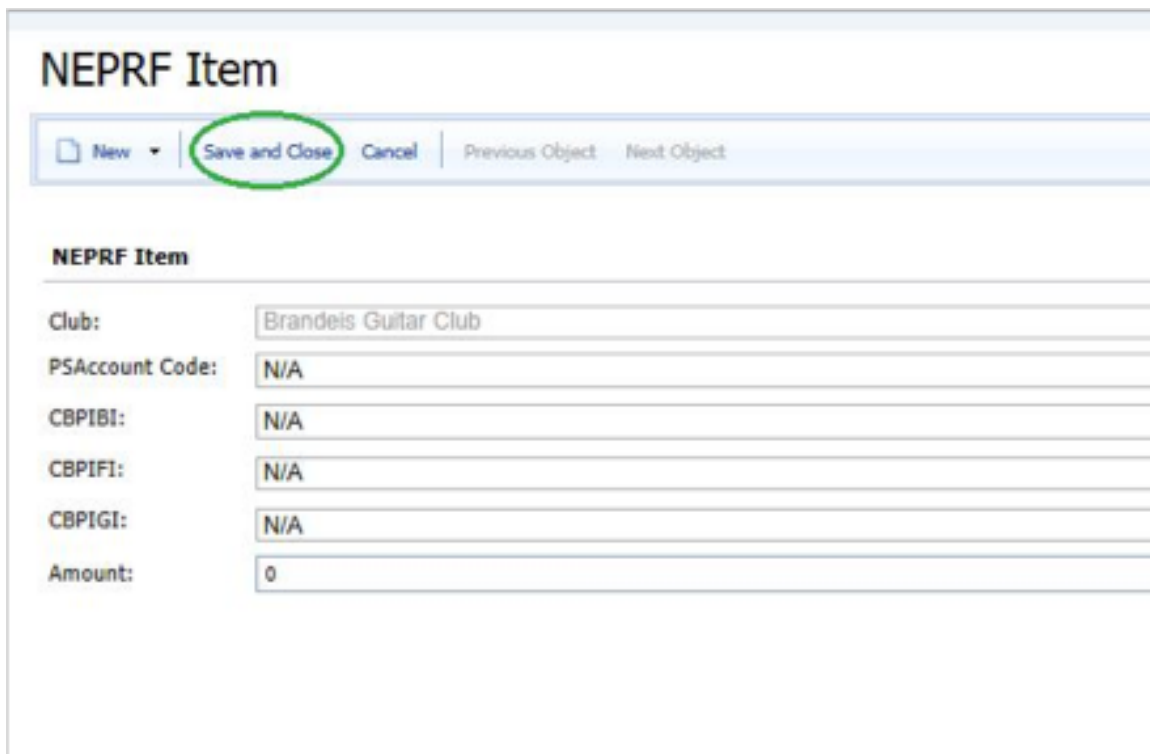
The following Information must be entered:

-***PS Account Code:*** a code that most closely corresponds to your type of transaction.

-***Budget, Fundraising, or Gift Item:*** specify from which account you would like money to be taken to reimburse someone. Note: Please select only one of the three accounts.

-***Amount:*** enter the total amount of the transaction. This amount should be equal to or less than the total amount that appears on the invoice.

After you have filled out all the information above, click “***Save and Close.***”



The screenshot shows a web form titled "NEPRF Item". At the top, there is a navigation bar with buttons: "New" (with a dropdown arrow), "Save and Close" (circled in green), "Cancel", "Previous Object", and "Next Object". Below the navigation bar, the form is titled "NEPRF Item" and contains several input fields:

NEPRF Item	
Club:	Brandels Guitar Club
PSAccount Code:	N/A
CBPIBI:	N/A
CBPIFI:	N/A
CBPIGI:	N/A
Amount:	0

Step 6: Clicking “*Save and Close*” will redirect you to the main window. Click on *Print Forms for Selected Items*.

The screenshot shows the NEPRF interface. At the top, there is a navigation bar with buttons: 'New', 'Edit', 'Print Form for Selected Item' (highlighted with a green box), 'Previous Object', and 'Next Object'. Below the navigation bar, there are fields for 'ARId:' with the value '13854' and 'SI Can Edit:' with the value 'True'.

Step 7: Once you click “*Print Form for Selected Item*,” a pop-up will appear with the NEPRF (Please allow brandeisweb.com to show pop-ups on your computer). The pop-up will have a bar at the top (boxed in red below). For administrative reasons, the budget analyst cannot process printed forms with the bar on top. Please do not print the NEPRF with the bar. To get rid of the bar, click the **save** icon within the bar. This will allow you to download a PDF version of the NEPRF. Print the PDF version of the form.

Please fill out the top left portion of the PRF after you print it so that we know who to contact regarding the transaction. Also, the NEPRF needs the Club Treasurer’s signature to be valid.

The screenshot shows the NEPRF form. At the top, there is a navigation bar with buttons: 'New', 'Edit', 'Print Form for Selected Item' (highlighted with a green box), 'Previous Object', and 'Next Object'. Below the navigation bar, there are fields for 'ARId:' with the value '13854' and 'SI Can Edit:' with the value 'True'. The form is titled 'WITHDRAWAL FORM' and 'NEPRF'. It includes sections for 'Login', 'Preparer', 'Phone', and 'Email' (highlighted with a green box). There is a 'VOID' section and a 'Date' field. The form also includes a 'Transaction Description' section with the text 'Fee for Guitar Lessons'. At the bottom, there is a 'Signatures' section with lines for 'Club Treasurer', 'Budget Analyst / Union Treasurer', and 'Office of Students & Enrollment'.

CONGRATULATIONS! You have successfully filled out an NEPRF.

As a reminder, every NEPRF needs a W-9, the Independent Contractor Agreement signed by Andrew Flagel, and an invoice to accompany it. A blank W-9 and ICA can be found on the Student Union website (union.brandeis.edu/treasury).

III. Notes

1. As a general rule, please keep an electronic or physical copy of all your PRF, NEPRF, bank statements, receipts, ICAs, and W-9s in case the original is lost.
2. Always obtain a receipt for any purchases you make on behalf of your club. This will make the reimbursement process easier.
3. Please check the funding scope to see if your purchase is covered by Student Union funds. If you are not sure, please contact the F-Board at fboardchair@brandeis.edu.
4. Feel free to contact your Treasurer or Assistant Treasurers if you have any questions!