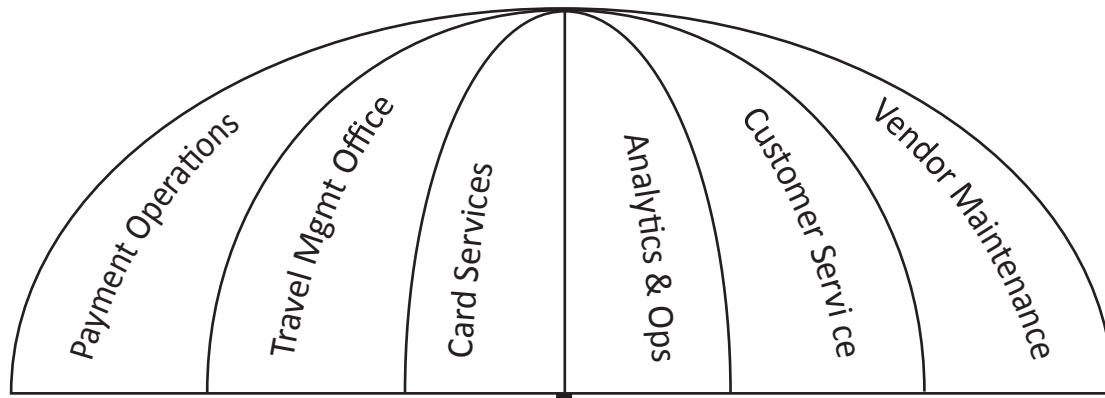


# University of Illinois Office of Business & Financial Services (OBFS) University Payables (UPAY) Organization Chart



## Management

- Dept Travel/Program Approval
- Advances
- Exceptions
- Decision Makers

## Payment Operations

- Payment Processing
- Special Handling Processing
- POP Box Maintenance
- OBFS Payment Inbox Maintenance

## Travel Mgmt Office

- Outreach, Education and Communication
- Online Travel Tool Admin
- Travel/Contracts Management
- HETCB Admin
- TMO Inbox

## Card Services

- PCard/TCard Management
- PCard/TCard User Training
- PCard/TCard Customer Service
- Card Services/CCO Inbox

## Administration

- Unit Security Coordinator
- Inventory Control
- New Hire Orientation
- Payroll

## Analytics & Operations

- Report Tools & Mass Communications
- System Enhancements
- Wire Transfer Payment Processing
- Feeder Payment Processing
- Unclaimed Property Inquiries
- UP-ARS Inbox

## Customer Service

- Research/Handle Payment Inquiries
- Manage Doc Files/Storage
- W-9/Credit/Sales Tax Exempt Mailings
- Daily Enclosure Run
- OBFSUPAY Inbox

## Vendor Maintenance

- Maintain & Setup Vendors in Banner
- Maintainz/Report 1099 Tax Reporting
- Process SUA Applications
- Request Vendor Syncs to IBuy
- Request ACH for Vendors
- UIVendor Inbox

ACH Automatic Clearing House

CCO Corporate Card Office now known  
as UPAY Card Services

HETCB Illinois Higher Education Travel Control Board

POP Purchase Order Payables

SUA Single Use Account

TEM Travel & Expense Management

TMO Travel Management Office

UI Vendor University of Illinois Vendor Maintenance

UP-ARS UPAY Activity Reporting System

also known as Analytics & Operations Support