RASR “Razor”

“NO”
Not that type of razor.
Chemistry Training Guide for the Rapid Admin Service Request (RASR) System

Initial Requests

1) Go to rasr.unc.edu.
2) You will see the following page. Please click Continue to Login.

3) You will be asked to go through the 2-step authentication process to log into the system. Please choose one of the options provided to authenticate and login.
4) You will see the home page of the RASR system.

Welcome to RASR for Chemistry

Available Forms

- Employee Reimbursements/Invoice Payments
- Campus Vouchers/Reimbursements
- Entertainment Expense Invoices/Reimbursements
- Human Resources
  - Add/Update Affiliate
  - Independent Contractors
  - IC Payment Form
  - Independent Contractor Request
  - One Day Speaker Form
- Other Financial Requests
  - Journal Entry
- Other Requests
  - Miscellaneous Request
- Purchasing
  - ePRO Access Request
  - ePRO Order Request (CDW-G, Lessons, Staples, Amazon)
- Purchasing/P-Card
  - P-Card Receipt Submittion
  - Purchase Requisition/Purchase Order (> $5,000)
- Travel
  - Travel - Pre-Pay Airline (CAES)
  - Travel - Reimbursement

If you do not see 'Chemistry' in orange select 'Group Selection' menu at top and select Chemistry

This example walks through the Payment Request-Voucher Form. However, all forms follow a similar process for creation and use.

5) Select the appropriate forms. A window will pop up with a brief description of the form you have selected. If you would like to proceed with that request, please select Create. To return to the home page, select close.

In this example, we are selecting the form titled Voucher (Reimbursements/Income Payments), which is under the Payment Request section.
6) Once created the form will appear as follows.

7) Once you are in the request form you can provide the request with a name for your own tracking purposes in the “My Form Name” section. This is strictly for the requester’s reference. For instance, you can name it “Smith Candidate Travel 7/22/2019” or a recurring supply “Monthly Water Bill”. Although optional, forms names are strongly encouraged as they will help the requester find previous submissions later if needed and to duplicate forms.
8) There will be instructions at the top of the form. Instructions will vary by form.

9) Complete all the information that you can. The fields with red asterisks * are required fields and must be completed.
10) Some forms have additional check boxes, which will lead to additional questions. In this example, the Voucher form has additional check boxes based on the type of item you are submitting. Please check the appropriate box and complete the information requested.

![Voucher form example]

11) Complete the Accounting and Chartfield Information to the best of your ability. Please share as much information as you know on the source, cost code, program code, etc. and the Administrative support team will complete accordingly.

   a. If you know the chartfield information you use frequently, you can save these as favorites. This enables you to select favorite chartfields for use in any RASR form as Add Saved Chartfield Line.

   **To Save a Chartfield String:**

   **First:** Select Preferences at the Top of the screen

   ![Preferences screenshot]

   **Second:** Select Chartfield Preferences + button

   **Third:** Name your Saved Chartfield that makes sense to you. i.e. Administrative Fee, State Funds, etc.
**Fourth** - Enter your data into the Chartfields including the Department, Fund, Source, Program and if applicable CC1, CC2. You can also verify with your Administrative Support or Accounting Team to determine the best Chartfield Strings for your Saved favorites.

**Last** - You can add additional Saved Chartfields by selecting the button.

b. Otherwise, select Add new Chartfield Line and complete the data. You can add multiple chartfield lines in a form as needed to distribute expenses.

12) You can add attachments as needed. Select to add your documents. This is not an option in all forms and is a requirement in some forms. If an attachment is required, you will see this in Red and the form will not permit you to submit without the attachment uploaded.

13) When uploading an attachment, you have the ability to choose your attachment type. More than one attachment can be uploaded in the forms.
14) Please use the *Browse* button to select where your file is saved, select the appropriate *Attachment Type* and complete the *Note* indicating what the attachment is.

15) You may submit the document by selecting **Submit** or save the document by selecting **Save**. You can save the document and return to complete when you are ready to submit.
16) Once submitted, it will route to the Approval Group. The Approval Group members will receive an email to direct them for further action on your submission.

17) When an item is returned by a Manager Approval Group member the approval routing restarts on re-submission. There are two methods to know an item has been returned/rejected for action.
   a. Please log into RASR to manager the My Forms for further action of Returned forms.
   b. You will receive an email indicating the item has been rejected with a link to correct the item.
Check the status of your requests

1) Repeat steps 1 through 4 above.

2) Select under My Forms in the top left corner.

3) Select your request.

4) You will see something like the below. Look for the notes section directly under the instructions section.
5) In this section you will be able to see if any staff member has started working your request and notes about the request. In the example above Sylvia Waldeck created the Voucher reimbursement and the notes say that Beth Mellott approved the transaction on 7/22/2019 and there is a date stamp of when that note was created.

6) Another important field is the Form Status in the upper right corner. The above example shows that the request has been submitted and is awaiting the processing information from Connect Carolina to update. Here is are the list of statuses and what they mean:
   - In Routing – currently in the worklist for somebody to work the request
   - On Hold – the request has been placed on hold, which could be for various reasons
   - Rejected – the request has been sent back to the requestor
   - Pending Completion – a few of the forms link to UNC-CH systems. When that is the case, this means the staff has submitted everything to campus for final review and approval, but it has not been fully processed by campus. It will move to completed once campus has processed it.
   - Completed – depending on the request this means that the Business Hub has completed the request and potentially campus has completed their portion as well

7) You will receive an email when your form has been updated by the staff.
Duplicate requests from previous submissions

1) Repeat steps 1 through 4 above.

2) Select **Submitted** under My Forms in the top left corner.

3) Select the blue button under duplicate once you find the request you want to duplicate.

4) Click OK if you want to duplicate the form.

5) Repeat steps 6 through 15 above.

Other questions regarding RASR, please contact chemadmin@unc.edu