

AP.060.020 – APPROVING PAYMENT REQUESTS

Purpose	To approve a payment request.
Description	<p>PeopleSoft Payment Request functionality allows users to submit requests to Accounts Payable for the payment of approved Suppliers. Payment Requests route through Approval Process Workflow and, after final approval, Accounts Payable may process them into vouchers using the Voucher Build process.</p> <p>Payment Requests should only be used in accordance with the State Accounting Office’s Statewide Purchase Order Policy.</p>
Security Role	<ul style="list-style-type: none"> • BOR_PAYMENT_REQ_AMOUNT_APPR • BOR_PAYMENT_REQ_AP_APPR • BOR_PAYMENT_REQ_APPR
Dependencies/ Constraints	<p>Requirements for submission of Payment Requests:</p> <ul style="list-style-type: none"> • Invoice Number • Attachment of original Supplier invoice • Supplier ID • Accounting Details required chartfields: <ol style="list-style-type: none"> 1. Account 2. Fund Code 3. Budget Reference • The Payment Request is for the purchase of goods or services from an approved Supplier who has provided an invoice for payment. • The Payment Request is under \$2,500.00 or is otherwise in accordance with the State Accounting Office’s Statewide Purchase Order Policy (see Additional Information).

Additional Information

A specified Security Role may be designated as the Reviewer role for Payment Requests. Users having this designated role may review and edit Payment Requests without being part of the Approval Process Workflow. Edits made by a Reviewer do not restart the approval process for a Payment Request.

Users may insert additional Approvers into the Approval Process Workflow. Users may add Department Managers, Fund Managers, or other special approvers having the proper Security Role as Ad Hoc Approvers when necessary.

A Payment Request submitted for approval has a status of Pending and is unavailable for update except by a designated Reviewer.

PLEASE NOTE

Payment Request should only be used in accordance with the State Accounting Office's **Statewide Purchase Order Policy**, which states:

Except as noted below and when a final payment method is not a purchasing card (pcard), a Purchase Order is required for all purchases or obligations to purchase goods and services greater than \$2,500.

- Attorney and legal related payments
- Benefit payments made directly to recipients
- Intergovernmental agreements/payments
- Membership dues and/or subscriptions
- Payroll and associated tax and benefit payments
- Postage and shipping
- Real estate rental/lease payments
- Registration fees
- Sales and Use tax payments
- Travel expense reimbursements
- Utilities
- WEX and ARI payments

The complete **Statewide Purchase Order Policy** is available [here](#).

	<p>To help institutions maintain compliance with the Statewide Purchase Order Policy, all Payment Requests, which exceed a total of \$2,500.00, will route to an Amount Approver. This approver should confirm that the submitted request is in accordance with this policy and either Approve or Deny the request as is appropriate.</p>
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Procedure

Below are step by step instructions on how to approve a Payment Request.

Step	Action
1.	Users may access a Payment Request which requires approval by one of the following methods: <ol style="list-style-type: none"> 1. Click the link provided in the Worklist. 2. Navigate to the Payment Request Approval page using the steps below.
2.	Click the NavBar link.
3.	Click the Menu link.
4.	Click the Accounts Payable link.
5.	Click the Payments link.
6.	Click the Payment Request link.
7.	Click the Payment Request Approval link.
8.	Enter the Request ID or leave blank to view all.
9.	Click the Search button.
10.	Click the Request ID link.
11.	Review the Payment Request Details .
12.	Click the Attachments link to view the Supplier Invoice.
13.	Click the View link in the Payment Request Attachments box.
14.	Users may wish to leave the Supplier Invoice open as they review the Payment Request to compare and confirm the entered details.
15.	Move the cursor over the Supplier Name to view details such as Location and Address. This should match the remittance address on the Supplier Invoice.

Step	Action
16.	<p>*Reviewer Only:</p> <p>If users have the Security Role designated for the Reviewer, they will see the Edit Payment Request link.</p> <ul style="list-style-type: none"> • Click the Edit Payment Request link. • Refer to AP.060.010 - Entering Payment Requests for details on entering or updating Payment Requests. • Click the Submit button. • Users will return to the Payment Request Approval page. <p>Updates made by the Reviewer do not restart Approval Process Workflow.</p>
17.	<p>Click the Payment Message link.</p> <p>The Payment Message function allows users to post comments or questions for the Payment Requester. If the users posted a Payment Message at the time of entry, they may reply to that Conversation Topic.</p> <ul style="list-style-type: none"> • Enter the Conversation Topic if blank. • Enter Response. • Click the Post button. <p>The Message icon and Message Topic link will appear in the Payment Request Center for the user who entered this Payment Request. That user may respond to the post and the response will appear when the user clicks on the Payment Message link. Users may use the Payment Message function to get further details about the Payment Request before they take action on it.</p>
18.	Review the Line Details .
19.	Click the Details link for Line 1.
20.	Review the Accounting Details .
21.	Click the Cancel button in the Payment Request Distributions box.
22.	Review the Line Details and Accounting Details for the remaining lines.
23.	<p>To Approve the Payment Request:</p> <p>Enter Comments, if desired, and click the Approve button.</p> <p>If the user is the final Approver, the status updates to Approved.</p> <p>Otherwise, the status remains “Pending” and it routes to the next Approver.</p>

Step	Action
24.	<p>To Deny the Payment Request:</p> <p>Enter Comments, as recommended, and click the Deny button.</p> <p>The status updates to Denied without routing for further approval.</p> <p>The Payment Requester may update and resubmit this Payment Request or cancel it, as needed.</p>