AP.060.010 – CREATING A PAYMENT REQUEST

Purpose	To create a Payment Request.
Description	PeopleSoft Payment Request functionality allows users to submit requests to Accounts Payable for the payment of approved Suppliers. Users can only submit Payment Requests for approved Suppliers who have provided an invoice, which must then be attached to the request. Payment Requests route through Approval Process Workflow and after final approval, Accounts Payable may process them into vouchers using the Voucher Build Process. However, after a user submits a Payment Request for approval, the payment request will have a status of '*Pending'* and will not be available for that user to update. Additionally, institutions should only use Payment Requests 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 (p-card), 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.

Security Role	**BOR_PAYMENT_REQUEST**
Dependencies/ Constraints	Requirements for submission of Payment Requests: • Invoice Number • Attachment of original Supplier invoice • Supplier ID • Accounting Details required ChartFields: Account, Fund Code, Budget Reference • The purchase is a positive amount. Negative amounts are not allowed.
Additional Information	To help institutions maintain compliance with the Statewide Purchase Order Policy, all Payment Requests that 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.

Procedure: Creating a Payment Request

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

Step	Action
1.	Click the **Payment Request Center** tile on the Employee Self Service homepage or follow steps 2 – 5 to navigate to the Payment Request Center.
2.	Click the **NavBar** icon.
3.	Click the **Menu** icon.
4.	Click the **Employee Self-Service** link.
5.	Click the **Payment Request Center** link.
6.	Click the **Create** button.
7.	Enter the **Business Unit.**
8.	Enter the **Invoice Number**.
9.	Enter the **Invoice Date**.
10.	Enter the **Description** for this Payment Request, if needed.
11.	Enter the **Cost Sub-Total** amount.
12.	Enter **Misc. Charge Amount,** if needed.
13.	Enter **Freight Amount,** if needed.
14.	Click the **Attachments** link to upload the Supplier Invoice or other supporting documents
15.	Click the **Add Attachment** button.
16.	Click the **Choose File** button to browse computer to select files for upload.
17.	Click the **Upload** button.
18.	Click the **OK** button.
19.	Enter **Notes/Comments**, if needed.
20.	Click the **Next** button. The system navigates to the Supplier page. Use the Supplier page to enter the supplier details for the payment request.
21.	Enter or search for the **Supplier ID.** Users can search for a particular supplier by entering a partial name of the supplier and click search, enter the Supplier ID, or search for the Supplier ID using the look up tool. ***Note**: Users can select the Details icon to view Supplier Details for more information to help with Supplier selection.*
22.	Click on the **Supplier ID** to select the Supplier.
23.	If prompted, select the payment **Location** for that Supplier.

Step	Action
24.	Click the **Next** button. The system navigates to the Invoice Details page. Use the Invoice Details page to add invoice lines to the Payment Request.
25.	Click on the **Add Lines** button to add necessary amount of invoice lines.
26.	Enter the **Description** for each invoice line.
27.	Enter the **Quantity** for each invoice line.
28.	Enter the **Unit of Measure** for each invoice line.
29.	Enter the **Unit Price** for each invoice line.
30.	Enter the **Line Amount** for invoice line.
31.	If used by the institution, enter or search for the appropriate **SpeedChart.**
32.	Review and edit the **Accounting Details** for each line. ***Note****: Click on the plus (+) button to add additional distribution/accounting lines.*
33.	For each Accounting Detail line, enter the **Quantity**.
34.	Enter the **Amount**.
35.	Enter the **GL Business Unit**.
36.	Enter the **Account**.
37.	On the ChartFields Tab, enter the **Fund Code**.
38.	Enter the **Department**.
39.	Enter the **Program Code**.
40.	Enter the **Class**.
41.	Enter the **Budget Reference**.
42.	Enter the **Project**.
43.	Once all Accounting Detail lines are entered for the invoice line, click the **OK** button.
44.	If you need to enter more lines, please follow steps 25 - 43.
45.	After adding all invoice lines, click the **Next** button. The system navigates to the Review and Submit page to review and submit the Payment Request for approval.
46.	Review the Payment Request for accuracy by selecting the **Review** button.
47.	After reviewing, select the **Return** button.

Step	Action
48.	The Payment Request can either be saved for later or submitted for approval. • If you wish to save, select the **Save for Later** button. • To submit the Payment Request for approval, click the **Submit** button.
49.	Click the **OK** button to proceed.