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## AP.060.010 Entering Payment Requests

#### Concept

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.

This lesson demonstrates how to enter Payment Requests and submit them for approval.

|  |
| --- |
| Assumptions |
| You have purchased goods or services from an approved Supplier who has provided an invoice for payment.  Your purchase is under $2,500.00 or is otherwise in accordance with the State Accounting Office’s **Statewide Purchase Order Policy** (see **Additional Information**). |

|  |
| --- |
| 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** |

#### Additional Information

You may only submit Payment Requests for approved Suppliers who have provided an invoice, which you must attach to the request.

You may select **Save for Later** at any time during entry of a Payment Request. Such saved requests have a status of **New** until submitted for approval.

After you submit a Payment Request for approval, it will have a status of **Pending** and will not be available to you for update.

**PLEASE NOTE**

You 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 (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:

<https://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/BP_Statewide_Purchase_Order_Policy_final.pdf>

In order 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

Follow these steps to enter a Payment Request and submit it for approval.

| Step | Action |
| --- | --- |
|  | Click the **Payment Request Center** link on the Employee Self Service homepage **OR** follow #2 - 5 below to navigate to the **Payment Request Center**. |
|  | Click the **NavBar** link. |
|  | Click the **Navigator** link. |
|  | Click the **Employee Self-Service** link. |
|  | Click the **Payment Request Center** link. |
|  | Click the **Create** button. |
|  | **Summary Information** – **Step 1 of 4** |
|  | Enter the **Invoice Number**. |
|  | Enter the **Invoice Date**. |
|  | Enter the **Description** for this Payment Request. |
|  | Click the **Attachments** link to upload the **Supplier Invoice**. |
|  | Click the **Add Attachment** button. |
|  | Click the **Browse** button. |
|  | Select your **Supplier Invoice** and click the **Open** button. |
|  | Click the **Upload** button. |
|  | Click the **OK** button. |
|  | Enter the **Cost Sub-Total** amount. |
|  | Enter the **Misc Charge Amount**, if applicable. |
|  | Enter the **Freight Amount**, if applicable. |
|  | Enter **Notes/Comments**. |
|  | Click the **Next** button. |
|  | **Supplier Information** – **Step 2 of 4** |
|  | Enter the **Supplier ID** or select it using **Look up Supplier ID**Action area of the screen image.  You may also select it using the **Search** button (**see #24 below**). |
|  | To use the **Search** button to find and select the **Supplier ID:**   1. Scroll through the Supplier List of approved Suppliers using the   buttons to move between pages. 2. Select the button next to a **Supplier ID** to choose that Supplier. 3. Suppliers having multiple **Locations** will show a **Multiple** link. 4. Select the **Multiple** link to **Select Supplier Location** for that Supplier. 5. You may select the **Details** link to view **Supplier Details** for more information to help with Supplier selection. |
|  | After selecting a Supplier, click the **Next** button. |
|  | **Invoice Details** – **Step 3 of 4** |
|  | Click the **Add Lines** button. |
|  | Enter the **Description** for this Line. |
|  | Enter the **Quantity**. |
|  | Enter the **Unit** of Measure. |
|  | Enter the **Unit Price**. |
|  | Enter the **Line Amount**. |
|  | Accounting Details  Enter the **Quantity**. |
|  | Enter the **Amount**. |
|  | Enter the **Account**. |
|  | Enter the **Fund Code**. |
|  | Enter the **Department**. |
|  | Enter the **Program Code**. |
|  | Enter the **Class**. |
|  | Enter the **Budget Reference**. |
|  | Enter the **Project**. |
|  | Click the **OK** button. |
|  | After adding all **Invoice** **Lines**, click the **Next** button. |
|  | **Review and Submit** – **Step 4 of 4** |
|  | Click the **Review** button to review the detailed request. |
|  | Click the **Return** button. |
|  | Click the **Submit** button to submit your request. |
|  | Click the **OK** button to proceed. |
|  | Congratulations. You have just completed **Entering Payment Requests**. Below is a summary of the key concepts:   * You should only use Payment Requests in accordance with the State Accounting Office’s **Statewide Purchase Order Policy**. * You may only submit Payment Requests for approved Suppliers who have provided an invoice, which you must attach to the request. * You may select **Save for Later** at any time during entry of a Payment Request. Such saved requests have a status of **New** until submitted for approval. * After you submit a Payment Request for approval, it will have a status of **Pending** and will not be available to you for update. |