

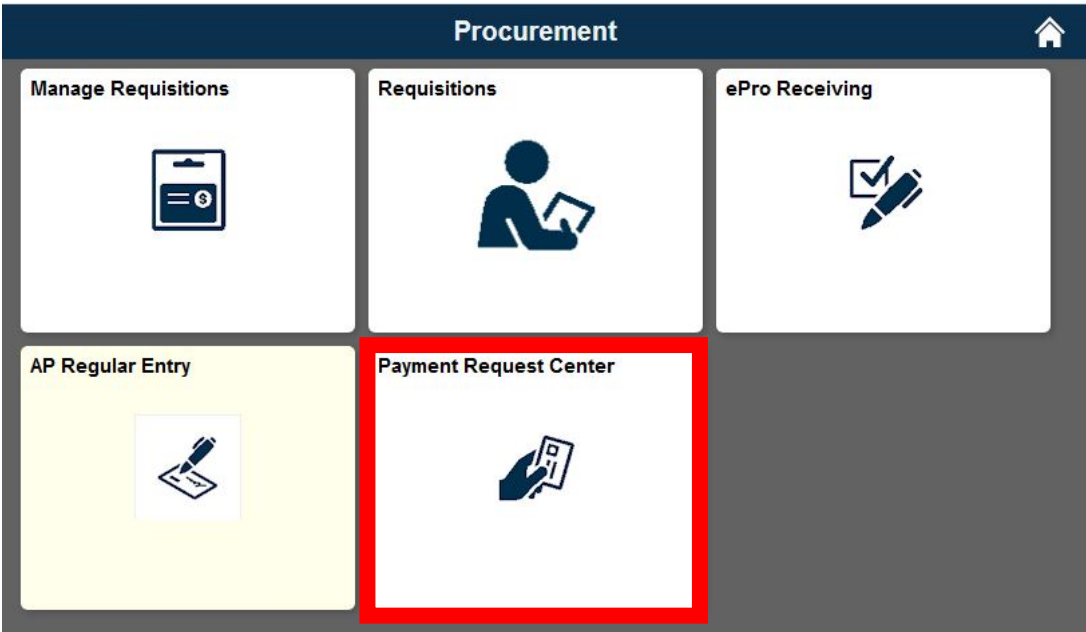
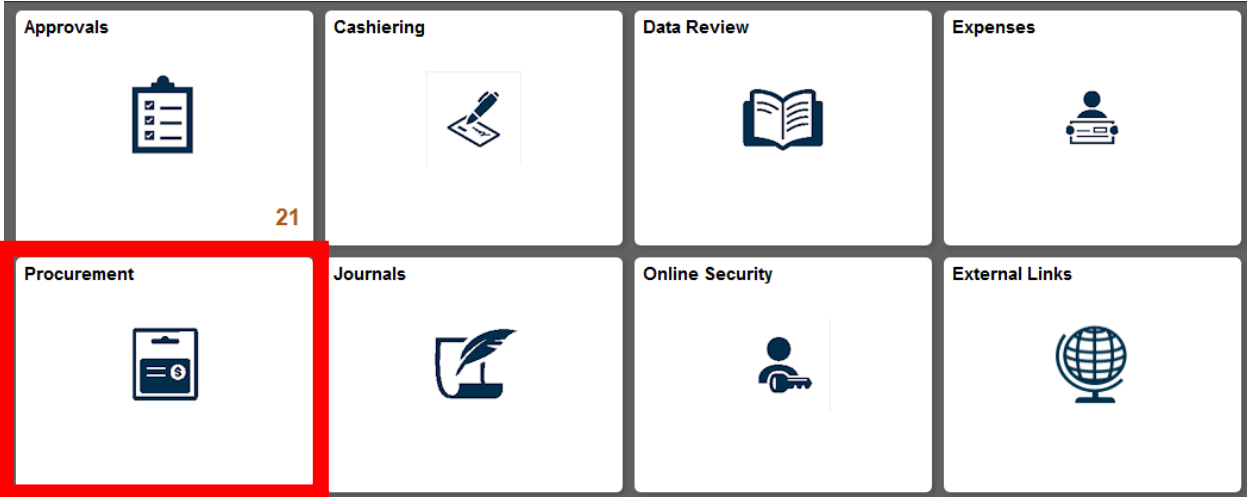
PeopleSoft - Creating a Payment Request

Concept

This business process explains how to create a payment request.

Procedure

Navigate to the Procurement tile and then the Payment Request Center



Payment Request Center											
7/7/2020 to 7/16/2020											
Request ID	Entered Datetime	Invoice Number	Description	Supplier ID	Supplier	Total Amount	Currency	Request Status	Scheduled to Pay	Business Unit	Voucher ID
0000013271	07/15/2020 9:24AM		PATS STUDY PARTICIPANT	0000182057	Sanela Bojic	100.00	USD	Pending		CASE1	
0000013248	07/13/2020 11:02AM		HELP-DS STUDY PARTICIPANT	0000180652	Melissa Ference	75.00	USD	Vouchered	08/27/2020	CASE1	06881772
0000013247	07/13/2020 10:49AM		PETTY CASH - DANIELLE LABBATO	0000155571	P/C Danielle Labbato	1780.00	USD	Vouchered	07/14/2020	CASE1	06881771
0000013227	07/10/2020 1:19PM		DEA-CSA REGISTRATION FEE	0000019667	Nazha Abughali	731.00	USD	Vouchered	07/14/2020	CASE1	06881769
0000013223	07/10/2020 10:21AM		PETTY CASH - DAVID PECK	0000180943	P/C David H. Peck	725.00	USD	Vouchered	08/24/2020	CASE1	06881768
0000013169	07/08/2020 11:52AM		HEALTH INSURANCE PREMIUM	0000182036	Alison Ha	318.20	USD	Vouchered	08/22/2020	CASE1	06881077
0000013168	07/08/2020		HONORARIUM - CARDIOLOGY								

1. To generate a new payment request click on Plus Icon.

Summary Information

Payment Request		Next >
<p>1 Summary 2 Supplier 3 Invoice Details 4 Review and Submit</p>		
<p>Attachments (0)</p>		
Business Unit	CASE1	Entered Datetime 07/16/20 12:29PM
	Case Western Reserve Univ	Request ID
Invoice Number		
*Invoice Date	07/16/2020	
*Request Type	Payment Request	New Vendor Travel Forms Petty Cash
*Cost Sub-Total		
*Return Check To	REGULAR PAYMENTS	
	Other Cost	
Total Amount	0.00	
Currency	USD	
Description		
Notes/Comments		

2. If you have an invoice number to be paid enter it here, otherwise leave the field blank.
3. The invoice date will default to today's date. If it is different change to the correct date. Invoice Date is required.
4. Request type will default to Payment Request. If
5. Enter a Description.
6. Enter the Cost Sub-Total (this is the total amount of your request).
7. Return Check will default to Regular Payment. Do not change unless you have specific instructions to do so.
 - a. If this is a request to pay USCIS for immigration fees, then select Pick up at Cashier's Office
 - b. If this is a request to replenish Petty Cash, then select Pick up at Cashier's Office
8. Enter any Notes/Comments.
9. Add an Attachment of your Invoice by clicking the Attachment Button. The Attachment is required. All Payment Request will require some form of backup to the request.



10. Click the Add Attachment button.



11. Click My Device.
12. Navigate to your file and click Open.

Attachments				
Attachment Details				
Attached File	Description	User	Name	Date/Time Stamp
Sample_Attachment.pdf		jgg39	Judith Gilchrist	07/16/2020 12:31:53PM

13. Click OK.
14. Links can be followed to fill out the Travel Reimbursement, Petty Cash or New Supplier forms if needed.
15. Click Next.

*****If at any point you need to navigate away from the page you may click the SAVE FOR LATER BUTTON to save your work. Your request will be saved in the PAYMENT REQUEST CENTER for follow up later*****

Supplier Information

Payment Request

Summary Supplier Invoice Details Review and Submit

Step 2 of 4: Supplier

Country USA

Supplier Name

Supplier ID

Search

16. Enter the Supplier ID or the Supplier Name.

17. Click Search

Payment Request

Summary Supplier Invoice Details Review and Submit

Step 2 of 4: Supplier

Country USA

Supplier Name abc

Supplier ID

Search

Search Results 13 rows

Supplier ID	Name	Address	City	State	Country	Details
000000102	ABC Fire Inc	10250 Royalton Road	North Royalton	OH	USA	
000000103	ABC Rental Center East	Party Safari	N Randall	OH	USA	
000000104	Abcam Inc	PO Box 3460	Boston	MA	USA	
000000106	ABCO Fire Protection Inc	* Multiple Locations *				
0000140194	ABC Uptown The Tavern LLC	2299 Columbus Rd	Cleveland	OH	USA	

18. Select the Supplier from the Supplier list.

Payment Request

Summary Supplier Invoice Details Review and Submit

Step 2 of 4: Supplier

Supplier Search

Supplier Address

Supplier ID 000000103

Supplier ABC Rental Center East

Party Safari

21600 Miles Rd.

N Randall, OH 44128

19. Click Next.

Invoice Details

Payment Request

Summary Supplier Invoice Details Review and Submit

Step 3 of 4: Invoice Details

Invoice Lines

There is no Invoice Line to display.

Add Lines

*Cost Sub-Total 100.00

Other Cost

Total Amount 100.00

Currency USD

20. Click Add Lines button.

Payment Request

Summary Supplier Invoice Details Review and Submit

Step 3 of 4: Invoice Details

Invoice Lines 1 row

Line	Description	Quantity	Unit	Unit Price	*Line Amount	Accounting Details
1	Journal Line				100	

*Cost Sub-Total 100.00

Other Cost

Total Amount 100.00

Currency USD

21. Enter the Description and Amount for the line.

22. Click the Accounting Details icon to enter the speedtype.

Accounting Details

Description Journal Line

Amount 100.00 USD

Quantity

Accounting Details

Chartfields Basic Information Show All

*Speed Type	*Account	*Amount	GL Unit	Project	Event	Fund	Dept	Class
OPR231240	531260	100	CASE1			97600	231240	10

23. Update the Account as needed.
24. Enter an Event if needed.
25. Click Done.

Payment Request < Previous **Next >** ☰

1 Summary 2 Supplier **3 Invoice Details** 4 Review and Submit

Step 3 of 4: Invoice Details

Invoice Lines 1 row

+ Edit

Line	Description	Quantity	Unit	Unit Price	*Line Amount	Accounting Details
1	Journal Line		Q		100.00	

*Cost Sub-Total 100.00

Other Cost

Total Amount 100.00

Currency USD

26. If you need to enter another line click the Add Lines button and repeat steps 21-25.
27. To edit a line click the Edit icon and make updates.
28. To delete a line after clicking on Edit.
29. If you receive an error that the lines are not in balance with the Cost Sub-Total that error will still be seen at the top of the page even after correcting the issue. It will not do another check until you click the Next button. If you hit the Next button and the error remains it means there is still an out of balance issue, if it moves on to the Review and Submit page then it is in balance.
30. Click Next.

Review and Submit

× Exit Payment Request < Previous Submit

1 Summary 2 Supplier 3 Invoice Details 4 Review and Submit

Step 4 of 4: Review and Submit

Attachments (1)

▼ **Summary Information**

Business Unit	CASE1 Case Western Reserve Univ	Entered Datetime	07/16/2020 1:44PM
Invoice Number		Request ID	
Invoice Date	07/16/2020	Request Status	New
Total Amount	100.00 USD	Request Type	Payment Request
Description		Return Check To	REGULAR PAYMENTS
Notes/Comments			

▼ **Supplier Information**

Supplier ID	0000000103
Supplier	ABC Rental Center East Party Safari 21600 Miles Rd. N Randall, OH 44128

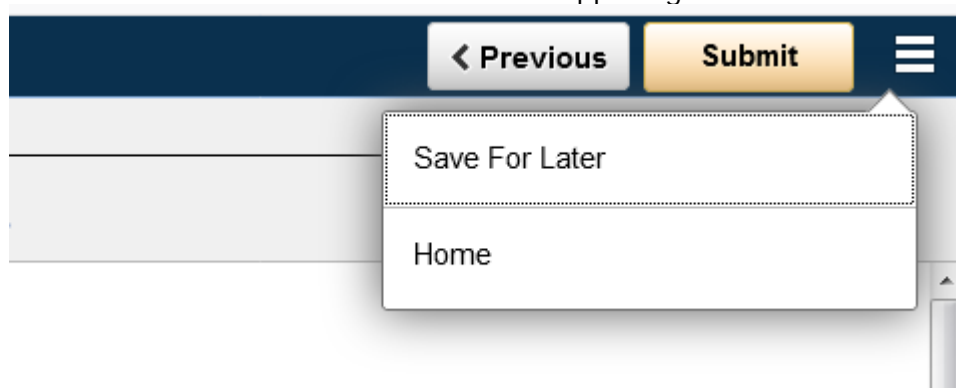
▼ **Invoice Details**

Line	Description	Quantity	Unit	Unit Price	Line Amount	Accounting Details
1	Journal Line				100.00	

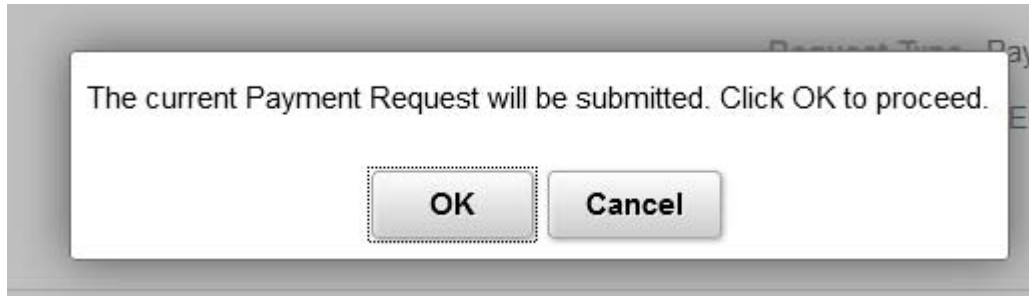
Cost Sub-Total 100.00

31. Click Return.

32. To "Save For Later" Click the menu in the upper right corner:



33. To submit lick the "Submit" button to submit your request.



34. Click OK.

Payment Request Center

Request ID	Entered	Invoice	Description	Supplier ID	Supplier	Total	Currency	Request	Scheduled to	Business	Voucher
0000013287	07/16/2020 1:44PM			0000000103	ABC Rental Center East	100.00	USD	Pending		CASE1	
0000013271	07/13/2020 9:24AM		PATS STUDY PARTICIPANT	0000182057	Sanela Bojic	100.00	USD	Pending		CASE1	
0000013248	07/13/2020 11:02AM		HELP-DS STUDY PARTICIPANT	0000180652	Melissa Ference	75.00	USD	Vouchered	08/27/2020	CASE1	06881772

35. Note Request Status is Pending when it is submitted for Approval. The Request Status is New when it has been Saved for Later. Once approved the Request Status will be Approved.
36. To edit a Payment Request that was Saved for Later click the Arrow icon and walk through the Payment Request and make the updates and submit.
37. To view the approval click on the report and then the link at the bottom of the page.

▼ Invoice Details 1 row

Line	Description	Quantity	Unit	Unit Price	Line Amount	Accounting Details
1	Journal Line				100.00	
Cost Sub-Total		100.00				
Misc Charge Amount						
Freight Amount						
Total Amount		100.00	USD			

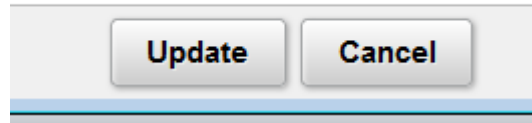
[Approval History](#)

Approval Flow

Department Approver	Status
▼ REQUEST_ID=0000013287 Department Approver ⌚ Pending Multiple Approvers CW_PR_APPR_USER_MGR1	Pending
Prepay Auditor ▼ REQUEST_ID=0000013287 Prepay Auditor 📧 Not Routed Multiple Approvers CW_PR_APPR_USER_PREPAY_AUDITOR	Awaiting Further Approvals

38. Click Return.

39. To cancel a Payment Request that has not been submitted for approval click the report and select cancel at the bottom of the page.



40. Click OK to confirm the cancelling of the Payment Request, click Cancel if you do not want to confirm cancelling of the Payment Request.

Case Western Reserve University EST 1816

Payment Request Center

Request Summary From 09/11/2018 to 12/10/2018

Display	Status	Number of Requests
<input checked="" type="checkbox"/>	New	3
<input checked="" type="checkbox"/>	Pending	3
<input type="checkbox"/>	Vouchered	7
<input type="checkbox"/>	Cancelled	1

Recent Messages

Request ID	Message Topic	Last Updated By	Last Updated Datetime	Initiated By	Initial Datetime
000000041	Approved	Demes, Francis A	12/10/2018 10:46AM	Demes, Francis A	12/10/2018 10:46AM

Requests

Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay
000000041	12/10/2018 9:42AM	123456	000019801	James B Young MD	Test 123	6,000.00	USD	Pending	CASE1		
000000040	12/07/2018 1:45PM	Joey D				25.00	USD	New	CASE1		
000000039	12/07/2018 12:51PM	Joey			Joe	100.00	USD	New	CASE1		
000000021	11/29/2018 11:56AM	1234	000000069	AAAS		10.00	USD	New	CASE1		
000000019	11/15/2018 11:14AM	KAG456	0000170378	Alamo Enterprises		200.00	USD	Pending	CASE1		
000000020	11/15/2018 2:17PM	KAG988	EMP1003518	Kevin Chan	Test1	100.00	USD	Pending	CASE1		

41. The Request Status shows **New** for the Payment Requests that have been created but not yet submitted for approval.
42. The Request Status shows **Cancelled** for the Payment Requests that have been cancelled.
43. The Request Status shows **Pending** for Payment Requests that are awaiting approval.
44. The Request Status shows **Approved** for Payment Requests that have been approved but have are not yet converted to Vouchers.
45. The Request Status shows **Vouchered** for Payment Requests that were previously in Approved status but have now been converted to Vouchers, it also provides the Voucher ID and the date it is scheduled to be paid.
46. Users can filter their payment request center by the following options by clicking the



icon :

Filters

By Date and Status | By Alternative Filters

Date Range

From 04/17/2020

To 07/16/2020

Status

All	101
New	1
Pending	2
Vouchered	95
Cancelled	3