

# Controller's Office – Accounts Payable Procedure

## Payment Request General Guidelines

### I. Access to Payment Request

Payment Request is accessed in PeopleSoft via the following:

**Main Menu > Employee Self-Service > Payment Request Center**

If you do not have access, please contact the One Carolina Team.

### II. Payment Request Instructions

#### Step 1 – Payment Request: Summary Information

The following information is needed on the Summary Information Tab:

**Invoice Number:** Payment Requests are generally not going to have invoice numbers so it will be up to each department to populate this field. For example, you could use the payee's last name and the month/year (Smith – 05/2015).

**Description:** This should be a short description of the type of payment for example: Royalties and Commission, Honorarium.

**Cost Sub-Total:** Enter the total amount of the payment request in this field.

**Notes/Comments:** Enter any additional information as needed such as **HOLD FOR PICKUP** or any other special handling.

**Attachments:** Click the attachment link to attach required documentation for your specific Payment Request. See individual payment request types for required information.

The screenshot shows the 'Payment Request Center' interface for the University of South Carolina. The breadcrumb trail is 'Main Menu > Employee Self-Service > Payment Request Center'. The page title is 'Payment Request'. There are four tabs: 'Summary Information' (active), 'Supplier Information', 'Invoice Details', and 'Review and Submit'. Below the tabs are 'Exit', 'Save for Later', and 'Next' buttons. The 'Summary Information - Step 1 of 4' section contains the following fields:

- Instructions (help icon)
- \*Business Unit: USC01 (dropdown)
- Request ID: (empty)
- Invoice Number: (empty)
- \*Invoice Date: 07/03/2015 (calendar icon)
- Entered By: Mandy Kibler
- Entered Datetime: 07/03/2015 12:50PM
- Description: (empty)
- Attachments (0)
- \*Cost Sub-Total: (empty)
- Misc Charge Amount: (empty)
- Freight Amount: (empty)
- Tax Amount: (empty)
- Total Amount: (empty)
- \*Currency: USD (dropdown)
- Notes/Comments: (empty text area, 254 characters remaining)

At the bottom right, there are 'Exit', 'Save for Later', and 'Next' buttons.

## Step 2 – Payment Request: Supplier Information

Please remember that your supplier must be set up in advance of beginning the Payment Request.

**Supplier ID:** Click the magnifying glass to search for your supplier. Once you have located the supplier then choose the supplier,

Payment Request

Supplier Information - Step 2 of 4

Instructions ?

Business Unit USC01  
Request ID

Invoice Number 7-3-2015  
Invoice Date 07/03/2015

Entered By Mandy Kibler  
Entered Datetime 07/03/2015 12:50PM

Supplier Search

Country USA

Supplier ID

Supplier Name

Search

then hit the Search button and choose your supplier in the list.

Supplier Search

Country USA

Supplier ID C000000091

Supplier Name

Search

Request New Supplier

Supplier list

Personalize | Find | View All | First 1 of 1 Last

Supplier ID	Name	Address	City	State	Country
C000000091	JUDITH K OCKENE	26 PARTRIDGE HILL RD	HARVARD	MA	USA

### Step 3 – Payment Request: Invoice Details

The amount is brought forward from Step 1 and now it is time to enter your chartfield information. Choose “Add Lines”.

#### Adding Chartfields:


**Header – Line Amount:** Enter the line amount in the header. This must match total from Step 1.

**Accounting Details:** On this line enter Amount, Operating Unit, Department, Fund Code, Account, and Class. You can click the “+” sign on the left side to add additional chartfield lines. If you have multiple lines, then all of your chartfield lines must equal to the total in the Header Line.

## Step 4 – Payment Request: Review and Submit

Review your payment request and submit it to workflow and you are complete.

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Payment Request Center


 UNIVERSITY OF SOUTH CAROLINA

### Payment Request

Summary Information    Supplier Information    Invoice Details    **Review and Submit**

Exit    Save for Later    |    < Previous

**Review and Submit** - Step 4 of 4

**Instructions** 

<b>Business Unit</b> USC01	<b>Invoice Number</b> 7-3-2015	<b>Entered By</b> Mandy Kibler
<b>Request ID</b>	<b>Invoice Date</b> 07/03/2015	<b>Entered Datetime</b> 07/03/2015 12:50PM
<b>Description</b> Honorarium		
<b>Supplier</b> JUDITH K OCKENE		
<b>Total Amount</b> 1000.00    USD		
<b>Request Status</b> New		

Click the "Review" button to review the detailed request.  
Click the "Submit" button to submit your request.

Exit    Save for Later    |    < Previous