

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' interface in the University of South Carolina PeopleSoft system. The breadcrumb trail at the top reads: 'Favorites > Main Menu > Employee Self-Service > Payment Request Center'. The page title is 'Payment Request'. Below this is a tabbed interface with four tabs: 'Summary Information' (active), 'Supplier Information', 'Invoice Details', and 'Review and Submit'. The 'Summary Information' tab is labeled 'Summary Information - Step 1 of 4'. The form contains the following fields and information:

- Instructions:** A help icon (?) is next to the label.
- *Business Unit:** A dropdown menu showing 'USC01' with a search icon.
- Request ID:** A text field.
- Invoice Number:** A text field.
- *Invoice Date:** A date field showing '07/03/2015' with a calendar icon.
- Entered By:** 'Mandy Kibler'.
- Entered Datetime:** '07/03/2015 12:50PM'.
- Description:** A large text area.
- *Cost Sub-Total:** A text field.
- Misc Charge Amount:** A text field.
- Freight Amount:** A text field.
- Tax Amount:** A text field.
- Total Amount:** A text field.
- *Currency:** A dropdown menu showing 'USD' with a search icon.
- Notes/Comments:** A large text area with a '254 characters remaining' indicator.
- Attachments (0):** A link to view attachments.

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

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 Center

Payment Request

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

Exit | Save for Later | Previous | Next

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

Exit | Save for Later | Previous | Next

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

Exit | Save for Later | Previous | Next

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”.

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 Next

Invoice Details - Step 3 of 4

Instructions ⓘ

Business Unit USC01 Invoice Number 7-3-2015 Entered By Mandy Kibler
Request ID Invoice Date 07/03/2015 Entered Datetime 07/03/2015 12:50PM

Line	Description	Quantity	Unit	Unit Price	Line Amount
------	-------------	----------	------	------------	-------------

Add Lines

*Cost Sub-Total 1000.00
Misc Charge Amount
Freight Amount
Tax Amount

Total Amount 1000.00 *Currency USD

Exit Save for Later Previous Next

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.

Add a New Line

Instructions ⓘ

Line 1 Description Quantity Unit Unit Price *Line Amount SpeedChart Key

Accounting Details

Line	Quantity	*Amount	*GL Business Unit	Operating Unit	Department	Fund Code	Account	Class	PC Business Unit
1		0.00	USC01						

OK Cancel

Step 4 – Payment Request: Review and Submit

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

Favorites ▾

Main Menu ▾

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Employee Self-Service ▾

>

Payment Request Center

 UNIVERSITY OF
SOUTH CAROLINA

Payment Request

Summary Information

Supplier Information

Invoice Details

Review and Submit

ExitSave for LaterPrevious

Review and Submit - Step 4 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

Description Honorarium
Supplier JUDITH K OCKENE
Total Amount 1000.00 USD
Request Status New

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

Review

Submit

ExitSave for LaterPrevious