



**Office of the Controller
General Accounting Team – Accounts Payable
Payment Request**

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I. Objectives

By the end of this procedure, you should be able to:

- Create a Payment Request
- Inquire on a Payment Request
- Approve a Payment Request

II. Tips and Tricks

Here are few tips and tricks when creating a Payment Request:

- The Payment Request Center in PeopleSoft Finance to:
 - Request Summary Information
 - Review Recent Messages
 - Create a Payment Request
 - Review Payment Request Status and Voucher ID
- Be sure to use the [Payment Request Matrix](#) as a quick reference document to help determine types of items eligible to be paid using the PeopleSoft Finance Payment Request feature. The matrix provides:
 - dollar limits, if applicable
 - account codes
 - required files to be attached
 - Helpful hyperlinks to various web pages
- Be sure to send reimbursement for Moving and Relocation to moving@mailbox.sc.edu.
- Use the **Travel and Expense** module to reimburse student employees for expenses (non-travel) related to work they do at the University.
- Use the **Student Reimbursement Form** for any reimbursements (non-travel) to student non-employees and send these forms to Accounts Payable using the AP Upload mailbox.
- Use the [Student Payment Method Decision Tree](#) for additional guidance on stipends and other student payments.

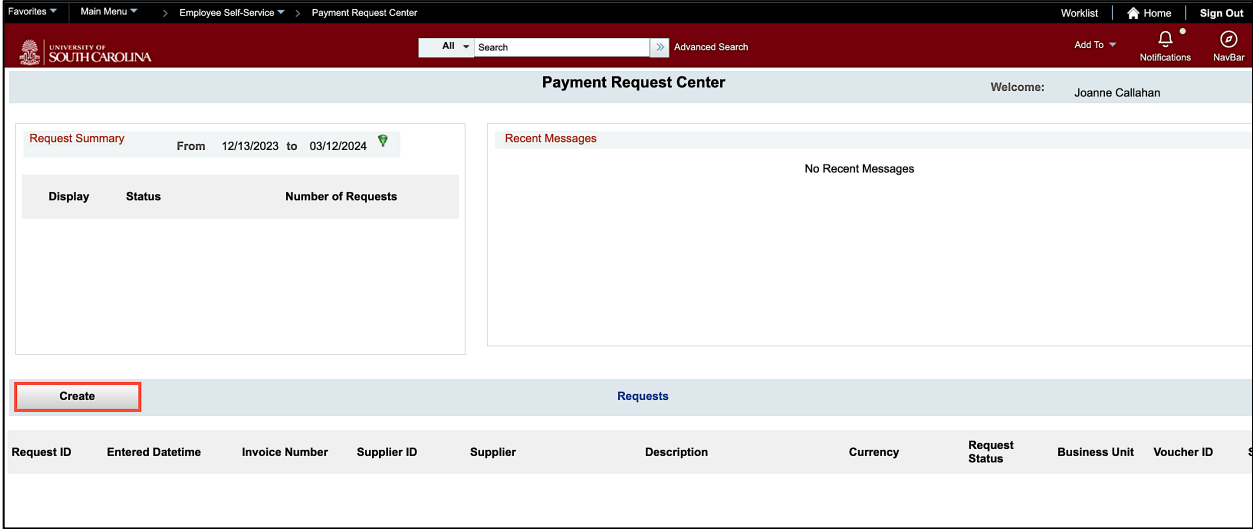
III. Creating a Payment Request

Payment request is used for paying invoices under \$10,000. This tool has strict guidelines and a payment matrix for allowed types of payments. Before you get started, reference the [Payment Request Matrix](#) to determine eligibility, applicable account codes, and required documentation.

To navigate to the **Payment Request Center** page, use the following menu path in PeopleSoft Finance:

Main Menu > Employee Self Service > Payment Request Center

Step 1: To create a Payment Request, click the **Create** button on the Payment Request Center page.



Tab #1: Summary Information

Step 2: On the Summary Information tab, begin by entering the **Invoice Number**. This should be the number found on the invoice. If there is no invoice number, use the date (03122024) and the Supplier Name/Last Name (03122024Kirk)

Step 3: Click in the **Invoice Date** field and enter the invoice date on the invoice. If you don't have a date, use the same date you use in the Invoice field.

Step 4: Click in the **Description** field and enter the Payment Request Type (see Matrix) at the beginning then your description (Library – Books, SOM – Physician Payments, Supplies – Paper for Lab).

For this example, we are creating a request for an Honorarium. The below screenshot is the Honorarium information from the Payment Request Matrix. This provides the description, account code (52250), and required documentation.

Honorariums	Payments made in recognition of acts or professional services for which custom or propriety forbids a price to be set.	Honorarium	No dollar limit	52250 Honorarium	Yes W-9	1 - Honorarium Form	The Honorarium Form can be found on the Controller's Website .
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Step 5: Click in the **Cost Sub-Total** field and enter the total amount of the payment request in this field. If reimbursing petty cash, enter the Cost Sub Total Only. **DO NOT** enter Misc, Freight or Tax.

Note: For **Supplier Invoices**, enter the Costs Sub Total less Tax Freight and Misc. Enter the Tax and Freight separately, if applicable. Other charges billed can be put into Misc.

Step 6: In the **Notes/Comments** field, enter any special handling for this payment such as **HOLD FOR PICKUP** or anything unique for this payment.

The screenshot shows the 'Payment Request' form in the 'Summary Information' tab. The form includes the following fields and values:

- Business Unit:** USC01
- Invoice Number:** 03122024_KI
- Invoice Date:** 03/12/2024
- Description:** Honorarium
- Cost Sub-Total:** 1000.00
- Notes/Comments:** Hold for pick-up
- Total Amount:** 1000.00
- Currency:** USD

Buttons for 'Exit', 'Save for Later', and 'Next' are visible at the bottom of the form.

Step 7: Click the **Attachment** link to attach required documentation for your specific Payment Request. Be sure to reference the Payment Request Matrix to determine required information.

The screenshot shows the 'Payment Request' interface at the University of South Carolina. The page is titled 'Payment Request' and is currently on 'Step 1 of 4' under 'Summary Information'. The breadcrumb trail includes 'Summary Information', 'Supplier Information', 'Invoice Details', and 'Review and Submit'. The 'Next' button at the top right is highlighted with a red box. The form contains the following fields:

- Instructions: ?
- *Business Unit: USC01
- *Invoice Number: 03122024_KI
- Entered By: Joanne Callahan
- Request ID: (empty)
- *Invoice Date: 03/12/2024
- Entered Datetime: 03/12/2024 12:44PM
- Description: Honorarium
- *Attachments (0) - highlighted with a red box
- *Cost Sub-Total: 1000.00
- Misc Charge Amount: (empty)
- Freight Amount: (empty)
- Tax Amount: (empty)
- Total Amount: 1000.00
- *Currency: USD
- Notes/Comments: Hold for pick-up
- 238 characters remaining

Buttons at the bottom: Exit, Save for Later, Next (highlighted with a red box).

Step 8: Click the **Next** button at the top right or bottom right of the page.

This screenshot is identical to the previous one, but the 'Next' button at the top right is now highlighted with a red box. Additionally, the 'Attachments (1)' link is now visible in blue text next to the description field.

Buttons at the bottom: Exit, Save for Later, Next (highlighted with a red box).

Tab #2: Supplier Information

Note: Be sure to change the **Country Code** when looking for an International Supplier.

Step 9: Click in the **Supplier Name** field and enter the supplier's name. This is the most reliable search option.

Step 10: Click the **Search** button.

The screenshot shows the 'Supplier Information' step of a payment request process. The interface includes a navigation bar with 'Summary Information', 'Supplier Information', 'Invoice Details', and 'Review and Submit'. The 'Supplier Information' section contains the following data:

- Business Unit: USC01
- Invoice Number: 03122024_Kirk
- Entered By: Joanne Callahan
- Request ID: [blank]
- Invoice Date: 03/12/2024
- Entered Datetime: 03/12/2024 12:44PM
- Country: USA
- Supplier ID: [blank]
- Supplier Name: James E Kirk

A 'Search' button is located to the right of the Country field. Navigation buttons (Exit, Save for Later, Previous, Next) are at the bottom.

Step 11: Select the applicable supplier from the Supplier List. When selecting your Supplier after the search be certain you are selecting the correct supplier and location (address). **VERY IMPORTANT!**

The screenshot shows the 'Supplier Information' step with the 'Supplier List' expanded. The list contains one entry:

Supplier ID	Name	Address	City	State	Country
000000144	JAMES E KIRK	4419 IVY HALL DRIVE	COLUMBIA	SC	USA

The entry is highlighted with a red border. The 'Supplier Name' field in the form above is filled with 'James E Kirk'. Navigation buttons (Exit, Save for Later, Previous, Next) are at the bottom.

Step 12: Review the Supplier name and address. Click the **Next** button at the top right or bottom right of the page.

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	Invoice Number	03122024_Kirk	Entered By	Joanne Callahan
Request ID		Invoice Date	03/12/2024	Entered Datetime	03/12/2024 12:44PM

Supplier Address

Supplier ID 0000000144

Supplier JAMES E KIRK
4419 IVY HALL DRIVE
COLUMBIA, SC 29206-1226

Exit Save for Later Previous **Next**

Tab #3: Invoice Details

Step 12: All of the invoice information should have transferred to this Invoice Detail from Step 1. If it did not, please ensure you enter the information as requested on the Summary Information tab. Once verified, click **ADD LINES** to add your chartfields and accounting details.

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	03122024_Kirk	Entered By	Joanne Callahan
Request ID		Invoice Date	03/12/2024	Entered Datetime	03/12/2024 12:44PM

Line	Description	Quantity	Unit	Unit Price	Line Amount
<input type="button" value="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

Step 13: Click in the **Line Amount** field and enter the Cost Sub-Total amount.

Step 14: Click the **Office Location Lookup** button to select your specific office location to help determine the tax.

The screenshot shows the 'Add a New Line' dialog box. The table below the instructions has the following data:

Line	Description	Quantity	Unit	Unit Price	*Line Amount	SpeedChart Key
1					1000.00	

Below the table, the *Office Location field is highlighted with a red box. At the bottom, there are 'OK' and 'Cancel' buttons.

Step 15: Change the **Description** to contains.

Step 16: Enter an applicable description in the **Description** field.

Step 17: Select the applicable location from the list.

The screenshot shows the 'Look Up Office Location' dialog box. The search form has the following data:

SetID: USC01
 Office Location: begins with
 Description: contains engineering

The 'Search Results' table has the following data:

Office Location	Description
927C	ENGINEERING MACHINE SHOP
927C-101	ENGINEERING MACHINE SHOP-101
927C-102	ENGINEERING MACHINE SHOP-102
173-0B03A	SWEARINGEN ENGINEERING C-0B03A
173-0B04A	SWEARINGEN ENGINEERING C-0B04A
173-0B19A	SWEARINGEN ENGINEERING C-0B19A
173-0B22A	SWEARINGEN ENGINEERING C-0B22A
173-0B22B	SWEARINGEN ENGINEERING C-0B22B

The row with Office Location 173-0B03A and Description SWEARINGEN ENGINEERING C-0B03A is highlighted with a red box.

Step 18: In the **Accounting Details** section, enter Amount, Operating Unit, Department, Fund, Account, and Class. If charging to a project enter PC Business Unit, Project and Activity. Use the scroll bar to view all fields.

Note: If you enter an invalid chartfield, you will not be able to proceed to the next step until it is corrected. Please use the **USC CoA Combos Inquiry** to search for a valid chartfield.

Add a New Line

Instructions ?

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

*Office Location 173-0B03A SWEARINGEN ENGINEERING C-0B03A

Accounting Details

Line	Quantity	*Amount	*GL Business Unit	Operating Unit	Department	Fund Code	Account	Class	
+	-	1	1000.00	USC01	CL040	155902	A0001	52250	101

OK Cancel

Note: Use the **Pencil** icon to edit the chartfield information.

Step 19: Click the **Next** button at the top right or bottom right of the page.

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 03122024_Kirk Entered By Joanne Callahan
Request ID Invoice Date 03/12/2024 Entered Datetime 03/12/2024 12:44PM

Line	Description	Quantity	Unit	Unit Price	Line Amount
1					1000.00

Add Lines

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

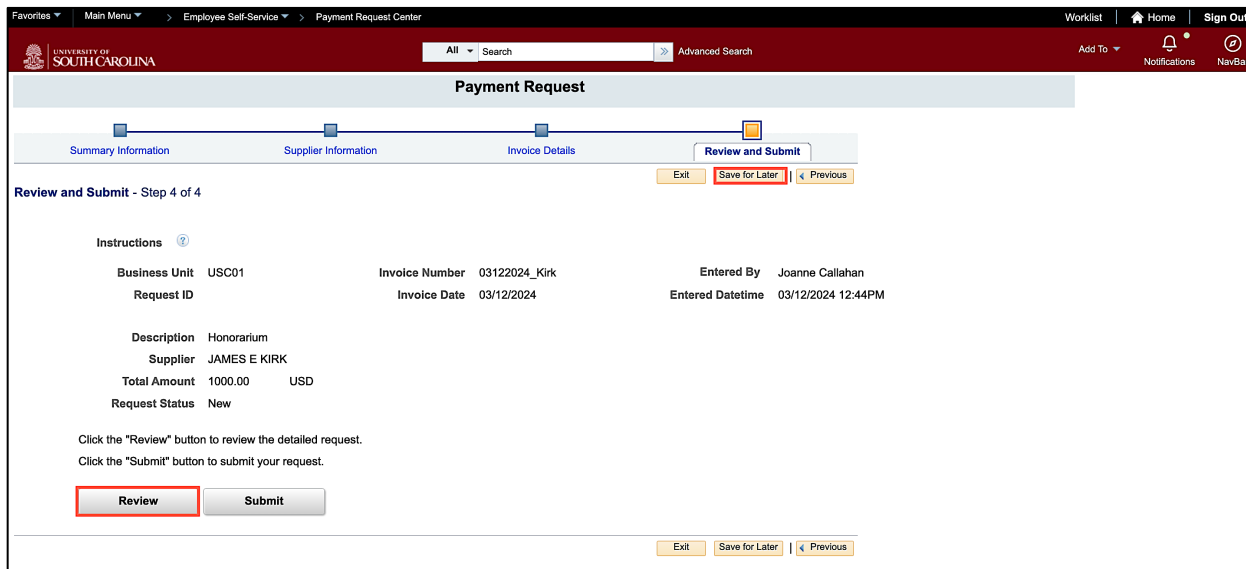
Total Amount 1000.00 *Currency USD

Exit Save for Later Previous **Next**

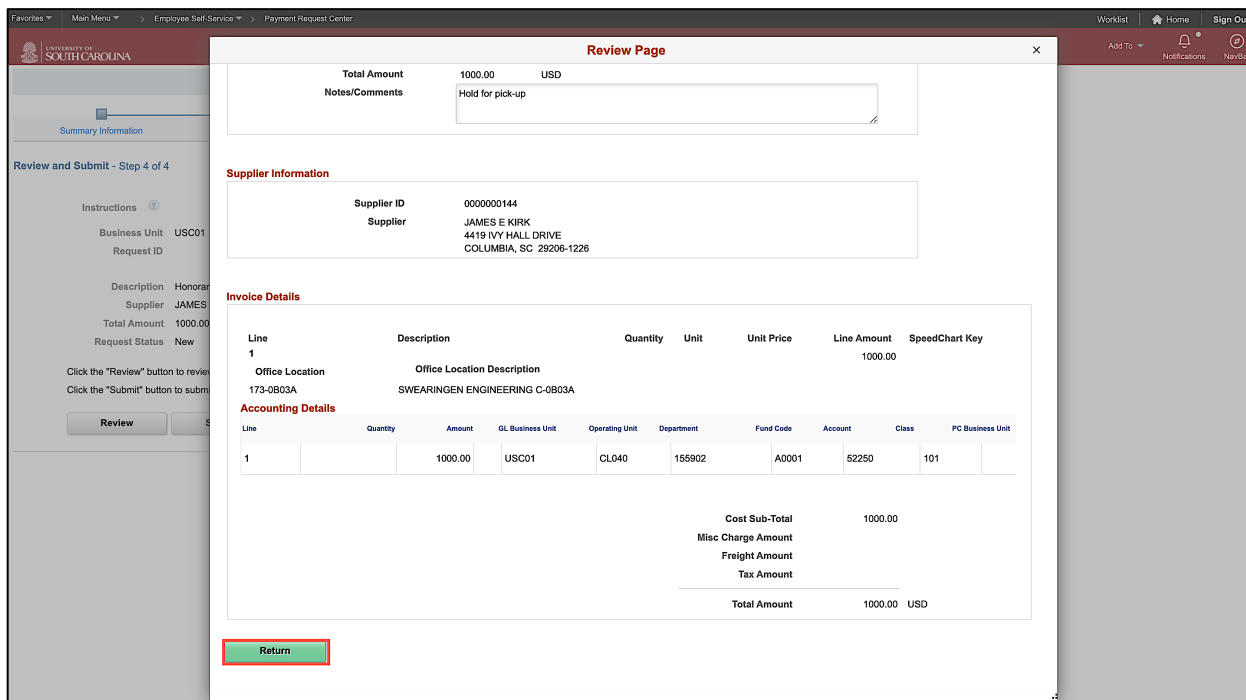
Tab #4: Review and Submit

Step 20: Click the **Save for Later** button to create a request ID and provide the opportunity to complete or edit the request later.

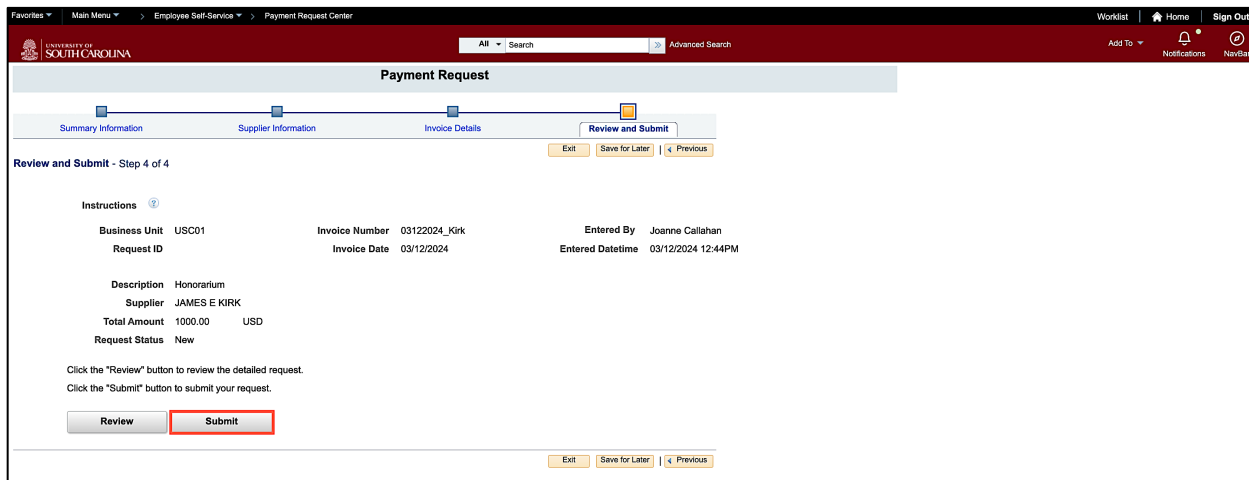
Step 21: Before submitting the request, click the **Review** button to review the payment request details for accuracy.



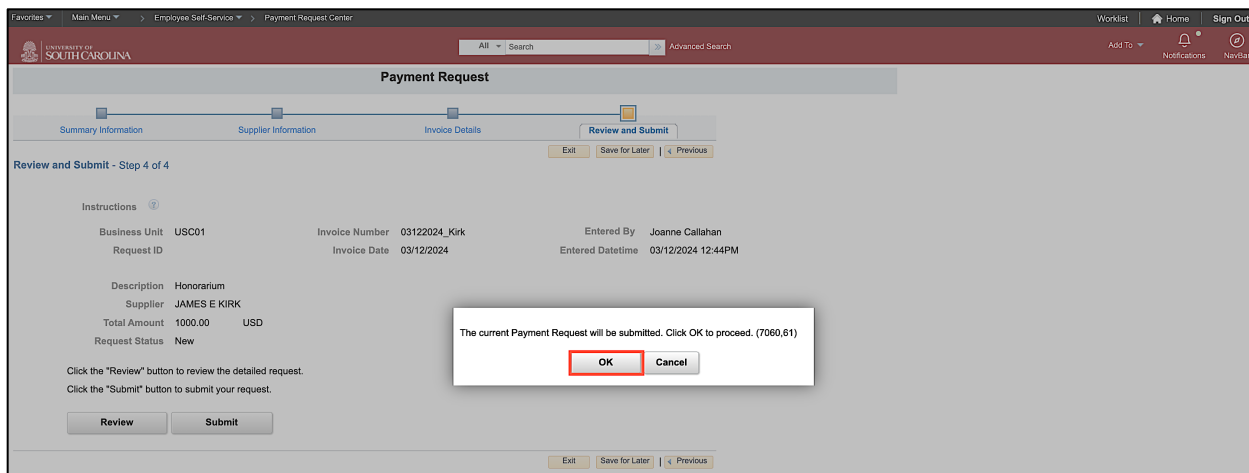
Step 22: Review the request details to ensure all is correct. Click the **Return** button to submit the request.



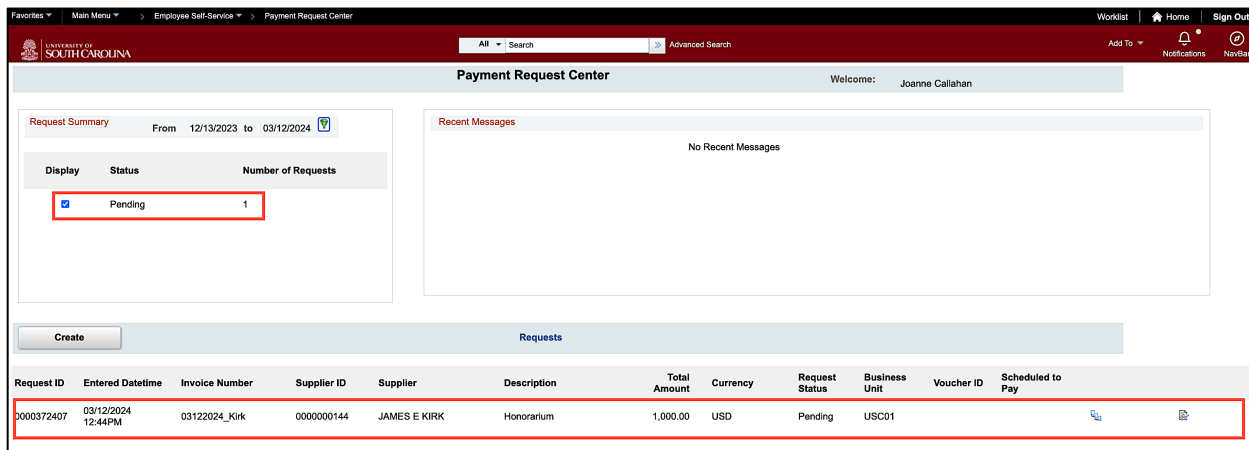
Step 23: Once completed, click the **Submit** button. Once submitted the request cannot be edited. Edits can only be made if the request is sent back to you by an Approver asking you to make changes.



Step 24: Click **Ok** to confirm submission.



Step 25: Notice the request is pending approval and the request details are available at the bottom of the page.



IV. Inquire on a Payment Request

The **USC Payment Request Inquiry** page provides the ability to inquire on a payment request status by operating unit, department, or by User.

To navigate to the **USC Payment Request Inquiry** page, use the following menu path in PeopleSoft Finance:

Main Menu > Accounts Payable > Review Accounts Payable Info > USC Payment Request Inquiry

Step 1: To help keep the search results manageable, enter an **Operating Unit**.

Step 2: Enter a **From** and **To Date**.

Note: You can enter other criteria to continue to narrow down the results.

Step 3: Click the **Search** button.

The screenshot shows the search form for the USC Payment Request Inquiry. The 'Operating Unit' field is populated with 'CL040'. The 'From Date' is set to '02/01/24' and the 'To Date' is set to '02/29/24'. The 'Search' button is highlighted with a red box.

Step 4: Review the search results.

The screenshot shows the search results for the USC Payment Request Inquiry. A 'Request Summary' table shows the following data:

Status	Number of Requests
New	7
Denied	1
Pending	7
Vouchered	16

Below the summary is a table of requests with the following columns: Request ID, Entered on, Supplier ID, Supplier, Invoice ID, Description, Oper Unit, Dept, Fund, Class, PC Bus Unit, Project, Total Amount, Request Status, and Voucher ID.

Request ID	Entered on	Supplier ID	Supplier	Invoice ID	Description	Oper Unit	Dept	Fund	Class	PC Bus Unit	Project	Total Amount	Request Status	Voucher ID
0000372395	02/07/2024	0000058135	Rick Jiang	JIANG0272024	Office of Naval Research Project Stipend	CL040	155800	F1000	301	USCSP	10012869	1,950.00	New	
0000372391	02/07/2024	0000058104	Christopher Patrick Moore	MOORE0272024	Office of Naval Research Project Stipend	CL040	155800	F1000	301	USCSP	10012869	1,950.00	New	
0000372353	02/07/2024	0000058095	Nathaniel Collin Aulen	AUTEN0272024	Office of Naval Research Project Stipend	CL040	155600	F1000	301	USCSP	10012869	1,950.00	New	
0000372248	02/07/2024	0000054279	Graduate Columbia	10000490	Hotel stay for jie zhang	CL040	155401	A0001	101			165.65	Pending	
0000372066	02/06/2024	0000055102	Angelo Villas	01082024Villas	REU monthly fellowship	CL040	155200	F1000	202	USCSP	10012884	800.00	Pending	
0000371901	02/05/2024	0000054279	Graduate Columbia	020524	Meeting with Dr. Tao Wei and research group.	CL040	155101	A0001	101			158.79	Denied	
0000372051	02/06/2024	0000048182	MPZ CAYCE LLC	123205420	53005_ACM Meeting 1.25.2024	CL040	155901	A0001	101			123.16	Vouchered	02367991
0000372043	02/06/2024	0000048182	MPZ CAYCE LLC	121495003	53005_ACM Meeting 1.11.2024	CL040	155901	A0001	101			110.09	Vouchered	02367989
0000372083	02/06/2024	0000054279	Graduate Columbia	10000453	Lodging for Dr. Orlin Velez (ECHE Seminar)	CL040	155101	A0001	101			331.30	New	
0000371602	02/02/2024	0000054008	Patrick A Bailey	02022024/Bailey	NSF fellowship payment	CL040	155400	F1000	202	USCSP	10013253	3,083.33	Vouchered	02367888
0000371608	02/02/2024	0000056844	Andrew Philip Campbell	02022024/Campbell	SC Space Grant fellowship	CL040	155000	EN700	202	USCIP	80000124	2,537.63	Vouchered	02367889
0000371611	02/02/2024	0000054407	Antonio Fonce	02022024/Fonce	REU monthly fellowship	CL040	155200	F1000	202	USCSP	10012884	800.00	Vouchered	02367890

Step 5: Click the **View Approval Workflow** icon to review approval workflow.

Request Summary

Status	Number of Requests
New	7
Denied	1
Pending	7
Vouchered	16

Recent Messages
No Recent Messages

Requests

Request ID	Entered on	Supplier ID	Supplier	Invoice ID	Description	Oper Unit	Dept	Fund	Class	PC Bus Unit	Project	Total Amount	Request Status	Voucher ID
0000372395	02/07/2024	0000058136	Rick Jiang	JIANG0272024	Office of Naval Research Project Stipend	CL040	155600	F1000	301	USCSP	10012869	1,950.00	New	
0000372391	02/07/2024	0000058104	Christopher Patrick Moore	MOORE0272024	Office of Naval Research Project Stipend	CL040	155600	F1000	301	USCSP	10012869	1,950.00	New	
0000372353	02/07/2024	0000058095	Nathaniel Collin Auten	AUTEN0272024	Office of Naval Research Project Stipend	CL040	155600	F1000	301	USCSP	10012869	1,950.00	New	
0000372248	02/07/2024	0000054279	Graduate Columbia	10000490	Hotel stay for jie zhang	CL040	155401	A0001	101			165.65	Pending	
0000372066	02/06/2024	0000055102	Angelo Vanillas	01082024/Vanillas	REU monthly fellowship	CL040	155200	F1000	202	USCSP	10012884	800.00	Pending	
0000371901	02/05/2024	0000054279	Graduate Columbia	020524	Meeting with Dr. Tao Wei and research group	CL040	155101	A0001	101			158.79	Denied	
0000372051	02/06/2024	0000049182	MPZ CAYCE LLC	123205420	\$3005 ACM Meeting 1.25.2024	CL040	155901	A0001	101			123.16	Vouchered	02367991
0000372043	02/06/2024	0000048182	MPZ CAYCE LLC	121495003	\$3005 ACM Meeting 1.31.2024	CL040	155901	A0001	101			110.09	Vouchered	02367989
0000372083	02/06/2024	0000054279	Graduate Columbia	10000453	Lodging for Dr. Orlin Velez (ECHE Seminar)	CL040	155101	A0001	101			331.30	New	
0000371602	02/02/2024	0000054008	Patrick A Bailey	02022024/Bailey	NSF fellowship payment	CL040	155400	F1000	202	USCSP	10013253	3,083.33	Vouchered	02367888
0000371608	02/02/2024	0000056844	Andrew Philip Campbell	02022024/Campbell	SC Space Grant fellowship	CL040	155000	EN700	202	USCIP	80000124	2,537.63	Vouchered	02367889
0000371611	02/02/2024	0000054407	Antonio Fonce	02022024/Fonce	REU monthly fellowship	CL040	155200	F1000	202	USCSP	10012884	800.00	Vouchered	02367890

Step 6: Review where the request is in the approval process. For this example, the request is waiting for the Accounts Payable team to approve.

Step 7: Click the **Return** button to return to the inquiry page.

Approval Flow

Payment Request Approval 1
REQUEST_ID=0000372248:Approved
Payment Request Approval 1
Approved
Alicia Lewin
Department Approver 1
02/07/24 - 10:56 AM

Payment Request Approval 2
REQUEST_ID=0000372248:Approved
Payment Request Approval 2
Approved
Travis W. Knight
Department Approver 2
02/07/24 - 10:57 AM

Accounts Payable Approval
REQUEST_ID=0000372248:Pending
Accounts Payable Approval
Pending
Multiple Approvers
Accounts Payable Approver

Return

Step 8: Click the **Review Complete** icon to review the request details.

Payment Request Inquiry

Welcome: Joanne Callahan

Status	Number of Requests
New	7
Denied	1
Pending	7
Vouchered	16

Request ID	Entered on	Supplier ID	Supplier	Invoice ID	Description	Oper Unit	Dept	Fund	Class	PC Bus Unit	Project	Total Amount	Request Status	Voucher ID
0000372395	02/07/2024	0000058136	Rick Jiang	JIANG0272024	Office of Naval Research Project Stipend	CL040	155600	F1000	301	USCSP	10012869	1,950.00	New	
0000372391	02/07/2024	0000058104	Christopher Patrick Moore	MOORE0272024	Office of Naval Research Project Stipend	CL040	155600	F1000	301	USCSP	10012869	1,950.00	New	
0000372353	02/07/2024	0000058095	Nathaniel Collin Auten	AUTEN0272024	Office of Naval Research Project Stipend	CL040	155600	F1000	301	USCSP	10012869	1,950.00	New	
0000372248	02/07/2024	0000054279	Graduate Columbia	10000490	Hotel stay for jie zhang	CL040	155401	A0001	101			165.65	Pending	
0000372066	02/06/2024	0000055102	Angelo Vanillas	01082024/Vanillas	REU monthly fellowship	CL040	155200	F1000	202	USCSP	10012884	800.00	Pending	
0000371901	02/05/2024	0000054279	Graduate Columbia	020524	Meeting with Dr. Tao Wei and research group	CL040	155101	A0001	101			158.79	Denied	
0000372051	02/06/2024	0000048182	MPZ CAYCE LLC	123205420	53005 ACM Meeting 1.25.2024	CL040	155901	A0001	101			123.16	Vouchered	02367991
0000372043	02/06/2024	0000048182	MPZ CAYCE LLC	121495003	53005 ACM Meeting 1.31.2024	CL040	155901	A0001	101			110.09	Vouchered	02367989
0000372083	02/06/2024	0000054279	Graduate Columbia	10000453	Lodging for Dr. Orlin Velez (ECHE Seminar)	CL040	155101	A0001	101			331.30	New	
0000371602	02/02/2024	0000054008	Patrick A Bailey	02022024/Bailey	NSF fellowship payment	CL040	155400	F1000	202	USCSP	10013253	3,083.33	Vouchered	02367888
0000371608	02/02/2024	0000056644	Andrew Philip Campbell	02022024/Campbell	SC Space Grant fellowship	CL040	155000	EN700	202	USCIP	80000124	2,537.63	Vouchered	02367889
0000371611	02/02/2024	0000054407	Antonio Fonce	02022024/Fonce	REU monthly fellowship	CL040	155200	F1000	202	USCSP	10012884	800.00	Vouchered	02367890

Step 9: Review the request details.

Step 10: Click the **Return** button to return to the inquiry page and continue your review.

Review Page

Entered By: Misty C. O'Donnell
 Entered Date/Time: 02/07/2024 10:25AM
 Business Unit: USC01
 Invoice Number: 10000490
 Invoice Date: 02/06/2024
 Description: Hotel stay for jie zhang
 Total Amount: 165.65 USD
 Notes/Comments:

Supplier Information

Supplier ID: 0000054279
 Supplier: Graduate Columbia
 1619 PENDELTON STREET
 COLUMBIA, SC 29201-3809

Invoice Details

Line	Description	Quantity	Unit	Unit Price	Line Amount	SpeedChart Key
1	2/1 hotel stay for J. Zhang	1.0000	EA	165.65000	165.65	
170	Office Location Description 300 MAIN STREET					

Accounting Details

Line	Quantity	Amount	GL Business Unit	Operating Unit	Department	Fund Code	Account	Class	PC Business Unit
1	1.0000	165.65	USC01	CL040	155401		A0001	52021	101
Cost Sub-Total									165.65
Misc Charge Amount									
Freight Amount									
Tax Amount									
Total Amount									165.65 USD

Return

V. Approve a Payment Request

Use the Payment Request Approval page to see and approve payment requests waiting for your approval.

To navigate to the **Payment Request Approval** page, use the following menu path in PeopleSoft Finance:

Main Menu > Accounts Payable > Payments > Payment Request > Payment Request Approval

Step 1: Click the **Search** button to return all payment requests waiting for your approval.

Step 2: Click the row for the payment request you are ready to approve.

Payment Request Approval

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

Search by: Request ID = []

Buttons: Search, Clear, Save Search

Search Results: 4 rows

Request ID	Operating Unit	Business Unit	Entered by	Entered on	Invoice Number	Invoice Date	Supplier ID	Supplier Name	Description	Gross Invoice Amount	Transaction Currency	Request Status
0000368759	CL040	USC01	DYERS	01/11/2024	01112024_Fernandez-Nunez	01/11/2024	0000057702	Maximus Alejandro Fernandez Nunez	Stipend	333.33	USD	Pending
0000368772	CL040	USC01	DYERS	01/11/2024	0112024_Eslami	01/11/2024	0000056282	Arshia Eslami	Stipend	500.00	USD	Pending
0000372066	CL040	USC01	RAVILALI	02/06/2024	01082024_Varillas	01/08/2024	0000055102	Angelo Varillas	REU monthly fellowship	800.00	USD	Pending
0000372407	CL040	USC01	JOANNEC	03/12/2024	03122024_Kirk	03/12/2024	0000000144	JAMES E KIRK	Honorarium	1,000.00	USD	Pending

Step 3: Review the payment request details. Be sure to review the Attachment and the details before approving.

Step 4: Click the **Approve** button.

The screenshot displays the 'Payment Request' approval workflow in the University of South Carolina system. At the top, navigation menus include 'Accounts Payable', 'Payments', 'Payment Request', and 'Payment Request Approval'. The main header shows the University of South Carolina logo and a search bar.

Payment Request Summary:

- Business Unit: USCO1
- Request ID: 0000372407
- Invoice Number: 03122024_Kirk
- Invoice Date: 03/12/2024
- Entered By: Joanne Callahan
- Entered Datetime: 03/12/2024 12:44PM

Payment Request Details:

- Transaction Currency: USD
- Total Amount: 1000.00
- Supplier ID: 000000144
- Description: Honorarium
- Supplier Name: JAMES E KIRK
- Comments: Hold for pick-up

Line Details Table:

Line	Quantity	Unit Price	Item ID	Amount	Description	SpeedChart Key	Office Location	Office Location Description	Details
1				1000.00			173-0B03A	SWEARINGEN ENGINEERING C-0B03A	Details

Approval Steps:

- Payment Request Approval 1:** REQUEST_ID=0000372407:Approved
- Payment Request Approval 2:** REQUEST_ID=0000372407:Pending
- Accounts Payable Approval:** REQUEST_ID=0000372407:Awaiting Further Approvals

At the bottom, there is a comment box with '254 characters remaining' and a row of action buttons: **Approve**, Deny, Pushback, Add Comments, and Hold. The **Approve** button is highlighted with a red box. Below these are navigation buttons: Return to Search, Previous in List, and Next in List.

Other ways to approve:

1. Worklist in PeopleSoft Finance (see below)
2. Notifications in PeopleSoft Finance (see below)
3. Email Notification

Worklist
Worklist for JSWANNER: Jennifer Swanner

Worklist Filters

Worklist Items

From	Date From	Work Item	Worked By Activity	Priority	Link	
Jennifer Swanner	03/12/2024	Approval Routing	Approval Workflow		PaymentRequestApproval_278819 PaymentRequest_1901-01-26_N_0_SHEET_ID:3000173892_RDC-RA.0.A.	Mark Worked
Dimitrios C. Rizos	02/07/2024	Approval Routing	Approval Workflow	2-Medium	ERApproval_205698_USCO1_1901-01-26_N_0_SHEET_ID:3000173892_RDC-RA.0.A.	Mark Worked
AUSTIN DOWNEY	02/07/2024	Approval Routing	Approval Workflow	2-Medium	ERApproval_206088_USCO1_1901-01-26_N_0_SHEET_ID:3000174339_RDC-RA.0.A.	Mark Worked
Rachel Patterson	02/07/2024	Notification Worklist			TRA eForm - Form ID:16386	Mark Worked
Ioannis Rekleitis	02/06/2024	Approval Routing	Approval Workflow	2-Medium	ERApproval_205978_USCO1_1901-01-26_N_0_SHEET_ID:3000174048_RDC-RA.0.A.	Mark Worked

Notifications
5 Actions

- Payment Request Id 0000372407 is awaiting your approval. 3 hours ago
- Certify Expense - 3000174339 07 Feb at 6:44 PM
- Your Approval is required for a Non-Employee Travel eForm 07 Feb at 4:31 PM
- Certify Expense - 3000173892 07 Feb at 12:54 PM
- Certify Expense - 3000174048 06 Feb at 1:53 PM

Note: If you would like to see the transactions on your worklist and/or receive an email notification, visit the **My System Profile** page to ensure those options are checked. Also make sure the email listed is your business email.

General Profile Information
Joanne Callahan

Password
Change password

Personalizations
My preferred language for PIA web pages is: English
My preferred language for reports and email is: English
Currency Code: USD
Default Mobile Page

Alternate User
If you will be temporarily unavailable, you can select an alternate user to receive your routings.
Alternate User ID
From Date (example:12/31/2000)
To Date (example:12/31/2000)

Workflow Attributes
 Email User Worklist User

Email

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	JOANNEC@mailbox.sc.edu