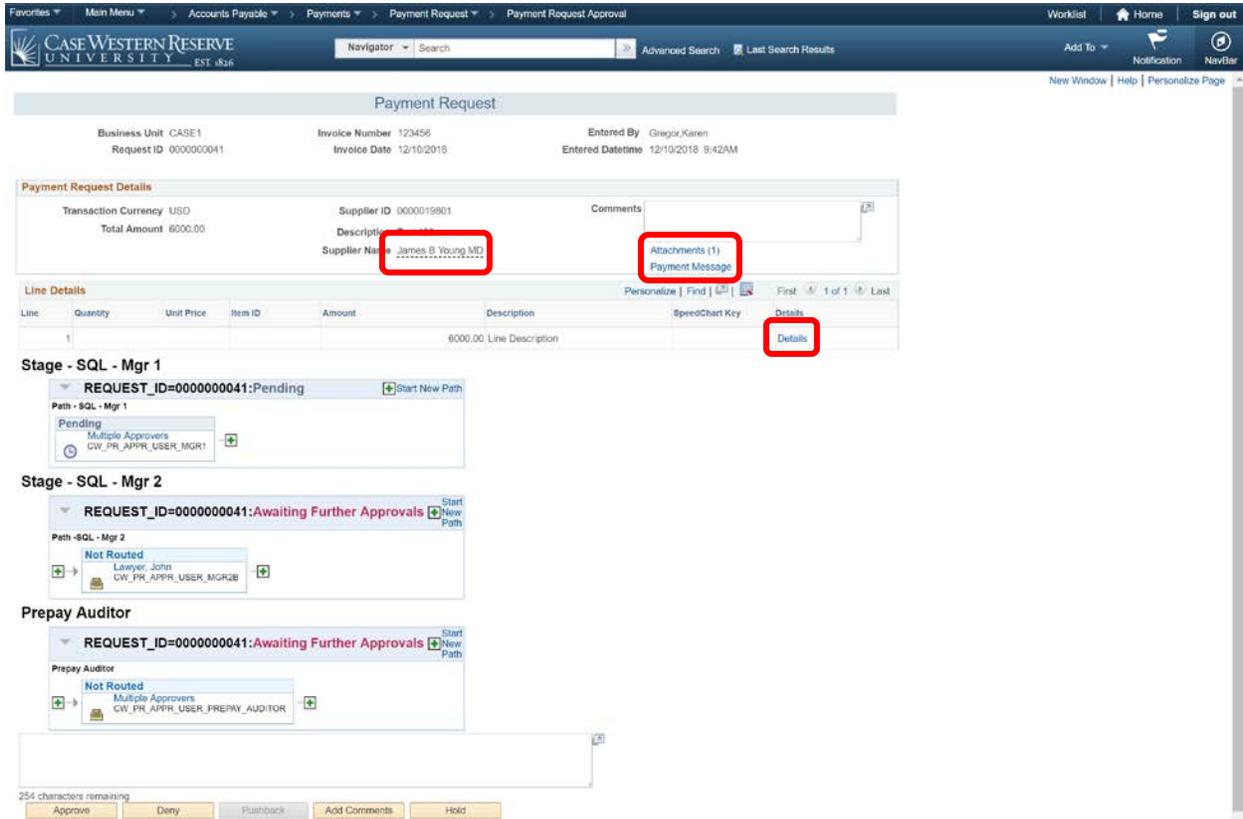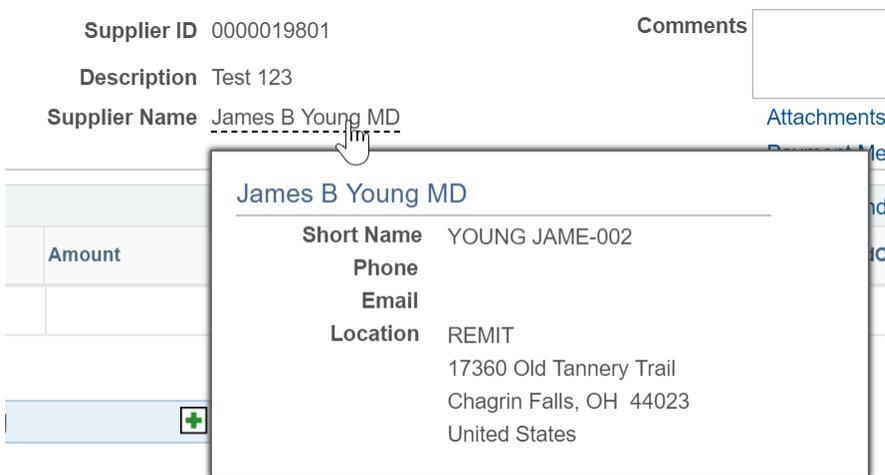# Approving a Payment Request

Approval will be emailed to an Approver and can be accessed via the link in the **approval email**, through the **worklist** or via **navigation** in PeopleSoft.

Navigation: Accounts Payable > Payments > Payment Request > Payment Request Approval
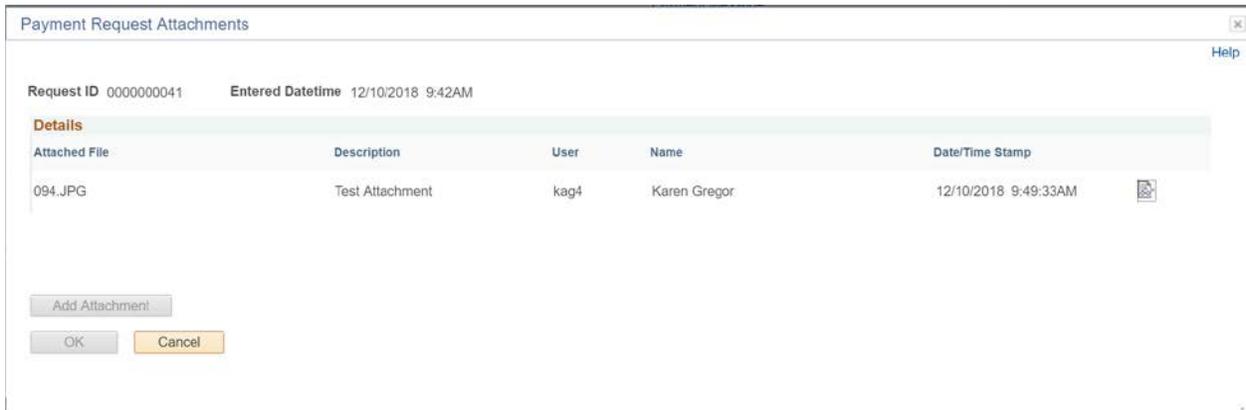

1. Review the basic Payment Request, Amount and Supplier information at the top of the page.
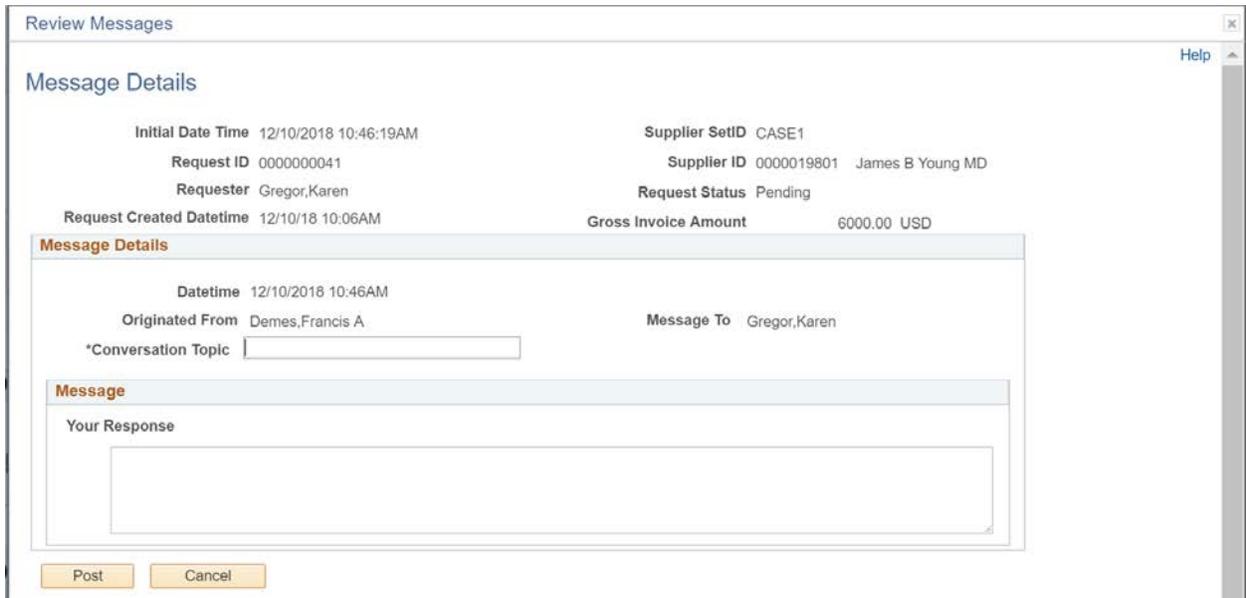2. To see details about the Supplier you can hover your mouse cursor over the underlined Supplier name.

3. You can review any comments that have been added in the Comment box.

Approving a Payment Request

4. Click the Attachments hyperlink to view the supporting documentation.

Payment Request Attachments

Help

Request ID 0000000041   Entered Datetime 12/10/2018 9:42AM

Details

Attached File	Description	User	Name	Date/Time Stamp	
094.JPG	Test Attachment	kag4	Karen Gregor	12/10/2018 9:49:33AM	

Add Attachment

OK   Cancel

5. You can review the details of who added the attachment and when it was added. Click the view icon ( ) to open the attachment in a new window.
6. Close the page and return to the Payment Request.
7. To send a message to the creator of the Payment Request click the Payment Message link (*this link is not for adding a message that will appear on a check*).

Review Messages

Help

Message Details

Initial Date Time	12/10/2018 10:46:19AM	Supplier SetID	CASE1
Request ID	0000000041	Supplier ID	0000019801 James B Young MD
Requester	Gregor,Karen	Request Status	Pending
Request Created Datetime	12/10/18 10:06AM	Gross Invoice Amount	6000.00 USD

Message Details

Datetime	12/10/2018 10:46AM		
Originated From	Demes,Francis A	Message To	Gregor,Karen
*Conversation Topic			

Message

Your Response

Post   Cancel

8. Add a conversation topic and enter the message in the Your Response box.
9. Click Post.
10. Click the Details link on the Line.

Payment Request Distributions

Help

Payment Request

Request ID 0000000041
Line   1

Accounting Details

| Line	Quantity	Amount	GL Business Unit	Account	Alt Acct	Operating Unit	Fund Code	Department	Program Code	Class Field	Budget Reference	Product	Project	PC Business
1		6000.00	CASE1	101770			12000	200000		10			RES122255	

OK   Cancel

11. Review the Chartfield Entry string.
12. Click OK.

Approving a Payment Request

13. If needed add Approver Comments and click the Add Comments button. Once added the comment button will show there is a comment by the bubble showing filled in your section. Click the icon ( ) to view the comment.
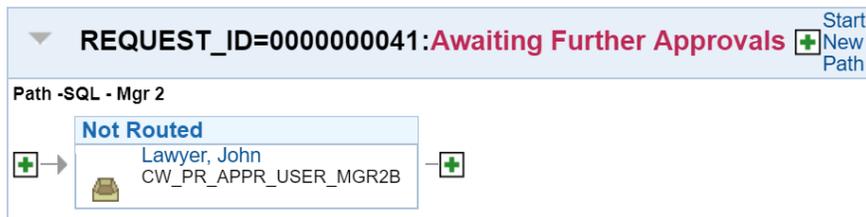
Stage - SQL - Mgr 1
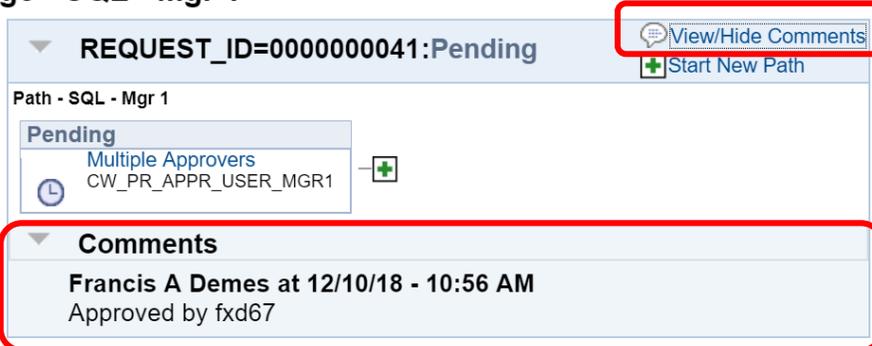
View/Hide Comments
Start New Path

REQUEST_ID=0000000041:Pending

Path - SQL - Mgr 1

Pending

Multiple Approvers
CW_PR_APPR_USER_MGR1

Comments

Francis A Demes at 12/10/18 - 10:56 AM
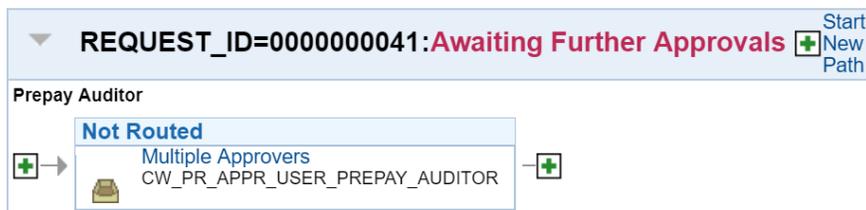Approved by fxd67

Stage - SQL - Mgr 2

Start New Path

REQUEST_ID=0000000041:Awaiting Further Approvals

Path -SQL - Mgr 2

Not Routed

Lawyer, John
CW_PR_APPR_USER_MGR2B

Prepay Auditor

Start New Path

REQUEST_ID=0000000041:Awaiting Further Approvals

Prepay Auditor

Not Routed

Multiple Approvers
CW_PR_APPR_USER_PREPAY_AUDITOR

254 characters remaining

| Approve | Deny | Pushback | Add Comments | Hold |

14. Click the **Approve** button to approve the Payment Request.

15. Click the **Deny** button to deny the Payment Request. This will send the Payment Request back to the creator. They have the choice to update and re-submit the Payment Request or they can cancel it.

16. Click **Hold** to place a hold on the Payment Request.