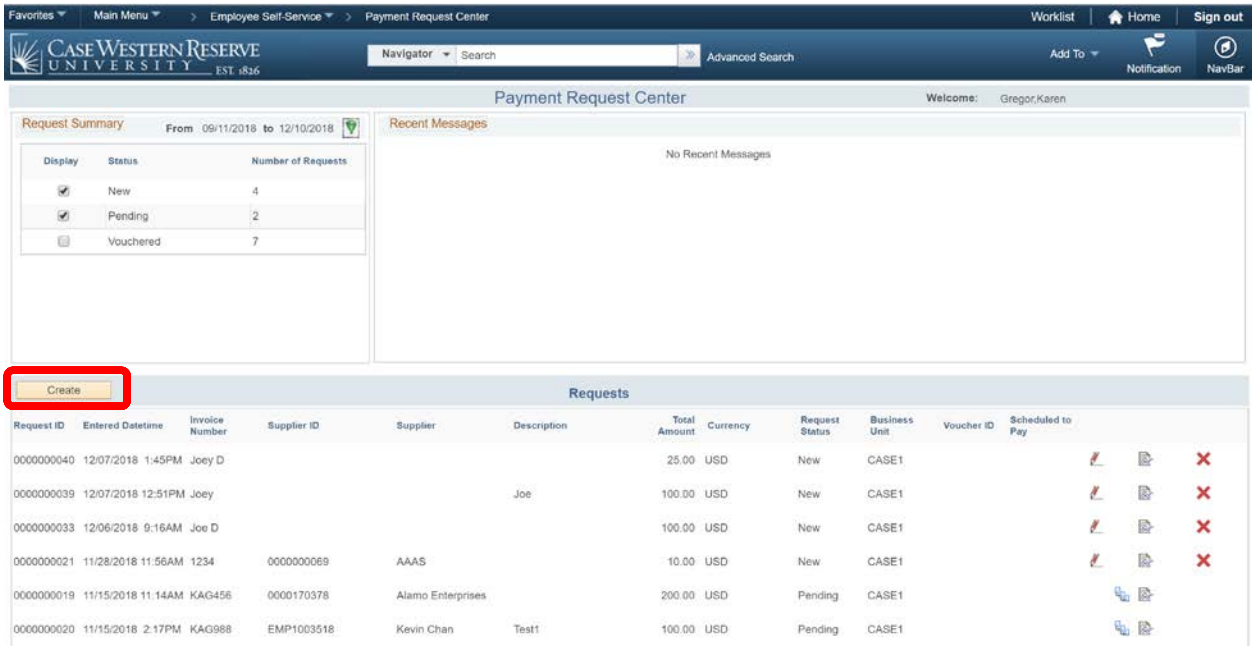
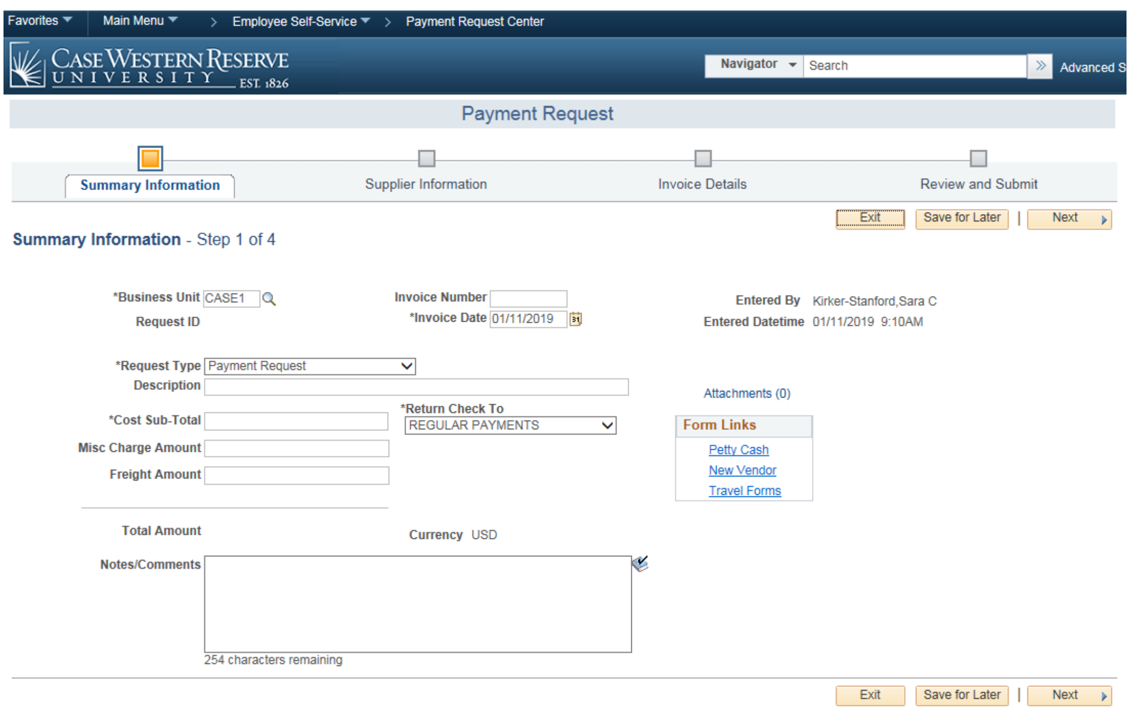
Creating a Payment Request

Navigation: Employee Self-Service > Payment Request Center



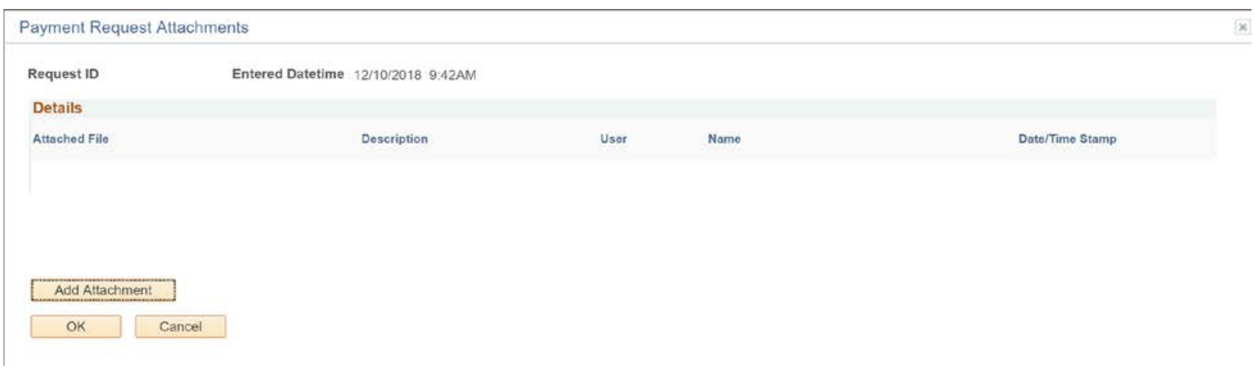
1. To generate a new payment request click on Create.

Summary Information



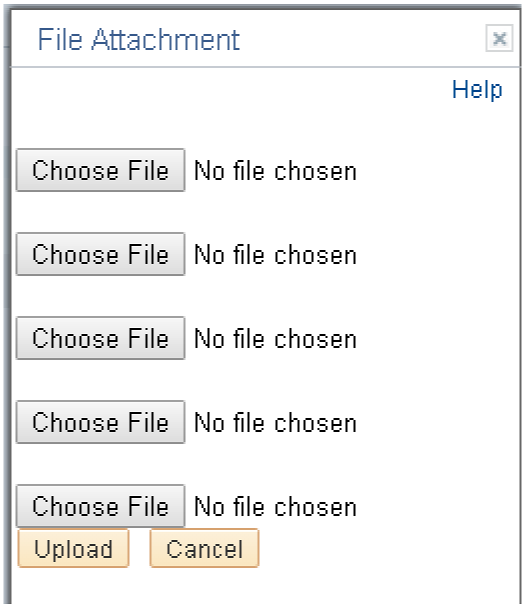
Creating a Payment Request

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 Attachments (1) link. The Attachment is required. All Payment Request will require some form of backup to the request.

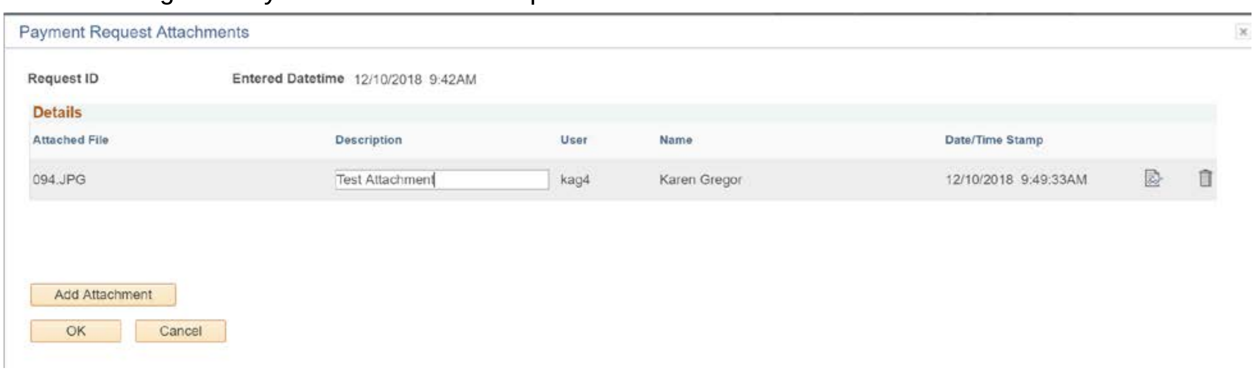


10. Click the Add Attachment button.

Creating a Payment Request



11. Click Choose File.
12. Navigate to your file and click Open.

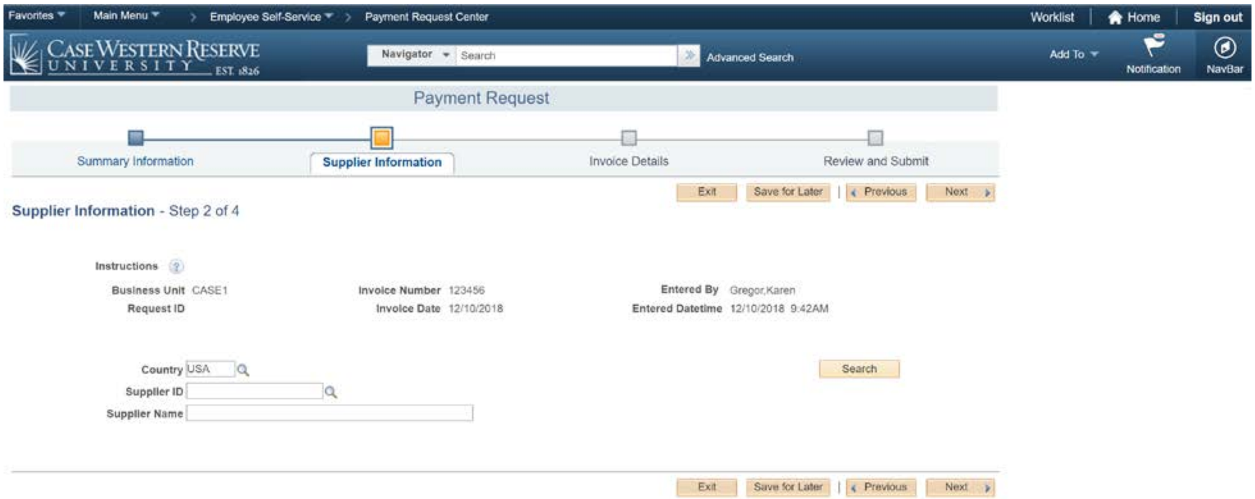


13. Click OK.
14. Links can be followed to fill out the Travel Reimbursement, Petty Cash or New Supplier forms if needed.
15. Click Next.

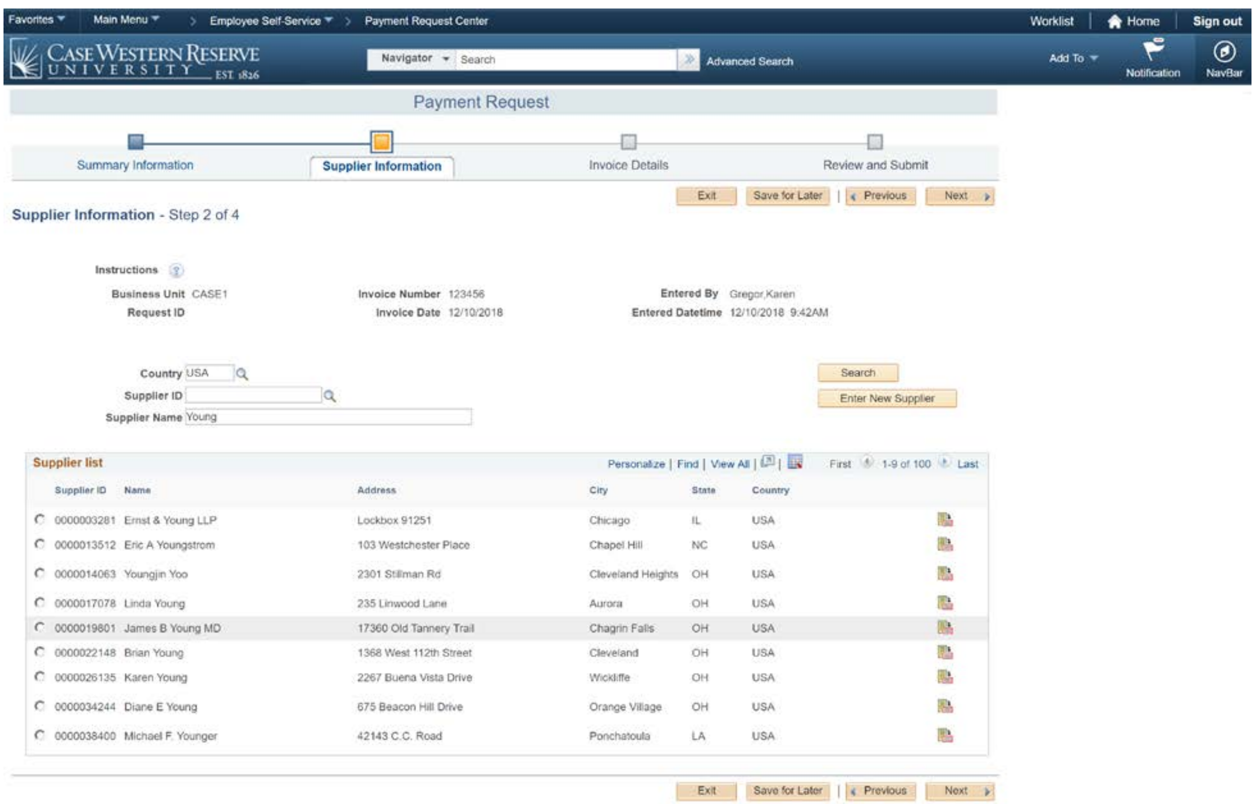
*****If at any point you need to navigate away from the page you may click the* SAVE FOR LATER BUTTON *to save your work. Your request will be saved in the* PAYMENT REQUEST CENTER *for follow up later*****

Creating a Payment Request

Supplier Information

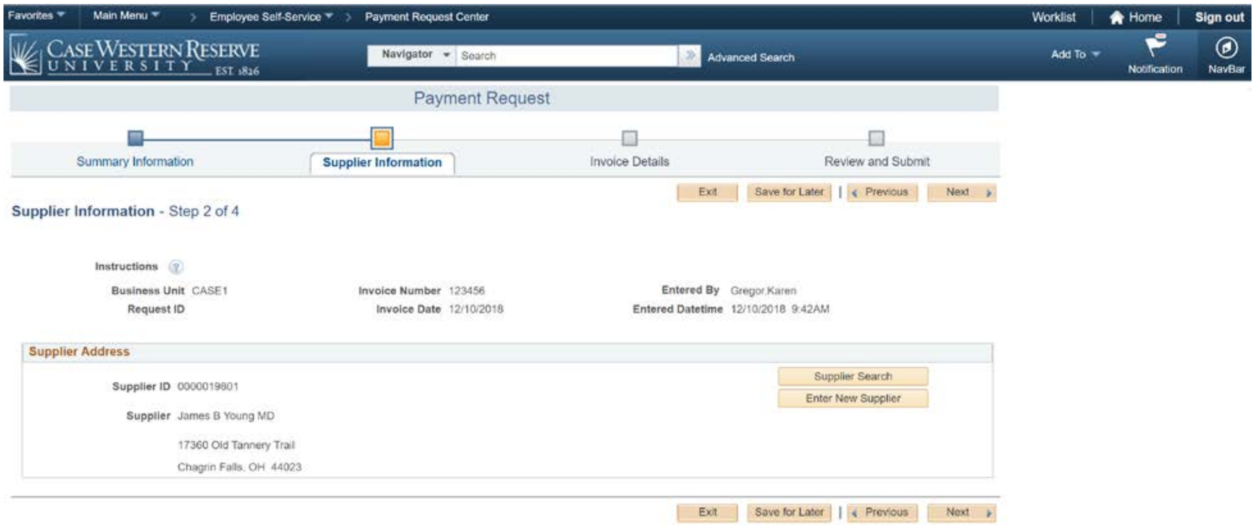


16. Enter the Supplier ID or the Supplier Name.
17. Click Search



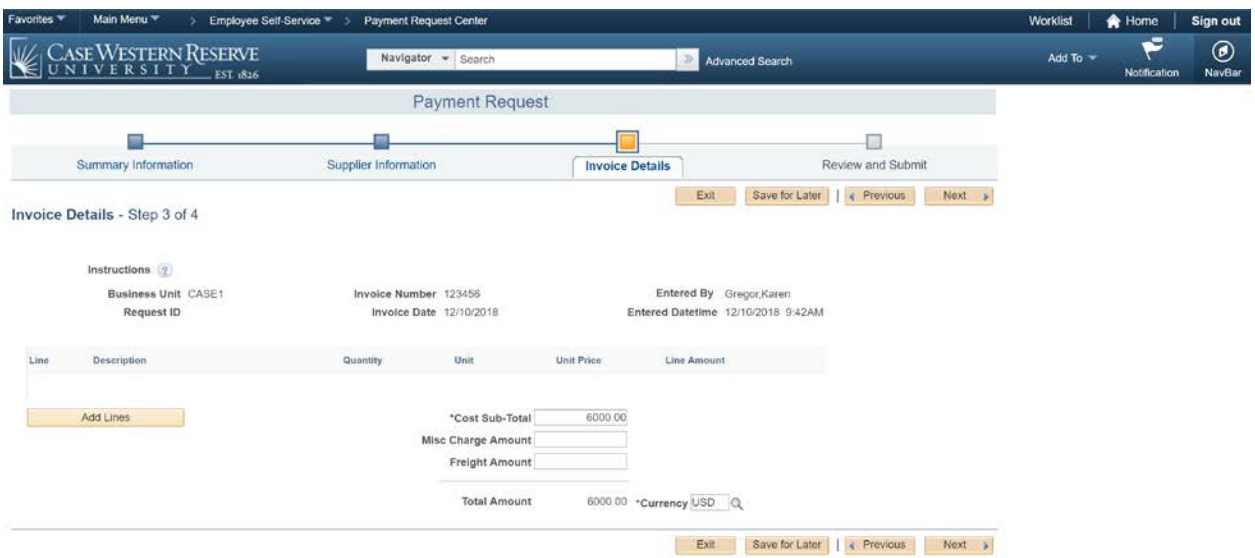
18. Select the Supplier from the Supplier list.

Creating a Payment Request

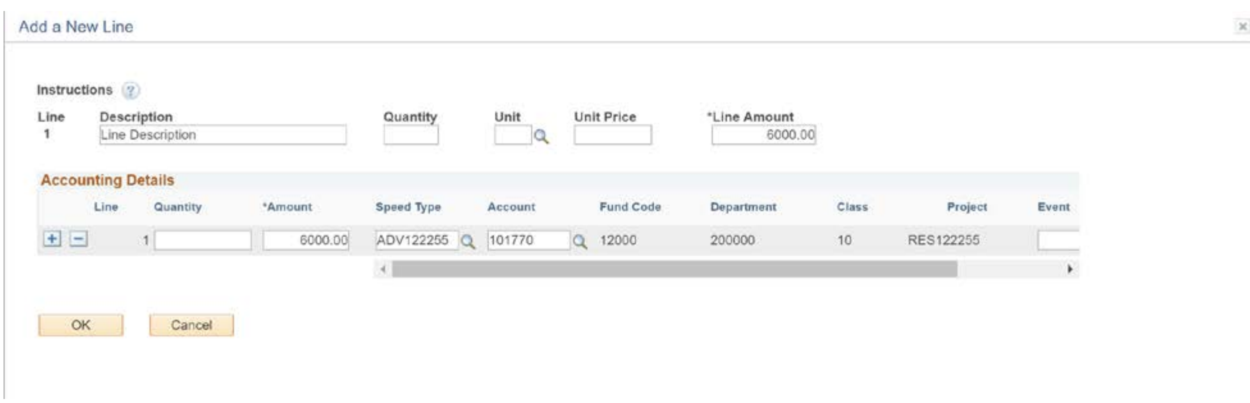


19. Click Next.

Invoice Details



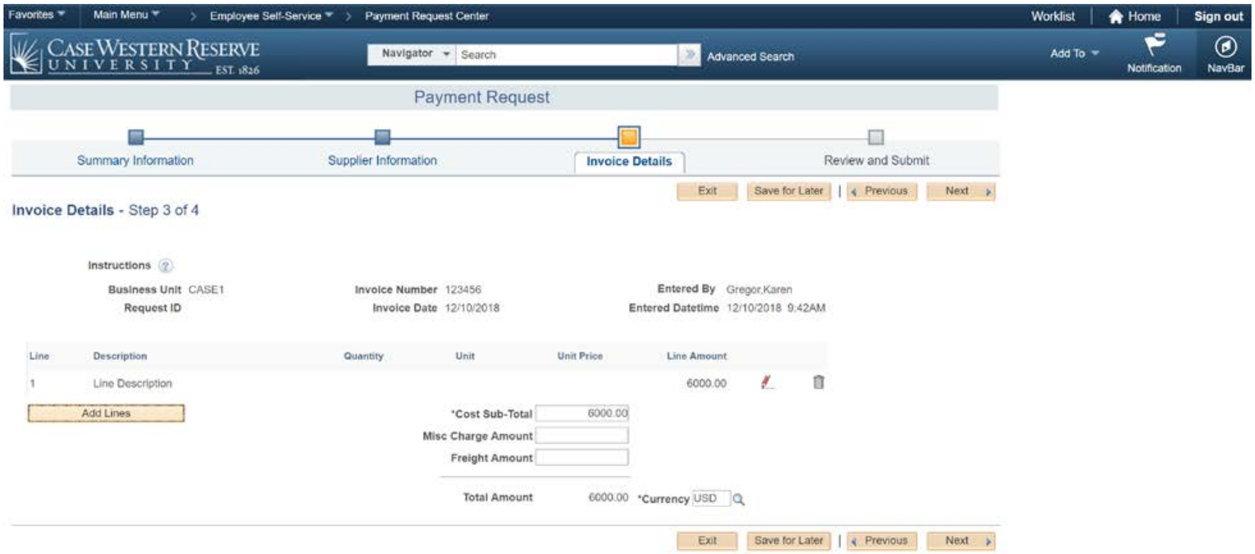
20. Click Add Lines.



21. Enter the Description and Amount for the line.
22. Select a SpeedType.

Creating a Payment Request

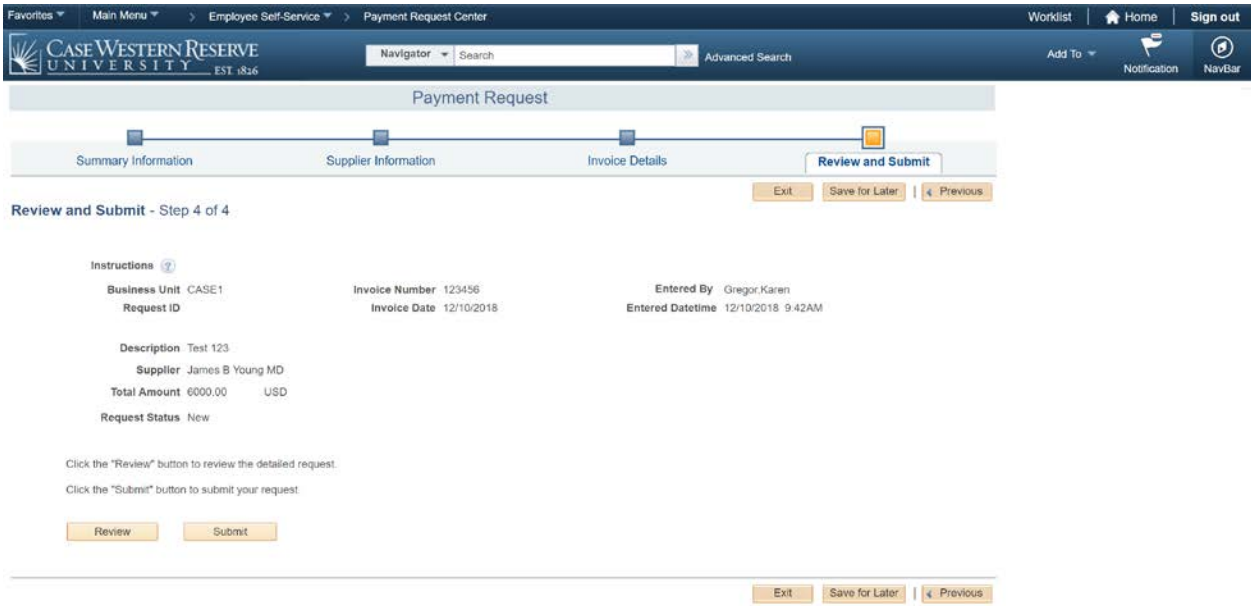
23. Update the Account as needed.
24. Enter an Event if needed.
25. Click OK.



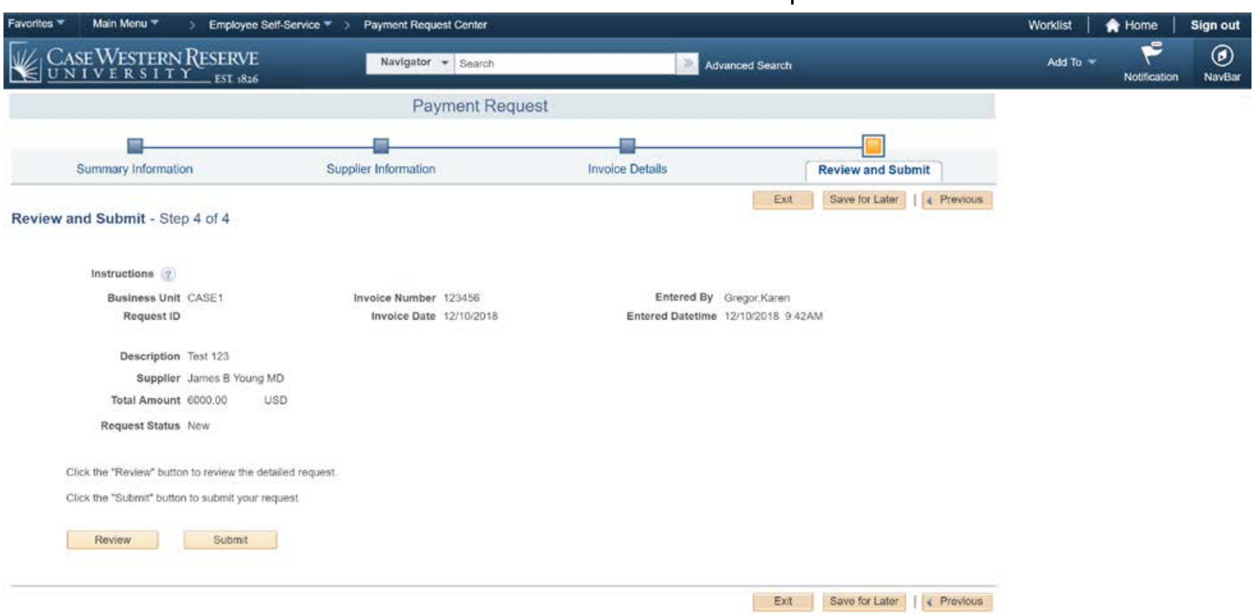
26. If you need to enter another line click the Add Lines button and repeat steps 23-27.
27. To edit a line click the edit icon ( ) and make updates.
28. To delete a line click the delete icon ( ).
29. If you receive an error that the lines are not in balance with the Cost Sub-Total that error will still 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.

Creating a Payment Request

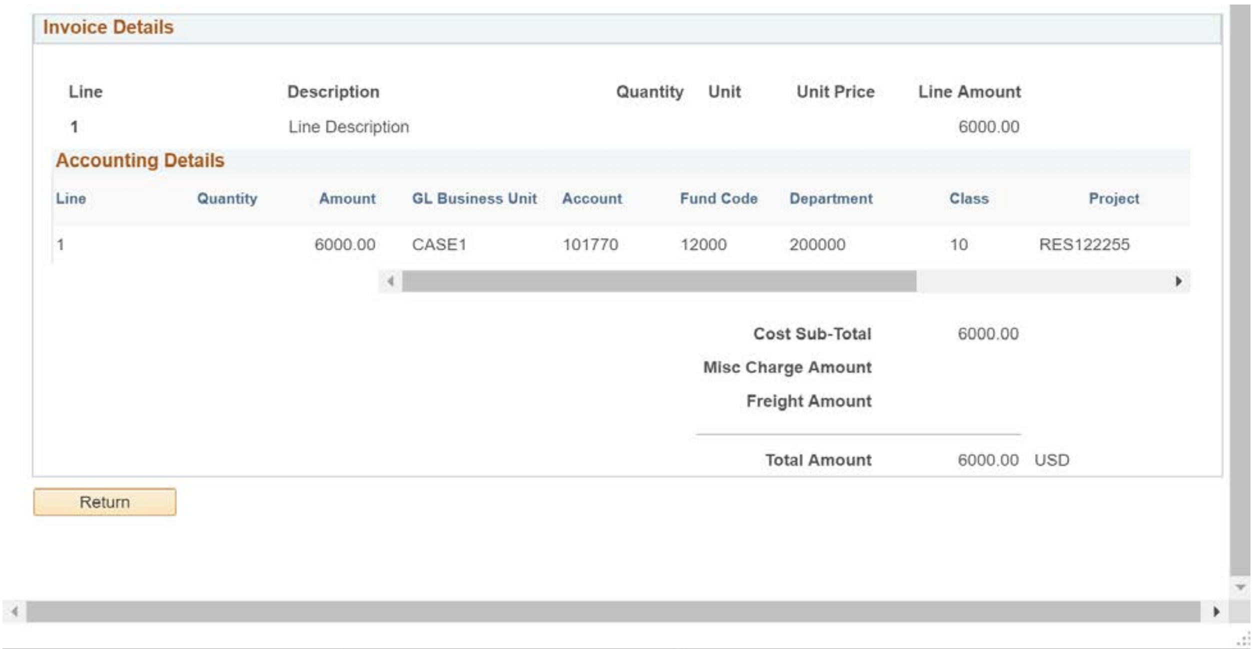
Review and Submit



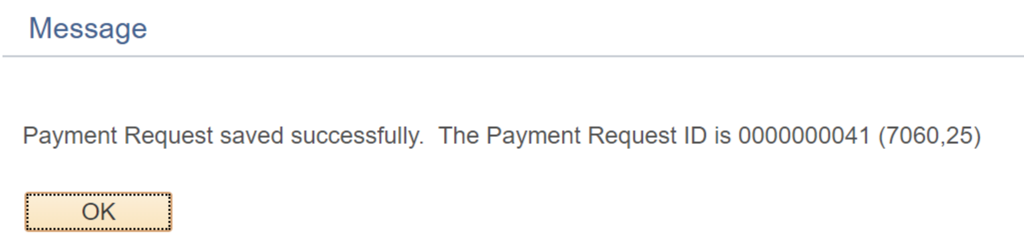
31. Click the "Review" button to review the detailed request.



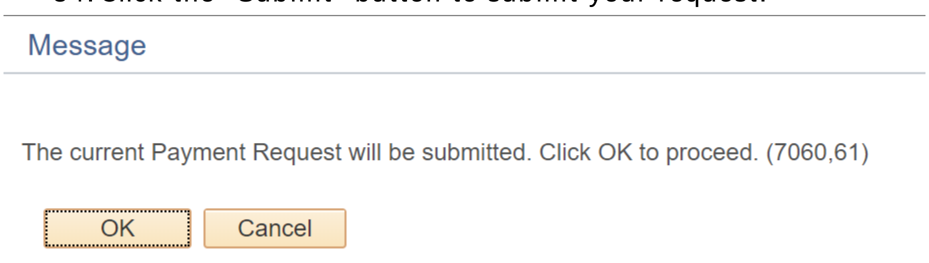
Creating a Payment Request



32. Click Return.
33. Click the “Save For Later” button to save the Payment Request and you will be able to come back and finish it or make updates later.



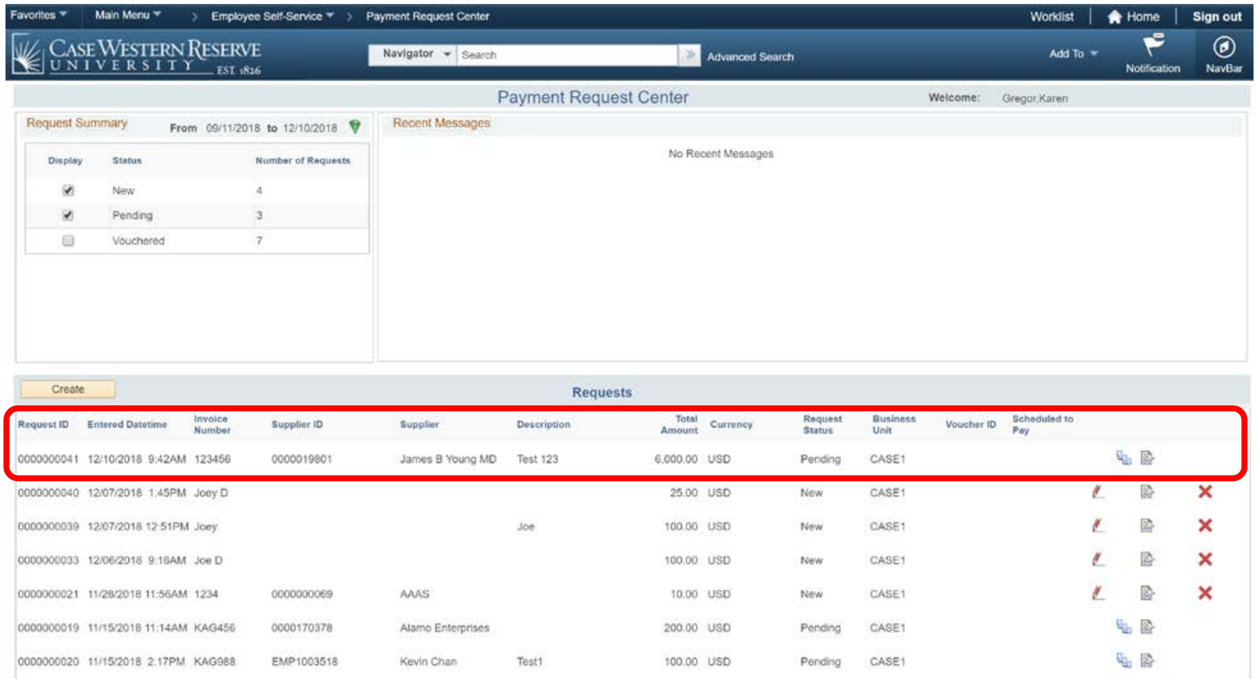
34. Click the "Submit" button to submit your request.



35. Click OK.

Creating a Payment Request

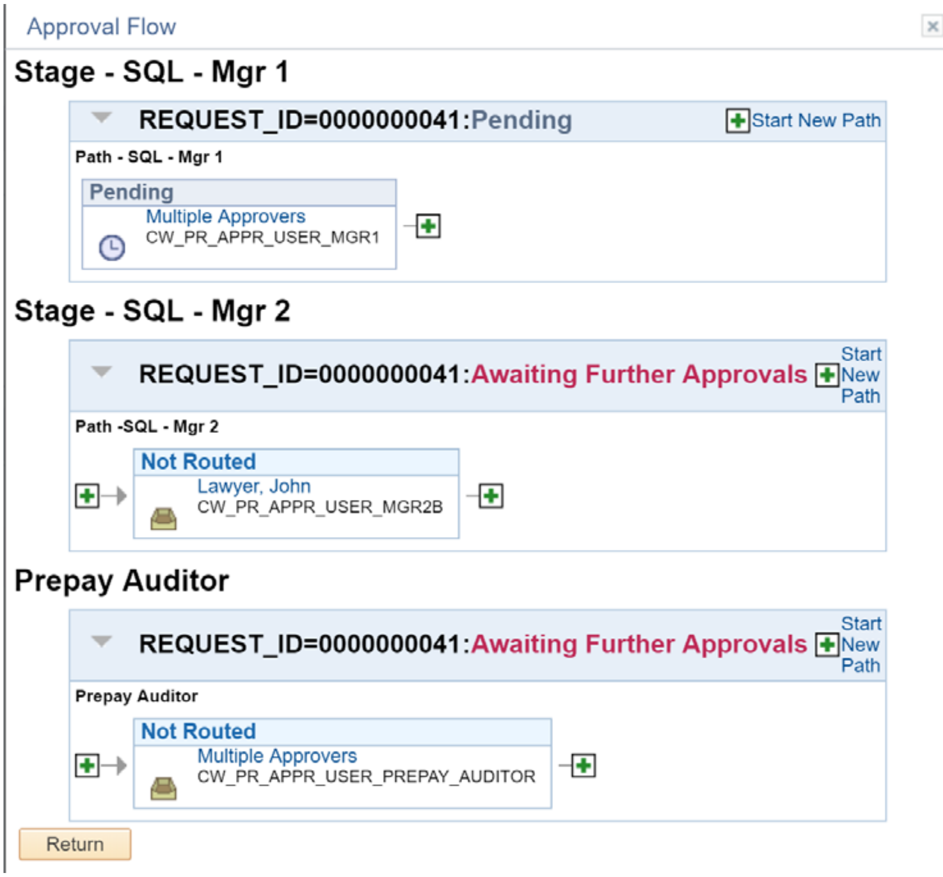
Payment Request Center



36. 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.

37. To edit a Payment Request that was Saved for Later click the icon and walk through the Payment Request and make the updates and submit.

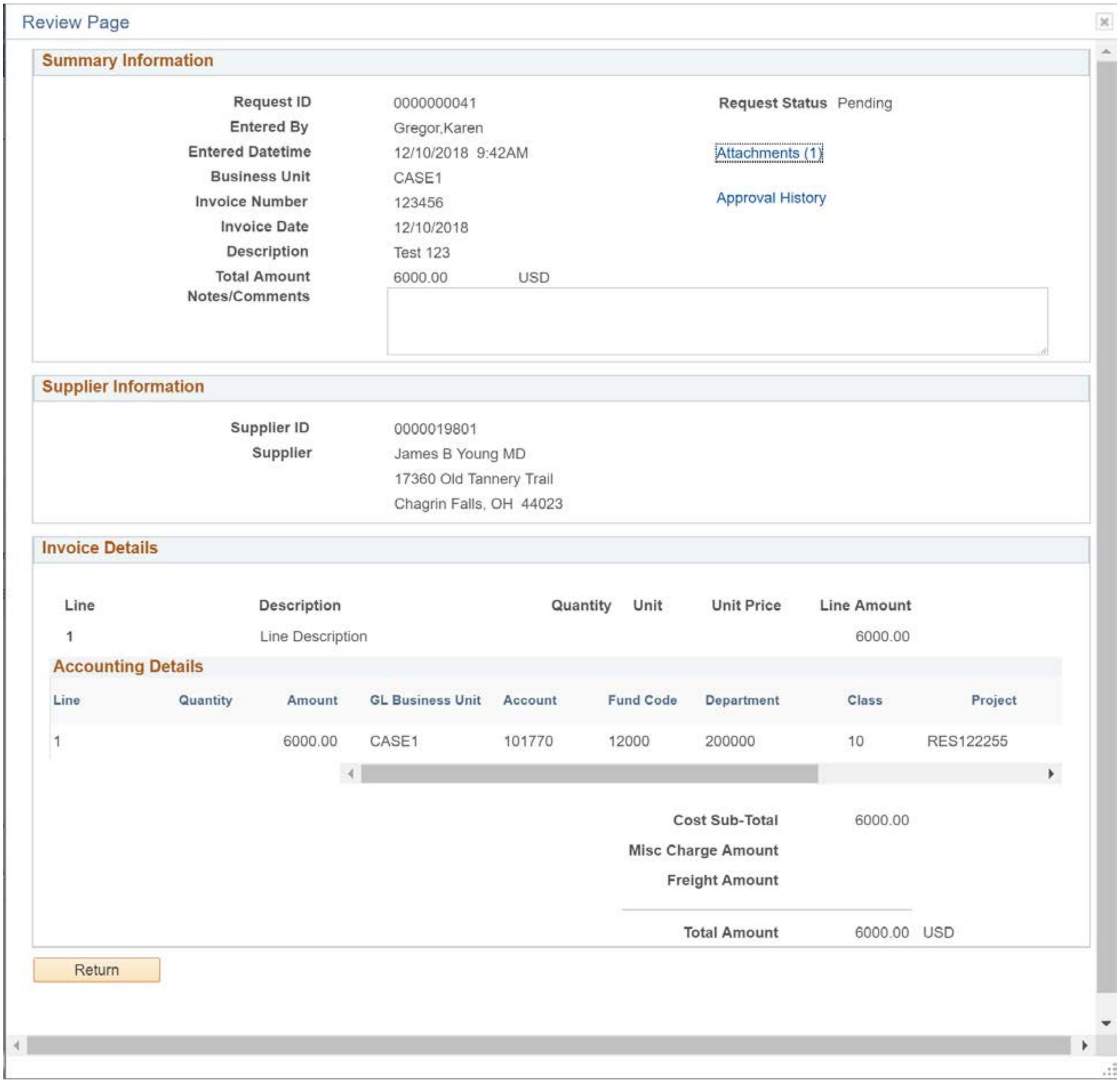
38. To view the approval chain click the icon.



39. Click Return.

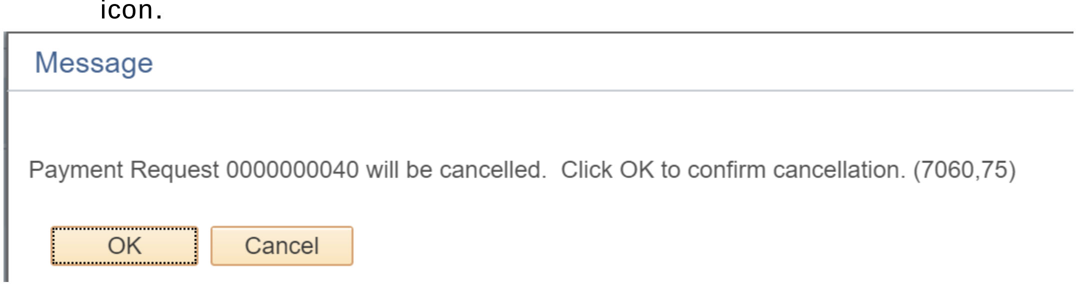
40. To review the entered Payment Request click the  icon.

Creating a Payment Request



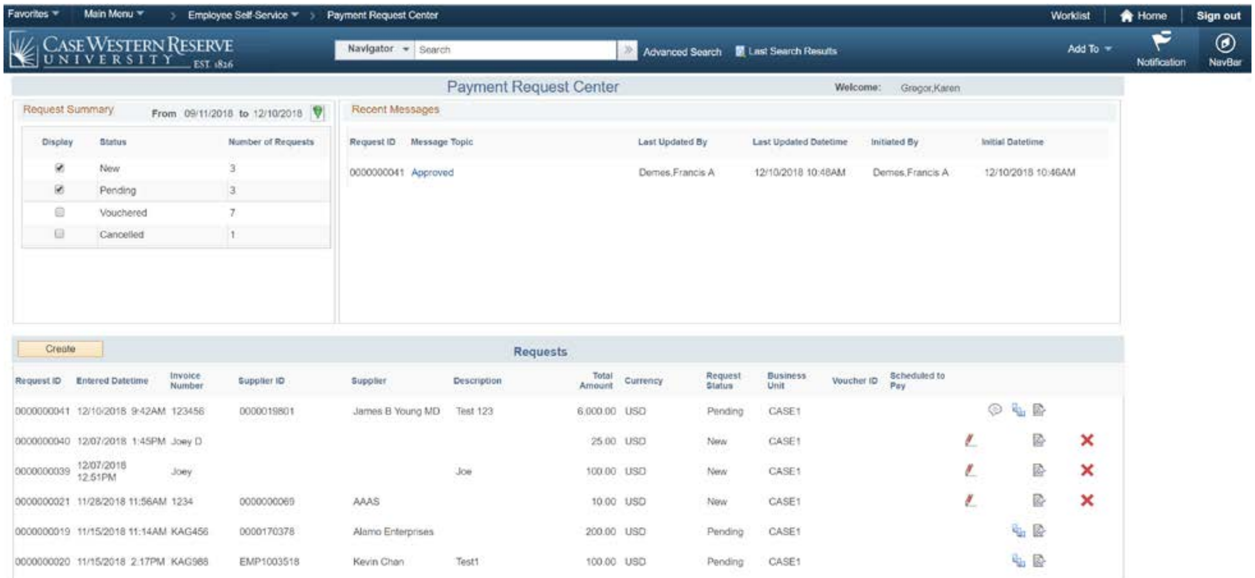
41. Click Return.

42. To delete a Payment Request that has not been submitted for approval click the icon.



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

Creating a Payment Request



44. The Request Status shows **New** for the Payment Requests that have been created but not yet submitted for approval.
45. The Request Status shows **Cancelled** for the Payment Requests that have been cancelled.
46. The Request Status shows **Pending** for Payment Requests that are awaiting approval.
47. The Request Status shows **Approved** for Payment Requests that have been approved but have are not yet converted to Vouchers.
48. 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.
49. If an approver entered a message for the creator while in the approval pages those current messages will appear in the Recent Messages section of the Payment Request Center. There will also be a comment icon ( ) shown on any Payment Request where comments have been added.