

Creating a Payment Request

Navigation: Employee Self-Service > Payment Request Center

The screenshot shows the 'Payment Request Center' interface. At the top, there is a navigation bar with 'Employee Self-Service > Payment Request Center'. Below this, there is a 'Request Summary' section with a table showing the status of requests:

Display	Status	Number of Requests
<input checked="" type="checkbox"/>	New	4
<input checked="" type="checkbox"/>	Pending	2
<input type="checkbox"/>	Vouchered	7

Below the summary, there is a 'Recent Messages' section with the text 'No Recent Messages'. At the bottom, there is a 'Requests' table with columns: Request ID, Entered Datetime, Invoice Number, Supplier ID, Supplier, Description, Total Amount, Currency, Request Status, Business Unit, Voucher ID, and Scheduled to Pay. A 'Create' button is highlighted with a red box.

Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay
000000040	12/07/2018 1:45PM	Joey D				25.00	USD	New	CASE1		
000000039	12/07/2018 12:51PM	Joey			Joe	100.00	USD	New	CASE1		
000000033	12/06/2018 9:16AM	Joe D				100.00	USD	New	CASE1		
000000021	11/28/2018 11:56AM	1234	000000069	AAAS		10.00	USD	New	CASE1		
000000019	11/15/2018 11:14AM	KAG456	0000170378	Alamo Enterprises		200.00	USD	Pending	CASE1		
000000020	11/15/2018 2:17PM	KAG988	EMP1003518	Kevin Chan	Test1	100.00	USD	Pending	CASE1		

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

Summary Information

The screenshot shows the 'Summary Information' form for creating a payment request. The form is titled 'Payment Request' and is part of a multi-step process. The current step is 'Summary Information - Step 1 of 4'. The form contains the following fields and options:

- *Business Unit: CASE1
- Request ID: [Empty]
- Invoice Number: [Empty]
- *Invoice Date: 01/11/2019
- Entered By: Kirker-Stanford, Sara C
- Entered Datetime: 01/11/2019 9:10AM
- *Request Type: Payment Request
- Description: [Empty]
- *Cost Sub-Total: [Empty]
- Misc Charge Amount: [Empty]
- Freight Amount: [Empty]
- *Return Check To: REGULAR PAYMENTS
- Attachments (0)
- Form Links: [Petty Cash](#), [New Vendor](#), [Travel Forms](#)
- Total Amount: [Empty]
- Currency: USD
- Notes/Comments: [Empty text area, 254 characters remaining]

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

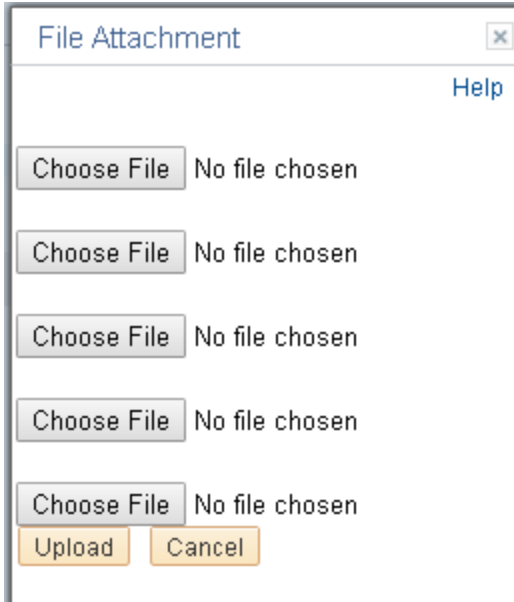
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2. If you have an invoice number to be paid enter it here, otherwise leave the field blank.
3. The invoice date will default to today's date. If it is different change to the correct date. Invoice Date is required.
4. Request type will default to Payment 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.

The screenshot shows a window titled "Payment Request Attachments" with a close button in the top right corner. Inside the window, the "Request ID" field is empty, and the "Entered Datetime" is "12/10/2018 9:42AM". Below this is a "Details" section with a table header containing "Attached File", "Description", "User", "Name", and "Date/Time Stamp". The table body is currently empty. At the bottom of the dialog, there is an "Add Attachment" button, and below it are "OK" and "Cancel" buttons.

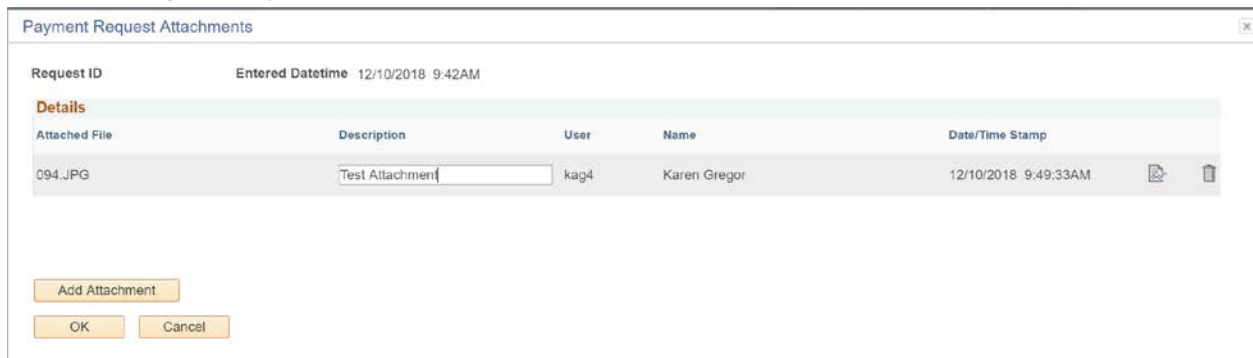
10. Click the Add Attachment button.

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The screenshot shows a 'File Attachment' dialog box with a close button (X) in the top right corner and a 'Help' link. It contains five 'Choose File' buttons, each followed by the text 'No file chosen'. At the bottom, there are two buttons: 'Upload' and 'Cancel'.

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



The screenshot shows a 'Payment Request Attachments' dialog box. At the top, it displays 'Request ID' and 'Entered Datetime 12/10/2018 9:42AM'. Below this is a 'Details' section with a table of attachments:

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

Below the table are three buttons: 'Add Attachment', 'OK', and 'Cancel'.

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

Payment Request

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

Supplier Information - Step 2 of 4

Business Unit CASE1 Invoice Number 123456 Entered By Gregor, Karen
Request ID Invoice Date 12/10/2018 Entered Datetime 12/10/2018 9:42AM

Country USA Supplier ID Supplier Name

Search

16. Enter the Supplier ID or the Supplier Name.

17. Click Search

Supplier Information - Step 2 of 4

Country USA Supplier ID Supplier Name Young

Search Enter New Supplier

Supplier ID	Name	Address	City	State	Country
000003281	Ernst & Young LLP	Lockbox 91251	Chicago	IL	USA
0000013512	Eric A Youngstrom	103 Westchester Place	Chapel Hill	NC	USA
0000014063	Youngjin Yoo	2301 Stillman Rd	Cleveland Heights	OH	USA
0000017078	Linda Young	235 Linwood Lane	Aurora	OH	USA
0000019801	James B Young MD	17360 Old Tannery Trail	Chagrin Falls	OH	USA
0000022148	Brian Young	1368 West 112th Street	Cleveland	OH	USA
0000026135	Karen Young	2267 Buena Vista Drive	Wickliffe	OH	USA
0000034244	Diane E Young	675 Beacon Hill Drive	Orange Village	OH	USA
0000038400	Michael F. Younger	42143 C.C. Road	Ponchatoula	LA	USA

18. Select the Supplier from the Supplier list.

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The screenshot shows the 'Payment Request' process in the 'Supplier Information' step. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Payment Request Center. The page title is 'Payment Request' and the current step is 'Supplier Information - Step 2 of 4'. The 'Business Unit' is CASE1 and the 'Request ID' is blank. The 'Invoice Number' is 123456 and the 'Invoice Date' is 12/10/2018. The 'Entered By' is Gregor Karen and the 'Entered Datetime' is 12/10/2018 9:42AM. The 'Supplier Address' section shows 'Supplier ID' 000019901 and 'Supplier' James B Young MD, with the address 17360 Old Tannery Trail, Chagrin Falls, OH 44023. There are buttons for 'Supplier Search' and 'Enter New Supplier'. Navigation buttons include 'Exit', 'Save for Later', 'Previous', and 'Next'.

19. Click Next.

Invoice Details

The screenshot shows the 'Payment Request' process in the 'Invoice Details' step. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Payment Request Center. The page title is 'Payment Request' and the current step is 'Invoice Details - Step 3 of 4'. The 'Business Unit' is CASE1 and the 'Request ID' is blank. The 'Invoice Number' is 123456 and the 'Invoice Date' is 12/10/2018. The 'Entered By' is Gregor Karen and the 'Entered Datetime' is 12/10/2018 9:42AM. The 'Add Lines' button is visible. Summary fields include '*Cost Sub-Total' 6000.00, 'Misc Charge Amount', and 'Freight Amount'. The 'Total Amount' is 6000.00 and the 'Currency' is USD. Navigation buttons include 'Exit', 'Save for Later', 'Previous', and 'Next'.

20. Click Add Lines.

The screenshot shows the 'Add a New Line' dialog box. It has a table for 'Line' with columns: Line, Description, Quantity, Unit, Unit Price, and *Line Amount. The first row has '1' in the 'Line' column, 'Line Description' in the 'Description' column, and '6000.00' in the '*Line Amount' column. Below the table is the 'Accounting Details' section with columns: Line, Quantity, *Amount, Speed Type, Account, Fund Code, Department, Class, Project, and Event. The first row has '1' in the 'Line' column, '6000.00' in the '*Amount' column, 'ADV122255' in the 'Speed Type' column, '101770' in the 'Account' column, '12000' in the 'Fund Code' column, '200000' in the 'Department' column, '10' in the 'Class' column, and 'RES122255' in the 'Project' column. There are 'OK' and 'Cancel' buttons at the bottom.



21. Enter the Description and Amount for the line.

22. Select a SpeedType.

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

The screenshot shows the 'Payment Request' interface in the Case Western Reserve system. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Payment Request Center. The page title is 'Payment Request' and the current step is 'Invoice Details - Step 3 of 4'. The navigation bar includes 'Summary Information', 'Supplier Information', 'Invoice Details' (active), and 'Review and Submit'. Below the navigation bar, there are buttons for 'Exit', 'Save for Later', 'Previous', and 'Next'. The main content area displays invoice details: Business Unit CASE1, Invoice Number 123456, Invoice Date 12/10/2018, Entered By Gregor, Karen, and Entered Datetime 12/10/2018 9:42AM. A table with columns 'Line', 'Description', 'Quantity', 'Unit', 'Unit Price', and 'Line Amount' contains one row: Line 1, Line Description, Quantity, Unit, Unit Price, Line Amount 6000.00. Below the table is an 'Add Lines' button. To the right of the table are input fields for '*Cost Sub-Total' (6000.00), 'Misc Charge Amount', and 'Freight Amount'. At the bottom, the 'Total Amount' is 6000.00 with a '*Currency USD' dropdown menu. Navigation buttons 'Exit', 'Save for Later', 'Previous', and 'Next' are at the bottom of the form.

- 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

Payment Request

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

Exit Save for Later Previous

Review and Submit - Step 4 of 4

Instructions [?](#)

Business Unit CASE1 Invoice Number 123456 Entered By Gregor Karen
Request ID Invoice Date 12/10/2018 Entered Datetime 12/10/2018 9:42AM

Description Test 123
Supplier James B Young MD
Total Amount 6000.00 USD
Request Status New

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

Click the "Submit" button to submit your request.

Review Submit

Exit Save for Later Previous

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

Payment Request

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

Exit Save for Later Previous

Review and Submit - Step 4 of 4

Instructions [?](#)

Business Unit CASE1 Invoice Number 123456 Entered By Gregor Karen
Request ID Invoice Date 12/10/2018 Entered Datetime 12/10/2018 9:42AM

Description Test 123
Supplier James B Young MD
Total Amount 6000.00 USD
Request Status New

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

Click the "Submit" button to submit your request.

Review Submit

Exit Save for Later Previous

Creating a Payment Request

Line	Description	Quantity	Unit	Unit Price	Line Amount
1	Line Description				6000.00

Line	Quantity	Amount	GL Business Unit	Account	Fund Code	Department	Class	Project
1		6000.00	CASE1	101770	12000	200000	10	RES122255

Cost Sub-Total	6000.00
Misc Charge Amount	
Freight Amount	
Total Amount	6000.00 USD

Return

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.

Message

Payment Request saved successfully. The Payment Request ID is 0000000041 (7060,25)

OK

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

Message

The current Payment Request will be submitted. Click OK to proceed. (7060,61)

OK Cancel

35. Click OK.

Creating a Payment Request

Payment Request Center

Request ID	Entered Date/Time	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay
0000000041	12/10/2018 9:42AM	123456	0000019801	James B Young MD	Test 123	6,000.00	USD	Pending	CASE1		
0000000040	12/07/2018 1:45PM	Joey D				25.00	USD	New	CASE1		
0000000039	12/07/2018 12:51PM	Joey			Joe	100.00	USD	New	CASE1		
0000000033	12/06/2018 9:16AM	Joe D				100.00	USD	New	CASE1		
0000000021	11/28/2018 11:56AM	1234	0000000069	AAAS		10.00	USD	New	CASE1		
0000000019	11/15/2018 11:14AM	KAG456	0000170378	Alamo Enterprises		200.00	USD	Pending	CASE1		
0000000020	11/15/2018 2:17PM	KAG988	EMP1003518	Kevin Chan	Test1	100.00	USD	Pending	CASE1		

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.

Creating a Payment Request

Approval Flow ✕

Stage - SQL - Mgr 1

REQUEST_ID=0000000041: Pending + Start New Path

Path - SQL - Mgr 1

Pending

Multiple Approvers
CW_PR_APPR_USER_MGR1 +

Stage - SQL - Mgr 2

REQUEST_ID=0000000041: Awaiting Further Approvals + Start New Path

Path - SQL - Mgr 2

Not Routed

Lawyer, John
CW_PR_APPR_USER_MGR2B +

Prepay Auditor

REQUEST_ID=0000000041: Awaiting Further Approvals + Start New Path

Prepay Auditor

Not Routed

Multiple Approvers
CW_PR_APPR_USER_PREPAY_AUDITOR +

Return

39. Click Return.

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

Creating a Payment Request

Review Page

Summary Information

Request ID	0000000041	Request Status	Pending
Entered By	Gregor, Karen	Attachments (1)	
Entered Datetime	12/10/2018 9:42AM	Approval History	
Business Unit	CASE1		
Invoice Number	123456		
Invoice Date	12/10/2018		
Description	Test 123		
Total Amount	6000.00	USD	
Notes/Comments	<input type="text"/>		

Supplier Information

Supplier ID	0000019801
Supplier	James B Young MD 17360 Old Tannery Trail Chagrin Falls, OH 44023

Invoice Details


Line	Description	Quantity	Unit	Unit Price	Line Amount
1	Line Description				6000.00

Accounting Details

Line	Quantity	Amount	GL Business Unit	Account	Fund Code	Department	Class	Project
1		6000.00	CASE1	101770	12000	200000	10	RES122255

Cost Sub-Total	6000.00
Misc Charge Amount	
Freight Amount	
Total Amount	6000.00 USD

41. Click Return.

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

Message

Payment Request 0000000040 will be cancelled. Click OK to confirm cancellation. (7060,75)

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

Request Summary From 09/11/2018 to 12/10/2018


Display	Status	Number of Requests
<input checked="" type="checkbox"/>	New	3
<input checked="" type="checkbox"/>	Pending	3
<input type="checkbox"/>	Vouchered	7
<input type="checkbox"/>	Cancelled	1

Recent Messages

Request ID	Message Topic	Last Updated By	Last Updated Datetime	Initiated By	Initial Datetime
000000041	Approved	Demes,Francis A	12/10/2018 10:48AM	Demes,Francis A	12/10/2018 10:46AM

Requests

Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay
000000041	12/10/2018 9:42AM	123456	000010801	James B Young MD	Test 123	6,000.00	USD	Pending	CASE1		
000000040	12/07/2018 1:45PM	Joey D				25.00	USD	New	CASE1		
000000039	12/07/2018 12:51PM	Joey			Joe	100.00	USD	New	CASE1		
000000021	11/28/2018 11:56AM	1234	000000069	AAAS		10.00	USD	New	CASE1		
000000019	11/15/2018 11:14AM	KAG456	0000170378	Alamo Enterprises		200.00	USD	Pending	CASE1		
000000020	11/15/2018 2:17PM	KAG988	EMP1003518	Kevin Chan	Test1	100.00	USD	Pending	CASE1		

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.