



Payment Request

January 2019

Agenda

- Introductions
- Project Summary
- Security
- Module Details
- Workflow
- Demo
- Questions

Introductions

- Introductions



Project Summary

- Delivered PeopleSoft module
- Automated workflow and approval at the department and AP levels
- Better transparency into where your PR is in the workflow
- Push Back and Deny functions available
- Attachments live in the system and are required prior to submission
- No printing required! (but it is available)

Project Summary

- Will be available at Noon on January 14, 2019
 - Will be required by the end of the month

Security

- Users who currently have payment request access will have access to the new module automatically
- Approval access will be given to those who have T&E approval access currently
- For new users security will be added as requested on the Online Security Form; check the Payment Request box on the form

Module Details

- Navigate to Employee Self Service>Payment Request Center
- Payment Request Center shows all requests and can be filtered by approved or vouchered
- Shows voucher number and scheduled payment date
- Voucher can be looked up in the Add/Update Voucher screen for additional information
- Click the Create button to start

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#) > [Payment Request Center](#)



[Navigator](#) | | [Advanced Search](#)

Payment Request Center Welcome: Kirker-Stanford, Sara C

Request Summary From 10/04/2018 to 01/02/2019

Display	Status	Number of Requests
<input checked="" type="checkbox"/>	Approved	1
<input checked="" type="checkbox"/>	Vouchered	1

Recent Messages

No Recent Messages

[Create](#)

Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay		
0000000046	12/12/2018 9:58AM	Test12345sck59	0000142640	Quentin A Fisher	test test test	152.00	BOV	Vouchered	CASE1	06612466	12/18/2018		
0000000029	12/04/2018 11:09AM	Test123	0000121588	Jay Geller	Test	100.00	USD	Approved	CASE1				

Module Details

- Invoice field is recommended
- Links to commonly used forms available from this page

Payment Request

Summary Information

Supplier Information

Invoice Details

Review and Submit

Exit

Save for Later

Next

Summary Information - Step 1 of 4

Instructions ?

*Business Unit

Request ID

*Invoice Number

*Invoice Date

Entered By Kirker-Stanford,Sara C

Entered Datetime 01/02/2019 1:58PM

*Request Type

Description

*Cost Sub-Total

Misc Charge Amount

Freight Amount

*Return Check To

Attachments (1)

Form Links

[Petty Cash](#)

[New Vendor](#)

[Travel Forms](#)

Total Amount Currency

Notes/Comments

244 characters remaining

Exit

Save for Later

Next

Module Details

- Supplier must be in the system to add to PR
- If supplier needs to be added, PR can be saved for later at this point and returned to once the vendor is added

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 CASE1	Invoice Number PR12345	Entered By Kirker-Stanford,Sara C
Request ID	Invoice Date 01/02/2019	Entered Datetime 01/02/2019 1:58PM

Supplier Address

Supplier ID 0000131710	Supplier Search
Supplier Caleb Dancy	
16801 S Franklin St	
Chagrin Falls, OH 44023	

Exit Save for Later < Previous Next >

Module 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 CASE1
Request ID

Invoice Number PR12345
Invoice Date 01/02/2019

Entered By Kirker-Stanford,Sara C
Entered Datetime 01/02/2019 1:58PM

Line	Description	Quantity	Unit	Unit Price	Line Amount		
1	Test	1.0000	EA	100.00000	100.00		

Add Lines

*Cost Sub-Total

Misc Charge Amount

Freight Amount

Total Amount 100.00 *Currency

Exit

Save for Later

Previous

Next

Module Details

- Click Add Lines to enter Speedtype and Account

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 CASE1
Request ID

Line Description

Add Lines

Add a New Line

Instructions ?

Line	Description	Quantity	Unit	Unit Price	*Line Amount
1	Test	1.0000	EA	100.00000	100.00

Accounting Details

Line	Quantity	*Amount	Speed Type	Account	Fund Code	Department	Class	Project	Event
+ - 1		100.00	OPR261222	571200	97600	261222	10		

OK Cancel

Module Details

- Click Submit to send the PR to workflow

Payment Request

Summary InformationSupplier InformationInvoice DetailsReview and Submit

Exit | Save for Later | ◀ Previous

Review and Submit - Step 4 of 4

Instructions ?

Business Unit CASE1	Invoice Number PR12345	Entered By Kirker-Stanford, Sara C
Request ID	Invoice Date 01/02/2019	Entered Datetime 01/02/2019 1:58PM
Description Test		
Supplier Caleb Dancy		
Total Amount 100.00	USD	
Request Status New		

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

ReviewSubmit

Exit | Save for Later | ◀ Previous

Module Details

- From the Payment Request Center, click the approval icon to see workflow next to your pending PR
- Click the Review Icon to review details of your PR

Payment Request Center
Welcome: Kirker-Stanford, Sara C

Request Summary From 10/04/2018 to 01/02/2019

Display	Status	Number of Requests
<input checked="" type="checkbox"/>	Pending	1
<input checked="" type="checkbox"/>	Approved	1
<input checked="" type="checkbox"/>	Vouchered	1

Recent Messages

No Recent Messages

Create
Requests

Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay		
0000000068	01/02/2019 1:58PM	PR12345	0000131710	Caleb Dancy	Test	100.00	USD	Pending	CASE1				
0000000046	12/12/2018 9:58AM	Test12345sck59	0000142640	Quentin A Fisher	test test test	152.00	BOV	Vouchered	CASE1	06612466	12/18/2018		
0000000029	12/04/2018 11:09AM	Test123	0000121588	Jay Geller	Test	100.00	USD	Approved	CASE1				

Module Details

- Reviewing Workflow Status

Approval Flow

Department Approver

REQUEST_ID=0000000068:Pending Start New Path

Department Approver

Pending

Multiple Approvers
CW_PR_APPR_USER_MGR1 +

Prepay Auditor

REQUEST_ID=0000000068:Awaiting Further Approvals Start New Path

Prepay Auditor

Not Routed

Multiple Approvers
CW_PR_APPR_USER_PREPAY_AUDITOR +

Return

Module Details-Approvals

- Will be in Worklist

Hausmann, Lisa A	12/13/2018	Transaction Approved	Approval Workflow	<input type="text" value=""/>	PaymentRequestApproval_224 CASE_1905-01-01_N_0 REQUEST_ID:0000000046 RDC:A.O.R.	Mark Worked	Reassign
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- Navigate to Accounts Payable>Payments>Payment Request>Payment Request Approval

Payment Request

Business Unit CASE1 Invoice Number mbb9 - 123 Entered By Bradley, Monica
 Request ID 0000000025 Invoice Date 11/29/2018 Entered Datetime 11/29/2018 12:12PM

Payment Request Details

Transaction Currency USD	Supplier ID 0000000102	Comments <input type="text"/>
Total Amount 5500.00	Description	Attachments (1)
	Supplier Name ABC Fire Inc	Edit Payment Request
	Request Type	Payment Message
	Return Check To REGULAR PAYMENTS	

Line Details Personalize | Find | | | First 1 of 1 Last

Line	Quantity	Unit Price	Item ID	Amount	Description	SpeedChart Key	Details
1				5500.00			Details

Department Approver

REQUEST_ID=0000000025: Approved

Approved

Endy, Stephanie Nilsa
 CW_PR_APPR_USER_MGR1
 12/11/18 - 1:35 PM

Prepay Auditor

REQUEST_ID=0000000025: Pending

Pending

Multiple Approvers
 CW_PR_APPR_USER_PREPAY_AUDITOR

254 characters remaining

Approve
Deny
Pushback
Add Comments
Hold

Workflow

- Workflow approval will be based on the person entering the request
- Department workflow will be the same as Travel & Expense Module

Workflow

DEMO

Questions



Websites:

<https://case.edu/erpfinancials/>

<https://case.edu/procurement/>