Controller's Office – Accounts Payable Procedure

Payment Request General Guidelines

I. Access to Payment Request

Payment Request is accessed in PeopleSoft via the following:

Main Menu > Employee Self-Service > Payment Request Center

If you do not have access, please contact the One Carolina Team.

II. Payment Request Instructions

Step 1 – Payment Request: Summary Information

The following information is needed on the Summary Information Tab:

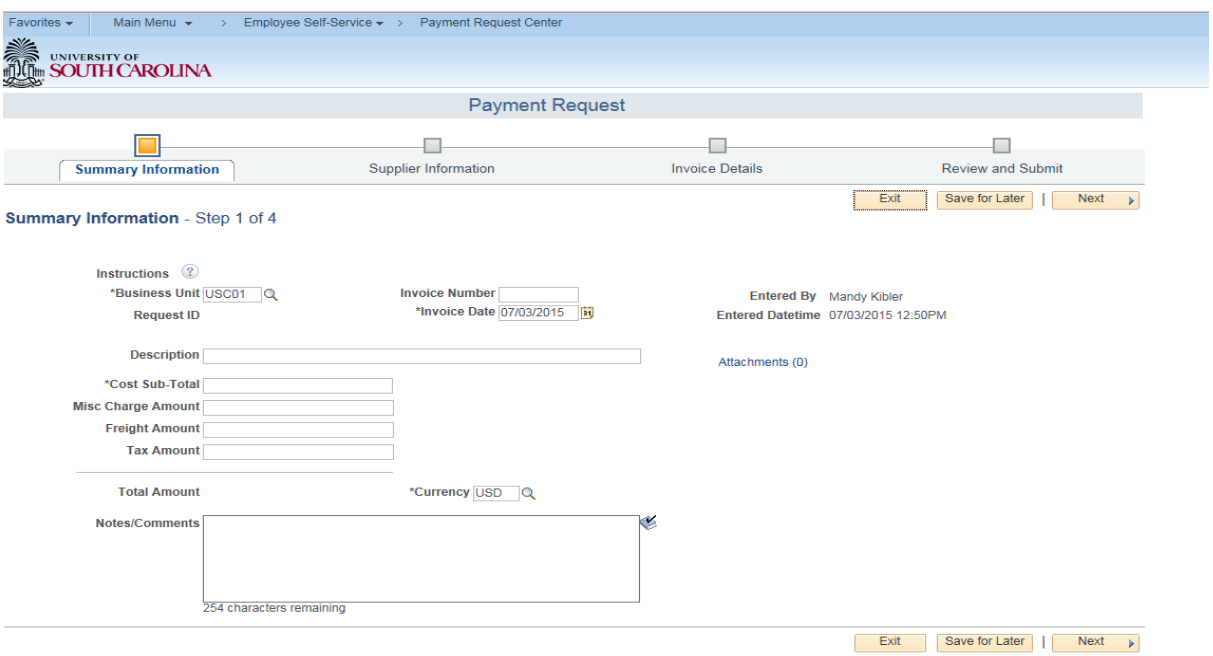
Invoice Number: Payment Requests are generally not going to have invoice numbers so it will be up to each department to populate this field. For example, you could use the payee's last name and the month/year (Smith – 05/2015).

Description: This should be a short description of the type of payment for example: Royalties and Commission, Honorarium.

Cost Sub-Total: Enter the total amount of the payment request in this field.

Notes/Comments: Enter any additional information as needed such as **HOLD FOR PICKUP** or any other special handling.

Attachments: Click the attachment link to attach required documentation for your specific Payment Request. See individual payment request types for required information.


Favorites | Main Menu > Employee Self-Service > Payment Request Center

UNIVERSITY OF SOUTH CAROLINA

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 USC01

Request ID

Invoice Number

*Invoice Date 07/03/2015

Entered By Mandy Kibler

Entered Datetime 07/03/2015 12:50PM

Description

Attachments (0)

*Cost Sub-Total

Misc Charge Amount

Freight Amount

Tax Amount

Total Amount

*Currency USD

Notes/Comments

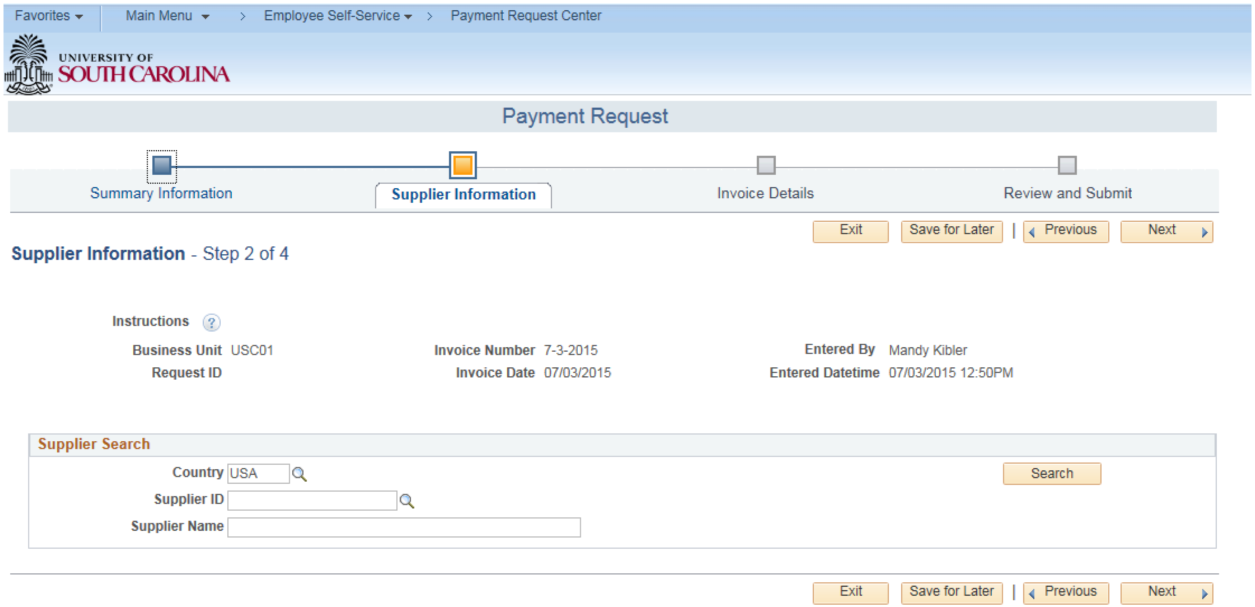
254 characters remaining

Exit | Save for Later | Next

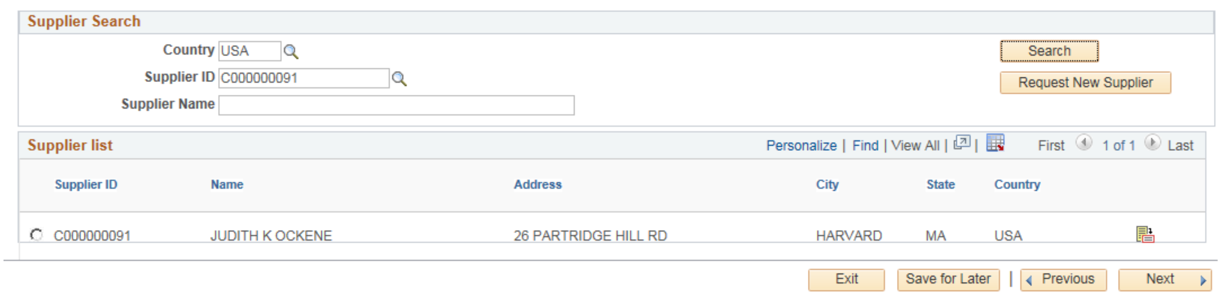
Step 2 – Payment Request: Supplier Information

Please remember that your supplier must be set up in advance of beginning the Payment Request.

<u>Supplier ID:</u> Click the magnifying glass to search for your supplier. Once you have located the supplier then choose the supplier,

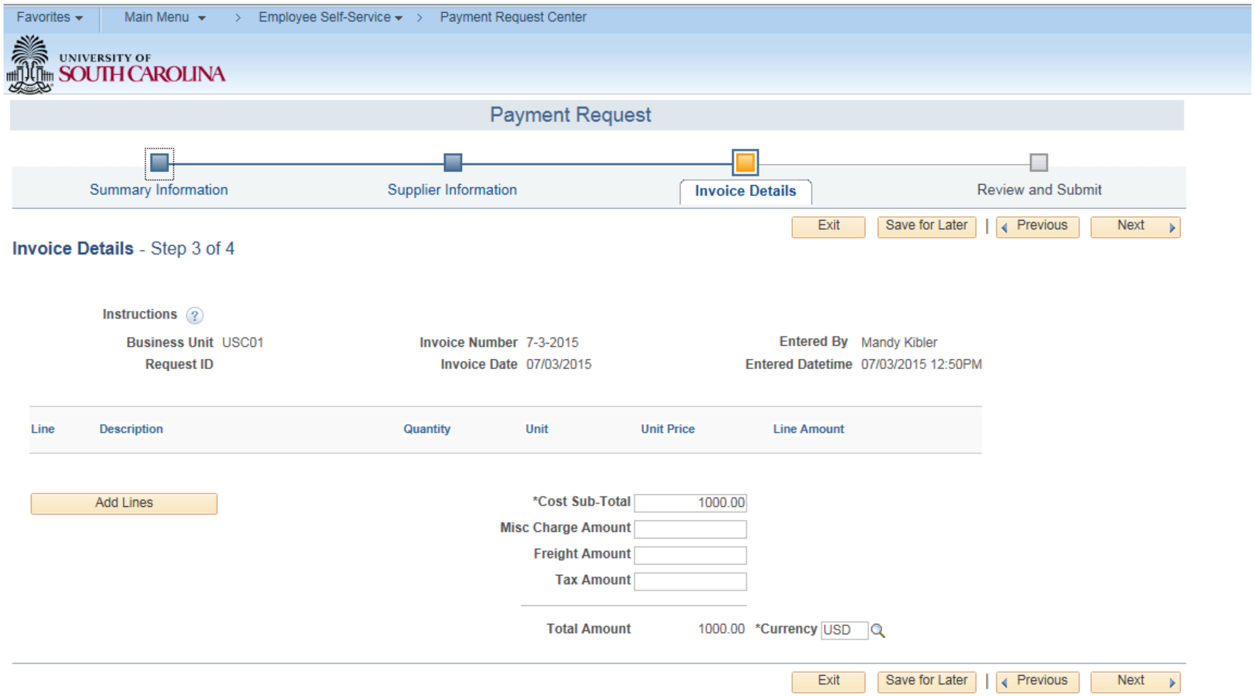


then hit the Search button and choose your supplier in the list.



Step 3 – Payment Request: Invoice Details

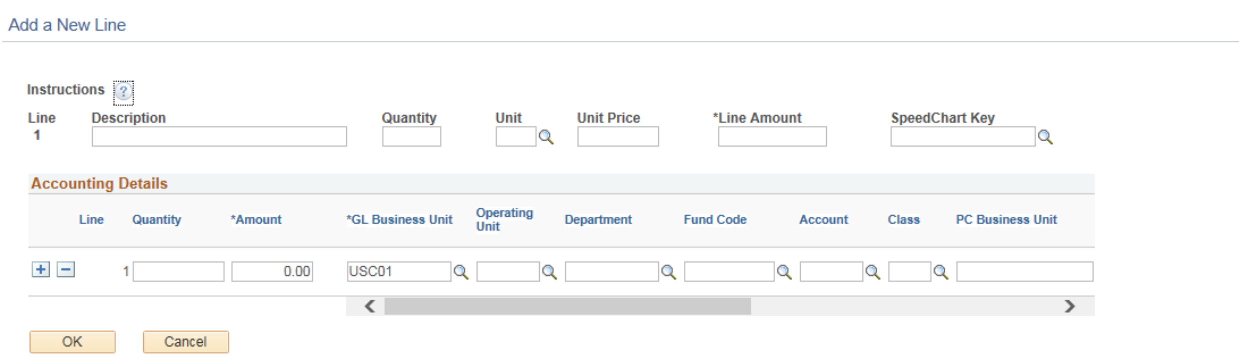
The amount is brought forward from Step 1 and now it is time to enter your chartfield information. Choose “Add Lines”.



Adding Chartfields:

<u>Header – Line Amount:</u> Enter the line amount in the header. This must match total from Step 1.

<u>Accounting Details:</u> On this line enter Amount, Operating Unit, Department, Fund Code, Account, and Class. You can click the “+” sign on the left side to add additional chartfield lines. If you have multiple lines, then all of your chartfield lines must equal to the total in the Header Line.



Step 4 – Payment Request: Review and Submit

Review your payment request and submit it to workflow and you are complete.