

PeopleSoft Payables

PAYMENT REQUESTS (DIRECT PAY)

PR REQUESTER GUIDE

MAY 2023

VERSION CONTROL

Version	Date	Task	Owner	Description
1.0	03/08/2019	Create	Danielle Burlison	Document Creation
2.0	11/06/2020	Create	Michele Gonzales	Detail document created.
3.0	05/01/2023	Update	Barbara Doss	Combine the original documents created by Danielle and Michele. Update for PeopleTools 8.59.05 – Fluid.
3.1	05/04/2023	Review	Danielle Burlison	Review
3.2	05/05/2023	Update	Barbara Doss	Update based on Danielle's initial review.



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OVERVIEW

The PeopleSoft Payment Request process replaces the current process for Direct Pay (nonpurchase order) requisitions. The process follows a step-by-step pathway to assist you in entering all required data and attachments to request a payment.

Roles & Responsibilities

Once a Requester submits a payment request, the Direct Pay PR Reviewer will review the document for accuracy before submitting the request to the appropriate approver(s) via workflow/email.

Payment Requests *MUST* be approved by the Department Approver(s) before payment processing can occur.

Payment Request roles include:

- ✓ **Requester** Creates the Payment Request (*Formerly known as Requisitions*)
- ✓ Reviewer Direct Pay user responsible for reviewing and identifying missing information before submitting for Department approval.
- ✓ Department Approver Ensure all of the information on the transaction is correct before approving and/or adding an Ad Hoc Approver if applicable. This includes account and amount restrictions.
- ✓ Ad Hoc Approver (Optional) Generally added by the Department Approver for additional approval at the department level for amounts of \$10,000 or greater. Other reasons determined by the Department Approver may also apply.
- ✓ Admin Reviewer (*Only when necessary to troubleshoot problems*.)



Chart-field Data Requirements

For all accounts *except* accounts that start with 222XXX *and those excluded above*, the Fund code requirements are as follows:

- Fund 111 Account, Fund, Department, Program and Class
- Fund 115 Account, Fund, Department, Program and Class
- Fund 112 Account, Fund, Department, Program, Class, PC BU of *LSUNO*, Project ID and Activity ID of *1 Note: If there is no Project ID, there should be no Activity ID.*
- Fund 113 Account, Fund, Department, Program, Class, PC BU of *LSUNO*, Project ID and Activity ID of *1 Note:* If there is no Project ID, there should be no Activity ID.
- Fund 414 Account, Fund, Department, Program, Class, PC BU of *LSUNO*, Project ID and Activity ID of *1 Note:* If there is no Project ID, there should be no Activity ID.

Accounts that start with "222XXX"

• **Fund 111** – Account, Fund, and Department

Account 514000 and Department ID 1980003 (combo)

• **Fund 111** – Account, Fund, and Department



CREATING A PAYMENT REQUEST

Scanning

Prior to creating a payment request, you will need to scan the invoice and any other supporting documents and save them to an accessible drive.

This location is where you will search for invoices to attach to the Payment Request during data entry. If the scanner does not have the correct driver, open a help desk ticket or contact your local campus IT Support department for assistance.

Naming convention for saving scanned documents for Payment Requests:

- W-9: SupplierName_w-9
- o Invoice: SupplierName_Invoice#

DO NOT scan the W-9 with other supporting documents.

W-9 forms must be scanned as a separate PDF.

Accessing PeopleSoft Payment Request Center

To begin creating a Payment Request, you will need to log on to PS 9.2 PeopleSoft Financials Production (PS9FSPRD) database.

Click the PeopleSoft PS Launcher from your Citrix PS Desktop.

PS Launcher
LSU Health
PeopleSoft FSCM - PS9FSPRD 2
User ID
Password
Warning! Any information viewed during this PeopleSoft session will be saved to your browser's Internet cache on the computer you are using and may be viewed by others who may also use this computer. We recommend against using public or shared computers to access PeopleSoft. To protect the security of this information, delete your Internet cache prior to closing the browser windows at the end of your session.
Sign In

Click Sign In



		Health Financials PAT	ଜ	۵	:	\otimes
My Financials Home 🔻				X	1 of 4	>
	System Notifications PS9F5PAT Notice: PeopleSoft Supply Chain testing: This system is supprade testing and review. This is a test manner for LSU Health PS Financials. Last refresh date: 2022:11-29					

The system will take you to the "*My Financials Home*" homepage as the log-in landing page.

If you have not already done so, you can add the Payment Request Center page to your landing page by completing the following steps.

NAVIGATION: *Nave* > *Employee Self Service* > *Payment Request Center.*

Click the *NavBar* icon (top right of the page)

Click Menu



Click Employee Self Service



Page 7 of 25



Select Employee Self Service



You will see the Payment Request Center

C My Financias Home				Payme	nt Reque	st Cente				
		Payme	ent Request Cente	r		Welc	me: Doss, Barba	Gi test A er		
Request Summary F	rom 01282923 to 04282023 🕅	Recent Messages								
Display Status	Number of Requests		No	Recent Messages						
Pending	1									
Create			Requests							
Request ID Entered Datetime	Invoice Number	Supplier ID Supplier	Description	Total Amount Currency	Request Status	Dusiness Unit	Voucher ID Sched	uled to		
0000025845 04/25/2023 1.37PM	TEST-FE023-3-128	0000055127 JANET ROSSI	TEST-Rembursement for membership dues - Dr. Rossi	1,621.00 USD	Pending	LSUSE			6 1	è

To add the Payment Request Center to your "*My Financials Home*" homepage completed the following steps:

From the Payment Request Center page, click the Actions icon (3 little dots)

Select Add to Homepage



Select My Financials Home



You will get this message.

Message	
Added 'Payment Request Center' to My Financials Home H	omepage
ОК	





Click the *Home* icon (house)



You will see Payment Request Center on your homepage.

System Notifications	Payment Request Center
PSPF3AA Notice Processes Budy Chain Instruction Toils system is narring Propertitions 5.00.00 for upped testing and revenue Toils is a pair instance for CSU Health PSF Functional Last internet date: 2022-11-29	COMO M Nicolar

You can now click the Payment Request Center tile and you will be taken to the Payment Request Center page to create a PR.

				F	ayment Request C	enter	We	come: D	loss, Barbara A
Request St	ummary	From 11/22/2018 to 0	2/20/2019 🕅	Recent Messages					
Display	Status	Number	of Requests			No Recent Messages			
Create					Requests				
Request ID	Entered Date	time Invoice Number	Supplier ID	Supplier	Description	Currency	Request Status Business Unit	Voucher	ID Scheduled to Pay

	Payment Request		
Summary Information	Supplier Information	Invoice Details	Review and Submit
Summary Information - Step 1 of 4			Exit Save for Later Next
Instructions ②			
*Business Unit LSUSE	*Invoice Number	Entered By	Doss, Barbara A
Request ID	*Invoice Date 02/19/2019	Entered Datetime	02/19/2019 10:57AM
Description		Attachments (0)	
*Cost Sub-Total			
Misc Charge Amount			
Freight Amount			
Total Amount	*Currency USD Q		
Notes/Comments		۲	
254 characters r	emaining		



Create a Payment Request

Step 1 – Summary Information

Enter the following Information

- 1. <u>Business Unit:</u> LSUNE (This should default)
- 2. <u>Invoice #</u> This is the Direct Pay number that will be recorded in PeopleSoft. The Invoice number should be formatted as follows:
 - a. DP/DEPARTMENT NUMBER/4 DIGIT SEQUENTIAL OF YOUR CHOICE
 - i. EXAMPLE: DP1651000A001
- 3. <u>Invoice Date</u>: Use the date you are entering the Payment Request. <u>Note</u>: *The date will default to the current date so be sure to confirm the correct date for the invoice and change if needed.*)
- 4. <u>Description</u>: Enter brief description/purpose of the payment request
- 5. <u>Cost Sub-Total</u>: Enter the total amount to be paid.
- 6. *Misc. Charge Amount:* **DO NOT USE**
- 7. Freight Amount: **DO NOT USE**
- 8. <u>Notes/Comments</u>: Add the payee name and address, employee id (if you are reimbursing an employee) and any comments you'd like to appear on the check (i.e. invoice number, name reference etc. that the Reviewer needs to know such as any comments that need to appear on the check or if this payment is to go to a specific supplier and/or address. There are only 254 characters so any notes will need to be very descriptive.

If the address on the invoice is different from the one the payment is to be mailed to, a scanned/attached copy of the W-9 with the correct address is required.

9. <u>Attachments</u>: (*REQUIRED*) Attach your invoice and supporting documents. *Note:* You will not be allowed to move to the next page if there is no attachment.

If scanning a W-9, be sure to scan the W-9 separately from the supporting documents. This will give you two attachments.

Click	Attachments (0)
CHUR	

Payment Request A	Attachments				
Request ID	Entered Dates	ime 02/19/2019 1:08PM			
Details					
Attached File		Description	User	Name	Date/Time Stamp
Add Attachment					
ОК	Cancel				

Click Add Attachment



	He
	Browse
Upload Cancel	

Click Browse..



Select your file and click Open

		н
O:\My Documents\Payment Request Sample Invoice.dc	Browse	
	Browse	
	Browse	
	Browse	
		_
	Browse	
Upload Cancel		

Click Upload

P	ayment Request Attachments	-9					×
F	Request ID Entered Datetime 02/19/2019	1:08PM					
	Details						
	Attached File	Description	User	Name	Date/Time Stamp		
	Payment_Request_Sample_Invoice.docx	1	BDOSS	Barbara Doss	02/19/2019 1:29:55PM	₿⁄	Û
	Add Attachment						
	OK Cancel						

Enter a *Description* (you can enter the invoice number)



Payment Request Al	tachments					
Request ID	Entered Datetime 02/1	0/2019 1:08PM				
Details						
Attached File		Description	User	Name	Date/Time Stamp	
Payment_Request_Sa	mple_Invoice.docx	Inv # 0219201901	BDOSS	Barbara Doss	02/19/2019 1:29:55PM	1
Add Attachment]					
ОКС	ancel					
ck ок						

		Payment Reque	est			
Summary Information	on Supp	blier Information	Invoice Details	Revie	ew and Submit	
Summary Information - Si	tep 1 of 4			Exit Save	o for Later	Next 🕨
Instructions (2)						
*Business Unit L	SUSE Q	Invoice Number 0219201901	Entered By	Doss, Barbara A		
Request ID		*Invoice Date 02/19/2019	Entered Datetime	02/19/2019 1:08PM		
Description [nvoice For Testing		Attachments (1)			
*Cost Sub-Total	675.00					
Misc Charge Amount						
Freight Amount						
Total Amount	675.00	*Currency USD Q				
Notes/Comments	Please pay as soon as possible.		₩.			
2	23 characters remaining					
				Exit Save	e for Later	Next 🕨

You can also click the Instructions (2) link for more information.

nvoice #: DP# t	formatted as follows : E	P/Department#/4 digit#		
Attachments: R	EQUIRED			
Jost Sub-Total: Notes/Commen	Amount to pay ts: Add payee name, a	ddress, emplovee id(if ap	blicable)	

Click Next



Step 2 – Supplier Information

	Payment Re	equest						
Summary Information	Supplier Information	Invoice Details	Review and Submit					
Supplier Information - Step 2 of 4		Exit	Save for Later					
Instructions ② Business Unit LSUSE Request ID	Invoice Number ProjectID-1 Invoice Date 04/24/2015	est Entered By Entered Datetime	Doss, Barbara A 9 04/24/2019 2:08PM					
Supplier Address								
Supplier ID 9999999999 Supplier LSUSE DEFAULT VEND	Supplier Address Supplier ID 9999999999 Supplier Supplier Search Enter New Supplier Supplier Suscent Request)							
		Evel.	Page for later Province Next >					
		Exit	Save for Later 4 Frewoods Next >					

<u>LEAVE AS IS</u> – This default supplier is setup specifically for the payment request functionality. At the time of review, the Payment Request Reviewer will select the correct Supplier identified in the *Notes/Comments* field from *Step #1*.

Step 3 – Invoice Details

This step allows you to add chart-string information.

	Payment Req	Jest	
Summary Information	Supplier Information	Invoice Details	Review and Submit
Invoice Details - Step 3 of 4		Exit	Save for Later Previous Next
Instructions (2)			
Business Unit LSUSE Request ID	Invoice Number 0219201901 Invoice Date 02/19/2019	Entered By Entered Datetime	Doss, Barbara A 9 02/19/2019 1:08PM
Line Description	Quantity Unit	Unit Price Line Amount	
Add Lines	*Cost Sub-To Misc Charge Amou	tal 239.00	
	Freight Amou	nt	
	Total Amou	nt Zawi30 "Currency LISD	

dd a Ne	w Line										
Line 1	Descr	iption			Quantity	Unit Q	Unit Price		Line Amount		
Accou	nting D	etails									
	Line	Quantity	*Amount		*GL Business Unit	Accour	it	Fund Code	Department	Program Code	Cla
+ -		1		0.00	LSUSH	Q	Q		Q	Q	Q
					4						÷
					•						
01	(Cancol									

Enter the following:

<u>Line 1</u>

- 1. <u>Description:</u> List any details (Optional)
- 2. Quantity (Optional)
- 3. <u>Unit</u>: (Optional).
- 4. <u>Unit Price:</u> (Optional)



5. <u>Line Amount</u>: (*Required*)

Accounting Details:

- a. <u>Quantity:</u> (Optional)
- b. <u>Amount:</u> (*Required*)
- c. <u>Account:</u> (*Required*)
- d. <u>Fund Code:</u> (*Required*)
- e. <u>Department:</u> (*Required*)
- f. <u>Program:</u> (*if applicable*)
- g. <u>Class:</u> (*if applicable*)
- h. <u>PC Business Unit:</u> LSUNO (if applicable)
- i. <u>Project ID:</u> (*if applicable*)
- j. <u>Activity ID</u> **1**(*will default at save*)

You can add another chart string distribution line if the charges are to be split between/among departments. To add another line click the \blacksquare sign and enter the applicable information.



Click 🚾



"Add Lines."	
following:	
on: List any details	
ount: Amount of payment	
ng Details: Amount, SpeedType Key and Account	
" to "Add Lines" split funding sources	
XT after all information entered.	

Click Next



Step 4 – Review and Submit

		Pay	ment Requ	iest			
Summary Information	n	Supplier Information		Invoice Details	R	eview and Submit	
Review and Submit - Ste	p 4 of 4				Exit	Save for Later 📢 Pre	vious
Instructions @							
Business Unit	LSUSE	Invoice Number	0219201901	Entered By	Doss, Barbara A		
Request ID	000000034	Invoice Date	02/19/2019	Entered Datetime	02/19/2019 1:08PM		
Description Supplier Total Amount Request Status Click the "Review" butto Click the "Submit" butto Click the "Submit" butto	Invoice For Testing LSUSE DEFAULT VENDO 675.00 USD New n to review the detailed require to submit your request.	R (Payment Request) rest.					
					Exit	Save for Later	evious

Review Payment Request Information:

To verify all information, click the **Review** link or click **Previous** to review each page individually.

Summary Ir	nformation								
	N R	equest ID	000000034			Request St	atus New		
	لک Er	ntered By	Doss, Barbar	ra A					
	Entered	Datetime	02/19/2019	1:08PM		Attachments	(1)		
	Busi	ness Unit	LSUSE						
	Invoice	Number	0219201901						
	Inv	pice Date	02/19/2019						
	De	scription	Invoice For T	esting					
	Tota	I Amount	675.00	USD					
	Notes/C	omments	Please pay a	s soon as pos	sible.				
iupplier Inf	formation								
	St	pplier ID	99999999999						
		Supplier	LSUSE DEF	AULT VENDO	R (Payment Re	quest)			
voice Det	ails								
voice Det Line	ails	Description		Qu	antity Unit	Unit Price	Line Amount	SpeedCha	rt Key
Line	ails	Description Use speedch	art AUX	Qu	antity Unit 1.0000 EA	Unit Price 675.00000	Line Amount 675.00	SpeedCha	rt Key
Line 1 Accountin	ails 19 Details	Description Use speedch	art AUX	Qu	antity Unit 1.0000 EA	Unit Price 675.00000	Line Amount 675.00	SpeedChar	rt Key
Line 1 Accountin	ails Ig Details Quantity A	Description Use speedch mount	art AUX GL Business Unit	Qu	antity Unit 1.0000 EA Fund Code	Unit Price 675.00000 Department	Line Amount 675.00 Program Code	SpeedChar Class	rt Key PC Bu
Line 1 Accountin Line	ails Ig Details Quantity A 1.0000	Description Use speedch mount 600.00	art AUX GL Business Unit LSUSH	Qu Account 480265	antity Unit 1.0000 EA Fund Code 112	Unit Price 675.00000 Department 1906500	Line Amount 675.00 Program Code 80001	SpeedChar Class 97100	rt Key PC Bu LSUS
Line 1 Accountin Line 1 2	ails g Details Quantity A 1.0000 1.0000	Description Use speedch mount 600.00 75.00	art AUX GL Business Unit LSUSH LSUSH	Qu Account 480265 539450	antity Unit 1.0000 EA Fund Code 112 111	Unit Price 675.00000 Department 1906500 1695000	Line Amount 675.00 Program Code 80001 60014	SpeedChar Class 97100 10105	rt Key PC Bu LSUS
Line 1 Accountin Line 1 2	ails g Details Quantity A 1.0000 1.0000	Description Use speedch mount 600.00 75.00	art AUX GL Business Unit LSUSH LSUSH	Qu Account 480265 539450	antity Unit 1.0000 EA Fund Code 112 111	Unit Price 675.00000 Department 1906500 1695000	Line Amount 675.00 Program Code 80001 60014	SpeedChar Class 97100 10105	rt Key PC Bu LSUS
Line 1 Accountin Line 1 2	ails g Details Quantity A 1.0000 1.0000	Description Use speedch mount 600.00 75.00	GL Business Unit LSUSH LSUSH	Qu Account 480265 539450	antity Unit 1.0000 EA Fund Code 112 111	Unit Price 675.00000 Department 1906500 1695000	Line Amount 675.00 Program Code 80001 60014	SpeedChar Class 97100 10105	PC Bu LSUS
Line 1 Accountin Line 1 2	ails g Details Quantity A 1.0000 1.0000	Description Use speedch mount 600.00 75.00	art AUX GL Business Unit LSUSH LSUSH K	Qu Account 480265 539450	antity Unit 1.0000 EA Fund Code 112 111 Cost	Unit Price 675.00000 Department 1906500 1695000 Sub-Total	Line Amount 675.00 Program Code 80001 60014 675.00	SpeedChar Class 97100 10105	rt Key PC Bu LSUS >
Line 1 Accountin Line 1 2	ails ig Details Quantity A 1.0000 1.0000	Description Use speedch mount 600.00 75.00	art AUX GL Business Unit LSUSH LSUSH C	Qu Account 480265 539450	antity Unit 1.0000 EA Fund Code 112 111 Cost Misc Charg	Unit Price 675.00000 Department 1906500 1695000 Sub-Total se Amount	Line Amount 675.00 Program Code 80001 60014	SpeedChar Class 97100 10105	rt Key PC Bu LSUS
Line 1 Accountin Line 1 2	ails ig Details Quantity A 1.0000 1.0000	Description Use speedch mount 600.00 75.00	art AUX GL Business Unit LSUSH LSUSH <	Qu Account 480265 539450	antity Unit 1.0000 EA Fund Code 112 111 Cost Misc Charg Freigt	Unit Price 675.00000 Department 1906500 1695000 Sub-Total se Amount at Amount	Line Amount 675.00 Program Code 80001 60014 675.00	SpeedChar Class 97100 10105	rt Key PC Bu LSUS
Line 1 Accountin Line 1 2	ails g Details Quantity A 1.0000 1.0000	Description Use speedch mount 600.00 75.00	art AUX GL Business Unit LSUSH LSUSH <	Qu Account 480265 539450	antity Unit 1.0000 EA Fund Code 112 111 Cost Misc Charg Freigt Totu	Unit Price 675.00000 Department 1906500 1695000 Sub-Total e Amount al Amount	Line Amount 675.00 Program Code 80001 60014 675.00	SpeedChar Class 97100 10105	rt Key PC Bu LSUS
Line 1 Accountin 1 2	ails g Details Quantity A 1.0000 1.0000	Description Use speedch mount 600.00 75.00	GL Business Unit LSUSH LSUSH	Qu Account 480265 539450	antity Unit 1.0000 EA Fund Code 112 111 Misc Charg Freigt Totu	Unit Price 675.00000 Department 1996500 1695000 Sub-Total Sub-Total A Amount	Line Amount 675.00	SpeedChar Class 97100 10105	rt Key PC Bu LSUS

Check the following:

- \checkmark Attachment(s)
- ✓ Invoice number & date
- ✓ Supplier name & address on notes/comments section
- ✓ Amount
- ✓ Funding source & chart-fields

Click Return



		Pay	ment Requ	lest		
Summary Informatio	n	Supplier Information		Invoice Details	F	Review and Submit
Review and Submit - Step	o 4 of 4				Exit	Save for Later Frevious
Instructions (?)						
Business Unit	LSUSE	Invoice Number	0219201901	Entered By	Doss, Barbara A	
Request ID	000000034	Invoice Date	02/19/2019	Entered Datetime	02/19/2019 1:08PM	
Description	Invoice For Testing					
Supplier	LSUSE DEFAULT VENDO	R (Payment Request)				
Total Amount	675.00 USD					
Request Status	New					
Click the "Review" buttor	n to review the detailed requ	iest.				
Click the "Submit" button	to submit your request.					
Review	Submit					
					Exit	Save for Later

If the request is <u>not</u> complete, click the ^{Save for Later} button (discussed in the next section).

If the request is complete, click the submit button.

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

The Payment Request will now show in your Payment Request Center as "Submitted" (Awaiting review by the Direct Pay PR Reviewer).



Save For Later

If while working on a Payment Request, you need to save your information before submitting it in order to complete it later, click the ^{Save for Later} button instead of the ^{Submit} button.

Note. It is recommended that you complete your review **BEFORE** submitting your Payment Request. After the Payment Request is submitted, you will not be allowed to make any changes nor delete the request.

After clicking the Save for Later button, the following message will appear:

	Message
	Payment Request saved successfully. The Payment Request ID is 0000000034 (7060,25)
	OK
Click OK	

When you are ready to complete this request, click the Payment Request Center tile found on your homepage.

Notice that when the Red pencil is available the record can still be edited.

					Payment Rec	uest Center		Welcome:	Doss, Barbara	i A	
Request S	ummary F	rom 11/21/2018 t	0 02/19/2019	💎 Recent Messa	ges						
Display	Status	Num	ber of Requests			No Recent Message	s				
	New	1									
	Submitted	1									
	Pending	1									
	Approved	1									
Create					Req	uests					
Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Total Amount Currency	Request Status	Business Unit Voucher ID	Scheduled to Pay		
000000034	02/19/2019 1:08F	PM 0219201901	99999999999	LSUSE DEFAULT VENDOR (Payment Request)	Invoice For Testing	675.00 USD	New	LSUSE		1 🖻	×

You can do one of the following:

- 1. Click the red \times to delete the request.
- 2. Select the red *le* pencil for the saved/incomplete Payment Request with the status of *New*.
- 3. Make the necessary updates, click vext until you get to the review and Submit page.
- 4. Click Submit to process your Payment Request.

The Payment Request is complete and has a status of *Submitted*.



PAYMENT REQUEST STATUSES

The Payment Request Center page displays all Payment Requests for your user ID and the status of each.

				Payment Request Center
Request Sum	mary	From 06/03/2020 to 09/01/2020	9	Recent Messages
Display	Status	Number of Requests		No Recent Messag
<	Submitted	57		
	Pending	2		
	Approved	1		
	Vouchered	327		

Payment Request Statuses

- *New*: A Payment Request was entered and the "*saved for later*" option was selected; not submitted.
- *Submitted*: A Payment Request was entered and submitted and is awaiting review by the PR Reviewer.
- *Pending*: A Payment Request has been reviewed by the PR Reviewer and has been submitted for Department approval.
- *Approved*: A Payment Request has been approved.
- *Denied*: The Department Approver has denied the Payment Request. You will receive an email notification for Denied Payment Request.
- *Vouchered*: A voucher has been created for the Payment Request.
- *Scheduled To Pay*: The voucher will show a *Scheduled to Pay* of **Paid** or the actual date the payment is scheduled on.



PAYMENT REQUEST PAYMENT MESSAGES

At times you may receive a Payment Message from the Reviewer via email.

Garcia, Lori M. Doss, Barbars A.
A Payment Request Message has been posted and needs your review.
A Payment Request Message has been posted.
Request ID : 000000048 Message Topic : additional information needed
Message : testing response
Last Updated By : Garcia, Lori M. I Last Updated DateTime : 2019-04-30-10.25.35.000000
Initiated By : Garcia, Leri M. Initiated Date Time : 2019-02-21-16.30.08.000000
Please select the URL link below to view the details. https://rbb.pds.ku/hsc.edu/psg/fspat/EMPLOYEF_EBP/c/PAYMENT_REQUEST_PR_REQUEST_GBL7Page=PR_CENTER&Action=U&REQUEST_ID=0000000048&CONVER_SEQ_NUM=8&CONVER_HD_SEQ_NUM=3&CONVER_IN_SEQ_NUM=3&LOAD_CONVER_YD

You can click the email link to see the details.

			Payment Request Center			Welcome: Doss, Barbara A			
Request Sur	nmary	From 01/30/2019 to 04/30/2019 🕅	Recent Messages	Recent Messages					
Display	Status	Number of Requests	Request ID Message Topic	Last Updated By	Last Updated Datetime	Initiated By	Initial Datetime		
	Submitted	9	000000064 invoice needed	Garcia, Lori M.	03/27/2019 12:50PM	Garcia, Lori M.	03/27/2019 12:49PM		
~	Pending	3	000000049, additional information needed	Garcia Lori M	02/21/2010 4-20PM	Garcia Lori M	02/21/2010 4:20PM		
	Vouchered	3		Garcia, Euriw.	02/2 1/2013 4.501 W	Garcia, Lon M.	02/21/2013 4.301 W		
	Cancelled	4							

You can also access the message details in the Payment Request Center by clicking on the desired Payment Request message line.

Review Messages				3
Message Details				
Initial Date Time	02/21/2019 4:3008PM	Supplier SetID LSUSE		
Request ID	000000048	Supplier ID 999999999	9 LSUSE DEFAULT VEND	OR (Payment Request)
Requester	Doss, Barbara A	Request Status Cancelled		
Request Created Datetime	02/21/19 4:32PM	Gross Invoice Amount	563.00 USD	
Message Details]
Datetime (02/21/2019 4:30PM			
Originated From (Garcia, Lori M.	Message To Doss, Barba	ra A	
*Conversation Topic a	dditional information needed			
Message				
Recent Messages	M) Garcia Iori M.: Incert an invoice in	at a quote, in order to pay this requisition		
(02211201310.3011	my Garda, Lon m These an involue, in	n quote, in order to pay and requisition		
Your Response				
ľ.				
Post Cancel				

If needed, enter your response in the "*Your Response*" text box, and click Post. An email will be sent to the PR Reviewer.



OTHER ICONS

	Payment Request Center Welcome: Doss, Barbara A								
Request	Summary	From 12/07/2018 to 03/07/2019	Recent Messages						
Display	y Status	Number of Requests	Request ID Message Topic	Last Updated By	Last Updated Datetime	Initiated By	Initial Datetime		
	Denied	3	000000023 Price Confirmation.	Garcia, Lori M.	02/21/2019 3:50PM	Doss, Barbara A	02/21/2019 9:31AM		
\checkmark	Submitted	3	000000036 Payment Message	Garcia Lori M	02/20/2019 3:03PM	Doss Barbara A	02/20/2019 7·28AM		
V	Pending	10	oooooooo ruymen message	Guida, Lon M.	0212012013 3.031 W	Doss, Darbara A	0212012013 1.2014		
\checkmark	Approved	1	0000000036 Correct Supplier to pay?	Garcia, Lori M.	02/20/2019 3:02PM	Doss, Barbara A	02/20/2019 2:22PM		
							ß		
	Requests								
Request ID	Entered Datetime	Invoice Number	Supplier ID Supplier Description	Total Currency Amount	Request Status Business Unit	Voucher ID Scheduled Pay	to		
0000000047	,02/21/2019 4:05PM	TEST66	LSUSE DEFAULT 99999999999 VENDOR (Payment TEST66 Request)	56.00 USD	Submitted LSUSE		🦻 🗟 🗙	^	
000000045	02/21/2019 3:55PM	test 2	0000000013 BLUE CROSS OF LOUISIANA test2	6,523.00 USD	Pending LSUSE				
000000133	04/25/2019 12:08PM	9999999999		0.00 USD	New LSUSE	,	L D	×	
000000037	02/20/2019 8:08AM	test1 9999999999	LSUSE DEFAULT VENDOR (Payment Test1 Request)	210.07 USD	Denied LSUSE		۵ 🖏 🔊		
000000132	04/25/2019 8:52AM	Deny-Red X 9999999999	LSUSE DEFAULT VENDOR (Payment Deny-Red X Request)	5.00 USD	Denied LSUSE		9 ₆₀ B.		

✓ Click the $\boxed{}$ link to Filter

By Da	te	
	Filters	×
	By Date O By Alternative Filters	
	By Date	
	From Date	
	To Date	

By Alternate Filters

Filters	
⊖ By Date	By Alternative Filters
By Alternative Filters	
Invoice Numb	er
Request	ID
Supplier Nar	ne

✓ Click the link to see the Review Page. This page displays the Payment Request Summary information.



	Review Page		×
	Summary Information		~
	Request ID	0000000020 Request Status Pending	
	Entered By	Doss, Barbara A	
	Entered Datetime	02/18/2019 2:11PM Attachments (1)	
Supplier ID	Business Unit	LSUSE	
000000002	Invoice Number	test1 Approval History	R
00000002	Invoice Date	02/18/2019	
	Description	Isuse -test account code	
000000009	Total Amount	1.00 USD	15
	Notes/Comments	fed ex	
700272890			
9999999999	Supplier Information		
	Supplier ID	000000028	
	Supplier	FEDEX	
		P 0 B0X 1140	
		MEMPHIS, TN 38101-1140	
	Invoice Details		
	Line Description	Quantity Unit Unit Price Line Amount SpeedChart Key	

- ✓ Click the red link to edit the Payment Request. This is only available for "Save for later" Payment Requests.
- ✓ Click the □ link to view Approvers. This is displayed after the PR Reviewer has reviewed the Payment Request and submitted it for approval. It will display the Department Approvers and Ad Hoc Approvers (*if applicable*).

	Approved	LSUSE			₽ <mark> %</mark>	2 2	
Арр	roval Flow						
Pay	ment Req	uest Appro	val	/			
	🔻 REQU	JEST_ID=000	0009562	2:Pending) 🕂 Start N	ew Path	
	Path 1 Standard Pending Multiple Paymer	Approval e Approvers nt Request Approver	s →	Not Route Multip Testin	d ble Approvers g User list for pure		
😔 https://rcba.	psfs.lsuhsc.edu/psc/fst	st_4/EM — 🗆	×	https://rd	ba.psfs.lsuhsc.edu/psc/	'fstst_5/EM	- 🗆 X
🗎 rcba.	Sample Department	Approvers ERP/s/	WEB	🔒 rcb	Sample Purchasing	g Approvers	E/ERP/s/WEB
Approver #1				Approver #	#1		
Name:	н	olloway, Ulander M		Name:		Doss, Barbara	a A
Description:	Н	olloway, Ulander M		Description:		Doss, Barbara	A
Approver #2	M	IcAlister Steven D		Approver #	#2	O O	-
Description:	M	IcAlister, Steven D		Name: Description:		Cox,Cynthia I Cox Cynthia I	-
Approver #3				Approver	#3	oon, oynana i	•
Name:	G	arcia, Lori M.		Name:		Templeton, M	ary A.
Description:	G	arcia, Lori M.		Description:		Templeton, M	ary A.
Approver #4				Approver #	#4		
Name:	D	oss, Barbara A		Name:		McAlister, Ste	ven D
Description:	D	oss, Barbara A		Description:		McAlister, Ste	ven D
	Close	•			Clo	ose	



FAQ – FREQUENTLY ASKED QUESTIONS

Scanning

- What if scanner doesn't have the correct driver?
 Contact your local campus IT Support department.
- 2. When more than one document needs to be attached, can they be scanned as one document?
 - 🕈 No.
 - i. W-9s must be scanned and attached separately. All other documents may be combined into a single file.
- Does the Payment Request have a template you can save?

 [∞] No.
- Are attachments required?
 Z Yes.

Creating Payment Requests

- 1. Who can create the Payment Request?
 - \mathbb{Z} Anyone with the correct security role and route control.
- What if the PR Requester doesn't know which account code to use?
 If you require additional assistance, contact noaccttravel@lsuhsc.edu.
- 3. Can I create a credit Payment Request?
 - No. The system is working as designed. Payment Requests are not designed to work like a Regular Invoice. Currently only the payments that can be created from the Payment Request Center are positive amounts.

Reviewing Payment Requests

- 1. If DP needs more documentation in order to pay a Payment Request, how is the department notified?
 - DP will create a Payment Message within the Payment Request record which will trigger an email to the PR Requester.

Approving Payment Requests

- 1. Why is workflow setup like that? Shouldn't DP be at the end?
 - Workflow is set up to flow from PR Requester > Direct Pay PR Reviewer > Department Approver.



Since Payment Requests produce a fiduciary responsibility, the DP staff are not allowed to act on behalf of another person to approve payments of any kind. That responsibility falls to the Department Approvers.

- Can the PR Requester approve his/her own Payment Request?
 No.
- 3. Can the PR Requester also be an approver?
 - Yes, but not for Payment Requests they create.
- 4. If a Coordinator creates the Payment Request, is there a way for the Business Manager to electronically sign it showing they approve the Payment Request?
 - Series Yes via Payment Request workflow; if the Business Manager has been assigned Approval authorization for that department.
- 5. Will the Payment Request be sent to Purchasing for their approval before it goes to Direct Pay?
 - Solution No. The Payment Request must first go to the Direct Pay PR Reviewer for review, then to the Department Approver for final approval.
- 6. What happens if a Payment Request is denied?
 - Payment Requests can only be denied by the Department. If an Approver denies the request, an email will be sent to the PR Requester and the PR Administrators for follow-up.
- 7. When a PR Requester clicks on the look-up icon for approvers, who will show in the drop down approver list?
 - All authorized approvers for the Department ID will appear in the drop down list for Approvers.
 - If the individual submitting a Payment Request (PR Requester) also has authorization to approve Payment Requests, they will only see Payment Request's drop down list as an Approver. This upholds institutional policy for "separation of duties", where Payment Request Requesters are not permitted to approve Payment Requests they create.
- 8. What if the approvers are incorrect?
 - To add/delete or change approvers for a department, the Department Business Manager must send, via email, authorization to <u>dburli@lsuhsc.edu</u>.

Payment Request Vouchers

- 1. Once the PR Reviewer reviews a Payment Request, will a voucher number be created and sit there until the next check run?
 - No. Once the Payment Request is reviewed, workflow is triggered and the Payment Request is sent to the Department Approver. Once the Department Approver



approves the Payment Request, it becomes available for the Voucher Build process, which is scheduled to run daily, to create the actual voucher. At this point the voucher is available for the payment processing steps.

- 2. A Payment Request shows vouchered in the PR Center, however, it is not viewable in the AP lookup screens and has not been paid.
 - When the Voucher Build process was run there was an error with either Supplier ID, location, etc. The error was never corrected via Voucher Build Error Detail page. The PR Reviewer must correct the problem. The voucher will then show correctly in the Payment Request Center.

Payment Request Payment Confirmation

- 1. What will be sent back to the department as supporting documentation?
 - A copy of the Payment Request Review page summarizing the Payment Request information will be attached to the check.



END OF PROCESS