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 (non-purchase 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:

- o 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.

Click Sign In

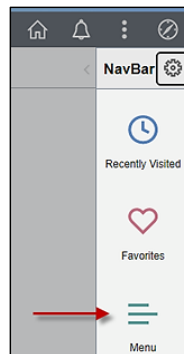The system will take you to the "***My Financials Home***" homepage as the log-in landing page.

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

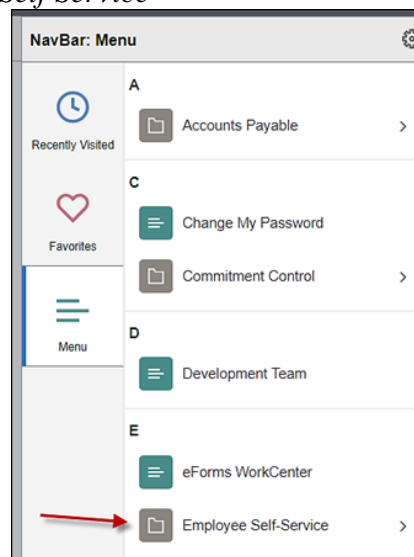**NAVIGATION:** *Nave > Employee Self Service > Payment Request Center.*

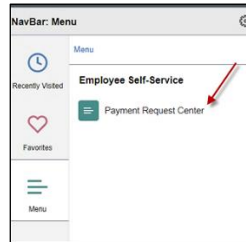Click the *NavBar* icon (top right of the page)

Click *Menu*

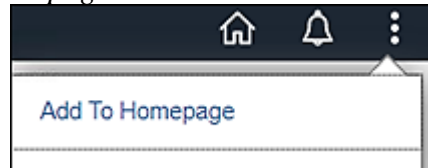Click *Employee Self Service*
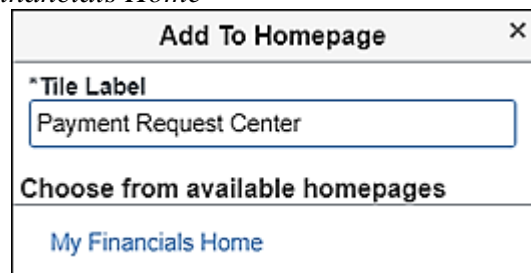
Select *Employee Self Service*

You will see the Payment Request Center

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

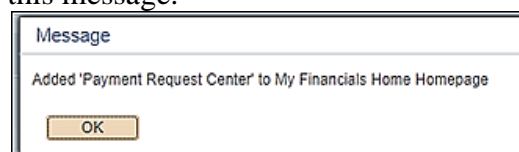From the Payment Request Center page, click the *Actions* icon (3 little dots)

Select *Add to Homepage*

Select *My Financials Home*
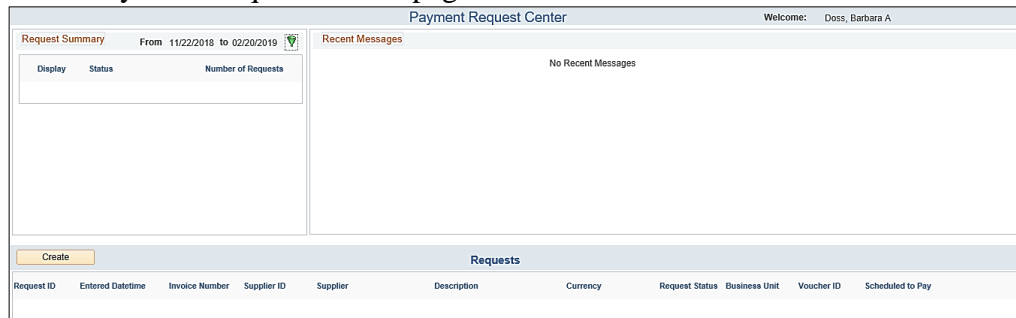

You will get this message.

Click [OK]

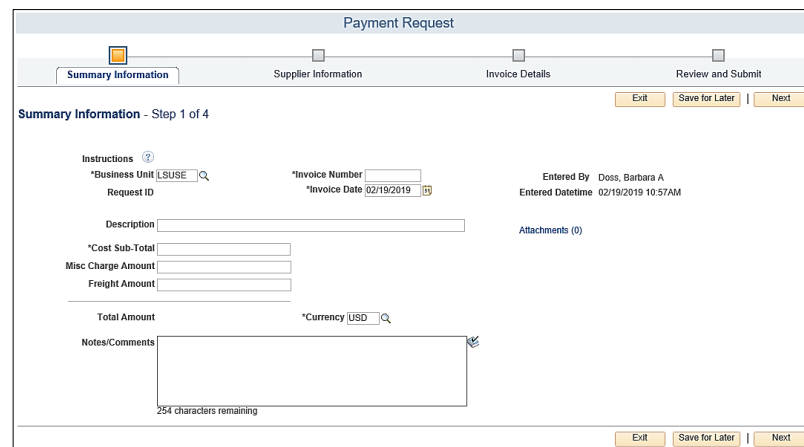Click the *Home* icon (house) [house icon]

You will see Payment Request Center on your homepage.

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

Click [Create]

Create a Payment Request

Step 1 – Summary Information

Enter the following Information

1. Business Unit: **LSUNE** *(This should default)*
2. Invoice # – 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. Invoice Date: Use the date you are entering the Payment Request.
   Note: *The date will default to the current date so be sure to confirm the correct date for the invoice and change if needed.)*
4. Description: Enter brief description/purpose of the payment request
5. Cost Sub-Total: Enter the total amount to be paid.
6. *Misc. Charge Amount*: **DO NOT USE**
7. *Freight Amount*: **DO NOT USE**
8. Notes/Comments: 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. Attachments: (**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)]

Click [Add Attachment]

Click Browse...

Select your file and click Open

Click Upload

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

Payment Request Attachments

Request ID		Entered Datetime	02/19/2019 1:08PM			

Details

Attached File	Description	User	Name	Date/Time Stamp		
Payment_Request_Sample_Invoice.docx	Inv # 0219201901	BDOSS	Barbara Doss	02/19/2019 1:29:55PM		

Add Attachment

OK   Cancel

Click   OK

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 LSUSE   *Invoice Number 0219201901   Entered By Doss, Barbara A
Request ID   *Invoice Date 02/19/2019   Entered Datetime 02/19/2019 1:08PM

Description Invoice For Testing   Attachments (1)

*Cost Sub-Total   675.00
Misc Charge Amount
Freight Amount

Total Amount   675.00   *Currency USD

Notes/Comments Please pay as soon as possible.

223 characters remaining

Exit   Save for Later | Next

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

Instructions   ×

Invoice #: DP# formatted as follows : DP/Department#/4 digit#
Invoice date: today
Attachments: REQUIRED
Cost Sub-Total: Amount to pay
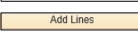Notes/Comments: Add payee name, address, employee id(if applicable)

Click   Next

Step 2 – Supplier Information

LEAVE AS IS – 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.

Click [Add Lines]
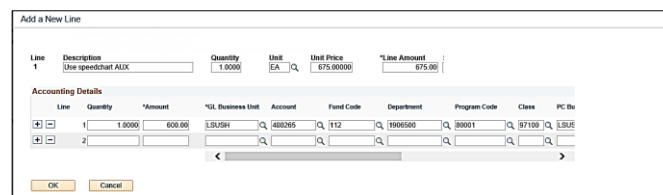

Enter the following:

> *Line 1*
> 1. Description: List any details (Optional)
> 2. Quantity (Optional)
> 3. Unit: (Optional).
> 4. Unit Price: (Optional)

5. Line Amount: (***Required***)
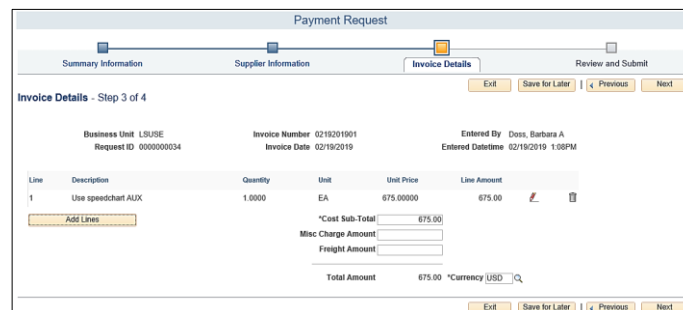
Accounting Details:
- a. Quantity: (Optional)
- b. Amount: (***Required***)
- c. Account: (***Required***)
- d. Fund Code: (***Required***)
- e. Department: (***Required***)
- f. Program: (*if applicable*)
- g. Class: (*if applicable*)
- h. PC Business Unit: **LSUNO** (*if applicable*)
- i. Project ID: (*if applicable*)
- j. Activity ID **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 ⊞ sign and enter the applicable information.

Click [OK]

You can also click the [Instructions ?] link for more information.

Click [Next ▸]

Step 4 – Review and Submit

Review Payment Request Information:

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

Check the following:
- ✓ Attachment(s)
- ✓ Invoice number & date
- ✓ Supplier name & address on notes/comments section
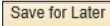- ✓ Amount
- ✓ Funding source & chart-fields

Click Return

If the request is ***not*** complete, click the [Save for Later] button (discussed in the next section).
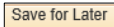
If the request is complete, click the [Submit] button.


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:
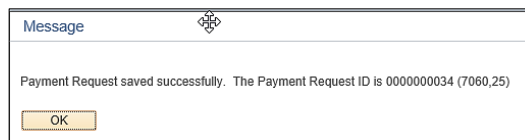
Click [OK]

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.

You can do one of the following:
1. Click the red [×] to delete the request.
2. Select the red [pencil] pencil for the saved/incomplete Payment Request with the status of *New*.
3. Make the necessary updates, click [Next ▸] 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 Statuses

- o *New*:   A Payment Request was entered and the "*saved for later*" option was selected; not submitted.
- o *Submitted*: A Payment Request was entered and submitted and is awaiting review by the PR Reviewer.
- o *Pending*: A Payment Request has been reviewed by the PR Reviewer and has been submitted for Department approval.
- o *Approved*: A Payment Request has been approved.
- o *Denied*: The Department Approver has denied the Payment Request.   You will receive an email notification for Denied Payment Request.
- o *Vouchered*:   A voucher has been created for the Payment Request.
- o *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.

You can click the email link to see the details.

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

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

✓ Click the [icon] link to Filter

By Date

By Alternate Filters

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

✓ Click the ☒ link to cancel/delete the Payment Request. This is available for "Save for later" Payment Requests only with a status of ***New***.

✓ 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)*.

FAQ – FREQUENTLY ASKED QUESTIONS

Scanning

1. 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.

3. Does the Payment Request have a template you can save?
   - No.

4. Are attachments required?
   - Yes.

Creating Payment Requests

1. Who can create the Payment Request?
   - Anyone with the correct security role and route control.

2. 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.

2. 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?
   - ⧗ 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?
   - ⧗ 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 dburli@lsuhsc.edu .

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