



PeopleSoft Payables

PAYMENT REQUESTS (*DIRECT PAY*)

PR REQUESTER GUIDE

OCTOBER 2025

VERSION CONTROL

Version	Date	Task	Owner	Description
0.1	02/01/2019	Create	Barbara Doss	Document Creation
0.2	02/15/2019	Update	Barbara Doss	Update
0.3	02/27/2019	Review	Barbara Doss	Review by Lori Garcia, Ulander Holloway, Steven McAlister, Barbara Doss
0.4	03/07/2019	Update	Barbara Doss	Update after 2/20/2019 Review
0.5	04/11/2019	Update	Michele Gonzales	Review/Update
0.6	04/23/2019	Update	Barbara Doss	Add Scanning W-9s. Add New Supplier Requests Add Accounts to Use
0.7	05/01/2019	Review	Steven McAlister Lori Garcia Michele Gonzales	Review/Update
1.0	05/03/2019	Approve	Steven McAlister Michele Gonzales	Approved – Ready for Duplication
1.2	09/10/2019	Update	Barbara Doss	Add Account 566810 to Accounts to Use
2.0	03/18/2020	Update	Barbara Doss	Add “PR not viewable in the AP lookup screens after voucher build” to “FAQ - Frequently Asked Questions - Payment Request Vouchers.”
2.1	03/18/2020	Update	Barbara Doss	Update for PeopleTools 8.57.09, App 9.2, Image 27.
2.2	03/18/2020	Update	Barbara Doss	Add “Product Code” to Step 3 – Invoice Details
3.0	03/18/2020	Update	Barbara Doss	Ready for Duplication
3.1	08/05/2020	Update	Barbara Doss	Re-write to include: 1. New Ad Hoc Approver workflow path. 2. Add 2 nd approval level for Purchasing 3. Document New Policy for a. Purchase Type Exclusion
3.2	09/01/2020	Review	Barbara Doss	Review by Lori Garcia, Steven McAlister and Michele Gonzales
3.3	09/14/2020	Update	Barbara Doss	Add Pushback steps for Ad Hoc and Purchasing Approvers.
3.3	09/21/2020	Update	Barbara Doss	Add 5394XX-Utilities as Excluded Accounts
4.0	10/12/2020	Update	Steven McAlister	Approved – Ready for Duplication

Version	Date	Task	Owner	Description
4.1	10/26/2020	Update	Barbara Doss	Re-number Version Control.
5.0	06/23/2022	Update	Barbara Doss	Update for PeopleTools 8.59.05
5.1	04/28/2023	Update	Barbara Doss	FLUID Update
5.2	06/26/2023	Update	Barbara Doss	Update <i>FAQ</i> 's Contact Information
5.3	03/07/2025	Update	Barbara Doss	Full review and Update
6.0	05/31/2025	Update	Barbara Doss	Update for PUM51 Upgrade
6.1	06/27/2025	Update	Barbara Doss	Add screenshot for “Description” Re-Add “Types of Purchases Allowed”
6.2	10/09/2025	Update	Barbara Doss	Direct Pay Staff review update Prep for training

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WHAT'S NEW (PUM51) MAY 2025

- ✓ Added the Payment Address field in the Supplier Information page.
- ✓ Added an option to edit the supplier payment address while creating or updating payment request transactions.
- ✓ Added the Delegation Framework feature for Payment Requests. (Post Go-live)
- ✓ Validate duplicate invoice numbers before submission, review and approval of a Payment Request.
- ✓ Fluid Payment Request template includes new fields: Handling Code, Payment Message, and Separate Payment.
- ✓ Requesters can now update Payment Requests until the transaction has been fully approved.
- ✓ Requesters can now create a new Payment Request by copying from an existing Payment Request.

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 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) **AND** Purchasing Approvers 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. After approving, if there is no Ad Hoc Approver, the Payment Request is sent to Purchasing for final approval.
- ✓ **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 apply.
- ✓ **Purchasing Approver** – Ensure all of the information on the transaction is correct before approving or adding an Ad Hoc Approver if needed. Once Purchasing approves, the record is ready for a voucher to be built.
- ✓ **Admin** – Reviewer (*Only when necessary to troubleshoot problems.*)

Types of Purchases Allowed

Direct Pay Payment Request Type	PS Account	Summary
Workers Compensation	514000	Workers compensation premiums.
Membership Dues-Professional Org	535000	Association dues, memberships.
Subscriptions	538200	Payments for medical publications, and periodicals purchased on an annual basis.
On-line Subscriptions	547450	On-line Subscriptions
Books	549200	Payments for books
Licensing Fees	539180	Employment licenses, professional credentialing or other similar fees.
Official Function – Entertainment	565300	Meals for campus guests and employees. Must include approved AD 8.1 and 8.2 form as attachments.
Registration Fees Local Conference	566800	Fees to attend in town conferences.
National Exam Fees	566810	(Added 08/08/2019)
Payroll Payables	222xxx	Payroll benefit and tax liabilities
Moving Expenses		Moving expenses paid to the relocation companies.

Types of Purchases Not Allowed

These payments require an electronically prepared requisition with proper back-up and manual signature approvals.

- Payments requiring the Legal Department approval and signature
- Payments for Research/Protocol
- Payments for Moving Expenses – Payments to employees are verified by Travel then forwarded to Payroll for payment processing.
- Payments for Travel
- Payments for Utilities

For any Payment Request containing the above **excluded** activities, the Reviewer will send message to the Requester notifying them that the Payment Request will not be processed and should be cancelled, along with the reason for the request to cancel.

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 **LSUSH**, 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 **LSUSH**, 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 **LSUSH**, 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

Document Retention

The Department submitting the payment request is required to keep the original documentation in accordance with *LSUHS Records Retention* policy.

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*
- 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 PeopleSoft Financials Production (PS9FSPRD)** database.

Click the *PeopleSoft PS Launcher* from your Citrix PS Desktop.



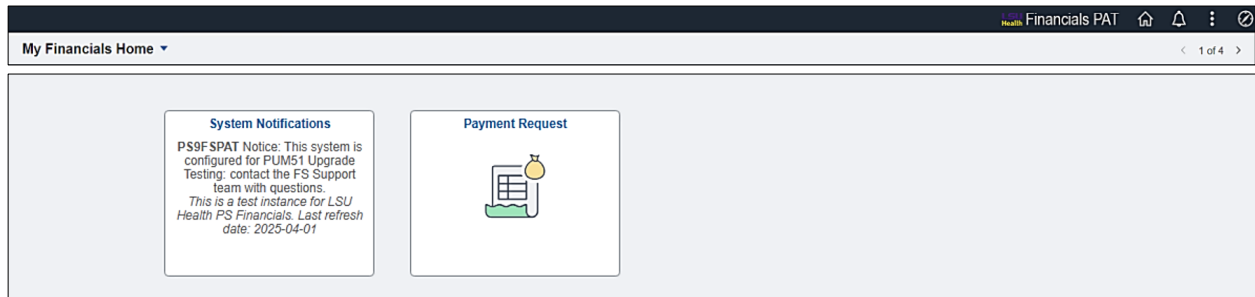
LSU Health
PeopleSoft FSCM - PS9FSPRD 2

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.

Enter your *User ID* and *Password*
Click



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

Select the **Payment Request** tile

Payment Request Center

rcbb.psfs.lsuhs.edu/psc/fspat/EMPLOYEE/ERP/c/PAYMENT_REQUEST_FL.PR_REQUEST_FL.GBL

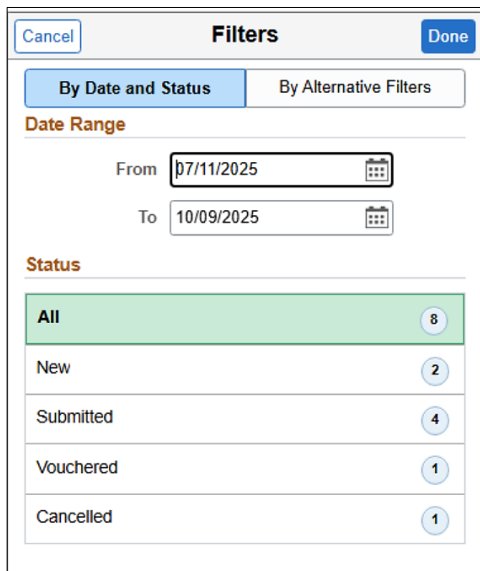
Payment Request Center

All - 07/11/25 to 10/09/25 8 rows

Request ID	Entered Datetime	Invoice Number	Description	Supplier ID	Supplier	Total Amount	Currency	Request Status	Scheduled to Pay	Business Unit	Voucher ID	Payment Method	Payment Reference	Payment Date
0000043775	09/25/2025	433		0000000000	LSUSE DEFAULT MEMBER	23.00	USD	Submitted		LSUSE				

PAYMENT REQUEST FILTERS

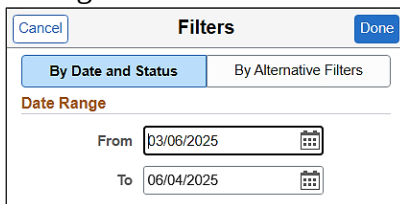
Select the **Refine Filters**  icon



The **Filters** dialog box has a **Cancel** button on the left and a **Done** button on the right. It contains two tabs: **By Date and Status** (selected) and **By Alternative Filters**. Under the **By Date and Status** tab, there is a **Date Range** section with 'From' and 'To' date pickers. The 'From' date is 07/11/2025 and the 'To' date is 10/09/2025. Below this is a **Status** section with a list of status options and their counts:

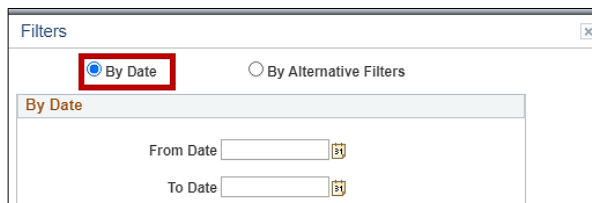
Status	Count
All	8
New	2
Submitted	4
Vouchered	1
Cancelled	1

Filters: The default date range is current date plus 3-months prior. This can be changed as required for a given session.



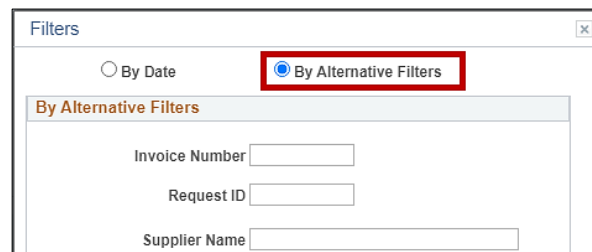
The **Filters** dialog box shows the **By Date and Status** tab selected. The **Date Range** section has 'From' and 'To' date pickers. The 'From' date is 03/06/2025 and the 'To' date is 06/04/2025.

By Date



The **Filters** dialog box shows the **By Date** radio button selected and highlighted with a red box. The **By Alternative Filters** radio button is unselected. Below the radio buttons is the **By Date** section with 'From Date' and 'To Date' input fields.

By Alternate Filters



The **Filters** dialog box shows the **By Alternative Filters** radio button selected and highlighted with a red box. The **By Date** radio button is unselected. Below the radio buttons is the **By Alternative Filters** section with input fields for 'Invoice Number', 'Request ID', and 'Supplier Name'.

PAYMENT REQUEST STATUSES

Below are the all of the available statuses in the Payment Request Center.

Status
Approval History
Denied
Submitted
Pending
Approved
Vouchered
New
Cancelled

Payment Request Status Definitions

- **Approval History** Will appear for Payment Requests when the status is Pending, Approved or Vouchered.
- **Denied** Either the Department Approver or the Purchasing Approver has denied the Payment Request. You should receive an email notification for Denied Payment Requests with a reason.
- **Submitted** A Payment Request was entered, 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 and Purchasing approval.
- **Approved** A Payment Request has been approved.
- **Vouchered** A voucher has been created for the Payment Request. The voucher will show a *Scheduled to Pay* of MM/DD/YYYY or the actual date of payment as well as the method of payment.
- **New** Payment Request was entered and the “*saved for later*” option was selected; not submitted.
- **Cancelled** The Payment Request has been cancelled.

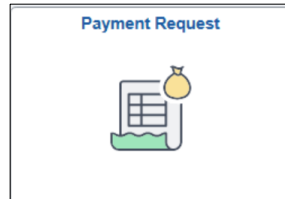
The Payment Request Center will only show transactions for your User ID and only for the applicable status’.

To view a specific status, select the Filter  icon.

Note: You can view all Status’ at once or a single status individually.

CREATE A PAYMENT REQUEST

NAVIGATION: My Financials Home > Payment Request tile



My Financials Home | Payment Request Center | Financials PAT

All - 01/29/25 to 04/29/25

+ -

Entered Datetime	Invoice Number	Description	Supplier ID	Supplier	Total Amount	Currency	Request Status	Scheduled to Pay	Business Unit	Voucher ID	Payment Method	Payment Reference	Payment Date
------------------	----------------	-------------	-------------	----------	--------------	----------	----------------	------------------	---------------	------------	----------------	-------------------	--------------

Click the sign

Payment Request

1 Summary 2 Supplier 3 Invoice Details 4 Review and Submit

Next >

Step 1 of 4: Summary

Attachments (0)

*Business Unit:
LSU New Orleans Employee BU

Entered Datetime: 10/10/25 2:35PM

*Invoice Number:

Request ID:

*Invoice Date:

*Cost Sub-Total:

Total Amount: 0.00

*Currency:

Description:

Notes/Comments:

120 characters remaining

Step 1 – Summary

Enter the following Information

1. Business Unit: **LSUSE**
2. Invoice Number: **Note:** Duplicate Invoice Numbers are not allowed. If the number already exist for this supplier, you will receive the below message when attempting to save.

Duplicate Invoice detected -see payment request 0000043716. Payment Request is rejected.

A duplicate invoice has been detected according to criteria established for the current payment request's Business Unit or Supplier. Refer to the indicated payment request or voucher to inspect duplicate entry values. The current payment request cannot be entered or saved until duplicate values are resolved.

3. Invoice Date: Enter the Payment Request date. **Note:** The date will default to the current date so be sure to confirm the correct date for the invoice and change the date if needed.
4. Cost Sub-Total: Enter the total amount to be paid.
5. Other Cost
 - a. Misc. Charge Amount: **DO NOT USE**
 - b. Freight Amount: **DO NOT USE**
6. Description: Enter the purpose of the request. The *Description* field allows 50 characters. If more than 50 characters exist and you attempt to move to the next field, you will receive the following message and instructions.

The value for the field 'Description' (PR_REQUEST.DESCR50) was over by 12 characters. Reduce to 50 or less characters.
A long edit box on the page allows essentially unlimited text, but the record field specified that the field is of fixed length. You entered a value longer than that limitation, so the value requires truncation to fit the record field.

OK

7. Notes/Comments:

- a. Payee's Name (designate if it is a new supplier)
- b. Address
- c. Employee id (if you are reimbursing an employee)
- d. Personal Email (for non-employee direct deposit).

Note: There are only 254 characters so any notes will need to be concise.
You can also “**Spell Check Description**” by selecting the  icon.

If this is a new supplier, a scanned/attached copy of the W-9 is required in this step.
You can enter the additional Supplier information in **Step 2 – Supplier**.

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.

8. Attachments: (**REQUIRED**) Attach your invoice and supporting documents.
If scanning a W-9, be sure to scan the W-9 separately from the supporting documents. This will give you two attachments.
Note: You will not be allowed to move to the next page if there is no attachment.

rcbb.psf.slsuhsc.edu says
Total number of files to be uploaded at a time has been exceeded.

OK

Click **Attachments (0)**

Cancel

Attachments

Done

Attachment Details

There is no Attachment to display.

Add Attachment

Click **Add Attachment**.

File Attachment

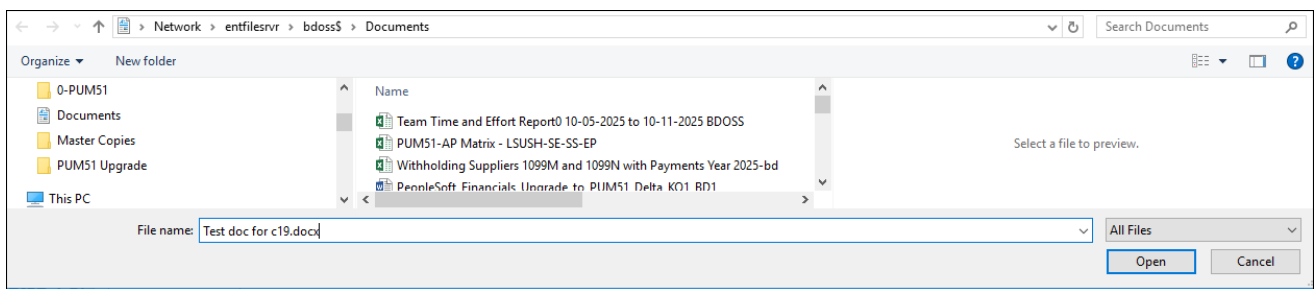
You may attach up to 5 files to upload

Choose From



My Device

Click



Select your file(s) and click



Note: You are only allowed five (5) attachments per Payment Request.

File Attachment

You may attach up to 5 files to upload

Choose From



My Device



Test doc for c19.docx

File Size: 11KB

Click



File Attachment

You may attach up to 5 files to upload

Choose From



My Device



Test doc for c19.docx

File Size: 11KB

Upload Complete

Click



Attached File	Description	User	Name	Date/Time Stamp
Payment_Request_Sample_Invoice.docx				

Add a **Description** (Optional)

Attached File	Description	User	Name	Date/Time Stamp
Payment_Request_Sample_Invoice.docx	Payment Request Invoice upload sample			

You can also “**Spell Check Description**” by selecting the icon .

Note: You can attach up to 5 documents at one time. If you attempt to attach more than 5 at a time, you will receive the following message.

If this is the wrong document, click the  link, select the document, click 

Attached File	Description	User	Name	Date/Time Stamp
Test_doc_for_c19.docx	test document			

Once you have finished uploading your document, click 

Step 1 of 4: Summary

Attachments (1)

*Business Unit: LSU/SE
LSU Shreveport Employee BU

Entered Datetime: 04/30/2025 7:30AM
Request ID

*Invoice Number: bdoos- test1

*Invoice Date: 04/30/2025

*Cost Sub-Total: 150.00

Other Cost

Total Amount: 150.00

*Currency: USD

Description: test

Notes/Comments: 254 characters remaining

Next >

You can also click the  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), reference to appear on check.

Click  to move to **Step 2 – Supplier**

Step 2 – Supplier

Using the Default Supplier

Use the Default Supplier (Leave as is) – The default Supplier ID 9999999999 is setup specifically for the Payment Request functionality. There is no associated address. Upon review by the PR Reviewer, the correct named Supplier in the *Notes/Comments* field from **Step #1** will be populated in this data field. This eliminates the need for you to search for the correct supplier name and address.

Based on the information you provide in the *Description* and *Notes/Comments* fields in **Step 1 - Summary**, the Payment Request Reviewer will replace the default supplier with an existing supplier or create a new one.

If this is a new supplier, see **Using a New Supplier** instructions in the next section.

Using a New Supplier

Request a new Supplier be created.

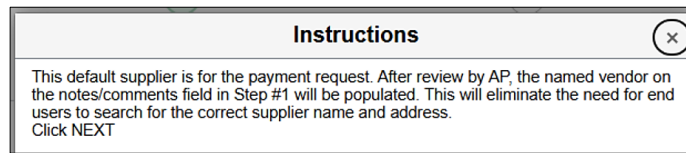
Click the [Edit Supplier](#) link.

Complete all applicable information.

Click 

The Payment Request Reviewer will use this information, *in addition to the attached W-9*, to create a new Supplier.

You can also click the  link for more information.



Click  to close the Instructions box.

Click  to move to *Step 3 – Invoice Details*

Step 3 – Invoice Details

This step allows you to add chart-string information.

Manual Entry

Enter the following for Line 1:

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

Click the *Accounting Details Distribution*  link.

Select the  tab or enter data one tab at a time.

Enter the applicable information on the **Accounting Details Basic Information** tab:

- i. **Quantity:** (*Optional*)
- ii. **Amount:** (Defaults)
- iii. **Account:** (Required)

Click the *Accounting Details: Chartfields* tab:

Accounting Details						
Basic Information Chartfields Show All						
Line	Operating Unit	Fund Code	Department	Program Code	Class	Product
1						

PC Business Unit	Project	Activity	Source Type	Category	Subcategory

- i. **Fund Code**
- ii. **Department**
- iii. **Program**
- iv. **Class**
- v. **PC Business Unit: LSUSH** *If for a Project*
- vi. **Project ID:** *(if applicable)*
- vii. **Activity ID:** “1” (Defaults).
- viii. **Affiliates:** *(No Entries)*

Note: To view all fields, click the Accounting Details: **Show All** tab

Basic Information Chartfields Show All						
Line	Operating Unit	Fund Code	Department	Program Code	Class	Product
1		113	1651000	40001	00050	

PC Business Unit	Project	Activity	Source Type	Category	Subcategory
LSUSH	5351001007				

Affiliate	Fund Affiliate

Click **Done**

You can add another chart string distribution line if the charges are to be split between/among departments.

To add another **Distribution** line, click the *Invoice Line* plus **+** sign and enter the applicable information.

Invoice Lines						
+ Edit						
Line	Description	Quantity	Unit	Unit Price	*Line Amount	Accounting Details
1		1.0000		150.00000	150.00	
2						

To DELETE an *Invoice Line*, Click 

Invoice Lines						
Delete Cancel						
Line	Description	Quantity	Unit	Unit Price	*Line Amount	Accounting Details
☐ 1		1.0000		150.00000	150.00	
☐ 2						

Select the row to be deleted.

Invoice Lines						
Delete Cancel						
Line	Description	Quantity	Unit	Unit Price	*Line Amount	Accounting Details
☐ 1		1.0000		150.00000	150.00	
☒ 2						

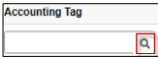
Click 

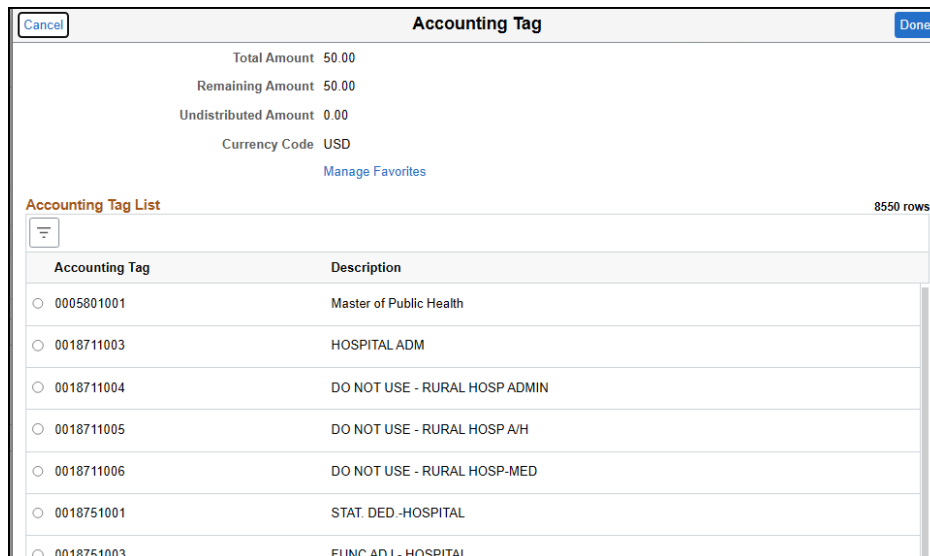
You can also click the  link for more information.

Instructions	
This default supplier is for the payment request. After review by AP, the named vendor on the notes/comments field in Step #1 will be populated. This will eliminate the need for end users to search for the correct supplier name and address. Click NEXT	

Accounting Tag Entry

Step 3 of 4: Invoice Details						
Invoice Lines						
+ Edit						
Line	Description	Quantity	Unit	Unit Price	*Line Amount	Accounting Tag
1		1.0000		75.00000	75.00	

Click the *Accounting Tag* magnifying glass .



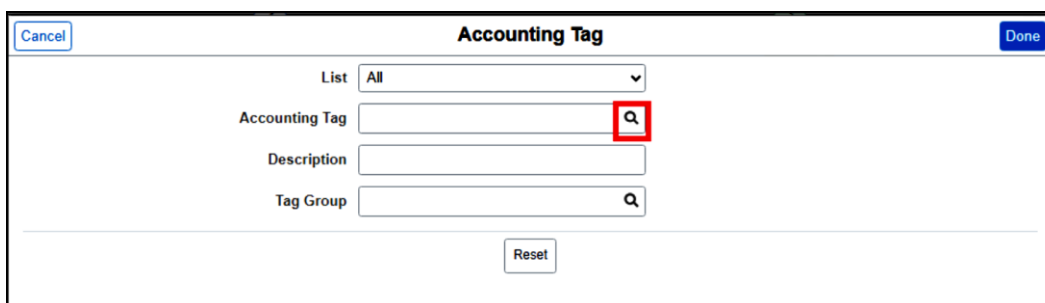
Accounting Tag

Total Amount 50.00
 Remaining Amount 50.00
 Undistributed Amount 0.00
 Currency Code USD
[Manage Favorites](#)

Accounting Tag List 8550 rows

Accounting Tag	Description
0005801001	Master of Public Health
0018711003	HOSPITAL ADM
0018711004	DO NOT USE - RURAL HOSP ADMIN
0018711005	DO NOT USE - RURAL HOSP A/H
0018711006	DO NOT USE - RURAL HOSP-MED
0018751001	STAT. DED -HOSPITAL
0018751003	FUNC ADJ - HOSPITAL

Select the funnel  to search for an Accounting tag.



Accounting Tag

List: All

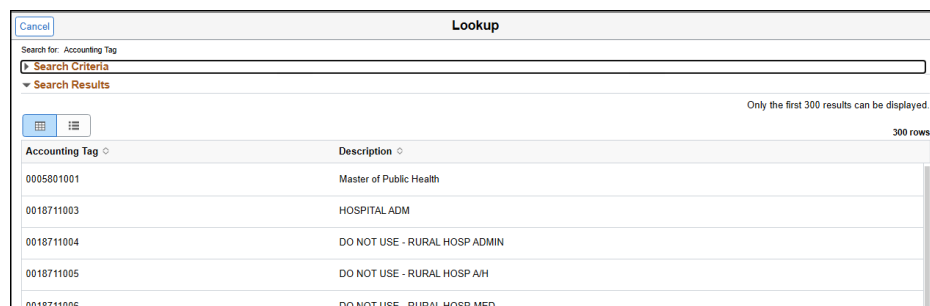
Accounting Tag 

Description

Tag Group 

[Reset](#)

Select the Accounting Tag magnifying glass .



Lookup

Search for: Accounting Tag

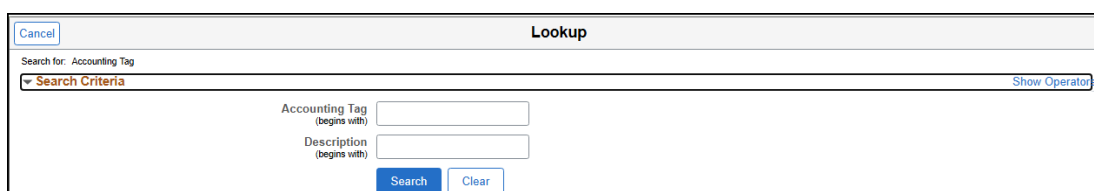
Search Criteria

Search Results

Only the first 300 results can be displayed. 300 rows

Accounting Tag	Description
0005801001	Master of Public Health
0018711003	HOSPITAL ADM
0018711004	DO NOT USE - RURAL HOSP ADMIN
0018711005	DO NOT USE - RURAL HOSP A/H
0018711006	DO NOT USE - RURAL HOSP-MED

Select **Search Criteria** to expand the search options.



Lookup

Search for: Accounting Tag

Search Criteria [Show Operators](#)

Accounting Tag (begins with)

Description (begins with)

[Search](#) [Clear](#)

Select **Show Operators**

Lookup

Search for: Accounting Tag

▼ Search Criteria

Accounting Tag contains

Description contains

▼ Search Results

Accounting Tag 0005801001

Description Health

Select the **Description Operator** of “Contains”
Enter a **Description** of **GME**
Click **Search**

Lookup

Search for: Accounting Tag

▼ Search Criteria

Accounting Tag begins with

Description contains GME

Search Clear

▼ Search Results

Accounting Tag Description

Accounting Tag	Description
149201067A	BEECHAM'S AUGMENTINR
130001701A	FDN- GME Suppt Acct# 4509
0300011012	GME Cares Act
2300011002	GME Residency Coordinators
0300011014	GME VA Affairs
5300011063	GME VA Affairs
130901051A	OLH GME PROG DIRECTOR&ASSOC PD
130901060A	OLH GME RESIDENT COORDINATORS
130901053A	OLH GME RESIDENT EDUCATION

15 rows

Select the accounting tag.

Accounting Tag

Cancel Done

List All

Accounting Tag 5300011063

Description

Tag Group

Reset

Click **Done**

Accounting Tag window. Total Amount 75.00, Undistributed Amount 0.00, Currency Code USD. Accounting Tag List: 1 row.

Accounting Tag	Description
☐ 5300011063	GME VA Affairs

Select the Accounting Tag check box.

Accounting Tag window. Total Amount 75.00, Remaining Amount 75.00, Undistributed Amount 0.00, Currency Code USD. Accounting Tag List: 1 row.

Accounting Tag	Description
☒ 5300011063	GME VA Affairs

Click **Done**

To complete your entry, select the *Accounting Details Distribution*  link.

Accounting Details window. Description, Amount 75.00 USD, Quantity 1.0000. Accounting Details: Basic Information, Chartfields, Show All.

Line	Quantity	*Amount	*GL Business Unit	*Account	Alternate Account
1	1.0000	75.00	LSUSH	534630	

Enter the applicable account.

To see the entire chart-string, click the **Show All** tab; otherwise click **Done**.

Manage Favorites

COMING SOON!

Click [Next >](#) to move to *Step4 – Review and Submit.*

Step 4 – Review and Submit

Information for Step 1 through Step 3 is available on this page. Each section can be condensed or expanded as shown below.

Payment Request

1 Summary 2 Supplier 3 Invoice Details 4 Review and Submit

Step 4 of 4: Review and Submit

Attachments (1)

Summary Information

Supplier Information

Invoice Details

Payment Request

1 Summary 2 Supplier 3 Invoice Details 4 Review and Submit

Step 4 of 4: Review and Submit

Attachments (1)

Summary Information

Business Unit LSUSE
LSU Shreveport Employee BU

Invoice Number bdoos - test1

Invoice Date 05/16/2025

Entered Datetime 05/16/2025 7:23AM

Request ID

Request Status New

Payment Handling

Separate Payment No

Payment Message

Supplier Information

Supplier ID 999999999

Supplier LSUSE DEFAULT VENDOR (Payment Request)

Payment Address

Invoice Details

Line	Description	Quantity	Unit	Unit Price	Line Amount	Accounting Details
1		1.0000		80.00000	80.00	BS

Cost Sub-Total 80.00

Misc Charge Amount

Freight Amount

Total Amount 80.00 USD

Prior to Submitting the Payment Request for review, you can set the below options.

Step 4 of 4: Review and Submit

Attachments (1)

Summary Information

Business Unit LSUSE
LSU Shreveport Employee BU

Invoice Number PAYMENT HANDLING TEST

Invoice Date 10/16/2025

Entered Datetime 10/16/2025 9:16AM

Request ID

Request Status New

Payment Handling Special Handling

Separate Payment No

Payment Message

Payment Handling: Special Handling (Default) – **Leave as is**
Separate Payment: Yes or No

Payment Message: (Required) Enter a message that will appear on Voucher Payment tab when the voucher is built. If you attempt to *Submit* a Payment Request without entering a Payment Message, you will received the following message:



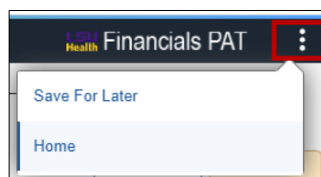
Review the following:

- ✓ Attachment(s)
- ✓ Invoice Number
- ✓ Invoice Date
- ✓ Supplier Name
- ✓ Supplier Address
- ✓ Notes/Comments
- ✓ Amount
- ✓ Funding Source/Chart-fields

If you need to make any corrections to the previous steps, you can select that step by clicking on any of the step icons shown below.

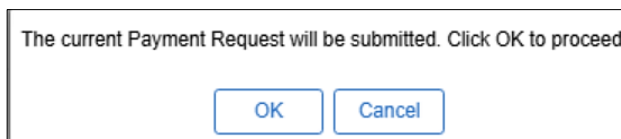


If the PR is not complete, click the 3-dots in the upper right-hand corner of the page and select [Save For Later](#).



The Payment Request will appear in your Payment Request Work Center with a status of **“New”**.

If the request is complete, click the [Submit](#) button.



Click [OK](#)

The Payment Request will now show in your Payment Request Center with a status of **“Submitted”** (*Awaiting review by the Direct Pay PR Reviewer*).

AFTER the PR Reviewer has reviewed the Payment Request and submitted it for approval the status will show as **Pending** and the **Approval History** link is becomes available.

PAYMENT REQUEST LINKS

Update	Message	Approval History	Cancel	Copy
--------	---------	------------------	--------	------

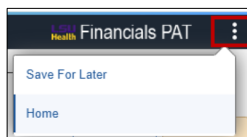
- **Update** – The Payment Request can be updated as long as it is not approved.
- **Message** – A message exist for the Payment Request.
- **Approval History** – This is displayed after the PR Reviewer has reviewed the Payment Request and submitted it for approval. It will display the Department Approvers, Ad Hoc Approvers (*if applicable*) and Purchasing Approver(s).
 - The status is *Pending*.
 - This link is also available if a change is made to a *reviewed* Payment Request. The status will then revert to *Submitted*.
- **Cancel** – **Use Caution** This action will delete the Payment Request and cannot be undone.
- **Copy** – You can copy the payment request to create a New Payment Request.

UPDATE A PAYMENT REQUEST

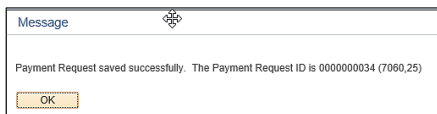
You can update a *Submitted* Payment Request up to the time of **Approval**. If the Payment Request is at a status of Pending and a change is made, the status will revert to *Submitted*. The Reviewer must review again and re-submit for approval.

Update a NEW Payment Request – Save For Later

If, while working on a Payment Request, you need to save your information to complete later, click the 3-dots in the upper right-hand corner of the page and select [Save For Later](#).



After clicking the [Save For Later](#) option, the following message will appear:



Click [OK](#)

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

Payment Request Center													
All - 02/19/25 to 05/20/25													
Entered Datetime	Invoice Number	Description	Supplier ID	Supplier	Total Amount	Request Status	Scheduled to Pay	Business Unit	Voucher ID	Payment Method	Payment Reference	Payment Date	Request ID
05/16/2025 7:23AM	bdoss1-123	Test duplicate invoice numbers	0000003519	STEVEN MCALISTER	80.00	Submitted		LSUSE					0000043716
05/12/2025 10:22AM	bdoss1-test12 update	update PR after submitted for approval.	0000003519	STEVEN MCALISTER	5000.00	Submitted		LSUSE					0000043714
04/30/2025 3:49PM	bdoss - test t	test save for later		New PR Supplier test 1	2.00	New		LSUSE					0000043711
04/30/2025 7:30AM	bdoss- test1	test		New PR Supplier test 1	150.00	Submitted		LSUSE					0000043708
04/23/2025 9:14AM	test1	max attachment test. s/b 10. attach 14	9999999999	LSUSE DEFAULT VENDOR (Payment Request)	50.00	Submitted		LSUSE					0000043704

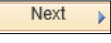
Select the desired Payment Request with the status of *New*.

The screenshot shows the 'Payment Request Center' interface. At the top, there's a navigation bar with 'Payment Request Center' and 'Payment Request'. Below this, there's a section for 'Attachments (1)'. The main content area is divided into two tabs: 'Summary Information' and 'Supplier Information'. Under 'Summary Information', fields include Business Unit (LSUSE), Invoice Number (bdoss - test t), Invoice Date (04/30/2025), Total Amount (2.00 USD), Description (test save for later), and Notes/Comments (test save for later). On the right side, fields include Entered By (Doss, Barbara A), Entered Datetime (04/30/2025 3:49PM), Request ID (0000043711), Request Status (New), Payment Handling (Separate Payment), and a Payment Message field. Under 'Supplier Information', the Supplier is listed as 'New PR Supplier test 1'. At the bottom, there are buttons for 'Update', 'Cancel', and 'Copy'.

Select

Update

The screenshot shows the 'Payment Request' process flow. At the top, there's a navigation bar with 'Exit', 'Payment Request', and 'Financials PAT'. Below this, there's a progress bar with four steps: 1. Summary, 2. Supplier, 3. Invoice Details, and 4. Review and Submit. The current step is 'Step 1 of 4: Summary'. The 'Summary' section includes fields for Business Unit (LSUSE), Invoice Number (bdoss - test t), Invoice Date (04/30/2025), Cost Sub-Total (2.00), Total Amount (2.00), Currency (USD), Description (test save for later), and Notes/Comments (test save for later). On the right side, fields include Entered Datetime (04/30/25 3:49PM) and Request ID (0000043711). At the bottom, there's a 'Next' button and a 'Review and Submit' button.

Make the necessary updates, click  until you get to the  page and click  to process your Payment Request.

The Payment Request now has a status of **Submitted**.

Update a SUBMITTED or PENDING Payment Request

You can update a *Submitted* or *Pending* Payment Request up to the time of **Approval**. Once changed, the Payment Request the status will revert to *Submitted*. The PR Reviewer must review again and re-submit for approval.

Click the **Payment Request** tile found on your homepage.

Payment Request Center													
All - 02/19/25 to 05/20/25													
Entered Datetime	Invoice Number	Description	Supplier ID	Supplier	Total Amount	Request Status	Scheduled to Pay	Business Unit	Voucher ID	Payment Method	Payment Reference	Payment Date	Request ID
05/16/2025 7:23AM	bdoss1-123	Test duplicate invoice numbers	0000003519	STEVEN MCALISTER	80.00	Submitted		LSUSE					0000043716
05/12/2025 10:22AM	bdoss1-test2 update	update PR after submitted for approval.	0000003519	STEVEN MCALISTER	5000.00	Submitted		LSUSE					0000043714
04/30/2025 3:49PM	bdoss - test t	test save for later		New PR Supplier test 1	2.00	New		LSUSE					0000043711
04/30/2025 7:30AM	bdoss- test1	test		New PR Supplier test 1	150.00	Submitted		LSUSE					0000043708
04/23/2025 9:14AM	test1	max attachment test. s/b 10. attach 14	9999999999	LSUSE DEFAULT VENDOR (Payment Request)	50.00	Submitted		LSUSE					0000043704

Select the Payment Request with the status of *Submitted* or *Pending*.

Payment Request Center		Payment Request	
Attachments (1)			
▼ Summary Information			
Business Unit	LSUSE	Entered By	Doss, Barbara A
	LSU Shreveport Employee BU	Entered Datetime	04/30/2025 3:49PM
Invoice Number	bdoss - test t	Request ID	0000043711
Invoice Date	04/30/2025	Request Status	New
		Payment Handling	
		Separate Payment	No
		Payment Message	
Total Amount	2.00 USD		
Description	test save for later		
Notes/Comments	test save for later		
▼ Supplier Information			
Supplier	New PR Supplier test 1		
		Update	Cancel Copy

Select [Update](#)

Payment Request LSU Health Financials PAT

1 Summary 2 Supplier 3 Invoice Details 4 Review and Submit Next >

Step 1 of 4: Summary

Attachments (1)

*Business Unit Entered Datetime 04/30/25 3:49PM
 LSU Shreveport Employee BU Request ID 0000043711

*Invoice Number

*Invoice Date

*Cost Sub-Total
Other Cost

Total Amount 2.00

*Currency

Description

Notes/Comments

214 characters remaining

Make the necessary updates, click Next > until you get to the Review and Submit page and click Submit to process your Payment Request.

The Payment Request has a status of **Submitted**.

VIEWING APPROVERS

A list of Approvers is only available for Payment Requests with a status of *Pending*.

Select a Payment Request with a status of *Pending*.

At the bottom of the page, you will see the [Approval History](#) link.

Select this to see who the Approvers are

The screenshot shows a window titled "Approval Flow" with a close button (x). Inside, it displays "Payment Request Approval" for "REQUEST_ID=0000043748" with a status of "Pending". Under "Path 1 Standard Approval", there are two sections: "Pending" (with a clock icon) and "Not Routed" (with a document icon). The "Pending" section includes links for "Multiple Approvers" and "Payment Request Approvers". The "Not Routed" section includes links for "Multiple Approvers" and "User list - purchasing step 2".

If needed, select the [Multiple Approvers](#) link to view the list.

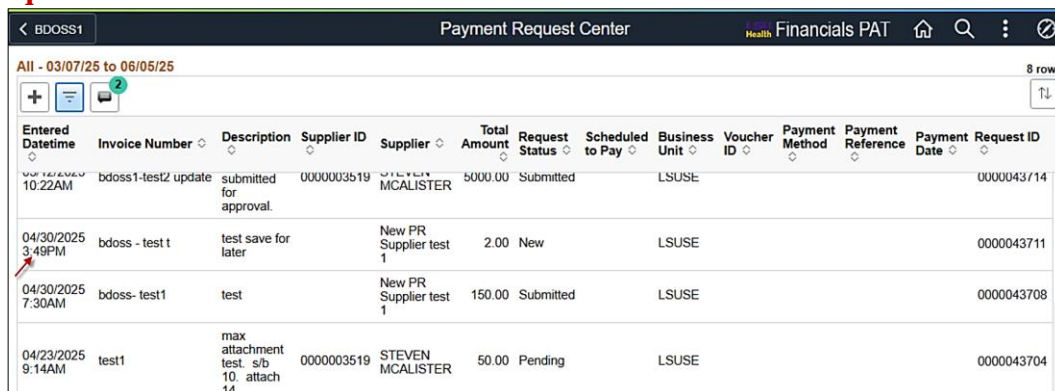
The screenshot shows a window titled "Approver Information" with a close button (x). It contains a list of approvers: "Dooley, Wanda G" (Pending), "Benfield, Ramey A" (Pending), and "Gonzales, Michele S" (Pending). Below the list is a "Detail Information" section with fields for "Phone", "Mobile", and "Email".

The [User list – purchasing step 2](#) will always appear as Purchasing is the final approver for all Payment Requests.

The screenshot shows a window titled "Approver Information" with a close button (x). It contains a list of approvers: "Cox, Cynthia T." (Not Routed) and "Rawls, Lorna S" (Not Routed). Below the list is a "Detail Information" section with fields for "Phone", "Mobile", and "Email".

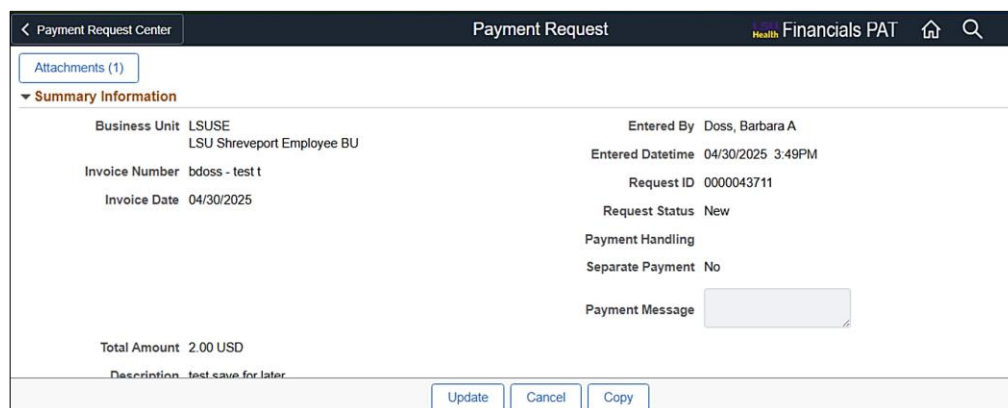
CANCEL A PAYMENT REQUEST

**** CAUTION: Canceling a Payment a Request is the same as deleting a Payment Request and cannot be undone.**



Entered Datetime	Invoice Number	Description	Supplier ID	Supplier	Total Amount	Request Status	Scheduled to Pay	Business Unit	Voucher ID	Payment Method	Payment Reference	Payment Date	Request ID
04/30/2025 10:22AM	bdoss1-test2 update	submitted for approval.	0000003519	STEVEN MCALISTER	5000.00	Submitted		LSUSE					0000043714
04/30/2025 3:49PM	bdoss - test t	test save for later		New PR Supplier test 1	2.00	New		LSUSE					0000043711
04/30/2025 7:30AM	bdoss- test1	test		New PR Supplier test 1	150.00	Submitted		LSUSE					0000043708
04/23/2025 9:14AM	test1	max attachment test. s/b 10. attach 14	0000003519	STEVEN MCALISTER	50.00	Pending		LSUSE					0000043704

To cancel a Payment Request, select the applicable line from your Payment Request Center.



Payment Request

Attachments (1)

Summary Information

Business Unit: LSUSE
LSU Shreveport Employee BU

Entered By: Doss, Barbara A

Entered Datetime: 04/30/2025 3:49PM

Invoice Number: bdoss - test t

Request ID: 0000043711

Invoice Date: 04/30/2025

Request Status: New

Payment Handling:
Separate Payment: No

Payment Message:

Total Amount: 2.00 USD

Description: test save for later

Update Cancel Copy

Click the

Payment Request 0000043711 will be cancelled. Click OK to confirm cancellation.

Verify that you want to Cancel (delete) the Payment Request.

Click

The Payment Request has been cancelled and will show with a status of *Cancelled* in the Payment Request Center.

Payment Request Center													
All - 03/07/25 to 06/05/25													
Entered Datetime	Invoice Number	Description	Supplier ID	Supplier	Total Amount	Request Status	Scheduled to Pay	Business Unit	Voucher ID	Payment Method	Payment Reference	Payment Date	Request ID
03/07/25 10:22AM	bdoss1-test2	update submitted for approval.	0000003519	MCALISTER	5000.00	Submitted		LSUSE					0000043/14
04/30/2025 3:49PM	bdoss - test t	test save for later		New PR Supplier test 1	2.00	Cancelled		LSUSE					0000043711

COPY A PAYMENT REQUEST

Copying a Payment Request will copy all information except the following:

- Attachments
- Supplier Information

Navigate to your Payment Request Center

Payment Request Center													
All - 03/07/25 to 06/05/25													
Entered Datetime	Invoice Number	Description	Supplier ID	Supplier	Total Amount	Request Status	Scheduled to Pay	Business Unit	Voucher ID	Payment Method	Payment Reference	Payment Date	Request ID
03/07/2025 10:22AM	bdoss1-test2 update	submitted for approval.	0000003519	STEVEN MCALISTER	5000.00	Submitted		LSUSE					0000043714
04/30/2025 3:49PM	bdoss - test t	test save for later		New PR Supplier test 1	2.00	Cancelled		LSUSE					0000043711
04/30/2025 7:30AM	bdoss- test1	test		New PR Supplier test 1	150.00	Submitted		LSUSE					0000043708
04/23/2025 9:14AM	test1	max attachment test. s/b 10. attach 14	0000003519	STEVEN MCALISTER	50.00	Pending		LSUSE					0000043704

Select the Payment Request to be copied.

Payment Request Center		Payment Request		Health Financials PAT	
Attachments (14)					
▼ Summary Information					
Business Unit LSUSE LSU Shreveport Employee BU			Entered By Doss, Barbara A		
Invoice Number test1			Entered Datetime 04/23/2025 9:14AM		
Invoice Date 04/23/2025			Request ID 0000043704		
			Request Status Pending		
			Payment Handling		
			Separate Payment No		
			Payment Message Did this message move to the voucher and attach 14		
Total Amount 50.00 USD					
Description max attachment test. s/b 10. attach 14					
Update		Message		Approval History	
Copy					

Click [Copy](#)

A new Payment Request page will open.

Payment Request Financials PAT

1 Summary 2 Supplier 3 Invoice Details 4 Review and Submit

Next >

Step 1 of 4: Summary

Attachments (0)

*Business Unit:
LSU Shreveport Employee BU

Entered Datetime: 06/05/25 8:19AM
Request ID

*Invoice Number:

*Invoice Date:

*Cost Sub-Total:

Total Amount: 50.00

*Currency:

Description:

Notes/Comments:
90 characters remaining

Step 1 Information copied.

Make updates as needed. Note: **Duplicate Invoice numbers are not allowed for a supplier.**

Attach the applicable document.

Click

Payment Request Financials PAT

1 Summary 2 Supplier 3 Invoice Details 4 Review and Submit

Previous < Next >

Step 2 of 4: Supplier

Supplier Address

Supplier ID: 9999999999

Supplier: LSUSE DEFAULT VENDOR (Payment Request)

Step 2 Enter a new Supplier information or leave as the default supplier ID of 9999999999.

Click

Payment Request Financials PAT

1 Summary 2 Supplier 3 Invoice Details 4 Review and Submit

< Previous Next >

Step 3 of 4: Invoice Details

Invoice Lines 1 row

+ Edit

Line	Description	Quantity	Unit	Unit Price	*Line Amount	Accounting Tag	Accounting Details
1				50.00000	50.00		

*Cost Sub-Total 50.00

Step 3 Update as needed.

Click [Next >](#)

Payment Request Financials PAT

1 Summary 2 Supplier 3 Invoice Details 4 Review and Submit

< Previous Submit

Step 4 of 4: Review and Submit

Attachments (1)

Summary Information

Business Unit LSUSE
LSU Shreveport Employee BU

Invoice Number test1

Invoice Date 06/05/2025

Entered Datetime 06/05/2025 8:19AM

Request ID

Request Status New

Step 4 Review.

Click [Submit](#)

The new Payment Request is created.

PAYMENT REQUEST MESSAGES

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



Garcia, Lori M.

Doss, Barbara A.

A Payment Request Message has been posted and needs your review.

A Payment Request Message has been posted.

Request ID : 0000000048
 Message Topic : additional information needed
 Message : testing response

Last Updated By : Garcia, Lori M.
 Last Updated DateTime : 2019-04-30-10:25:35.000000

Initiated By : Garcia, Lori M.
 Initiated DateTime : 2019-02-21-16:30:08.000000

Please select the URL link below to view the details.
https://ccbb.prf.lshsc.edu/psp/pspt/EMPLOYEE/ERP/c/PAYMENT_REQUEST.PR_REQUEST.GBL?Page=PR_CENTER&Action=U&REQUEST_ID=0000000048&CONVER_SEQ_NUM=8&CONVER_HDR_SEQ_NUM=1&CONVER_IN_SEQ_NUM=3&LOAD_CONVER=Y

You can click the email link to see the details.

All - 02/19/25 to 05/20/25 5 rows

Entered Datetime	Invoice Number	Description	Supplier ID	Supplier	Total Amount	Request Status	Scheduled to Pay	Business Unit	Voucher ID	Payment Method	Payment Reference	Payment Date	Request ID
05/16/2025 7:23AM	bdoss1-123	Test duplicate invoice numbers	0000003519	STEVEN MCALISTER	80.00	Submitted		LSUSE					0000043716
05/12/2025 10:22AM	bdoss1-test2 update	update PR after submitted for approval.	0000003519	STEVEN MCALISTER	5000.00	Submitted		LSUSE					0000043714
04/30/2025 3:49PM	bdoss - test t	test save for later		New PR Supplier test 1	2.00	New		LSUSE					0000043711
04/30/2025 7:30AM	bdoss - test1	test		New PR Supplier test 1	150.00	Submitted		LSUSE					0000043708
04/23/2025 9:14AM	test1	max attachment test s/b 10, attach 14	9999999999	LSUSE DEFAULT VENDOR (Payment Request)	50.00	Submitted		LSUSE					0000043704

Both you and the Reviewer will see the green circle with the number of messages.

Click the *Recent Messages*  icon to view the messages.

Payment Request Center

All - 02/19/25 to 05/20/25

+

Recent Messages

Review Messages					
Message List					
Request ID	Message Topic	Last Updated By	Last Updated Datetime	Initiated By	Initial Datetime
0000043714	TEST MSG	Keegan, John	05/26/2025 8:11AM	Keegan, John	05/26/2025 8:10AM
0000043704	Test Topic	Doss, Barbara A test ID	05/19/2025 9:20AM	Doss, Barbara A test ID	05/19/2025 9:17AM
0000043716	test message to requester	Doss, Barbara A test ID	05/19/2025 8:52AM	Doss, Barbara A test ID	05/19/2025 8:52AM

Click the message line to review.

Review Messages

▶ Message Topic

Message Details

Datetime 05/26/2025 8:10AM

Originated From Keegan, John

*Conversation Topic TEST MSG

Recent Messages (05/26/2025 08:11 AM) Keegan, John : Barbara: This is a test message (05/26/25)

Your Response

Post

Review the message and complete any necessary tasks on the applicable Payment Request.

Respond to the Reviewer when completed.
Enter your response the the *Your Response* box.

Review Messages

▶ Message Topic

Message Details

Datetime 05/26/2025 8:10AM

Originated From Keegan, John

*Conversation Topic TEST MSG

Recent Messages (05/26/2025 08:11 AM) Keegan, John : Barbara: This is a test message (05/26/25)

Your Response

Thank you John - testing response to initial message.
John, please forward your email when received

Post

Click

Post

Review Messages

▶ Message Topic

Message Details

Datetime 05/26/2025 8:10AM

Originated From Keegan, John

*Conversation Topic TEST MSG

Recent Messages (06/05/2025 07:07 AM) Doss, Barbara A : Thank you John - testing response to initial message. John, please forward your email when received.
(05/26/2025 08:11 AM) Keegan, John : Barbara: This is a test message (05/26/25)

Your Response

Post

Click the  when completed.

The Reviewer will receive an email similar to the one shown below.

-----Original Message-----
 From: Doss, Barbara A. <bdoss@lsuhsc.edu>
 Sent: Thursday, June 5, 2025 7:07 AM
 To: Keegan, John <jkeega@lsuhsc.edu>
 Subject: A Payment Request Message has been posted and needs your review.

A Payment Request Message has been posted.

Request ID : 0000043714
 Message Topic : TEST MSG

Message : Thank you John - testing response to initial message.
 John, please forward your email when received.

Last Updated By : Doss, Barbara A
 Last Updated DateTime : 2025-06-05-07.07.00.000000

Initiated By : Keegan, John
 Initiated DateTime : 2025-05-26-08.10.44.000000

Please select the URL link below to view the details.
https://rcbb.psfs.lsuhs.edu/psp/fspat/EMPLOYEE/ERP/c/PAYMENT_REQUEST_FL.PR.REVIEWER_FL.GBL?Page=PR_CONVERTER_SUMM_SCF&Action=U&REQUEST_ID=0000043714&CONVER_SEQ_NUM=5576&CONVER_HDR_SEQ_NUM=1&CONVER_LN_SEQ_NUM=2&LOAD_CONVERT=Y

You can also view the message from the Payment Request line.
 Select the applicable Payment Request.

Payment Request Center		Payment Request		Financials PAT	
Attachments (1)					
▼ Summary Information					
Business Unit LSU LSU Shreveport Employee BU Invoice Number bdoss1-123 Invoice Date 05/16/2025			Entered By Doss, Barbara A Entered Datetime 05/16/2025 7:23AM Request ID 0000043716 Request Status Submitted Payment Handling Separate Payment No Payment Message ☐ Check to see if this message appears on		
Total Amount 80.00 USD Description Test duplicate invoice numbers Notes/Comments					
▼ Supplier Information					
Supplier ID 0000003519 Supplier STEVEN MCALISTER LSUHSC/ACCOUNTING SERVICES SHREVEPORT, LA 71130					
Update Message Approval History Cancel Copy					

Select **Message** at the bottom of the page.

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?
⌚ See the **Policy – Types of Purchases Not Allowed** section found at the beginning of this document.
⌚ If you require additional assistance, contact Travel & Direct Pay at shvmstraveldirectpay@lsuhs.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 payments with positive amounts can be created from the Payment Request Review Center. Credits can be entered as regular vouchers.

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

2. 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 > Purchasing 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 and Purchasing Approvers.
- 3. Can the PR Requester approve his/her own Payment Request?
 - ⌚ No.
- 4. Can the PR Requester also be an approver?
 - ⌚ Yes, but not for Payment Requests they create.
- 5. 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.
- 6. 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 approval. Once approved by the Department Approver, Purchasing will do a final approval.
- 7. What happens if a Payment Request is denied?
 - ⌚ Payment Requests can only be denied by either the Department Approver or the Purchasing Approver. If an Approver denies the request, an email will be sent to the PR Requester and the PR Administrators for follow-up.
- 8. 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 and Purchasing 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.
- 9. What if the approvers are incorrect?
 - ⌚ To add/delete or change approvers for a department, the Department Head must send, via email, authorization to Travel & Direct Pay at shvmstraveldirectpay@lsuhs.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, workflow is triggered again and the Payment Request is sent to the Purchasing Approver. Once Purchasing 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