University of South Carolina

Office of the Controller
General Accounting Team – Accounts Payable
Payment Request

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I. Objectives

By the end of this procedure, you should be able to:
- Create a Payment Request
- Inquire on a Payment Request
- Approve a Payment Request

II. Tips and Tricks

Here are few tips and tricks when creating a Payment Request:

- The Payment Request Center in PeopleSoft Finance to:
  - Request Summary Information
  - Review Recent Messages
  - Create a Payment Request
  - Review Payment Request Status and Voucher ID

- Be sure to use the Payment Request Matrix as a quick reference document to help determine types of items eligible to be paid using the PeopleSoft Finance Payment Request feature. The matrix provides:
  - dollar limits, if applicable
  - account codes
  - required files to be attached
  - Helpful hyperlinks to various web pages

- Be sure to send reimbursement for Moving and Relocation to moving@mailbox.sc.edu.

- Use the **Travel and Expense** module to reimburse student employees for expenses (non-travel) related to work they do at the University.

- Use the **Student Reimbursement Form** for any reimbursements (non-travel) to student non-employees and send these forms to Accounts Payable using the AP Upload mailbox.

- Use the Student Payment Method Decision Tree for additional guidance on stipends and other student payments.

III. Creating a Payment Request

Payment request is used for paying invoices under $10,000. This tool has strict guidelines and a payment matrix for allowed types of payments. Before you get started, reference the Payment Request Matrix to determine eligibility, applicable account codes, and required documentation.

To navigate to the **Payment Request Center** page, use the following menu path in PeopleSoft Finance:

Main Menu > Employee Self Service > Payment Request Center

Step 1: To create a Payment Request, click the **Create** button on the Payment Request Center page.
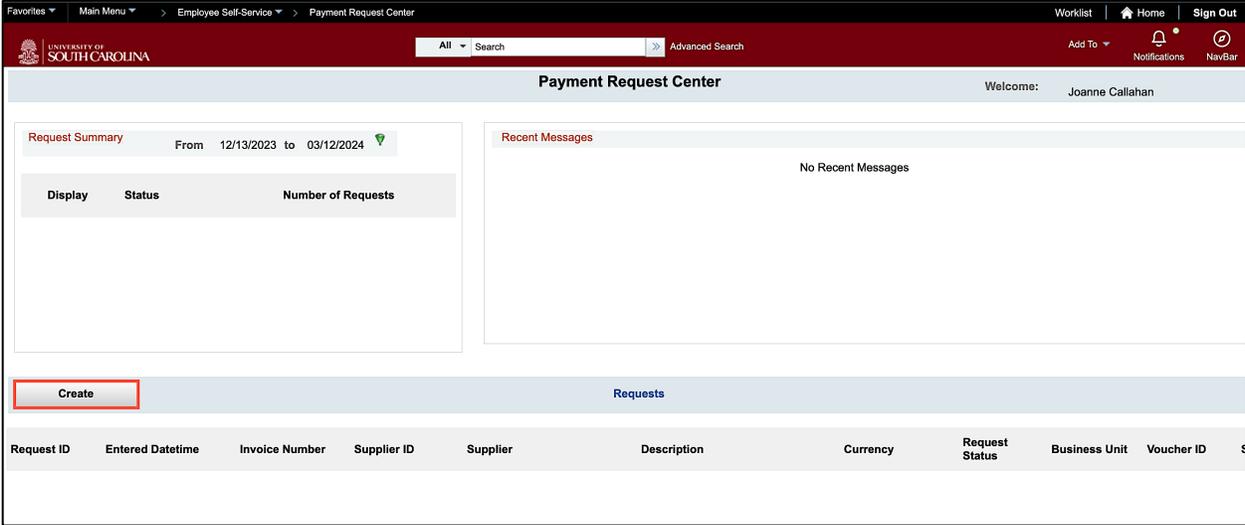
Tab #1: Summary Information

Step 2: On the Summary Information tab, begin by entering the **Invoice Number**. This should be the number found on the invoice. If there is no invoice number, use the date (03122024) and the Supplier Name/Last Name (03122024Kirk)

Step 3: Click in the **Invoice Date** field and enter the invoice date on the invoice. If you don't have a date, use the same date you use in the Invoice field.

Step 4: Click in the **Description field** and enter the Payment Request Type (see Matrix) at the beginning then your description (Library – Books, SOM – Physician Payments, Supplies – Paper for Lab).

For this example, we are creating a request for an Honorarium. The below screenshot is the Honorarium information from the Payment Request Matrix. This provides the description, account code (52250), and required documentation.

Honorariums	Payments made in recognition of acts or professional services for which custom or propriety forbids a price to be set.	Honorarium	No dollar limit	- 52250 Honorarium	Yes W-9	1 - Honorarium Form	The Honorarium Form can be found on the Controller's Website.

Step 5: Click in the **Cost Sub-Total** field and enter the total amount of the payment request in this field. If reimbursing petty cash, enter the Cost Sub Total Only. **DO NOT** enter Misc, Freight or Tax.

Note: For **Supplier Invoices,** enter the Costs Sub Total less Tax Freight and Misc. Enter the Tax and Freight separately, if applicable. Other charges billed can be put into Misc.

Step 6: In the **Notes/Comments field**, enter any special handling for this payment such as **HOLD FOR PICKUP** or anything unique for this payment.

Step 7: Click the **Attachment** link to attach required documentation for your specific Payment Request. Be sure to reference the Payment Request Matrix to determine required information.

Step 8: Click the **Next** button at the top right or bottom right of the page.

Tab #2: Supplier Information

Note: Be sure to change the **Country Code** when looking for an International Supplier.

Step 9: Click in the **Supplier Name** field and enter the supplier's name. This is the most reliable search option.

Step 10: Click the **Search** button.

Step 11: Select the applicable supplier from the Supplier List. When selecting your Supplier after the search be certain you are selecting the correct supplier and location (address). **VERY IMPORTANT!**

Step 12: Review the Supplier name and address. Click the **Next** button at the top right or bottom right of the page.

Tab #3: Invoice Details

Step 12: All of the invoice information should have transferred to this Invoice Detail from Step 1. If it did not, please ensure you enter the information as requested on the Summary Information tab. Once verified, click **ADD LINES** to add your chartfields and accounting details.

Step 13: Click in the **Line Amount** field and enter the Cost Sub-Total amount.

Step 14: Click the **Office Location Lookup** button to select your specific office location to help determine the tax.

Step 15: Change the **Description** to contains.

Step 16: Enter an applicable description in the **Description** field.

Step 17: Select the applicable location from the list.

Step 18: In the **Accounting Details** section, enter Amount, Operating Unit, Department, Fund, Account, and Class. If charging to a project enter PC Business Unit, Project and Activity. Use the scroll bar to view all fields.

Note: If you enter an invalid chartfield, you will not be able to proceed to the next step until it is corrected. Please use the **USC CoA Combos Inquiry** to search for a valid chartfield.
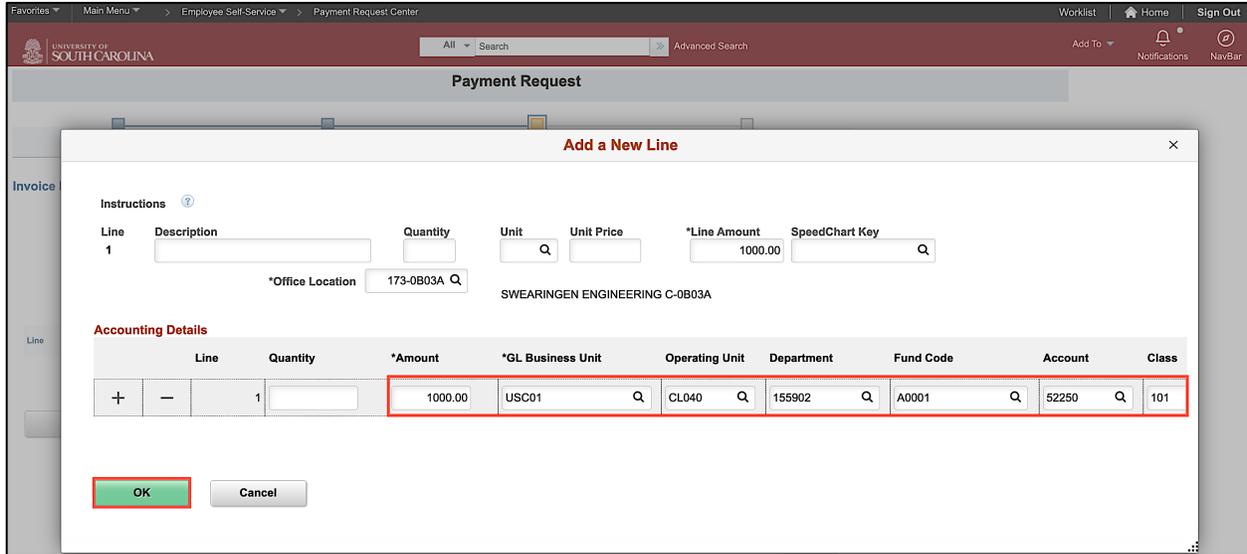
Note: Use the **Pencil** icon to edit the chartfield information.

Step 19: Click the **Next** button at the top right or bottom right of the page.
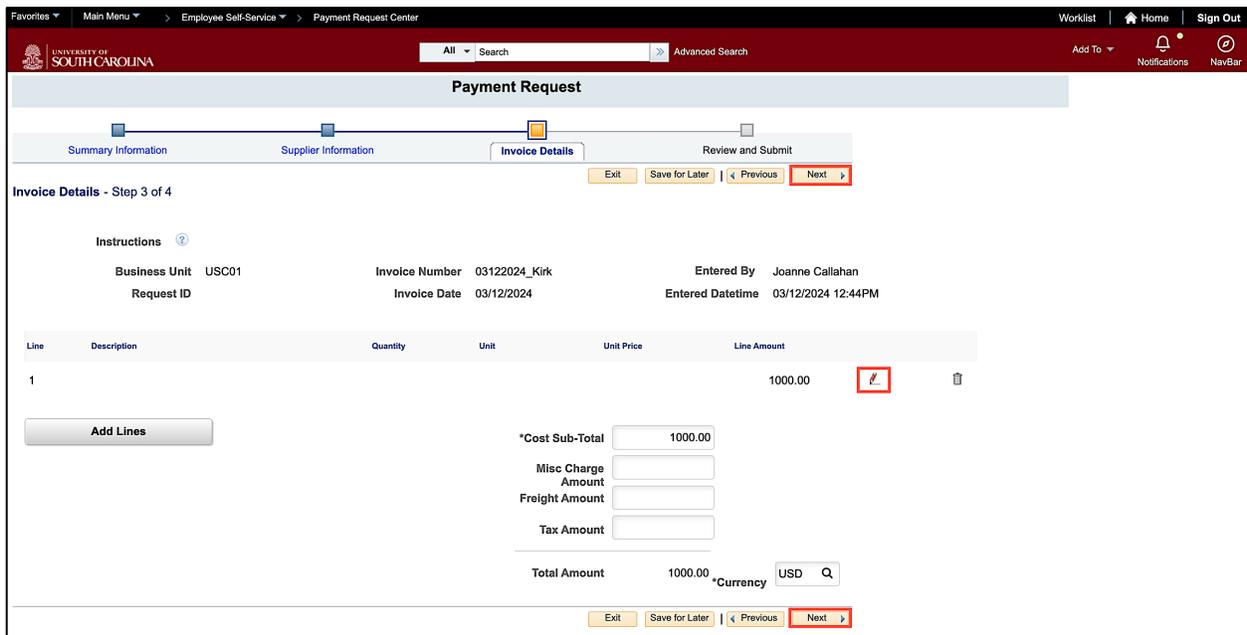
Tab #4: Review and Submit

Step 20: Click the **Save for Later** button to create a request ID and provide the opportunity to complete or edit the request later.

Step 21: Before submitting the request, click the **Review** button to review the payment request details for accuracy.
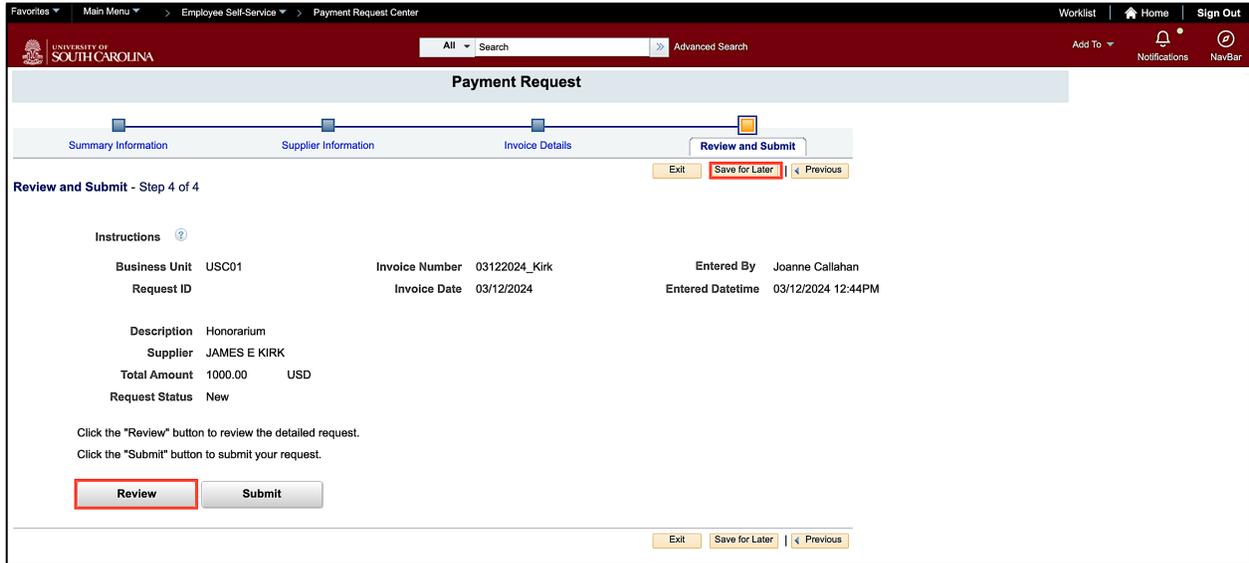
Step 22: Review the request details to ensure all is correct. Click the **Return** button to submit the request.
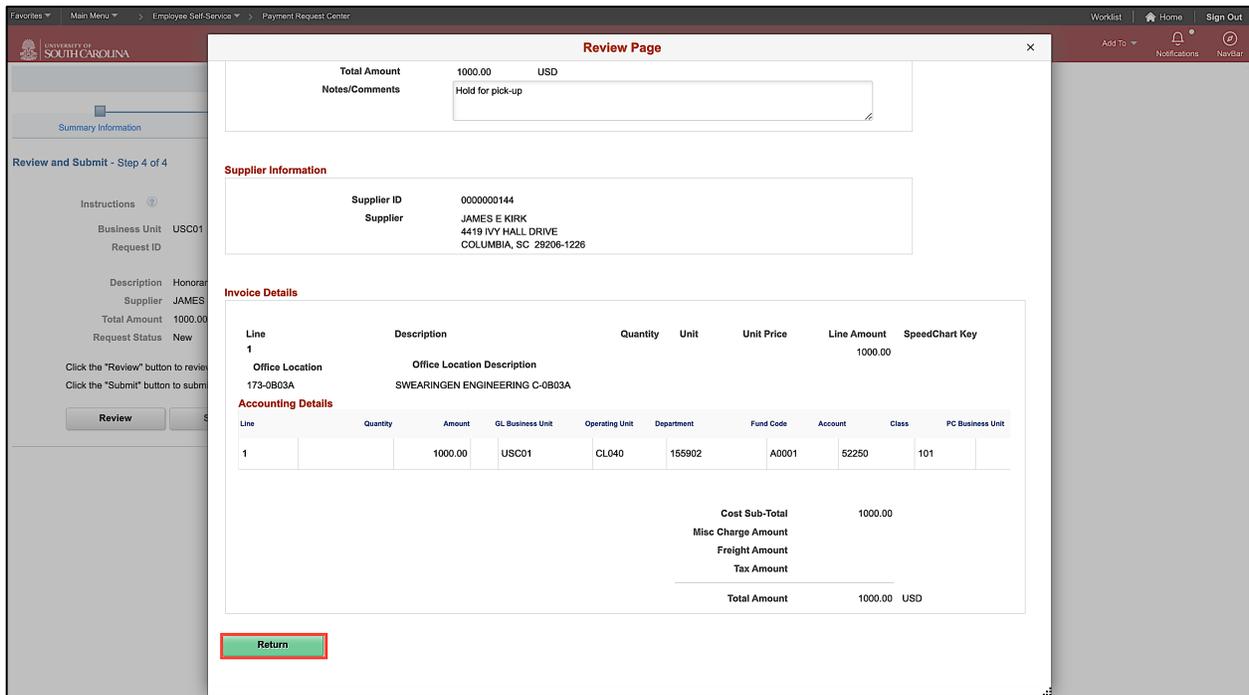
Step 23: Once completed, click the **Submit** button. Once submitted the request cannot be edited. Edits can only be made if the request is sent back to you by an Approver asking you to make changes.
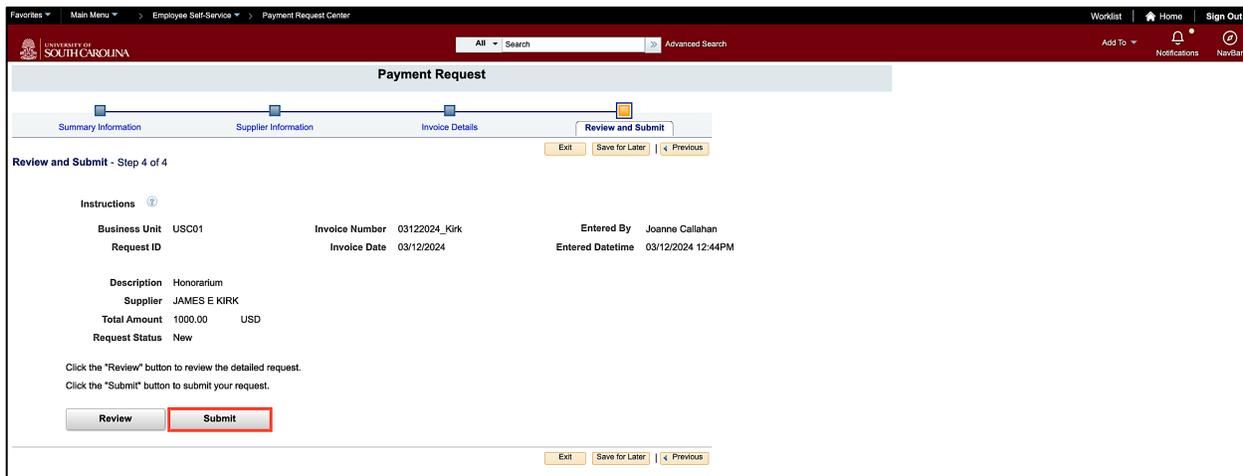
Step 24: Click **Ok** to confirm submission.
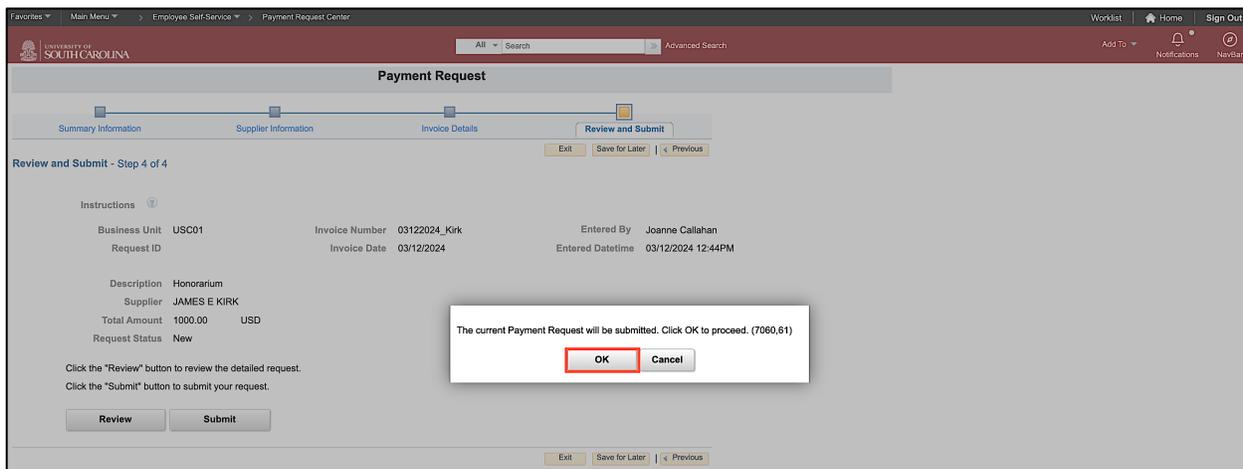
Step 25: Notice the request is pending approval and the request details are available at the bottom of the page.
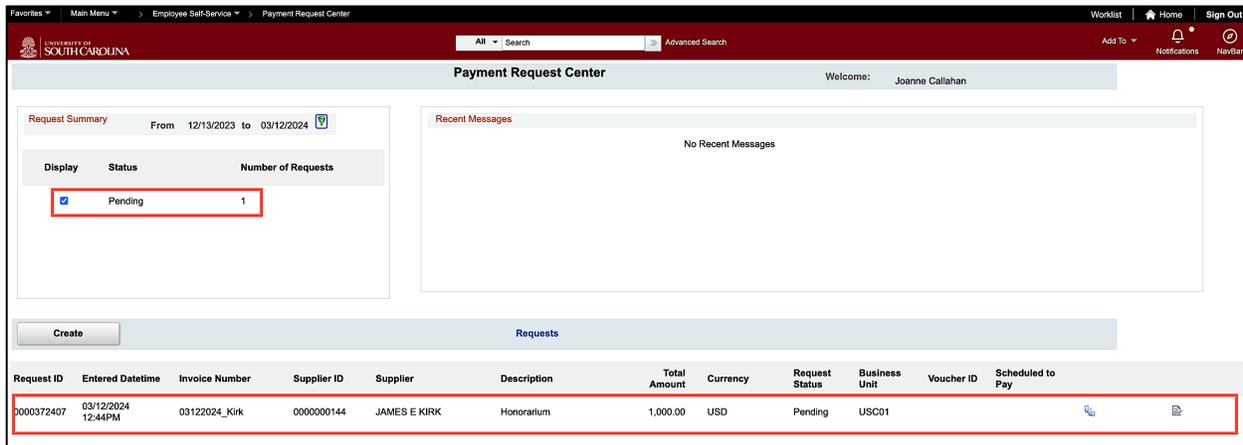
IV. Inquire on a Payment Request

The **USC Payment Request Inquiry** page provides the ability to inquire on a payment request status by operating unit, department, or by User.

To navigate to the **USC Payment Request Inquiry** page, use the following menu path in PeopleSoft Finance:

Main Menu > Accounts Payable > Review Accounts Payable Info > USC Payment Request Inquiry

Step 1: To help keep the search results manageable, enter an **Operating Unit**.

Step 2: Enter a **From** and **To Date**.

Note: You can enter other criteria to continue to narrow down the results.

Step 3: Click the **Search** button.

Step 4: Review the search results.

Step 5: Click the **View Approval Workflow** icon to review approval workflow.

Step 6: Review where the request is in the approval process. For this example, the request is waiting for the Accounts Payable team to approve.

Step 7: Click the **Return** button to return to the inquiry page.

V. Approve a Payment Request

Use the Payment Request Approval page to see and approve payment requests waiting for your approval.

To navigate to the **Payment Request Approval** page, use the following menu path in PeopleSoft Finance:

Main Menu > Accounts Payable > Payments > Payment Request > Payment Request Approval

Step 1: Click the **Search** button to return all payment requests waiting for your approval.

Step 2: Click the row for the payment request you are ready to approve.

Step 3: Review the payment request details. Be sure to review the Attachment and the details before approving.

Step 4: Click the **Approve** button.

Other ways to approve:

1. Worklist in PeopleSoft Finance (see below)
2. Notifications in PeopleSoft Finance (see below)
3. Email Notification

Note: If you would like to see the transactions on your worklist and/or receive an email notification, visit the **My System Profile** page to ensure those options are checked. Also make sure the email listed is your business email.