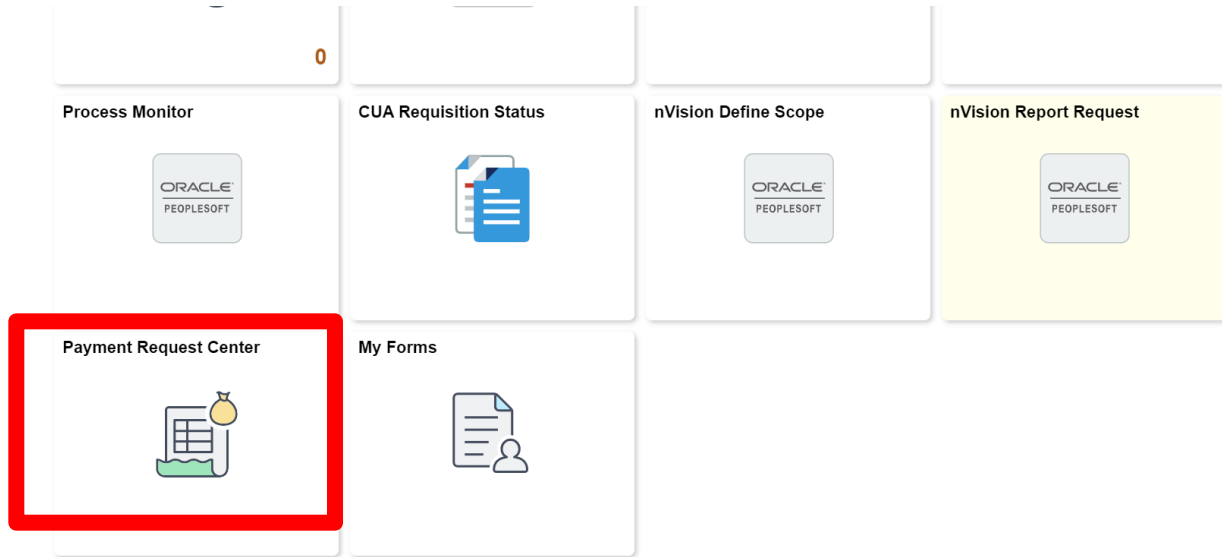


# PeopleSoft - Creating a Payment Request Concept

Navigate to the Payment Request Center on My Homepage



| Request ID | Entered Datetime   | Invoice Number | Description | Supplier ID | Supplier                                 | Total Amount | Currency | Request Status | Scheduled to Pay | Business Unit | Voucher ID |
|------------|--------------------|----------------|-------------|-------------|--|--------------|----------|----------------|------------------|---------------|------------|
| 0000000027 | 04/25/2022 10:53AM | 356            |             | 0000000005  | Association of American Law Schools      | 300.00       | USD      | Vouchered      | 04/25/2022       | CUA           | 00455145   |
| 0000000025 | 04/25/2022 10:44AM | 233            |             | 0000000005  | Association of American Law Schools      | 400.00       | USD      | Vouchered      | 04/25/2022       | CUA           | 00455143   |
| 0000000023 | 04/25/2022 10:31AM | 678            |             | 0000000005  | Association of American Law Schools      | 100.00       | USD      | Pending        |                  | CUA           |            |
| 0000000022 | 04/22/2022 12:23PM | 456            |             | 0000000009  | Nelson H Minnich                         | 300.00       | USD      | Pending        |                  | CUA           |            |
| 0000000017 | 04/19/2022 11:42AM | 67890          |             | 0000000007  | American Association of Colleges Nursing | 100.00       | USD      | Vouchered      | 04/25/2022       | CUA           | 00455138   |
| 0000000016 | 04/19/2022 11:09AM | 456            |             | 0000000009  | Nelson H Minnich                         | 100.00       | USD      | Vouchered      | 04/25/2022       | CUA           | 00455137   |
| 0000000009 | 04/12/2022 5:06PM  | Testing        | test        | 0000049576  | Chinky Dhingra                           | 100.00       | USD      | Vouchered      | 04/25/2022       | CUA           | 00455135   |

1. To generate a new payment request click on Plus Icon.

## Summary Information

Payment Request

1 Summary      2 Supplier      3 Invoice Details      4 Review and Submit

Next >

Attachments (0)

Business Unit: CUA  
Catholic University of America

Entered Datetime: 04/27/22 10:05AM  
Request ID

Invoice Number:

\*Invoice Date: 04/27/2022

\*Cost Sub-Total:

Other Cost

Total Amount: 0.00

\*Currency: USD

Description:

Notes/Comments:

254 characters remaining

2. If you have an invoice number to be paid enter it here, otherwise leave the field blank.
3. The invoice date will default to today's date. If it is different change to the correct date. Invoice Date is required.
4. Enter the Cost Sub-Total (this is the total amount of your request).
5. Enter any Description for the request.
6. Enter any Notes/Comments.
7. Add an Attachment of your Invoice by clicking the Attachment Button. The Attachment is required. All Payment Request will require some form of backup to the request.



8. Click the Add Attachment button.



9. Click My Device.
10. Navigate to your file and click Open.

Cancel Attachments Done

Attachment Details 1 row

+ Edit

| Attached File                       | Description          | User      | Name             | Date/Time Stamp       |
|-------------------------------------|----------------------|-----------|------------------|-----------------------|
| <a href="#">POPO005_1896881.pdf</a> | <input type="text"/> | MENGESTAB | Milena Mengestab | 04/27/2022 10:08:11AM |

11. Select Upload and Click Done.
12. Click Next.

**\*\*If at any point you need to navigate away from the page you may click the SAVE FOR LATER BUTTON to save your work. Your request will be saved in the PAYMENT REQUEST CENTER for follow up later\*\***

# Supplier Information

Payment Request

1 Summary 2 Supplier 3 Invoice Details 4 Review and Submit

< Previous Next >

Step 2 of 4: Supplier



Country

Supplier Name

Supplier ID

Search

13. Enter the Supplier ID or the Supplier Name.

14. Click Search

Payment Request

1 Summary 2 Supplier 3 Invoice Details 4 Review and Submit

< Previous Next >

Step 2 of 4: Supplier



Enter New Supplier

Country

Supplier Name

Supplier ID

Search

Search Results

1 row

| Supplier ID | Name          | Address                            | City          | State | Country | Details |
|-------------|---------------|------------------------------------|---------------|-------|---------|---------|
| 0000052490  | charvi and co | 8500 New Hampshire Avenue, Apt 313 | Silver Spring | MD    | USA     |         |

15. Select the Supplier from the Supplier list.

Payment Request

1 Summary 2 Supplier 3 Invoice Details 4 Review and Submit

< Previous Next >

Step 2 of 4: Supplier



Enter New Supplier

Supplier Search

Supplier Address

Supplier ID 0000052490  
Supplier charvi and co  
8500 New Hampshire Avenue, Apt 313  
Silver Spring, MD 20903  
Payment Address 8500 New Hampshire Avenue, Apt 313  
Silver Spring, MD 20903



16. Click Next.

# Invoice Details

Payment Request

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 Details |
|------|-------------|----------|------|------------|--------------|--------------------|
| 1    |             |          |      |            |              |                    |

\*Cost Sub-Total 344.00

Other Cost

Total Amount 344.00

\*Currency USD

17. Click Add Lines button.

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 Details |
|------|-------------|----------|------|------------|--------------|--------------------|
| 1    | 300         | 1.0000   | EA   | 344.00000  | 344.00       |                    |

\*Cost Sub-Total 344.00

Other Cost

Total Amount 344.00

\*Currency USD

18. Enter the Description and Amount for the line.

19. Click the Accounting Details icon to enter the Fundtype.

Accounting Details

Cancel Done

Description Journal Line

Amount 100.00 USD

Quantity

Accounting Details

Chartfields Basic Information Show All

| *Speed Type | *Account | *Amount | GL Unit | Project | Event | Fund  | Dept   | Class |
|-------------|----------|---------|---------|---------|-------|-------|--------|-------|
| OPR231240   | 531260   | 100     | CASE1   |         |       | 97600 | 231240 | 10    |

20. Update the Account as needed.

Payment Request

Accounting Details

Description 300  
Amount 344.00 USD  
Quantity 1.0000 EA

Accounting Details

Basic Information | Chartfields | Show All

| Line | Quantity | *Amount | *GL Business Unit | *Account |
|------|----------|---------|-------------------|----------|
| 1    | 1.0000   | 0.00    | CUA               | 2000     |

Payment Request

Accounting Details

Description 300  
Amount 344.00 USD  
Quantity 1.0000 EA

Accounting Details

Basic Information | Chartfields | Show All

| Line | Fund Code | Department | Program Code | Class | Project |
|------|-----------|------------|--------------|-------|---------|
| 1    | 11        | 865000     |              |       |         |

21. Click Done.

1 Summary      2 Supplier      3 Invoice Details      4 Review and Submit

← Previous      Next →

Step 3 of 4: Invoice Details

Invoice Lines

| Line | Description | Quantity | Unit | Unit Price | *Line Amount | Accounting Details |
|------|-------------|----------|------|------------|--------------|--------------------|
| 1    | 300         | 1.0000   | EA   | 344.00000  | 344.00       |                    |

\*Cost Sub-Total 344.00

Other Cost

Total Amount 344.00

\*Currency USD

22. If you need to enter another line click the Add Lines button and repeat steps 17-22.
23. To edit a line click the Edit icon and make updates.
24. To delete a line after clicking on Edit.
25. If you receive an error that the lines are not in balance with the Cost Sub-Total that error will still be seen at the top of the page even after correcting the issue. It will not do another check until you click the Next button. If you hit the Next button and the error remains it means there is still an out of balance issue, if it moves on to the Review and Submit page then it is in balance.
26. Click Next.



# Review and Submit

Payment Request

1 Summary 2 Supplier 3 Invoice Details 4 Review and Submit

Attachments (2)

Step 4 of 4: Review and Submit

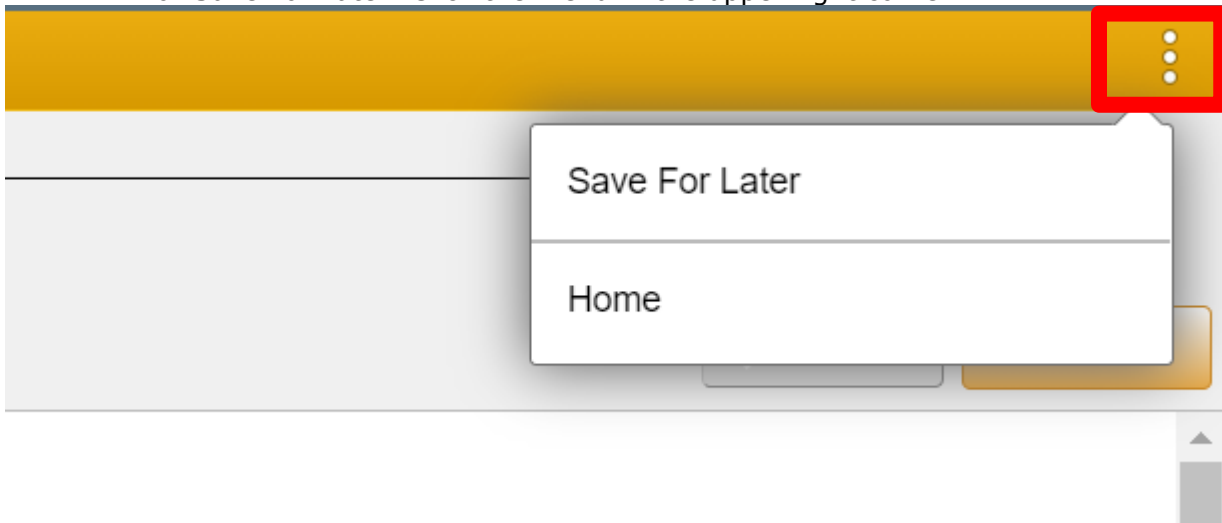
Summary Information

|                |                                       |                  |                    |
|----------------|---------------------------------------|------------------|--------------------|
| Business Unit  | CUA<br>Catholic University of America | Entered Datetime | 04/27/2022 10:05AM |
| Invoice Number |                                       | Request ID       |                    |
| Invoice Date   | 04/27/2022                            | Request Status   | New                |
| Total Amount   | 344.00 USD                            |                  |                    |
| Description    |                                       |                  |                    |
| Notes/Comments |                                       |                  |                    |

Supplier Information

|                 |                                    |
|-----------------|------------------------------------|
| Supplier ID     | 0000052490                         |
| Supplier        | charvi and co                      |
|                 | 8500 New Hampshire Avenue, Apt 313 |
|                 | Silver Spring, MD 20903            |
| Payment Address | 8500 New Hampshire Avenue, Apt 313 |
|                 | Silver Spring, MD 20903            |

27. To "Save For Later" Click the menu in the upper right corner:



28. To submit Click the "Submit" button to submit your request.



29. Click OK.

# Payment Request Center

All - 01/27/22 to 04/27/22

12 row

| Request ID | Entered Datetime   | Invoice Number | Description | Supplier ID | Supplier                                 | Total Amount | Currency | Request Status | Scheduled to Pay | Business Unit | Voucher ID |
|------------|--------------------|----------------|-------------|-------------|--|--------------|----------|----------------|------------------|---------------|------------|
| 000000029  | 04/27/2022 10:05AM |                |             | 0000052490  | charvi and co                            | 344.00       | USD      | Pending        |                  | CUA           |            |
| 000000027  | 04/25/2022 10:53AM | 356            |             | 0000000005  | Association of American Law Schools      | 300.00       | USD      | Vouchered      | 04/25/2022       | CUA           | 00455145   |
| 000000025  | 04/25/2022 10:44AM | 233            |             | 0000000005  | Association of American Law Schools      | 400.00       | USD      | Vouchered      | 04/25/2022       | CUA           | 00455143   |
| 000000023  | 04/25/2022 10:31AM | 678            |             | 0000000005  | Association of American Law Schools      | 100.00       | USD      | Pending        |                  | CUA           |            |
| 000000022  | 04/22/2022 12:23PM | 456            |             | 0000000009  | Nelson H Minnich                         | 300.00       | USD      | Pending        |                  | CUA           |            |
| 000000017  | 04/19/2022 11:42AM | 67890          |             | 0000000007  | American Association of Colleges Nursing | 100.00       | USD      | Vouchered      | 04/25/2022       | CUA           | 00455138   |
| 000000016  | 04/19/2022 11:09AM | 456            |             | 0000000009  | Nelson H Minnich                         | 100.00       | USD      | Vouchered      | 04/25/2022       | CUA           | 00455137   |

- Note Request Status is Pending when it is submitted for Approval. The Request Status is New when it has been Saved for Later. Once approved the Request Status will be Approved.
- To edit a Payment Request that was Saved for Later click the Arrow icon and walk through the Payment Request and make the updates and submit.
- To view the approval click on the report and then the link at the bottom of the page.

Supplier Address: 666 New Hampshire Street, Suite 200  
Silver Spring, MD 20903

### Invoice Details

1 row

| Line               | Description | Quantity   | Unit | Unit Price | Line Amount | Accounting Details |
|--------------------|-------------|------------|------|------------|-------------|--------------------|
| 1                  | 300         | 1.0000     | EA   | 344.00000  | 344.00      |                    |
| Cost Sub-Total     |             | 344.00     |      |            |             |                    |
| Misc Charge Amount |             |            |      |            |             |                    |
| Freight Amount     |             |            |      |            |             |                    |
| Total Amount       |             | 344.00 USD |      |            |             |                    |

Approval History

Copy

### Approval Flow

REQUEST\_ID=000000029

Pending

Pending

Multiple Approvers  
Department Approval

>

Not Routed

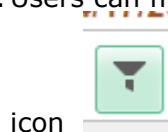
Multiple Approvers  
Accounts Payable Manager

>



| Payment Request Center     |                    |                |             |             |  |              |          |                |                  |               |            |
|----------------------------|--------------------|----------------|-------------|-------------|--|--------------|----------|----------------|------------------|---------------|------------|
| All - 01/27/22 to 04/27/22 |                    |                |             |             |  |              |          |                |                  |               |            |
| Request ID                 | Entered Datetime   | Invoice Number | Description | Supplier ID | Supplier                                 | Total Amount | Currency | Request Status | Scheduled to Pay | Business Unit | Voucher ID |
| 0000000029                 | 04/27/2022 10:05AM |                |             | 0000052490  | charvi and co                            | 344.00       | USD      | Pending        |                  | CUA           |            |
| 0000000027                 | 04/25/2022 10:53AM | 356            |             | 0000000005  | Association of American Law Schools      | 300.00       | USD      | Vouchered      | 04/25/2022       | CUA           | 00455145   |
| 0000000025                 | 04/25/2022 10:44AM | 233            |             | 0000000005  | Association of American Law Schools      | 400.00       | USD      | Vouchered      | 04/25/2022       | CUA           | 00455143   |
| 0000000023                 | 04/25/2022 10:31AM | 678            |             | 0000000005  | Association of American Law Schools      | 100.00       | USD      | Pending        |                  | CUA           |            |
| 0000000022                 | 04/22/2022 12:23PM | 456            |             | 0000000009  | Nelson H Minnich                         | 300.00       | USD      | Pending        |                  | CUA           |            |
| 0000000017                 | 04/19/2022 11:42AM | 67890          |             | 0000000007  | American Association of Colleges Nursing | 100.00       | USD      | Vouchered      | 04/25/2022       | CUA           | 00455138   |
| 0000000016                 | 04/19/2022 11:09AM | 456            |             | 0000000009  | Nelson H Minnich                         | 100.00       | USD      | Vouchered      | 04/25/2022       | CUA           | 00455137   |
| 0000000009                 | 04/12/2022 5:06PM  | Testing        | test        | 0000049576  | Chinky Dhingra                           | 100.00       | USD      | Vouchered      | 04/25/2022       | CUA           | 00455135   |
| 0000000004                 | 04/07/2022 9:57AM  | 567            |             | 0000000100  | American University                      | 700.00       | USD      | Vouchered      | 04/25/2022       | CUA           | 00455134   |
| 0000000003                 | 04/05/2022 11:46AM | 77889          |             | 0000000005  | Association of American Law Schools      | 456.00       | USD      | Vouchered      | 04/25/2022       | CUA           | 00455133   |
| 0000000002                 | 03/30/2022 5:18PM  | 45667          |             | 0000001018  | Staples                                  | 78.00        | USD      | Vouchered      | 04/25/2022       | CUA           | 00455132   |
| 0000000001                 | 03/25/2022         | 56788          | Travel to   | 0000006779  | Suman Rustadi                            | 5000.00      | USD      | Vouchered      | 04/25/2022       | CUA           | 00455131   |

33. The Request Status shows **New** for the Payment Requests that have been created but not yet submitted for approval.
34. The Request Status shows **Pending** for Payment Requests that are awaiting approval.
35. The Request Status shows **Approved** for Payment Requests that have been approved but have are not yet converted to Vouchers.
36. The Request Status shows **Vouchered** for Payment Requests that were previously in Approved status but have now been converted to Vouchers, it also provides the Voucher ID and the date it is scheduled to be paid.
37. Users can filter their payment request center by the following options by clicking the



## Setup Voucher Build (Possibly moving this to a nightly job)

38. Setup Voucher Build (Possibly moving this to a nightly job)
  - Accounts Payable < Batch Process < Vouchers < Voucher Build
  - Add new value
  - Enter Voucher ID and Description
  - Enter Process Option as Business Unit "CUA"
  - Enter Voucher Source "New Voucher Data"
  - Enter Voucher Build Interfaces "payment request" and select Save.