## Create Payment Request: Payee Data

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select Employee Reimbursement</td>
</tr>
<tr>
<td>2.</td>
<td>Enter Payee's UNID or Name (Last, First)</td>
</tr>
<tr>
<td>3.</td>
<td>Select Handling Code, if necessary. (Direct Deposit, Hold, Campus Mail)</td>
</tr>
<tr>
<td>4.</td>
<td>Provide Business Purpose</td>
</tr>
<tr>
<td>5.</td>
<td>Select Accounting Date</td>
</tr>
</tbody>
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1. Create New Payment Request
   - Initiate a new PR form
2. My Requests
   - The Payee or the Preparer’s lists
3. My Work-List
   - List of items you need to approve or reject (person logged in)
1. Attach receipt (required) and add comments (if needed)
   - You may add multiple receipts, if necessary
2. Provide Item Description, Receipt Date, Expense Category, Supplier, Merchant Amount, Sales Tax info
3. Search select activity/project shortcut
4. Enter Account number and AU
   - You may add multiple Chartfields (if needed)
1. The following approvals are required for employee reimbursements:
   - Self - Payee
   - GFA - Authorized financial transactions on activity/project
   - Supplier Setup, when necessary
   - GCA - If appropriate, based upon funding
   - Supervisor - Payee’s supervisor

You may add the following additional approvers if needed:
   - GFA Email Override * (Control GFA Notifications)
   - Dean/VP
   - Chair/ORG Head
   - Other

* May use this option to select ONE of many alternates to approve GFA level without system notifying ALL GFA signors.

In the Preparing Workflow State:

1. Validate - Reviews for required data
2. Save - Saves Payment Request
3. Trash - Delete Payment Request
4. Attachment - Add receipts or other items to form
5. Comment - leave comments for other people
6. Remove Approver - Remove approver from list
7. Share - Share the Payment Request to others
In the Approval Workflow State

There are two additions to the Functions menu:

1. **Email Cover Sheet** - This function resends system summary email to preparer. Many departments attach original documentation to this summary for in-department retention. (Recommendation: 3 fiscal years)

2. **Nudge** - Preparer can resend notification to approve