

Create New Payment Request

1



My Requests

2



My Work-List

3



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

Create Payment Request: Payee Data

Create Payment Request

PAYEE

1

Payment Type

Employee Reimbursement



2

Employee

Vendor Location



Or Other

3

Handling Code

DD~DIRECT DEPOSIT



Business Purpose

OTHER



4

Reimbursement

5

Accounting Date

12/19/2016

Expedite

None

NEXT →

1. Select Employee Reimbursement

2. Enter Payee's UNID or Name (Last, First)

3. Select Handling Code, if necessary. (Direct Deposit, Hold, Campus Mail)

4. Provide Business Purpose

5. Select Accounting Date

Line Data

Create Payment Request | EM-000000138 1 ATTACHMENT(S) COMMENTS P

PAYEE

Total \$55.00 v

Item Description 2 Costco snacks	Receipt Date 12/08/2016	Expense Category Food -- In-Office for Snacks or Meeting v
Sales Tax Justification required	Supplier Costco v	Merchant Amount \$ 50.00
<input checked="" type="checkbox"/> Requesting Sales Tax Reimbursement	Sales Tax \$ 5.00	Total Calculation \$ 55.00

Running Total \$ 55.00

ADD RECEIPT

Chartfields

AD Short Cut 13572 3 FBS COMMUNICATIONS 4 Delete

BU	ORGID	FUND	Activity	Project	Account	AU	Amount
01	01833	1001	13572		62400	1 v	\$ 55.00

Running Total \$ 55.00

ADD CHARTFIELD

NEXT →

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)

Approvals

Create Payment Request | EM-0000000138

ATTACHMENT(S)

COMMENTS P

PAYEE

LINE DATA

APPROVALS

Active	Level	Role	Description	Status
	11	SELF	PAYEE NAME	Approval Not Ready
	13	GFA	13572-FBS COMMUNICATIONS	Approval Not Ready
 Delete	14	SUPERVISOR	SUPERVISOR NAME	Approval Not Ready
	50	A/P FINAL REVIEW	A/P FINAL REVIEW~A/P FINAL REVIEW	Approval Not Ready

 ADD APPROVER

 REFRESH APPROVALS



 SAVE  SUBMIT

 FUNCTIONS 

1

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.

- **Validate** - Reviews for required data
- **Save** - Saves Payment Request
- **Trash** - Delete Payment Request
- **Attachment** - Add receipts or other items to form
- **Comment** - leave comments for other people
- **Remove Approver** - Remove approver from list
- **Share** - Share the Payment Request to others