

1. Click on Create New Payment Request

Create New Payment Request



Create Payment Request

2. Be sure to select the appropriate request type, or it will be returned for you to submit.

Create Payment Request

Payment Type Select Type of Request

Create Payment Request: Payee Data

3. Fields marked below with ★ are required

Create Payment Request

PAYEE
★ TIPS

Payment Type Fees/Associations/Dues

★ Vendor 0000257194~WESTERN STATES TREASURERS ASSOCIATION~UNIV
\$ FIND PAYMENTS

★ Vendor Address 1~WESTERN STATES TREASURERS ASSOCIATION~350 N STATE ST STE 180 SALT LAKE CITY UT 84114~(DEFAULT)

Based upon vendor selection , Remit to addresses should match invoice

★ Invoice #: KW071817A

★ Invoice Date: 07/04/2017
 ★ Accounting Date 07/18/2017
Open Accounting Date Range:
05/01/2017 ↔ 06/30/2018

To/on behalf of NRA * NO
 NRA Country Please Select

NRA = Non Resident Alien

★ Business Purpose REGISTRATION

★ Business Purpose Description Registration for 2018 Annual Conference fees

★ Payment Options USE VENDOR DE
Default Handling Code : US ~US MAIL

See instructions below

Payment Msg Payment Message Length Limit 70

Separate Payments * NO
 Handling Fee None

Justification Justification for requesting payment by check and/or a separate payment

NEXT →

Payment Options – When you select a vendor and the appropriate address (look for the “remit to” from your invoice), ePR displays the Vendor Default handling code.

This code should not be changed unless there are extraordinary circumstances

Payment Request | DP-0000009410

[ATTACHMENT\(S\)](#)[COMMENTS](#)

Created by :00459686~O'CONNOR,JAKE

Created On :August 31, 2017 10:33:39 AM

<input type="text" value="PAYEE"/>		★ TIPS
Payment Type	Supplier Invoice	
Vendor	<input type="text" value="000000007~MOUNT OLYMPUS WATERS INC~UNIV"/>	\$ FIND PAYMENTS
Vendor Address	<input type="text" value="000001~0000000007~7~PO BOX 660579 DALLAS 75266-0579"/>	
Invoice #:	<input type="text" value="J09284789"/>	
Invoice Date:	<input type="text" value="08/03/2017"/>	Accounting Date <input type="text" value="08/31/2017"/>
Open Accounting Date Range: 08/01/2017 ↔ 09/30/2017		
To/on behalf of NRA	<input type="text" value="* NO"/>	NRA Country <input type="text"/>
Business Purpose	<input type="text" value="ALL OTHER PRODUCTS & SERVICES"/>	
Business Purpose Description	<input type="text" value="Break room water"/>	
Payment Options	<input type="text" value="USE VENDOR DEFAULTS"/>	Default Handling Code : US ~US MAIL

Payment for Services

1099 consideration – You cannot submit payment for services AND reimbursement on ONE ePR, they must be separated.

Line Data

LINE DATA		★ TIPS
DELETE	Total \$475.00	
Invoice Line Description		
<input type="text" value="Registration Fee"/>		
Invoice Line Amount	<input type="text" value="\$ 475.00"/>	
ADD LINE		
Running Total		<input type="text" value="\$ 475.00"/>

4. Enter line data

Chartfields

5. Enter AD Short Cut (required).

NOTE: AD Short Cut is Activity or Project Number. You may search by either number or name.

Chartfields

AD Short Cut
TRAVEL
Delete

BU	ORGID	FUND	Activity	Project	Account	A/U	Amount
01	00357	1001	05805		<input type="text" value="64700"/>	<input type="text" value="1"/>	\$ <input type="text" value="475.00"/>
PROFESSIONAL DEVELOPMENT							

ADD CHARTFIELD
Running Total \$

Approvals

6. Option to Add an Approver, when necessary.

APPROVALS
TIPS

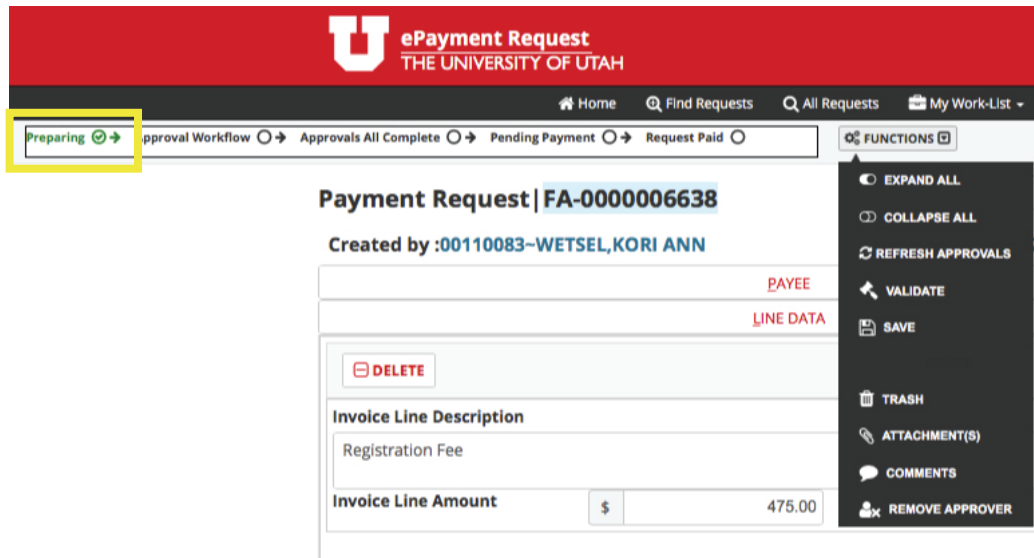
Active	Approval Sequence	Role	Approver(s)	Status & Approval Notes	Email
	1	A/P PRE-APPROVAL	MOUSE OVER TO SEE LIST OF APPROVERS	Approval Not Ready 	<input type="checkbox"/> No
	425	FUNDING APPROVAL (GFA)	05805-TRAVEL	Approval Not Ready 	<input checked="" type="checkbox"/> Yes
	925	A/P FINAL REVIEW	MOUSE OVER TO SEE LIST OF APPROVERS	Approval Not Ready 	<input type="checkbox"/> No

ADD APPROVER
SAVE
VALIDATE
SUBMIT
REFRESH APPROVALS

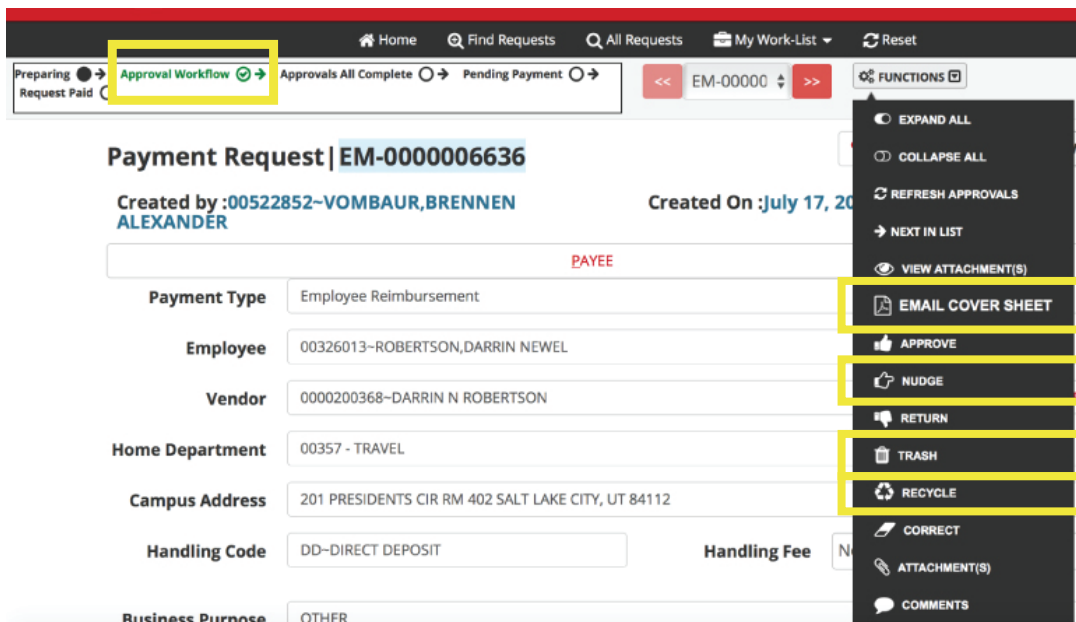
Approvers will automatically receive notification when it is their turn to approve.

NOTE: **Delegated Approvers** – If your payment requires Chair, Dean, or VP approval, you may enter the appropriate person to whom the authority has been delegated in those approval lines, and attach the approved memo of delegation.

7. In the *Preparing State*, the functions menu will look like this:



8. In the *Workflow State*, these are your functions:



See Important Functions below

9. Upon Submit: The Preparer will receive an email summary of the request.

Important Functions:

Email Cover Sheet: Used if you need to reproduce the email summary

Nudge: Used to resend notification to approvers to remind them to approve.

Trash: Used when request will never be paid.

Recycle: Used to return request to preparing state for edits.