Controller's Office – Accounts Payable
Procedure
Payment Request General Guidelines

I.   Access to Payment Request

Payment Request is accessed in PeopleSoft via the following:

Main Menu > Employee Self-Service > Payment Request Center

If you do not have access, please contact the One Carolina Team.

II.   Payment Request Instructions

Step 1 – Payment Request: Summary Information

The following information is needed on the Summary Information Tab:

Invoice Number: Payment Requests are generally not going to have invoice numbers so it will be up to each department to populate this field. For example, you could use the payee's last name and the month/year (Smith – 05/2015).

Description: This should be a short description of the type of payment for example: Royalties and Commission, Honorarium.

Cost Sub-Total: Enter the total amount of the payment request in this field.

Notes/Comments: Enter any additional information as needed such as **HOLD FOR PICKUP** or any other special handling.

Attachments: Click the attachment link to attach required documentation for your specific Payment Request. See individual payment request types for required information.

Step 2 – Payment Request: Supplier Information

Please remember that your supplier must be set up in advance of beginning the Payment Request.

Supplier ID: Click the magnifying glass to search for your supplier. Once you have located the supplier then choose the supplier,

then hit the Search button and choose your supplier in the list.

Step 3 – Payment Request: Invoice Details

The amount is brought forward from Step 1 and now it is time to enter your chartfield information. Choose "Add Lines".

Adding Chartfields:

> **Header – Line Amount:** Enter the line amount in the header. This must match total from Step 1.
>
> **Accounting Details:** On this line enter Amount, Operating Unit, Department, Fund Code, Account, and Class. You can click the "+" sign on the left side to add additional chartfield lines. If you have multiple lines, then all of your chartfield lines must equal to the total in the Header Line.

Step 4 – Payment Request: Review and Submit

Review your payment request and submit it to workflow and you are complete.

| Favorites ▾ | Main Menu ▾ | > | Employee Self-Service ▾ | > | Payment Request Center |

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Payment Request

Summary Information ── Supplier Information ── Invoice Details ── **Review and Submit**

[Exit] [Save for Later] | [◄ Previous]

Review and Submit - Step 4 of 4

Instructions ⑦

| Business Unit | USC01 | Invoice Number | 7-3-2015 | Entered By | Mandy Kibler |
| Request ID | | Invoice Date | 07/03/2015 | Entered Datetime | 07/03/2015 12:50PM |

Description Honorarium
Supplier JUDITH K OCKENE
Total Amount 1000.00   USD
Request Status New

Click the "Review" button to review the detailed request.
Click the "Submit" button to submit your request.

[Review]   [Submit]

[Exit] [Save for Later] | [◄ Previous]