Creating Payment Requests
Entering Payment Requests

The Payment Request process is used to issue a payment (check or wire) directly to a supplier without issuing a purchase order.

UAB FN Document Entry/Approval → Payment Request
UAB Requisition Input → Payment Request

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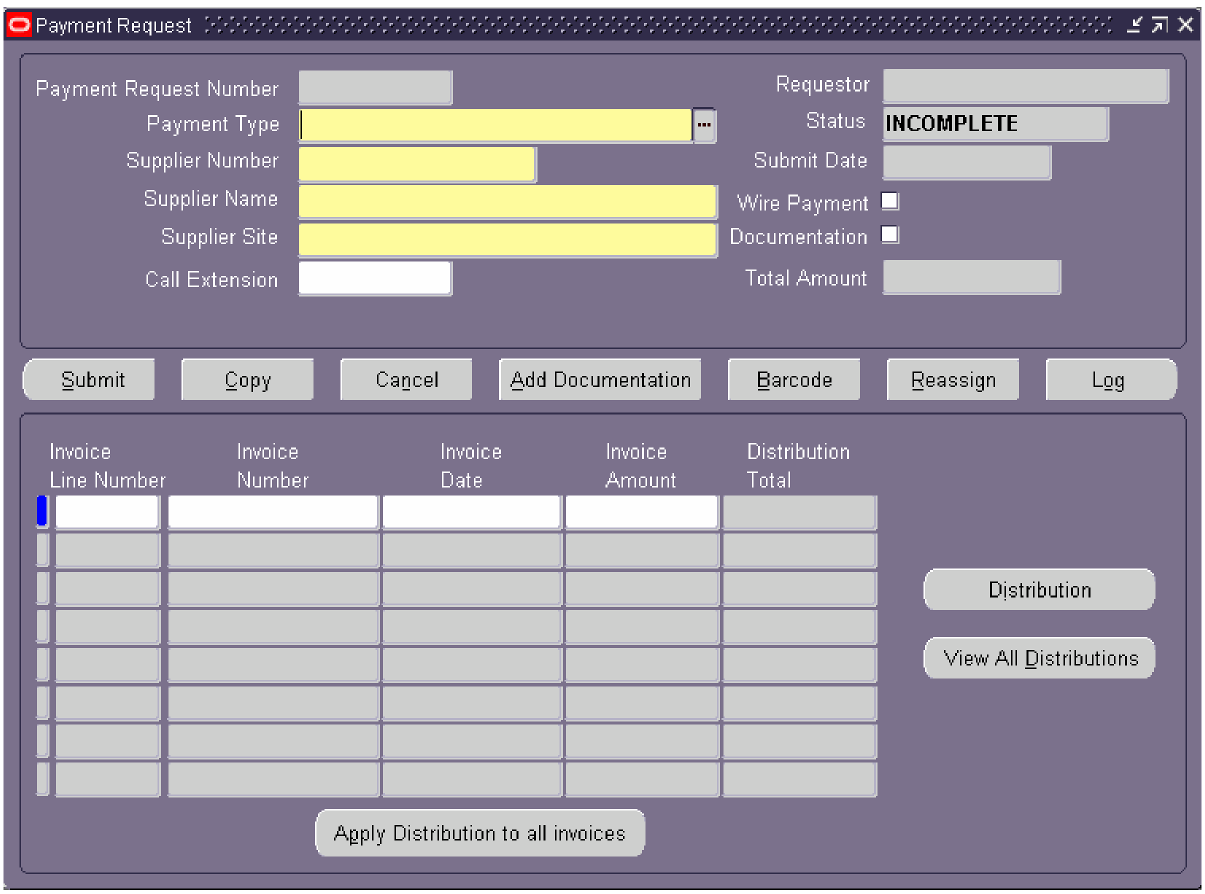
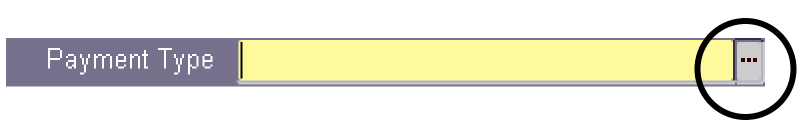
1. After selecting Payment Request, the **PAYMENT REQUEST** form will appear, as shown below.



2. Enter the desired payment type **or** choose the desired payment type from the LOV in the **PAYMENT TYPE** field.

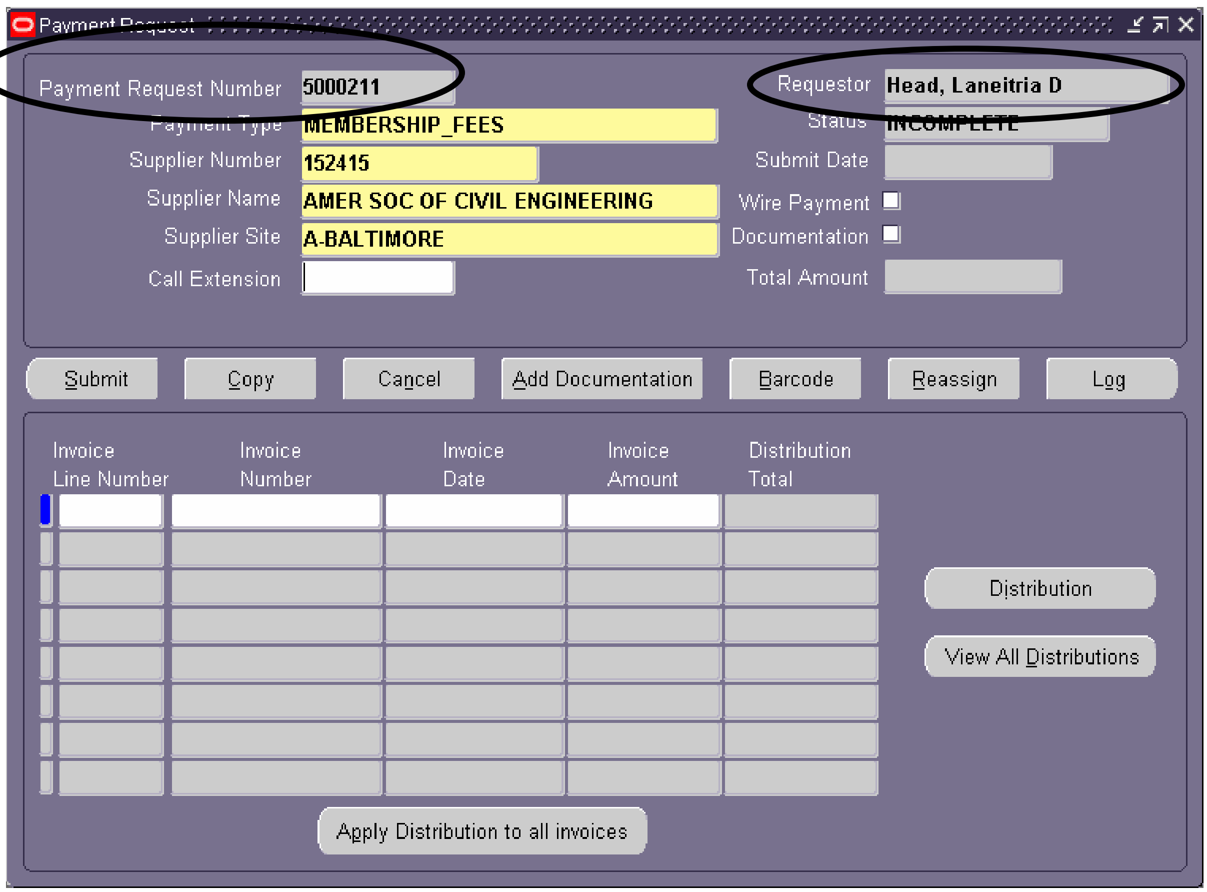


3. Enter the supplier information. If the supplier number is entered, the **SUPPLIER NAME** and **SUPPLIER SITE** fields will be populated by the system. If the supplier name is entered, the **SUPPLIER NUMBER** and **SUPPLIER SITE** fields will be populated by the system.

4. Click in the **CALL EXTENSION** field and enter your extension **only if** you want to pick the check up to mail to the supplier yourself. The call extension can be 5 or 7 digits without a hyphen. If you do not want to pick up the check but have it mailed directly to the supplier, leave this field blank and proceed to the next step.

5. Click on the **SAVE** (gold diskette) icon on the toolbar to save your information.

6. Once the information has been saved, the **PAYMENT REQUEST NUMBER** and **REQUESTOR** fields will be populated with the system-assigned payment request number and the name of the person who is creating the payment request, as shown below.



7. Go to the Invoice Region of the form and click in the **INVOICE LINE NUMBER** field. This field is maintained by the system and should not be changed.

8. Press **TAB** to advance to the **INVOICE NUMBER** field and enter a **unique** invoice number. This should always be the number on the invoice that was received from the supplier.

Important! Always use the supplier's invoice number in the **INVOICE NUMBER** field. If there is no invoice number, look for a contract, a lease, a quote, or an account number on the documentation. Use those numbers in lieu of an invoice number.

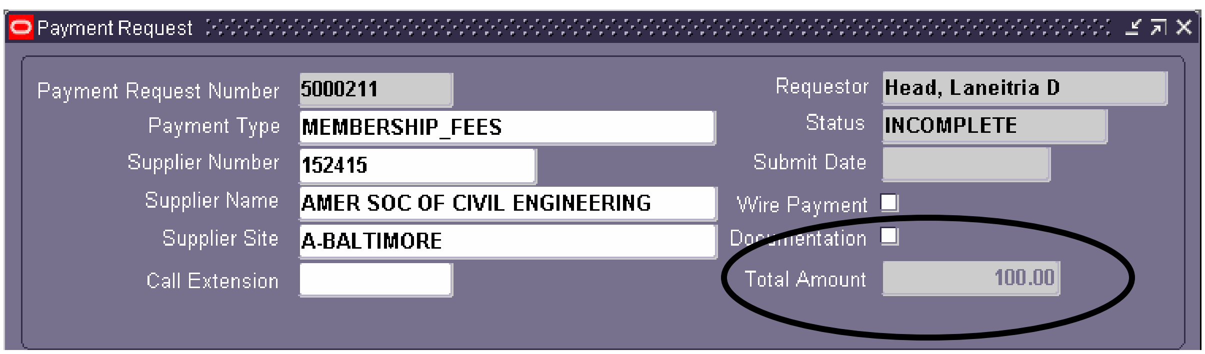
If you do not have an invoice number, enter any other type of identifier that will be meaningful to the supplier. You may type in a detailed description in the Invoice Number field. Use the description as an invoice number only when there are no identifying numbers available.

The UAB Administrative Systems require a unique invoice number for each supplier. You will not be allowed to use the same invoice number for the same supplier twice.

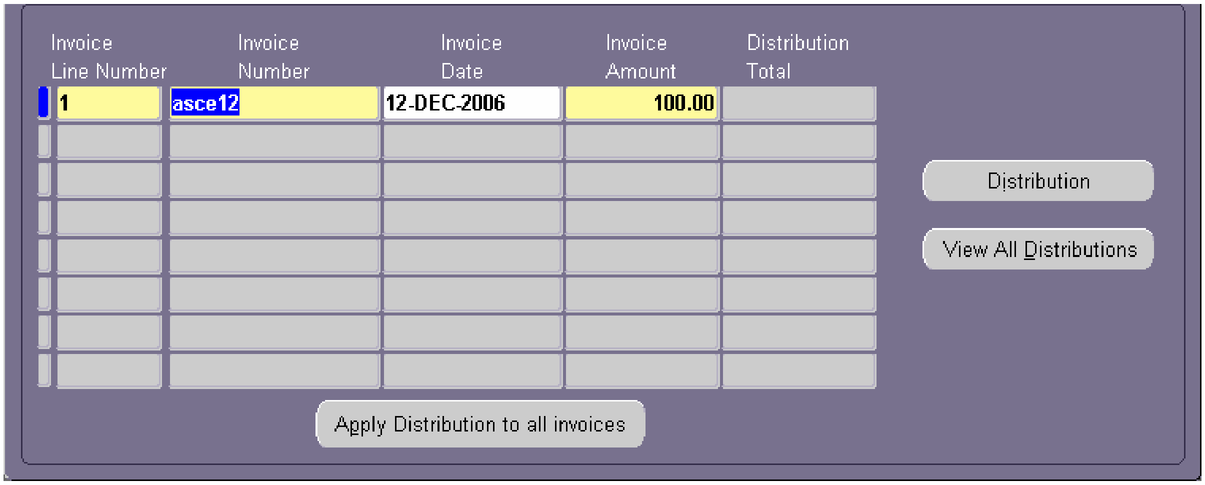
9. After entering the i***nvoice number***, press **TAB** to advance to the **INVOICE DATE** field and enter the invoice date in the international date format (i.e., DD-MON-YEAR). The invoice date can be either the date that appeared on a physical invoice, today's date, or the date that services were rendered.

10. After entering the invoice date, press **TAB** to advance to the **INVOICE AMOUNT** field and enter the amount of the invoice.

11. Notice that after the invoice amount has been entered, the system keeps track of the amount by populating the **TOTAL AMOUNT** field in the Header region, as shown below.



12. The Invoice region should look similar to the one below.

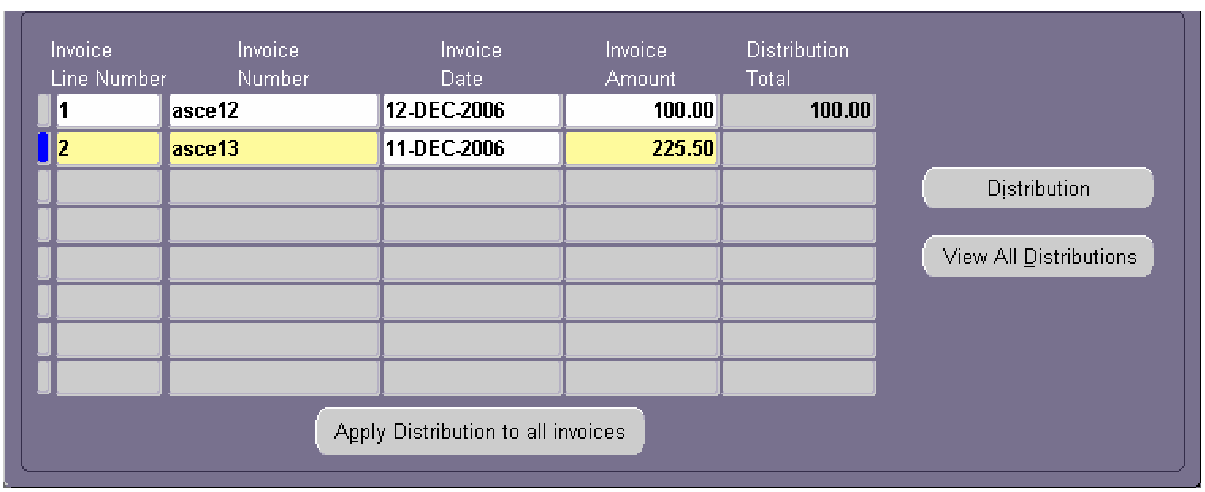


13. Click on the **SAVE** icon to save your work.

14. Click on the **DISTRIBUTION** button to enter your account information. Click here for instructions for entering payment request distributions for GL accounts. Click here for instructions for entering payment request distributions for GA accounts. Click here for instructions for entering split payment request account distributions.

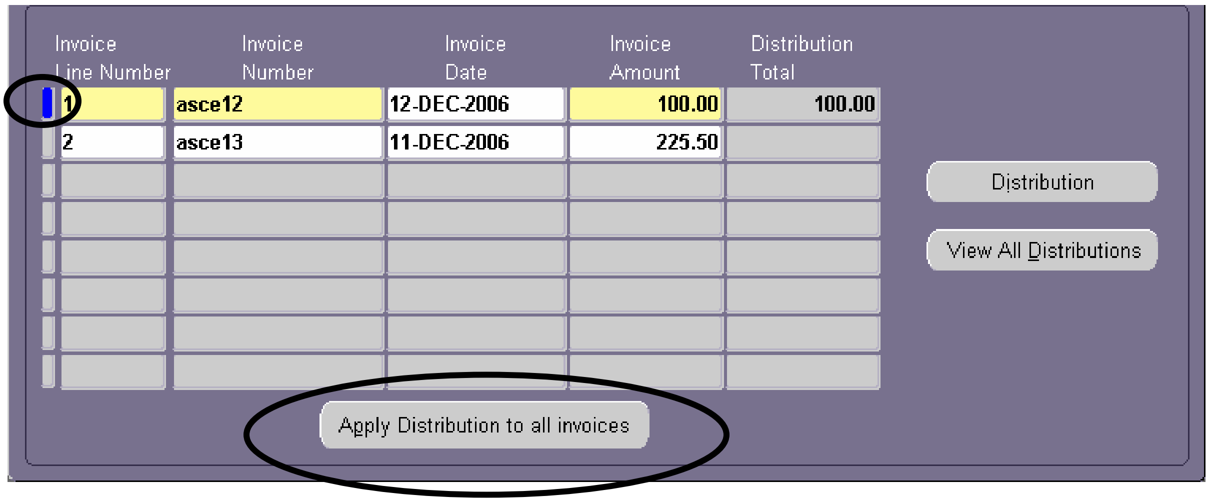
15. Once the account information has been entered on the **DISTRIBUTIONS** form, please save your information by clicking on the **SAVE** (gold diskette) icon on the toolbar.

16. If there are additional invoices related to this payment request, enter those on the next available lines in the Invoice Region, as shown below. If there is only one invoice for this payment request, proceed to step 21.

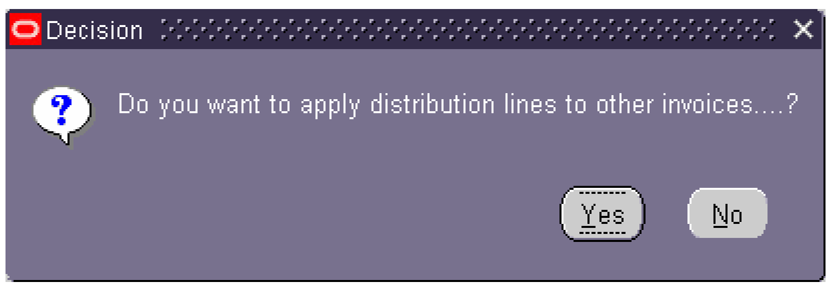


17. If additional invoice lines have been added to the payment request and are to be charged to the same account distribution as invoice line 1, click on invoice line number 1

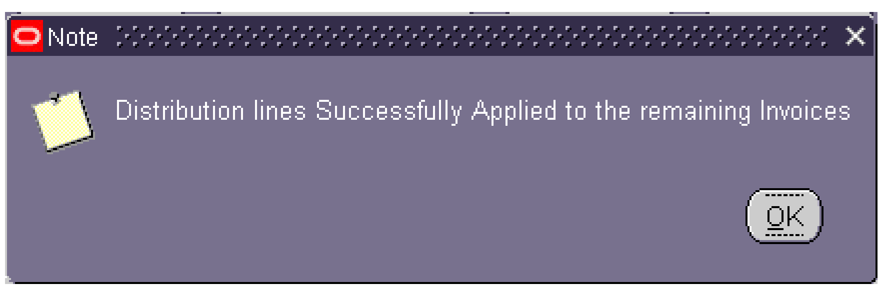
(the blue square should appear next to the invoice line number) and click on the **APPLY DISTRIBUTION TO ALL INVOICES** button.



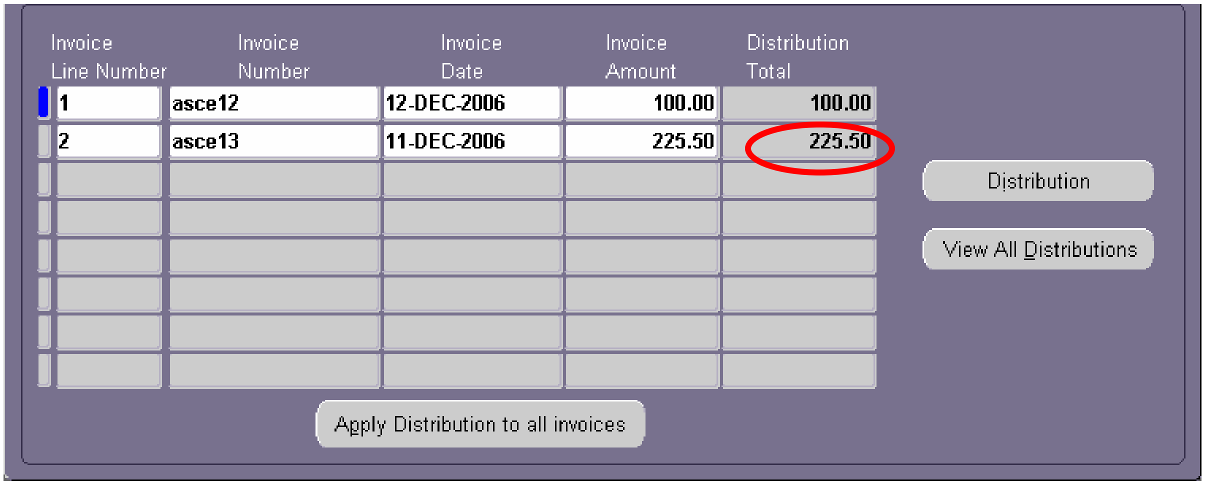
18. A **DECISION** form should appear. Click on **YES**.



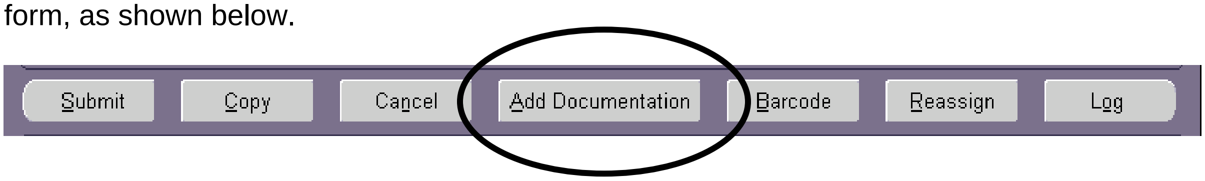
19. A **NOTE** form will appear. Click on **OK**.



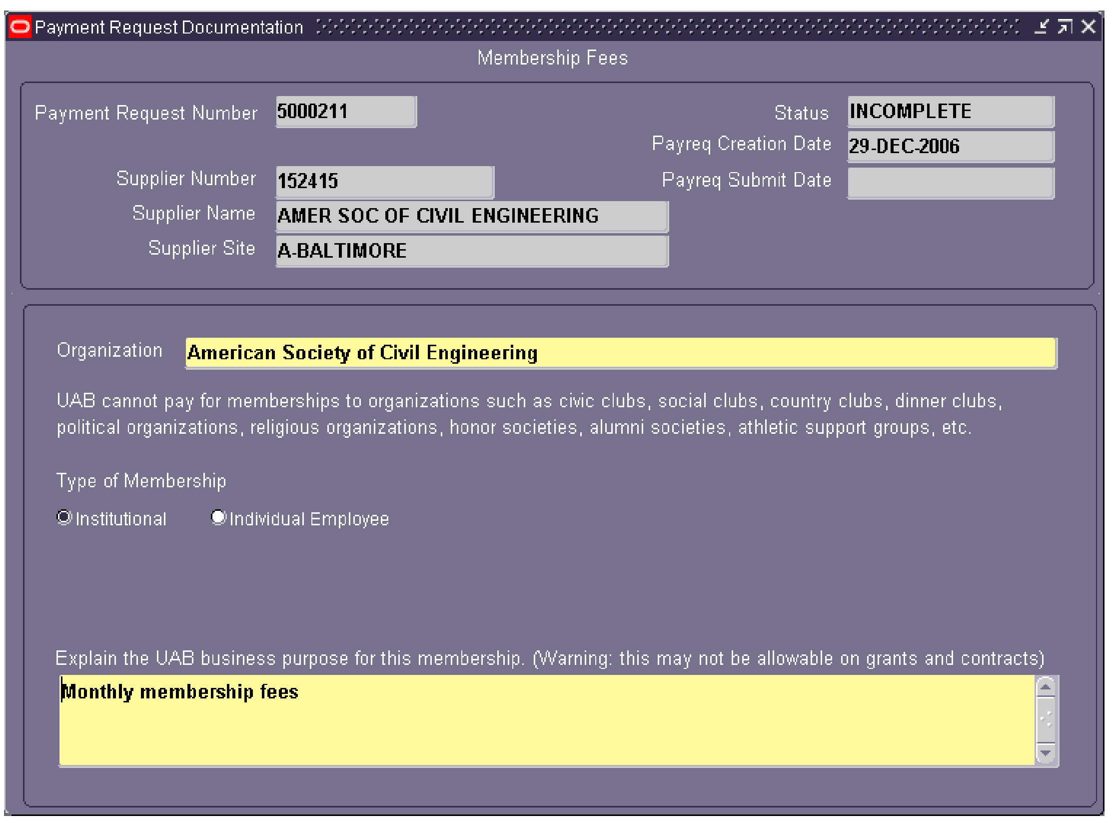
20. At this point, the system has successfully applied the account distribution on invoice line number 1 to the remaining invoice(s), as shown below. Notice that the amount of the invoice now appears in the **DISTRIBUTION TOTAL** field.



21. Click on the **ADD DOCUMENTATION** button to complete the supplemental documentation form, as shown below.



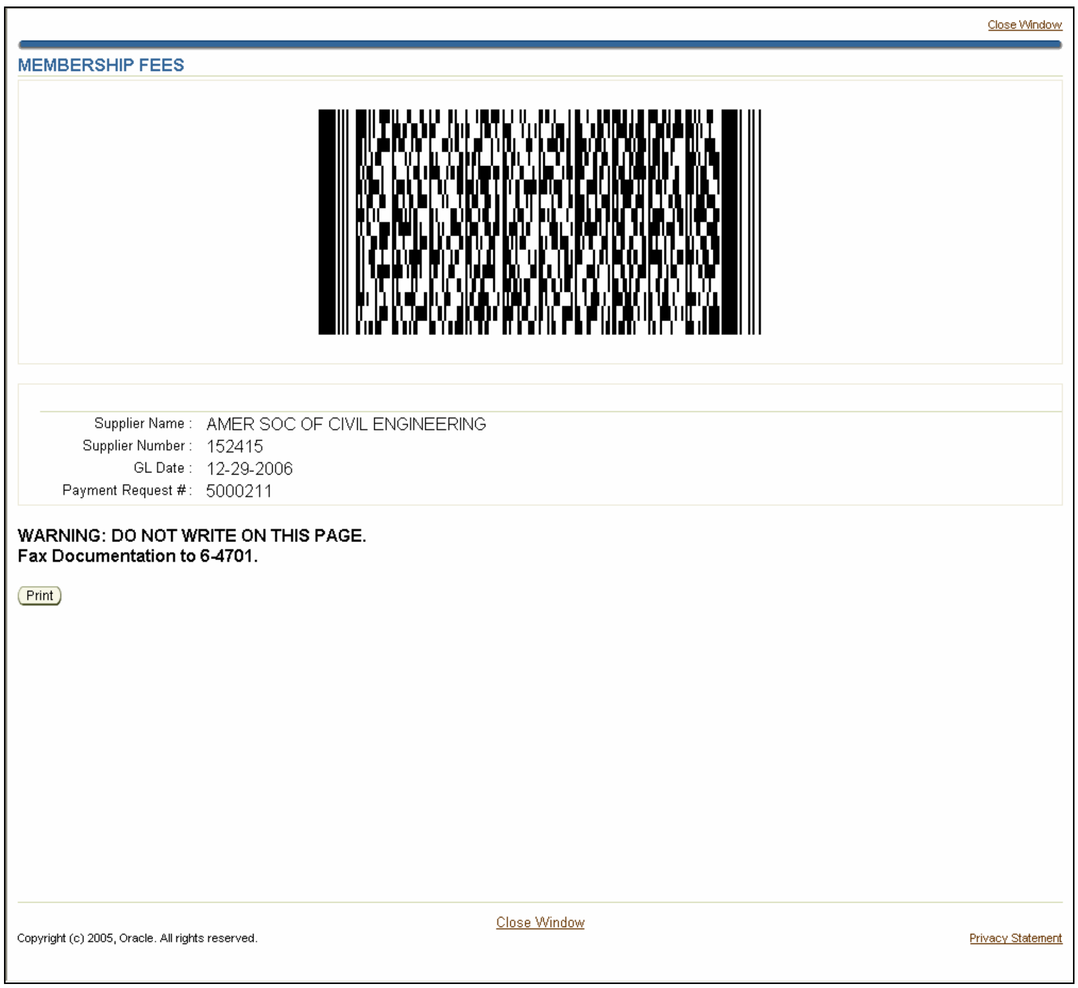
22. After clicking on the **ADD DOCUMENTATION** button, the complimenting **PAYMENT REQUEST DOCUMENTATION** form will appear. Enter the appropriate information in the required fields, as shown below.



23. ***Save*** your information by clicking on the **SAVE** (gold diskette) icon on your toolbar.

24. Close the **PAYMENT REQUEST DOCUMENTATION** form and click on the **BARCODE** button, as shown below.

25. Once the **BARCODE** button is pressed, the system will generate the barcode sheet that is available for printing, as shown below.



26. Click on the **PRINT** button that is located at the bottom of the form to print the barcode sheet.

27. After the barcode sheet has been printed, close the barcode window by clicking on the **CLOSE WINDOW** link that is located in the upper right-hand corner of the barcode form.

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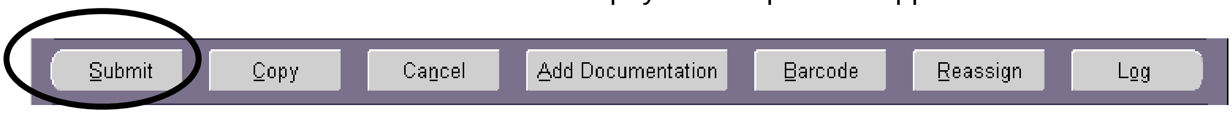
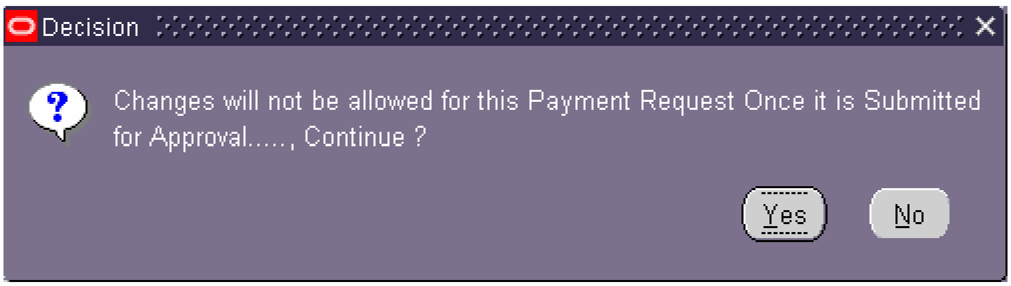
28. **Please be sure to fax any backup documentation (i.e., invoices, memos, bank statements, etc.) with the barcode sheet to 6-4701. The PAYMENT REQUEST DOCUMENTATION form does not need to be printed UNLESS the form requires signatures.**

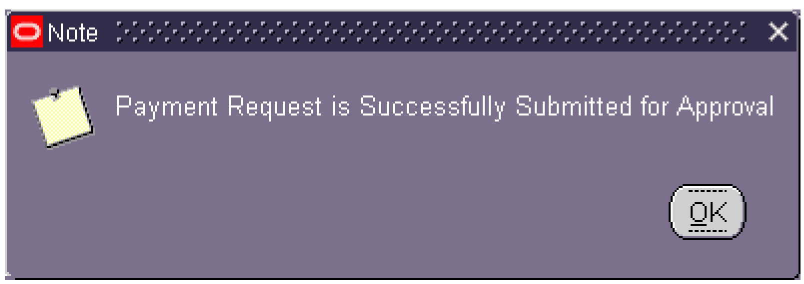
29. Click on the **SUBMIT** button to submit the payment request for approval.



30. After the **SUBMIT** button is pressed, a decision form will appear. Click on **YES** to submit the payment request.



31. The **NOTE** form will appear. Click ***OK***.



32. Once the payment request has been submitted for approval, the system will provide a new payment request form.

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