

## Entering Payment Requests for Employee Payments/Reimbursements

Payment Requests can be used to reimburse employees when they use personal funds on items that fulfilled a UAB business purpose.

**Note: As of June 29, 2015 employee payments/reimbursements processed through Payment Request will be delivered via direct deposit only.**


**UAB FN Document Entry/Approval** → Payment Request

**UAB Requisition Input** → Payment Request

1. After selecting the Payment Request menu option, the **PAYMENT REQUEST** form will appear as shown. Enter the desired payment type **or** choose the desired payment type from the List of Values (LOV) button in the **PAYMENT TYPE** field.

**Payment Request**

Payment Request Number:

Payment Type:  

Supplier Number:  Emp Payment ☐

Supplier Name:

Supplier Site:

Requestor:

Status: **INCOMPLETE**

Submit Date:

Wire Payment: ☐

Documentation: ☐

Call Extension:

Total Amount:

| Invoice Line Number  | Invoice Number       | Invoice Date         | Invoice Amount       | Distribution Total   |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

## Entering Payment Requests for Employee Payments/Reimbursements

2. Click in the **SUPPLIER NUMBER** field.



**Note!** If the chosen payment type only allows payments/reimbursements to employees, the system will automatically replace the **SUPPLIER NUMBER**, **SUPPLIER NAME** and **SUPPLIER SITE** fields with the **EMPLOYEE NUMBER**, **EMPLOYEE NAME** and **SUPPLIER NUMBER** fields as shown. In addition, the **Emp Payment** box will be checked automatically by the system.

The **WIRE PAYMENT** box and the **CALL EXTENSION** field will be grayed out by the system to indicate the fact that the employee's payment/reimbursement will be delivered to their bank account via direct deposit upon the final approval of the Payment Request.

|                 |                      |  |  |                      |
|-----------------|----------------------|--|--|----------------------|
| Supplier Number | <input type="text"/> | Emp Payment <input type="checkbox"/>   | Submit Date                              | <input type="text"/> |
| Supplier Name   | <input type="text"/> | Wire Payment <input type="checkbox"/>  | <input type="button" value="Wire Info"/> |                      |
| Supplier Site   | <input type="text"/> | Documentation <input type="checkbox"/> |  |                      |
|                 |                      | Call Extension                         | <input type="text"/>                     |                      |



|                 |                      |   |  |                      |
|-----------------|----------------------|---|--|----------------------|
| Employee Number | <input type="text"/> | Emp Payment <input checked="" type="checkbox"/> | Submit Date                              | <input type="text"/> |
| Employee Name   | <input type="text"/> | Wire Payment <input type="checkbox"/>           | <input type="button" value="Wire Info"/> |                      |
| Supplier Number | <input type="text"/> | Documentation <input type="checkbox"/>          |  |                      |
|                 |                      | Call Extension                                  | <input type="text"/>                     |                      |

If the chosen payment type allows payments/reimbursements to multiple payee types, you will need to manually check the **EMP PAYMENT** box to indicate an employee payment/reimbursement.

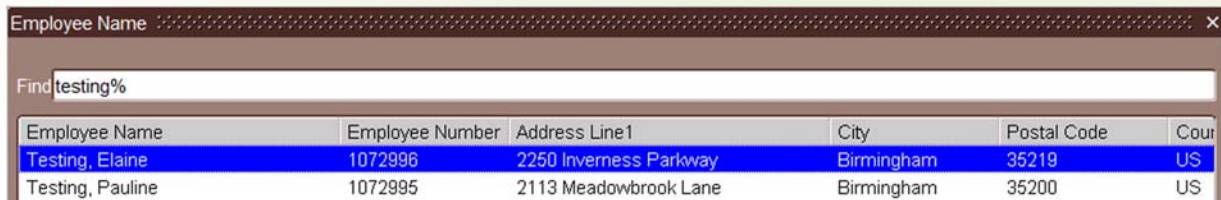
## Entering Payment Requests for Employee Payments/Reimbursements

3. Enter the employee's information by either entering their Employee ID Number in the **EMPLOYEE NUMBER** field and press the **Tab** key on your keyboard, **or** by entering their name in the **EMPLOYEE NAME** field.



**Note!** In the **EMPLOYEE NAME** field, the names of employees are listed in the following format: **Lastname, Firstname** (Example: Blow, Joe). If you are searching for the employee by name, it is recommended that you enter their name in the preferred format followed by a percent sign (%) (Example: Blow, Joe%). You may also search by an employee's last name only (Example: Blow%). After entering your search criteria, press the **Tab** key on your keyboard to invoke the search.

If there is only one person by that name, the system will automatically populate the **EMPLOYEE NUMBER**, **EMPLOYEE NAME** and **SUPPLIER NUMBER** fields. If the desired employee has a similar name, the system will produce a list that will provide the name, employee number and address of the employees that match your search criteria, as shown below. Select the desired employee by double-clicking on the employee's listing so that it may be added to your request.



| Employee Name    | Employee Number | Address Line1          | City       | Postal Code | Country |
|------------------|-----------------|------------------------|------------|-------------|---------|
| Testing, Elaine  | 1072996         | 2250 Inverness Parkway | Birmingham | 35219       | US      |
| Testing, Pauline | 1072995         | 2113 Meadowbrook Lane  | Birmingham | 35200       | US      |

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



Once the information has been saved, the system will populate the **PAYMENT REQUEST NUMBER** field with a seven digit document number and the **REQUESTOR** field with your name as shown.

Payment Request Number 6068909

Requestor Head, Laneitria D

## Entering Payment Requests for Employee Payments/Reimbursements

5. Go to the Invoice Region of the form and click in the **INVOICE NUMBER** field. Enter a **unique** invoice number. (The invoice number can be a combination of letters and numbers).
6. Click in the **INVOICE DATE** field and either enter the invoice date in the international date format (i.e., DD-MMM-YYYY), or select the date from the calendar that is provided by clicking on the List of Values (LOV) button. The invoice date can be either the current day's date, or the date that services were rendered.
7. Click in the **INVOICE AMOUNT** field and enter the amount of the invoice. Your invoice area should look similar to the one below.

| Invoice Line Number | Invoice Number | Invoice Date | Invoice Amount | Distribution Total |
|---------------------|----------------|--------------|----------------|--------------------|
| 1                   | ASTDLDH1       | 09-JUL-2014  | 100.00         |                    |
|                     |                |              |                |                    |
|                     |                |              |                |                    |
|                     |                |              |                |                    |

[Distribution](#)

8. Click on the **DISTRIBUTION** button to enter your account information. Click [here](#) for instructions on entering account distributions using General Ledger (GL) accounts. Click [here](#) for instructions on entering account distributions using Grant (GA) accounts. Click [here](#) for instructions on entering split account distributions.
9. Once the account information has been entered on the **DISTRIBUTIONS** form, save your information by clicking on the **SAVE** (gold diskette) icon on the toolbar.
10. Go to the center of the form and click on the **ADD DOCUMENTATION** button.

Submit Copy Cancel **Add Documentation** Barcode Reassign Log

11. When the **PAYMENT REQUEST DOCUMENTATION** form will appears, complete this form by populating all of the required (yellow) fields.
12. If applicable, click on the **PRINT** button that is located at the bottom of the documentation form so that this form can be printed and signed by the employee seeking payment/reimbursement.

Certification: I hereby certify that the expenses indicated hereon were made in the performance of official UAB business pursuant to the authority granted to me by UAB, and that I have not been and will not be reimbursed for any of these expenses by any other entity.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

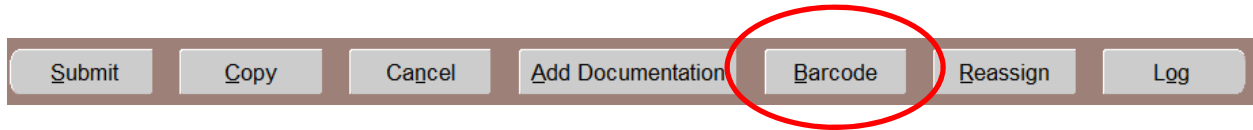
[Print](#) [Close Form](#)

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

## Entering Payment Requests for Employee Payments/Reimbursements

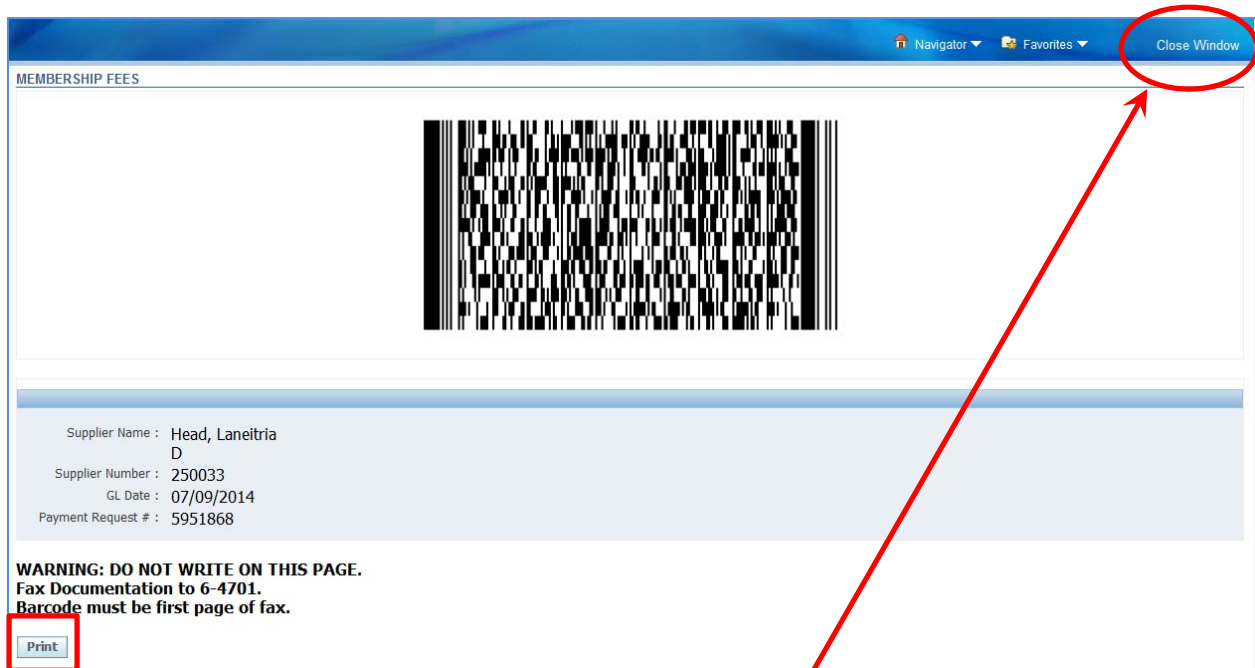
14. Close the **PAYMENT REQUEST DOCUMENTATION** form by clicking on the **CLOSE FORM** button at the bottom of the form or by clicking on the 'X' found in the top right-hand corner of the form.

15. Click on the **BARCODE** button.



16. Once the **BARCODE** button is pressed, the system will generate the barcode sheet that is available for printing, as shown. Click on the **PRINT** button that is located at the bottom of the form to print the barcode sheet.

**Note:** If the window that contains the barcode sheet does not immediately appear, look at your open internet browser windows to see if the barcode sheet has populated an existing window.



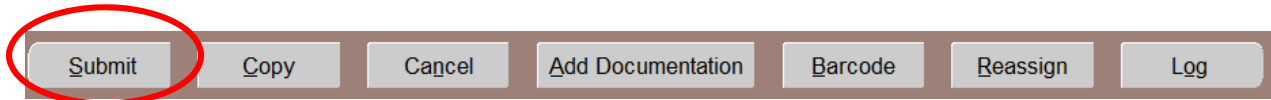
17. After the barcode sheet has been printed, close the barcode window by clicking on the **CLOSE WINDOW** link that is located in the upper right-hand corner of the barcode form.

18. Go back to the Payment Request form. You can get back to this form by clicking on the “coffee cup” icon that is found on your taskbar located at the bottom of the screen.

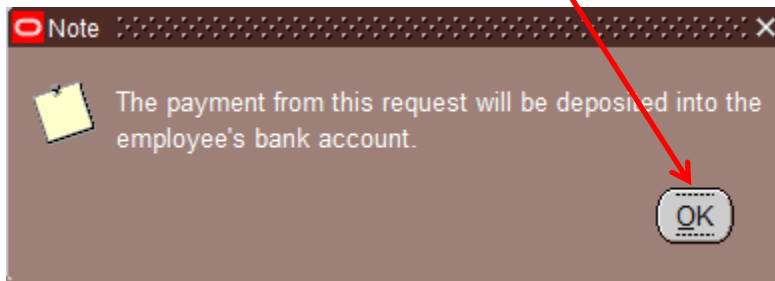


## Entering Payment Requests for Employee Payments/Reimbursements

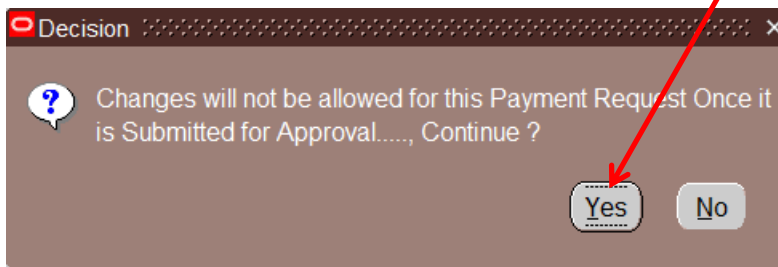
19. Click on the **SUBMIT** button to submit the request for approval.



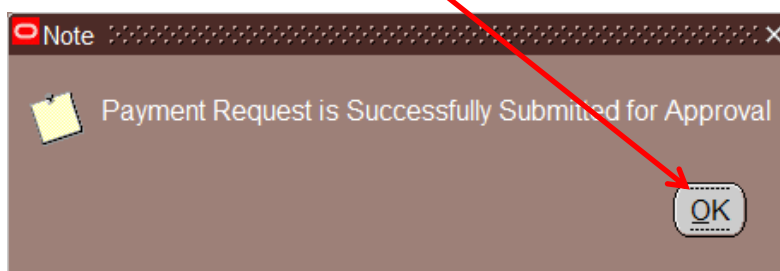
20. A **NOTE** message box will appear reminding you that the employee's payment will be deposited into their bank account. Click on the **OK** button.



21. A **DECISION** message box will appear reminding you that no changes can be made to the request it has been submitted. Click on the **YES** button to submit the request.



22. A **NOTE** message box will appear. Click on the **OK** button.



23. Once the payment request has been submitted for approval, a new Payment Request form will appear. You can close this form by clicking on the 'X' that is located in the top right-hand corner of the form.

**Please be sure to fax any backup documentation (i.e., invoices, memos, bank statements, etc.) with the barcode sheet placed on top to the Optidoc/WebIT imaging system at extension 6-4701 or 205-996-4701.**

[Return to Top](#)