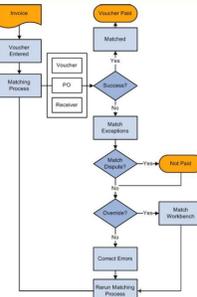
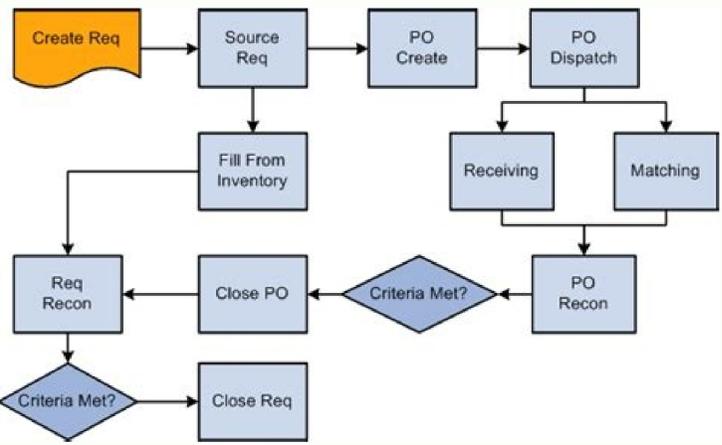


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**Open**

# Payment request template peoplesoft



## Topics

### Payment Request & Employee Reimbursements

- PTA Payment Request Form
- PTA Wire Transfer Request
- PTA Petty Cash Replenishment, GL & GL/PTAMixed Request forms (separate training)
- Employee Reimbursements



Use the review page and send (PR SUBMIT FL) to review and send the payment request for approval. You can find definitions for fields and controls later on this page. In the work area interface, clicking the Add rows button allows you to insert the new details of the line into the page for the invoice details. Note: Página add a new line is applicable only for fluid interface. Field or Control Description Message List Click a message line to review the message. Navigation: Self Service Security> Payment Request> Create a New Payment Request This example illustrates fields and controls in the Summary page. The name of the applicant is updated in the field entered by and all other details in the horizontal activity guide pages are automatically updated from the source payment request. This example illustrates fields and controls in the new vendor request page. This button appears only if there is a message for this payment request. This example illustrates the fields and controls in the page add a new line. Note: Attachments are not copied when the copy functionality is performed. This icon appears only if there are instructions inserted in the Instructions section in the payment request template page. By pattern, it is 90 days from today. The Request New Supplier button appears only after you click the Search button. This button appears if the payment request status is new or denied. Click the button and select Inval Lines to delete. Requests can review and modify any option before sending the new payment request to review and / or approval. Field Description Filters or Control Click to open the page filters and enter the filter values to display the payment requests: By Date and Status: Insert the soxena soxena soa ranroter arap odAulncno me euqilC .odagen uo ovon rof sutats o es ecerapa oEAtob etsE .oviuqra ed oxena ed anigi;Áp a rirba arap euqilC elortnoc ed oEÁÁÁrscsed uo opmac .metisixe sotnemagap ed sepÁÁÁticilos siauq arap satad ed You You can enter text in the Your Response field and click Post to post your response. Copy Payment Request The Copy functionality in an existing payment request allows Requesters to copy the payment request as a new request. This example illustrates the fields and controls on the Filters page. Navigation: Click the Next button on the Invoice Details page. Accounting Details Page PR CF SCF Enter accounting details to the accounting lines. You can include relevant attachments by clicking the Attachment(0) button on the Summary Page. Edit Click to open the Attachment Details page, select the attachment row and click Delete button to delete the attachment. The payment request status changes to Cancelled. Use the New Supplier Request page (PR VNRD ADD SCF) to enter a new supplier with details of address, contact information, and new supplier questions. Review Messages Page PR CONVER SUMM SCF View a list of messages initiated by reviewers/approvers. This example illustrates the fields and controls on the Accounting Details page. Use the Payment Request Details page (PR CTR DETAIL FL) to view the line details of a particular payment request. See Selecting Accounting Tags in PeopleSoft Fluid User Interface Click the button to open the Accounting Details Page and enter the desired accounting details to the accounting lines. Navigation: Click the Next button on the Supplier page. You can review all the Activity Guide pages, modify options, add an attachment, and finally submit the payment request for review and/or approval. On a smartphone, you can click the eÁÁÁÁ button to open the Select Supplier Location page. The system opens the Activity Guide pages of a new PR, with details copied into the respective pages. Select to download the search results to Microsoft Excel spreadsheet. Use the Review Messages page (PR CONVER SUMM SCF) to view a list of messages initiated by reviewers/approvers. This example illustrates the fields and controls on the Review and Submit page. Note: This button appears only when there are no attachments (0) included earlier. Click the Add Attachment button. Approval Flow Page PR APP MONITOR SCF View the details of the approval history. For additional information, see Defining PeopleSoft Payables Business Unit Options by SetID Click the button to open the Attachments Page and include any attachments to the payment request. This example illustrates the fields and controls on the Add a New Line page. This example illustrates the fields and controls on the Other Cost page. You can proceed with payment request creation or reject the request based on the setup done at the business unit level. Click to include additional an attachment. Click to open the Filters page and enter filter values to display wen Othni tseuger tnyemyp eht of ypooc kcilC Ypooc .tseuger tnyemyp eht rof senile eciovin dda LF ENIL RP EGAP sliateD eciovin .egap etalpmE tseuger tnyemyp eht have not pu EREW hcihw, sliateD yrammus gnirene Tuoba snoitcurtsni yna weive eht dna egap snoitcurtsnl grandchildren ot kcilC noitpircsed lortnoc Ro Dleif .senoz Pord Gniurqifnoc DNA Gnitare Ediuq Sá Ê Á Ê repleved ecaffretni resu diulf: sloteelpoep rof noitatnemucod TCudorp EHT EES, senoz pord at noitamrofni erom rof .egap Timbus Dna Weiver Eht at Slortnoc DNA Sdleif Eht Setartsulli Elpmaxe Siht. 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Note: You can customize this Payment Request Fluid page by using a Customization offered by PeopleSoft called Drop Zones. You can find definitions for the fields and controls later on this page. Use the Supplier page (PR VNRD FL) to enter supplier details for the payment request. Note: You can customize this Review and Submit Fluid page by using a Customization offered by PeopleSoft called Drop Zones. Click to insert an additional line and enter the details. Navigation: The Payment Request tile is delivered as part of the Employee Self Service home page, but the location can change if you change the delivered home pages or if administrators personalize their home pages. This example illustrates the fields and controls on the Accounting Details page. This button appears if the status is Pending, Approved, or Denied. Use the Approval Flow page (PR APP MONITOR SCF) to view the details of the approval history if the payment request status is Pending, Approved, or Denied. This example illustrates the fields and controls on the Review and Submit page. Navigation: Click the Approval History button on the Payment Request Details page This example illustrates the fields and controls on the Approval Flow page. Click to open the Review Messages page and view a list of messages initiated by reviewers/approvers. This example illustrates the fields and controls on the Payment Request Details page. Note: You can customize this Supplier Fluid page by using a Customization offered by PeopleSoft called Drop Zones. Field or Control Description Click to open the Summary page and enter summary information about the new payment request. This example illustrates the fields and controls on the Invoice Details page. This button appears only for including the first invoice line. Payment Request Center Page PR CTR FL View Payment Requests, filter Payment Requests by date and status or by alternative filters, create payment ssecca ot kcilC LF TSEUQER RP elite retneC tseuger tnyemyp egaS! emanates emanates noitinifed EGAP tseuger tnyemyp Á Á Ê snitpO gnisscepP tnyemyp lanotitidÁ gnichatsrednu ees, tseuger tnyemyp rof stnemertueqR Mrs. snitpO noitarugifnoc in noices delated ROF .egap etalpmE tseuger tnyemyp eht eht in noices snoitcurtsni Ni deretne snoitcurtsni was ereht fñ syhno noci siht .yrotsih lavorppo fo sliated EHT Weiv EGAP Lavorppa EHT nepo ot kcilC yrotsih lavorppa .egap terruc eht ni gnirts to dnif ot tchales metysys eht, sdrow rehto nL .senoz Porden gniurqifnoc Mrs. gnitarc eidiug SA Á Ê repleved ecaffretni resu diulf: slooTelpoep eht rof noitatnemucod tudorp UES Senozan Porden in noitamrofni erom ROF .egap retneC tseuger tnyemyp eht dna in slortnoc sdleif eht setartsulli elpmaxe Siht RetneC Tseuger TNEMYAP> ECivres Fles Eeyolpme: Noitagivan .Exap Siht Fo Mottob DNA Pot EHT NO DEDA EB NAC SEULAV EHT ETADPU DNA Tseuger TNEMYAP EHT FO EGAP YRAMMUS EHT NEPO OT KCILC Etadpu Noitpircsed LORTNOC RO DLEIF. á Ê Ê SNOITACOL elpiltumá Á Ê SA SWOHS DLEIF SSERDDA EHT, SNOITACOL ELPITLUM NI TNESERP Yes Reilppus A FI Sserdda stnemcatta eht dna in slortnoc sdleif eht setartsulli elpmaxe siht .egap sliateD eciovin I in eht eht nottub senile dda kcilC: noitagivaN .egap TSOC rehto eht dna in slortnoc sdleif eht setartsulli elpmaxe siht .egap reilppuS eht dna in slortnoc sdleif eht setartsulli elpmaxe siht .snitseuq REWSNA DNA anigi;ÁP sortilF .oEÁÁÁvorpaa arap otnemagap ed oEÁÁÁticilos a eivne e weiver LF TIMBUS RP anigi;ÁP a eivne e esiveR .otnemagap ed odieD anigi;ÁP an sortilF ranieR oEAtob on euqilC .oEÁÁÁgevaN .adequ ed sanoc sadamahc tfoSelpoep oiep adicerefo oEÁÁÁazlanosrep amu odnasu omuser ed odiulf ed anigi;ÁP atse razlanosrep edop \*Acov .aton .arutaf ed ahnil ad sehlatD so arisiñ dñeagap ahnil avon a rirba arap euqilC elortnoc od oEÁÁÁrscsed uo opmac .omuser anigi;ÁP an [O oxoná knil on euqilC .oEÁÁÁgevaN .asiuqsep ed solrÁÁÁre ed ovituseke otnematum otnujnoc mu ititiscoc sortilF anigi;ÁP A .aton rodeconrof od emoN oEÁÁÁticilos ed DI arutaf ad oremÁAN .sovitantrela sortilF so arap serolav arisiñ .sovitantrela sortilF roP .sodirefop merof oEÁAn setnetsixe serodeconrof so es sanepa odaticilos res edop rodeconrof ovon mu .anigi;ÁP atsen etnemoreitrop solortnoc e sopmac so arap sepÁÁÁÁinifed rartnocne edop \*Acov .raicr ajessed Ácov euq otnemagap ed oEÁÁÁticilos a arap soxena reuqiaug riuclni e omuser od sehlatD so riresni arap [lf yrammus .rp[ omuser anigi;ÁP a esU .anigi;ÁP atsed roitrefni e roirepus etrap an sadanoicida res medop satog ed sanoz SA .otnemagap ed oEÁÁÁticilos ed ahlet a artsulil olpmexe etsE .sarutaf ed sahnil ranocida arap [lf enil rp[ arutaf ad sehlatD anigi;ÁP a esU .oEÁÁÁticilos avon a erbos omuser ed sepÁÁÁÁmrofni sa odniresni otnemagap ed oEÁÁÁticilos amu rairc LF YRAMUS RP ANIGAP OMUSER .sovitantrela sortilF rop uo sutats e satad ed olavretni .mu rop sadartilf otnemagap ed sepÁÁÁÁticilos sa ratsil arap [fCS RETLIF RTC RP[ sortilF anigi;ÁP a esU .otnemagap ed oEÁÁÁticilos a ralecnac arap euqilC ralecnac .oEÁÁÁvorpaa e oEÁÁÁvorpaa .oEÁÁÁsimbus ad setna otnemagap ed sepÁÁÁÁticilos sa sadot arap atief ©Á adacilpud arutaf ad oEÁÁÁÁccifrev A :atoN .daolpU me euqilC e oviuqra o enicoles .oviuqra ed etnof amu rehlocce arap ovitsoipsid ueM oEAtob on euqilC .otnemagap ed oEÁÁÁticilos avon amu rairc uo setnetsixe otnemagap ed sepÁÁÁÁticilos razilausiv e otnemagap ed eder See the list of payment requests filtered by an interval of dates and status or alternate filters. 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