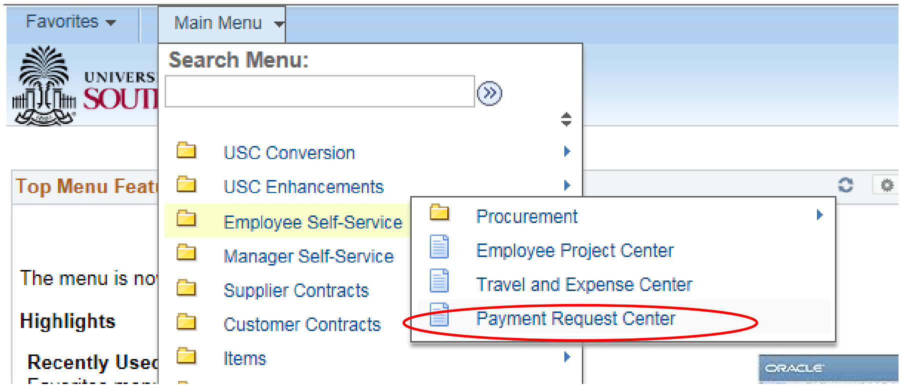
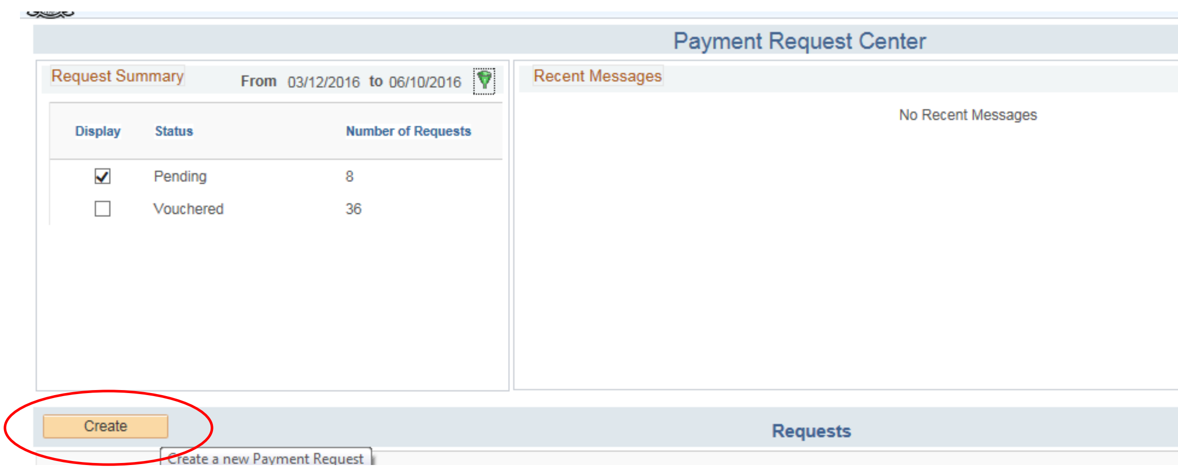
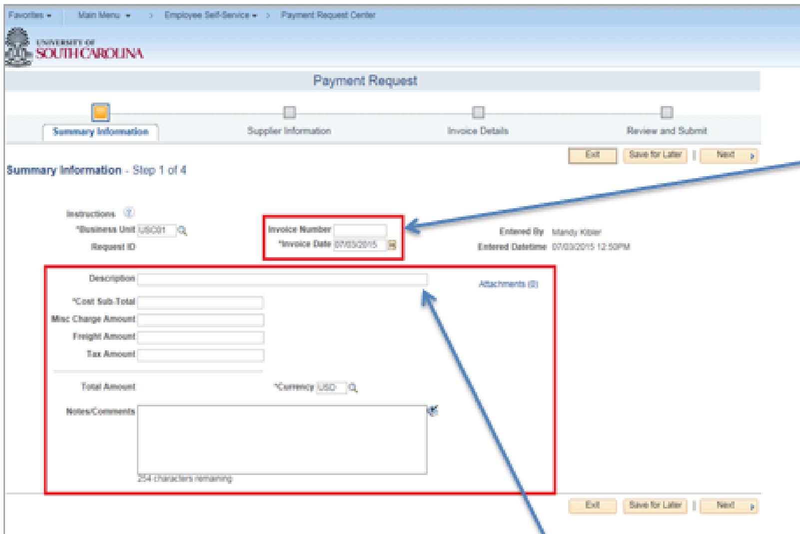
Go to Main Menu → Employee Self Service → Payment Request Center



On the next page, click "Create"



The first step of the Payment Request will ask you to fill in all the invoice information.



Invoice # - This should be the number found on the invoice.
Invoice Date – This should be the date on the invoice.
No Invoice# - Use the Date (06012016) and Supplier Name/Last Name (06012016_Smith)
No Date – Use the same date you use in the Invoice field.

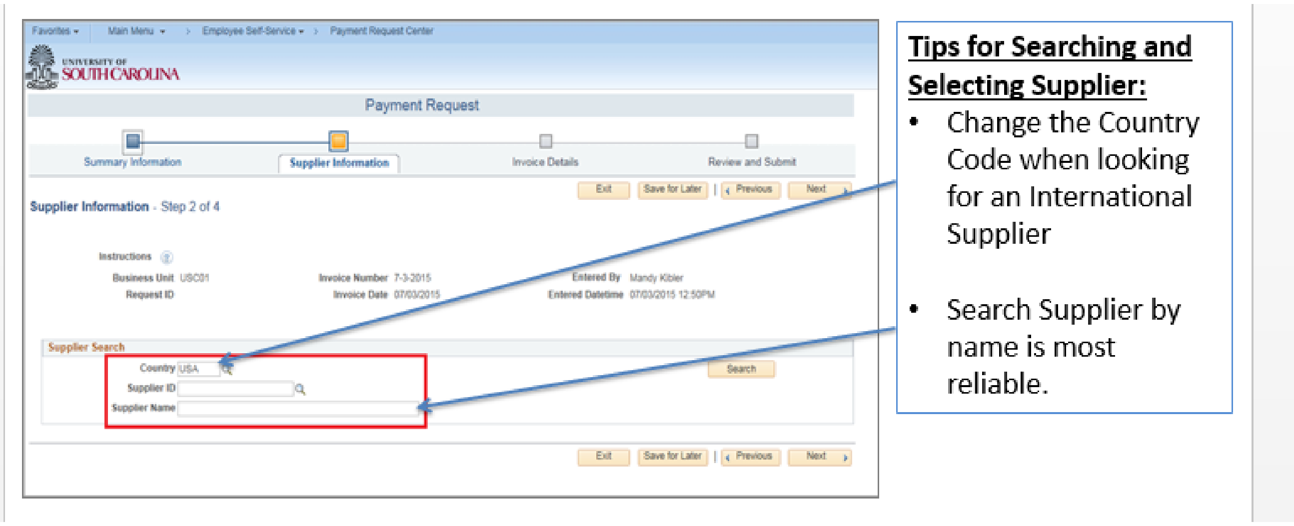
Description: Enter the payment request type. e.g. Supplies, Services, etc.

Amounts Section:
<u>Reimbursements</u> – Enter the Cost Sub Total Only. **DO NOT** enter Misc, Freight or Tax.
<u>Supplier Invoices</u> – Enter the Costs Sub Total less Tax Freight and Misc. Enter the Tax and Freight separately, if applicable. Other charges billed can be put into Misc.

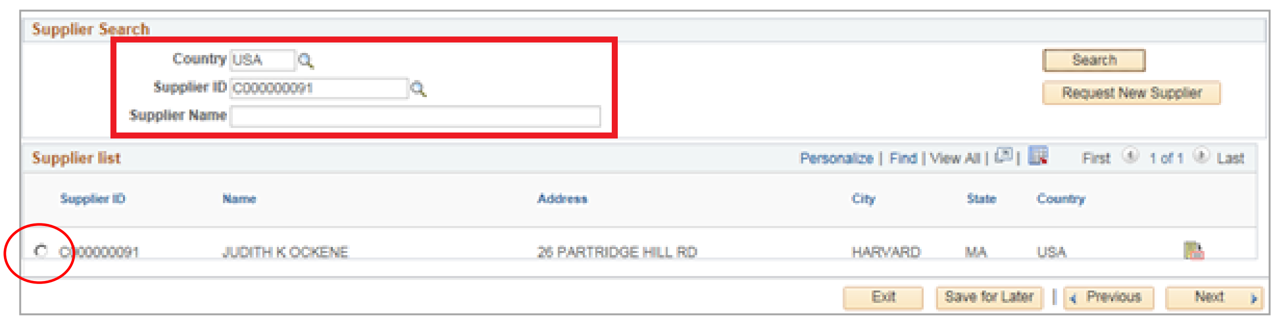
<u>Notes/Comments:</u> Enter any special handling for this payment such as HOLD FOR PICKUP, MAIL TO SPECIFIC ADDRESS or anything unique for this payment.

Click “Next” when you have filled out all the information.

On the next page, select the supplier:

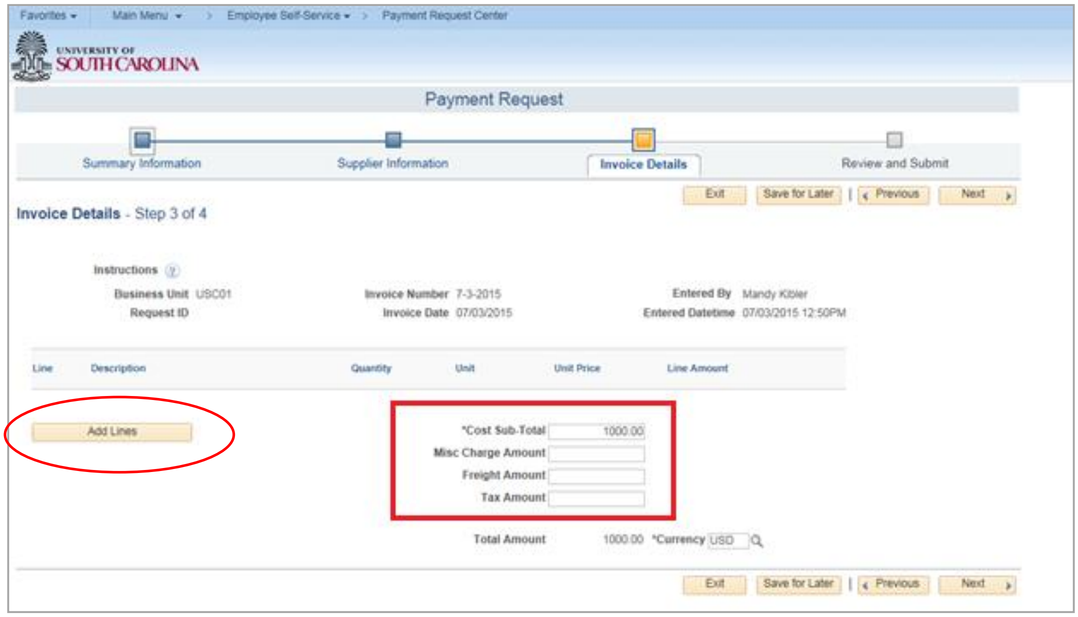


When the supplier name appears, verify that the address matches and click the bubble by their ID.



When you are finished, click “Next”

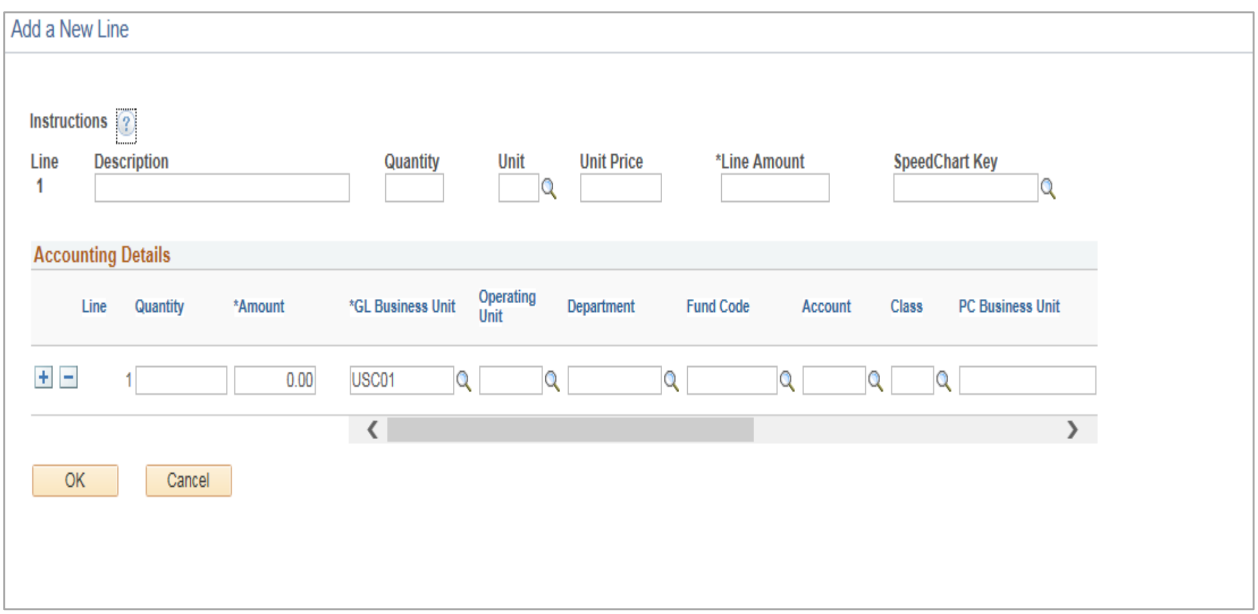
On Step 3, verify the amounts and then click “Add Lines” to enter the accounting information.



A box will pop up showing the accounting information. Fill out the top portion with a description of the charge, the quantity (usually 1), the unit (usually ea), and the unit price (usually the cost sub total).

Then, fill in the quantity and amount again on the accounting string and enter where it should be charged to.

Contractual services are 52070. Supplies start with 5300xx.



Click “Ok”. Then Click “Next”.

It will take you to a summary page where you can hit “Submit”