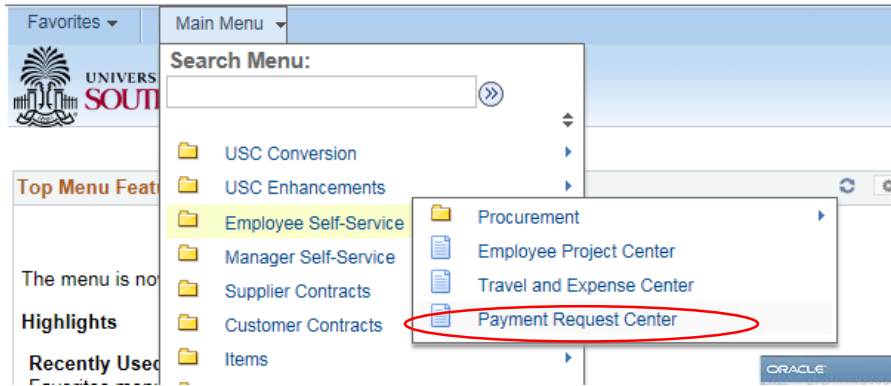
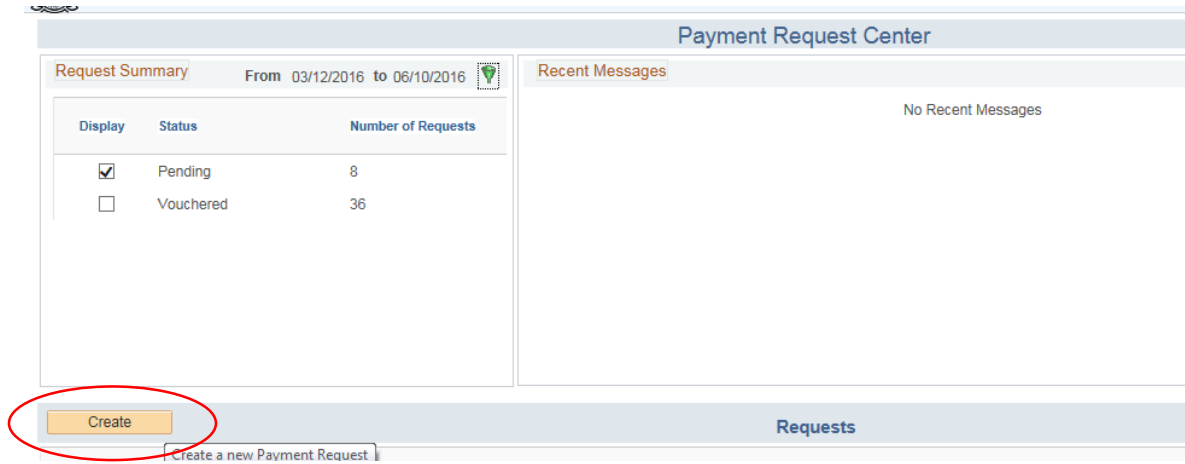


Go to Main Menu → Employee Self Service → Payment Request Center



On the next page, click “Create”



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

UNIVERSITY OF SOUTH CAROLINA
Payment Request

Summary Information - Step 1 of 4

Instructions ⓘ
*Business Unit
Request ID

Invoice Number
Invoice Date

Entered By: Mandy Kibler
Entered Date/Time: 07/03/2015 12:53PM

Description:
*Cost Sub Total:
Misc Charge Amount:
Freight Amount:
Tax Amount:
Total Amount: *Currency
Attachments (0)
Notes/Comments:
254 characters remaining

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:

Reimbursements – Enter the Cost Sub Total Only. **DO NOT** enter Misc, Freight or Tax.

Supplier Invoices – 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.

Notes/Comments: 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:

Payment Request

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

Supplier Information - Step 2 of 4

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

Supplier Search

Country USA
Supplier ID
Supplier Name

Search

Exit Save for Later Previous Next

Tips for Searching and Selecting Supplier:

- Change the Country Code when looking for an International Supplier
- Search Supplier by name is most reliable.

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

Supplier Search

Country USA
Supplier ID C000000091
Supplier Name

Search Request New Supplier

Supplier list Personalize | Find | View All | First 1 of 1 Last

Supplier ID	Name	Address	City	State	Country
<input type="radio"/> C000000091	JUDITH K OCKENE	26 PARTRIDGE HILL RD	HARVARD	MA	USA

Exit Save for Later Previous Next

When you are finished, click “Next”

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

The screenshot shows the 'Payment Request' process at the University of South Carolina. The current step is 'Invoice Details - Step 3 of 4'. The interface includes a progress bar with four steps: Summary Information, Supplier Information, Invoice Details (active), and Review and Submit. Below the progress bar, there are navigation buttons: Exit, Save for Later, Previous, and Next. The main content area displays invoice information: Business Unit USC01, Request ID, Invoice Number 7-3-2015, Invoice Date 07/03/2015, Entered By Mandy Kbler, and Entered Datetime 07/03/2015 12:50PM. A table with columns Line, Description, Quantity, Unit, Unit Price, and Line Amount is visible. Below the table, the 'Add Lines' button is circled in red. To the right, a red box highlights a summary section with the following fields: *Cost Sub-Total (1000.00), Misc Charge Amount, Freight Amount, Tax Amount, and Total Amount (1000.00). The currency is set to USD.

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.

The 'Add a New Line' dialog box is shown. It has a title bar 'Add a New Line' and an 'Instructions' icon. Below the title bar is a table with columns: Line, Description, Quantity, Unit, Unit Price, *Line Amount, and SpeedChart Key. The first row has Line 1 and empty fields for the other columns. Below the table is the 'Accounting Details' section, which has a table with columns: Line, Quantity, *Amount, *GL Business Unit, Operating Unit, Department, Fund Code, Account, Class, and PC Business Unit. The first row has Line 1, Quantity 1, *Amount 0.00, *GL Business Unit USC01, and empty fields for the other columns. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Click “Ok”. Then Click “Next”.

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