

eCheck Electronic Payment Request User Guide v1.2

PURCHASING DEPARTMENT
eCheck User Guide Version 1.0

Document History

Document Number	Release Date	Revision	Product Version
2017-01-CHECK	3/18	v1.2	PeopleSoft v9.2

Release Notes for v1.2

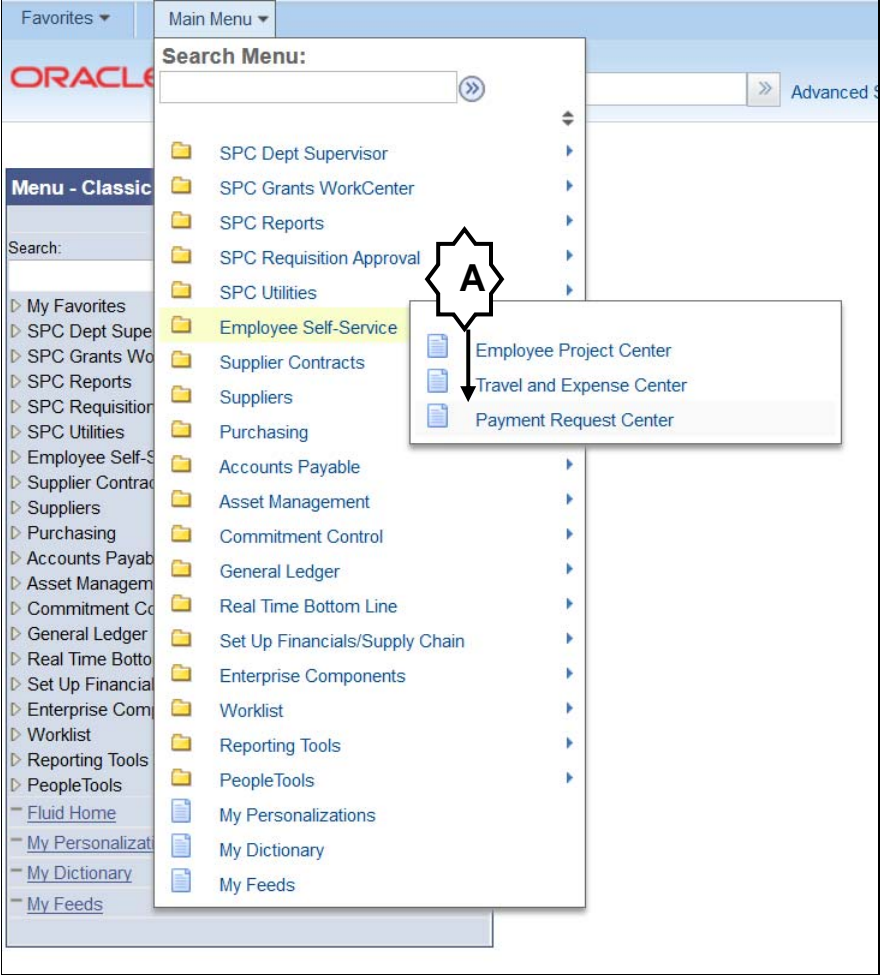
- na

© St. Petersburg College Purchasing Department
14025 58th St. N,
P.O. Box 13489
St. Petersburg, FL 33733
Phone 727.341.3310 • Fax 727.341.3368

Entering a New Payment Request

Summary Information Page

- A. From the main page of PeopleSoft Financials, click **Employee Self Service Menu**, and then click **Payment Request Center**.



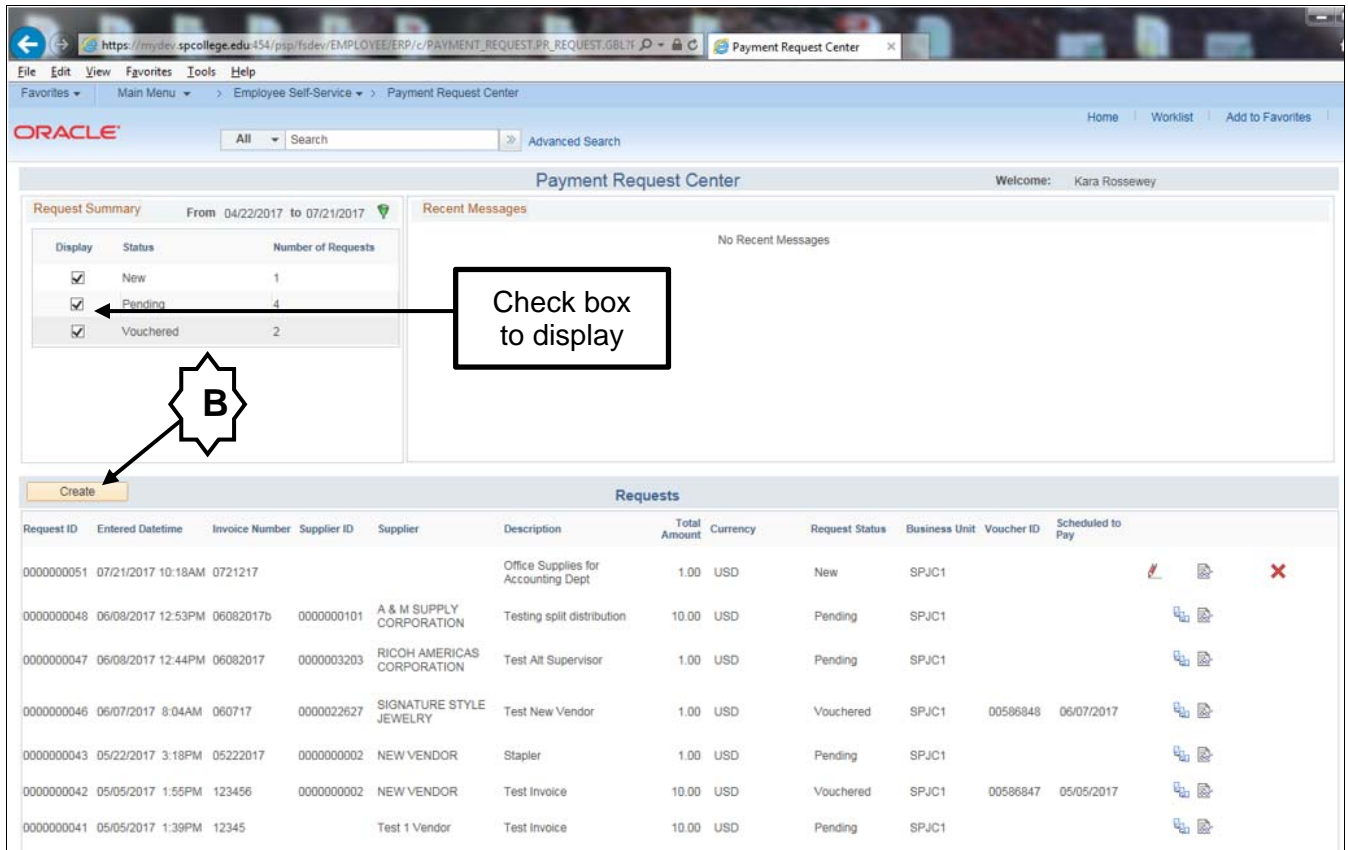
The **Payment Request Center** page opens. This is your dash board which shows a summary of the requests you have created. You can see the status of any previous eChecks you have saved and/or

submitted under **Requests**. Click the **Refine Filters**  icon, to enter a date range, and display payment requests for a specific date range.

Request Status definitions:

- New: Payment request created and saved for later. Click the **Pencil** icon to edit.
- Pending: Submitted for approval. Click on **Eye Glasses** icon to view review request.
- Approved: Click on **Paper** icon to see approval workflow.
- Canceled: Requester canceled request.
- Denied: An approver denied the request.
- Hold: Approver put the request on hold, no other approver can access until the hold is released.
- Vouchered: Voucher created, payment pending.

B. Click **Create** to start the payment request process. The **Summary Information** page opens.



- C. Select the correct **Business Unit, SPJC1** for checks made payable to suppliers, **TRAV1** for checks made payable to SPC employees.

The screenshot shows a web form titled "Summary Information - Step 1 of 4". At the top, there are four tabs: "Summary Information" (active), "Supplier Information", "Invoice Details", and "Review and Submit". Below the tabs are three buttons: "Exit", "Save for Later", and "Next". The form contains several input fields and labels:

- *Business Unit: SPJC1 (with a search icon)
- *Invoice Number: [empty]
- *Invoice Date: 07/26/2017 (with a calendar icon)
- Entered By: Kimberly Morrow
- Entered Datetime: 07/26/2017 11:18AM
- Request ID: [empty]
- Description: [empty]
- *Cost Sub-Total: [empty]
- Misc Charge Amount: [empty]
- Freight Amount: [empty]
- Tax Amount: [empty]
- Entered VAT Amount: [empty]
- Total Amount: [empty]
- *Currency: USD (with a search icon)
- Notes/Comments: [empty text area with a 254 character limit indicator]
- Attachments (0)

 At the bottom of the form, there are three buttons: "Exit", "Save for Later", and "Next".

- D. Enter the **Invoice Number**.

Note: If there is no invoice number, use the order number, quote number, or date of the payment request. For travel related requests, enter the TAR# plus "CKR", example: 20180229CKR.

- E. In the **Description** field, enter what the payment is for. Be as specific as possible.
- F. In the ***Cost Sub-Total** field, enter the **total invoice amount** including shipping and handling in this box.

Note: Do not enter any amounts in the other boxes.

- G. In the **Notes/Comments** box, enter any special mailing requests. The choices are:

- Mail with remittance (include the mailing address)
- Inter Campus: include Name, Campus, and Department
- Hold for Pick-Up: include Name, Phone number

Note: Enter any other additional information if needed to support your payment request.

Summary Information	Supplier Information	Invoice Details	Review and Submit
			Exit Save for Later Next
Summary Information - Step 1 of 4			
*Business Unit <input type="text" value="SPJC1"/>	*Invoice Number <input type="text" value="12345678910"/>	Entered By Kimberly Morrow	
Request ID	*Invoice Date <input type="text" value="08/07/2017"/>	Entered Datetime 08/07/2017 9:05AM	
Description <input type="text" value="OFFICE SUPPLIES FOR ACCOUNTING DEPT"/>	Attachments (0)		
*Cost Sub-Total <input type="text" value="35.00"/>			
Misc Charge Amount <input type="text"/>			
Freight Amount <input type="text"/>			
Tax Amount <input type="text"/>			
Entered VAT Amount <input type="text"/>			
Total Amount <input type="text" value="35.00"/>	*Currency <input type="text" value="USD"/>		
Notes/Comments <input type="text" value="SEND CHECK TO:
MAIL
DUNDER MIFFLIN
1725 SLOUGH AVE
SCRANTON, PA 18501"/>			
185 characters remaining			
			Exit Save for Later Next

H. Click **Save for Later**, so you don't lose your work.

I. Click the **Attachments** link to the right of the **Description** box, to add attachments.

Attachments

Attach all supporting documentation including any and all: Invoices, receipts, quotes, TARs, vendor agreements, applications, and liability paperwork (if applicable). These documents can be scanned together as one file and attached. PeopleSoft will be the system of record.

Note: Attach a W-9 for new suppliers – you must scan and **attach this separately** from the other supporting documentation.

- A. Click **Attachments (0)**, in the middle right of the **Summary Information** page. The **Payment Request Attachment** page opens. Prior to adding attachments, scan them and save to your desktop or other file you have created.

Summary Information - Step 1 of 4

*Business Unit *Invoice Number
Request ID 0000000054 *Invoice Date Entered By Kimberly Morrow
Entered Datetime 08/07/2017 9:27AM

Description Attachments (0)

*Cost Sub-Total
Misc Charge Amount
Freight Amount
Tax Amount
Entered VAT Amount

Total Amount 35.00 *Currency

Notes/Comments MAIL CHECK TO:
DUNDER MIFFLIN
1725 SLOUGH AVE
SCRANTON, PA 18501
190 characters remaining

- B. Click the **Add Attachment** button. The **File Attachment** box opens.

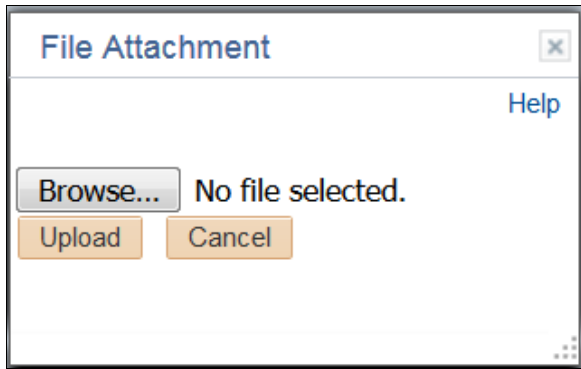
Payment Request Attachments

Request ID 0000000054 Entered Datetime 08/07/2017 9:27AM

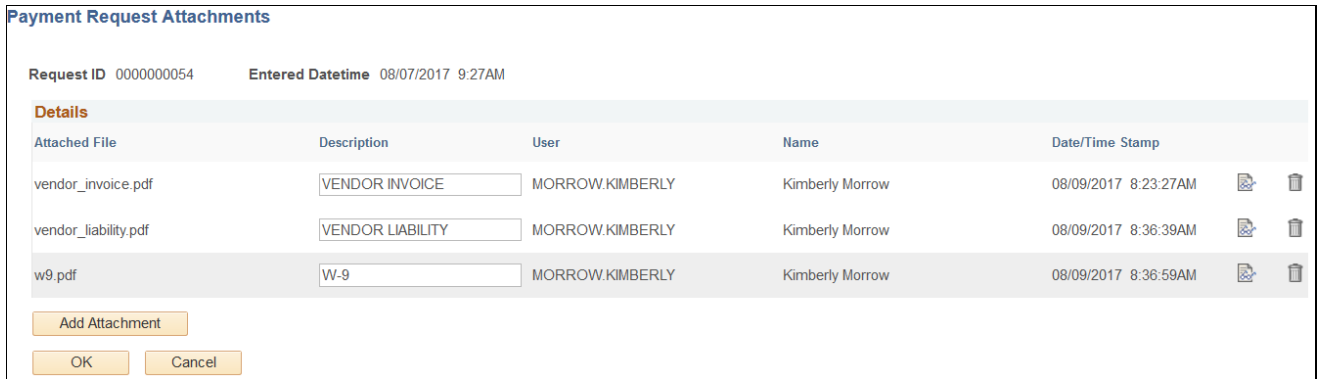
Details

Attached File	Description	User	Name	Date/Time Stamp
---------------	-------------	------	------	-----------------

Add Attachment
OK Cancel



- C. Click **Browse** and navigate to the location of the PDF file you need to attach. Double-click the file. You are returned to the **File Attachment** box, and the name of the file you attached is displayed.
- D. Click the **Upload** button. You are returned to the **Payment Request Attachments** page and the file appears under **Details**. In the **Description** box, type a description for the file you attached. Repeat steps B-D to add more attachments.



- E. Click **OK** when you have completed adding attachments. You are returned to the **Summary Information** tab. Click the **Save for Later** button to save your work. Click the **Next** button to continue to the **Supplier Information** tab.

Supplier Information

- A. On the **Supplier Information** tab, enter supplier name in the **Supplier Name** box or if you know the Supplier ID, enter that in the **Supplier ID** box.

Payment Request

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

Supplier Information - Step 2 of 4

Business Unit SPJC1 Invoice Number 12345678910 Entered By Kimberly Morrow
 Request ID 0000000054 Invoice Date 08/07/2017 Entered Datetime 08/07/2017 9:27AM

Country USA Search

Supplier ID Search

Supplier Name

Exit | Save for Later | Previous | Next

- B. Click the **Search** button. The **Supplier List** is displayed. Select **View All** to see all suppliers if multiple suppliers are shown.

Country USA Search

Supplier ID Search

Supplier Name dun Enter New Supplier

Supplier list Personalize | Find | **View All** | First | 1-9 of 10 | Last

Supplier ID	Name	Address	City	State	Country
<input type="radio"/> 000000881	DUNEDIN HIGH SCHOOL	SCHOOL BOARD OF PINELLAS COUNTY	DUNEDIN	FL	USA
<input type="radio"/> 000006071	DUNBAR ARMORED	PO BOX 64115	BALTIMORE	MD	USA
<input type="radio"/> 0000016535	CLARK, KEVIN DUNBAR	12566 79TH AVE N	SEMINOLE	FL	USA
<input type="radio"/> 0000017451	DUNEDIN PLUMBING INC	483 PATRICIA AVE	DUNEDIN	FL	USA
<input type="radio"/> 0000019018	DUNBAR, BRITNEY				Multiple
<input type="radio"/> 0000019688	COFFEE & DUNN INC	PO BOX 180743	DALLAS	TX	USA
<input type="radio"/> 0000020137	DUNN, RACHEL A	12810 WILLOWDALE WY	HUDSON	FL	USA
<input type="radio"/> 0000020255	DUNCAN-THAYER, LISA DIANE	7617 18TH WAY N	ST PETERSBURG	FL	USA
<input type="radio"/> 0000020324	DUNN, TREVOR	1824 10TH ST N	JACKSONVILLE BEACH	FL	USA

Exit | Save for Later | Previous | Next

- C. If you find the Supplier you want, click the radio button next to the **Supplier ID**. The list closes and the supplier information is filled in. Continue to the next step.

- If the supplier has multiple addresses, click the **Multiple** link next the supplier and select the correct address.
- **Make sure the address selected is the address where the check is to be mailed.**

- If the address is not shown, follow the step below to choose New Supplier (000000002). AP will then be automatically inserted in the workflow to create the new supplier.

If the supplier is not in the list, clear the **Supplier Name** box and enter **000000002** (9 zeros followed by number 2) in the **Supplier ID** box for **New Supplier** and click the **Search** button. For TRAV1 Business Unit (Employee) Type new supplier in the Supplier Name field. Save for later and go back to the Summary Info page and enter Employee Name, Address, and/or home campus.

Note: Remember for new suppliers, you will need to attach a W-9 as a separate attachment.

Payment Request

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

Exit Save for Later | Previous Next

Supplier Information - Step 2 of 4

Business Unit SPJC1 Invoice Number 12345678910 Entered By Kimberly Morrow
 Request ID 0000000054 Invoice Date 08/07/2017 Entered Datetime 08/07/2017 9:27AM

Supplier Address

Supplier ID 0000000002 Supplier Search
 Supplier NEW VENDOR Enter New Supplier
 14025 58TH ST N
 CLEARWATER, FL 33760

Exit Save for Later | Previous Next

- D. Click **Save for Later** then click the **Next** button at the bottom of the page. The **Invoice Details** tab opens.

Invoice Details

- A. On the **Invoice Details** tab, click **Add Lines** button, the **Add a New Line** page opens. Fill in the information for **Line 1**:

- In the **Description** box, enter the description of your payment request.
In the **Quantity** box enter 1.
In the **Unit** box enter **EA** for each.
In the ***Line Amount** box, enter the total amount due for this purchase.

Add a New Line

- B. Under **Accounting Details**, enter the **Quantity**, **Amount**, **GL**, **Fund**, **Department**, **Site** (Grant or Class field if applicable). A **Chart of Accounts** (GL account codes) is provide on SharePoint at: <https://onecollegesupport.spcollege.edu/admin/ABS/BusServ/SitePages/AccountsPayable.aspx>

Add a New Line

Line	Description	Quantity	Unit	Unit Price	*Line Amount
1	COPY PAPER	1.0000	EA	35.00000	35.00

Accounting Details

Line	Quantity	*Amount	*GL Business Unit	Account	Fund Code	Department	Site	Project		
+	-	1	1	35.00	SPJC1	655020	10	14600000	01000	

OK Cancel

- C. To enter multiple cost centers for the same **Invoice Detail line**, click the **Plus** icon, and enter the amount and cost center information for the added line.

Line	Description	Quantity	Unit	Unit Price	*Line Amount
1	COPY PAPER	1.0000	EA	35.00000	35.00

Accounting Details

Line	Quantity	*Amount	*GL Business Unit	Account	Fund Code	Department	Site	Project		
+	-	1		25.00	SPJC1	655020	10	14600000	01000	
+	-	2		10.00	SPJC1	655020	10	14600000	05000	

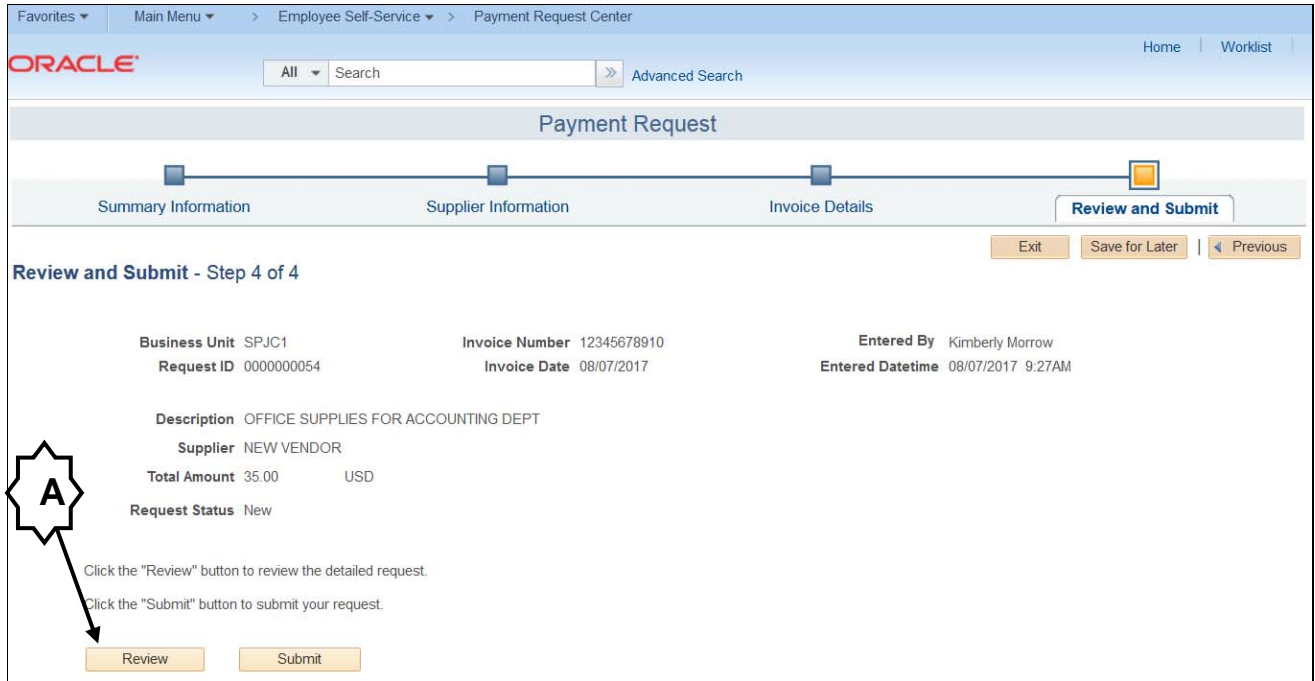
OK Cancel

- D. Click **OK**. You are returned to the **Invoice Details** tab, and the line you entered is displayed.
- E. If you need to add more **Invoice Detail** lines, repeat steps A-D for each line you need to add.
- F. Click **Next** to review and submit the payment request. The **Review and Submit** tab opens.

Review and Submit

Once you submit your payment request, you can no longer edit it.

- A. On the **Review and Submit** tab, click the **Review** button. The **Review** page opens.



Review and Submit - Step 4 of 4

Business Unit SPJC1 Invoice Number 12345678910 Entered By Kimberly Morrow
Request ID 0000000054 Invoice Date 08/07/2017 Entered Datetime 08/07/2017 9:27AM

Description OFFICE SUPPLIES FOR ACCOUNTING DEPT
Supplier NEW VENDOR
Total Amount 35.00 USD
Request Status New

Click the "Review" button to review the detailed request.
Click the "Submit" button to submit your request.

Review Submit

B. Review the payment request before submitting.

Review Page

Summary Information

Request ID	000000054	Request Status	New
Entered By	Kimberly Morrow	Attachments (3)	
Entered Datetime	08/07/2017 9:27AM		
Business Unit	SPJC1		
Invoice Number	12345678910		
Invoice Date	08/07/2017		
Description	OFFICE SUPPLIES FOR ACCOUNTING DEPT		
Total Amount	35.00	USD	
Notes/Comments	MAIL CHECK TO: DUNDER MIFFLIN 1725 SLOUGH AVE		

Supplier Information

Supplier ID	000000002
Supplier	NEW VENDOR 14025 58TH ST N CLEARWATER, FL 33760

Invoice Details

Line	Description	Quantity	Unit	Unit Price	Line Amount
1	COPY PAPER	1.0000	EA	35.00000	35.00

Accounting Details


Line	Quantity	Amount	GL Business Unit	Account	Fund Code	Department	Site	PC Business Unit
------	----------	--------	------------------	---------	-----------	------------	------	------------------

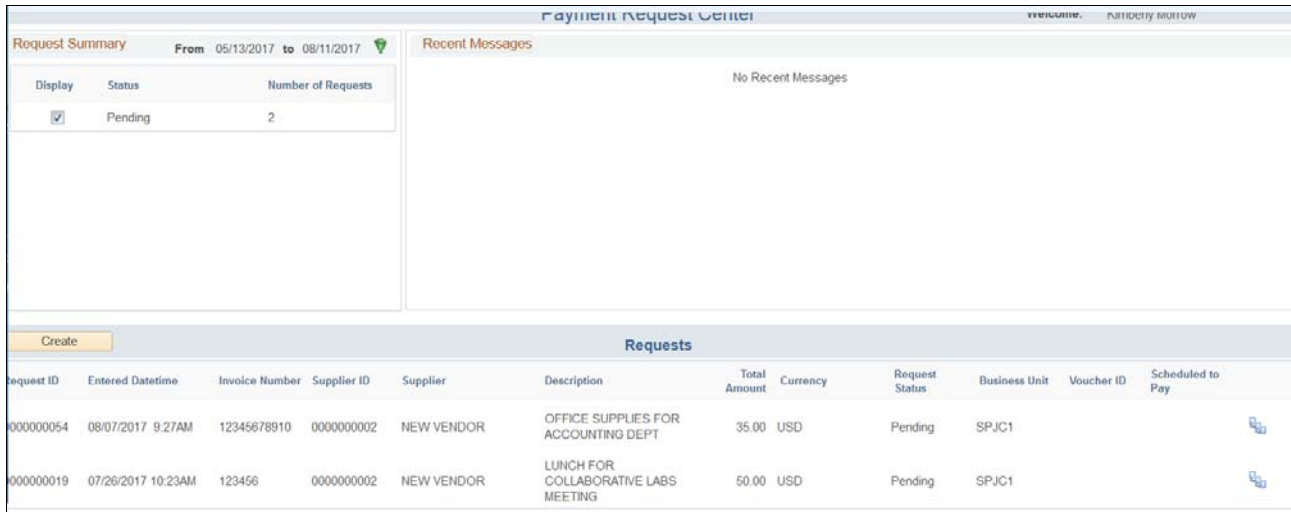
- C.** If you need to make a change, click the **Previous** and/or **Next** buttons on the page to navigate to the tab you need to make the correction on.
- D.** Click **Submit** to start the approval process for your Payment Request. A message appears for you to confirm you want to submit. Click **OK** to submit. You are returned to the **Payment Request Center**.

Approval Process

All approvers for the Department ID will show in the drop down approval list.

Note: If the requester submitting the payment request also has authorization to approve, they will not appear in that specific payment request's drop down list as an approver.

- A. Click the **View Approval Workflow**  icon at the end of the line of the Request, to display the approvers and status. The Approval Flow displays. Pending, means the request is still waiting for approval, then it will be routed to the next person in the approval flow.

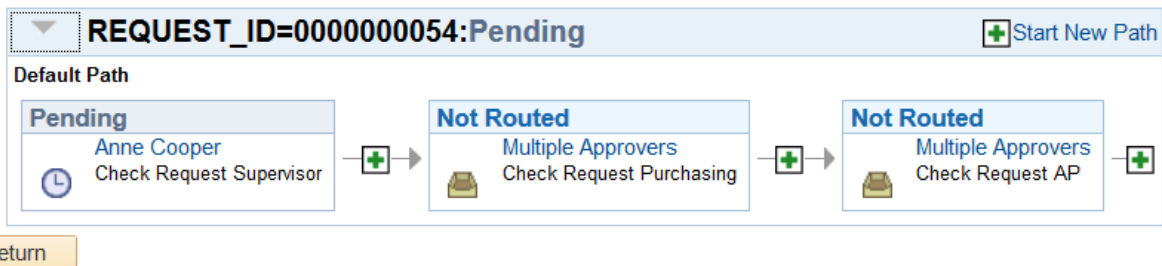


The screenshot shows the 'Payment Request Center' interface. At the top, there is a 'Request Summary' section with a date range from 05/13/2017 to 08/11/2017. Below this is a table with columns: Display, Status, and Number of Requests. The table shows one entry: a checked box, 'Pending', and '2'. To the right is a 'Recent Messages' section with the text 'No Recent Messages'. Below these sections is a 'Create' button and a 'Requests' table. The 'Requests' table has columns: Request ID, Entered Datetime, Invoice Number, Supplier ID, Supplier, Description, Total Amount, Currency, Request Status, Business Unit, Voucher ID, and Scheduled to Pay. There are two rows of data:

Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay
000000054	08/07/2017 9:27AM	12345678910	0000000002	NEW VENDOR	OFFICE SUPPLIES FOR ACCOUNTING DEPT	35.00	USD	Pending	SPJC1		
000000019	07/26/2017 10:23AM	123456	0000000002	NEW VENDOR	LUNCH FOR COLLABORATIVE LABS MEETING	50.00	USD	Pending	SPJC1		

Approval Flow

Default Stage



- B. Click the **Return** button to go back to the **Payment Request Center**.