

ECHECK COMING SOON!



THE ECHECK PROCESS



Search Menu:

- SPC Dept Supervisor
- SPC Grants WorkCenter
- SPC Interface Processes
- SPC Reports
- SPC Requisition Approval
- SPC Utilities
- Employee Self-Service**
- Supplier Contracts
- Suppliers
- Purchasing
- Accounts Payable
- Asset Management
- Commitment Control
- General Ledger
- Real Time Bottom Line
- Set Up Financials/Supply Chain
- Enterprise Components
- Worklist
- Reporting Tools
- PeopleTools
- My Personalizations
- My Dictionary
- My Feeds

Main Menu

- SPC Dept Supervisor
 - Department Supervisor
- SPC Grants WorkCenter
 - SPC Grants WorkCenter
- SPC Interface Processes
 - SPC Interface Processes (SQR programs and Online View-Update)
 - Run Payroll Interface
 - Load Cash + Acctg from SA/SF 8
 - Chart Field Interface
- SPC Requisition Approval
 - SPC Requisition Approval
 - Pending Requisitions
- SPC Utilities
 - Various custom utilities used by SPC PeopleSoft users.
 - Delete Run Controls
- Suppliers
 - Add, maintain, or approve suppliers; manage 1099, global withholding, or CA EDD.
 - Supplier Information
 - 1099/Global Withholding
 - Supplier 360
- Asset Management
 - Access Asset Management.
 - Search for an Asset
 - Print an Asset
 - Asset Definitions Center
- Real Time Bottom Line
 - Supplementary Configurations
- Worklist
 - Maintain worklist settings and monitor worklist.
 - Worklist
 - Worklist Details
 - Navigator
- My Personalizations
 - Personalize options such as locale, tab details, save warnings, etc.

Employee Self-Service Sub-Menus:

- Employee Project Center
- Travel and Expense Center
- Payment Request Center

Main Menu Grid Items:

- Employee Self-Service**
 - Employee Project Center
 - Travel and Expense Center
 - Payment Request Center
- Purchasing**
 - Manage requisitions, purchase orders, receipts, GPO contracts, and related data.
 - Requisitions
 - Purchase Orders
 - Receipts
 - Procurement Cards
- Commitment Control**
 - Define or maintain budgets, budget-check, and review budgets and exceptions.
 - Budget Journals
 - Review Budget Activities
 - Budget Reports
 - Review Budget Check Exceptions
- Set Up Financials/Supply Chain**
 - Set up Financials/Supply Chain options.
 - Product Related
- Reporting Tools**
 - Run, create, and manage queries and nVision reports.
 - Reporting Console
 - Report Manager
 - Query
 - 4 More...
- My Dictionary**
- Supplier Contracts**
 - Manage Contract Life Cycle activities including Contract Creation, Authoring, Syndication, and Compliance.
 - Related Links
- Accounts Payable**
 - Access PeopleSoft Payables.
 - Vouchers
 - Payments
 - Review Accounts Payable Info
 - Reports
- General Ledger**
 - Access General Ledger.
 - General Ledger Center
 - GL WorkCenter
 - Journals
 - 3 More...
- Enterprise Components**
 - Access common definitions, interfaces, utilities and configuration objects.
 - Approvals
 - WorkCenter/Dashboards
- PeopleTools**
 - Enhance, deploy, and extend PeopleSoft and non-PeopleSoft applications.
 - Lifecycle Tools
 - Utilities
 - Process Scheduler
- My Feeds**

Payment Request Center | Welcome: Kara Rosseway

Request Summary From 04/22/2017 to 07/21/2017

Display	Status	Number of Requests
<input checked="" type="checkbox"/>	New	1
<input checked="" type="checkbox"/>	Pending	4
<input checked="" type="checkbox"/>	Vouchered	2

Recent Messages

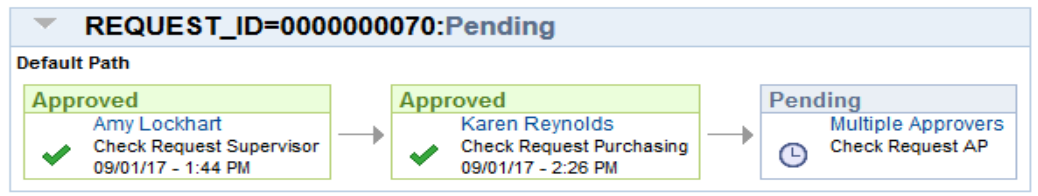
No Recent Messages

[Create](#) | **Requests**

Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay	
0000000051	07/21/2017 10:18AM	0721217			Office Supplies for Accounting Dept	1.00	USD	New	SPJC1			
0000000048	06/08/2017 12:53PM	06082017b	0000000101	A & M SUPPLY CORPORATION	Testing split distribution	10.00	USD	Pending	SPJC1			
0000000047	06/08/2017 12:44PM	06082017	0000003203	RICOH AMERICAS CORPORATION	Test Alt Supervisor	1.00	USD	Pending	SPJC1			
0000000046	06/07/2017 8:04AM	060717	0000022627	SIGNATURE STYLE JEWELRY	Test New Vendor	1.00	USD	Vouchered	SPJC1	00586848	06/07/2017	
0000000043	05/22/2017 3:18PM	05222017	0000000002	NEW VENDOR	Stapler	1.00	USD	Pending	SPJC1			
0000000042	05/05/2017 1:55PM	123456	0000000002	NEW VENDOR	Test Invoice	10.00	USD	Vouchered	SPJC1	00586847	05/05/2017	
0000000041	05/05/2017 1:39PM	12345		Test 1 Vendor	Test Invoice	10.00	USD	Pending	SPJC1			

Approval Flow

Default Stage



Return

Payment Request

Summary Information

Supplier Information

Invoice Details

Review and Submit

Exit Save for Later | Next

Summary Information - Step 1 of 4

Instructions ?

*Business Unit

*Invoice Number
*Invoice Date

Entered By Kara Rossewey
Entered Datetime 07/21/2017 10:18AM

Description

Attachments (0)

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

Total Amount 10.00 *Currency

Notes/Comments

165 characters remaining



Payment Request Attachments

Request ID 0000000051 Entered Datetime 07/21/2017 10:18AM

Details

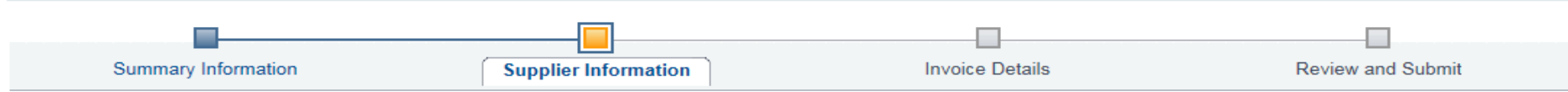
Attached File	Description	User	Name	Date/Time Stamp		
fw9.pdf	Vendor W-9	ROSSEWEY,KARA	Kara Rossewey	07/26/2017 11:01:03AM		
VENDOR_ASSUMPTION_OF_RISK_AND_RELEASE_OF_LIABILITY.pdf	Vendor Liability	ROSSEWEY,KARA	Kara Rossewey	07/26/2017 11:02:05AM		
Vendor_Invoice_Test.pdf	Vendor Invoice	ROSSEWEY,KARA	Kara Rossewey	07/26/2017 11:04:02AM		

Add Attachment

OK

Cancel

Payment Request



Exit Save for Later Previous Next

Supplier Information - Step 2 of 4

Business Unit SPJC1
Request ID

Invoice Number 07192017
Invoice Date 07/19/2017

Entered By Kara Rossewey
Entered Datetime 07/19/2017 11:02AM

Country

Search

Supplier ID

Supplier Name

Exit Save for Later Previous Next



All Search >> Advanced Search

Payment Request



Exit Save for Later | < Previous Next >

Supplier Information - Step 2 of 4

Business Unit SPJC1
Request ID

Invoice Number 1009217
Invoice Date 10/09/2017

Entered By Kara Rossewey
Entered Datetime 10/09/2017 3:32PM

Country

Search

Supplier ID

Supplier Name

Supplier list

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

Supplier ID	Name	Address	City	State	Country
0000000002	NEW SUPPLIER	14025 58TH ST N	CLEARWATER	FL	USA

Exit Save for Later | < Previous Next >



All Search >> Advanced Search

Summary Information

Supplier Information

Invoice Details

Review and Submit

Exit Save for Later | < Previous Next >

Supplier Information - Step 2 of 4

Business Unit SPJC1
Request ID

Invoice Number 1009217
Invoice Date 10/09/2017

Entered By Kara Rossewey
Entered Datetime 10/09/2017 3:32PM

Country

Supplier ID

Supplier Name

Supplier list

Personalize | Find | View All | First 1-6 of 6 Last

Supplier ID	Name	Address	City	State	Country	
0000000813	DELL MARKETING LP					Multiple
0000007022	WADDELL & REED INC					Multiple
<input type="radio"/> 0000007626	DELL FINANCIAL SERVICES LLC	PAYMENT PROCESSING CENTER	CAROL STREAM	IL	USA	
<input type="radio"/> 0000021123	BIZZELL II, ODELL A	602 HERMAN GIST ROAD	GREENSBORO	NC	USA	
<input type="radio"/> 0000021278	O'DELL TRAILERS LLC	8050 ULMERTON RD	LARGO	FL	USA	
<input type="radio"/> 0000022185	RIDDELL, ROBIN	919 59TH STREET S	GULFPORT	FL	USA	

Exit Save for Later | < Previous Next >



All Search >> Advanced Search

Summary Information

Supplier Information

Invoice Details

Review and Submit

Supplier Information - Step 2 of 4

Business Unit SPJC1
Request ID

Country USA

Supplier ID

Supplier Name Dell

Supplier list

- Supplier ID Name
- 0000000813 DELL MARKETING LP
- 0000007022 WADDELL & REED INC
- 0000007626 DELL FINANCIAL SERVICES
- 0000021123 BIZZELL II, ODELL A
- 0000021278 O'DELL TRAILERS LLC
- 0000022185 RIDDELL, ROBIN

Select Supplier Location

SetID SPJC1 Supplier ID 0000000813 Supplier Status Approved

Short Supplier Name DELL MKT-001 Supplier Classification Supplier

In City Limit N HR Class

Additional Name Persistence Regular

Alternate Supp Name Open For Ordering Y

Address 00001 ROUND ROCK TX Withholding Applicable N

Corporate Supplier 0000000813 DELL MARKETING LP Display VAT Flag N

Remit Supplier 0000000813 DELL MARKETING LP

Personalize Find First 1-3 of 3 Last

Supplier Location	Address Line 1	City	State	Country
<input checked="" type="radio"/> 000001	ONE DELL WAY	ROUND ROCK	TX	USA
<input type="radio"/> ATLANTA GA	ONE DELL WAY	ROUND ROCK	TX	USA
<input type="radio"/> RENO NV	GP ATTN: DEPT 51 VOLUME LICENSING	RENO	NV	USA

919 59TH STREET S GULFPORT FL USA

Payment Request

Summary Information

Supplier Information

Invoice Details

Review and Submit

Exit Save for Later | Previous Next

Invoice Details - Step 3 of 4

Business Unit SPJC1
Request ID

Invoice Number 10010
Invoice Date 07/17/2017

Entered By Kara Rossewey
Entered Datetime 07/17/2017 4:33PM

Line	Description	Quantity	Unit	Unit Price	Line Amount
------	-------------	----------	------	------------	-------------

Add Lines

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

Total Amount 10.00 *Currency USD

Exit Save for Later | Previous Next

Add a New Line

Line	Description	Quantity	Unit	Unit Price	*Line Amount
1	Paper	1.0000	EA	10.00000	10.00

Accounting Details

Line	Quantity	*Amount	*GL Business Unit	Account	Fund Code	Department	Site	Project
+ - 1	1.0000	5.00	SPJC1	655020	10	16212001	01000	
+ - 2	1.0000	5.00	SPJC1	655020	10	16250000	01000	

OK Cancel

Payment Request

Summary Information

Supplier Information

Invoice Details

Invoice Details Page w and Submit

Exit Save for Later | Previous Next

Invoice Details - Step 3 of 4

Business Unit SPJC1 Invoice Number 0721217 Entered By Kara Rossewey
 Request ID 0000000051 Invoice Date 07/21/2017 Entered Datetime 07/21/2017 10:18AM

Line	Description	Quantity	Unit	Unit Price	Line Amount
1	Paper	1.0000	EA	10.00000	10.00

Add Lines

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

Total Amount 10.00 *Currency USD

Exit Save for Later | Previous Next



Exit Save for Later | < Previous

Review and Submit - Step 4 of 4

Business Unit SPJC1	Invoice Number 10010	Entered By Kara Rossewey
Request ID	Invoice Date 07/17/2017	Entered Datetime 07/17/2017 4:33PM
Description Copy Paper		
Supplier NEW VENDOR		
Total Amount 10.00 USD		
Request Status New		

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

Review Submit

Exit Save for Later | < Previous

Review Page

Summary Information

Request ID	0000000080	Request Status	New
Entered By	Kara Rossewey		
Entered Datetime	09/29/2017 3:54PM	Attachments	(0)
Business Unit	SPJC1		
Invoice Number	10312017		
Invoice Date	09/29/2017		
Description	OFFICE SUPPLIES		
Total Amount	200.00 USD		
Notes/Comments	ROUTING INSTRUCTIONS SPECIAL HANDLING, NEED BY., SEND TO:		

Supplier Information

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

Invoice Details

Line	Description	Quantity	Unit	Unit Price	Line Amount
1	OFFICE SUPPLIES	1.0000	EA	200.00000	200.00

Accounting Details

Line	Quantity	Amount	GL Business Unit	Account	Fund Code	Department	Site	PC Business Unit
1	1.0000	100.00	SPJC1	655020	10	16225000	01000	
2	1.0000	100.00	SPJC1	655010	10	16225000	01000	

Cost Sub Total 200.00

Time Saving Benefits!

No more chasing down approvers!

History available at your fingertips!

Know the status of your request!

Scan attachments directly to your request!

Questions or Comments

