eCheck Electronic Payment Request User Guide v1.0

eCheck User Guide Version 1.0

Document History

Document Number	Release Date	Revision	Product Version
2017-01-CHECK	8/2017	v1.0	PeopleSoft v9.2

Release Notes for v1.0

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Required Information for eChecks

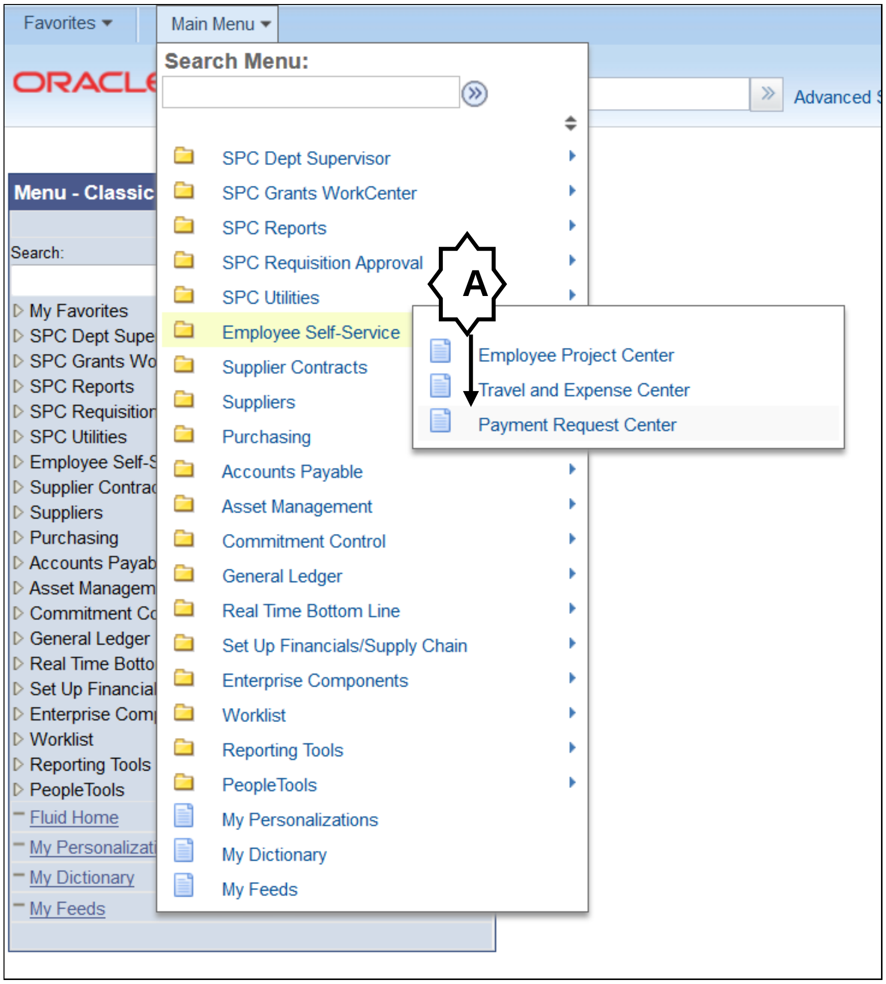
- W-9 for new suppliers – scan and attach separately
- Attach all supporting documentation including any and all: Invoices, receipts, quotes, vendor agreements, TARs, applications, and liability paperwork (if applicable). These documents can be scanned in as one file and attached.
- Departments should keep all scanned documents until the invoice is paid. PeopleSoft will be the system of record.
- All checks will be mailed directly to the supplier unless otherwise noted in the comments section. Options are:

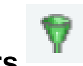
  - Mail
  - Mail with remittance
  - Inter Campus: include Name, Campus, and Department
  - Hold for Pick-Up: include Name, Phone number

Entering a New eCheck

Summary Information Page

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

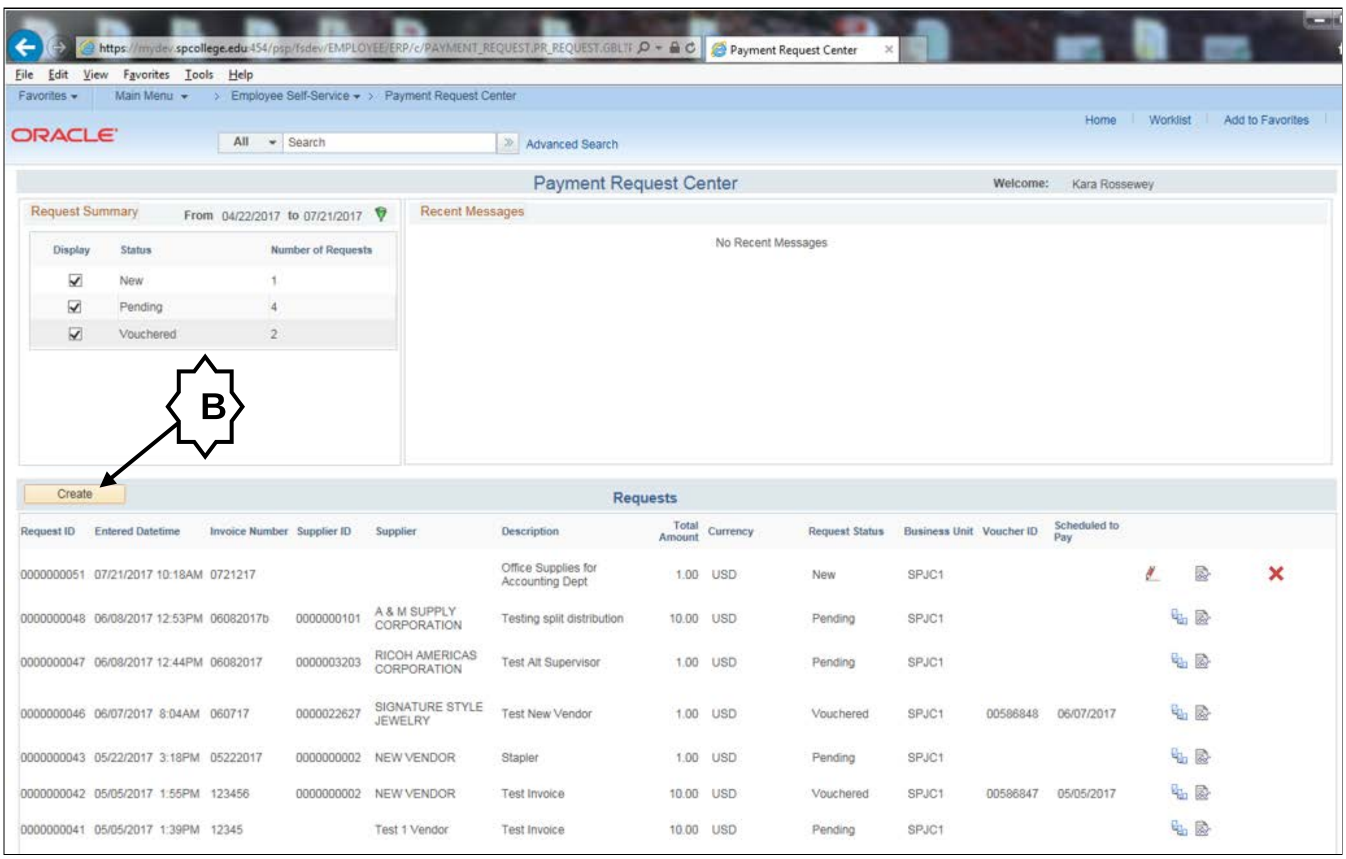


The **Payment Request Center** page opens. You can see the status of any previous eChecks you have saved and/or submitted under **Requests**. Click the **Refine Filters**  icon, to enter a date range, and display payment requests for a specific date range.

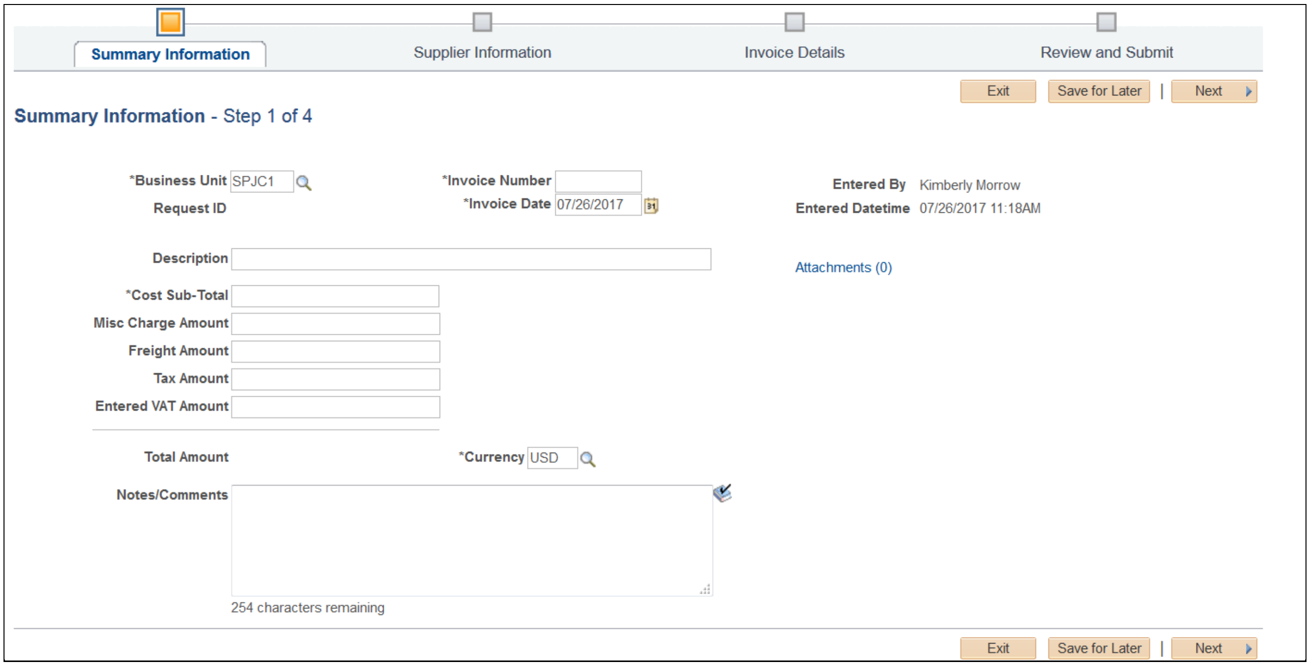
Request Status definitions:

- New: Payment request created and saved for later. Click the **Pencil** icon to edit.
- Pending: Requester submitted for approval. Click on **Eye Glasses** icon to view review request.
- Approved: Accounting approved (final step). 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: A voucher was created.

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.



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.

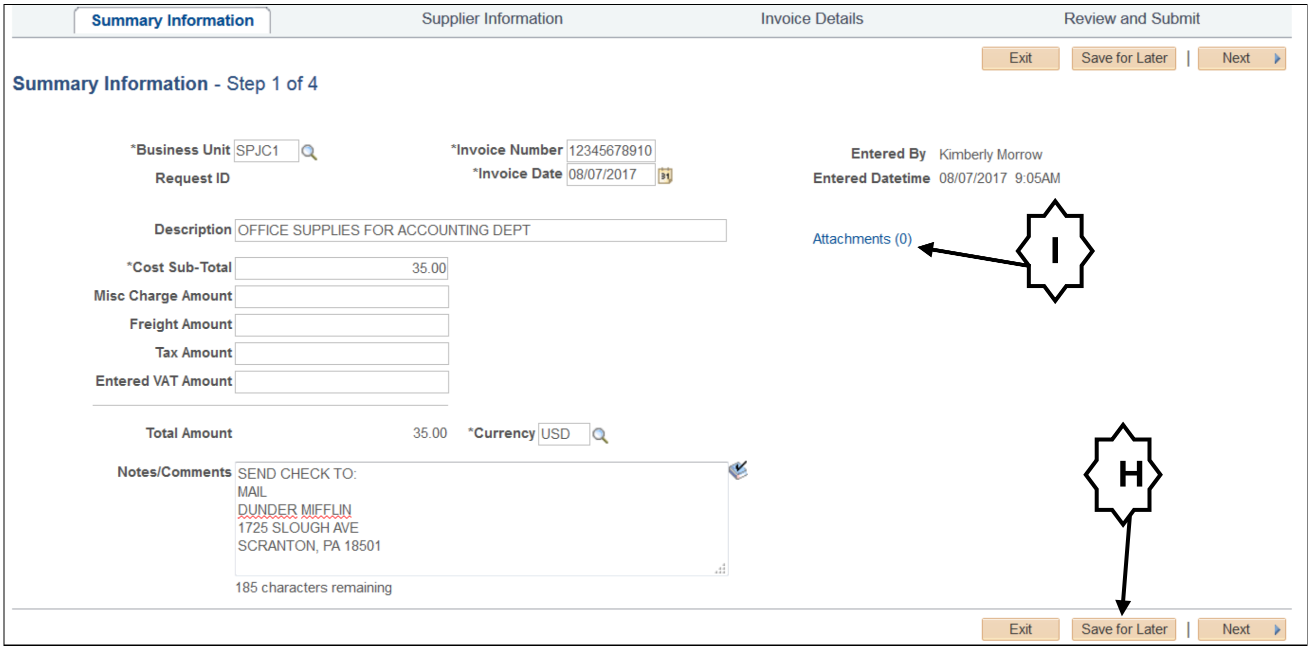
F. In the ***Cost Sub-Total** field, enter the **total invoice amount** including shipping and handling in this box.

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

G. In the **Notes/Comments** box, enter where you want the check sent to. The choices are:

- Mail (include the mailing address)
- 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.*



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

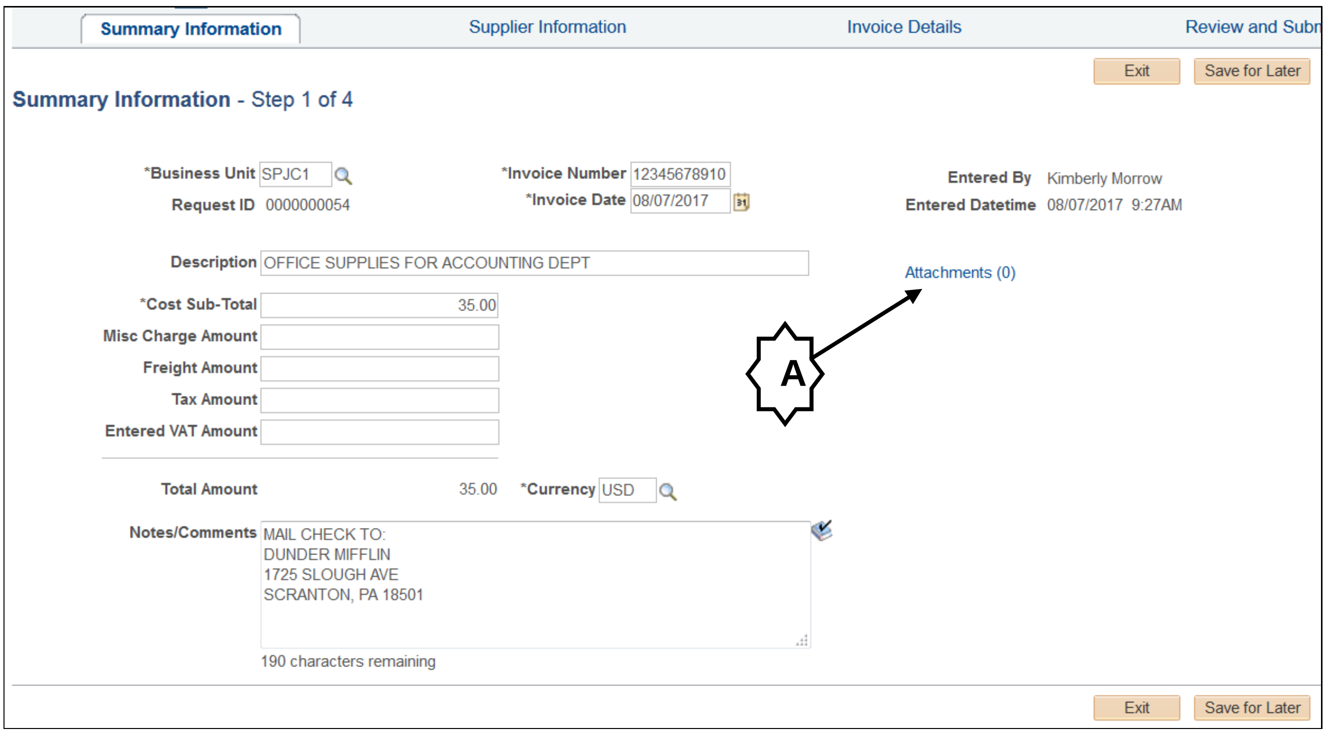
I. Click the **Attachments** link to the right of the **Description** box, to add attachments.

Attachments

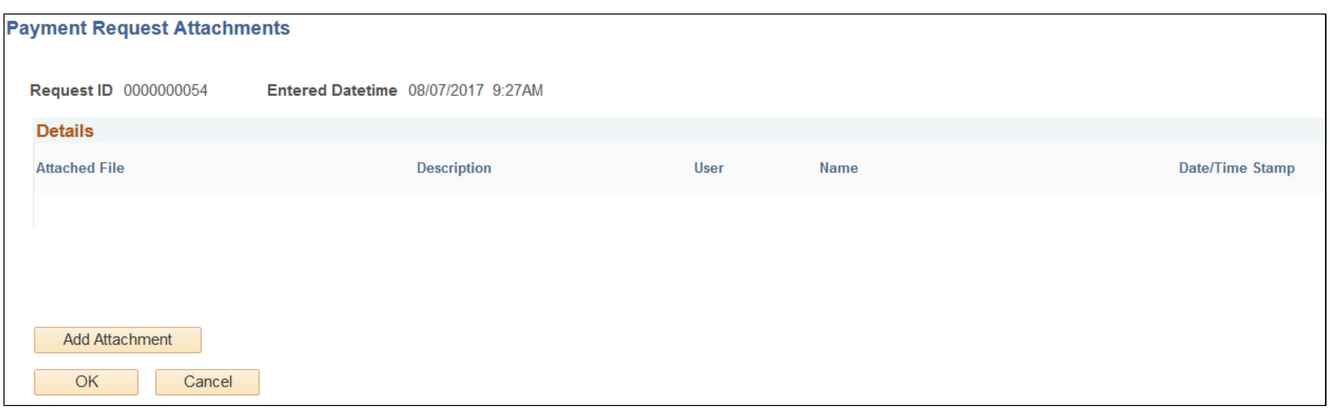
Attach all supporting documentation including any and all: Invoices, receipts, quotes, TARs, vendor agreements, applications, and liability paperwork (if applicable). These documents can be scanned together as one file and attached. Departments should keep all scanned documents until the invoice is paid.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

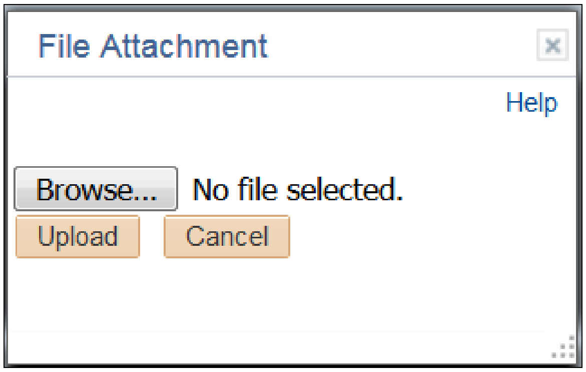
> ***Note**: **Attach a W-9 for new suppliers** – you must scan and **attach this separately** from the other supporting documentation.*

A. Click **Attachments (0),** in the middle right of the **Summary Information** page. The **Payment Request Attachment** page opens.



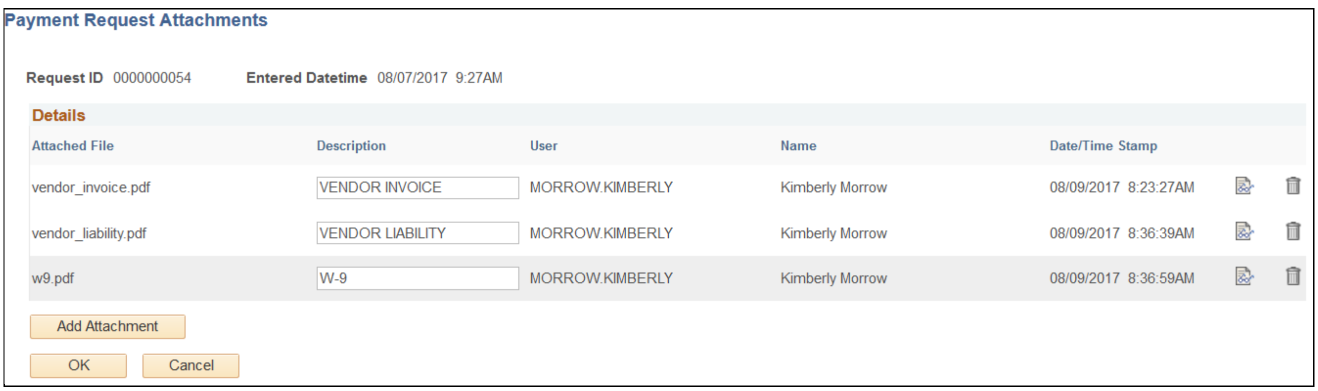
B. Click the **Add Attachment** button. The **File Attachment** box opens.





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.

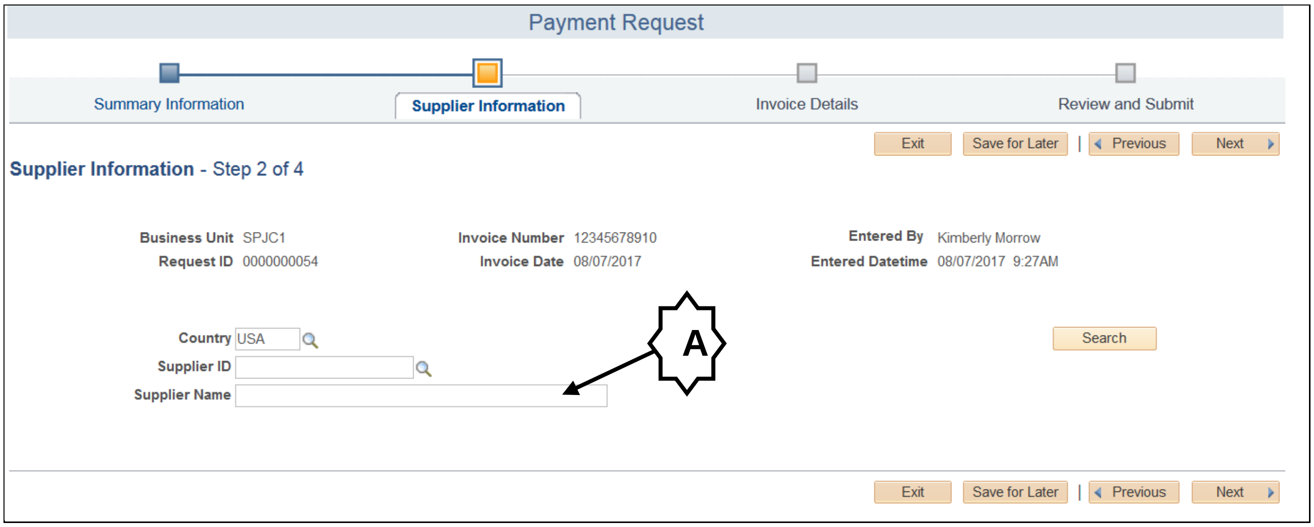
D. Click the **Upload** button. You are returned to the **Payment Request Attachments** page and the file appears under **Details**. In the **Description** box, type a description for the file you attached. Repeat steps B-D to add more attachments.



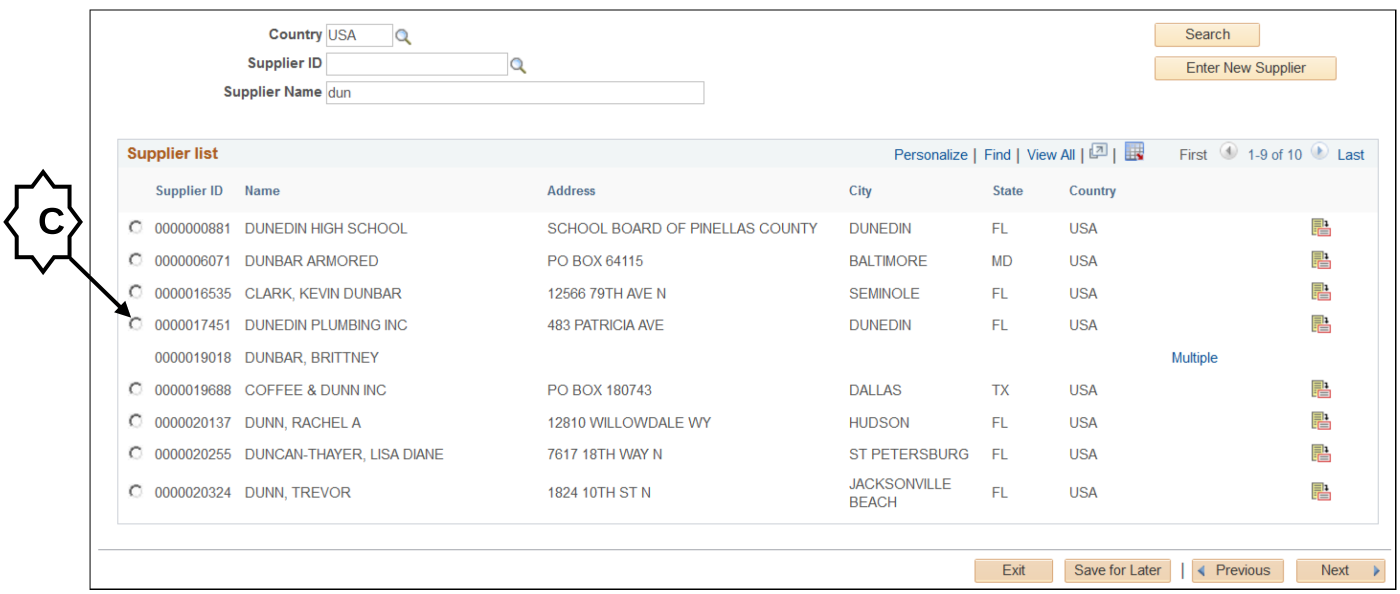
E. Click **OK** when you have completed adding attachments. You are returned to the **Summary Information** tab. Click the **Save for Later** button to save your work. Click the **Next** button to continue to the **Supplier Information** tab.

Supplier Information

A. On the **Supplier Information** tab, type the first three letters of the supplier name in the **Supplier Name** box or if you know the Supplier ID, enter that in the **Supplier ID** box.



B. Click the **Search** button. The **Supplier List** is displayed.



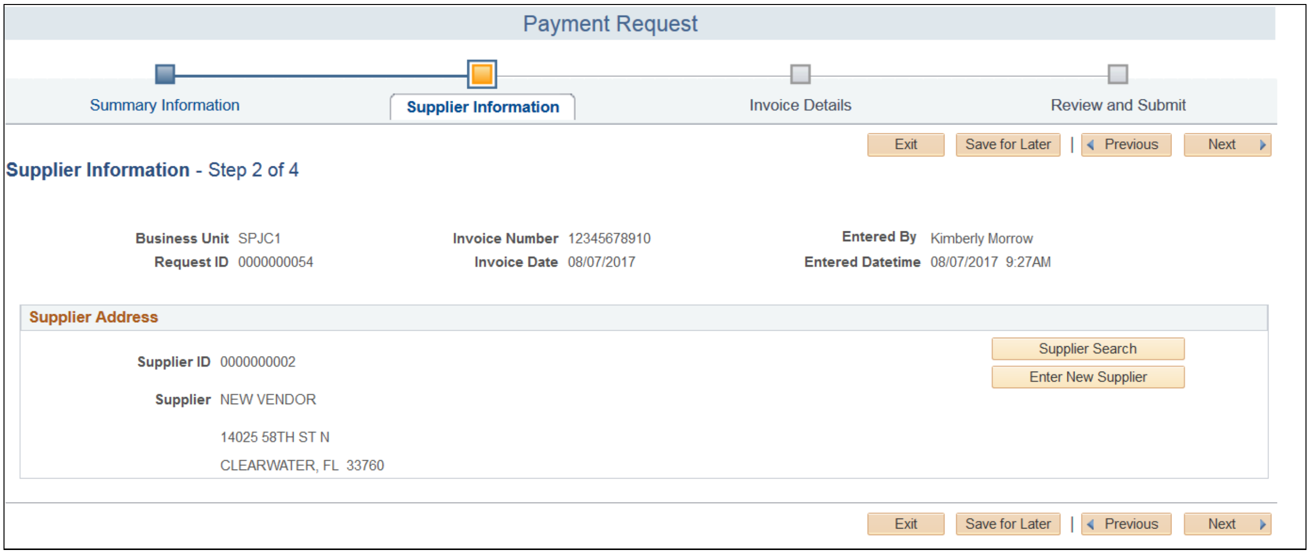
C. If you find the Supplier you want, click the radio button next to the **Supplier ID**. The list closes and the supplier information is filled in. Continue to the next step.

- *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 (**0000000002)**.*

If the supplier is not in the list, clear the **Supplier Name** box and enter **0000000002** (9 zeros followed by number 2) in the **Supplier ID** box for **New Supplier** and click the **Search** button. **<u>DO NOT</u> click the Enter New Supplier** button**.**

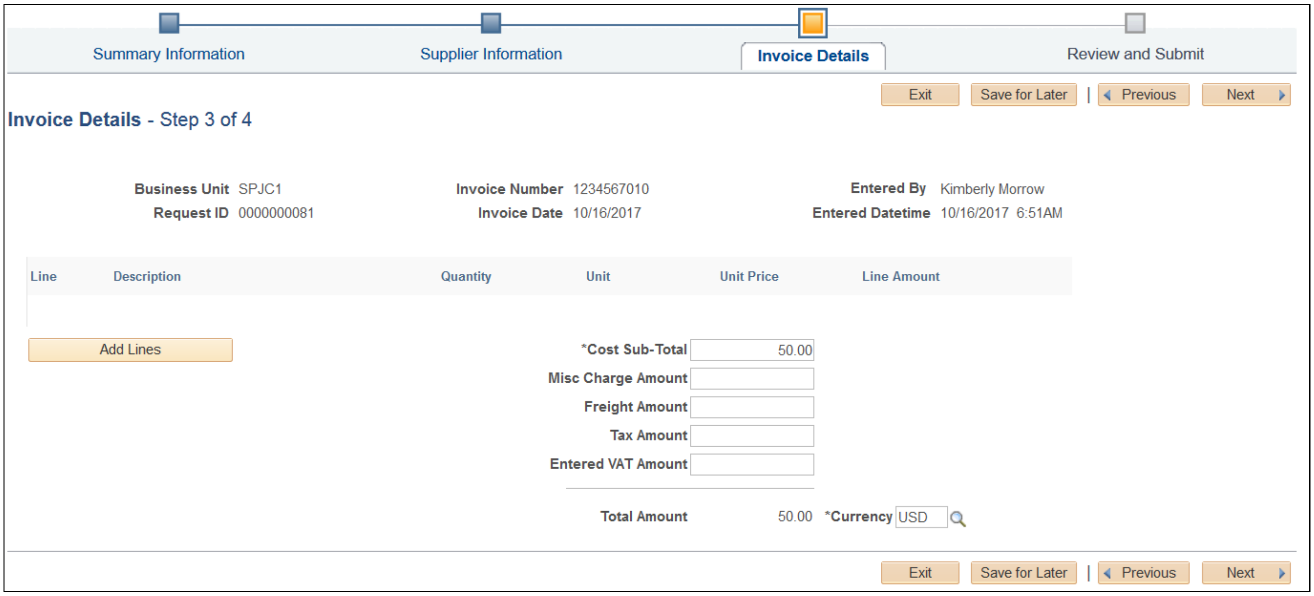
Note*: Remember for new suppliers, you will need to attach a W-9 as a separate attachment.*



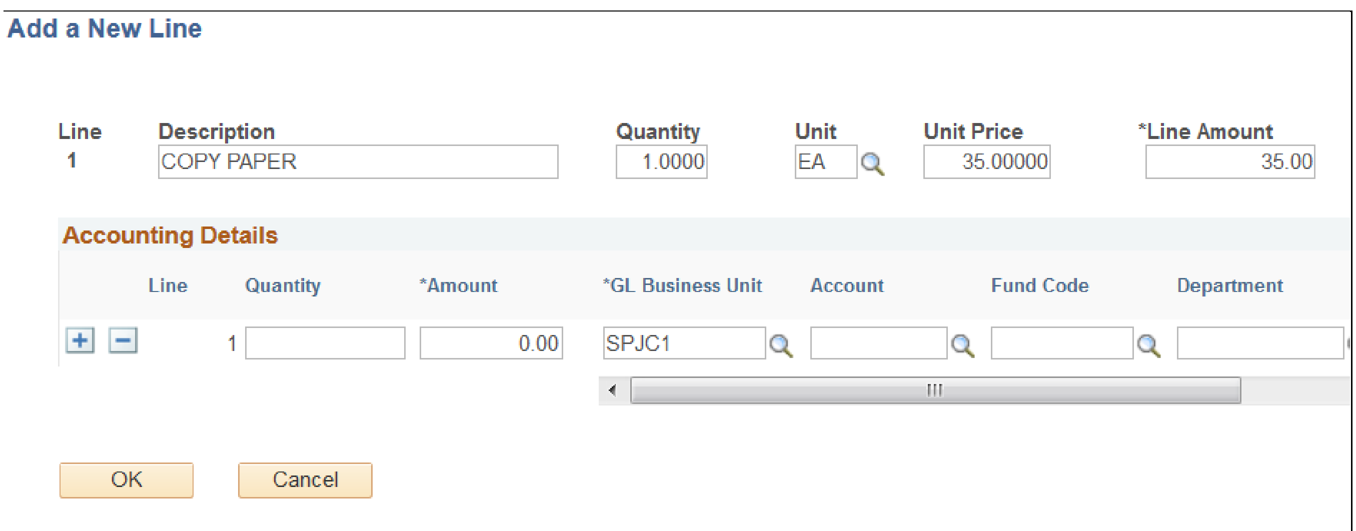
D. Click **Save for Later** then click the **Next** button at the bottom of the page. The **Invoice Details** tab opens.

Invoice Details

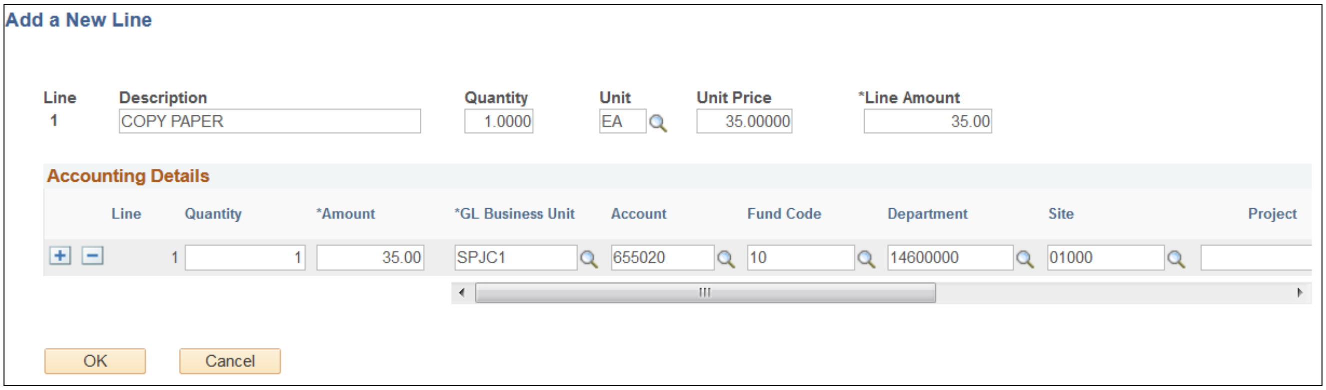
A. On the **Invoice Details** tab, click **Add Lines** button, the **Add a New Line** page opens. Fill in the information for **Line 1**:



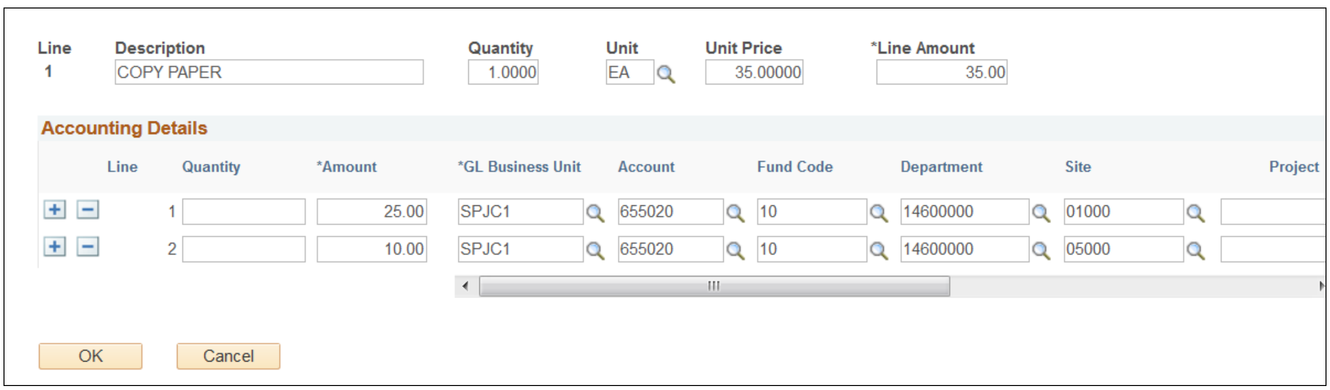
- In the **Description** box, enter the description of your payment request**.**
  In the **Quantity** box enter 1.
  In the **Unit** box enter **EA** for each.
  In the ***Line Amount** box, enter the total amount due for this purchase.



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/Accounting/SitePages/Home.aspx



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.



D. Click **OK**. You are returned to the **Invoice Details** tab, and the line you entered is displayed.

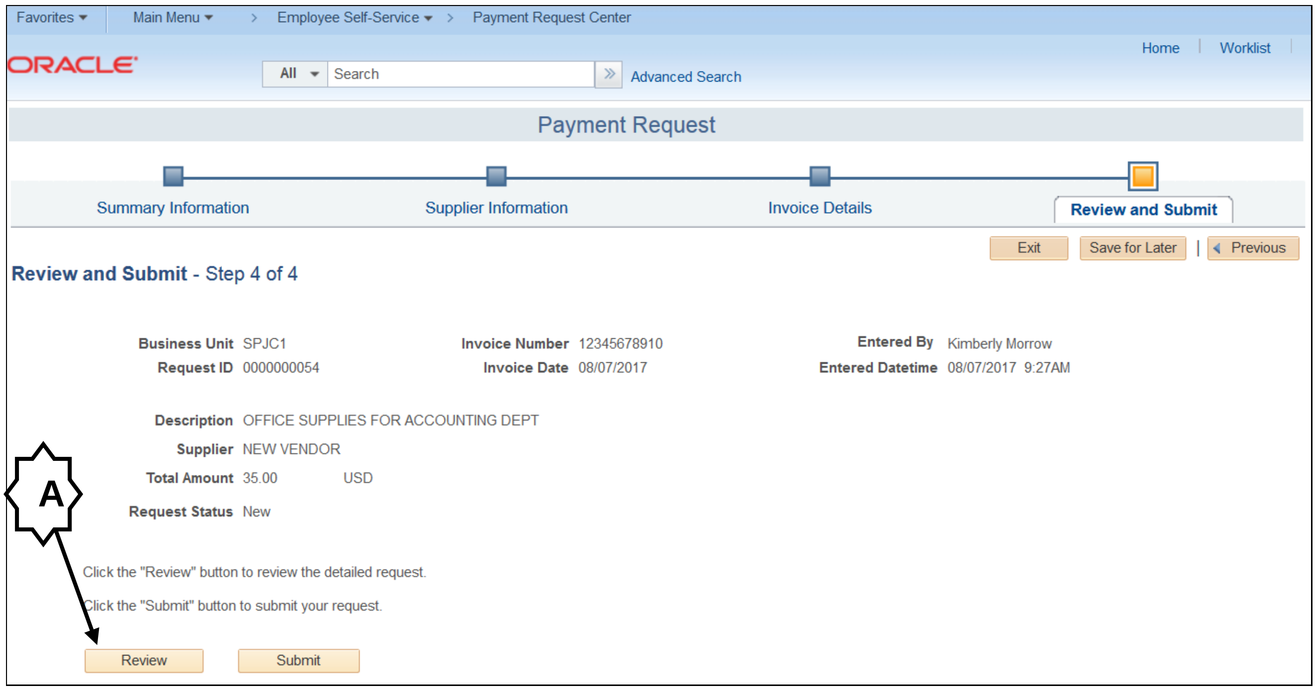
E. If you need to add more **Invoice Detail** lines, repeat steps A-D for each line you need to add.

F. Click **Next** to review and submit the payment request. The **Review and Submit** tab opens.

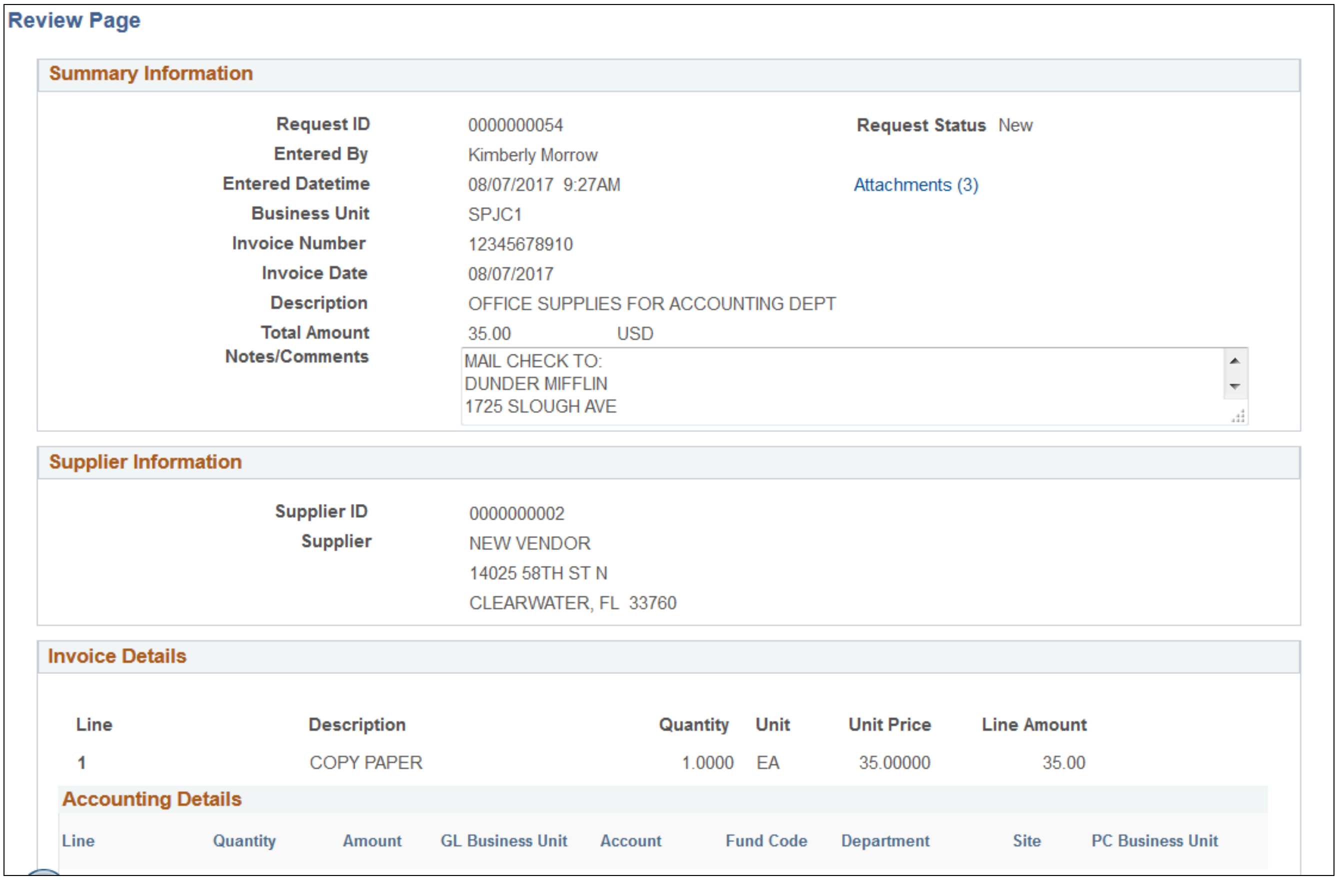
Review and Submit

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.



B. Review the payment request before submitting.



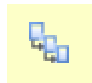
C. If you need to make a change, click the **Previous** and/or **Next** buttons on the page to navigate to the tab you need to make the correction on.

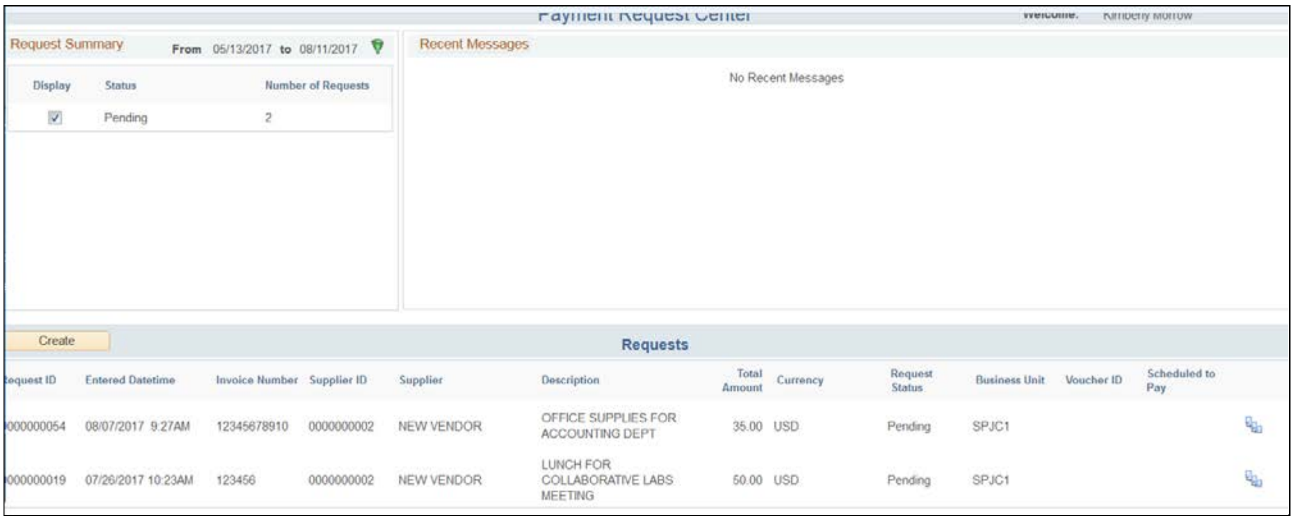
D. Click **Submit** to start the approval process for your Payment Request. A message appears for you to confirm you want to submit. Click **OK** to submit. You are returned to the **Payment Request Center**.

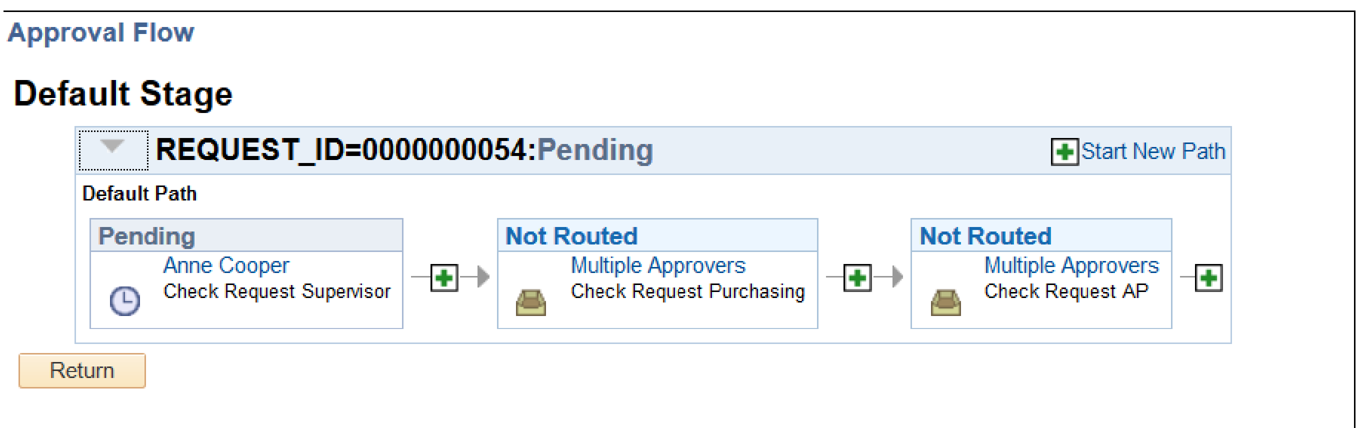
Approval Process

All approvers for the Department ID will show in the drop down approval list. Approvers cannot edit payment requests. Approvers can add comments and/or deny the request to initiate the edit process.

> ***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.





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