

eCheck Electronic Payment Request User Guide v1.0

PURCHASING DEPARTMENT
eCheck User Guide Version 1.0

Document History

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Release Notes for v1.0

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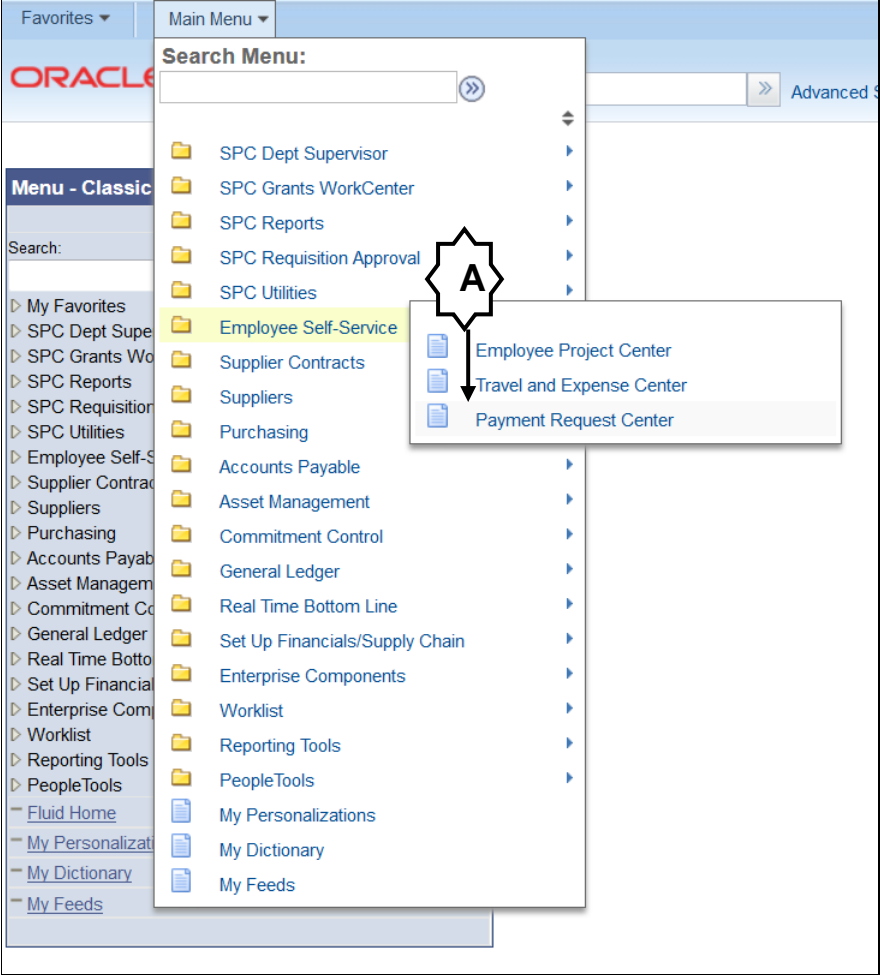
Required Information for eChecks


- 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**.

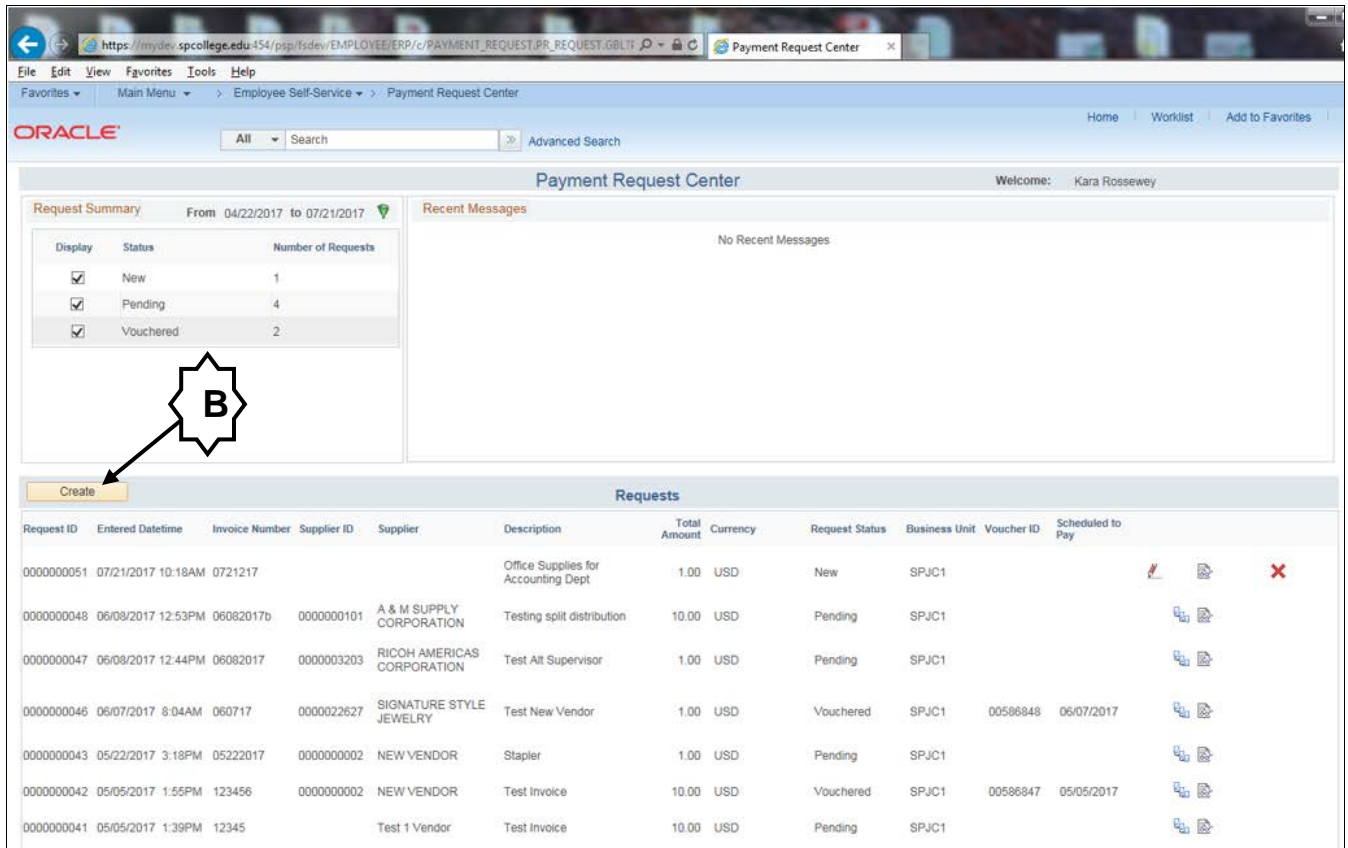


The **Payment Request Center** page opens. You can see the status of any previous eChecks you have saved and/or submitted under **Requests**. Click the **Refine Filters**  icon, to enter a date range, and display payment requests for a specific date range.

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.

Summary Information	Supplier Information	Invoice Details	Review and Submit
			Exit Save for Later Next
Summary Information - Step 1 of 4			
*Business Unit	SPJC1	*Invoice Number	12345678910
Request ID		*Invoice Date	08/07/2017
Description	OFFICE SUPPLIES FOR ACCOUNTING DEPT		
*Cost Sub-Total	35.00	Entered By	Kimberly Morrow
Misc Charge Amount		Entered Datetime	08/07/2017 9:05AM
Freight Amount		Attachments (0)	
Tax Amount			
Entered VAT Amount			
Total Amount	35.00	*Currency	USD
Notes/Comments	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. 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.

Summary Information - Step 1 of 4

*Business Unit: SPJC1
Request ID: 0000000054

*Invoice Number: 12345678910
*Invoice Date: 08/07/2017

Entered By: Kimberly Morrow
Entered Datetime: 08/07/2017 9:27AM

Description: OFFICE SUPPLIES FOR ACCOUNTING DEPT

*Cost Sub-Total: 35.00
Misc Charge Amount:
Freight Amount:
Tax Amount:
Entered VAT Amount:

Total Amount: 35.00 *Currency: USD

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

Attachments (0)

Exit Save for Later

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

Payment Request Attachments

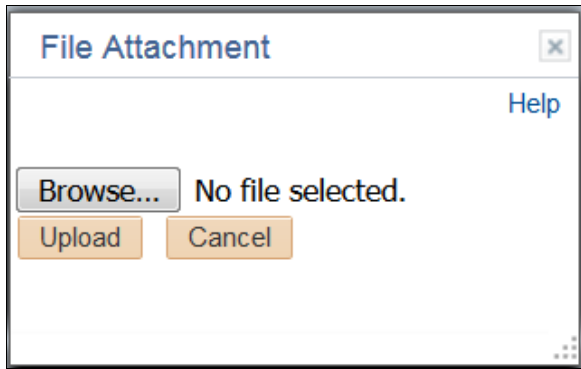
Request ID: 0000000054 Entered Datetime: 08/07/2017 9:27AM

Details

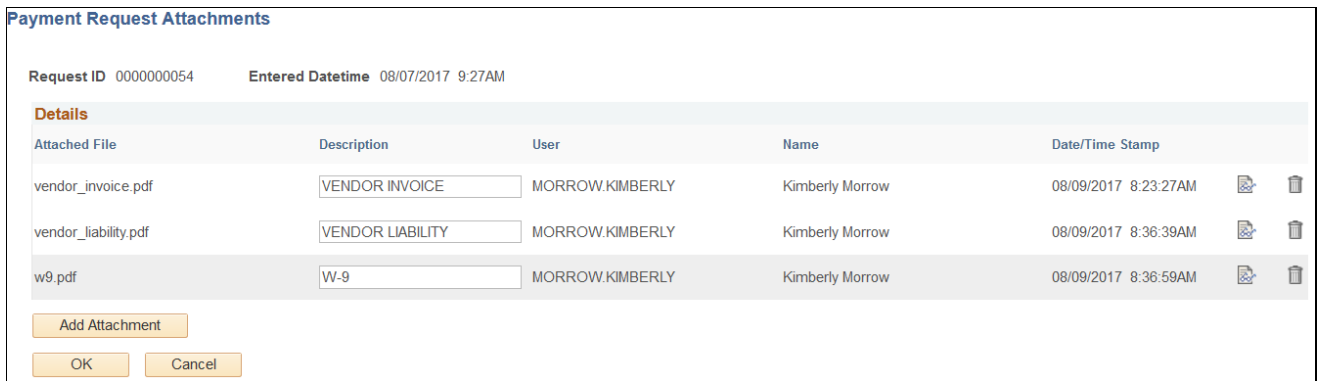
Attached File	Description	User	Name	Date/Time Stamp
---------------	-------------	------	------	-----------------

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, 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.

The screenshot shows the 'Supplier Information' tab in a 'Payment Request' system. The 'Supplier Name' field contains the text 'dun'. A starburst labeled 'A' points to this field. Other fields include 'Country' (USA), 'Supplier ID' (empty), 'Business Unit' (SPJC1), 'Request ID' (0000000054), 'Invoice Number' (12345678910), 'Invoice Date' (08/07/2017), 'Entered By' (Kimberly Morrow), and 'Entered Datetime' (08/07/2017 9:27AM). Navigation buttons for 'Exit', 'Save for Later', 'Previous', and 'Next' are visible at the top and bottom.

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

The screenshot shows the 'Supplier List' table after a search. The search criteria are 'Country: USA' and 'Supplier Name: dun'. The table lists several suppliers. A starburst labeled 'C' points to the radio button next to the Supplier ID '0000017451'. A 'Multiple' link is visible next to the Supplier ID '000019018'. Navigation buttons for 'Exit', 'Save for Later', 'Previous', and 'Next' are at the bottom.

Supplier ID	Name	Address	City	State	Country
<input type="radio"/> 0000000881	DUNEDIN HIGH SCHOOL	SCHOOL BOARD OF PINELLAS COUNTY	DUNEDIN	FL	USA
<input type="radio"/> 0000006071	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"/> 000019018	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

- 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).

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. **DO NOT** 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.

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/Accounting/SitePages/Home.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.

Payment Request

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

Exit Save for Later Previous

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	0000000054
Entered By	Kimberly Morrow
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
Request Status	New
Attachments	(3)

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	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. 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.

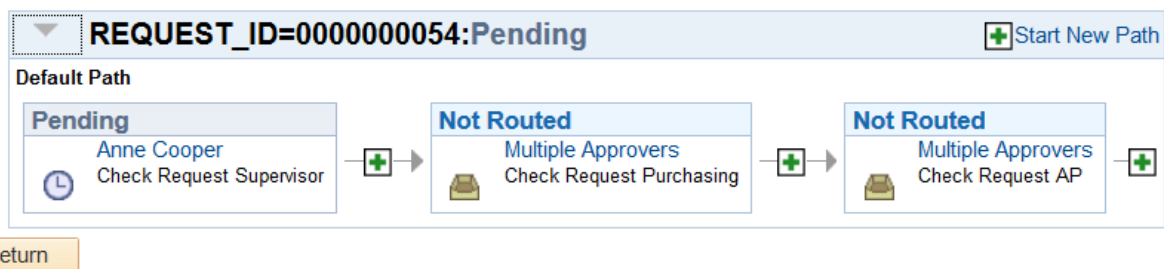


The screenshot shows the 'Payment Request Center' interface. At the top, there's a 'Request Summary' section with a date range from 05/13/2017 to 08/11/2017. Below this is a table with columns: Display, Status, and Number of Requests. One row is visible with a checked 'Display' box, 'Pending' status, and '2' requests. To the right is a 'Recent Messages' section with 'No Recent Messages'. Below the summary 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. Two rows are visible, both with 'Pending' status and 'SPJC1' Business Unit.

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**.