

## PeopleSoft 8.43 Quick Reference Guide: Financials Payment Request

www.case.edu/erp/fin

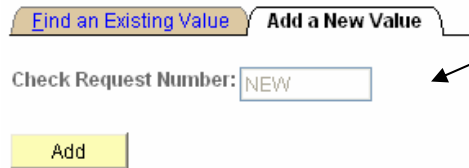
This Quick Reference Guide is a step-by-step procedure on how to enter each type of payment request in PeopleSoft Financials. Please use the appropriate section for your request.

### Travel Advance

1. From the menu, select **Accounts Payable**.
2. Select **Payment Requests**.
3. Select **Payment Request**.

*The Payment Request Add a New Value screen appears.*

#### Payment Requests




Find an Existing Value | Add a New Value

Check Request Number:

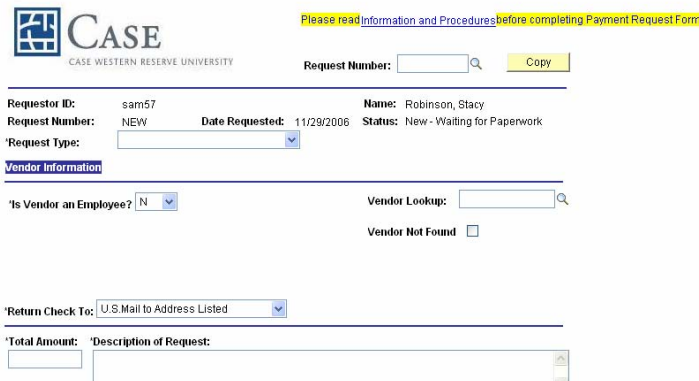
Add

The Check Request Number will be automatically assigned once the payment request information has been entered and saved.

[Find an Existing Value](#) | [Add a New Value](#)

4. Click .

*The Payment Request screen will appear.*



**CASE** CASE WESTERN RESERVE UNIVERSITY

Please read [Information and Procedures](#) before completing Payment Request Form

Request Number:

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Requestor ID: sam57      Name: Robinson, Stacy  
 Request Number: NEW      Date Requested: 11/29/2006      Status: New - Waiting for Paperwork  
 Request Type:

**Vendor Information**

Is Vendor an Employee?       Vendor Lookup:    
 Vendor Not Found

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Return Check To:

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Total Amount:       Description of Request:

5. Select the **Request Type** “Advance” using the dropdown list.

*The Advance Type field will appear.*

6. Select the **Advance Type** “Travel Advance.”



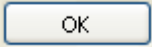
When you select “Travel Advance,” the system will automatically populate the SpeedType and Account number.

7. Enter the **EmplID** of the employee.



An employee can find his/her EmplID in the HCM System on the Time Entry screen or the Payroll Information screen.

*A message will appear confirming the name of the employee.*

8. Click  to close the message box.

*The employee’s name will appear along with a message “Address on file in HCM.” If he/she does not have a bank account number on file in the HCM System, a message will appear “No bank acct. info.”*




The employee will receive an email stating that a payment request was completed and the payment request number.



If the employee does not have direct deposit, you will need to choose to have the check mailed to the home address or held at AP for pickup in the **Return Check To** field.



If the employee does have direct deposit the funds will be deposited into his/her account within one week of AP receiving the paperwork.

9. Enter the **Total Amount** of the check.
10. Enter a **Description of Request**. This description will appear on reports.
11. Enter the **Amount** to be distributed to the RECV SpeedType that appears on the line.
12. Enter the **Approver’s Name**.
13. Select the **Approver’s Department** by clicking the .
14. Enter the **Telephone** number of the approver.
15. Enter the **Fax Number** of the approver.
16. Enter the **Email Address** of the approver.

17. Click .

*You will receive a message reminding you to print your payment request and send it to Accounts Payable, along with any supporting documentation.*

18. Click .

## **Payment Request**

1. From the menu, click **Accounts Payable**.
2. Click **Payment Requests**.
3. Click **Payment Request**.

*The Payment Request Add a New Value screen will appear.*

### Payment Requests


Check Request Number:

The Check Request Number will be automatically assigned once the payment request information has been entered and saved.

[Find an Existing Value](#) | [Add a New Value](#)

4. Click .

*The Payment Request screen will appear.*


Please read [Information and Procedures](#) before completing Payment Request Form

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Request Number:

---

Requestor ID: sam57      Name: Robinson, Stacy  
 Request Number: NEW      Date Requested: 11/29/2006      Status: New - Waiting for Paperwork  
 \*Request Type:

**Vendor Information**

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\*Is Vendor an Employee?       Vendor Lookup:    
 Vendor Not Found

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\*Return Check To:

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\*Total Amount:       \*Description of Request:

5. Select the **Request Type** “Payment Request” using the dropdown list.  
*A Vendor Lookup field, Vendor Not Found, and Vendor Invoice Number field will appear.*


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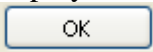
\*Is Vendor an Employee?       Vendor Lookup:    
 Vendor Not Found

---

\*Return Check To:       Vendor Invoice Num:

6. Select Y (yes) or N (no) in the **Is Vendor an Employee?** field.

7. If you select “N” in step 6, select a vendor using the  or check the box to the right of “ **Vendor Not Found**” to complete a form to add a vendor not already in the system.

If you select “Y” in step 6, enter the **EmplID** of the employee. A message will appear confirming the name of the employee. Click  to close the message.

*The employee’s name will appear along with a message “Address on file in HCM”. If he/she does not have a bank account number on file in the HCM System, a message will appear “No bank acct. info.”*



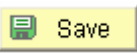
The employee will receive an email stating that a payment request was completed and the payment request number.



If the employee does not have direct deposit, you will need to choose whether the check should be mailed to the home address or held at AP for pickup in the **Return Check To** field.



If the employee does have direct deposit the funds will be deposited into his/her account within one week of AP receiving the paperwork.

8. Enter the **Vendor Invoice Num**, if applicable.
9. Enter the **Total Amount** of the check.
10. Enter a **Description of Request**. This description will appear on reports.
11. Enter the **Amount** to be distributed to the SpeedType you will select on this line.
12. Enter the **Account** for the distribution line.
13. The **Description** field will populate based on the account number entered. You may change or add to the description if needed.
14. Enter an **Event** if applicable.
15. Enter the **Approver’s Name**.
16. Select the **Approver’s Department**.
17. Enter the **Telephone** number of the approver.
18. Enter the **Fax Number** of the approver.
19. Enter the **Email Address** of the approver.
20. Click  .

*You will receive a message reminding you to print your payment request and send it to Accounts Payable, along with any supporting documentation.*

21. Click  .

### **Petty Cash – Petty Cash Custodians ONLY**

1. From the menu, click **Accounts Payable**.
2. Click **Payment Requests**.
3. Click **Payment Request**.

*The Payment Request Add a New Value screen will appear.*

### Payment Requests

The Check Request Number will be automatically assigned once the payment request information has been entered and saved.

[Find an Existing Value](#) | [Add a New Value](#)


4. Click .

*The Payment Request screen will appear.*

5. Select the **Request Type** “Petty Cash” using the dropdown list.



*A blue underlined hyperlink will appear to the right “[Click Here to Open the Petty Cash Expenditure Form.](#)” Click the link to open the form that needs to be completed and attached to your payment request. Print the form when finished.*

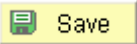

6. Select the petty cash custodian by using the  and entering “P/C” and the person’s first and last names.



*The **Return Check To** will default to “Hold for Pickup at AP.” Checks for Petty Cash custodians will be held at the Cashier’s Office.*



The employee will receive an email stating that a payment request was completed and the payment request number.

7. Enter the **Total Amount** of the check.
8. Enter a **Description of Request**. This description will appear on reports.
9. Enter the **Amount** to be distributed to the SpeedType you enter on this line.
10. Enter the **Account** for the distribution line.
11. The **Description** field will populate on the basis of the account number entered. You may change or add to the description if needed.
12. Enter the **Approver's Name**.
13. Select the **Approver's Department**.
14. Enter the **Telephone** number of the approver.
15. Enter the **Fax Number** of the approver.
16. Enter the **Email Address** of the approver.
17. Click  .  
*You will receive a message reminding you to print your payment request and send it to Accounts Payable, along with any supporting documentation.*
18. Click  .

## Student Reimbursements

1. From the menu, click **Accounts Payable**.
2. Click **Payment Requests**.
3. Click **Payment Request**.  
*The Payment Request Add a New Value screen will appear.*

### Payment Requests

[Find an Existing Value](#) [Add a New Value](#)

Check Request Number:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

4. Click  .

The Check Request Number will be automatically assigned once the payment request information has been entered and saved.

The Payment Request screen will appear.

Please read [Information and Procedures](#) before completing Payment Request Form

Request Number:

---

Requestor ID: sam57 Name: Robinson, Stacy  
Request Number: NEW Date Requested: 11/29/2006 Status: New - Waiting for Paperwork  
Request Type:

**Vendor Information**

Is Vendor an Employee?  Vendor Lookup:   
Vendor Not Found

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Return Check To:

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Total Amount:  Description of Request:

5. Select the **Request Type** “Student Reimbursement” using the dropdown list.
6. Select the student by using the or check the box to the right of “ **Vendor Not Found**” to complete a form to add a student not already in the system.



The **Return Check To** will default to “Hold for Student Pickup.” All checks for Student Reimbursements will be held at the Cashier’s Office.

7. Enter the **Total Amount** of the check.
8. Enter a **Description of Request**. This description will appear on reports.
9. Enter the **Amount** to be distributed to the SpeedType you enter on this line.
10. Enter the **Account** for the distribution line.
11. The **Description** field will populate on the basis of the account number entered. You may change or add to the description if needed.
12. Enter an **Event** if applicable.
13. Enter the **Approver’s Name**.
14. Select the **Approver’s Department**.
15. Enter the **Telephone** number of the approver.
16. Enter the **Fax Number** of the approver.
17. Enter the **Email Address** of the approver.
18. Click .  
*You will receive a message reminding you to print your payment request and send it to Accounts Payable, along with any supporting documentation.*
19. Click .

## Travel Reimbursement

1. From the menu, click **Accounts Payable**.
2. Click **Payment Requests**.
3. Click **Payment Request**.

*The Payment Request Add a New Value screen will appear.*

### Payment Requests

[Find an Existing Value](#) [Add a New Value](#)


Check Request Number:

The Check Request Number will be automatically assigned once the payment request information has been entered and saved.

[Find an Existing Value](#) | [Add a New Value](#)

4. Click .

*The Payment Request screen will appear.*

 **CASE**  
CASE WESTERN RESERVE UNIVERSITY

Please read [Information and Procedures](#) before completing Payment Request Form

Request Number:

---

Requestor ID: sam57      Name: Robinson, Stacy  
Request Number: NEW      Date Requested: 11/29/2006      Status: New - Waiting for Paperwork  
Request Type:

**Vendor Information**

'Is Vendor an Employee?'    
Vendor Lookup:    
Vendor Not Found

'Return Check To:


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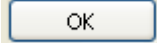
'Total Amount:       'Description of Request:

5. Select the **Request Type** "Travel Reimbursement" using the dropdown list.



A blue underlined hyperlink will appear to the right “[Click Here to Open the Travel Reimbursement Form.](#)” Click the link to open the form that you must complete and attach to your payment request.

6. Select Y (yes) or N (no) in the **Is Vendor an Employee?** field.
7. If you select “N” in step 6, select a vendor using the  or check the box to the right of “**Vendor Not Found**” to complete a form to add a vendor not already in the system.

If you select “Y” in step 6, enter the **EmplID** of the employee. A message will appear confirming the name of the employee. Click  to close the message.

*The employee’s name will appear along with a message “Address on file in HCM.” If he/she does not have a bank account number on file in the HCM System, a message will appear “No bank acct. info.”*



The employee will receive an email stating that a payment request was completed and the payment request number.

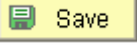



If the employee does not have direct deposit, you will need to choose to have the check mailed to the home address or held at AP for pickup in the **Return Check To** field.



If the employee does have direct deposit the funds will be deposited into his/her account within one week of AP receiving the paperwork.

8. Enter the **Total Amount** of the check.
9. Enter a **Description of Request**. This description will appear on reports.

10. Enter the **Amount** to be distributed to the SpeedType you enter on this line.
11. Enter the **Account** for the distribution line.
12. The **Description** field will populate on the basis of the account number entered. You may change or add to the description if needed.
13. Enter an **Event** if applicable.
14. Enter the **Approver's Name**.
15. Select the **Approver's Department**.
16. Enter the **Telephone** number of the approver.
17. Enter the **Fax Number** of the approver.
18. Enter the **Email Address** of the approver.
19. Click  .  
*You will receive a message reminding you to print your payment request and send it to Accounts Payable, along with any supporting documentation.*
20. Click  .