



KENNESAW STATE
UNIVERSITY
UNIVERSITY INFORMATION
TECHNOLOGY SERVICES

Payment Requests

Peoplesoft Financial

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University Information Technology Services

Payment Requests Peoplesoft Financial

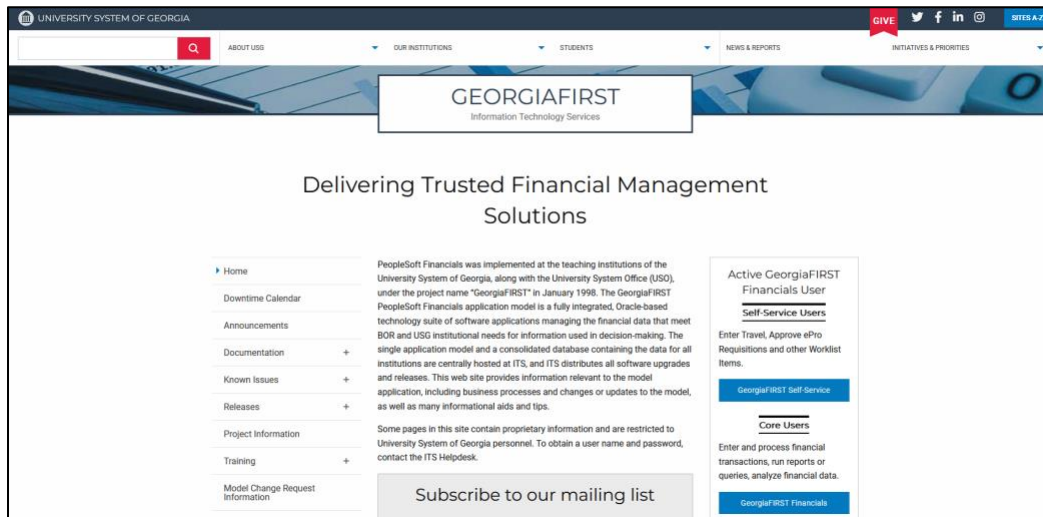
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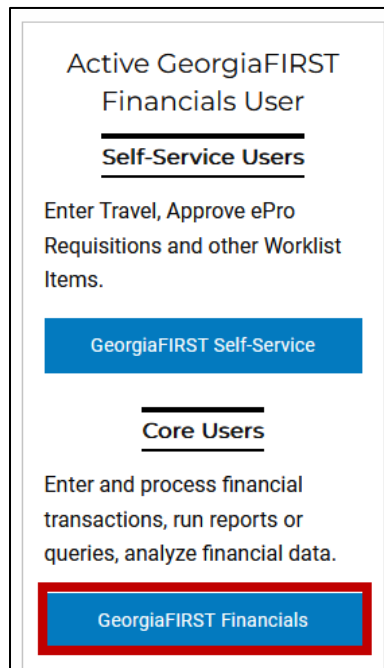
Navigating to Peoplesoft Financial

Note: Before accessing the Peoplesoft Financial Platform, ensure that you have followed the correct Kennesaw State protocol to gain access to Peoplesoft. Additional information regarding this process can be found at <https://fiscalservices.kennesaw.edu/accounting/financial-access.php>.

1. Navigate to the **GeorgiaFirst Financial Management Solutions** page (<https://www.usg.edu/qafirst-fin/>).

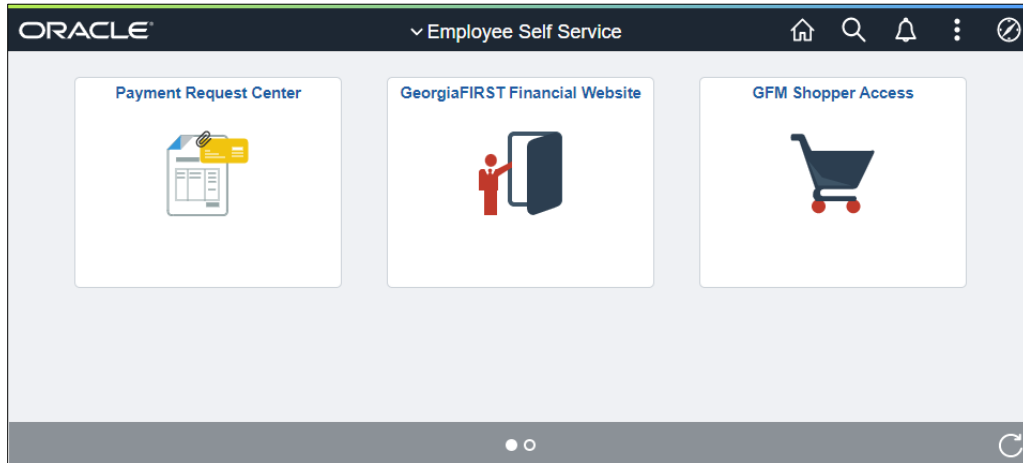


2. Under *Core User*, click the **GeorgiaFIRST Financials** button.



3. Follow Duo Authentication with university credentials.

4. View the Peoplesoft Financials landing page.



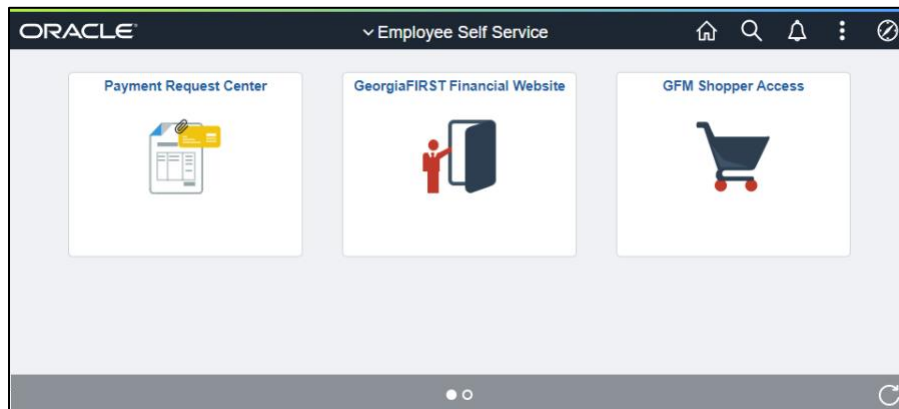
Note: Homepage display varies between role permissions in the GeorgiaFirst Peoplesoft Financials platform.

Using the Payment Request Center Tile

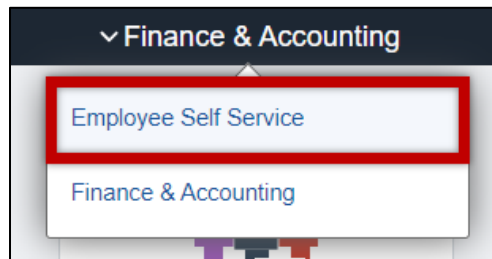
Individuals with Requestor permissions will be able to submit Payment Requests through the Peoplesoft Financial *Payment Request Center* tile. The following section will highlight what functionality can be accomplished from the *Payment Request Center* Tile.

Accessing the Payment Request Center

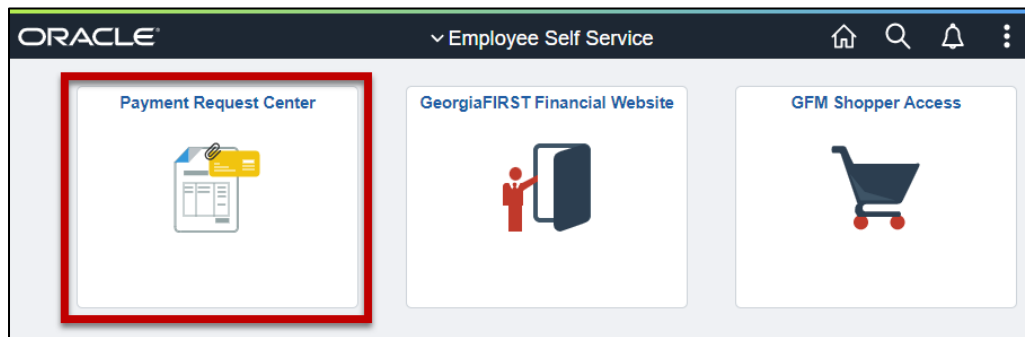
1. Access the *Employee Self Service* homepage.



Note: If the *Employee Self Service* page does not display initially, select the **Employee Self-Service** homepage option in the *page dropdown* menu.



2. On the *Employee Self Service* page, click the **Payment Request Center** tile.



Note: If the *Payment Request Center* tile does not display on *Employee Self Service*, please submit a service request at service.kennesaw.edu.

- The **Payment Request Center** will load. When viewing the *Payment Request Center*, please note the following:

The screenshot shows the 'Payment Request Center' interface. At the top, there's a navigation bar with 'Employee Self Service' and 'Payment Request Center'. Below this, there's a 'Request Summary' section (a) showing a table with status filters: Pending (5), Vouchered (1), and Denied (1). To the right is a 'Recent Messages' section (b) showing a table with request details. Below these is a 'Create' button (c). The main section is 'Requests' (d), which contains a table with columns: Request ID, Entered Datetime, Invoice Number, Supplier ID, Supplier, Description, Total Amount, Currency, Request Status, Business Unit, Voucher ID, Scheduled to Pay, and icons for edit, message, workflow, details, and denied (l). The table lists four requests with various statuses (Denied, Pending, Pending, Pending).

- Request Summary:** Toggle and View the requests by each request status.
- Recent Messages:** View recent Payment Messages from others inside of the workflow.
- Create Button:** Click to create a new Payment Request.
- Request Information:** View previously entered payment request information such as the Request ID, Date, Invoice ID, Supplier Information, Description and Total amount.
- Request Status:** View the status of each payment request.
- Voucher ID:** Identification number associated with the voucher created for a Payment Request.
- Schedule to Pay:** View the estimated date the Payment Request will be completed.
- Revise icon:** Edit content within the Payment Request.
- Payment Message icon:** View recent Payment Messages from others inside of the workflow.
- Workflow icon:** View the workflow associated with the Payment Request.
- View Request icon:** View more details about the listed Payment Requests.
- Denied Request icon:** View an approver's denial of a Payment Request.

Understanding a Payment Request Status

When viewing each payment request within the Payment Request Center, please note the differences between the following payment request statuses:

- **New:** Payment Request not submitted or currently being processed in workflow – drafted.
- **Cancelled:** Payment Request cancelled by end user – No longer available to be modified.
- **Pending:** Payment Request submitted but pending workflow approval.
- **Denied:** Payment Request submitted but denied through workflow and returned to requestor.

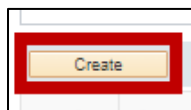
Note: If Payment Requests are denied, users with Requestor role permissions can be cancelled or resubmit said Payment Request.

- **Approved:** Payment Request has been successfully submitted, processed by workflow, but awaiting processing through AP before payment is paid.
- **Vouchered:** Payment Request successfully submitted, processed by workflow, and process
- **Schedule to Pay:** Payment Request indicates estimated date of the Payment Request to be Paid.
- **Paid:** Payment Request successfully submitted, processed by workflow, processed by AP, and completed.

Creating a New Payment Request

After accessing the *Payment Request Center*, users that have been assigned the Requestor Role can submit payment Requests. After initiating the payment request, users will be guided through the four-step process to provide additional information for the request.

To start a new payment request, click the **Create** button from the *Payment Request Center* page.



Step One: Summary Information

After clicking the *Create* button from the *Payment Request Center*, the Payment Request process will begin with the *Summary Information* section.

The Summary Information section will host the main information surround each payment request. In this page, please note the following:

- a. **Payment Request Progress Bar:** Displays which step in the Payment Request process you're in.
- b. **Business Unit:** Identification number associated with Kennesaw State University.
- c. **Invoice Number:** Identification label developed internally to identify the associated Payment Request.

Note: If there is no listed Invoice associated with this Payment Request, see [Invoice Numbers](#).

- d. **Exit:** Void the drafted Payment Request and return to the Payment Request Center.
- e. **Save for Later:** Save the drafted Payment Request to complete later.
- f. **Next:** Proceed to the next step in the Payment Request process.
- g. **Request ID:** An autogenerated Identification number associated with the Payment Request.
- h. **Invoice Date:** Input date for the pending Payment Request.
- i. **Header Description:** Briefly describe the contents of the Payment Request (e.g. ATH-Supplies Basketball 02/01-02/03).
- j. **Attachment:** Upload any documents relative to the Payment Request (e.g. Copies of Invoices.)
- k. **Cost Sub-Total:** Enter the calculated sub-total cost.

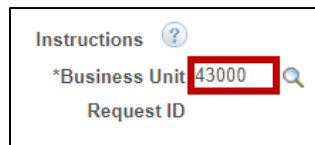
Note: Any amount larger than \$2499.99 will add an additional workflow in the Payment Approval process. For additional information see the [state Procurement Policy of purchases over \\$2,500](#).

- l. **Total Amount:** An auto-calculated sum of the Cost Sub-Total, Misc. Charge, and Freight input fields.
- m. **Notes/Comments:** Add any information to Accounts Payable (AP) regarding this Payment Request (e.g. Remint to address, request urgency, etc.)

Completing Step One

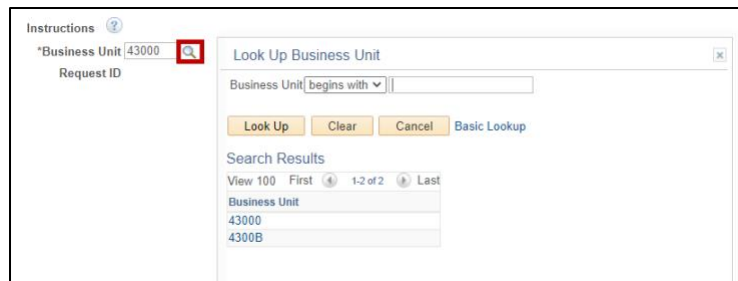
Within the first portion of the payment request process, please complete the following:

1. Type the Business Unit in the provided field.



A screenshot of a form section titled "Instructions" with a help icon. Below it, the label "*Business Unit" is followed by a text input field containing "43000". A magnifying glass icon is to the right of the field. Below the field is the label "Request ID".

Note: The search tool adjacent to the Business Unit field can be utilized to locate any unknown Business Unit.

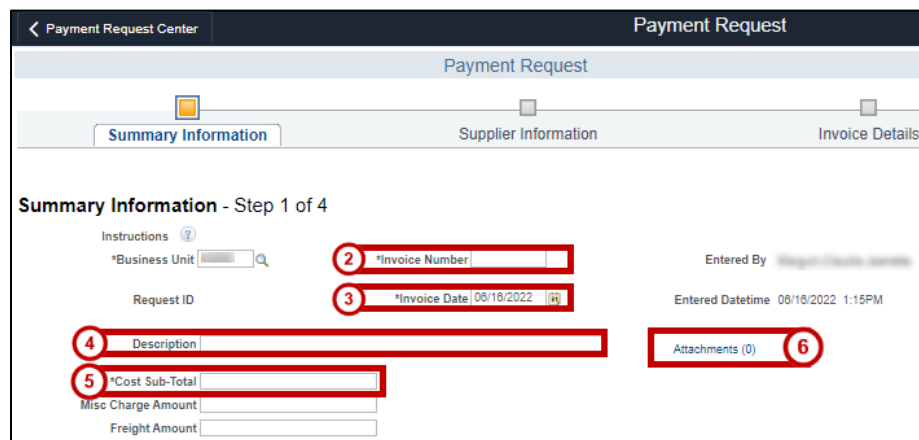


A screenshot of a search tool titled "Look Up Business Unit". It features a dropdown menu labeled "Business Unit begins with" and a search button. Below the search area, there are buttons for "Look Up", "Clear", "Cancel", and "Basic Lookup". The "Search Results" section shows a list of results: "43000" and "4300B".

2. Type the **Invoice Number**.
3. Enter the **Invoice Date**.
4. Type a **Description** for this Payment Request.
5. Type the **Cost Sub-Total** amount.

Note: Do not utilize the *Misc. Charge Amount* and *Freight Amount* fields.

6. Click the **Attachments** link to upload the Supplier Invoice or other supporting documents.



A screenshot of the "Payment Request" form, specifically the "Summary Information" tab. The form is titled "Summary Information - Step 1 of 4". It contains several fields: "*Business Unit" (with a search icon), "*Invoice Number" (circled with a red 2), "*Invoice Date" (08/16/2022, circled with a red 3), "Description" (circled with a red 4), "*Cost Sub-Total" (circled with a red 5), "Misc Charge Amount", "Freight Amount", and "Attachments (0)" (circled with a red 6). The "Entered By" field shows "Wagner, Charles" and the "Entered Datetime" is "08/16/2022 1:15PM".

7. The *Payment Request Attachments* window will appear. Click the **Add Attachment** button.

Payment Request Attachments

Request ID 0000069094 Entered Datetime 03/18/2022 1:26PM

Details

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

Add Attachment

OK Cancel

8. Click the **Choose File** button to browse computer to select files for upload.
9. After following your device's file upload prompts, click the **Upload** button to confirm the selected file.

File Attachment

Choose File Receipt.jpeg

Choose File No file chosen

8 Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

9 Upload Cancel

10. In the *Payment Request Attachments* window, click the **OK** button.

Payment Request Attachments

Request ID 0000069094 Entered Datetime 03/18/2022 1:26PM

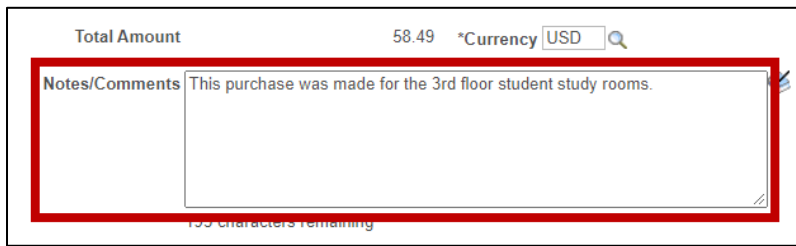
Details

Attached File	Description	User	Name	Date/Time Stamp
Receipt.jpeg	Copy of Purchase Receipt	img.png	Receipt.jpeg	03/18/2022 3:35:05PM

Add Attachment

OK Cancel

Note: For any special handling requests addressed to Accounts Payment, use the Notes/Comments text field.




Total Amount 58.49 *Currency USD

Notes/Comments This purchase was made for the 3rd floor student study rooms.

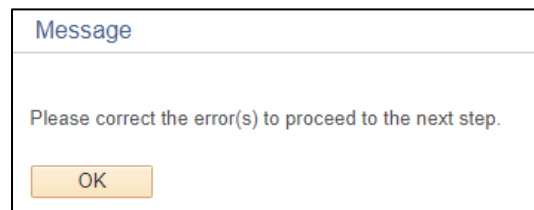
155 characters remaining

11. Click the **Next** button to move the *Supplier Information* section.



Exit Save for Later Next

Note: If a user attempts to move to the next step of the payment request process without providing the correct data input for any required field, a pop-up notification will display.

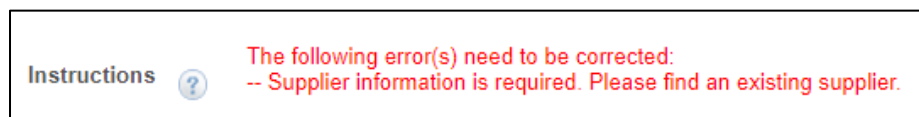


Message

Please correct the error(s) to proceed to the next step.

OK

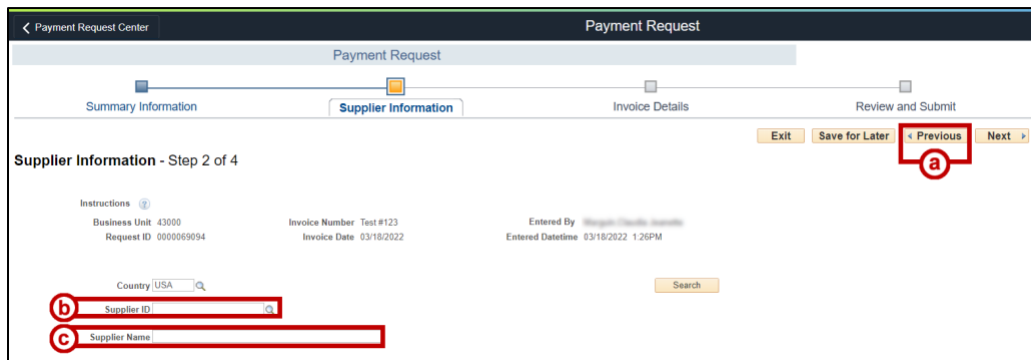
This pop-up notification will be followed by corrective instructions at the top of the page, similar to what is displayed below.



Instructions ? The following error(s) need to be corrected:
-- Supplier information is required. Please find an existing supplier.

Step Two: Supplier Information

The *Supplier Information* section will load. In this page you will provide information regarding the supplier that you are submitting the payment request on behalf of. In the *Supplier Information* page, please note the following:

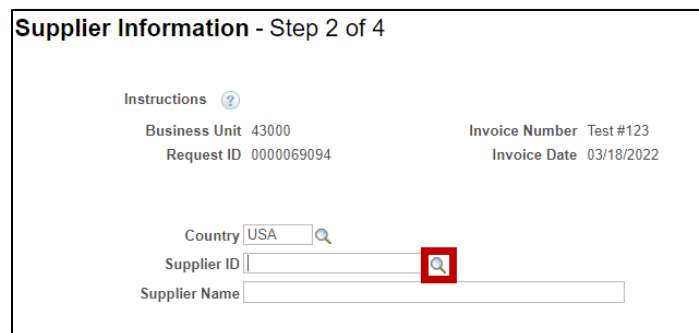


- a. **Previous:** Return to the previous page in the Payment Request process.
- b. **Supplier ID:** An Identification code associated to Suppliers.
- c. **Supplier Name:** Name of the Supplier associated with the Payment Request.

Completing Step Two

Within the second portion of the payment request process, please complete the following:

1. Click the **magnifying glass** icon adjacent to the *Supplier ID* field to open the Look Up Supplier ID window.



2. In the *Look Up Supplier ID* window, type the **name of the supplier** into the coordinating the search field.
3. Click the **Look Up** button, to load the list of result.
4. Select the **name** associated with the supplier.

Look Up Supplier ID

Business Unit 43000

Supplier ID begins with

Short Supplier Name begins with DELL

Look Up Search Cancel Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

Supplier ID	Short Supplier Name	Supplier Name
0000011117	DELL-001	Dell Marketing LP
CAT0000008	DELL-CAT-001	DELL

Note: In some instances, suppliers will have multiple locations. Select the **location** that best applies to the Payment Request.

Select Supplier Location

SetID: SHARE Supplier ID: 0000000061 Supplier Status: Approved

Short Supplier Name: HOUGHTON-001 Supplier Classification: Federal

In City Limit: N HR Class:

Additional Name: Persistence: Regular

Alternate Supp Name: Open For Ordering: Y

Address: 00001 CHICAGO-REMIT Withholding Applicable: N

Corporate Supplier: 0000000061 Houghton Mifflin Harcourt Publishing Co. Display VAT Flag: N

Remit Supplier: 0000000061 Houghton Mifflin Harcourt Publishing Co.

Supplier Location	Address Line 1	City	State	Country
C MAIN	14046 Collection Center Drive	Chicago	IL	USA
C ORDRMLOC2	HM Receivables Co., LLC	Chicago	IL	USA

If vendor does not exist in the Peoplesoft Financials database, select **Save for Later** and contact vender_registration@kennesaw.edu to adding the vender to the database.

Exit Save for Later Previous Next

5. Click the **Next** button to move to the *Invoice Details* section.

Exit Save for Later Previous Next

Step Three: Invoice Details

The *Invoice Details* section will load. In this page, please note the following:

Payment Request

Payment Request

Summary Information Supplier Information **Invoice Details**

Invoice Details - Step 3 of 4

Instructions ?

Business Unit 43000 Invoice Number 4 Entered By [redacted]
Request ID 0000089117 Invoice Date 08/16/2022 Entered Datetime 08/16/2022 1:22PM

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

a

b Add Lines

c *Cost Sub-Total 45.00
Misc Charge Amount
Freight Amount

d Total Amount 45.00 Currency USD

- Invoice Line:** Divide chartfield information to each applicable department budget within the Payment Request.
- Add Lines:** Click to create a distribution line for the Invoice.
- Cost Sub-Total:** Cost of specified items within Purchase Request
- Total Amount:** Auto-calculated total between sub-total, miscellaneous charges, and freight.

Completing Step Three

Within the third portion of the payment request process, please complete the following:

- Click on the **Add Lines** button to open the *Add a New Line* window.

Line	Description
------	-------------

Add Lines

- The *Add a New Line Window* will load. Within this window, please note the following key items:

The screenshot shows the 'Add a New Line' window. At the top, there's an 'Instructions' section. Below it, the 'Line 1' section contains fields for 'Description' (labeled a), 'Quantity', 'Unit', 'Unit Price', '*Line Amount' (labeled b), and 'SpeedChart Key' (labeled c). Below this is the 'Accounting Details' section, which is a table with columns: 'Line', 'Quantity', '*Amount' (labeled e), '*GL Business Unit', 'Account' (labeled f), 'Fund Code' (labeled g), 'Department' (labeled h), 'Program Code' (labeled i), 'Class' (labeled j), 'Budget Reference' (labeled k), and 'Project' (labeled l). The first row of the table shows 'Line' 1, 'Quantity' 1, '*Amount' 0.00, '*GL Business Unit' 43000, and the other fields are empty. A small icon (labeled d) is next to the 'Line' column header.

- Line Description:** Add additional chartfield information to accurately post expense transactions to the correct department budget (e.g., Account, Fund, Program, Class, Project, or Budget Reference).
- Line Amount:** Total amount due for the specific line.

Note: This can be the same total amount due on the invoice.

- SpeedChart Key:** Series of numbers linked to department line distribution chart string for budget purposes.

Note: At Kennesaw State, the term SpeedChart is used interchangeable with Speed Key.

- Add (+) / Remove (-):** Add or Remove additional distributions across individual accounting lines.
- Amount:** Amount tendered within each distribution line.
- Account:** Identification number associated with the source of tender.
- Fund Code:** Identification number associated with the departments chartstring.
- Department:** Identification number associated with a specific Kennesaw State department.
- Program Code:** Identification number associated with the department program code.
- Class:** Identification number associated with the department class code.
- Budget Reference:** Select the year associated with the current fiscal year budget (e.g., 2023 would apply to the dates 7/01/2022-6/30/2023).
- Project:** If applicable, would be the project associated with the departments chartstring.

Distribution and Invoice Lines

Each payment request requires at least one invoice line. Each invoice line within a payment request, can be split into multiple distribution lines for multiple department accounts to apply to a single invoice. Invoice lines that hold multiple distribution lines within an Invoice Line are called *Split Distributions*.

When navigating step three of the payment request process, please note Split Distributions within the Invoice Line's *Accounting Details* section.

The screenshot shows the 'Accounting Details' section of a payment request form. It contains a table with two rows of distribution lines. The first row is highlighted with a red border. The fields in the table are: Line, Quantity, *Amount, *GL Business Unit, Account, Fund Code, Department, Program Code, Class, Budget Reference, and Project.

Line	Quantity	*Amount	*GL Business Unit	Account	Fund Code	Department	Program Code	Class	Budget Reference	Project
1		50.00	43000	727730	10500	1059412	16200	11000	2023	
2		50.00	43000	727730	10500	1058400	16100	1100	2023	

3. Type a **Description** into the *Line Description* text field (e.g., Supplier for Trip).

Note: Do not utilize the *Quantity*, *Unit of Measurement*, and *Unit Price* fields.

4. Type the cost of this invoice line into the **Line Amount** text field.
5. Type the applicable **SpeedChart or Speed Key** into the *SpeedChart Key* text field.

The screenshot shows the top section of the payment request form. It includes fields for Line, Description, Quantity, Unit, Unit Price, *Line Amount, and SpeedChart Key. Red boxes and numbers 3, 4, and 5 are used to highlight specific fields: 3 points to the Description field, 4 points to the *Line Amount field, and 5 points to the SpeedChart Key field.

Line	Description	Quantity	Unit	Unit Price	*Line Amount	SpeedChart Key
1	Monitors				200.00	03010

Note: To expediate the payment request process, Fiscal Services utilizes SpeedCharts or Speed Keys. For a list of campus SpeedCharts, see the Speed Keys database (<https://fiscalservices.kennesaw.edu/budget/speed-keys.php>) on the Office of Fiscal Services' website.

6. Under the *Accounting Details* section, confirm that the typed SpeedChart has populated the **Fund Code**, **Department**, **Program Code**, and **Class** fields underneath the *Accounting Details* section.

The screenshot shows the 'Accounting Details' section of the payment request form. It displays the fields: Account, Fund Code, Department, Program Code, Class, and Budget Reference. Red boxes highlight the Fund Code, Department, Program Code, and Class fields, which are populated with values: 10500, 1003010, 11100, and 11000 respectively.

Account	Fund Code	Department	Program Code	Class	Budget Reference
	10500	1003010	11100	11000	

7. Type the first distribution line's **Amount** in the *Amount* text field.

Note: Line amount must equal the total amount between each line under the Accounting Details section.

8. Confirm the **Account** number associated with the method of payment into the *Account* text field is accurate.

9. Populate the **Budget Year** into the *Budget Reference* text field.

The screenshot shows the 'Accounting Details' section of a form. It contains a table with columns: Line, Quantity, *Amount, *GL Business Unit, Account, Fund Code, Department, Program Code, Class, and Budget Reference. The first row is populated with: Line 1, Quantity 1, *Amount 100.00, *GL Business Unit (blank), Account (blank), Fund Code 10500, Department 1003010, Program Code 11100, Class 11000, and Budget Reference 2023. Red boxes and numbers highlight the *Amount field (7), the Account field (8), and the Budget Reference field (9).

Note: To create split distributions within each *Invoice Line*, click the **Add (+)** and **Remove (-)** buttons to add or remove additional distribution lines.



10. For each additional *Accounting Details* line, manually populate the fields referenced in steps 4 – 9.

11. Click the **OK** button to add Line to the Payment Request's Invoice Details.

The screenshot shows the 'Accounting Details' section with two lines. Line 1 has *Amount 100.00, *GL Business Unit 43000, Account 111000, Fund Code 10500, Department 1003010, Program Code 11100, Class 11000, and Budget Reference 2023. Line 2 has *Amount 100.00, *GL Business Unit 43000, Account 111000, Fund Code 10500, Department 1059412, Program Code 16200, Class 11000, and Budget Reference 2023. Red boxes and numbers highlight the first line (10) and the OK button (11).

12. Repeat Steps 1 – 18 for each additional Invoice Line.

13. Click the **Next** button to move to the *Review and Submit* Section.

A row of four buttons: Exit, Save for Later, Previous, and Next. The Next button is highlighted with a red box.

Step Four: Review and Submit

The *Review and Submit* section will load. In this page, please note the following:

- Payment Request Overview:** See a small breakdown of the drafted Payment Request's information.
- Review:** View a further detailed outline of the drafted Payment Request.
- Submit:** Submit the Request for approval.

Completing Step Four

Within the fourth portion of the payment request process, please complete the following:

1. Confirm that overview of the Payment Request is accurate.

Note: Click the **Review** button to view a detailed outline of the drafted Payment Request in a different window.

2. Click the **Submit** button.

Review and Submit - Step 4 of 4

Business Unit 43000	Invoice Number Test #123	Entered By [Redacted]
Request ID 0000069094	Invoice Date 03/18/2022	Entered Datetime 03/18/2022 1:26PM
Description Monitors for Kennesaw Campus Library		
Supplier Dell Marketing, LP		
Total Amount 200.00	USD	
Request Status New		

Click the "Review" button to review the detailed request.

Click the "Submit" button to submit your request.

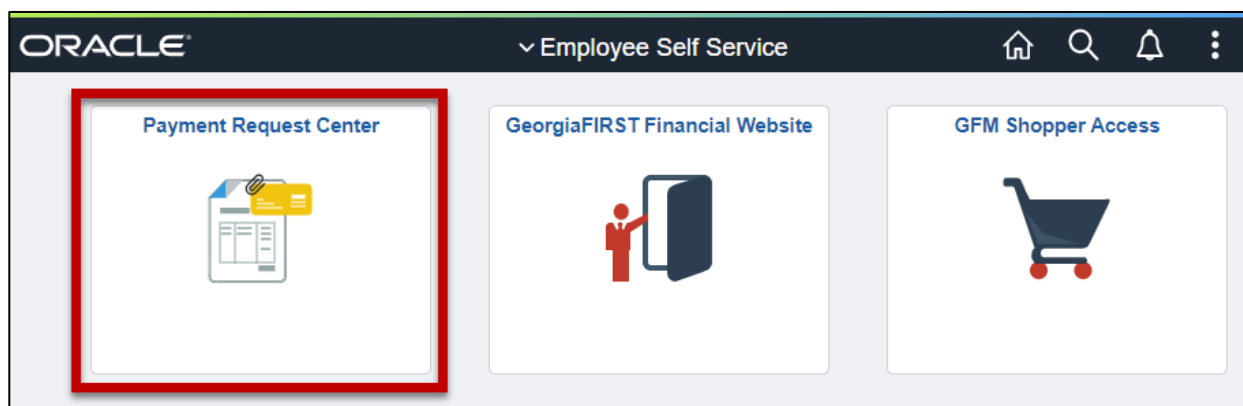
3. A pop-up message will appear. Click the **OK** button to proceed.

Message





The current Payment Request will be submitted. Click OK to proceed. (7060,61)

Modifying the Approval Workflow

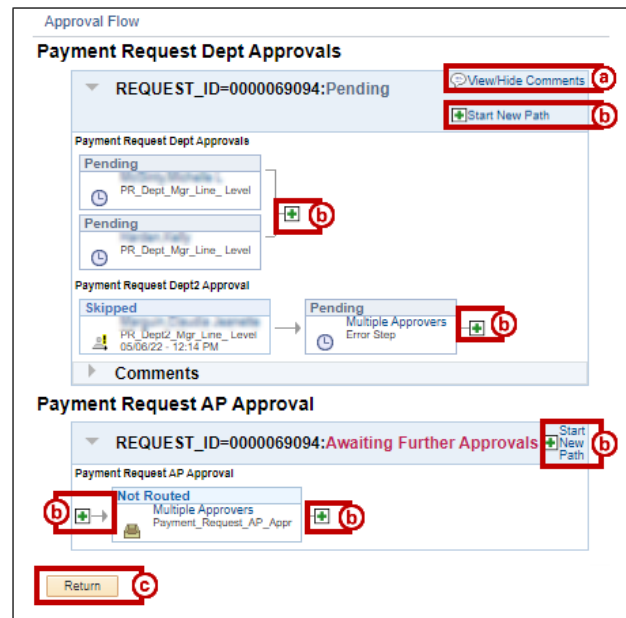
1. Navigate to the *Payment Request Center*.



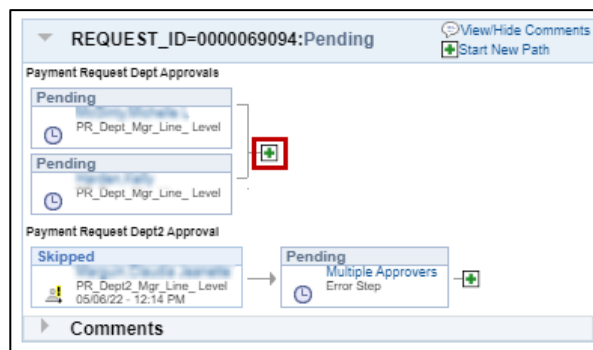
2. In the *Requests* section, select the **Workflow icon** adjacent to the applicable Payment Request.

Requests													
Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay		
0000069117	06/16/2022 1:22PM	4	0000000037	Catko Distributors		45.00	USD	Pending	43000				
0000069116	06/10/2022 9:57AM	5678	0000000055	Halo Branded Solutions, Inc.	EXL_Reject_Back	432.67	USD	Pending	43000				

3. The *Approval Flow* window will display. When viewing the *Approval Flow* window, please note the following:



- View/Hide Comments:** Access any comments made within the Payment Approval Process.
 - Start New Path:** Modify the Approval workflow by adding an new individual to the Workflow.
 - Return:** Exit the Approval Flow window.
4. Select the **Green Plus (+)** icon on the desired path.



5. The *Insert Additional Approver or Review* window will appear.

The dialog box is titled "Insert additional approver or reviewer". It contains a search bar with the placeholder text "Choose an approver or reviewer to insert". Below the search bar is a "User ID:" field with a magnifying glass icon. Underneath is the "Insert as:" section with two radio buttons: "Approver" (selected) and "Reviewer". At the bottom are "Insert" and "Cancel" buttons.

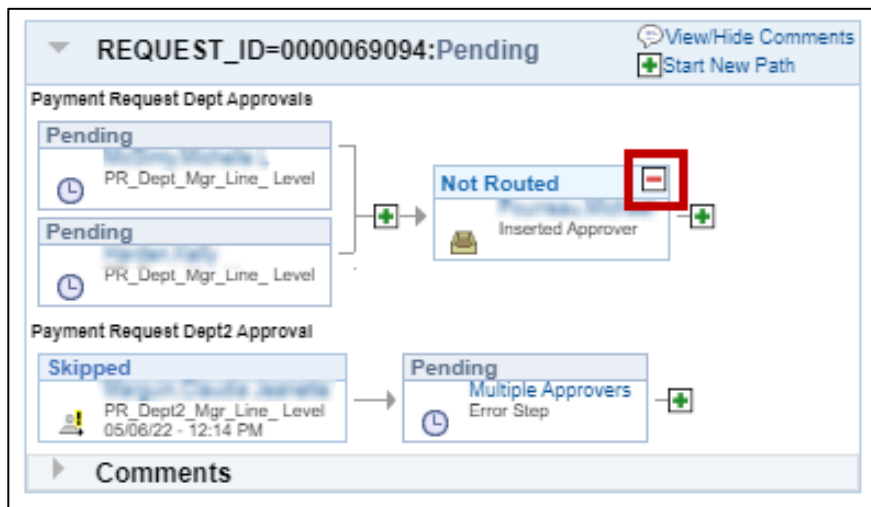
6. Populate the **User ID** text field.
7. Select **Insert**.

This screenshot shows the same dialog box as before, but with red circles and numbers indicating the steps. Circle 6 is around the "User ID:" field, which now contains the text "sowl". Circle 7 is around the "Insert" button. The search results "Owl, Scrappy" are visible to the right of the search bar.

8. Confirm that the individual has been successful added to the correct location in Approval workflow.
9. Select **Save Approval Flow Changes**.

The screenshot shows the "Approval Flow" configuration page. It has two main sections: "Payment Request Dept Approvals" and "Payment Request AP Approval". In the "Payment Request Dept Approvals" section, a flow is shown with a "Not Routed" box containing an "Inserted Approver" icon, which is circled with a red circle and the number 8. In the "Payment Request AP Approval" section, there is a "Not Routed" box with "Multiple Approvers" and a "Payment_Request_AP_Appr" icon. At the bottom of the page, the "Save Approval Flow Changes" button is circled with a red circle and the number 9. A "Return" button is also visible at the very bottom.

Note: To remove and inserted approver, select the **Red Minus (-)** icon.



10. Select **Return** to exit to the Payment Request Center.



Responding to Payment Messages

1. From the payment request center, select the **Payment Message icon** adjacent to the applicable Payment Request.



2. The *Review Messages* window will appear. Click the **Message Topic**.

Message Details			
Initial Date Time	07/28/2022 8:50:35AM	Supplier SetID	SHARE
Request ID	0000089304	Supplier ID	0000011522 KSU Culinary Services
Requester		Request Status	Pending
Request Created Datetime	07/28/22 8:55AM	Gross Invoice Amount	100.00 USD
Message Topic Personalize Find View All			
	Datetime	Message Topic	
	07/28/2022 8:50AM	Question for Requester	

3. View the **Message feed** as needed.
4. Type a **Message** in the the *Your Response* text box.
5. Click the **Post** option.

Review Messages

Message Details

Initial Date Time07/28/2022 8:50:35AM

Request ID0000089304

RequesterOwl, Scrappy (Requester)

Request Created Datetime07/28/22 8:55AM

Supplier SetIDSHARE

Supplier ID0000011522

Request StatusPending

Gross Invoice Amount100.00 USD

Message Details

Datetime07/28/2022 8:50AM

Originated FromOwl, Sturgis (Approver)

*Conversation TopicQuestion for Requester

Message ToOwl, Scrappy (Requester)

Message

Recent Messages

(07/28/2022 08:58 AM) Scrappy (Requester) : May I have an update on this request

(07/28/2022 08:52 AM) Sturgis (Approver) : Would you give me more information as to what this expense was for. Please attached the agenda.

Thanks.

Your Response

Thanks. You are a great employee!

Post

Cancel

6. Once a Payment Message is created by an Approver, the receiving party will receive the message in their Payment Messages feed.

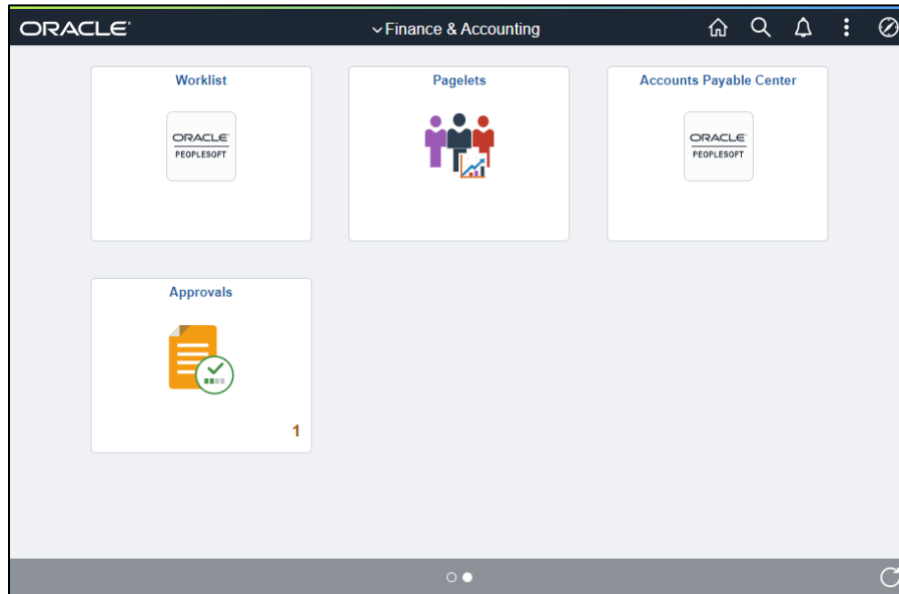
Using the Worklist Tile

Individuals with Approver permissions will be able to access and modify submitted Payment Requests through the Peoplesoft Financial *Worklist* tile. The following section will highlight what functionality can be accomplished from the *Worklist* Tile.

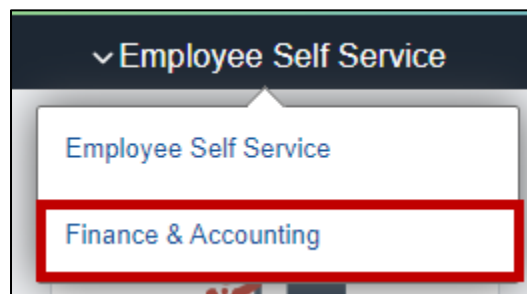
Accessing New Payment Requests

To access new Payment Requests in Peoplesoft Financials, complete the following steps:

1. Access the **Finance & Accounting** homepage.



Note: If the *Finance & Account* page does not display initially, select the **Finance & Accounting** homepage option in the *page dropdown* menu.



2. On the Finance & Accounting page, click the **Worklist** tile.

- The *Payment Request* page will load. When viewing a Payment Request, please note the following:

The screenshot shows the 'Payment Request Center' interface. At the top, a 'Payment Request' header bar contains fields for Business Unit (43000), Request ID (0000069090), Invoice Number (88888), Invoice Date (03/11/2022), Entered By (Wesley, Michael L.), and Entered Datetime (03/11/2022 2:18PM). Below this, the 'Payment Request Details' section shows Transaction Currency (USD), Total Amount (1001.00), Supplier ID (0000000053), Description (FREIGHT ONLY), and Supplier Name (Police and Sheriff's Press Inc.). To the right of these details are fields for Comments, Attachments (1), and Payment Message. A 'Line Details' table below shows a single line item with Quantity 1, Unit Price, Item ID, Amount (1001.00), Description (Bob Registration for Trip to F), SpeedChart Key (03010), and a Details link. The 'Payment Request Dept Approvals' section shows a workflow for REQUEST_ID=0000069090:Pending, with steps like 'Skipped', 'Bypassed', and 'Self Approved'. Below this is the 'Payment Request AP Approval' section, which shows a 'Not Routed' status and a 'Multiple Approvers' list. At the bottom, there is a large text box for comments (254 characters remaining) and a row of buttons: Approve (i), Deny (j), Pushback, Add Comments (k), and Hold (l).

- Request Details:** View information surrounding the Invoice, Request date, and Requestor.
- Payment Request Details:** View the Amount, Supplier information, and details surround the Payment Request.
- Comments:** View entered comments entered by a previous approver as they approve each line.
- Attachments:** View any uploaded documents relative to the Payment Request.
- Payment Message:** Create a message privately between others inside of the Payment Request.
- Invoice Line Details:** View information of each Invoice Line within the Payment Request.
- Request Workflow:** Modify the order of individuals the Payment Request must be approved.
- New Comment textbox:** Type any new information relative to the Payment Request process into this field.
- Approve:** Select to send the payment request to the next individual in the Payment Request process.
- Deny:** Select to send the payment request back to the original requestor for update or modifications.

Note: Requests that have been denied can be resubmitted by requester alterations have been made to the Payment Request.

- k. **Add Comment:** Submit a drafted new comment in the above *Comment textbox*.
- l. **Hold:** Select to pause or place workflow on hold for a Payment Request.

Create a Payment Message

The *Payment Message* function provides users a space to communicate or pose questions before the request is sent to the next individual in the Payment Request Approval workflow process. Approvers are limited to creating *Payment Messages* at their stage of the Workflow; Requestors are only able to respond to Payment Messages.

Note: Once an Approver has approved a payment request to the next individual in the workflow, the Approver will no longer be able to access the *Payment Message*.

To submit a *Payment Message* complete the following from the *Payment Request* page:

1. Click **Payment Message**.

The screenshot shows the 'Payment Request Center' interface. At the top, there's a 'Payment Request' header. Below it, a table displays request details: Business Unit (43000), Invoice Number (8888), Entered By (William Thomas L.), Request ID (000009090), Invoice Date (03/11/2022), and Entered Datetime (03/11/2022 2:18PM). A section titled 'Payment Request Details' shows Transaction Currency (USD), Total Amount (1001.00), Supplier ID (000000053), Description (FREIGHT ONLY), and Supplier Name (Police and Sheriffs Press Inc.). A 'Comments' field is present, and a red box highlights the 'Payment Message' button in the bottom right corner.

2. The *Review Messages* window will appear. If blank, enter the **Conversation Topic**.
3. Populated your message into the *Your Response* text field.
4. Click the **Post** option.

The screenshot shows the 'Review Messages' window. It displays 'Message Details' including Initial Date Time (06/22/2022 10:50:26AM), Request ID (000009090), Requester (William Thomas L.), Request Created Datetime (03/11/22 2:35PM), Supplier SetID (SHARE), Supplier ID (000000053), Police and Sheriffs Press Inc., Request Status (Pending), and Gross Invoice Amount (1001.00 USD). Below this, a 'Message Details' section shows a 'Conversation Topic' field (circled in red with a '2') and a 'Your Response' text area (circled in red with a '3'). At the bottom, a red box highlights the 'Post' button (circled in red with a '4').

5. Once a Payment Message is created by an Approver, the receiving party will receive the message in their Payment Messages feed.

Responding to Payment Messages

To respond to a *Payment Message* complete the following from the *Payment Request* page:

1. Click **Payment Message**.

Payment Request Center | **Payment Request**

Payment Request

Business Unit 43000 | Invoice Number 88888 | Entered By [User]
Request ID 0000089090 | Invoice Date 03/11/2022 | Entered Datetime 03/11/2022 2:18PM

Payment Request Details

Transaction Currency USD | Supplier ID 0000000053 | Comments [Text Box]
Total Amount 1001.00 | Description FREIGHT ONLY | Attachments (1)
Supplier Name Police and Sheriffs Press Inc. | **Payment Message**

2. The *Review Messages* window will appear. Click the **Message Topic**.

Message Details

Initial Date Time 07/28/2022 8:50:35AM | Supplier SetID SHARE
Request ID 0000089304 | Supplier ID 0000011522 KSU Culinary Services
Requester [User] | Request Status Pending
Request Created Datetime 07/28/22 8:55AM | Gross Invoice Amount 100.00 USD

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

Datetime	Message Topic
07/28/2022 8:50AM	Question for Requester

3. View the **Message feed** as needed.
4. Type a **Message** in the the *Your Response* text box.
5. Click the **Post** option.

Review Messages

Message Details

Initial Date Time 07/28/2022 8:50:35AM | Supplier SetID SHARE
Request ID 0000089304 | Supplier ID 0000011522 KSU Culinary Services
Requester CwI, Scrappy (Requester) | Request Status Pending
Request Created Datetime 07/28/22 8:55AM | Gross Invoice Amount 100.00 USD

Message Details

Datetime 07/28/2022 8:50AM | Originated From CwI, Sturgis (Approver) | Message To CwI, Scrappy (Requester)
*Conversation Topic Question for Requester

Message

Recent Messages
(07/28/2022 08:58 AM) Scrappy (Requester) : May I have an update on this request
(07/28/2022 08:52 AM) Sturgis (Approver) : Would you give me more information as to what this expense was for. Please attached the agenda.
Thanks.

Your Response

Thanks. You are a great employee.

Post | Cancel

- Once a Payment Message is created by an Approver, the receiving party will receive the message in their Payment Messages feed.

View Line Details

The *Line Details* option allows approvers to view Invoice and Distribution line details in full before processing a Payment Request. To view a Payment Request Line's *Details*, complete the following from the *Payment Request* page:

- Click **Details**.

The screenshot shows the 'Payment Request' page. At the top, there is a header 'Payment Request'. Below it, there are fields for Business Unit (43000), Invoice Number (88888), Entered By (M. G. M. M. M.), Request ID (0000089090), Invoice Date (03/11/2022), and Entered Datetime (03/11/2022 2:18PM). Below this, there is a section for 'Payment Request Details' with fields for Transaction Currency (USD), Total Amount (1001.00), Supplier ID (0000000053), Description (FREIGHT ONLY), Supplier Name (Police and Sheriff's Press Inc.), and a Comments text box. Below the 'Payment Request Details' section, there is a 'Line Details' section. It contains a table with columns: Line, Quantity, Unit Price, Item ID, Amount, Description, SpeedChart Key, and Details. The table has one row with Line 1, Quantity 1, Unit Price 1001.00, Item ID 1001.00, Description 'Bob Registration for Trip to F', and SpeedChart Key 03010. The 'Details' button in the last column is highlighted with a red box.

- The *Payment Request Distributions* window will load. Review the Accounting Details.
- Select **OK** to return the *Payment Request* page.

The screenshot shows the 'Payment Request Distributions' window. At the top, there is a header 'Payment Request Distributions'. Below it, there is a section for 'Payment Request' with fields for Request ID (0000089550) and Line (1). Below this, there is a section for 'Accounting Details' which contains a table with columns: Line, Quantity, Amount, GL Business Unit, Account, Fund Code, Department, Program Code, Class Field, Budget Reference, and Project. The table has one row with Line 1, Quantity 1, Amount 100.00, GL Business Unit 43000, Account 727730, Fund Code 10500, Department 1059412, Program Code 16200, Class Field 11000, Budget Reference 2023, and Project. Below the 'Accounting Details' section, there are 'OK' and 'Cancel' buttons. A red circle with the number 2 is around the 'Accounting Details' section, and a red circle with the number 3 is around the 'OK' button.

Add Comments

Unlike payment messages, comments can be utilized to communicate Payment Request information for anyone viewing the Payment Request. To add a comment to a Payment request, complete the following from the *Payment Request* page:

- Type **message** into *New comment* text box.
- Select **Add Comment**.

254 characters remaining

Approve

Deny

Pushback

Add Comments

Hold

3. Confirm comments have been added, by selecting the (**>**) icon.

Approving a Payment Request

To approve a pending payment request from the *Payment Request* page, complete the following:

1. Review the *Payment Request Details and Line Details* sections.
2. Add *New Approvers* to the workflow, as needed.
3. Enter **Comments**, as needed.
4. Click the **Approve** button.

Payment Request Center
Payment Request

[New Window](#)
[Personalize Page](#)

Business Unit 43000
Request ID 000006090

Invoice Number 60008
Invoice Date 03/11/2022

Entered By [William Horvath](#)
Entered Date/Time 03/11/2022 2:18PM

Payment Request Details

Transaction Currency USD
Total Amount 1001.00

Supplier ID 0000000083
Description FREIGHT ONLY
Supplier Name [Flood and Sherrill Press Inc.](#)

254 characters remaining

Line Details

Line	Quantity	Unit Price	Item ID	Amount	Description	SpeedChart Key	Details
1				1001.00	Bob Registration for Trip to F	03010	Details

Payment Request Dept Approvals

REQUEST_ID=0000060900:Pending

Payment Request Dept Approvals

Skipped
PH Dept Mgr Line Level
03/11/22 2:18 PM

Self Approved
William Horvath
03/11/22 2:18 PM

Payment Request AP Approval

REQUEST_ID=0000060900:Awaiting Further Approvals

Payment Request AP Approval

Not Routed
Multiple Approvers
Payment Request AP Appr

254 characters remaining

Approve

Deny

Pushback

Add Comments

Hold

Page 31 of 35

5. Confirm the Payment Request has been removed from your Worklist feed.

Worklist

Worklist for [redacted]

[Detail View](#)

Worklist Filters [dropdown] [Feed](#)

Worklist Items

[icon] [search] [1-1 of 1] [View All]

From	Date From	Work Item	Worked By Activity	Priority	Link
------	-----------	-----------	--------------------	----------	------

[Refresh](#)

Note: If you are the final Approver, the status for the request will change to Approved and a notification will be received by the Requestor.

Denying a Payment Request

1. Review the *Payment Request Details and Line Details* sections.

Payment Request

Business Unit 43000 Invoice Number 88888 Entered By William, Williams L.
Request ID 000009090 Invoice Date 03/11/2022 Entered Datetime 03/11/2022 2:18PM

Payment Request Details

Transaction Currency USD Supplier ID 0000000053 Comments [text area]
Total Amount 1001.00 Description FREIGHT ONLY Attachments (1)
Supplier Name Police and Sheriff's Press Inc. Payment Message

Line Details

Line	Quantity	Unit Price	Item ID	Amount	Description	SpeedChart Key	Details
1				1001.00	Bob Registration for Trip to F	03010	Details

2. Enter **Comments**, as needed.
3. Click the **Deny** button.

254 characters remaining

[Approve](#) [Deny](#) [Pushback](#) [Add Comments](#) [Hold](#)

4. Confirm the Payment Request has been removed from your Worklist feed.

Worklist

Worklist for

[Detail View](#)

Worklist Filters

Feed

Worklist Items

1-1 of 1

View All

From	Date From	Work Item	Worked By Activity	Priority	Link

Refresh

Note: After being Denied, the Payment Requester may be updated, resubmitted, or canceled by the Paymnt Requestor.

Appendix

Invoice Numbers

How to record an Invoice that has no Invoice Number

The invoice number field in PeopleSoft is 30 characters in length. The complete field prints on the check so the vendor will know how to apply the payment. The system will check the invoice number against the vendor ID for duplicate invoice entry so it is important to follow the same procedures to avoid duplicate payments.

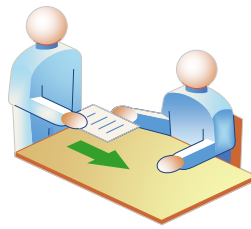
Invoice numbers should be keyed at all times when provided by the vendor. Key only numbers and letters. Do not key dashes, commas or any punctuation. (Unless it's provided from the vendor.) If the invoice number has a preceding zero "0" you should include the zeros from the invoice number.

If an invoice number is **not** provided, please identify the invoice type, and follow the invoice numbering instructions below.

Invoice Types:

- a. Invoice related to Reimbursement Expenses
 - i. Non-employee Travel Expense Report - Beginning date of travel is used for invoice number MMDDYY. For example, if the first date of the travel for departure is January 05, 2022, then use 010522 for the invoice number. The invoice must be 6 digits in length.
 - ii. Registration reimbursement where the individual has paid for the expense and is requesting reimbursement – Start date of the conference. Please use the MMDDYY format.
 - iii. Reimbursements directly to a non-employee for any type of allowable or other non-travel related expense – Date of purchase.
 - iv. Reimbursements directly to an employee for any type of allowable or other non-travel related expense being paid to the employee will be as follows – date of purchase and "oth" MMDDYYoth.
- b. Utility Invoices
 - i. Account number – statement date MMDDYY. For example, if the Georgia Power Bill is for account 53755-05002 and the statement/invoice date is May 18, 2018, then the invoice number is 53755-05002 051822 where the date must be 6 digits in length.
- c. Service Contract without Invoice
 - i. Contracts for service which require payment will use the first date of service as their invoice number. For example, if Mr. Smith provides a speaking engagement for the University on 06/17/2022, 06/18/2022 and 06/20/2022. Then the invoice number for this contact will be 061722 where the invoice number is always 6 digits in length MMDDYY.
- d. Stipends
 - i. Groups of stipends should be formatted with the same invoice number. Use the Program name (space) Semester (space) 4 digit year. Ex. TQP Fall 2022 or STEM Spring 2022
- e. Memberships
 - i. Institutional membership – first day of membership MMDDYY
 - ii. Individual membership – first day of membership and individual's name MMDDYY John Smith
- f. Costco Receipts
 - i. Costco receipts will be paid using the member ID & date of purchase MMDDYY. Ex. 111806439091 042222. If more than one receipt is presented with the same member ID and date then proceed with adding the letter A, B, C as necessary. Ex. 111806439091-042222A

Approval Workflow Overview



Payment Request is
Submitted

Level 1: Departmental/Project Approvals

Non-Sequential Approvals



Department
Approver



Business Mgr
Approver



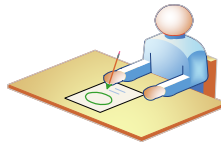
Project
Approver

Approver routing is based on:
Department, 2nd Department, and Project Mgr approvals assigned in PeopleSoft.

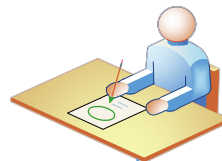


*If you have any questions regarding payment approval or routing, please contact
budget@kennesaw.edu.

Level 2: Fiscal Services Amount Approval, if over \$2500



Level 3: Accounts Payable Approval



Payment Voucher Created
and Invoice Paid

For additional support, please contact the KSU Service Desk at service.kennesaw.edu.