

## How To Enter Payment Request

1. Navigate to the **GeorgiaFirst Financial Management Solutions** page (<https://www.usg.edu/gafirst-fin/>).
2. Under *Core User*, click the **GeorgiaFIRST Financials** button.

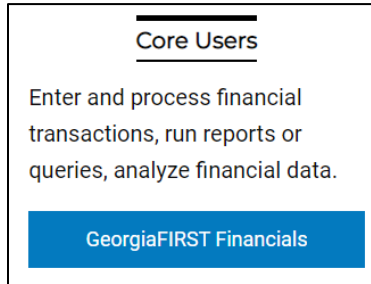


Figure 1 – Select GeorgiaFIRST Financials.

3. **Sign in** using Duo Authentication with university credentials.
4. Select the **Payment Request Center** tile.



Figure 2 – Select the Payment Request Center tile.

5. Select **Create**.

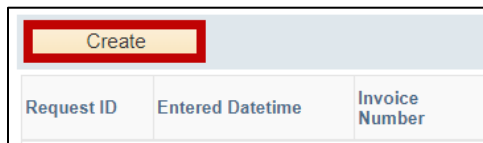


Figure 3 – Select Create.

6. Enter the **Business Unit** in the text field, or select the **magnifying glass** to search.

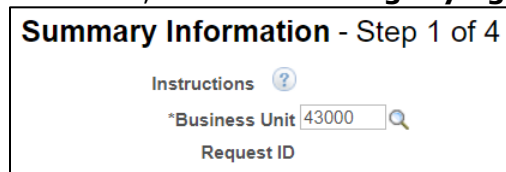


Figure 4 – Enter a Business Unit or select the magnifying glass to search.

7. Enter in the additional **required** information, then select **Next**. **Note:** Use the **Notes/Comments** section for any special handling requests.

Figure 5 – Enter required information. Click Next.

- a. Invoice Number and Invoice Date
- b. Description
- c. Cost Sub-Total
- d. Attachments

8. In the Supplier Information section, select the **magnifying glass** to search.

Figure 6 – Select the magnifying glass to search.

9. Enter a **Supplier Name** into the appropriate text field. Select **Look Up**, then click the supplier name.

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

Figure 7 – Enter a Supplier Name, select Look Up.

10. Select the appropriate supplier from the Supplier list. **Note:** Match your Remit Address on invoice to the correct listed address.

	Supplier Location	Address Line 1	City	State	Country
<input type="radio"/>	MAIN	One Dell Way, RR1 MS 19	Round Rock	TX	USA
<input type="radio"/>	ORDREMLOC3	One Dell Way, RR1 78682	Round Rock	TX	USA
<input type="radio"/>	ORDREMLOC5	c/o Dell USA LP	Atlanta	GA	USA
<input type="radio"/>	REMLOC8	PO Box 802816	Chicago	IL	USA

**Figure 8 - Match your Remit Address on invoice to the correct listed address.**

11. Select **Next**.



**Figure 9 – Select Next to continue.**

12. Select **Add Lines**. **Note:** Do Not use the Misc Charge Amount or Freight Amount fields for freight or shipping.

Line	Description	Quantity	Unit	Unit Price	Line Amount
<b>Add Lines</b>					
				*Cost Sub-Total	10.00
				Misc Charge Amount	
				Freight Amount	
				Total Amount	10.00 *Currency USD

**Figure 10 – Select Add Lines.**

13. Enter the following line information:

Add a New Line

Instructions ?

Line 1	<input style="border: 2px solid red; border-radius: 50%;" type="text" value="Description"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="border: 2px solid red; border-radius: 50%;" type="text" value="Line Amount"/>	<input style="border: 2px solid red; border-radius: 50%;" type="text" value="SpeedChart Key"/>
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**Accounting Details**

Line	Quantity	*Amount	ment	Program Code	Class	Budget Reference	Project
1	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Figure 11 – Enter the Description, Line Amount, and SpeedChart Key.**

- Enter a **Description** (i.e. Monitors).
- Enter a **Line Amount**.
- Click the **magnifying glass** to select a SpeedChart Key (this will populate the correct Fund Code, Departments, Program Code, and Class fields in the Accounting Details section).



Figure 12 – Check to verify populated information.

**Note:** Select the **plus sign** button to add another line for freight/shipping (if they need to be separated). Added lines require unique account numbers.

14. Enter the following required Accounting Details:

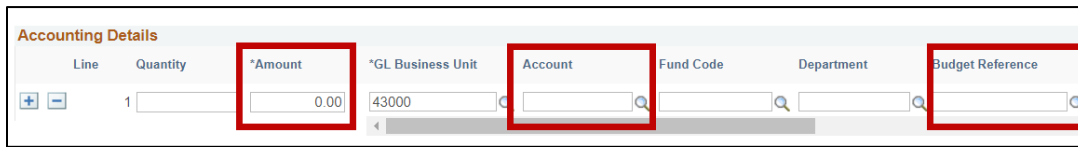


Figure 13 – Enter Amount, Account number, and Budget Reference year.

- a. **Amount** – Retype the Amount entered in the previous Amount text field.
- b. **Account** – Select the Account number associated with the type of expense.
- c. **Budget Reference** – Enter the Budget Year.

15. Repeat previous steps for any added lines to populate Accounting Details section.

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



Figure 14 – Click Next.

17. The *Review and Submit* section will load. Select **Submit**.

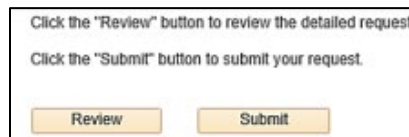


Figure 15 – Click Submit.

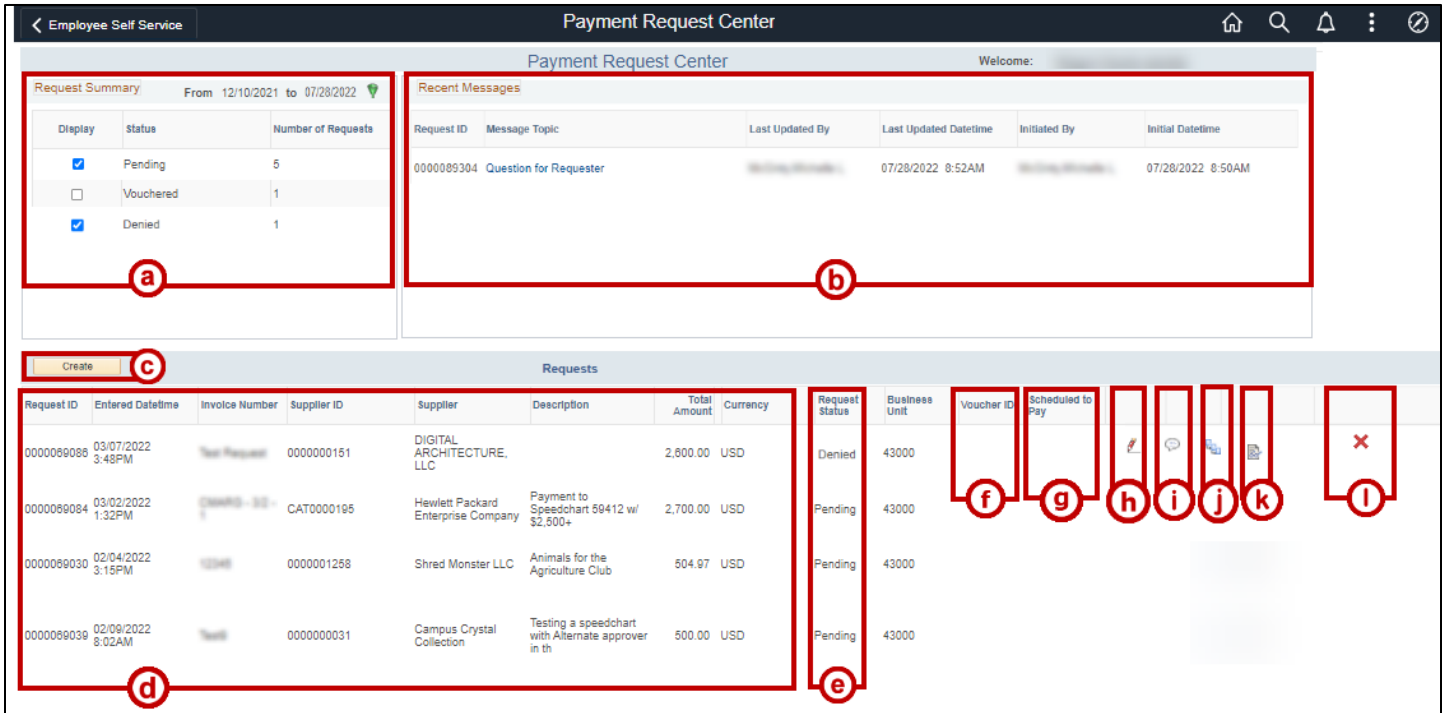
18. A pop-up message will appear. Click **OK**.



Figure 16 – Click OK.

### Payment Request Center Overview

1. The Payment Request Center contains the following:



The screenshot shows the 'Payment Request Center' interface. It includes a 'Request Summary' table, a 'Recent Messages' table, a 'Create' button, and a main 'Requests' table. Callouts a-l point to specific features: a (Request Summary), b (Recent Messages), c (Create button), d (Requests table), e (Request Status column), f (Voucher ID), g (Scheduled to Pay), h (Revise icon), i (Payment Message icon), j (Workflow icon), k (View Request icon), and l (Denied Request icon).

Display	Status	Number of Requests
<input checked="" type="checkbox"/>	Pending	5
<input type="checkbox"/>	Vouchered	1
<input checked="" type="checkbox"/>	Denied	1

Request ID	Message Topic	Last Updated By	Last Updated Datetime	Initiated By	Initial Datetime
0000089304	Question for Requester		07/28/2022 8:52AM		07/28/2022 8:50AM

Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay	Icons
0000069088	03/07/2022 3:48PM	New Request	0000000151	DIGITAL ARCHITECTURE, LLC		2,800.00	USD	Denied	43000			✖
0000069084	03/02/2022 1:32PM	00000-33-	CAT0000195	Hewlett Packard Enterprise Company	Payment to Speedchart 59412 w/ \$2,500+	2,700.00	USD	Pending	43000			✎, 💬, 🔄, 📄
0000069030	02/04/2022 3:15PM	0000	0000001258	Shred Monster LLC	Animals for the Agriculture Club	504.97	USD	Pending	43000			
0000069036	02/09/2022 8:02AM	New	0000000031	Campus Crystal Collection	Testing a speedchart with Alternate approver in th	500.00	USD	Pending	43000			

Figure 17

- 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 including 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 Payment Request voucher.
- 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.
- 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.