Creating Payment Requests

Payment Requests are issued to pay individuals for services provided and to replenish petty cash. Examples of individuals paid: payments to study participants, honoraria and awards for non-employees, and musicians/consultants/professional services. To create a Payment Request, follow the instructions given below.

<table>
<thead>
<tr>
<th>Step 1: Navigate to the Emory Payment Request component.</th>
<th>From the Compass home page, use the following path to navigate to the Emory Payment Request component:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Entry</td>
</tr>
<tr>
<td></td>
<td>The Add a New Value tab displays.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2: Add a new Payment Request.</th>
<th>▪ Click the Add button.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Emory Payment Request page displays.</td>
</tr>
</tbody>
</table>

| Step 3: Begin entering data on the Emory Payment Request page. | ▪ If you do not have an invoice number, enter something in the **Invoice Number** field that is meaningful to you. For example, enter “Campus Speaker”. |
|                                                               | ▪ Enter a date for the Payment Request in the **Invoice Date** field. |
|                                                               | ▪ Enter the total amount of the requested payment in the **Total** field. |
|                                                               | ▪ If the individual is already set up in Compass and you know the vendor ID, enter this number in the **Vendor** field. After entering the vendor ID, complete the remaining fields on the page. For further information, refer to **Step 4c: Complete the remaining fields on the Payment Request page**. |
|                                                               | ▪ If you do not know the Vendor ID, conduct a search. For further information, refer to **Step 4a: Conduct an Advanced Search**. |
|                                                               | ▪ If the vendor is not set up in Compass, click the **New Vendor** link to enter data for the vendor. For further information, refer to **Step 4b: Complete the Vendor Information page**. |
Step 4a: If necessary, conduct an Advanced Search.

**Note:** Complete this step to search for a vendor ID.

- Click the **Lookup Glass next to Name**

  The Lookup Name page displays.

  ![Lookup Name Page](image)

  - Enter the criteria to search by. For example, enter the individual’s last name. Tip: Change the **Name 1** lookup option to “Contains” and search for the most unique part of the name.
  
  - Click the **Search** button.

  The search results list displays based on the criteria selected.

If the individual is NOT listed on the search results:

- Click the **Cancel** button to return to the Emory Payment Request page.

- Complete the Vendor Information page. *For complete instructions, refer to Step 4b: Complete the Vendor Information page.*

If the individual is listed in the search results:

- Click the name link to populate the vendor information on the Emory Payment Request page.

- Click the **Cancel** button to return to the Emory Payment Request page and complete the remaining fields on the page. *For further information, refer to Step 4c: Complete the remaining fields on the Payment Request page.*
Step 4b: If necessary, complete the Vendor Information page.

**Note:** Complete this step to add the individual into Compass as a vendor.

- Click the **New Vendor** link to add the individual as a new vendor.

  ![Vendor Information Page](image)

  - Type the correct information into the **Name** and **Address** fields.

  **Note:** Completing the Vendor Information page does not add the new vendor to the system, but rather makes a request to create a vendor profile.

  **Do not click the Save or Add** button when you complete the Vendor Information page. Payment Services will add the individual as a vendor.

  **Note:** A W-9 is required back-up documentation for all new vendors. The completed W-9 can be sent to Payment Services along with the Payment Request and supporting documentation.

- Click the **Emory Payment Request** tab to navigate back to the Payment Request page. For information on completing the remaining fields on the Payment Request page, refer to Step 4c: Complete the remaining fields on the Payment Request page.

Step 4c: Complete the remaining fields on the Payment Request page.

**Note:** After entering the vendor ID or completing the Vendor Information page, complete the remaining fields on the Payment request page.

- The **Payment Handling** field defaults to a check mailed by regular mail. The method can be changed; however, you must provide a valid business reason for selecting an option other than regular mail.
**Note:** It is not considered good practice to allow an individual to pick up a check. However, if you will pick up a check to give to a speaker while he or she is on campus, enter PU as the payment handling method. Then enter a reason, such as “Need to hand check to speaker at meeting”.

- If you agreed to pay a speaker’s expenses, such as lodging, click the **Expenses to Be Paid?** link and enter his or her name on the page. This link is only available for New Suppliers.

**Note:** This sets up a profile for the individual in the Travel and Expenses module, and sets you up as the proxy. You can then complete an Expense Report on the speaker’s behalf.

- If desired, you can enter a message in the **Payment Message** field. The text will display on the check stub.

**Step 5: Answer the Foreign National question.**

**Note:** Prior to completing the Payment Request, you must indicate whether the expenses are being paid to or on behalf of a Foreign National. Generally this situation occurs for guests of Emory.

<table>
<thead>
<tr>
<th>Payment to or on behalf of a Foreign National?</th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
</table>

- Answer the question on Foreign Nationals.

- If the answer is yes, a Web page displays with information related to payments to Foreign Nationals. Read the information to determine whether additional documentation is required, and then click the **Close** button.

- If the answer to the first question is yes, you must answer two additional questions. You must indicate whether the related activity and travel for these expenses takes place outside the U.S. and you must indicate whether to “gross-up” the payment if the payment is taxable.

**Step 6: Complete the fields on the Distribution line.**

- Enter the SmartKey for the payment request.

**Note:** The SmartKey populates other fields on the distribution line, such as department. The SmartKey, however, does not populate the **Account** field.

- Enter the **Account** to be charged.

**Step 7: Complete the Extended Amount on the Invoice lines**

- Enter the Extended Amount for the payment request. This should equal the Total.

**Step 8: Save the Payment Request and review the Summary page.**

- Prior to submitting the Payment Request, you must save it.

- Click the **Save** button.
- Answer “Yes” to the question about waiting for the process to be completed. The Summary page displays when the process is complete.

- Write down the Voucher ID for future reference.

- Verify that the Budget Status is Valid. You might see a warning that amounts have been exceeded; however, this will not stop the voucher from processing.

Note: If the Budget Status is Exceptions you will not be able to submit the Payment Request. Go back to the Emory Payment Request page and enter a valid SmartKey or send an email to actspay@emory.edu to delete the voucher.

Step 9: Review the Next Steps

- Review the Next Steps to Complete Payment Request

Step 10: Attach Your Support Documents

- There are two upload links for payment requests. It is important to ensure that tax and banking documents are uploaded to the New Vendor link only; this link is visible to the submitter and Payment Services. Submitters should attach invoices and other supporting documentation on the Support Documents link which allows approvers to review from their inbox.
- Click the appropriate **Add/Review** link.

- Click the **Add Attachment** button.

- Click the **Browse** button to locate the scanned receipt.

- Click **Open** or **Save**, depending on your computer's operating system.

- Click the **Upload** button.

*The attachment is now attached to the payment request.*

**Note:** Attachments may be attached to or deleted from the payment request by any individual in the workflow stream at any time during the review and approval process. Any file with the extension of doc, docx, xls, xlsx, ppt, pptx, jpg, htm, or html may be attached to the payment request.

- Click the **Return** button.

The **Wrkflw Preview** button and the **Submit** button display.

**Step 11: Preview the Approval Map.**

Prior to payment, the Payment Request goes through a Workflow approval process. After saving the Payment Request and reviewing the Summary page, you can either preview the Workflow Approval Map, or you can submit the Payment Request.

- Click the **Wrkflw Preview** button.

The Approval Map on the Workflow page shows who will approve the transaction and in what order.

**Step 12: Submit the Payment Request into Workflow.**

- To submit the Payment Request into Workflow, click the **Submit** button.

The Payment Request is electronically submitted into Workflow.

**Note:** The workflow process electronically routes the report to approvers in workflow chain. Payment Services, the last approver in the chain, reviews the request for adherence to University policies and procedures.