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.

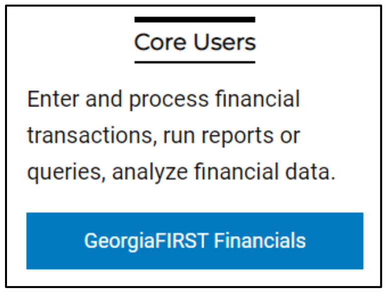


Figure 1 – Select GeorgiaFIRST Financials.

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**.

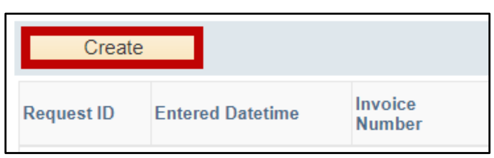


Figure 3 – Select Create.

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

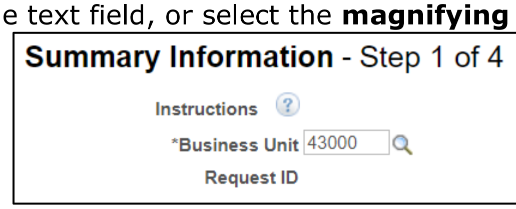


Figure 4 – Enter a Business Unit or select the magnifying glass to search.

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

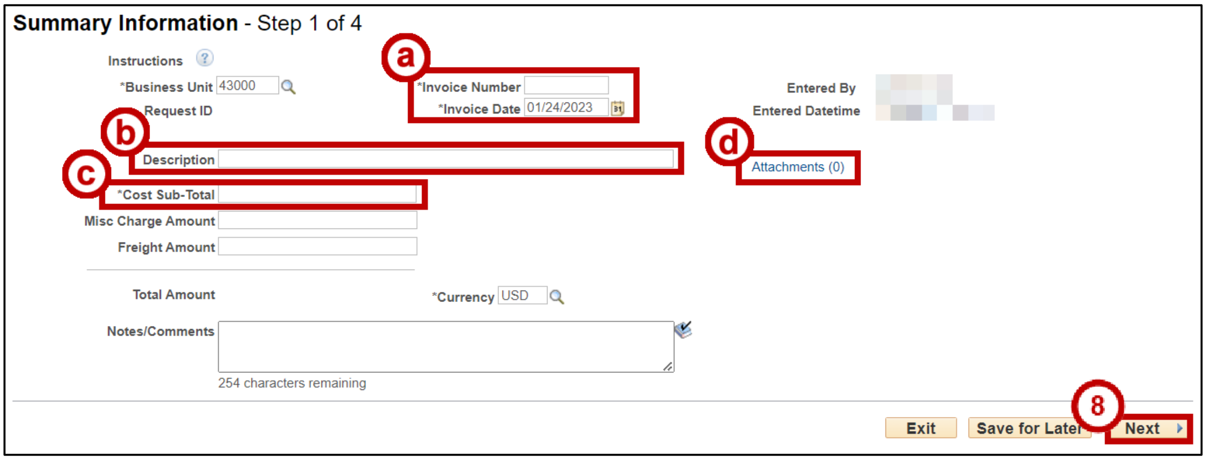


Figure 5 – Enter required information. Click Next.

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.

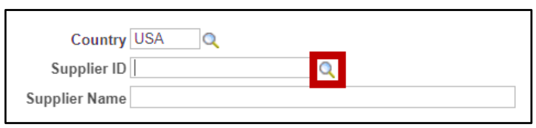


Figure 6 – Select the magnifying glass to search.

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

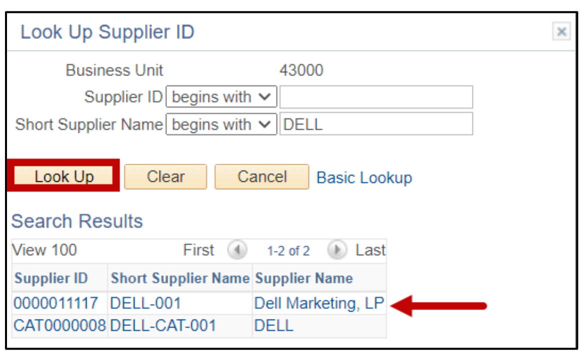
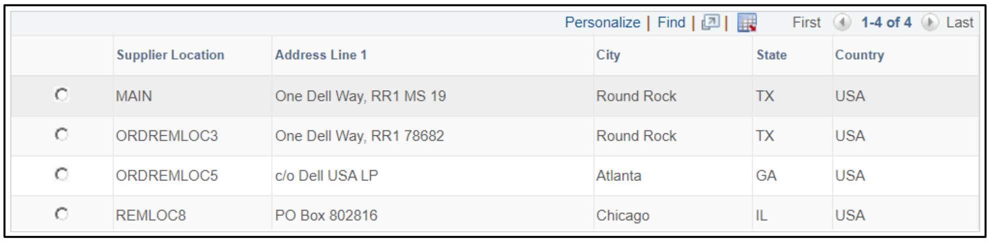


Figure 7 – Enter a Supplier Name, select Look Up.

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


Personalize | Find | First 1-4 of 4 Last

	Supplier Location	Address Line 1	City	State	Country
○	MAIN	One Dell Way, RR1 MS 19	Round Rock	TX	USA
○	ORDREMLOC3	One Dell Way, RR1 78682	Round Rock	TX	USA
○	ORDREMLOC5	c/o Dell USA LP	Atlanta	GA	USA
○	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.

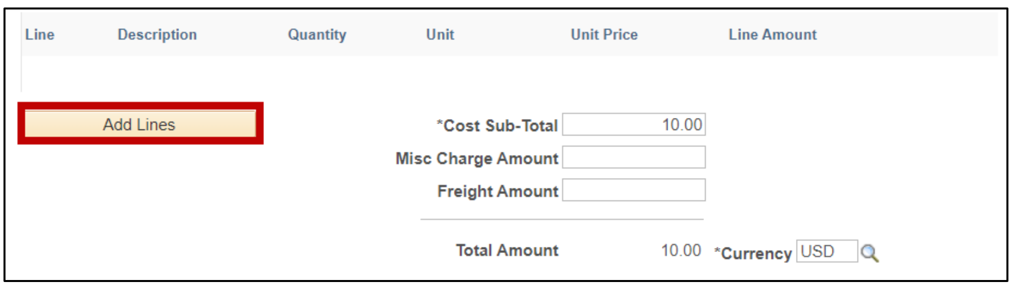


Figure 10 – Select Add Lines.

13. Enter the following line information:

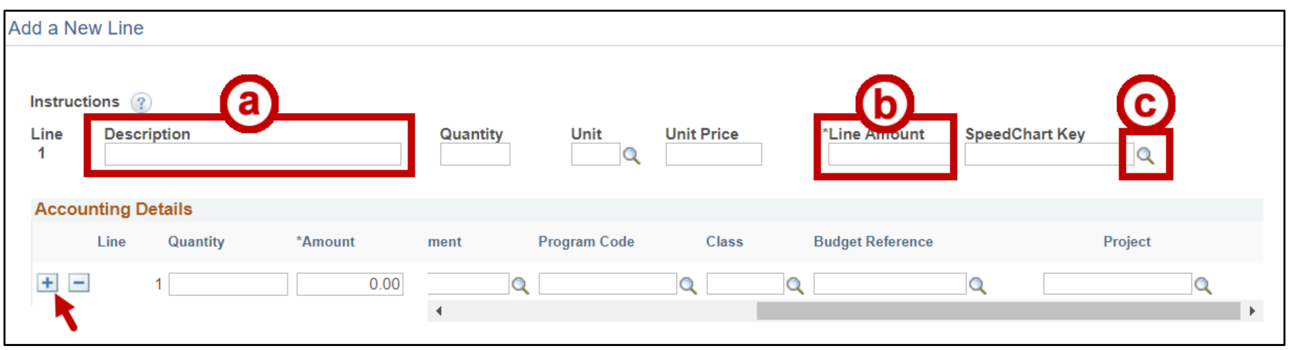


Figure 11 – Enter the Description, Line Amount, and SpeedChart Key.

a. Enter a **Description** (i.e. Monitors).
b. Enter a **Line Amount**.
c. 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:

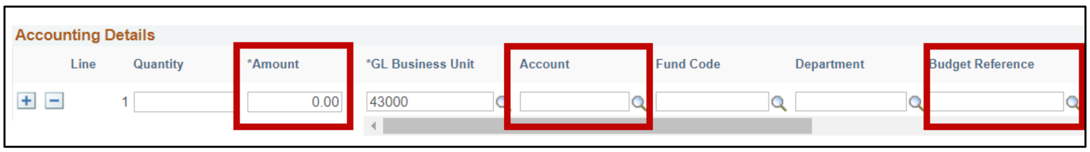


Figure 13 – Enter Amount, Account number, and Budget Reference year.

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 **Nex**t button to move to the *Review and Submit* Section.

Figure 14 – Click Next.

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

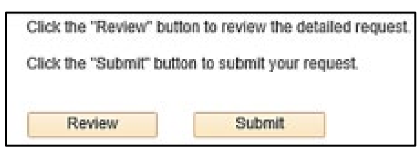


Figure 15 – Click Submit.

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:

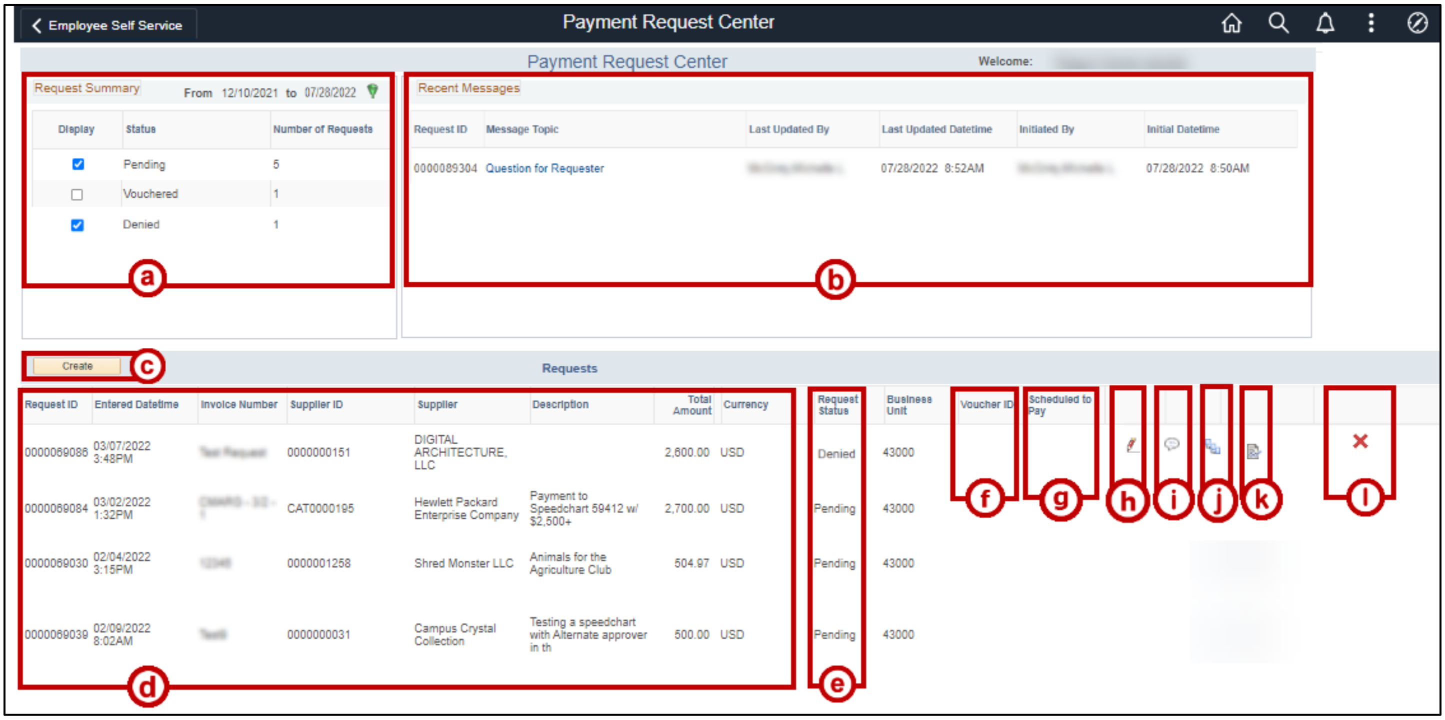


Figure 17

a. **Request Summary:** Toggle and View the requests by each request status.
b. **Recent Messages:** View recent Payment Messages from others inside of the workflow.
c. **Create Button:** Click to create a new Payment Request.
d. **Request Information:** View previously entered payment request information including the Request ID, Date, Invoice ID, Supplier Information, Description, and Total amount.
e. **Request Status:** View the status of each payment request.
f. **Voucher ID:** Identification number associated with the Payment Request voucher.
g. **Schedule to Pay:** View the estimated date the Payment Request will be completed.
h. **Revise icon:** Edit content within the Payment Request.
i. **Payment Message icon:** View recent Payment Messages.
j. **Workflow icon:** View the workflow associated with the Payment Request.
k. **View Request icon:** View more details about the listed Payment Requests.
l. **Denied Request icon:** View an approver’s denial of a Payment Request.