



KENNESAW STATE
UNIVERSITY
UNIVERSITY INFORMATION
TECHNOLOGY SERVICES

Payment Requests

Peoplesoft Financial

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University Information Technology Services

Payment Requests Peoplesoft Financial

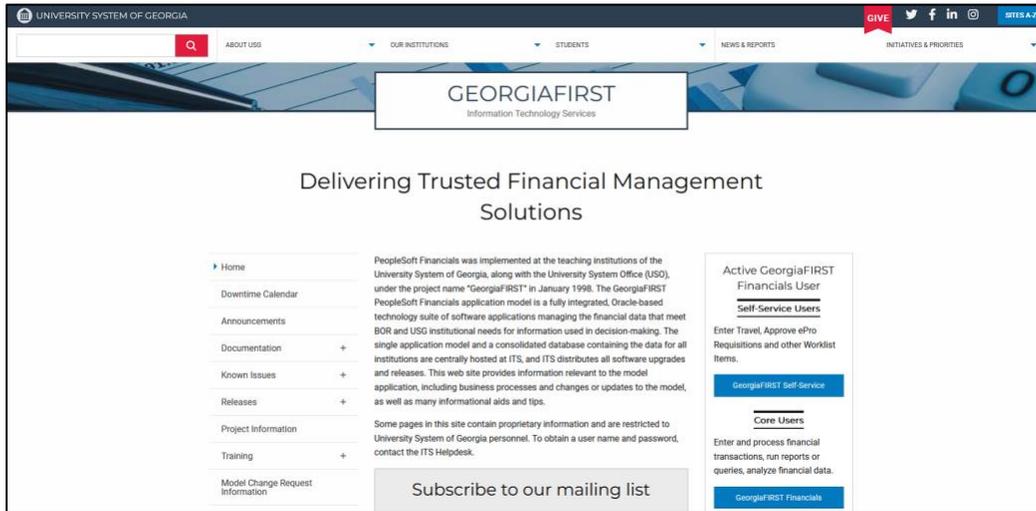
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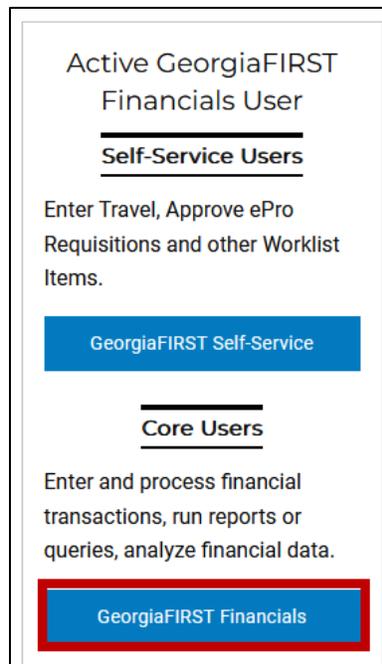
Navigating to Peoplesoft Financial

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/>).

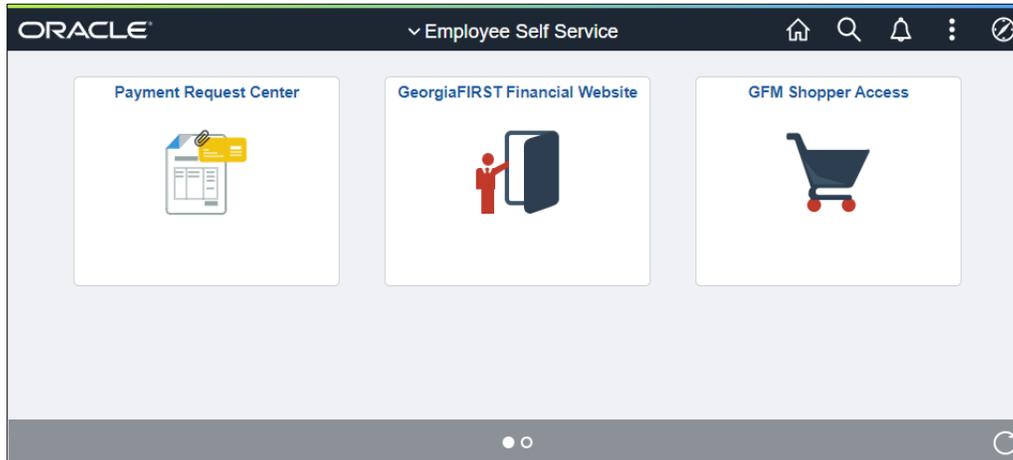


2. Under *Core User*, click the **GeorgiaFIRST Financials** button.



3. Follow Duo Authentication with university credentials.

4. View the Peoplesoft Financials landing page.



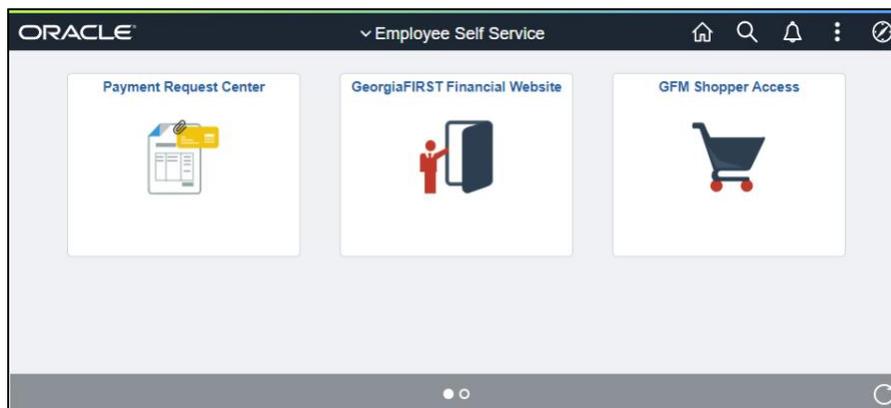
Note: Homepage display varies between role permissions in the GeorgiaFirst Peoplesoft Financials platform.

Using the Payment Request Center Tile

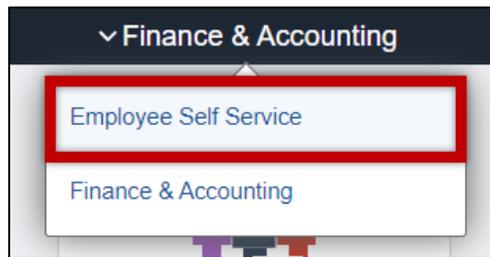
Individuals with Requestor permissions will be able to submit Payment Requests through the Peoplesoft Financial *Payment Request Center* tile. The following section will highlight what functionality can be accomplished from the *Payment Request Center* Tile.

Accessing the Payment Request Center

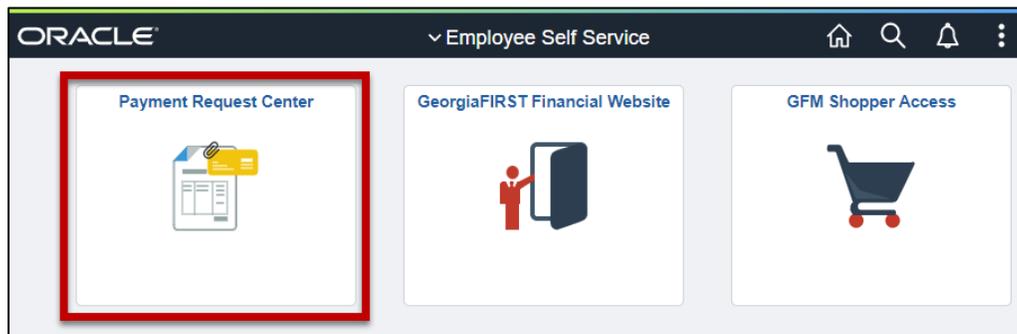
1. Access the *Employee Self Service* homepage.



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.

3. 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 is a navigation bar with 'Employee Self Service' and 'Payment Request Center' tabs, along with search, notification, and user icons. Below this, the main content area is divided into several sections:

- Request Summary (a):** A table showing the number of requests by status.

Display	Status	Number of Requests
<input checked="" type="checkbox"/>	Pending	5
<input type="checkbox"/>	Vouchered	1
<input checked="" type="checkbox"/>	Denied	1
- Recent Messages (b):** A table showing recent messages.

Request ID	Message Topic	Last Updated By	Last Updated Datetime	Initiated By	Initial Datetime
0000089304	Question for Requester	William.Williams	07/28/2022 8:52AM	William.Williams	07/28/2022 8:50AM
- Create Button (c):** A button labeled 'Create' to initiate a new request.
- Requests Table (d):** A table listing payment requests with columns for Request ID, Entered Datetime, Invoice Number, Supplier ID, Supplier, Description, Total Amount, and Currency.

Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency
0000089086	03/07/2022 3:48PM	New Request	0000000151	DIGITAL ARCHITECTURE, LLC		2,800.00	USD
0000089084	03/02/2022 1:32PM	0000000195	CAT0000195	Hewlett Packard Enterprise Company	Payment to Speedchart 59412 w/ \$2,500+	2,700.00	USD
0000089036	02/04/2022 3:15PM	0000001258	0000001258	Shred Monster LLC	Animals for the Agriculture Club	504.97	USD
0000089036	02/09/2022 8:02AM	0000000031	0000000031	Campus Crystal Collection	Testing a speedchart with Alternate approver in th	500.00	USD
- Request Status (e):** A column showing the status of each request (Denied, Pending).
- Voucher ID (f):** A column showing the voucher ID for each request.
- Schedule to Pay (g):** A column showing the scheduled date to pay.
- Icons (h, i, j, k, l):** A set of icons for each request, including a denied icon (l), a message icon (i), a workflow icon (j), a view request icon (k), and a denied request icon (l).

- 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.

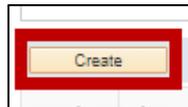
Note: If Payment Requests are denied, users with Requestor role permissions can be cancelled or resubmit said Payment Request.

- **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:

The screenshot shows the 'Payment Request Center' interface. At the top, there's a navigation bar with a back arrow, the title 'Payment Request Center', and the current page title 'Payment Request'. Below this is a progress bar with four steps: 'Summary Information', 'Supplier Information', 'Invoice Details', and 'Review and Submit'. The 'Summary Information' step is currently active. To the right of the progress bar are three buttons: 'Exit', 'Save for Later', and 'Next'. The main content area is titled 'Summary Information - Step 1 of 4'. It contains several input fields: 'Business Unit' (labeled 'b'), 'Invoice Number' (labeled 'c'), 'Request ID' (labeled 'g'), 'Invoice Date' (labeled 'h'), 'Description' (labeled 'i'), 'Cost Sub-Total' (labeled 'k'), 'Misc Charge Amount', 'Freight Amount', 'Total Amount', and 'Currency' (labeled 'l'). There is also an 'Attachments (0)' button (labeled 'j') and a 'Notes/Comments' text area (labeled 'n') with a character count of '254 characters remaining'. The interface is annotated with red circles and letters 'a' through 'n' pointing to various elements.

- 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

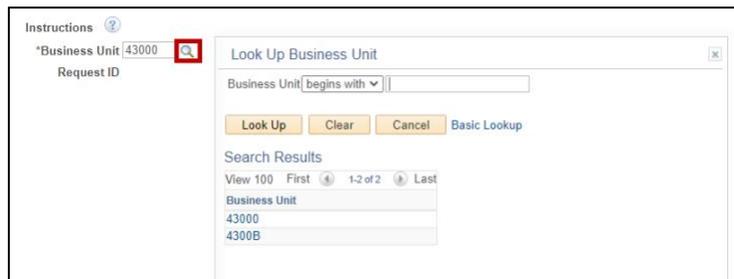
Within the first portion of the payment request process, please complete the following:

1. Type the Business Unit in the provided field.



A screenshot of a form field labeled "Business Unit" with the value "43000" entered. A search icon is visible to the right of the field. The field is highlighted with a red box.

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

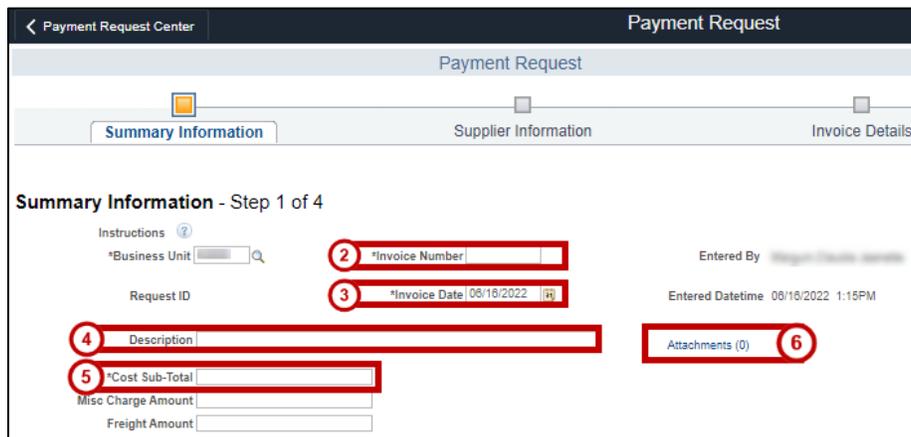


A screenshot of the "Look Up Business Unit" search tool. The search criteria is "Business Unit begins with" followed by a search bar containing "43000". Below the search bar are buttons for "Look Up", "Clear", "Cancel", and "Basic Lookup". The search results section shows "View 100 First 1-2 of 2 Last" and a list of results: "Business Unit", "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.

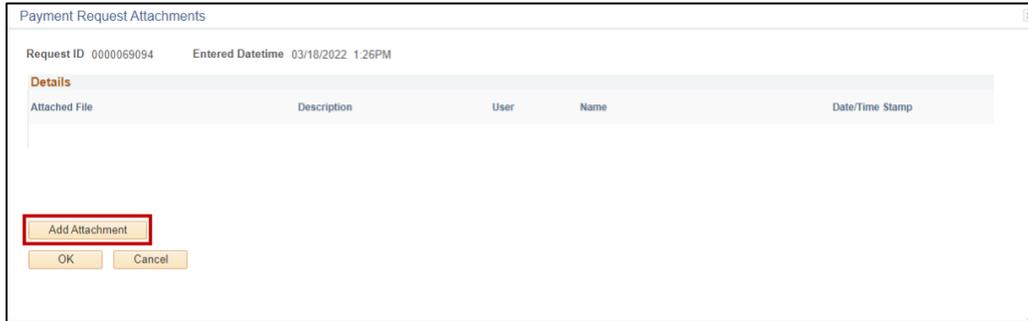
Note: Do not utilize the *Misc. Charge Amount* and *Freight Amount* fields.

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



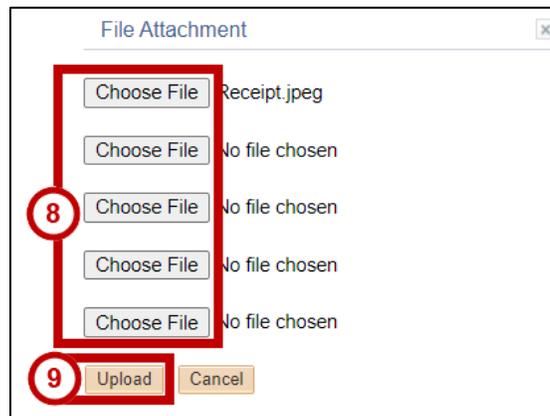
A screenshot of the "Payment Request" form, specifically the "Summary Information" tab. The form is titled "Summary Information - Step 1 of 4". It contains several fields: "Business Unit" (43000), "Invoice Number" (2), "Invoice Date" (09/16/2022) (3), "Description" (4), "Cost Sub-Total" (5), and "Attachments (0)" (6). The "Entered By" field is populated with "Wagner, Charles" and the "Entered Datetime" is "09/16/2022 1:15PM".

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

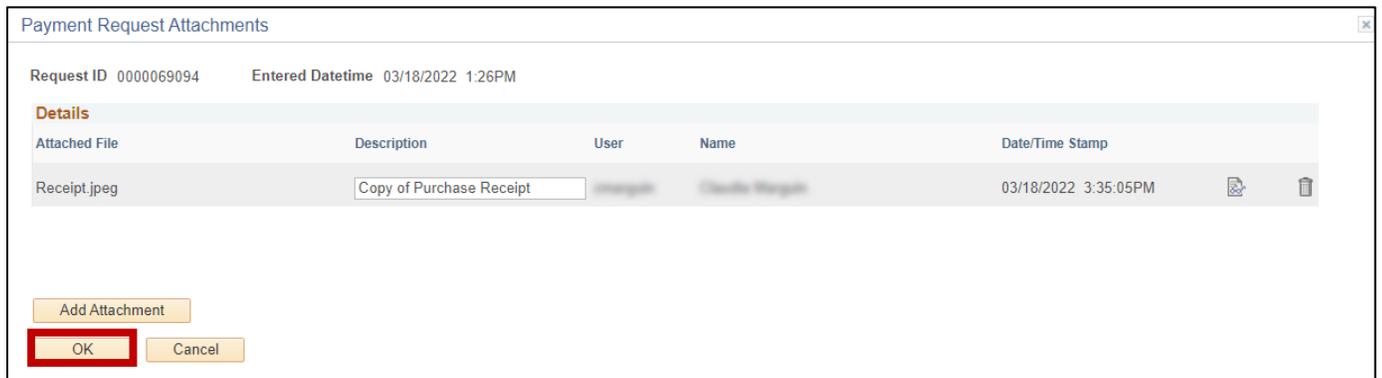


8. Click the **Choose File** button to browse computer to select files for upload.

9. After following your device's file upload prompts, click the **Upload** button to confirm the selected file.



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



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.

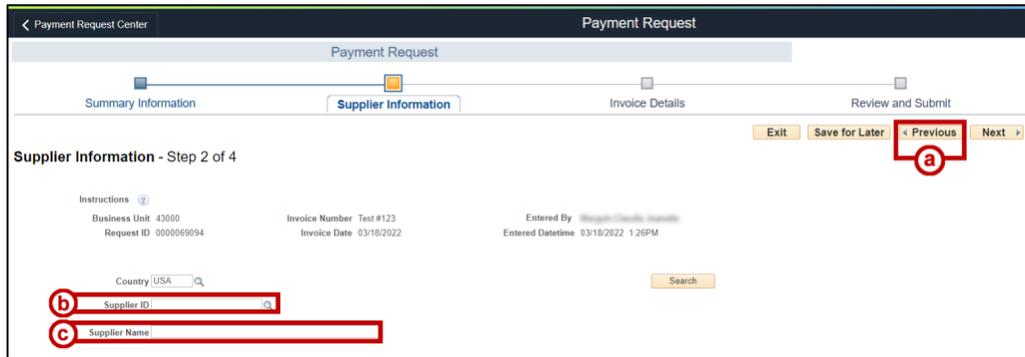
OK

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:



Payment Request Center

Payment Request

Payment Request

Summary Information | **Supplier Information** | Invoice Details | Review and Submit

Exit | Save for Later | **Previous** (a) | Next

Supplier Information - Step 2 of 4

Instructions ?

Business Unit 43000 | Invoice Number Test #123 | Entered By [User Name]

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

Country USA [magnifying glass icon]

(b) Supplier ID [magnifying glass icon]

(c) Supplier Name [Search]

- 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.



Supplier Information - Step 2 of 4

Instructions ?

Business Unit 43000 | Invoice Number Test #123

Request ID 0000069094 | Invoice Date 03/18/2022

Country USA [magnifying glass icon]

(b) Supplier ID [magnifying glass icon]

Supplier Name [Search]

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** **3**

Look Up **4** Clear 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 000000061 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 000000061 Houghton Mifflin Harcourt Publishing Co. Display VAT Flag N

Remit Supplier 000000061 Houghton Mifflin Harcourt Publishing Co.

Personalize Find First 1-2 of 2 Last

Supplier Location	Address Line 1	City	State	Country
MAIN	14046 Collection Center Drive	Chicago	IL	USA
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.

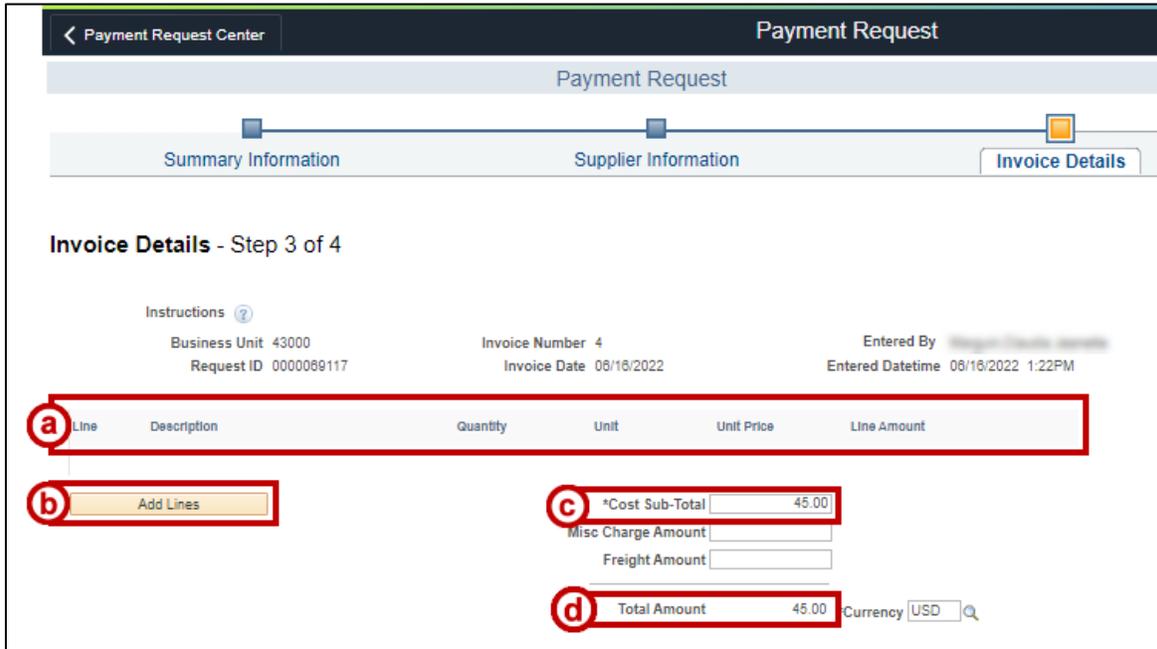
Exit **Save for Later** Previous Next

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:

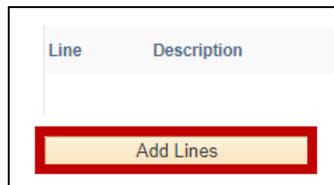


- a. **Invoice Line:** Divide chartfield information to each applicable department budget within the Payment Request.
- b. **Add Lines:** Click to create a distribution line for the Invoice.
- c. **Cost Sub-Total:** Cost of specified items within Purchase Request
- d. **Total Amount:** Auto-calculated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

Completing Step Three

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

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



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

The screenshot shows a window titled "Add a New Line" with two main sections: "Instructions" and "Accounting Details".

Instructions Section:

- Line 1: Description (a), Quantity, Unit, Unit Price, *Line Amount (b), SpeedChart Key (c).

Accounting Details Section:

Line	Quantity	*Amount	*GL Business Unit	Account	Fund Code	Department	Program Code	Class	Budget Reference	Project
+	1	0.00	43000	(f)	(g)	(h)	(i)	(j)	(k)	(l)

Additional controls include a plus/minus button (d) for adding/removing lines.

- 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.

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

Line 1 Description: Monitors

*Line Amount: 200.00

SpeedChart Key: 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.

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 software interface. It features 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 values: 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 circles 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 a description of 'Monitors', a quantity of 1, and a line amount of 200.00. Line 2 is a new entry with a quantity of 1 and a line amount of 100.00. The Accounting Details table for Line 2 shows: *Amount 100.00, *GL Business Unit 43000, Account 111000, Fund Code 10500, Department 1003010, Program Code 11100, Class 11000, and Budget Reference 2023. Red boxes and circles highlight the *Amount field of Line 2 (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.



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 <i>[User Name]</i>
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.

1 (circled) points to the form area above. **2** (circled) points to the Submit button.

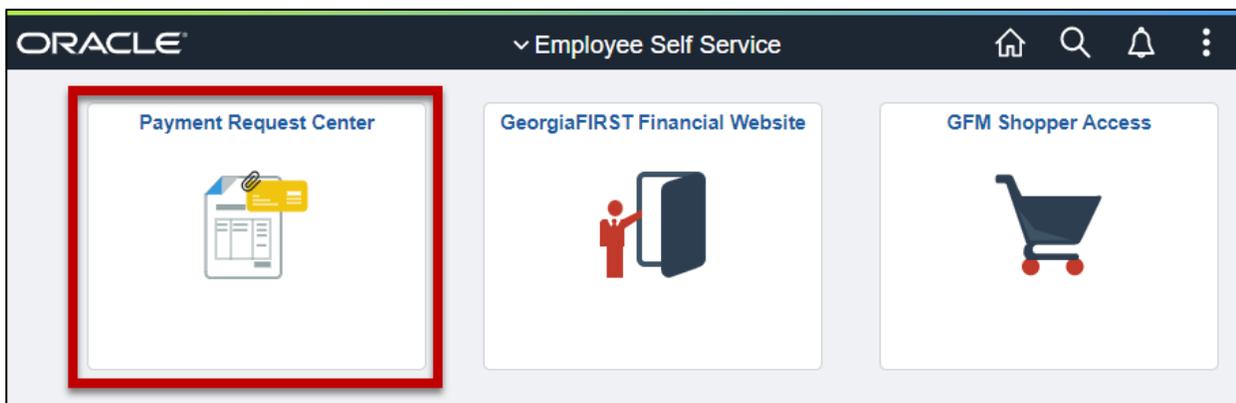
3. A pop-up message will appear. Click the **OK** button to proceed.

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*.



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

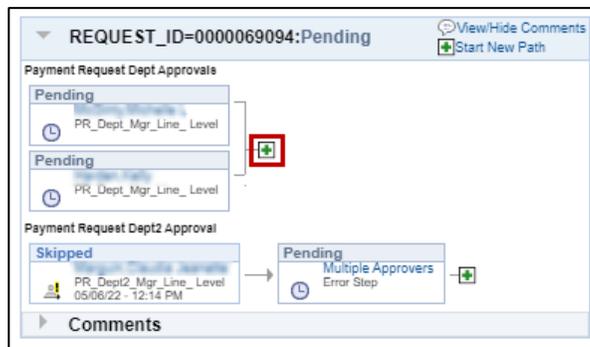
Requests												
Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay	
0000069117	06/16/2022 1:22PM	4	0000000037	Catko Distributors		45.00	USD	Pending	43000			
0000069116	06/10/2022 9:57AM	5678	0000000055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

- 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 a new individual to the Workflow.
- Return:** Exit the Approval Flow window.

- 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:" text field with a magnifying glass icon. Underneath, there are two radio buttons: "Approver" (which is selected) and "Reviewer". At the bottom of the dialog are two buttons: "Insert" and "Cancel".

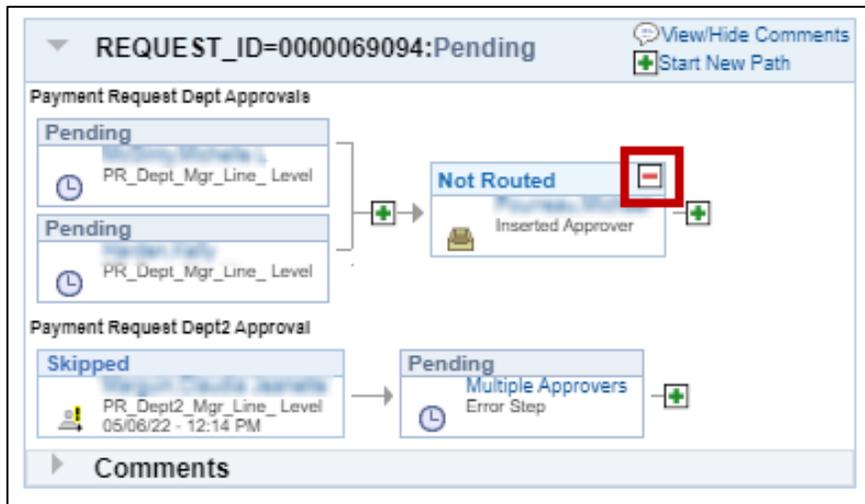
6. Populate the **User ID** text field.
7. Select **Insert**.

This screenshot shows the same dialog box as above, but with annotations. A red circle with the number "6" is around the "User ID:" field, which now contains the text "sowl". To the right of the field, a search result "Owl, Scrapy" is visible. Another red circle with the number "7" is around the "Insert" button.

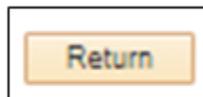
8. Confirm that the individual has been successful added to the correct location in Approval workflow.
9. Select **Save Approval Flow Changes**.

The screenshot shows the "Approval Flow" configuration page. It is divided into two main sections: "Payment Request Dept Approvals" and "Payment Request AP Approval".
In the "Payment Request Dept Approvals" section, there is a "Pending" status box with a "PR_Dept_Mgr_Line_Level" field. A "Not Routed" box is connected to it, containing an "Inserted Approver" icon. A red circle with the number "8" is around this "Not Routed" box.
In the "Payment Request AP Approval" section, there is a "Payment Request AP Approval" box with a "Multiple Approvers" field. A "Not Routed" box is connected to it.
At the bottom of the page, a "Save Approval Flow Changes" button is highlighted with a red circle and the number "9". A "Return" button is also visible at the bottom left.

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
Request ID	0000089304
Requester	
Request Created Datetime	07/28/22 8:55AM
Supplier SetID	SHARE
Supplier ID	0000011522 KSU Culinary Services
Request Status	Pending
Gross Invoice Amount	100.00 USD

Message Topic		Personalize	Find	View All	Print	Calendar	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.

The screenshot displays the 'Review Messages' interface. At the top, it shows 'Message Details' with fields for Initial Date Time (07/28/2022 8:50:35AM), Request ID (0000089304), Requester (Owl, Scrapy (Requester)), Request Created Datetime (07/28/2022 8:55AM), Supplier SetID (SHARE), Supplier ID (0000011522 KSU Culinary Services), Request Status (Pending), and Gross Invoice Amount (100.00 USD). Below this, another 'Message Details' section shows Datetime (07/28/2022 8:50AM), Originated From (Owl, Sturgis (Approver)), Message To (Owl, Scrapy (Requester)), and Conversation Topic (Question for Requester). The 'Message' section contains a 'Recent Messages' list with two entries: one from Scrapy (Requester) at 08:58 AM asking for an update, and one from Sturgis (Approver) at 08:52 AM asking for more information. Below the message feed is a 'Your Response' text box containing the text 'Thanks. You are a great employee!'. At the bottom, there are two buttons: 'Post' (highlighted with a red box and a circled '5') and 'Cancel'.

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

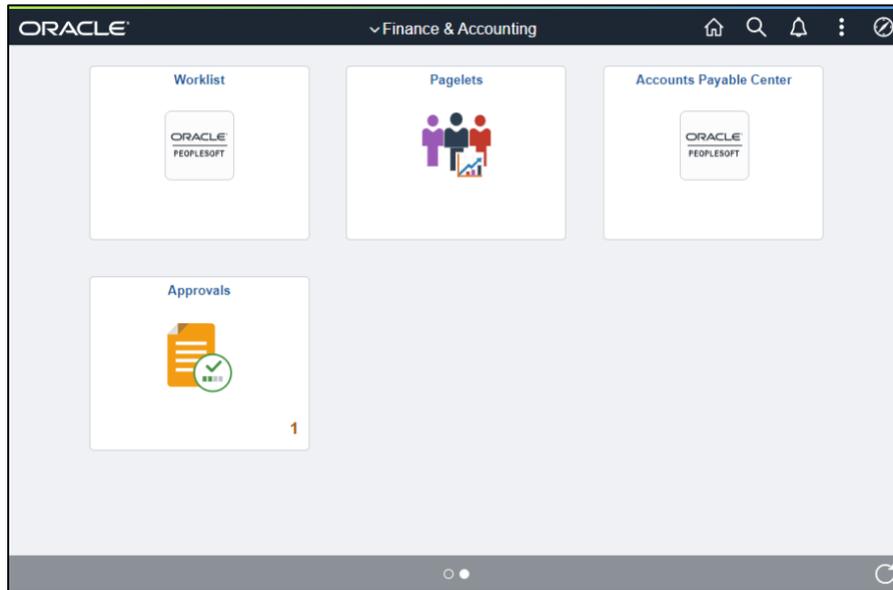
Using the Worklist Tile

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.

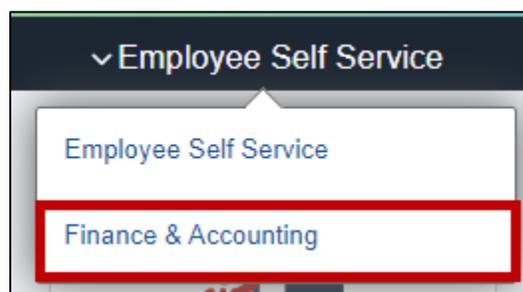
Accessing New Payment Requests

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

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

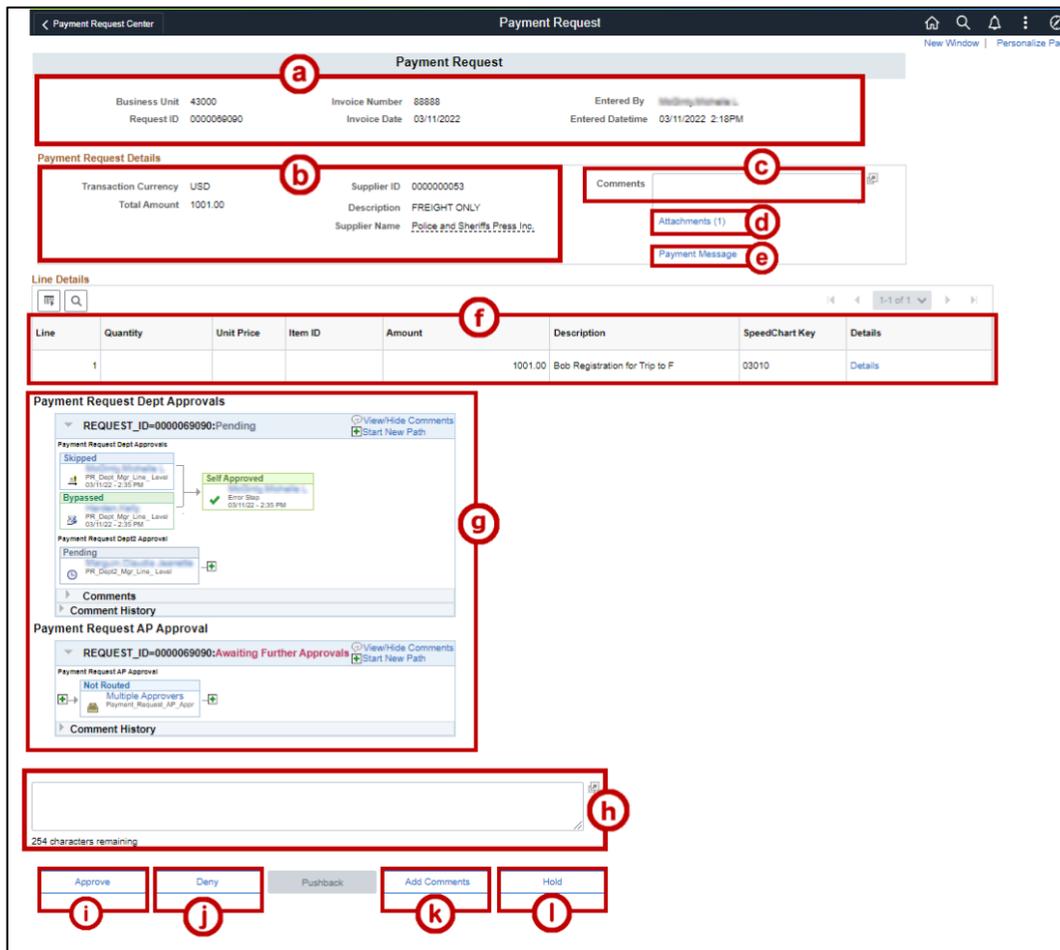


Note: If the *Finance & Account* page does not display initially, select the **Finance & Accounting** homepage option in the *page dropdown* menu.



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:



- 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.

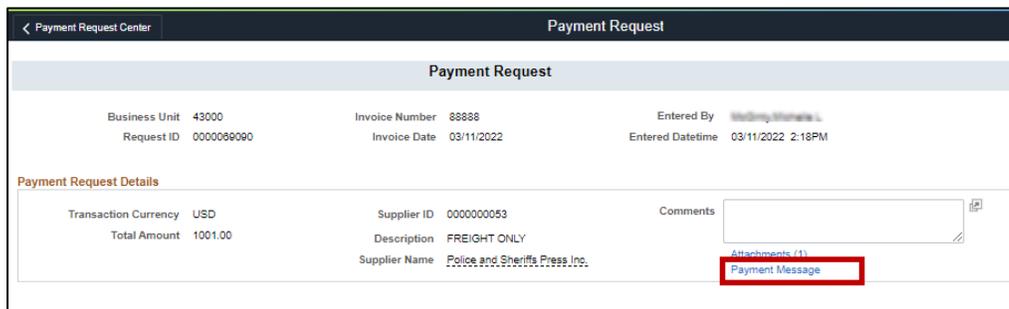
Create a Payment Message

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.

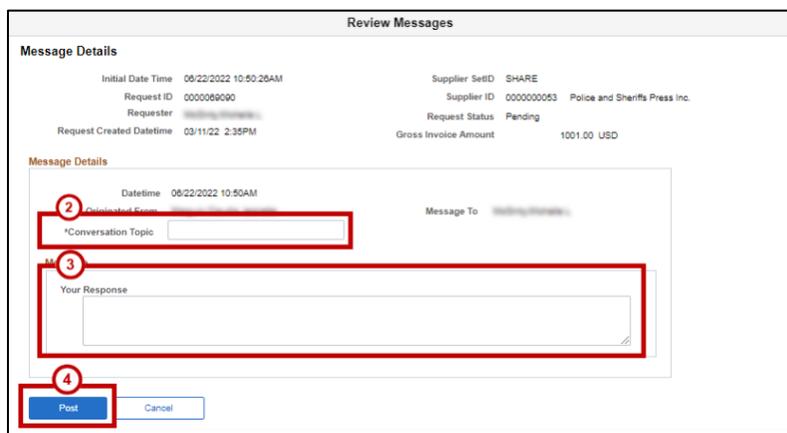
Note: Once an Approver has approved a payment request to the next individual in the workflow, the Approver will no longer be able to access the *Payment Message*.

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

1. Click **Payment Message**.



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.



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**.

The screenshot shows the 'Payment Request' page in a web application. At the top, there's a navigation bar with 'Payment Request Center' and 'Payment Request'. Below that, a 'Payment Request' header is followed by a summary section with fields: Business Unit (43000), Invoice Number (8888), Entered By (M. D. ...), Request ID (0000089090), Invoice Date (03/11/2022), and Entered Datetime (03/11/2022 2:18PM). A 'Payment Request Details' section follows, containing 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 below it, an 'Attachments (1)' section shows a link for 'Payment Message' which is highlighted with a red box.

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

The screenshot shows the 'Review Messages' window. It has a 'Message Details' header. The details include: Initial Date Time (07/28/2022 8:50:35AM), Supplier SetID (SHARE), Request ID (0000089304), Supplier ID (0000011522), Requester (redacted), Request Status (Pending), Request Created Datetime (07/28/22 8:55AM), and Gross Invoice Amount (100.00 USD). Below this is a table with the header 'Message Topic' and columns 'Datetime' and 'Message Topic'. A single row is shown with Datetime '07/28/2022 8:50AM' and Message Topic 'Question for Requester', which is highlighted with a red box.

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

The screenshot shows the 'Review Messages' window with a 'Message Details' section at the top, identical to the previous screenshot. Below it is a 'Message Details' section showing a message from 'Cwl, Sturgis (Approver)' to 'Cwl, Scrappy (Requester)' with the topic 'Question for Requester'. The message content is: '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.' This message area is circled with a red '3'. Below the message is a 'Your Response' text box containing 'Thanks. You are a great employee!', which is circled with a red '4'. At the bottom, there are 'Post' and 'Cancel' buttons, with the 'Post' button circled with a red '5'.

- 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**.

Payment Request

Business Unit 43000 Invoice Number 8888 Entered By *Wendy Thomas*
 Request ID 0000089090 Invoice Date 03/11/2022 Entered Datetime 03/11/2022 2:18PM

Payment Request Details

Transaction Currency USD Supplier ID 000000053 Comments
 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

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

Payment Request Distributions

Payment Request

Request ID 0000089550
Line 1

Accounting Details

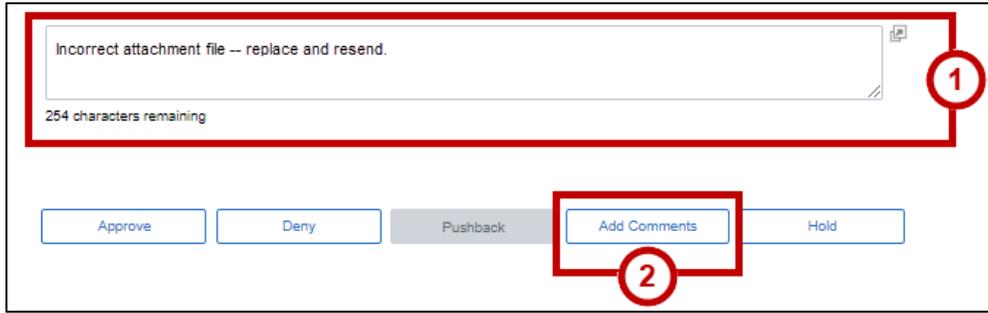
Line	Quantity	Amount	GL Business Unit	Account	Fund Code	Department	Program Code	Class Field	Budget Reference	Project
1		100.00	43000	727730	10500	1059412	16200	11000	2023	

3

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**.



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

Business Unit 43000 Invoice Number 8888 Entered By [Wesley Williams](#)

Request ID 0000069090 Invoice Date 03/11/2022 Entered Datetime 03/11/2022 2:18PM

Payment Request Details

Transaction Currency USD Supplier ID 0000000083 Comments

Total Amount 1001.00 Description FREIGHT ONLY Attachments (1)

Supplier Name [Fodor and Schwartz 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

Payment Request Dept Approvals

REQUEST_ID=0000069090:Pending

Payment Request Dept Approves

Skipped

PH Dept_Mgr_Line_Level
03/11/22 2:18 PM

Bypassed

PH Dept_Mgr_Line_Level
03/11/22 2:18 PM

Self Approved

Wesley Williams
03/11/22 2:18 PM

Payment Request Dept Approve

Pending

PH Dept_Mgr_Line_Level

Comments

Comment History

Payment Request AP Approval

REQUEST_ID=0000069090:Awaiting Further Approvals

Payment Request AP Approve

Not Routed

Multiple Approvers
Payment_Request_AP_App

Comments

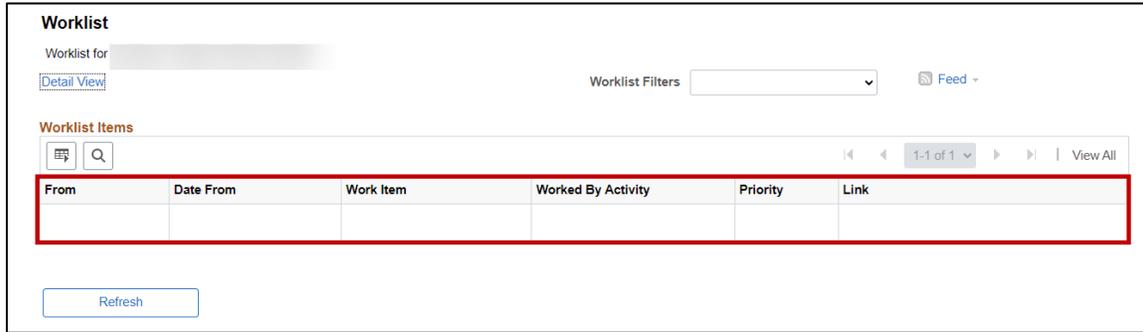
Comment History

Incorrect attachment file -- replace and resend.

254 characters remaining

Approve Deny Pushback Add Comments Hold

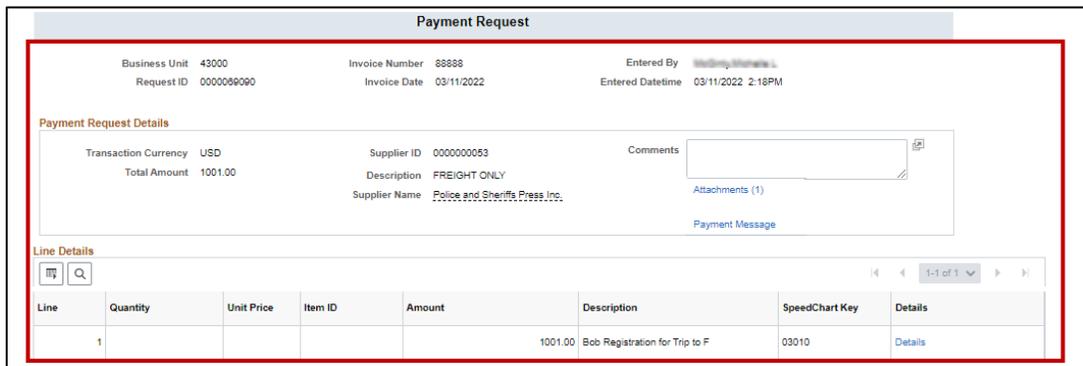
5. Confirm the Payment Request has been removed from your Worklist feed.



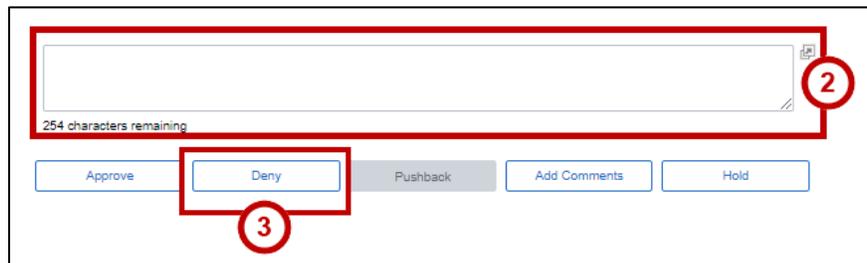
Note: If you are the final Approver, the status for the request will change to Approved and a notification will be received by the Requestor.

Denying a Payment Request

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



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



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

Worklist

Worklist for [Redacted]

[Detail View](#) Worklist Filters [Dropdown] Feed [Dropdown]

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 Payment 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.

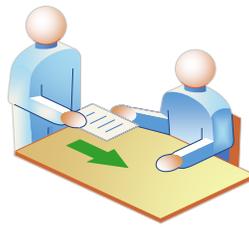
Invoice numbers should be keyed at all times when provided by the vendor. Key only numbers and letters. Do not key dashes, commas or any punctuation. (Unless it's provided from the vendor.) If the invoice number has a preceding zero "0" you should include the zeros from the invoice number.

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.