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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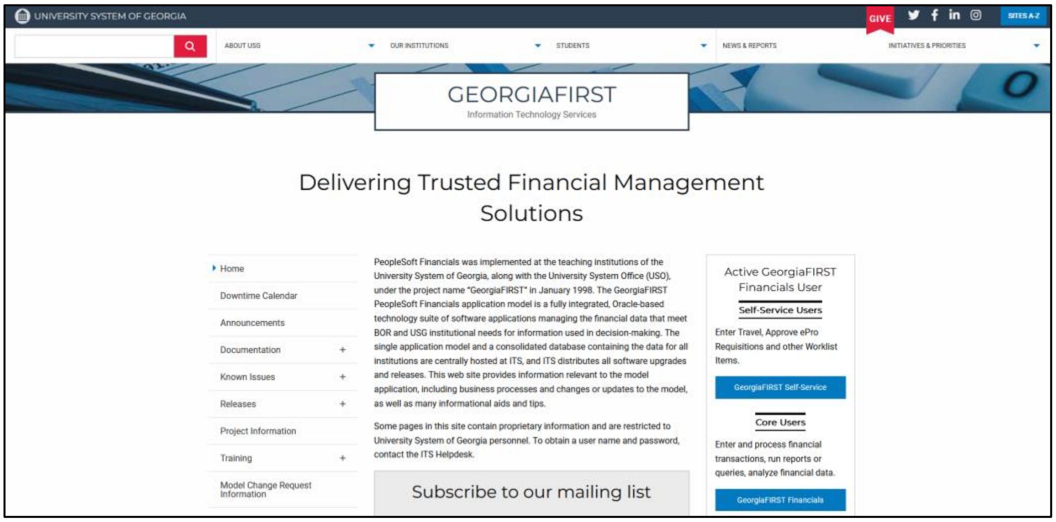
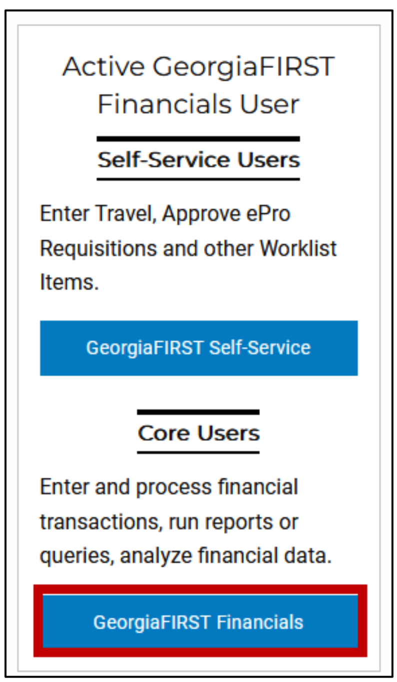
Navigating to Peoplesoft Financial

Note: Before accessing the Peoplesoft Financial Platform, ensure that you have followed the correct Kennesaw State proctocal 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/gafirst-fin/).

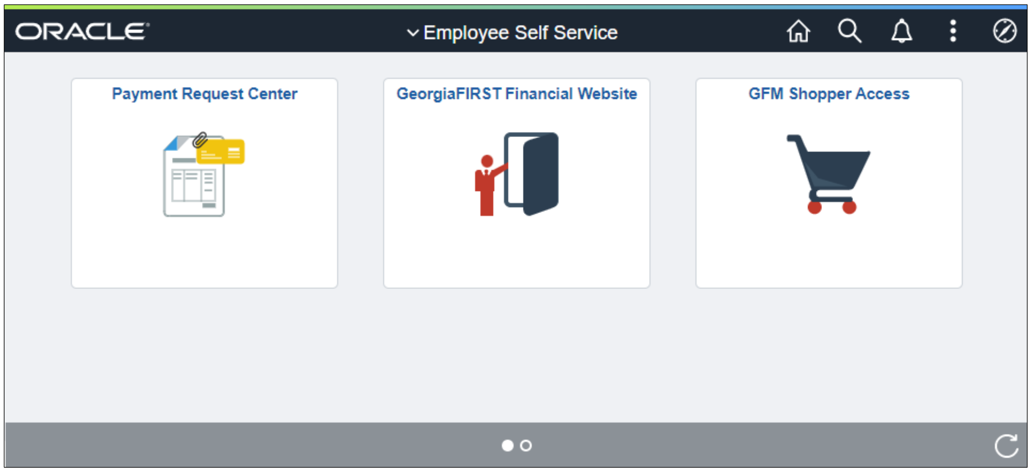


2. Under *Core User*, click the **GeorgiaFIRST Financials** button.



3. Follow Duo Authentication with university credentials.

4. View the Peoplesoft Financials landing page.



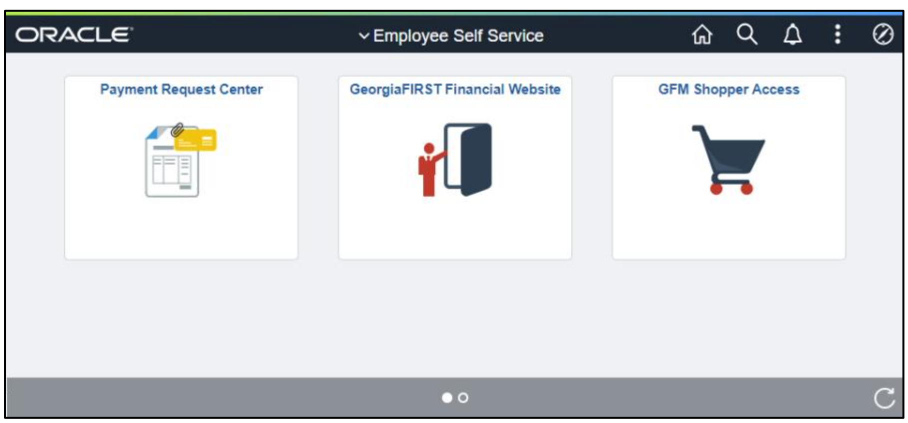
Note: Homepage display varies between role permissions in the GeorgiaFirst Peoplesoft Financials platform.

Using the Payment Request Center Tile

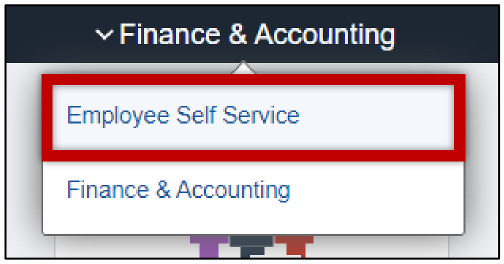
Individuals with Requestor permissions will be able to submit Payment Requests through the Peoplesoft Financial *Payment Request Center* tile. The following section will highlight what functionality can be accomplished from the *Payment Request Center* Tile.

Accessing the Payment Request Center

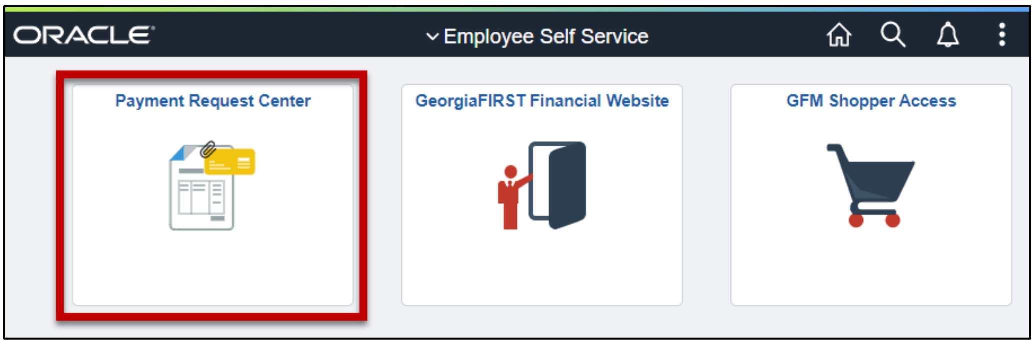
1. Access the *Employee Self Service* homepage.



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

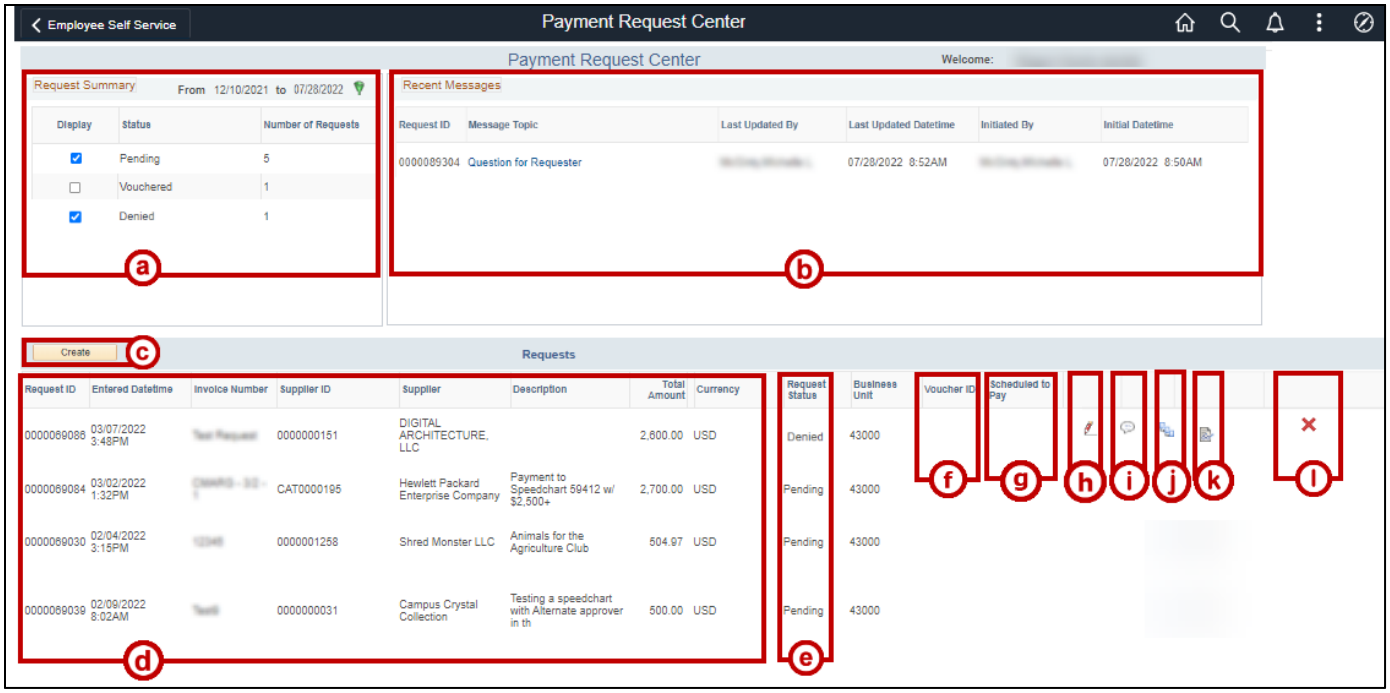


2. On the *Employee Self Service* page, click the **Payment Request Center** tile.



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

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



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 such as 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 voucher created for a Payment Request.
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 from others inside of the workflow.
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.

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 retuned to requestor.

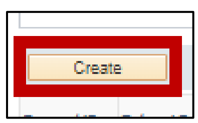
Note: If Payment Requests are denied, users with Requestor role permissions can be cancelled or resubmit said Payment Request.

- **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

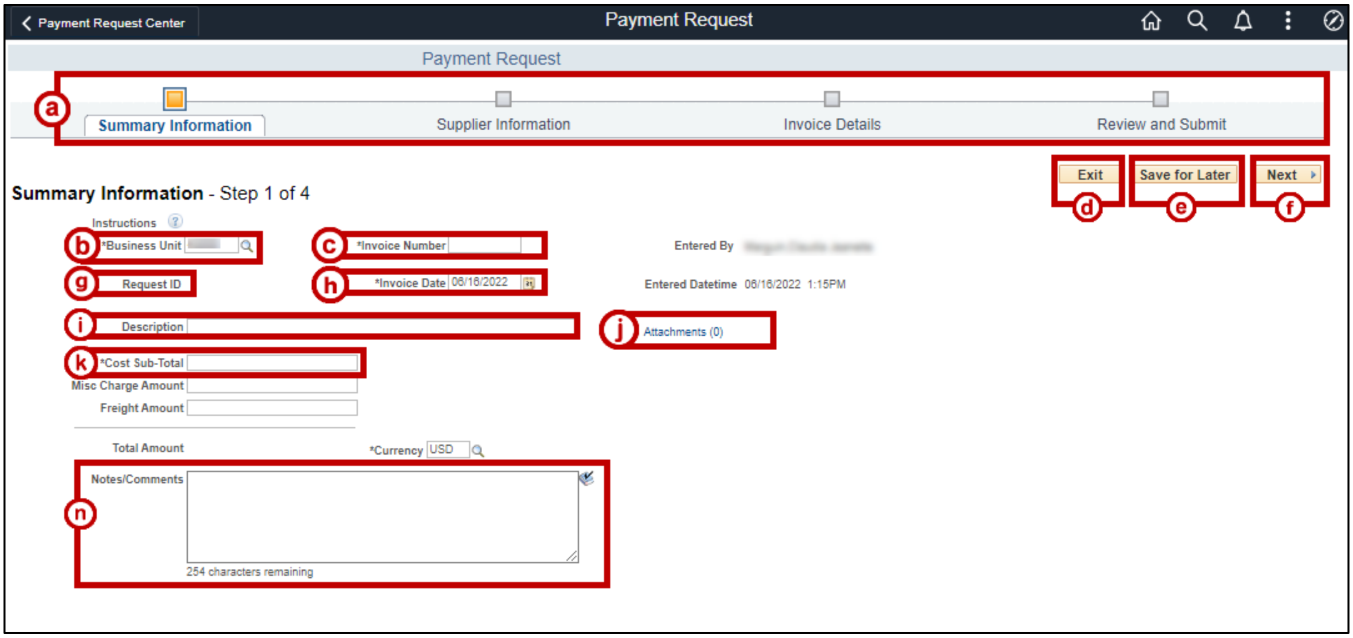
After accessing the *Payment Request Center*, users that have been assigned the Requestor Role can submit payment Requests. After initiating the payment request, users will be guided through the four-step process to provide additional information for the request.

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.

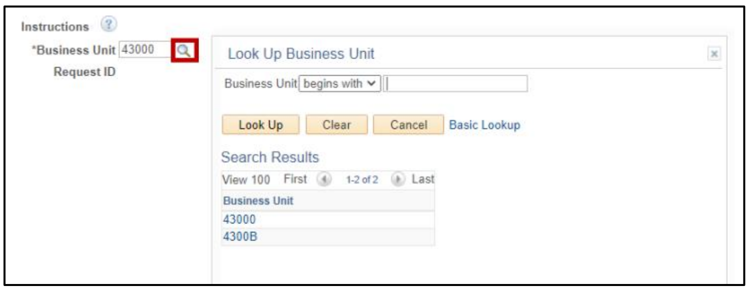
l. **Total Amount:** An auto-calculated sum of the Cost Sub-Total, Misc. Charge, and Freight input fields.
m. **Notes/Comments:** Add any information to Accounts Payable (AP) regarding this Payment Request (e.g. Remint to address, request urgency, etc.)

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.

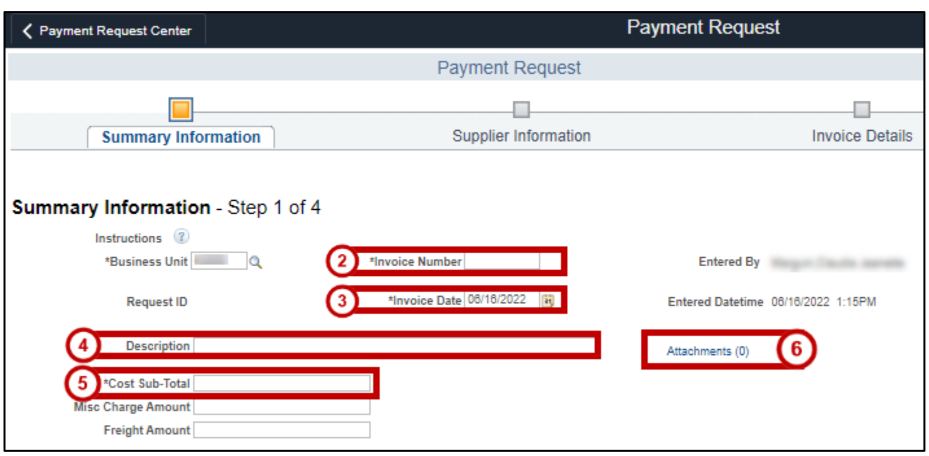
Note: The search tool adjacent to the Business Unit field can be utilized to locate any unknown Business Unit.



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.

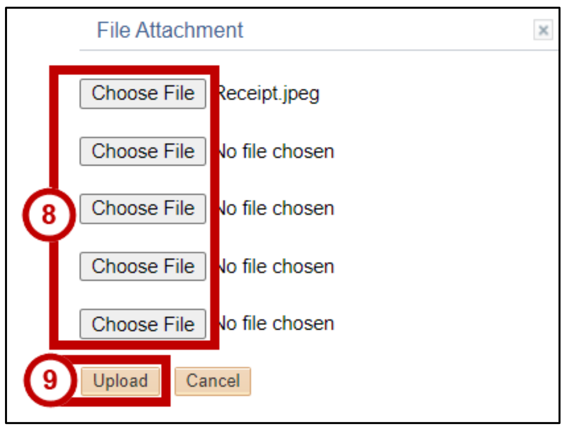
Note: Do not utilize the *Misc. Charge Amount* and *Freight Amount* fields.

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

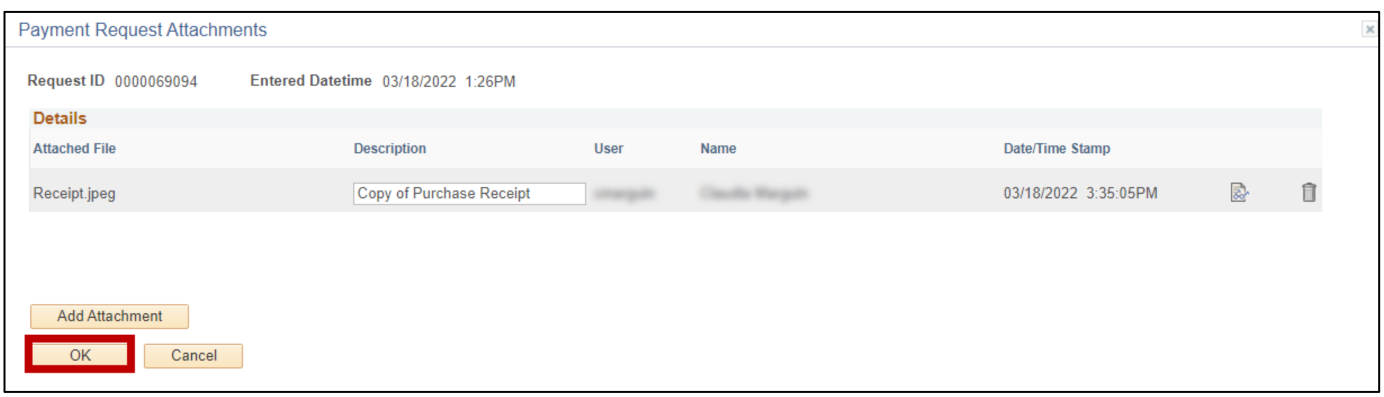


7. The *Payment Request Attachments* window will appear. Click the **Add Attachment** button.

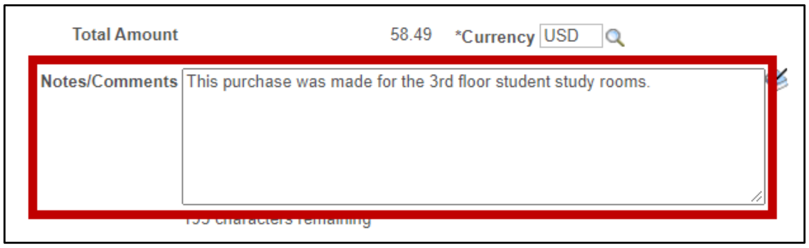
8. Click the **Choose File** button to browse computer to select files for upload.
9. After following your device's file upload prompts, click the **Upload** button to confirm the selected file.



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

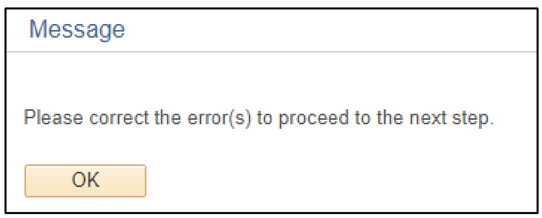


Note: For any special handling requests addressed to Accounts Payment, use the Notes/Comments text field.

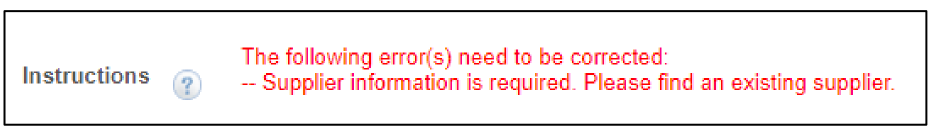


11. Click the **Next** button to move the *Supplier Information* section.

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.

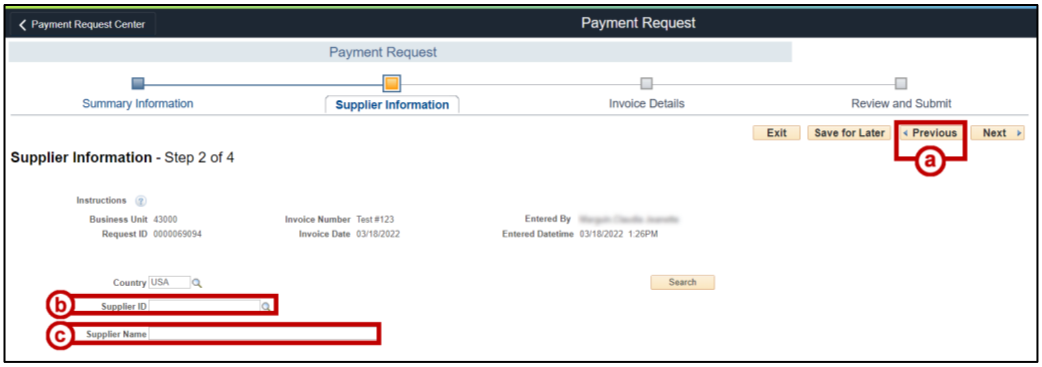


This pop-up notification will be followed by corrective instructions at the top of the page, similar to what is displayed below.



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:

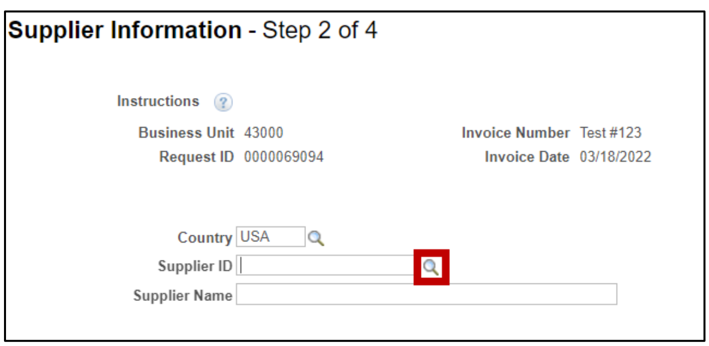


a. **Previous:** Return to the previous page in the Payment Request process.
b. **Supplier ID:** An Identification code associated to Suppliers.
c. **Supplier Name:** Name of the Supplier associated with the Payment Request.

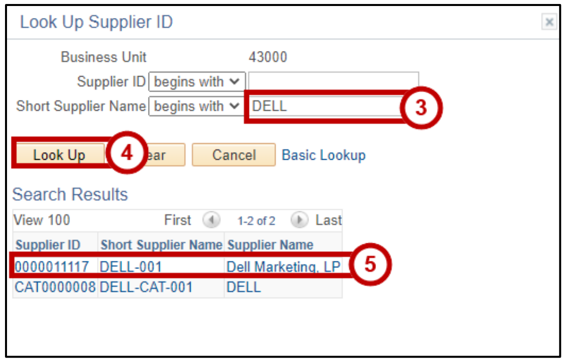
Completing Step Two

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

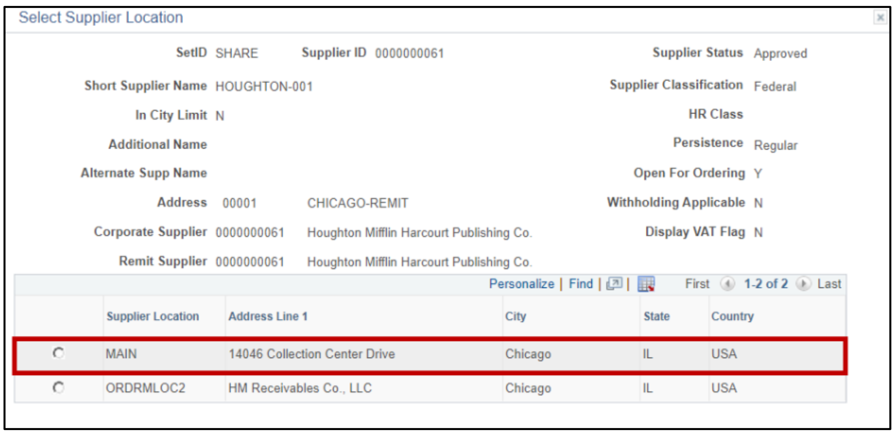
1. Click the **magnifying glass** icon adjacent to the *Supplier ID* field to open the Look Up Supplier ID window.



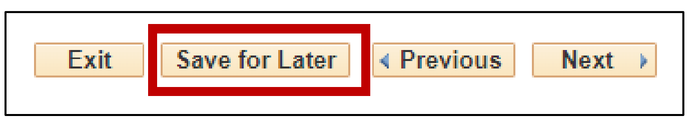
2. In the *Look Up Supplier ID* window, type the **name of the supplier** into the coordinating the search field.
3. Click the **Look Up** button, to load the list of result.
4. Select the **name** associated with the supplier.



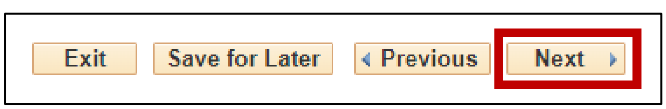
Note: In some instances, suppliers will have multiple locations. Select the **location** that best applies to the Payment Request.



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.

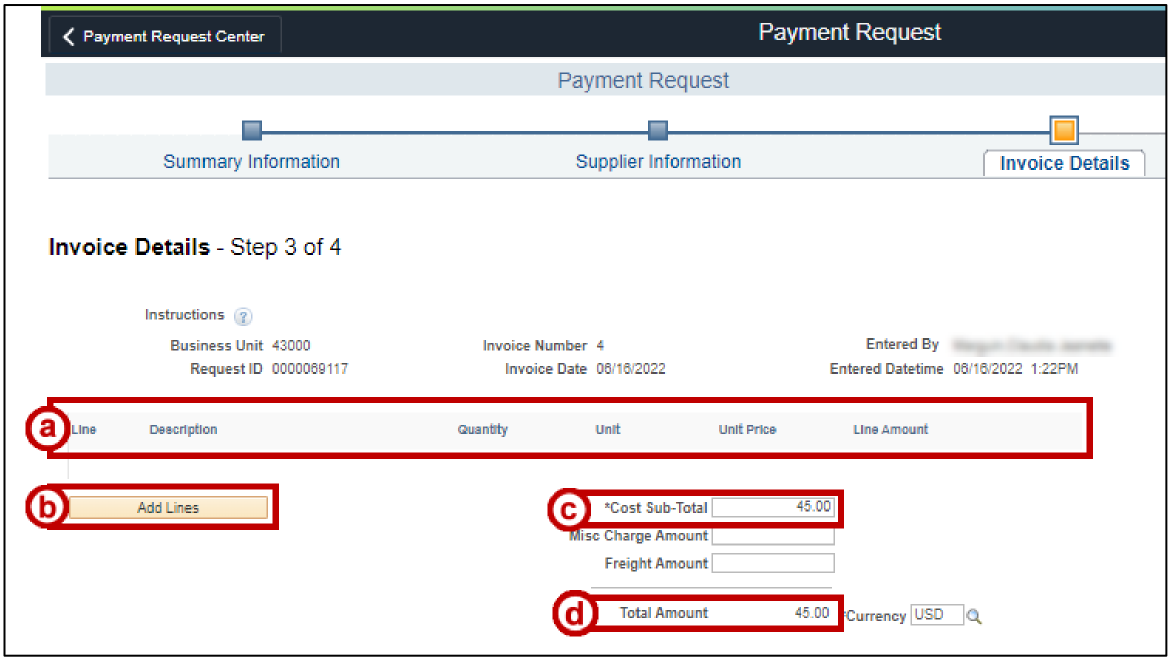


5. Click the **Nex**t button to move to the *Invoice Details* section.



Step Three: Invoice Details

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

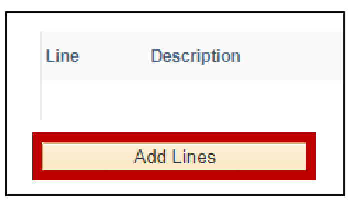


a. **Invoice Line:** Divide chartfield information to each applicable department budget within the Payment Request.
b. **Add Lines:** Click to create a distribution line for the Invoice.
c. **Cost Sub-Total:** Cost of specified items within Purchase Request
d. **Total Amount:** Auto-calculated total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

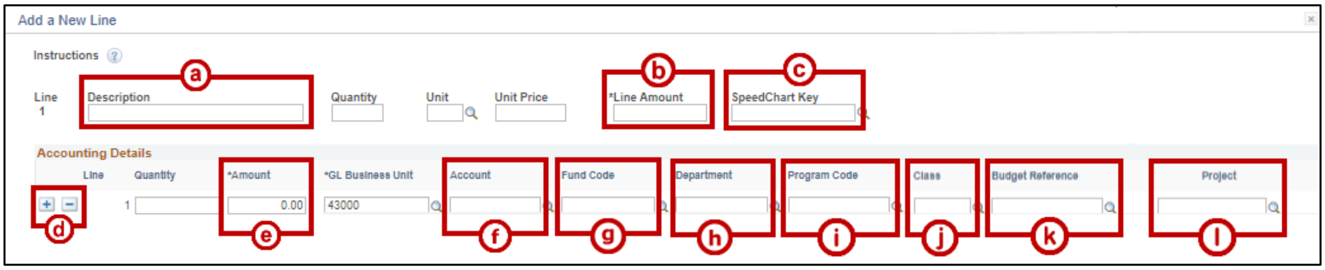
Completing Step Three

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.



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



   a. **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).
   b. **Line Amount:** Total amount due for the specific line.

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

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

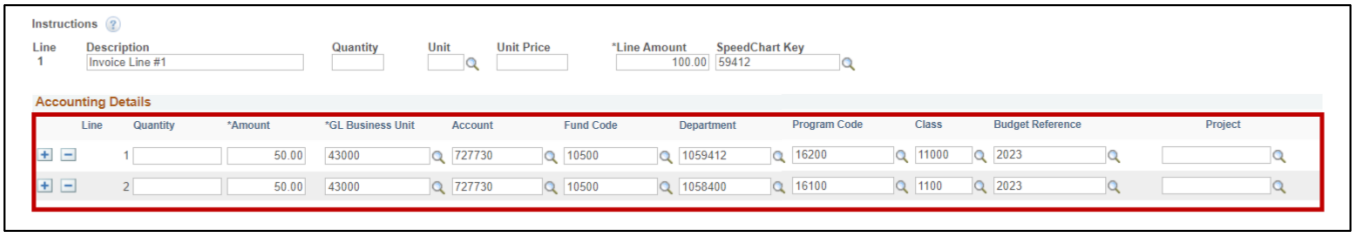
Note: At Kennesaw State, the term SpeedChart is used interchangeable with Speed Key.

   d. **Add (+)/ Remove (-)**: Add or Remove additional distributions across individual accounting lines.
   e. **Amount:** Amount tendered within each distribution line.
   f. **Account:** Identification number associated with the source of tender.
   g. **Fund Code:** Identification number associated with the departments chartstring.
   h. **Department:** Identification number associated with a specific Kennesaw State department.
   i. **Program Code:** Identification number associated with the department program code.
   j. **Class:** Identification number associated with the department class code.
   k. **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).
   l. **Project:** If applicable, would bt 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.*

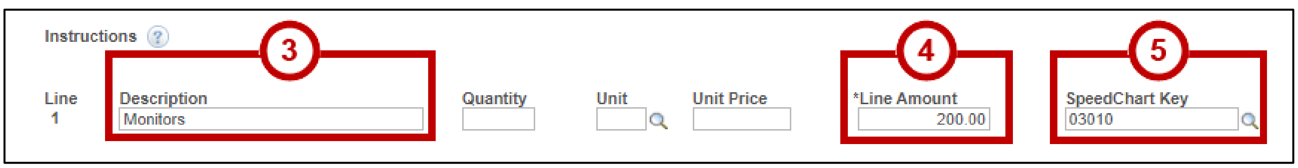
When navigating step three of the payment request process, please note Split Distributions within the Invoice Line's *Acounting Details* section.



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

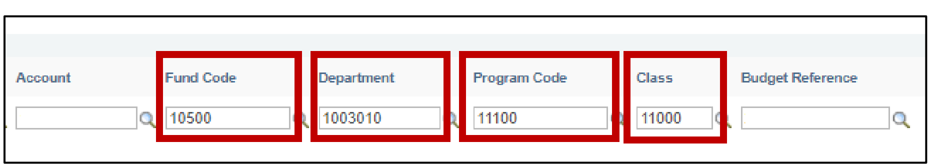
Note: Do not utilize the *Quantity*, *Unit of Measure*ment, and *Unit Price fields*.

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.



Note: To expedite 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.

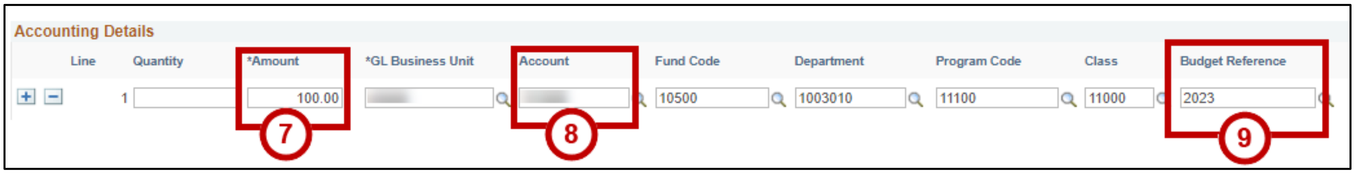
6. Under the *Accounting Details* section, confirm that the typed SpeedChart has populated the **Fund Code**, **Department**, **Program Code**, and **Class** fields underneath the *Accounting Details* section.



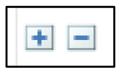
7. Type the first distribution line's **Amount** in the *Amount* text field.

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

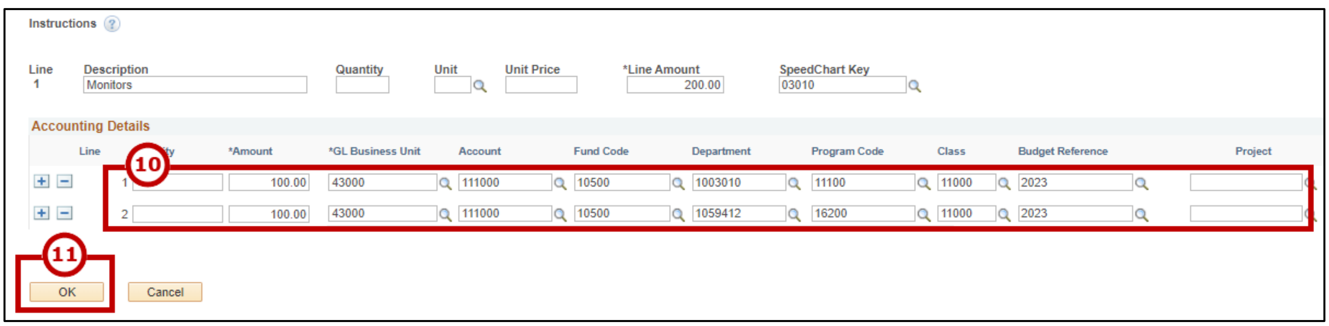
8. Confirm the **Account** number associated with the method of payment into the *Account* text field is accurate.
9. Populate the **Budget Year** into the *Budget Reference* text field.



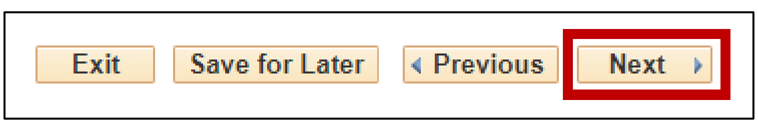
Note: To create split distributions within each *Invoice Line*, click the **Add (+)** and **Remove (-)** buttons to add or remove additional distribution lines.



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.

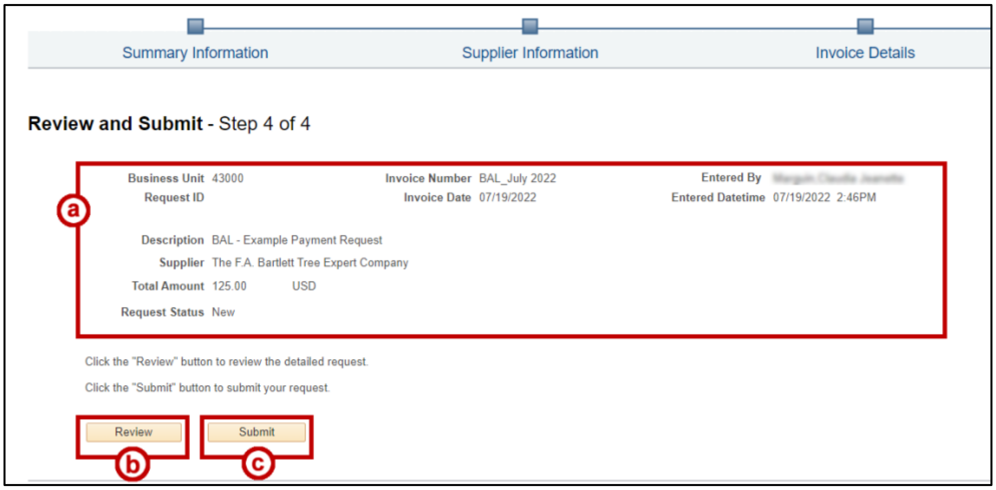


12. Repeat Steps 1 – 18 for each additional Invoice Line.
13. Click the **Next** button to move to the *Review and Submit* Section.



Step Four: Review and Submit

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



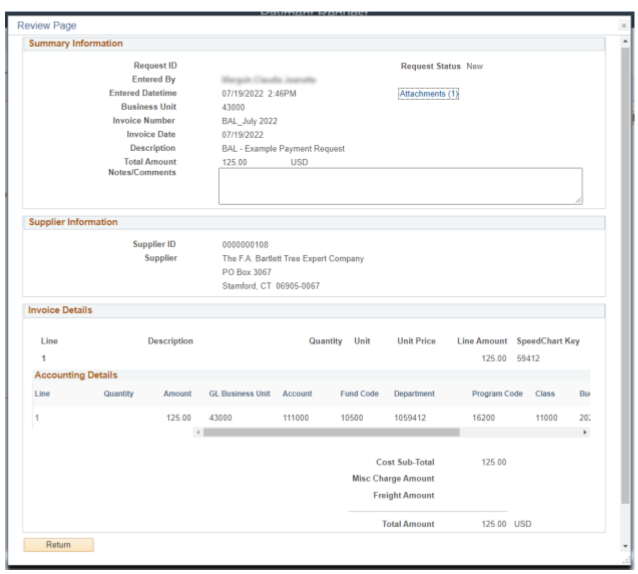
a. **Payment Request Overview:** See a small breakdown of the drafted Payment Request's information.
b. **Review:** View a further detailed outline of the drafted Payment Request.
c. **Submit:** Submit the Request for approval.

Completing Step Four

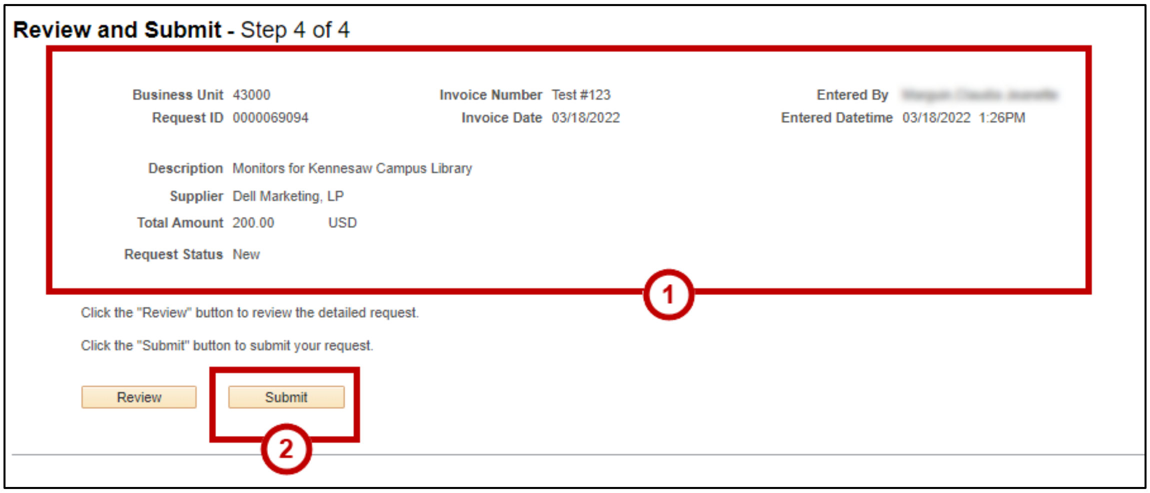
Within the fourth portion of the payment request process, please complete the following:

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

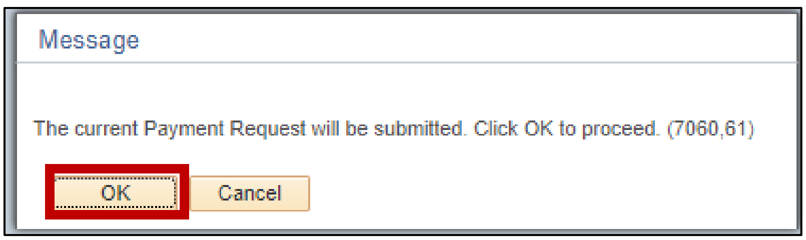
Note: Click the **Review** button to view a detailed outline of the drafted Payment Request in a different window.



2. Click the **Submit** button.

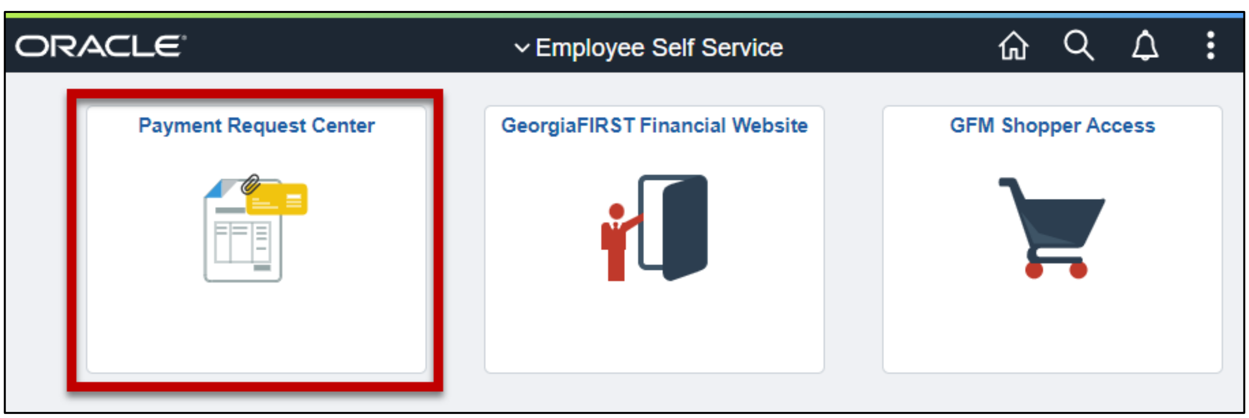


3. A pop-up message will appear. Click the **OK** button to proceed.

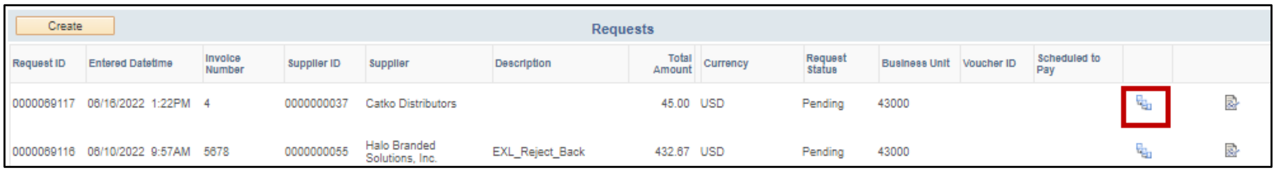


Modifying the Approval Workflow

1. Navigate to the *Payment Request Center*.



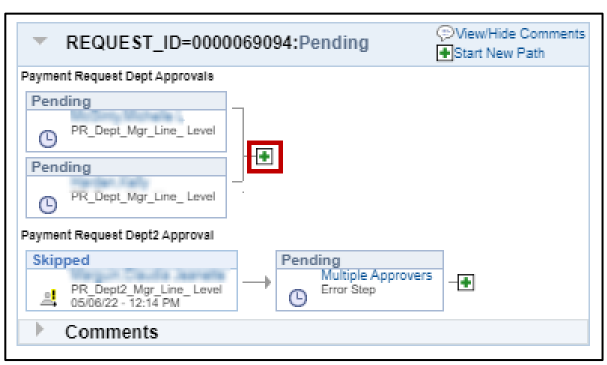
2. In the *Requests* section, select the **Workflow icon** adjacent to the applicable Payment Request.



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

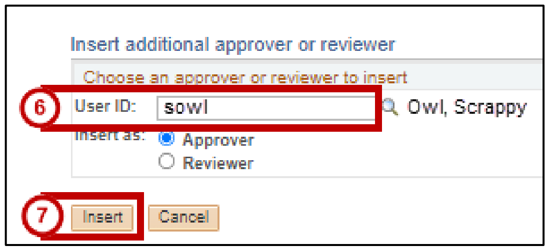
a. **View/Hide Comments:** Access any comments made within the Payment Approval Process.
b. **Start New Path:** Modify the Approval workflow by adding an new individual to the Workflow.
c. **Return:** Exit the Approval Flow window.

4. Select the **Green Plus (+)** icon on the desired path.

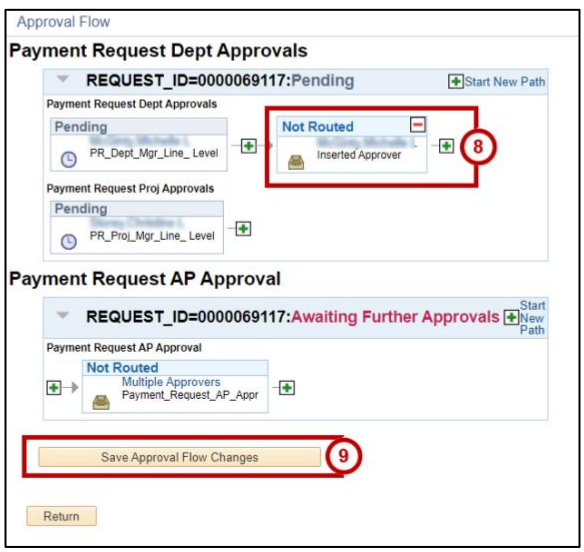


5. The *Insert Additional Approver or Review* window will appear.

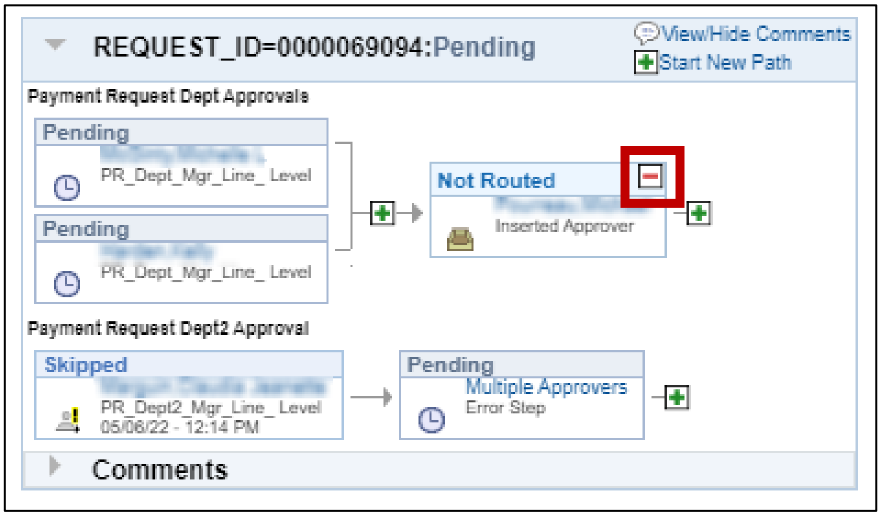
6. Populate the **User ID** text field.
7. Select **Insert**.



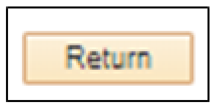
8. Confirm that the individual has been successful added to the correct location in Approval workflow.
9. Select **Save Approval Flow Changes**.



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

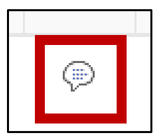


10. Select **Return** to exit to the Payment Request Center.

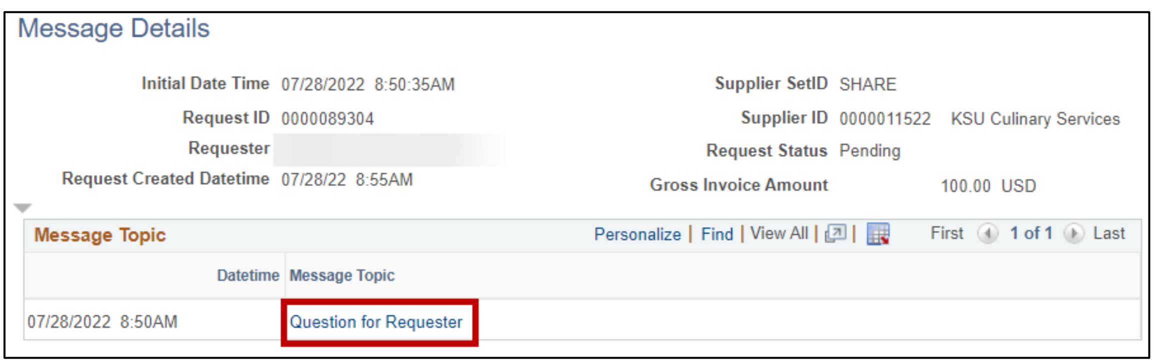


Responding to Payment Messages

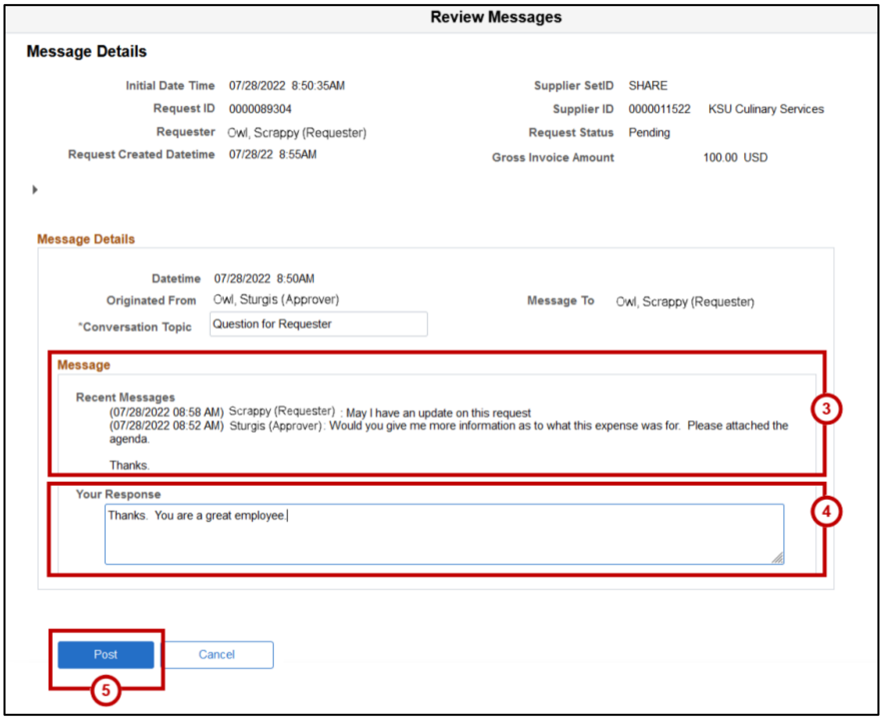
1. From the payment request center, select the **Payment Message icon** adjacent to the applicable Payment Request.



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



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



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

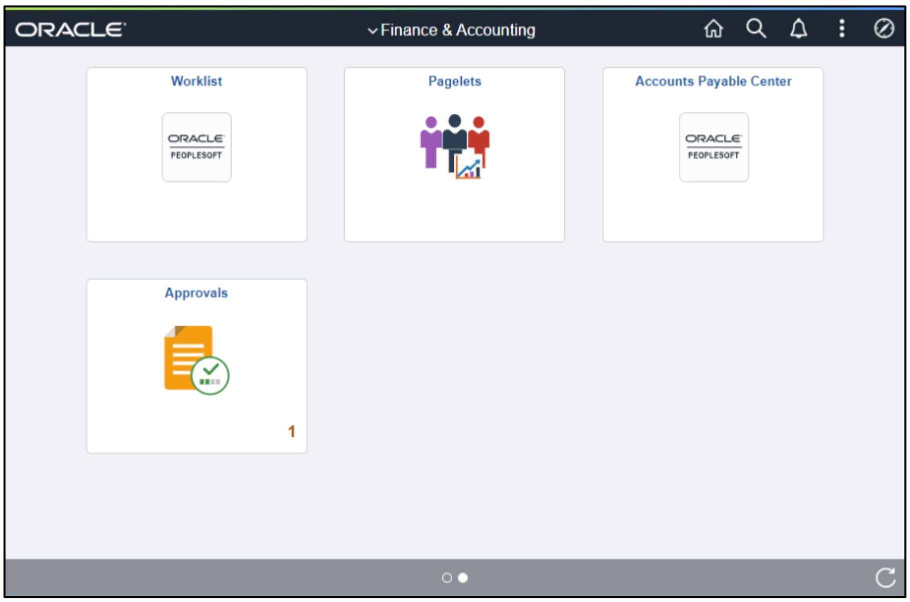
Using the Worklist Tile

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

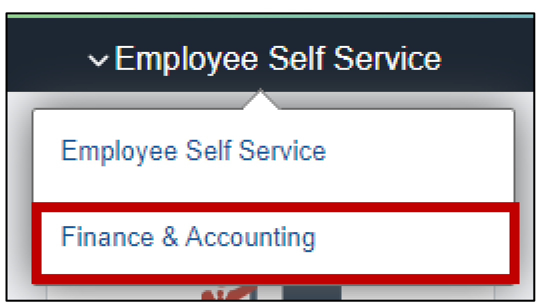
Accessing New Payment Requests

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

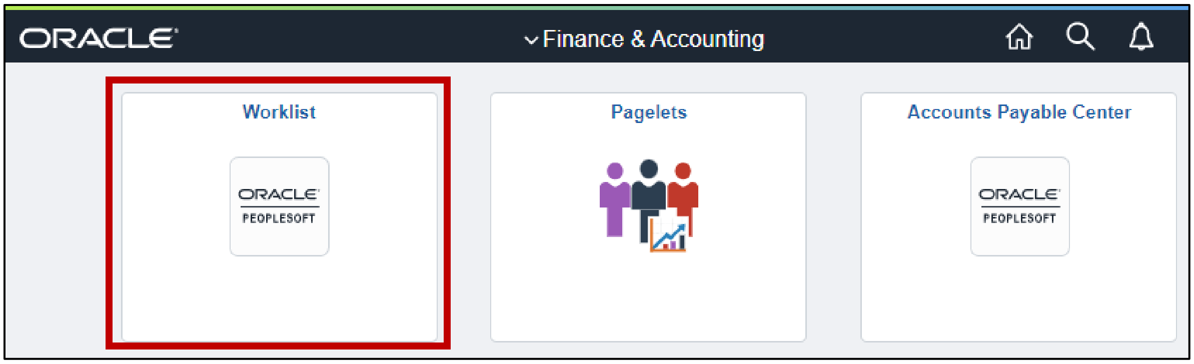
1. Access the **Finance & Accounting** homepage.



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

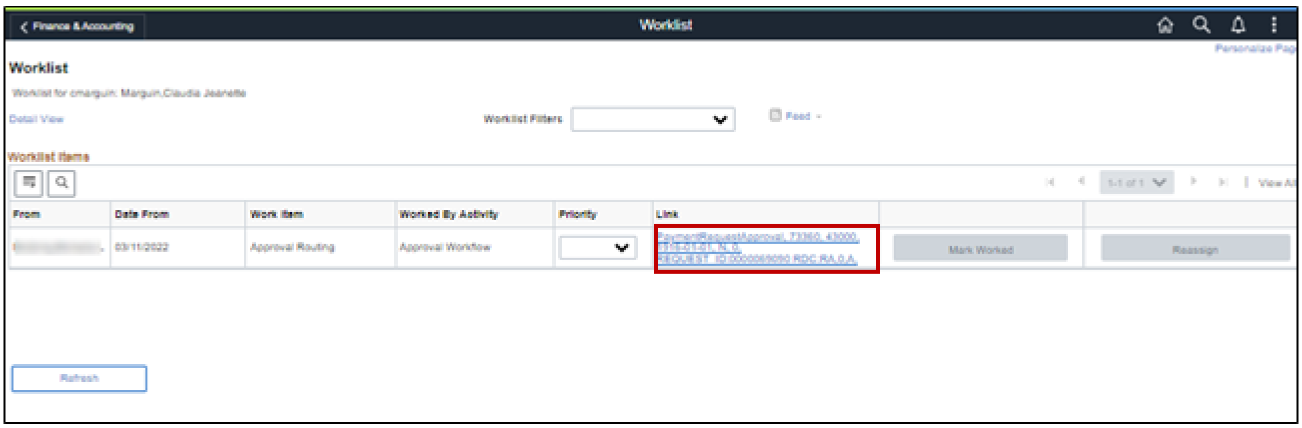


2. On the Finance & Accounting page, click the **Worklist** tile.

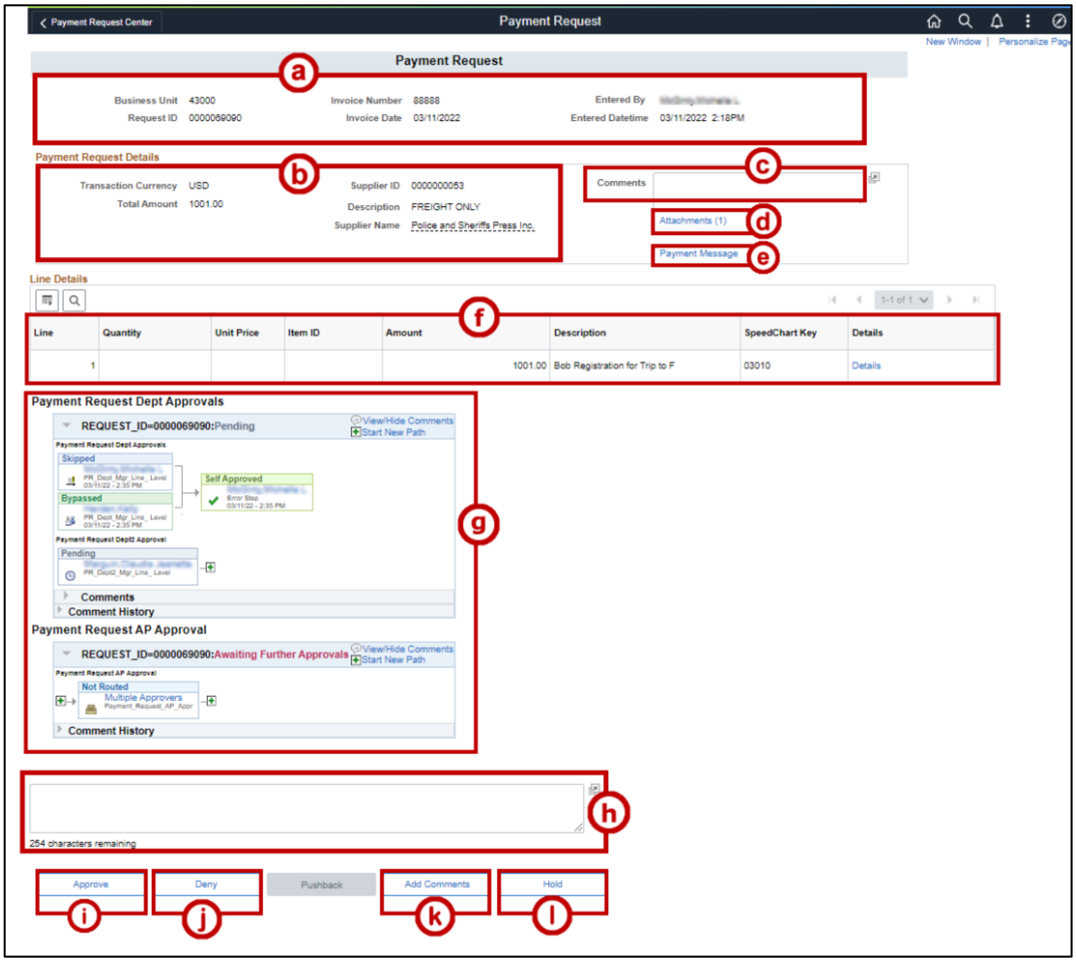


Note: If the Worklist tile does not display on *Finance & Accounting* homepage, please submit a service request at service.kennesaw.edu.

3. The **Worklist** page will load. Click the request **ID Link** coordinating to the Payment Request.



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



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

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.

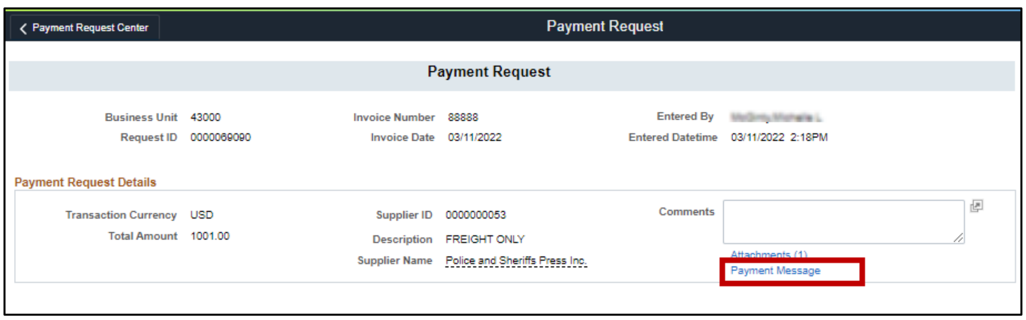
Create a Payment Message

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.

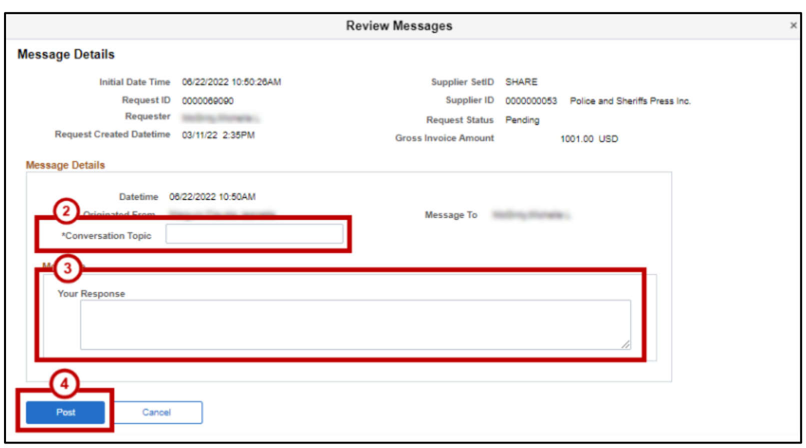
Note: Once an Approver has approved a payment request to the next individual in the workflow, the Approver will no longer be able to access the *Payment Message*.

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.

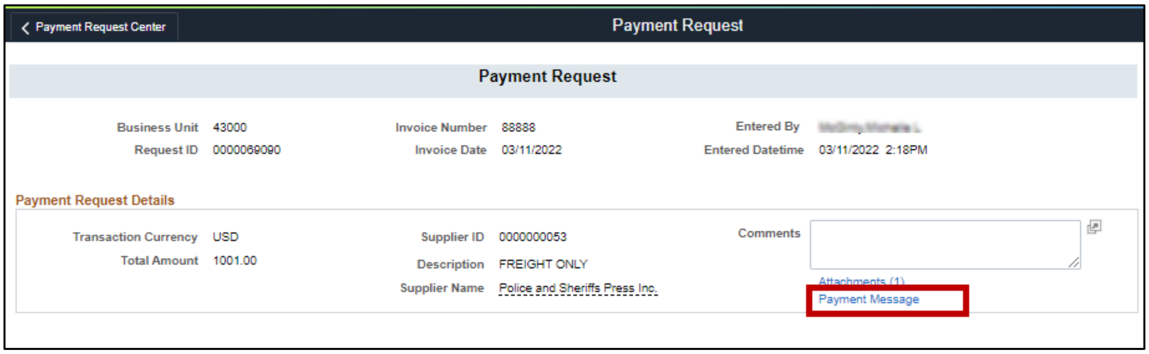


5. Once a Payment Message is created by an Approver, the receiving party will receive the message in their Payment Messages feed.

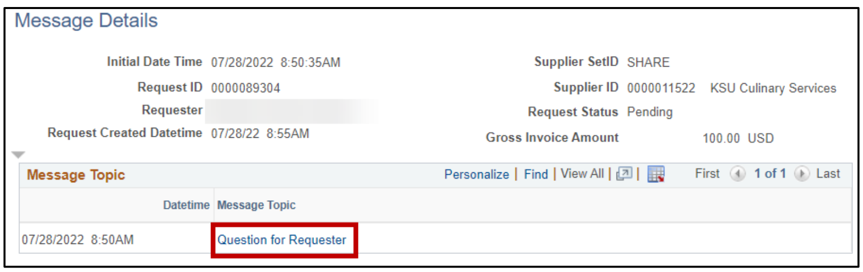
Responding to Payment Messages

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

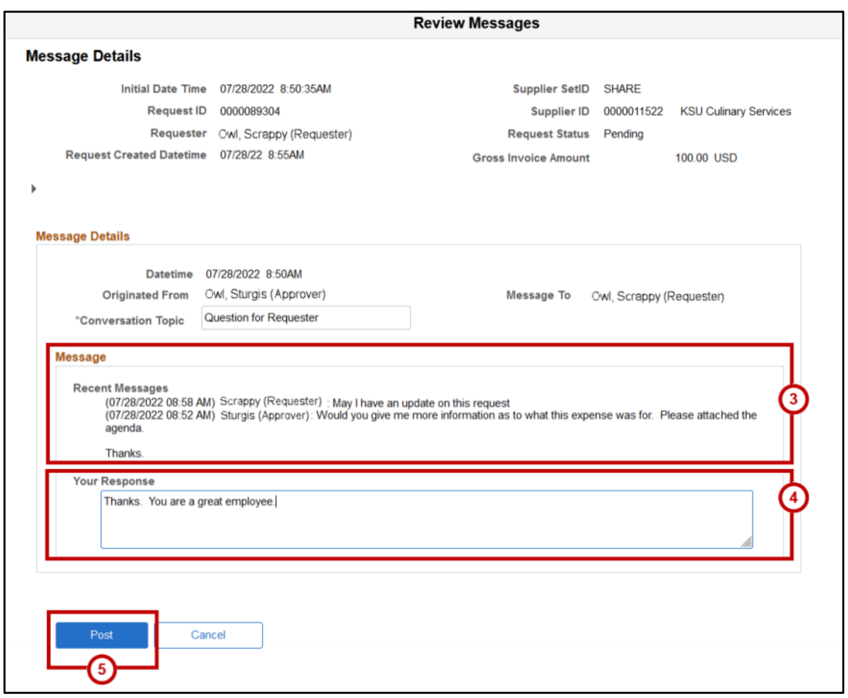
1. Click **Payment Message**.



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



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

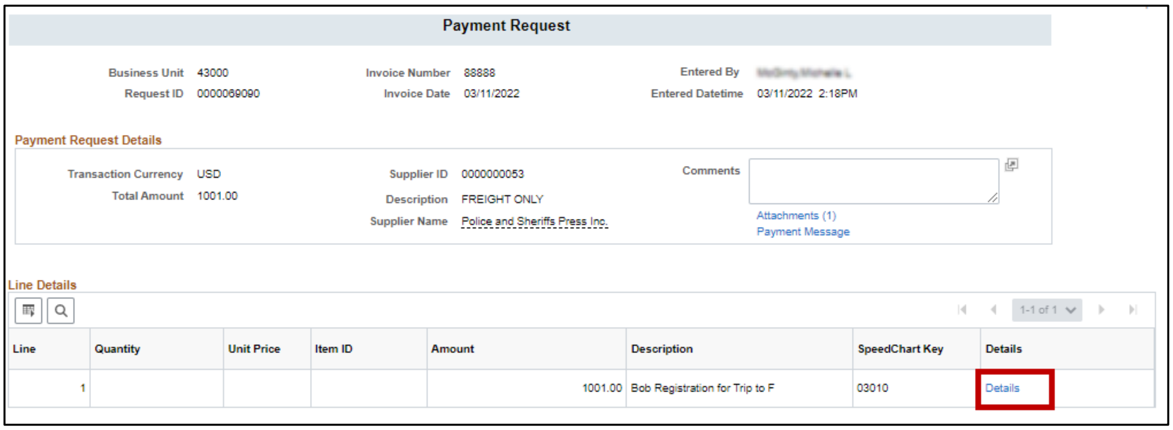


6. Once a Payment Message is created by an Approver, the receiving party will receive the message in their Payment Messages feed.

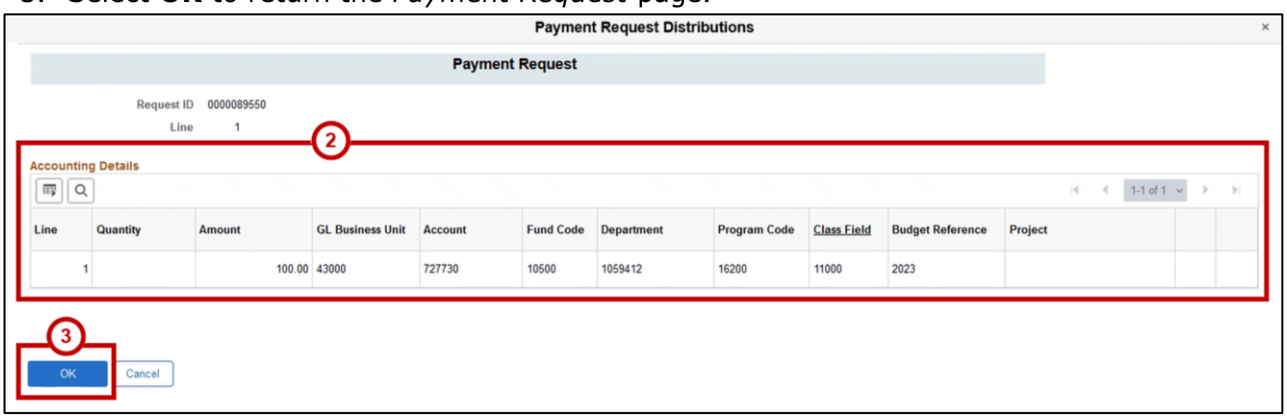
View Line Details

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:

1. Click **Details**.



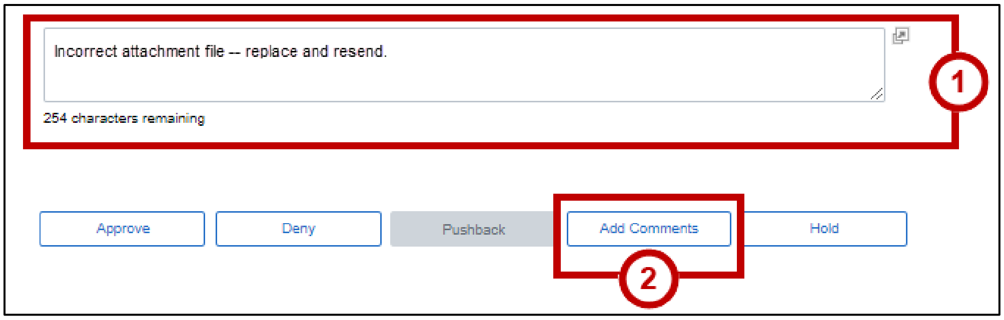
2. The *Payment Request Disitributions* window will load. Review the Accounting Details.
3. Select **OK** to return the *Payment Request* page.



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:

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

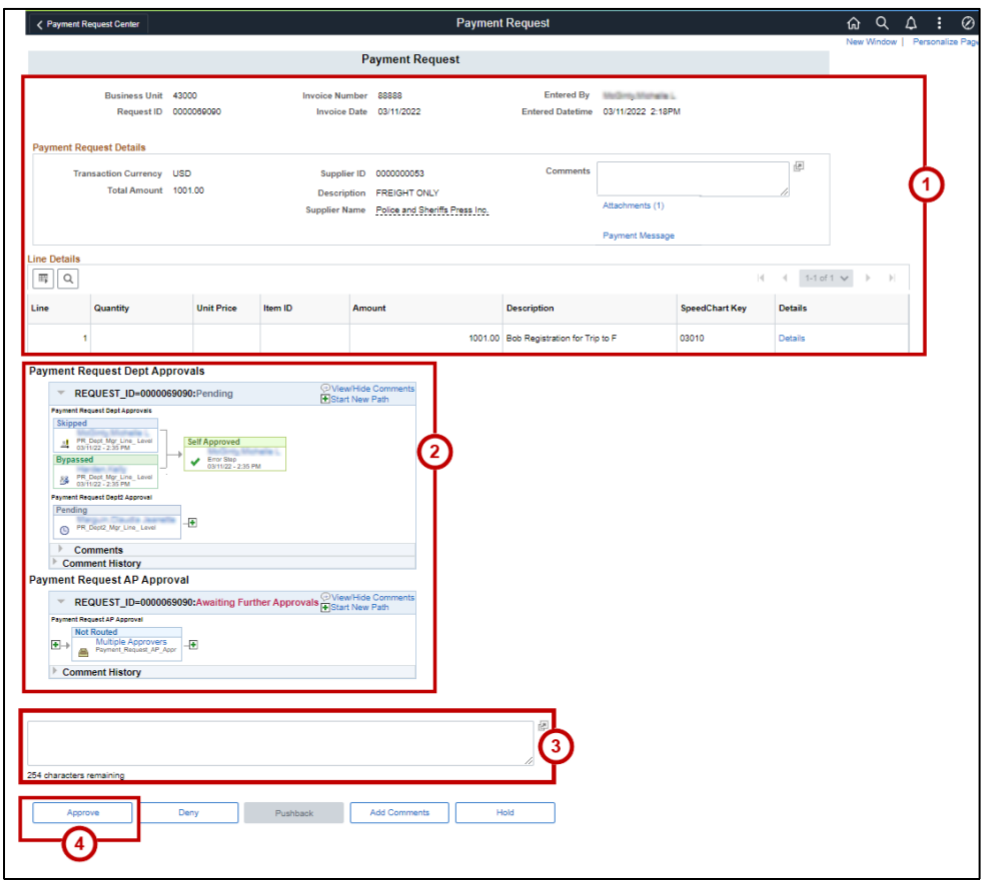


3. Confirm comments have been added, by selecting the **(>) icon**.

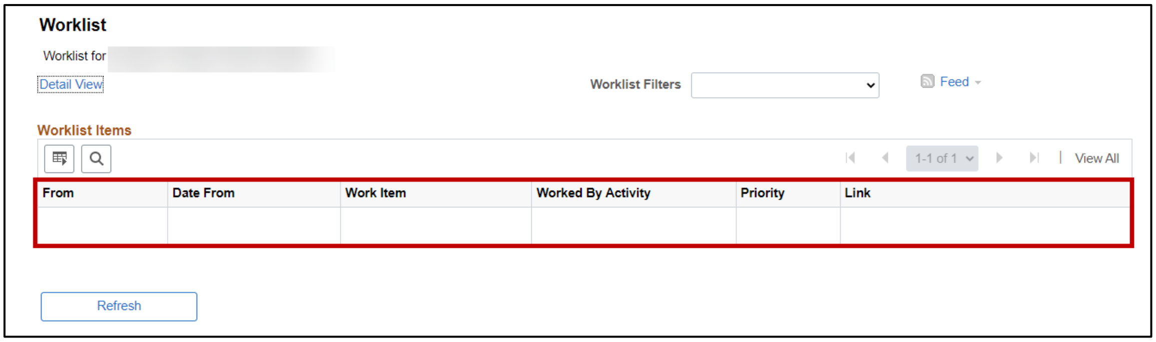
Approving a Payment Request

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.



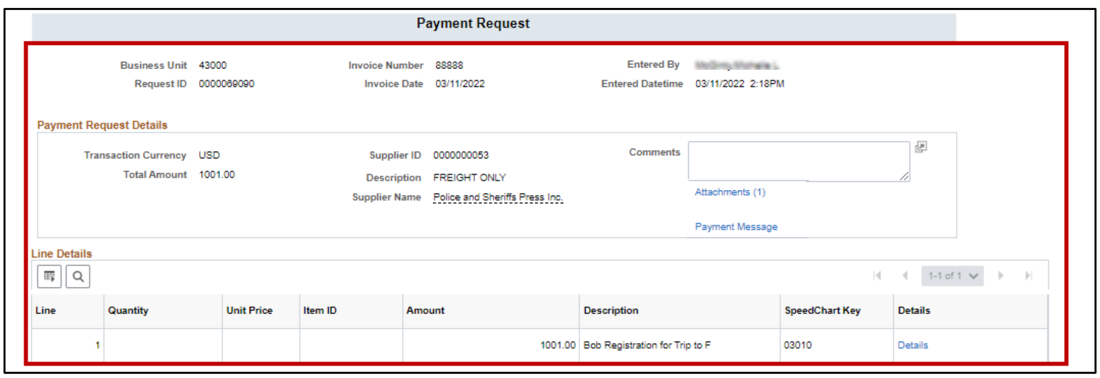
5. Confirm the Payment Request has been removed from your Worklist feed.



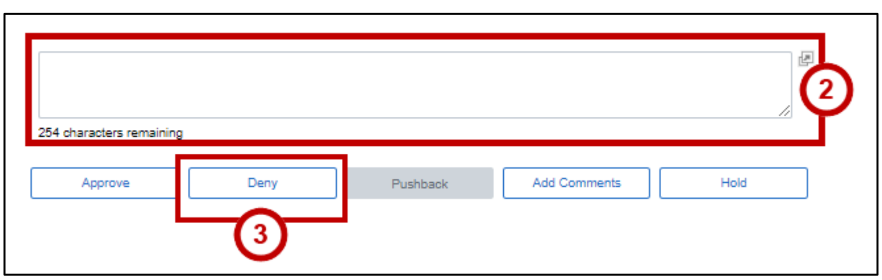
Note: If you are the final Approver, the status for the request will change to Approved and a notification will be received by the Requestor.

Denying a Payment Request

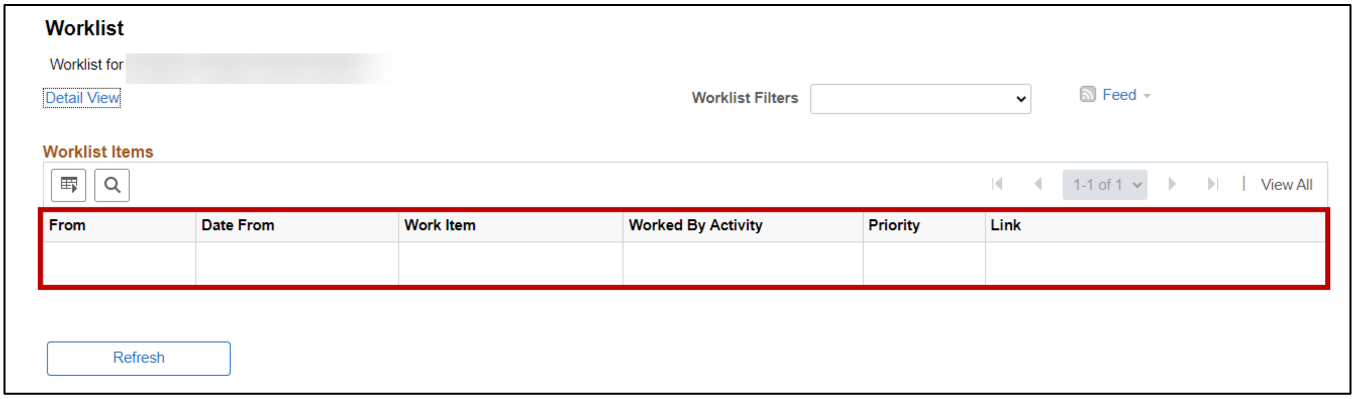
1. Review the *Payment Request Details and Line Details* sections.



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



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



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.

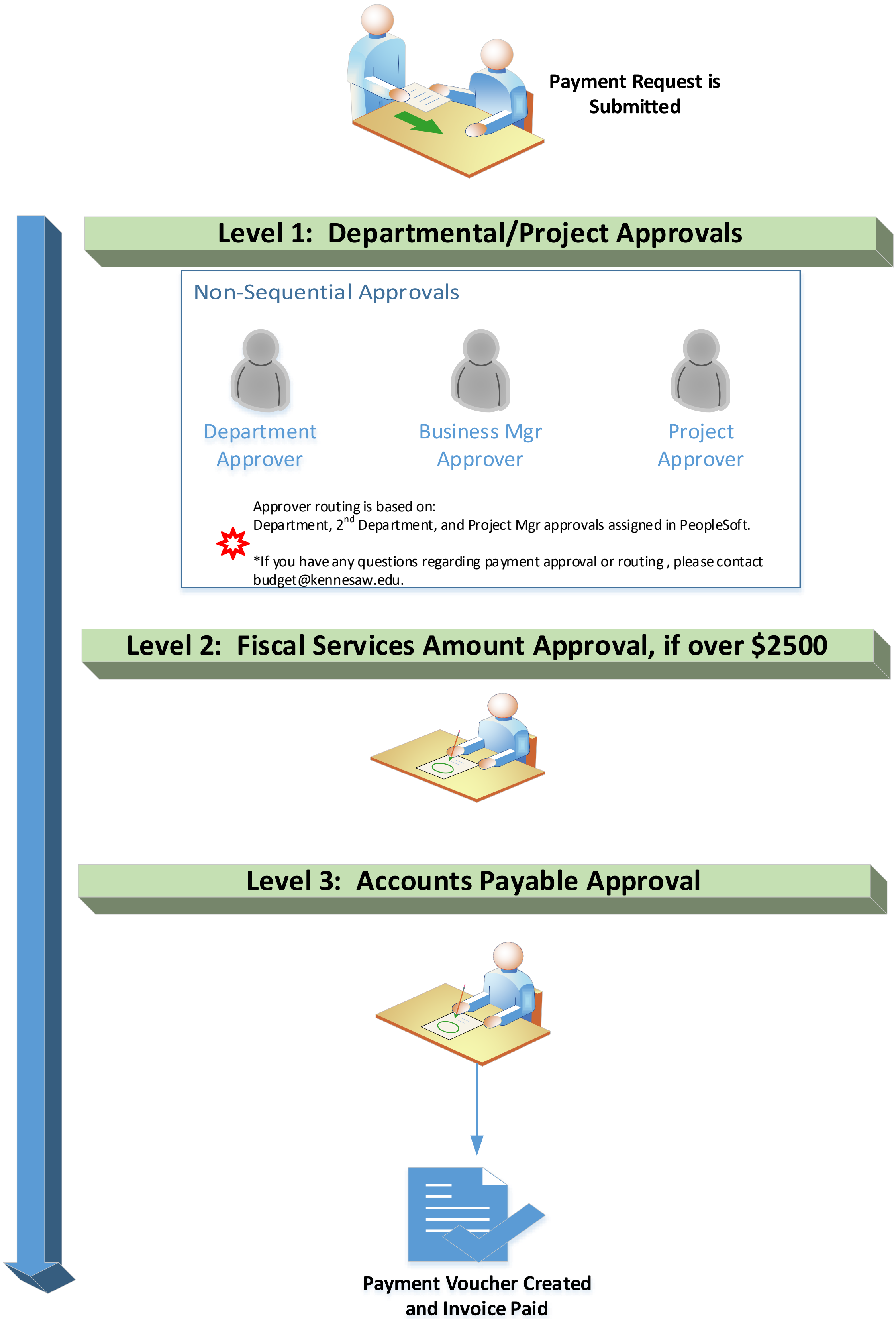
d. Stipends
    i. Groups of stipends should be formatted with the same invoice number. Use the Program name (space) Semester (space) 4 digit year. Ex. TQP Fall 2022 or STEM Spring 2022

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



For additional support, please contact the KSU Service Desk at [service.kennesaw.edu.](service.kennesaw.edu)