What is a Payment Request?
Payment Request forms are a way to initiate invoice payments and process specific nonstandard transactions that cannot be handled through the standard Purchase Order process. Common examples are requests for payment of awards, honoraria, and fellowships.

Note: Please start with an empty cart.

1. Click the Payment Request (PR) tile under Forms, Policy, & Guidance.

2. Enter the Supplier Name on the Payment Request form or click the Supplier Search link.

3. Select the type of transaction under Transaction Information:

4. Enter a brief description of the payment (required).

5. Attach an invoice or award declaration. Click Add Attachments and browse for the desired file (required).

6. The Remittance section will prepopulate with the name and address of the selected supplier.

7. Enter the invoice number from the supplier invoice, if provided.

Create a Supplier Invoice Number using the following format: SupplierName+DD+MMM+YY for an invoice from supplier John Harvard dated 4/30/20. (i.e.: JOHNHARVARD03APR20)

Exclude special characters, dashes, and spaces when creating your own invoice number.

8. Enter the Invoice Date, Amount, and Location of the activity.
9. Once you have finished entering the information, select **Add and Go to Cart** under **Available Actions** and click **Go**. This will add your line to the cart.

Alternatively, you can select **Add to Cart and Return** and click **Go** to add another line to the request. You would then select **Save** from the drop-down list and click **Close**.

Click **Close** to cancel the request without saving.

10. Review the request on the Shopping Cart page.

   - Click the **Item** name link to view or edit the request if needed.

11. Once your cart is complete, select one of two options:

   - Click **Proceed to Checkout** to add additional information, such as CoA coding, special handling, **Requisition Description or Business Purpose**, and **Standing Amount Based PO** checkbox
     - You can assign your cart from here if you are a Shopper
     - You can submit your cart for approval if you are a Requestor
   
   - Click **Assign Cart** to assign the cart to a Requestor
     - Note: Once a Shopper clicks **Assign Cart** they will not be able to edit further details

For more information, see ‘Checkout Process’ (page 3) and ‘Assigning a Cart’ (page 4) in this guide.

**Please note:** The system PR number is generated after all AP approvals are complete.
Processing a Payment Request – Checkout Process

The **Proceed to Checkout** button is available to Shoppers and Requestors but the next steps in the workflow differ slightly.

- **For Shoppers**, it will allow them to enter further details in their cart, such as CoA, Requisition Description or Business Purpose, and Standing Amount Based PO checkbox. They will then be prompted to **Assign Cart**, which routes the cart it to a Requestor.
- **For Requestors**, it allows them to enter all required details and then submit the request into the approval workflow.

1. **Navigate to the Summary tab.** Use the scroll bar on the far right (to the right of the approval workflow section) to navigate through and review the following sections:
   - General
   - Ship to & Bill to
   - Accounting Codes
   - Internal Notes and Attachments
   - External Notes and Attachments
   - Special Handling & AP
   - Ad Hoc Approver
   - Line Items

2. **Scroll down to Accounting Codes** to update the COA. You can also click the eye icon in the top right to filter the Summary tab to View Accounting Codes Only.
   a. Click the pencil icon to edit
   b. Enter the codes for each segment of the string. Click the magnifying glass to search values. Click the blue arrow to access any COA segment favorites.
   c. Click the add split (+) icon to add another code for split costing. Further details on splitting costs are outlined in the Checkout Process guide.
   d. Click the check icon to validate the COA. Click the heart icon to access favorites.
   e. Click Save Changes when the costing string is complete.

3. **Accounting information can vary by line** as well. Scroll down to the line items section or click the eye icon in the top right and select View Line Items Only.
   Click (...) at the line level and select **Accounting Codes** from the menu to edit line level COA details.

4. **Navigate to Attachments** to review attachments:
   - Internal notes and attachments are for internal use (Approvers, Accounts Payable, etc.) and are not sent to the Supplier
   - External notes and attachments are for the Supplier, and will be included as part of the purchase order

5. When you are done reviewing and editing the request, go to the workflow section on the right where the buttons you see depend on your role:
   - **Shoppers** should assign the cart to a Requestor. *See the Assigning a Cart guide for more information.*
   - **Requestors** can:
     - Validate Accounting Segments to confirm the CoA coding
     - Submit Request into the approval workflow
     - Assign Cart to another Requestor
   
   **Note for Requestors:** the Validate Accounting Segments button should be used to validate your coding prior to submitting. This will prevent a cart being auto-returned for having an invalid code. You can validate accounting segments anytime during the checkout process.

6. A confirmation message will appear that your cart has been assigned (for Shoppers) or requisition has been submitted into workflow (for Requestors).
1. From your cart, click Assign Cart.

2. The Assign Cart: User Search window will open.
   - Click SEARCH to find your Requestor or click SELECT to choose from previously identified favorites
   - You can select Add to Profile once you select a Requestor to make them available in the SELECT menu in future
   - You can include a note to the assignee (Requestor), which will be included in the notification
   - Click Assign

2. You will see a confirmation page that your cart has been assigned.
Payment Requests and Non-Employee Reimbursements can have multiple lines on a single invoice entry. This can be beneficial for:

- Dividing a single payment into different GL entries so that it shows up as separate lines and separate descriptions in the Transaction Listing Report.
- Avoiding chart of accounts rounding errors on PR or NR forms by entering in lines and coding separately rather than using the header level coding split by percentage.

How to create multiple lines on a single PR or NR

1. Use the standard PR form to create your first line and use the Available Actions menu in the upper right to select “Add to Cart” (instead of “Add to Cart and GO”).

2. As you “Add to Cart” you will see the cart icon on the main B2P page behind your window increase by the amount of the line you have added.

3. Alter the Description and Invoice Amount for your next line.
   1. Do not alter the Supplier Invoice Number, Invoice Date, or Location of Activity. This will result in the creation of a separate PR, rather than a single PR with multiple lines.
   2. Tip: Leave the attachment the same for all lines. If it is multiple items you wish to attach, create a single pdf and use that for all attachments. This way you do not have to change the attachment for each line you create.

4. Once you have altered the Description and the Invoice Amount to reflect the next line you want to add, again click “Go” next to the Add to Cart in the upper right.

5. You will see the cart icon on the Main B2P page increase by the new line amount that you have added.

6. Continue altering the Description and Invoice Amount until you have added all necessary lines.

7. The result will be all added line items under a single supplier name entry

8. In the PO Preview tab during the checkout process you will see all lines listed under a single PO document

Please note: If you are splitting the single PR/NR into multiple lines to avoid rounding errors by using multiple chart of account entries at the header level, you now have the ability to enter account codes at the line level for each line you have created. Because the lines are separate, the exact GL coding and amount used will transfer to the Transaction Listing Report as you see it per line entered.