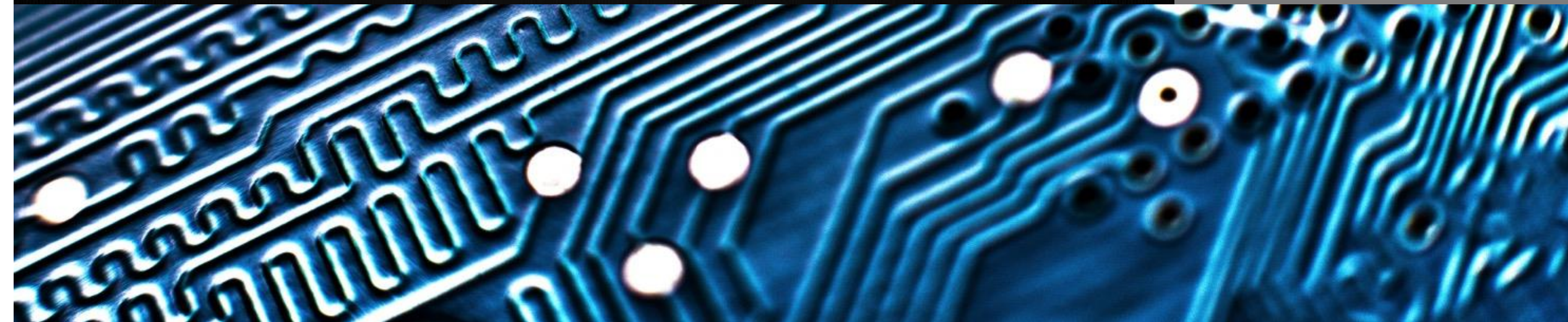


UNIVERSITY SYSTEM OF GEORGIA
Information Technology Services

The top right section features a dark grey background with several white, stylized cloud shapes at the top. Below the clouds is the official logo of the University System of Georgia, which consists of a classical building with four columns inside a circular border containing the text "BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA". To the right of the logo, the text "UNIVERSITY SYSTEM OF GEORGIA" is written in a bold, white, sans-serif font, with a thin white horizontal line underneath it. Below this line, the words "Information Technology Services" are written in a smaller, white, sans-serif font.

Accounts Payable Payment Request Kick Off



Payment Requests

Introduction



Agenda

- Introduction
- Approval Workflow
- Security Roles
- AP and Payment Request Queries
- Creating a Payment Request/Demo
- Approving a Payment Request
- Testing/Implementation Procedures
- Q&A

What is AP Payment Request

- Payment Request provides a self-service option for users to submit non-Purchase Order invoices to Accounts Payable for the payment of approved Suppliers.
- Approved Payment Requests are processed into vouchers using the Voucher Build batch process.

Benefits of Payment Requests

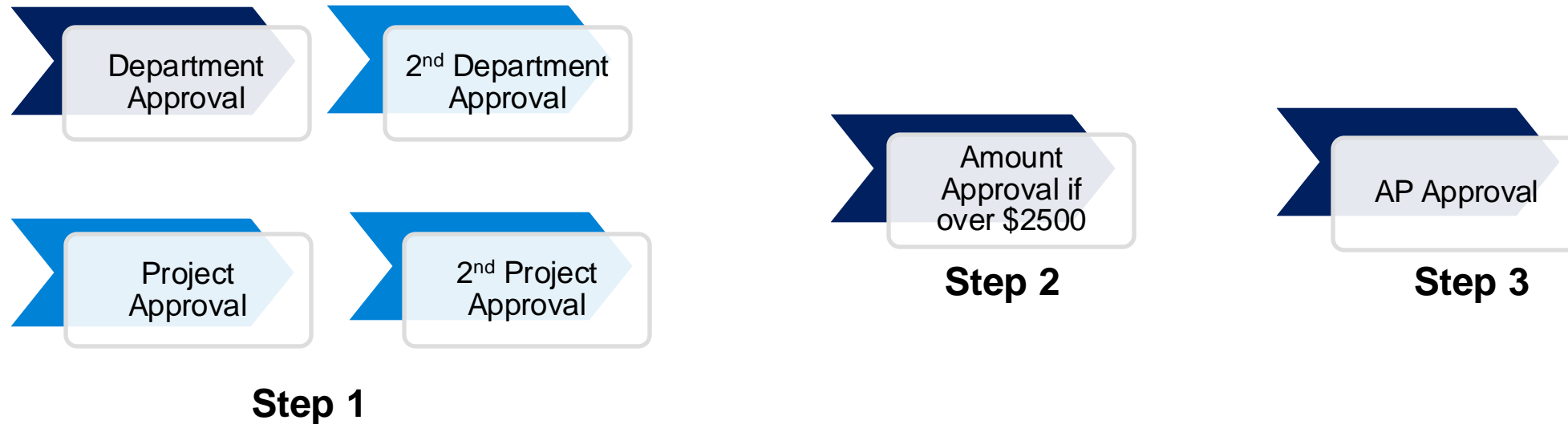
- Self-service efficiency of end-user data entry
- Significant reduction in paperwork
- AP workload reduction
- Record of approval before voucher creation
- Batch voucher creation from approved Payment Requests

Payment Request – Statewide PO Policy

Except as noted below and when a final payment method is not a purchasing card (p-card), a Purchase Order is required for all purchases or obligations to purchase goods and services greater than \$2,500.

- Attorney and legal related payments
- Benefit payments made directly to recipients
- Intergovernmental agreements/payments
- Membership dues and/or subscriptions
- Payroll and associated tax and benefit payments
- Postage and shipping
- Real estate rental/lease payments
- Registration fees
- Sales and Use tax payments
- Travel expense reimbursements
- Utilities
- WEX and ARI payments

Approval Workflow Overview



■ Required Workflow Levels ■ Optional Workflow Levels

Payment Request Approval Steps

1. Department Approval
 - (Optional) Additional Department Approval*
 - (Optional) Project Approval*
 - (Optional) Additional Project Approval*
2. Amount Approval (if over \$2,500**)
3. AP Approval

Note: If no action is taken on the Payment Request at the Amount Approval and/or the AP Approval levels, the Payment Request escalates to the Payment Request Admin after 8 business days. No escalation for Department Approval.

*Implementation must be requested by Institutions

**Institutions can lower this amount but cannot raise the limit.

Approval Workflow – Step 1: Department Approvals (Required)

- Payment Requests route to Department Managers for **Department Approval**.
- Department Managers are defined here: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Define Chartfield Value > Department
- Payment Requests route at the **header** level.
 - Payment Requests having multiple lines or distributions with different DEPTIDs route to Department Managers together as pooled **Multiple Approvers**.
 - The system defaults to pooled approvers. However, institutions can make a request to change to all Department approvers must approve a Payment Request.
 - Any Dept Approver update is for entire Payment Request.
- Security Role: **BOR_PAYMENT_REQ_APPR**
 - Payment Request Department Approvers must have this role to access and approve.
 - Additional Ad Hoc Approvers with this role may be inserted at the Department Approval level.

Approval Workflow – Additional Department Approvals (Optional)

- Payment Requests route to Department Managers for **Additional Dept Approval**.
- Additional Department Managers are defined here: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Define Chartfield Value > Department Approver
- Payment Requests route at the **header** level.
 - Payment Requests having multiple lines or distributions with different DEPTIDs route to Dept Managers together as pooled **Multiple Approvers**.
 - The system defaults to pooled approvers. However, institutions can make a request to change to all Department approvers must approve a Payment Request.
 - Any Dept Approver update is for entire Payment Request.
- Security Role: **BOR_PAYMENT_REQ_APPR**
 - Payment Request Additional Department Approvers must have this role to access and approve.
 - Additional Ad Hoc Approvers with this role may be inserted at the Additional Department Approval level.

Approval Workflow – Project Approvals (Optional)

- Payment Requests route to Project Managers for **Project Approval**.
- Project Managers are defined here: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Define Chartfield Value > Project
- Payment Requests route at the **header** level.
 - Payment Requests having multiple lines or distributions with different PROJECT IDs route to Project Managers together as pooled **Multiple Approvers**.
 - The system defaults to pooled approvers. However, institutions can make a request to change to all Department approvers must approve a Payment Request.
 - Any Project Approver update is for entire PR.
- Security Role: **BOR_PAYMENT_REQ_APPR**
 - Payment Request Project Approvers must have this role to access and approve.
 - Additional Ad Hoc Approvers with this role may be inserted at the Project Approval level.

Approval Workflow – Additional Project Approvals (Optional)

- Payment Requests route to Project Managers for **Additional Project Approval**.
- Additional Project Managers are defined here: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Define Chartfield Value > Project Approver
- Payment Requests route at the **header** level.
 - Payment Requests having multiple lines or distributions with different PROJECT IDs route to Project Managers together as pooled **Multiple Approvers**.
 - The system defaults to pooled approvers. However, institutions can make a request to change to all Department approvers must approve a Payment Request.
 - Any Project Approver update is for entire PR.
- Security Role: **BOR_PAYMENT_REQ_APPR**
 - Payment Request 2nd Project Approvers must have this role to access and approve.
 - Additional Ad Hoc Approvers with this role may be inserted at the Additional Project Approval level.

Approval Workflow – Step 2: Amount Approvals (Required)

- In accordance with the Statewide PO Policy, all Payment Requests over \$2,500 will route to a special **Amount Approver**.
- Payment Requests Amount Approvers must have the **BOR_PAYMENT_REQ_AMOUNT_APPR** role for routing and to allow access and approval.
- Additional Ad Hoc Approvers with the **BOR_PAYMENT_REQ_APPR** role may be inserted at the Amount Approval level.

Approval Workflow – Step 3: AP Approvals (Required)

- The **AP Approver** is the final approval step for Payment Requests.
- Payment Requests AP Approvers must have the **BOR_PAYMENT_REQ_AP_APPR** role for routing and to allow access and approval.
- Additional Ad Hoc Approvers with the **BOR_PAYMENT_REQ_APPR** role may be inserted at the AP Approval level.

Approval Workflow – Payment Request Administrator –PRADMIN (Required)

- The Payment Request Administrator (BOR_PR_ADMINxx) is designated as the Reviewer role for Payment Requests.
- Payment Requests are escalated to the Payment Request Admin after 8 business days.
- The administrator has ability to reroute, approve, or deny Payment Requests.
- This role should be assigned to a very select group. We do recommend having more than one Payment Request Admin in case of absences.

Approval Workflow & Security Roles – “B” Business Unit

- Approval Workflow and Security Roles are the same for the “B” Business Unit Payment Requests as they are for the main Business Unit.
- No change to approvers or security roles are required.
- Approval steps enabled can be different between the “B” Business Unit and the main Business Unit.

Security Requirements for “B” Payment Requests

- Payment Requesters must have the BOR_BU_XXXXB Primary Permission List assigned to their user profile in order to create payment requests for “B” SetID Suppliers.
- Payment Requesters should be trained to pay close attention to which Business Unit they select when entering a Payment Request, as they will have the option to select both the main Business Unit and the “B” Business Unit.

Payment Request – Other Information

- Request IDs are auto-numbered in sequential order across the enterprise. Request IDs are unique and are not repeated between Business Units in the same manner as Requisition and Purchase Order transaction IDs.
- Vouchers built from Payment Requests are NOT pre-approved. They are built with a status of Pending and will route to special Voucher Approvers, if applicable (e.g. Bud Ref Approver or Asset Approver).
- Access to the Payment Request Center and Payment Request Approvals is only available for users with core access to PeopleSoft Financials.

Payment Request Approval Security Roles

- **BOR_PAYMENT_REQUEST:** Payment Requester creates and submits Payment Requests
- **BOR_PAYMENT_REQ_APPR:** Department Approver, 2nd Department Approver, Project Approver, 2nd Project Approver, and Ad Hoc Approver role required for approval access
- **BOR_PAYMENT_REQ_AMOUNT_APPR:** Special Approver for Amounts over \$2,500.00
- **BOR_PAYMENT_REQ_AP_APPR:** AP Approver (final workflow Approver)
- **BOR_PR_ADMINxx:** Payment Request Administrator

Payment Request Queries

- **BOR_PYMNT_REQUEST_BY_DT:** Payment Requests by Dt Range – Query will return header info for all Payment Requests created within the entered From Date/To Date.
- **BOR_PYMNT_REQUEST_BY_ID:** Payment Request Info by ID – Query will return header, line, and distribution info for the entered Request ID.
- **BOR_PYMNT_REQUEST_PENDING:** Payment Request Pending Approval – Query will return header info for all Payment Requests with a request status of Pending.

Payment Requests

Creating a Payment Request

Creating Payment Requests – Step 1: Summary Information

Required Fields:

- Business Unit
- Invoice Number
- Invoice Date
- Cost Sub-Total
- Invoice Attached

Creating Payment Requests – Step 2: Supplier Information

- Only Approved Suppliers may be used with Payment Requests
- Required Fields:
 - Supplier ID
 - Location
 - Use Supplier search to choose from multiple Locations for a single Supplier
 - The Supplier uses the default address setup on location. If remit address is different, it must be changed when Payment Request is built into a voucher.

Creating Payment Requests – Step 3: Invoice Details

- Add lines to enter Line information and Accounting Details. Institutions can elect to use SpeedCharts and turn on Edit Combinations.
- Required Fields:
 - Line Amount
 - Distribution Line Amount
 - Account
 - Fund Code
 - Department
 - Budget Reference
 - Additional ChartFields can be required by Institution

Creating Payment Requests – Step 4: Review & Submit

The following options are available from this page:

- **Review:** displays detailed request information
- **Previous and Next:** navigates through the pages to edit the request
- **Submit:** enters the payment request into workflow
- **Save:** allows users to save the Payment Request and complete/submit at future date

Questions



Payment Requests

Approving a Payment Request

Approval Access

- Approvers can review payment requests from two (2) locations:
 - The Worklist menu
 - The Payment Request Approvals page
 - **Navigation:** Accounts Payable > Payments > Payment Request > Payment Request Approvals

Payment Request Approval

Considerations when Approving Payment Requests:

- Amount
- Supplier ID and Location/Address
- Accounting Details
- Approvers may wish to leave the Supplier Invoice attachment open as they review the Payment Request to compare and confirm the entered details.

Payment Request Payment Message

Payment Message functionality:

- Allows an approver and the payment requester to communicate about the payment request and have it documented in the system.
- The payment requester and the approver will receive an e-mail notification when a message is sent, then can log into FPROD to review and respond to the message.

Payment Requests

Voucher Build

Payment Requests Voucher Build

- Voucher Build is used to process Payment Requests with a status of Approved into vouchers.
 - Voucher Build Interface: Payment Request
- Vouchers will build with an Approval Status of Pending.
- Deletion of a voucher automatically updates the Request ID status from Vouchered to Canceled.

The screenshot displays the 'Voucher Build' application interface. At the top, there are tabs for 'Voucher Build', 'Process Messages', and 'Build Errors'. Below the tabs, the 'Run Control ID' is set to 'TEST', and there are links for 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Run Control Options' section includes fields for '*Request ID' (TEST), 'Description' (TEST), 'From Date' (03/01/2024), 'To Date' (03/27/2024), '*Process Option' (Business Unit), and '*Voucher Sources' (New Voucher Data). There are also checkboxes for 'Assign Invoice ID', 'Assign Invoice Date', and 'Autopilot Run Control'. The 'Selection Parameters' section shows a search bar and a table with 'Business Unit' set to '98000'. The 'Interfaces' section shows a table with '*Voucher Build Interfaces' and 'Publish Voucher Messages', with 'Payment Request' selected in the dropdown. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Questions



Payment Requests

Testing/Implementation Details

Next Steps/Testing

- Schedule follow up call to discuss options/make decisions for your institution's Payment Request Implementation:
 - Workflow Levels
 - Main and B BU?
 - Required Chartfields
 - Role assignments for testing
- FPLAY Setup:
 - ITS creates Payment Request Template in FPLAY, based on institutional decisions.
 - The Institution will use testing Environment: **FPLAY** – <https://core.fplay.gafirst.usg.edu>
 - Local security admins assign Payment Request security roles in FPLAY.
 - Institution will define department, additional department, project, and additional project approvers, if required.
- Institutional Testing in FPLAY – ITS will provide test scenario suggestions:
 - Payment Requesters create Payment Requests in the Payment Request Center and submit them for approval.
 - Approvers review submitted Payment Requests and Approve or Deny those which route to them for approval.
 - Payment Requesters update and resubmit Payment Requests which have been denied.
 - AP will run Voucher Build for approved Payment Requests.

Payment Request Implementation

- There is no deadline for testing in FPLAY, but feedback is requested.
- Following satisfactory testing in FPLAY, if your institution would like to implement any additional workflow levels, please submit an ITS Helpdesk ticket to request optional workflow implementation in FPROD.
- Access is available for training even after go-live in FPROD.

Questions



thank you!





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