



# Creator Training

## Payment Request Document (PRD)

### MM\_PRD\_300



Click anywhere on the slide to proceed through this course

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Payment Request Document – Creator Training

## Course Assessment



- **Course Assessment** – A series of questions which will be presented at the end of this course.
- To complete:
  1. Click on the radio button next to your answer  is the easiest
  2. Click on the **Submit** button
  3. Click any where on the slide to continue
  4. Repeat Steps 1 through 3 for each question
- You must score 75% or better to receive credit for this course.

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## What is Payment Request Document (PRD)?



**Payment Request Document, or PRD**, is the electronic replacement for the paper Departmental Authorization Voucher (DAV) process.

- Three methods to purchase:
  - SAP Requisition/SRM Shopping Cart process
  - Procurement card
  - PRD (replacement for DAV) - PRD should be used as last resort when Requisition/Shopping Cart and procurement card ***cannot*** be used.  
**\*No change in policy\***
- A change in the method to purchase goods and services formerly purchased with paper DAV process

## Why is the Process Changing?



- Survey data demonstrated that departments would benefit from online, electronic process to replace paper DAV document
- Current process is slow, costly, and cumbersome
- DAV process averages 21 business days and 12 process steps
- The ideal state: Cut check in 10 business days, 8 process steps

## **Benefits to the University**



- The departments will gain efficiencies
- Electronic workflow and document tracking
- Vendor in SAP before submission of payment request
- Improved document routing
- Improved internal control
- Attach documentation to transaction in SAP

## **Who Should Receive PRD Training?**



- Any employee who currently creates Departmental Authorization and Voucher documents (DAV's) to process payments for selected goods and services will need to take the Creator role training to begin creating Payment Request Documents (PRD's).
- Training is also required for Approvers of Payment Request Documents. Persons currently holding the Approver role for SAP Requisitions /SRM Shopping Carts can automatically approve PRD's with no additional training required.

## Training Requirements for PRD Creator



**Current Users** – (i.e., persons who currently hold one or more roles within myUK)

- An authorized Training Plan
- Completion of PRD Personal Settings & Attributes course
- Completion of PRD Creator course

**New Users** – (i.e., persons who haven't previously received access to roles within myUK)

- An authorized Training Plan
- A signed Statement of Responsibility (SOR)
- Completion of PRD Personal Settings & Attributes course
- Completion of PRD Creator course

All required courses are administered online via the myUK Training System.

(Note: A person who is an SAP or SRM Approver is automatically an Approver for Payment Request Documents. Additional training is not required for PRD approvals.)

## Purchasing/ AP Quick Reference Guide



The Purchasing/AP Quick Reference Guide dictates the correct purchase method for all commodities. Goods or services that do not qualify for the PRD process are purchased using SAP Requisition/SRM Shopping Cart or procurement card. Review the alphabetized column on the left to locate your commodity and determine the correct purchase method.

Purchasing/AP Quick Reference Guide						
In cases where the Procurement Card is allowed, it is the preferred method for payment. See Business Procedures Manual Section B-3-2.1.						
	Procurement Card Purchases less than \$5,000 (Preferred Method)	Shopping Cart / Requisition through Purchasing	Payment Request Document (PRD)	Payroll	Student Payment Invoice (SPI)	Travel Voucher
Admission Fee	X					
All Placement (see base or short term placement of ad; via print, radio/TV)	X	X				Purchasing must review any written agreement.
Advertising Services (long-term placement of ad; via print, radio/TV)		X				Purchasing must review any written agreement. Contact Purchasing for any purchase that may involve consulting, marketing, or branding services.
All Placement, newspaper, print, radio/TV	X					
Agricultural Equipment, Supplies and Animals	X	X				
Alcoholic Beverages - BPM 3-3-2			X			
Artwork		X				
Attorneys		X				

Sample first page only – Access the full current document at <http://www.uky.edu/Purchasing/docs/quickrefguide.pdf>

## PRD Roles



Level	Role	Role Description
Department	Creator	Responsible for creating a Payment Request Document to pay for qualifying goods/services
Department / College / Unit	Approver	Approves PRD's for their department or area
Accounts Payable	--	Finalizes the PRD and processes check payment


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## Role Combinations



To maintain checks and balances the PRD Creator and Approver cannot be the same person. The following matrix shows all permissible combinations for various procurement roles within *myUK*.

	SIMILAR ROLES					
	REQUISITIONER	APPROVER	RECEIVER			
	SHOPPER	APPROVER	GOODS CONFIRMER			
SAP (R3/MM) SRM PRD	CREATOR	APPROVER				
	PRD CREATOR	SAP REQUISITIONER	SRM SHOPPER	SAP /SRM /PRD APPROVER	SAP RECEIVER	SRM GOODS CONFIRMER
OPTION 1	✓	✓	✓	✗	✓	✓
OPTION 2	✗	✗	✗	✓	✓	✓
OPTION 3	✗	✓	✓	✓	✗	✗

The same person is not required to hold all roles within any one option. The combinations reflect the maximum roles within each option any one person may hold.

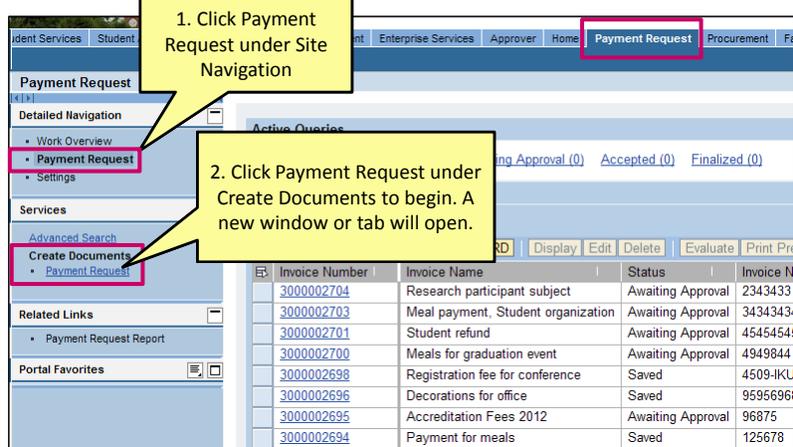

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# Create Payment Request Document

## Create PRD - First Steps

Note: PRD's are processed as lump sum amount documents. Goods or services are not entered as individual line items.



1. Click Payment Request under Site Navigation

2. Click Payment Request under Create Documents to begin. A new window or tab will open.

Invoice Number	Invoice Name	Status	Invoice N
3000002704	Research participant subject	Awaiting Approval	2343433
3000002703	Meal payment, Student organization	Awaiting Approval	3434343
3000002701	Student refund	Awaiting Approval	4545454
3000002700	Meals for graduation event	Awaiting Approval	4949844
3000002698	Registration fee for conference	Saved	4509-IKU
3000002696	Decorations for office	Saved	9595696
3000002695	Accreditation Fees 2012	Awaiting Approval	96875
3000002694	Payment for meals	Saved	125678

## PRD Layout

**System assigns unique PRD number** (points to PRD Number 3000002715)

**Action buttons** (points to Show My Tasks, Close, Print Preview, Check, Submit, Park)

**Overview Section** (points to the Overview tab)

**PRD Approved Product Categories are selected via the Add Item button** (points to the Add Item button in the Items section)

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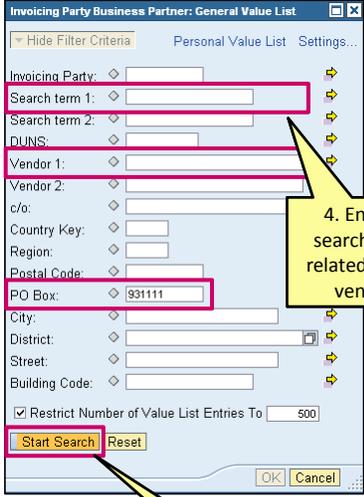
## Vendor Selection

**3. Click the Possible Entries icon on the right side of box** (points to the dropdown arrow next to PRD Vendor)

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## Search for Vendor



**TIP:** For best results use the following search term strategies:

1. Search by name within Vendor 1 field using keyword, or
2. Search by PO Box or Street Address (If searching using street address, **the field is case-sensitive.**)

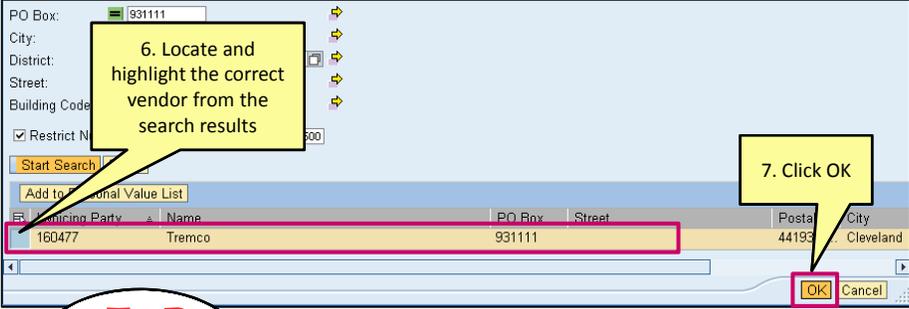
**Note:** If searching for a DBA vendor, use Search Term 1 field with a portion of the name.

Use (\*) as shown below when searching individuals:  
Example: Dan\*Smith\*



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## Select Vendor





**Note:** If the supplier is not found, request they complete and submit a vendor application found at:  
<http://www.uky.edu/Purchasing/docs/vendapp090909.pdf> .

Be sure to conduct a thorough search by all possible criteria before asking the vendor to complete an application.



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## Initial Entries



8. Enter the Payment Description

9. Enter the Total Value of the payment in the Overview section.

PRD External Invoice Number Status In Invoicing Party PRD.V

Payment To: 160 Tremco Total Value (Gross)/Currency: 250.00 USD

External Invoice Number: Payment Description: Awards for Roundup Event Balance: 0.00

Date on Invoice: Create Date: 03/20/2012 Payment Terms: Due immediately

Payment Method Supplement:

**One Time Payment**

Name: Name 2: Name 3: Street: PO Box: City: Postal Code: Region: Country: US

Items

Contract Item	Description	Product Category	Amount	G/L Account Number
PRD Catalog			0.000	
			0.000	

10. Click Add Item button and select PRD Catalog to add one or more Product Categories.

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## Search Product Category



The correct Product Category must be identified and added to the PRD.

11. Enter search Keyword

12. Click Search

Search Criteria Shopping Lists

Keyword: Awards Search Reset Search Advanced

Found 36 item(s) of 36 and showing 1 to 10

Products

List View

Select	Quantity	Short Description	Product Group
<input type="checkbox"/>	1	Accreditation Fees	10000000
<input type="checkbox"/>	1	Alcoholic Beverages	10000000
<input type="checkbox"/>	1	Auctioneer	10000000
<input type="checkbox"/>	1	Awards – Employee	10000000
<input type="checkbox"/>	1	Awards – Students	10000000
<input type="checkbox"/>	1	Building Rent/Lease Payments	10000000

TIP: You can also click Search with no keyword entry for a full listing of PRD Product Categories.

Remember: Only specific categories of items can be processed through a Payment Request Document. If the commodity is not found within the PRD catalog, reference the AP/Purchasing Quick Reference Guide for the correct purchase method.

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### Select Product Category

Search results will display in the bottom section

13. Select one or more Product Categories that relates to your payment.

14. Click Add to Cart

Select	Quantity	Short Description	Product Group
<input checked="" type="checkbox"/>	1	Awards – Employee	10000000
<input checked="" type="checkbox"/>	1	Awards – Students	10000000

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### Product Category Transfers to PRD

Product Category data transfers to the PRD

15. Enter the dollar amount assigned to each Product Category

**Note:** When entering multiple Product Categories, the total dollar amount of all categories must equal the amount in the Total Value box in the Overview section.

Line Number	Description	Product Category	Amount	G/L Account
1	Awards – Employee	10000000	200.00	540305
2	Awards – Students	10000000	50.00	540305
			0.000	

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## Print Hard-Copy and Provide to Vendor



If needed the PRD can be printed or sent via email to the vendor to order the goods or services.  
 Note: If the purchase has already been made and you are processing the PRD in one session, proceed to section entitled "Finish PRD".

16. Click Print Preview

## Print Hard Copy and Provide to Vendor (Continued)



17. Click Open or Save as needed

This section must be completed before presenting the PRD to the vendor.

Payment Request Document in .pdf form

Item	Product number	Description	Purchase order number/item	Assigned to	Tax
Quantity	Unit	Net price per unit	GL account	Net value	
				Net amount	0.00 USD
				Total tax	0.00
				Total amount	0.00 USD

UK Authorizing Party: \_\_\_\_\_ Email: \_\_\_\_\_  
 Department Address (optional): \_\_\_\_\_  
 Requestor Contact Phone Number: \_\_\_\_\_

Vendor Invoice Number: \_\_\_\_\_  
 SRM Internal Document Number: 3000003321  
 SAP Backend Document Number: \_\_\_\_\_  
 Payment Description:  
 Requested by: \_\_\_\_\_  
 Posted by: TMDAV00  
 Created on: 04/19/2013

## Park PRD

After providing the hard copy to the vendor, the PRD must be Parked (i.e., Saved) to be completed after delivery of goods or services.

18. Click Park to place PRD on hold

19. Click Close after Parking

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## Parked PRD in the POWL

The Parked PRD will display within the POWL with status of Saved.

Click Refresh for latest information

POWL shows PRD and status

Invoice Number	Invoice Name	Status	Invoice Number (external)	Created By	Posting Date	Created
3000002715	Awards for Roundup Event	Saved		Mr. Craig Locke	03/20	
3000002704	Research participant subject	Awaiting Approval	2343433	Mr. Craig Locke	03/19/2012	03/19
3000002703	Meal payment, Student organization	Awaiting Approval	34343434	Mr. Craig Locke	03/19/2012	03/19
3000002701	Student refund	Awaiting Approval	45454545	Mr. Craig Locke	02/01/2012	03/19
3000002700	Meals for graduation event	Awaiting Approval	4949844	Mr. Craig Locke	03/18/2012	03/19
3000002698	Registration fee for conference	Saved	509-IKU	Mr. Craig Locke	03/11/2012	03/19
3000002696	Decorations for office	Saved	26586	Mr. Craig Locke	03/19/2012	03/19
3000002695	Accreditation Fees 2012	Awaiting Approval		Mr. Craig Locke	03/19/2012	03/19
3000002694	Payment for meals	Saved		Mr. Craig Locke	03/19/2012	03/19

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## Editing Parked PRD



After the goods or services have been received, along with the original invoice, the PRD must be completed and submitted for processing.

1. Highlight the Parked document from within the POWL

2. Click Edit

Invoice Number	Invoice Name	Status	Invoice Number (external)	Created By	Posting Date	Created
3000002715	Awards for Roundup Event	Saved		Mr. Craig Locke	03/20	03/20
3000002704	Research participant subject	Awaiting Approval	2343433	Mr. Craig Locke	03/19/2012	03/19
3000002703	Meal payment, Student organization	Awaiting Approval	34343434	Mr. Craig Locke	03/19/2012	03/19
3000002701	Student refund	Awaiting Approval	45454545	Mr. Craig Locke	02/01/2012	03/19
3000002700	Meals for graduation event	Awaiting Approval	4949844	Mr. Craig Locke	03/18/2012	03/19
3000002698	Registration fee for conference	Saved	4509-IKU	Mr. Craig Locke	03/11/2012	03/19
3000002696	Decorations for office	Saved	959569686	Mr. Craig Locke	03/19/2012	03/19
3000002695	Accreditation Fees 2012	Awaiting Approval	96875	Mr. Craig Locke	03/19/2012	03/19
3000002694	Payment for meals	Saved	125678	Mr. Craig Locke	03/19/2012	03/19

## Finish PRD



The PRD will open in a new window or tab in edit mode. Remaining data must be entered to finish and submit the document.

3. Enter the invoice number

4. Enter the invoice date

5. Edit or confirm the total amount of the invoice in the Overview section.

6. Edit if needed amounts assigned to each Product Category to equal PRD Total Value

**Edit Payment Request Document**

Invoice Number: 3000002715 External Invoice Number: A-78765 Status: Saved Total Value: 250.00 USD Invoicing Party: Trncc

Payment To: 160477 Trncc Total Value (Gross)/Currency: 250.00 USD

External Invoice Number: A-78765 Balance: 0.00

Payment Description: Awards for Roundup Event Payment Terms: Due immediately

Date on Invoice: 3/20/11 Payment Method Support:

Create Date: 03/20/2012

One Time Payment Name: Name 2:

Region: Country: US

Line Number	Description	Product Category	Amount	G/L Account
1	Awards – Employee	10000000	200	540305
2	Awards – Students	10000000	50	540305

## Conventions for Invoice-Related Entries



**Edit Payment Request Document**

PRD Number: 3000002715 External Invoice Number: Status:

Show My Tasks Close Read Only Print Preview Check S

Overview Header Item Notes and Attachments

Payment To: \* 160477 Tremco

External Invoice Number: \* A-78765

Payment Description: Awards for Roundup Event

Date on Invoice: \* 3/20/11

Create Date: 03/20/2012

One Time Payment

Name:

Use the following conventions when entering invoice-related data into the PRD:

- Only one payment/invoice may be affiliated with a single PRD
- If you do not have an invoice or the invoice does not have an invoice number, use the following naming convention:

*PRD + 5-digit dept number + 5-digit number sequentially assigned by department (e.g., 00001, 00002, etc.)*

*Example: PRD8125000001*

- If the invoice does not have an invoice date, use the current date to populate the "Date on Invoice" field.

## Payment Method Supplement



The Payment Method Supplement feature may be used when a check requires special handling or an enclosure must be mailed with the check. The PRD Creator should select the appropriate code from the dropdown menu:

- Select EN if you plan to scan and attach the enclosure to the PRD
- Select OE if the original enclosure must accompany the check. Print a hard copy of PRD, attach enclosure(s), and deliver to Treasury Services no later than the next business day after completing the PRD.
- PY is designated for Payroll Petty Cash only
- Select WC to facilitate will-call pickup of check

7. Click Possible Entries icon and select correct entry

Payment method supplement: General Val...

Personal Value List Settings...

Add to Personal Value List

Payment ...	Short Descript.
EN	Enclosure
OE	Original Enclosures
PY	Payroll
WC	Will Call

OK Cancel

## Account Assignment



**Complete Account Assignment information for the document**

8. The most appropriate GL Account number will populate from the PRD catalog. It can be overwritten if needed.

9. Select the appropriate Account Assignment Category from the dropdown

10. Enter the cost object number

Description	Product Category	Amount	GL Account Number	Account Assignment Category	Cost Object
Awards - Employee	10000000	200	540305	Cost Center	1012121290
Awards - Students	10000000	50	540305	Cost Center	1012121290
		0.000		Fund	
		0.000		Order	
		0.000		WBS element	
		0.000		All Aux Acct Assgnt	



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## Account Assignment - Line Item Details



**If needed additional details can be added to the Account Assignment by line item.**

11. Click Details within Account Assignment to expand section

If applicable enter other Account Assignment data as needed, e.g., statistical internal order, assignment number, or cost-sharing fund.

▼ Items

Line Number	Description
1	Awards - Employee
2	Awards - Students

**Details for selected item 1: \* Awards - Employee \***

Item Data
Account Assignment

Number	Accounting Line Number	Percentage	Account Assignment Category	Cost Object	Account Assignment Description
0000		100.00	Cost Center	1012121290	IT - SAP - ASG

**Details for Item 0000 : Cost Center**

Percentage: *	<input type="text" value="100.00"/>	Fund:	<input type="text" value="0011010100"/>
Account Assignment Category:	<input type="text" value="Cost Center"/>	Earmarked Funds:	<input type="text"/>
Cost Center: *	<input type="text" value="1012121290"/>	Doc. Item:	<input type="text" value="000"/>
Fund Center:	<input type="text" value="1012121290"/>	Assignment Number:	<input type="text"/>
Order:	<input type="text"/>	Unfunded Accounting Line:	<input type="checkbox"/>
Controlling Area:	<input type="text" value="UK00"/>		
General Ledger Account:	<input type="text" value="540305"/>		
Business Area:	<input type="text" value="0101"/>		



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## Add Internal Notes



**Edit Payment Request**

PRD Number 30000      Invoice Number A-78765      Status Saved      Total Value 250.00 USD

▼ Notes

Internal Note	Category	Text Preview
Reason for Rejection		

▼ Attachments

Assigned To	Category	Description	File Name	Version	Processor
The table does not contain any data					

**Add Internal Note**

Internal Note: This is for the staff and student awards Roundup event. Approved by College Administration

Assign

12. Add description/reason for payment (Required)

13. Enter text and click OK



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## Add Attachment



All required supporting documentation and invoicing must be scanned as a single file, labeled as documentation, and attached to the document. All items, including portions of the documentation, to be mailed with a check must be scanned as a separate file and labeled "Enclosure".

**Internal Invoice Number A-78765**      Status Saved

▼ Notes

Assigned To	Category	Text Preview
Document Header	Internal Note	This is for the staff and student

▼ Attachments

Assigned To	Category	Description	File Name	Version	Processor	Visible Internally
The table does not contain any data						

14. Click Notes and Attachment tab

15. Click Add Attachment



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## Attachments - Supported File Names & Formats



An attachment's file name must be alphanumeric only and not contain spaces, apostrophes, underscores, or any other special characters (#, =, !, etc.)

For example:

Invalid File Name: Est #10685 from Goble\_Signs\_Inc.pdf  
 Valid File Name: Est10685fromGobleSignsInc.pdf

Special characters in the file name may result in the file not being attached!

The following file formats are supported for attachments in PRD:

- .bmp
- .doc / .docx
- .gif
- .htm
- .pdf
- .tif
- .txt
- .xls / .xlsx

## Attachments - Supported File Formats



If an attachment in an invalid file format is added, an error message will appear (as illustrated below) after clicking the Check button (step 20).

It is required to Delete the invalid attachment and add one in a supported file format before submitting the PRD.

PRD Number 3000003136 External Invoice Number JTD10 Status In Process Total Value 100.00 USD Invoicing Party Owens & Minor

The file extension PNG is not supported. The following file formats are accepted bmp, doc, docx, gif, htm, pdf, tif, txt, xls, xlsx Please remove the invalid attachment.

Show My Tasks | Close | Print Preview | Check | Submit | Park | Delete

Overview | Header | Item | Notes and Attachments | Approval | Tracking

Notes

Assigned To	Category
Document Header	Internal Note

Attachments

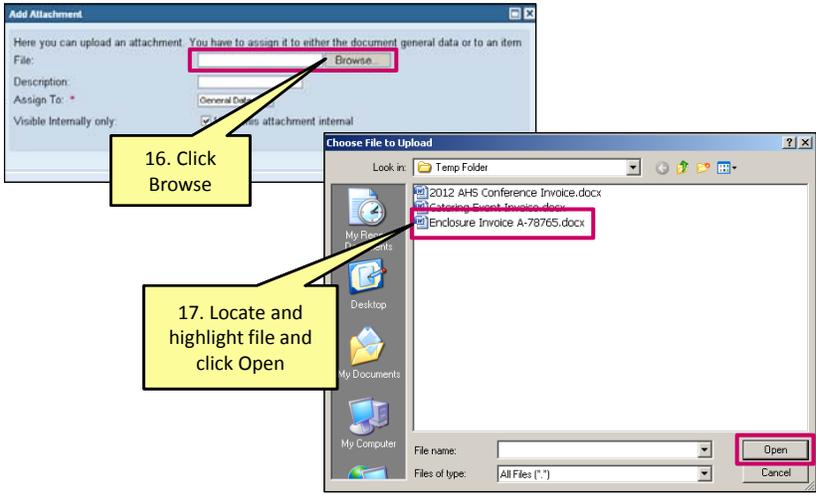
Assigned To	Description	File Name	Version	Processor	Visible Internally only	Checked Out	Type	Size (KB)	Changed By	Changed On
Document Header	Standard Attachment	ERD Backup	PRD Test PNG.png	1			png	17	JTDK23	10/08/2012

### Add Attachment (Continued)



16. Click  
Browse

17. Locate and  
highlight file and  
click Open





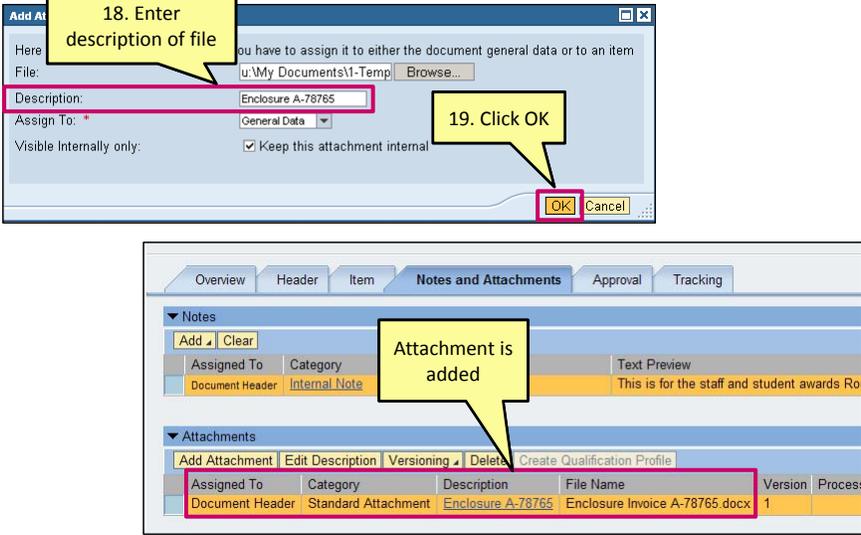
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### Add Attachment (Continued)



18. Enter  
description of file

19. Click OK



Assigned To	Category	Description	File Name	Version	Process
Document Header	Standard Attachment	Enclosure A-78765	Enclosure Invoice A-78765.docx	1	



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## Check for Errors



**Edit Payment Request Document**

PRD Number 3000002715 External Invoice Number A-78765 Status Saved Total Value 250.00 USD Invoicing Party Tr

Overview
Header
Item
Notes and Attachments
Approval
Tracking

Payment To: \* 160477 Tremco Total Value (Gross)/Currency: \* 250.00 USD  
 External Invoice Number: \* A-78765 Balance: 0.00  
 Payment Description: Awards for Roundup Event Payment Terms: Due immediately  
 Date on Invoice: \* 03/20/2011 Payment Method Supplement:  
 Create Date: 03/20/2012

**Edit Payment Request Document**

PRD Number 3000002715 External Invoice Number A-78765

Invoice contains no errors. You can now submit

**Note:** Any errors notated with red icons must be corrected before submitting.

20. Click Check to confirm whether errors exist

PRD can be submitted only if there are no errors



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## Finish and Submit



**Edit Payment Request Document**

PRD Number 3000002715 External Invoice Number A-78765 Status

Invoice contains no errors. You can now submit

Overview
Header
Item
Notes and Attachments
Approval
Tracking

Payment To: \* 160477 Total Value (Gross)/Currend

**Action performed successfully**

PRD Number 3000002715 External Invoice Number A-78765

Invoice created with number 3000002715

**Important:** PRD's cannot be edited after Submitting. Only an Approver can edit a PRD, and only prior to Approving the document.

21. Click Submit to finish

Click Park only if you wish to place on Hold

**Note:** A Parked document resides only in your POWL. It does not move forward to the Approver unless the Submit button is clicked.

Confirmation PRD processed successfully

22. Click Close



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## What Happens Next?



After the PRD is submitted, it next moves to the appropriate Approver(s) within the department/College/Business Unit. Two levels of approval are required if the PRD is greater than \$10K.

If approved the PRD moves forward to Accounts Payable for final processing and payment.

SAP "Workflow" is the mechanism that moves PRD's to Approvers' inboxes and onto Accounts Payable.

**\*Notes:**

- Some PRD's require Purchasing approval before they can be processed for payment. SAP Workflow routes applicable PRD's to Purchasing as needed.
- Contact IRIS-MM Team if changes need made to Workflow routing of documents for your area.



## Supplementary Tasks

## One-Time Payments



The PRD contains a special feature for “One-Time Payments”, but this feature is not permitted to be used for the Purchase of Goods or Services. Listed below are the vendors that may be used for the one-time payments and each of them may only be used for the defined purpose.

**- RESEARCH**

This vendor may only be used to make a single payment of \$100.00 or less to a **research subject**. **NOTE:** Non-Resident Aliens cannot be paid through the one-time payment feature regardless of amount. Please see Business Procedure Manual section E-9 for complete details on compensation to research subjects.

**- PAYROLL**

This vendor may only be used to process a request for a Payroll **petty cash** advance. **NOTE:** The cost object for all of these payments must be the **Fund Number 0211367000 and GL 220252** to ensure that all of these transactions are routed to the Payroll Department for approval by PRD Workflow.

**- PATREFUND**

This vendor may only be used exclusively by University Hospital Patient Accounts and College of Dentistry/Dental Billings & Collections to process **refunds to patients**.

**- INSREFUND**

This vendor may only be used exclusively by University Hospital Patient Accounts and College of Dentistry/Dental Billings & Collections to process **refunds to insurance companies**.

**- OTHREFUND**

This vendor may only be used to make refunds of **miscellaneous fees** paid to the University of Kentucky for goods and services.

## One-Time Payment – Complete Free Text



1. Enter the appropriate One-Time Payment Vendor term directly into the “Payment To” field and press Enter

2. One-Time Payment fields convert to write mode allowing free-hand entries.

The following are required fields for One-Time Payment:

- Name
- Street Address or PO Box
- City
- Postal code
- Region
- Country

The screenshot shows the 'Payment To' field containing 'PAYROLL' with a dropdown arrow. Below it is the 'One Time Payment' section with the following fields:

- Name: Roberta Jones
- Name 2: [Empty]
- Name 3: [Empty]
- Street: 876 Dickson Lane
- PO Box: [Empty]
- City: Frankfort
- Postal Code: 40604
- Region: KY
- Country: US

## Vendor Lookup from the POWL



If needed a vendor search can be performed from the POWL prior to beginning a Payment Request Document.

**1. From within Quick Criteria Maintenance, click Possible Entries icon under Supplier**

**2. Execute vendor search as normal**

The screenshot shows the 'Invoices - All' window with the 'Supplier' field highlighted in pink. A callout points to the 'Possible Entries' icon next to the 'Supplier' field. The 'Vendor: General Value List' window is also shown, with the 'Street' field containing '451 College Way' and the 'Start Search' button highlighted.

## Multiple Account Assignment



Account Assignment for the PRD can be distributed across multiple cost objects.

**1. Select the Item tab**

**2. Click Details**

**3. Click Account Assignment**

The screenshot shows the 'Edit Payment Request Document' window. The 'Item' tab is selected, and the 'Details' button is highlighted. The 'Account Assignment' tab is also highlighted. A table at the bottom shows the account assignment details:

Cost Distribution Number	Percentage	Details	Add Line	Copy	Print	Duplicate	Delete	Split Distribution	Change All Items
0000	100.00	Cost Center							

## Multiple Account Assignment (Continued)



Highlight the Account Assignment line and click Add Line button to add multiple assignments. For each assignment enter the distribution structure, category, cost object number, and GL account.

Cost can be distributed by value or percentage (**Note:** Percentage split is not permissible for grants)

4. Click Add Line to create multiple accounting lines

Number	Accounting Line Number	Percentage	Account Assignment Category	Cost Object	Account Assignment Description	Assignment Number	General Ledger
0001		20.00	Cost Center	1012013930	PURCHASING		540305
0002		40.00	Cost Center	1012121290	IT - SAP - ASG		540305
0003		40.00	WBS element	3048111540	SOLVAY S187.3.005: OPEN-LABEL, CONTNUAT		540305

5. Enter various cost objects with amount to be assigned to each

## Cost-Share Assignment



Special steps are required if entering cost-sharing assignment for WBS Elements.

1. Select WBS Element as Assignment Category, enter WBS number, and press Enter.

Number	Accounting Line Number	Percentage	Account Assignment Category	Cost Object	Account Assignment Description	Assignment
0001		100.00	WBS element	3048111540	SOLVAY S187.3.005: OPEN-LABEL, CONTNUAT	

2. Click Details

## Cost-Share Assignment Finish



The Account Assignment for the line item will expand allowing additional entries.

3. Overwrite Fund entry with correct Fund number

4. Click Check

5. Grant automatically populates

## Assignment to a Fund



For payments that come directly from a Fund with no cost center association, follow these special steps within the Account Assignment Details section.

1. Select Fund from the Category dropdown menu

2. Enter the Fund number

3. Enter GL Account

4. Click Check

## Using Clipboard Feature for Product Category



If you regularly create PRD's for the same Product Category, you can use the Clipboard (Copy and Paste) feature to save steps.

Note: In order to use the Clipboard feature, the Product Category to be pasted in future documents must first be copied from within an open document.

1. From within initial (open) document highlight Product Category and click Copy

Line Number	Description	Product Category
1	Registration Fees	10000000

2. From within the next document click Paste to replicate the Product Category from the previous PRD

Line Number	Description	Product Category
1	Registration Fees	10000000



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## Approvers and Approval Status



Click Refresh for latest details

After a Payment Request is created and refreshed, Approver information can be viewed on the Approval tab.

PRD Number: 300002668 Invoice Number: MSLJK-987 Status: Approved Processing Party: PENNSYLV

Buttons: Show My Tasks, Close, Print Preview, Refresh

Tabs: Overview, Header, Item, Notes and Attachments, **Approval**, Tracking

Current Status: Finished Header Approval Note:

Current Process Step:  Currently Processed By:

Approval Process Data: Download as XML

Sequence	Process Step	Level Status	Status	Processor Determination	Processor	Approval Date
001	SRM Invoice Approval	Completed (Level was Processed)	Approved	PRD - Level L1 Approver	Craig Locke	03/14/20
002	SRM Invoice Approval	Completed (Level was Processed)	Approved	PRD - Get purchasers for goods/service based on prdt category	Craig Locke	03/16/20
003	SRM Invoice Approval	Completed (Level was Processed)	Approved	PRD - Final AP approvers	Craig Locke	03/16/20

**Note:** If a Payment Request Document has not been approved, the tab will reflect the Approvers' mailboxes in which it resides.



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## Tracking Tab



The Tracking tab shows status of the PRD as it moves through the process

**Display Payment Request Document**

PRD Number 3000002669 External Invoice Number 5673FE Status Awaiting Approval Total Value 250.00 USD Invoicing Healthcare

Show My Tasks Edit Close Print Preview Refresh Delete

Overview Header Item Notes and Attachments Approval **Tracking**

▼ History

View: United States Dollar

Document	Name	Document Number	Backend Document Number	Status
Invoice	Registration fees for 2012 AHS Conferenc	3000002669		Awaiting Appro

▼ Status

System Status

Created > Complete > Created > Currently In Release Process

▼ Invoice Exception

**Possible Status Terms:**

- Saved – In Creator’s POWL awaiting completion (same as Parked)
- Awaiting Approval – In Approver’s Inbox
- Posted in the Backend – Processed by AP for payment
- Deleted – Cancelled from system



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## Using Tabs Instead of Open Windows



PRD tasks open in new browser windows by default. If desired you can configure your browser to open new tabs within a single browser window.

Tools Help

Delete Browsing History... Ctrl+Shift+Del

InPrivate Browsing Ctrl+Shift+P

Reopen Last Browsing Session

InPrivate Filtering Ctrl+Shift+F

InPrivate Filtering Settings

Pop-up Blocker

SmartScreen Filter

Manage Add-ons

Compatibility View

Compatibility View Settings

Subscribe to this Feed...

Feed Discovery

Windows Update

Developer Tools F12

Windows Messenger

Diagnose Connection Problems

Spybot - Search & Destroy Configuration

Lync add-on

Send to OneNote

Internet Options

**Tabbed Browsing Settings**

Enable Tabbed Browsing (requires restarting Internet Explorer)

Warn me when closing multiple tabs

Always switch to new tabs when they are created

Enable Quick Tabs (requires restarting I...

Open only the first home page

Enable Tab Groups (requires restart...

When a new tab is opened, open:

Your first home page

When a pop-up is encountered:

Let Internet Explorer decide how pop-up...

Always open pop-ups in a new window

Always open pop-ups in a new tab

Open links from other programs in:

A new window

A new tab in the current window

The current tab or window

Restore defaults OK Cancel

Select Tools from your browser menu and choose Internet options

Check boxes and radio buttons as indicated and click OK

**Note:** Graphics shown are from Internet Explorer 8.0 – Your browser menu may offer different options.



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## Reports

PRD reports are available within the Related Links area under Site Navigation.

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## Inbox Overview

**Note:** All PRD Creators have Inboxes. Document-related messages and other communications move via Workflow to users' Inboxes.

Different types of communications can be found among various tabs

Messages can be managed using various display menus

Click within Site Navigation

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## Inbox – Filter Settings

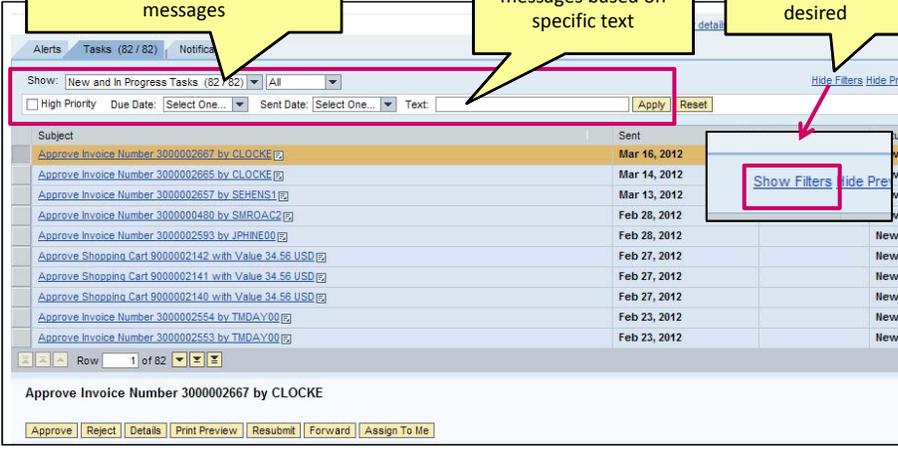


Filters can be used to better manage messages or find specific documents within the Inbox.

Select from various search criteria to locate or manage specific messages

User can also search messages based on specific text

Link shows or hides Filters as desired



The screenshot shows the 'Inbox' view with a search bar at the top. The search bar includes a 'Show:' dropdown set to 'New and In Progress Tasks (82 / 82)', a priority filter, and a text search field. Below the search bar is a table of tasks. A callout points to the search criteria dropdown, another to the text search field, and a third to a 'Show Filters' link in the top right corner of the task list.



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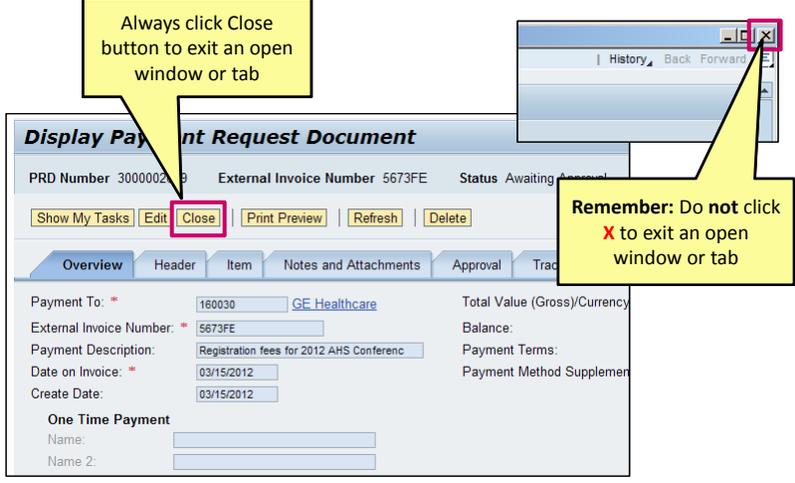
## Closing Open Windows or Tabs



Users should always click the Close button to exit open windows or tabs.

Always click Close button to exit an open window or tab

Remember: Do not click X to exit an open window or tab



The screenshot shows the 'Display Payment Request Document' page. At the top, there are fields for 'PRD Number', 'External Invoice Number', and 'Status'. Below these are buttons for 'Show My Tasks', 'Edit', 'Close', 'Print Preview', 'Refresh', and 'Delete'. The 'Close' button is highlighted with a callout. Another callout points to the 'X' button in the top right corner of a browser window.



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## Fix Query Lock

If a window or tab is closed using the X in the upper right hand corner, it is possible to be locked out of the system.

**1. To correct, scroll to bottom of screen and click Fix Query Lock**

**2. Click any Active Query at the top of your POWL to continue working**

**You may receive this message in your POWL if locked out**

**Fix Query Lock**

**Active Queries**  
 Invoices **All (7)** Saved (40) Awaiting Approval (0) Accepted (0) Finalized (0)

**Fix Query Lock**

**Active Queries**  
 Invoices **All (7)** Saved (40) Awaiting Approval (0) Accepted (0) Finalized (0)

**Invoices - All**  
 Show Quick Criteria Maintenance  
 View [Standard View] Create PRD Display Edit Delete Evaluate Print Preview

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## Log Off

**Click Log off to end myUK session**

**Log off**

**Welcome**

Financial Aid View of Student Enterprise Services Approver Home Payment Request Procurement Faculty Services myReports Strategic Procurement Shopper SR

History Back Forward

**Active Queries**  
 Invoices **All (16)** Saved (42) Awaiting Approval (0) Accepted (0) Finalized (0)

**Invoices - All**  
 Show Quick Criteria Maintenance Change Query

View [Standard View] Create PRD Display Edit Delete Evaluate Print Preview Refresh Export Filter Settings

Invoice Number	Invoice Name	Status	Invoice Number (external)	Created By	Posting Date	Created On
3000002715	Awards for Roundup Event	Awaiting Approval	A-78765	Mr. Craig Locke	03/20/2011	03/20/2012
3000002704	Research participant subject	Awaiting Approval	2343433	Mr. Craig Locke	03/19/2012	03/19/2012
3000002703	Meal payment, Student organization	Awaiting Approval	34343434	Mr. Craig Locke	03/19/2012	03/19/2012
3000002701	Student refund	Awaiting Approval	45454545	Mr. Craig Locke	02/01/2012	03/19/2012
3000002700	Meals for graduation event	Awaiting Approval	4949844	Mr. Craig Locke	03/18/2012	03/19/2012

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## Web Site and Help References



- **myHelp – MM & Purchasing Help web site:**  
<http://myHelp.uky.edu/rwd/HTML/MM.html>
  - Contains Quick Reference Cards, updated and printable course manuals, Reference Manual, Training Request Form, etc.
  
- **AP/ Purchasing Quick Reference Guide:**  
<http://www.uky.edu/Purchasing/docs/quickrefguide.pdf>

## Course Assessment



- To complete:
  1. Click on the radio button next to your answer  Is the easiest
  2. Click on the **Submit** button
  3. Click any where on the slide to continue
  4. Repeat Steps 1 through 3 for each question
  
- You must score 75% or better to receive credit for this course.  
 (You need to answer 5 of the 6 questions correctly.)



## Final Step – Log off



The final step in completing this course is to:

- Click on the **Log off** button  in the lower corner of this screen.
- You will be returned to the main *myTraining* page for this course.
- The main page will refresh (usually within 30 seconds, depending on network traffic).
- You should receive a green system message similar to this:

**“Your Participation in this course has been completed.”**

Email [IRISTraining@email.uky.edu](mailto:IRISTraining@email.uky.edu) with any questions or issues.