

# Approvals – Payment Request

## Approving Transactions and Levels of Approval

Payment Requests may require multiple levels of approval. Approvers will be notified by email of transactions requiring review and approval giving them details of the transaction and a link to navigate directly to the approval page.

Example of email subject line: "Approval is requested for Payment Request ID "0000000192"

Types of Approvers:

- Account Reviewer – Exception account codes (mirrored off Requisition exceptions.)
- HR Supervisor Approval (if on behalf of) – Employee's direct supervisor as defined in HR system.
- Departmental Approver (Chartfield) – As defined by department/division.
- Director of Disbursement Services – items over \$100,000
- Accounts Payable Audit – Controller's Office review.

Note: If the Department Approver enters the Payment Request it will be routed to the Department Approver's supervisor to approve.

Supervisors and Departmental Approvers can view their worklist for pending approvals.

Each level of approval has the action options of: Approve, Deny, Add Comments and Hold. The Pushback option is only available within the same path. For example, department approver could only Pushback to another department approver.

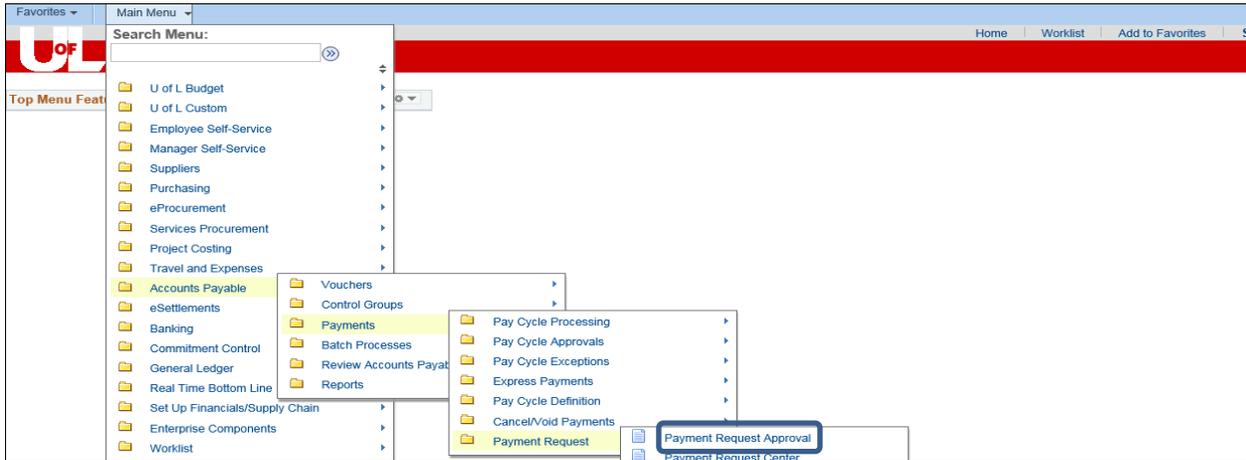
Note: Deny in Payment Request is different than in Travel & Expenses. If there is an issue you Deny the Payment Request. The request can be edited and sent back through for approval.

## Workflow

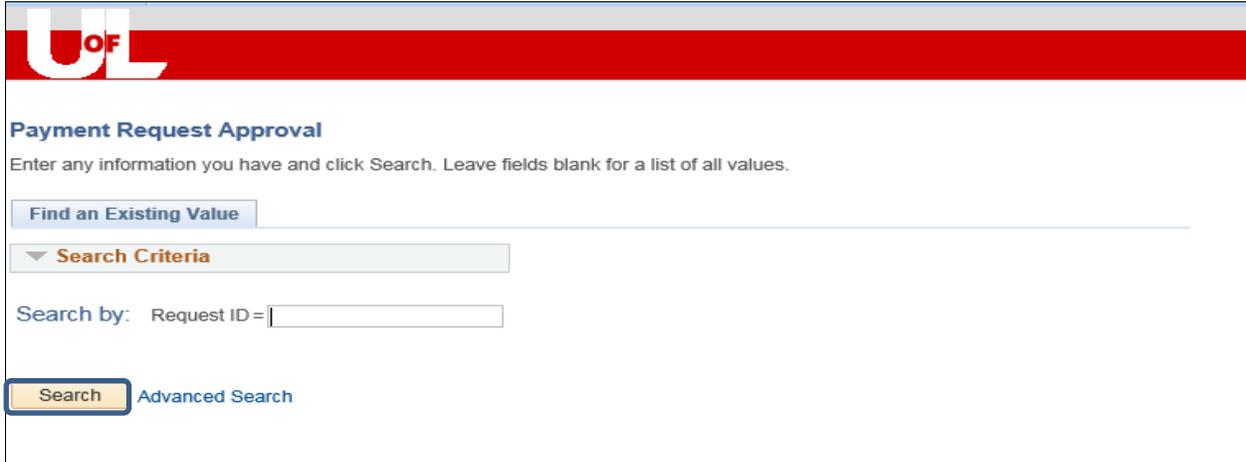
1. Employee enters Payment Request
2. Account Reviewer (exceptions account codes – mirrored off of Requisition exceptions)
3. Supervisor (if on behalf of)
4. Departmental Approver
5. Director of Disbursement Services (items over \$100,000)
6. Accounts Payable Audit

Navigation:

Main Menu>Payments>Payment Request>Payment Request Approval



Click "Search" to show all Payment Requests.



From this screen, you will be able to view all Payment Requests which require your attention.

Click the "Request ID" which needs approval.

Payment Request Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Request ID =

Search Advanced Search

Search Results

View All

Request ID	Business Unit	Entered Datetime	Invoice Number	Invoice Date	Supplier ID	Supplier Name	Description	Gross Invoice Amount	Transaction Currency	Request Status
000000080	UOFL1	01/20/2016 7:56AM	Jan-20-2016-003	01/20/2016	0000000161	SAS Institute Inc	Jan-20-2016-003	12	USD	Pending
000000083	UOFL1	01/20/2016 12:59PM	retest-001	01/20/2016	0000000008	Family Health Ctr	retest-001	10	USD	Pending
000000086	UOFL1	01/20/2016 3:54PM	retest-004	01/20/2016	0000000087	Promega	retest-004	15	USD	Pending
000000108	UOFL1	01/27/2016 8:35AM	G-Program-02	01/27/2016	0000000139	Adhietic Publishing Co	G-Program-02	7	USD	Pending
000000109	UOFL1	01/27/2016 12:47PM	test-003	01/27/2016	0000000216	American Institute Of Physics	test-003	5	USD	Pending
000000117	UOFL1	01/28/2016 9:12AM	test-001	01/28/2016	0000000087	Promega	test-001	13	USD	Pending
000000131	UOFL1	02/18/2016 8:19AM	SQL-Test-001	02/18/2016	0000007658	3M Unitek	SQL-Test-001	24	USD	Pending
000000133	UOFL1	02/18/2016 9:24AM	SQL-Test-003	02/18/2016	0000000087	Promega	SQL-Test-003	103	USD	Pending
000000166	UOFL1	03/26/2016 6:12PM	SV-Test-006	03/26/2016	0000000161	SAS Institute Inc	SV-Test-006	195	USD	Pending
000000169	UOFL1	03/29/2016 10:31AM	Retest-0000000167-002	03/29/2016	0000024929	Wildflowers Florist LLC	Retest-0000000167-002	1500	USD	Pending
000000170	UOFL1	03/29/2016 10:36AM	Retest-0000000167-003	03/29/2016	0000024929	Wildflowers Florist LLC	Retest-0000000167-003	1500	USD	Pending
000000172	UOFL1	03/29/2016 10:53AM	Retest-0000000167-SDCHIL01-002	03/29/2016	0000024929	Wildflowers Florist LLC	Retest-0000000167-SDCHIL01-002	4500	USD	Pending
000000185	UOFL1	04/06/2016 3:21PM	Amanda-Retest-001	04/06/2016	0000000008	Family Health Ctr	Amanda-Retest-001	65	USD	Pending
000000186	UOFL1	04/06/2016 3:25PM	Retest-176	04/06/2016	0000000008	Family Health Ctr	Resting PR # 176	65	USD	Pending
000000189	UOFL1	04/16/2016 10:29AM	inv3456	04/16/2016	0000000306	Dinn Brothers Inc	Pay Tax Subscription	45	USD	Pending
000000195	UOFL1	04/19/2016 1:26PM	132456	04/19/2016	0000007420	Federal Express Corp	Pay Federal Express Invoice	26	USD	Pending

Be sure to check the following on the Payment Request:

- Attachment is provided.
- Correct supplier and address are chosen.
- Invoice number and date are correct.
- Amount is correct.
- Funding Source and Account Code are correct. Upon reviewing the Payment Request, if something needs to be updated or changed “Deny” the Payment Request. This will be routed back to the requester for them to edit and resubmit. If the request is ok for processing click “Approve.”

Note: A comment is required if you “Deny.”

**Payment Request**

Business Unit UOFL1 Request ID 0000000195	Invoice Number 132456 Invoice Date 04/19/2016	Entered By Childers,Sheila Dean Entered Datetime 04/19/2016 1:26PM
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**Payment Request Details**

Transaction Currency USD Total Amount 26.00	Supplier ID 000007420 Description Pay Federal Express Invoice Supplier Name <u>Federal Express Corp</u>	Comments <span style="float: right;">View Attachments </span>
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Attachments (1) View Attachments  
Payment Message

**Line Details**

Line	Quantity	Unit Price	Item ID	Amount	Description	SpeedChart Key	Details
1				26.00			<span style="border: 1px solid black; padding: 2px;">Details</span>

View Funding Source

**Department Auth Limit Approval**

REQUEST\_ID=0000000195:Pending Start New Path

Department ONE

Pending

Detherage,Amanda Marie  
PR Dept ONE UBM Level Approver

**AP Auditor / Reviewer**

REQUEST\_ID=0000000195:Awaiting Further Approvals Start New Path

AP Auditor / Reviewer

Not Routed

Multiple Approvers  
Uofl, Payment Request Reviewer

254 characters remaining

Approve
Deny
Pushback
Add Comments
Hold

After all approvals are met within the department, it will be routed to the Controller’s Office for AP audit.

Once AP approves the payment request, the status will change to “Approved.” The payment request will be updated to “Vouchered” and a “Scheduled to Pay Date” will show after voucher build. Voucher build runs twice a day.

Note: The “ad hoc” feature (Start New Path) is an option, but will only be used in the Controller’s Office at this time. The person to whom you ad hoc must have the appropriate role or the item will get hung up in the process.