Payment Request Form

Shopping is Easy in ePro!

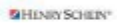▶A Payment Request is a form within ePro that provides rapid payment for select types of documents. **Payment Requests should only be created <u>after</u> services are complete.** This form does not create a requisition, it simply creates a form that is utilized for payment. It is first approved via Form Approval, during which a member of Accounts Payable will review the form. Following this, an invoice is created, the invoice number is visible under the status box on the form. Once the invoice has been created, it will once again be reviewed by a member of AP(for specific expense types), and soon after the Department Approver, as indicated by workflow, will review and approve. Payment Requests will be processed for payment on the next available pay cycle once all approvals are complete.

To start a Payment Request, from your homepage, scroll down to Forms under Showcases and click on "Payment Request."
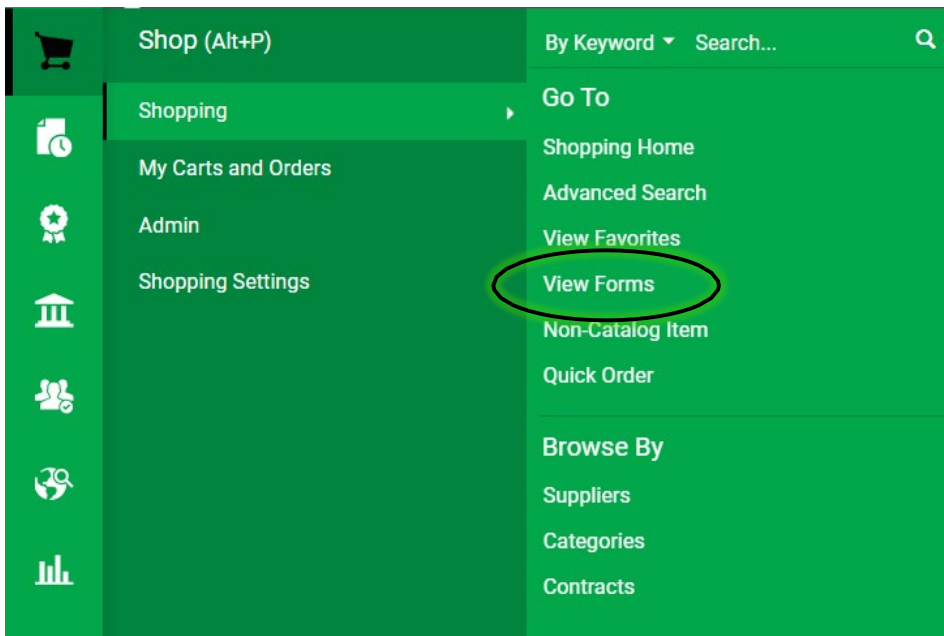
Another way to go to payment request forms is to navigate to the Shopping menu > View Forms. Under Payables, click on "Submit Request" for Payment Request.

Payment Requests can exclusively be used to pay the following types of payment. Please **do not** attempt to create a payment for any other kind of invoice, as it will be rejected by AP Personnel. Instead, use the Service Form Request for all other payment types.

‹ Back to View Forms

Payment Request

Form Number	911257
Purpose	**Check Request**
Status	**Incomplete**

Instructions

Supplier ⚠

Questions ⚠

Attachments ✔

Review and Submit

Form Approvals

Instructions

Request Actions ▾ | History | ?

Payment Request Form

Payment Request Forms should only be utilized for the payment types listed below. Please use the Service Form Request for all other payment types. Payment Request form should only be submitted after services are completed.

Please note:

- **Service Start** and **End Dates** are **required**. Please make sure date format is **mm/dd/yyyy**.

- Payment Requests will process for payment on the next available pay cycle once all approvals are complete.

- Payment Types for Payment Request Form:
  - Guest Artist
  - Speaker
  - Stipend
  - Royalties
  - Awards
  - Participants
  - Patient Refunds
  - Sponsorships
  - Commission Payment
  - Referee/Judges/Game Officials
  - Prison Payments
  - Refund (Previously Check Request)

Next ›

How to add a Supplier:

Supplier

Supplier *

Supplier Search |

To add a Supplier, click the "Supplier Search" and a new window will open. Enter either the Supplier's name or Vendor ID number, then click "Select."

Supplier Search		?
Supplier	0000004277 🔍	

Results Per Page 20 ⌄	Suppliers found: 1	◄ Page 1 of 1 ► ?
	Supplier Name	**Select**
Ben E Keith Company		Select

If the Supplier does not have a Vendor ID in the system, please send a PaymentWorks invitation. This is essential, as a supplier not being configured within our system will lead to serious problems with payment, and errors within the form. Please ensure the supplier is set up with PaymentWorks prior to form creation.

Is this payment to a foreign supplier? *

○ Yes   ● No

Description * ❓

2000 characters remaining

Supporting Documentation * ❓

If this is a foreign supplier, please select yes. This will pull the Tax Office into the Invoice Approval Workflow.

Add a description.
Please be as descriptive as possible adding as much information about the expense type and services that occurred.

Supporting Documentation ★ ❓

⬇ Sponsorship [Upload ▾] ⟵
Uploaded attachment will be copied to the invoice.

Additional Supporting Documentation ❓

No File Attached [Upload]
Uploaded attachment will be copied to the invoice.

Upload required documents. The best supporting documentation is an invoice, Independent Contractor Form, or Signed Agreement. If none are provided, then please attached a spreadsheet, an email or any document providing the supplier's name and dollar amount.

Upload

Helpful tip: Add a title prior to saving changes or file will need to be uploaded again. ✕

Title ★ [|]

❌ Please enter a title.

File ★ [Choose File] No file chosen
Maximum upload file size: 25.0 MB

★ Required   [Save Changes] [Close]

Invoice Details

Supplier Invoice Number * ❓

84735416

Invoice Date *

03/06/2024 📅

mm/dd/yyyy

Amount *

367.84 ▲▼

Currency

USD ▼

Need by Date (Optional) ❓

📅

mm/dd/yyyy

Enter the supplier's invoice number. If invoice number is not provided, use the supplier's last name and last date of service as the invoice number.
Example: SMITH-03/06/2024

Use the date format mm/dd/yyyy. Any other format will result in an error.

Invoice Date: Use the invoice date on invoice, if no invoice is available, use the date the Payment Request is submitted.

Need by Date: This field is optional. This is used as the Due Date on an invoice.

Enter all required information into the chart string. To edit, select the "edit" field on right side of chart string. To search codes, click "Select from all values." Once completed, click "Save."

Invoice Receipt Date: Use the date the Payment Request is created/submitted to avoid late fees.

Invoice Service Start/End Date: These fields are not marked as required, but they are! Please use the date(s) services were complete.
Use the date format mm/dd/yyyy. Any other format will result in an error.

Helpful tip: Invoice Receipt Date <u>cannot</u> be prior to Invoice Date. This will cause an error on the invoice.

► Once all sections of the form are complete, click "Submit." An AP Specialist will review and approve the form.

Payment Request

Form Number	**911488**
Purpose	**Check Request**
Status	**Approved**
Invoice	JT001179

Instructions

Supplier ✔

Questions ✔

Codes ✔

Additional Information ✔

Attachments ✔

Review and Submit

Form Approvals

Form Approvals

Submitted
3/7/2024 12:16 PM

Payment Request Approval
Approved ✔
✔ AP Manager

Auto-Create Voucher
Completed ✔

✔ Completed
3/7/2024 12:26 PM

After AP reviews/approves the Payment Request, an ePro invoice number will be assigned. The invoice will then route through an Approval Workflow.

The department and/or other approvals may be required in the workflow.

Invoice • Ben E Keith Company • JT001179

Summary | Matching | Supplier Messages | Comments | Attachments 1 | History

If the workflow is not visible, click the arrow on upper, right side of page.

⚠ The invoice contains one or more non-PO invoice lines. They are excluded from the matching.

General

Invoice Information

Business Unit	University of North Texas (NT752)
Invoice Type	Invoice
Invoice Number	JT001179
Supplier Invoice No.	84735416
Supplier Name	**Ben E Keith Company**
Supplier No.	0000004277
Pay Status	In Process

Dates Information

Create Date	3/7/2024
Invoice Receipt Date (mm/dd/yyyy)	03/07/2024
Invoice Date	3/6/2024
Invoice Service Start Date (mm/dd/yyyy)	02/01/2024

Addresses

Remit To

Accounts Payable
PO Box 1869
Fort Worth, Texas 76101

United States
Phone 1-817-7596000-
Address Id 2

Bill To

no address

Note/Attachments

External Note	no value
Internal Note & Approval Justification	no value

External Attachments

Internal Attachments	Date
⬇ Sponsorship	3/7/2024

Payment Information

Payment Information

Discount, Tax, Shipping & Handling

Discount, tax, shipping & handling

Summary

What's next?

Workflow

- ✓ **Submitted**
  3/7/2024 12:28 PM
  AP General

- ✓ **OFAC Check**
  Completed

- ✓ **Invoice Validation**
  Completed

- ⦿ **Department Approval**
  Active

- ○ **Final Invoice Validation**
  Future

- ○ **OK to Pay**
  Future

- ○ **Auto-Close**
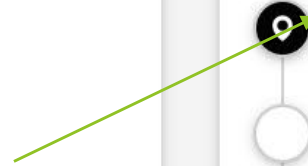 Future

- ○ **Finish**
  Future

The approval workflow will allow you to see where the invoice is in the process. You can click the blue hyperlinks to determine which approval is pending.

Returned Payment Information

Payment Method	Unknown
Payment Record No.	*no value*
Payment Record Date	*no value*
Payment Amount	*no value*
Bank	*no value*
Bank Account	*no value*

Once invoice has completed the workflow, it will process for payment on the next available pay cycle. After pay cycle is completed, the Returned Payment Information (located under Summary tab) will provide the payment method, reference number, payment date and amount paid.