

## Compass 9.2 Accounts Payable Training Participant Exercise Worksheet

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### Payment Request Center

Tool used to pay individuals, reimburse students and reimburse guests.

### Objectives

At the end of this course, you will be able to:

- Know when to use the Payment Request Center
- Understand the Payment Request Center
- Create a Payment Request
- Understand the Workflow Process
- Access and use Support

**Time: 3 hours**


**SCENARIO:** A speaker needs a payment for his speech to the School of Medicine. A payment request must be created through the Payment Request Center to add the speaker fees and send them for approval.

1. Navigate to **Employee Self-Service > Payment Request Center > Create**

### **ENTER PAYMENT INFO - (STEP 1 OF 5)**

FIELD	DEFINITION	INPUT
<b>INVOICE NUMBER</b>	Enter an Invoice Number for the payment request. Typically, you would get the invoice number from the invoice.	<i>For this exercise, enter your <b>Network ID</b>.</i>
<b>INVOICE DATE</b>	Enter the Invoice Date for the payment request.	Today's Date
<b>REQUEST TYPE</b>	Enter the Request Type. For speaker fees, you will need to select a Payment To Individual.	Payment to Individual
<b>REQUEST SUB TYPE</b>	Enter the Request Sub Type. The Request Sub Type is required if you select Payment to an Individual.	Honorarium
<b>PAYMENT MESSAGE</b>	Optional: Enter the Payment Message as comments about the Request or to the approver	Speaker Fees for Dr. Hugh

### **PAYMENT REQUEST (CONT'D)**

FIELD	DEFINITION	INPUT
COMMENTS	Optional: Add any additional comments	Dr. Hugh spoke at the School of Medicine on 3/31/16
 FOREIGN NATIONAL	Select the appropriate answer for the question <i>“Is payment to or on behalf of a Foreign National?”</i>	No

### **SUMMARY INFORMATION - (STEP 2 OF 5)**

FIELD	DEFINITION	INPUT
DESCRIPTION	Enter the description of the payment request. The description should be meaningful for other users to understand.	Speaker fees for Dr. Hugh
COST SUB – TOTAL	Enter the Cost Sub - Total Amount.	1,000.00
ATTACHMENT	Enter an attachment for the Payment Request. Attachments are required for a payment request.	<b>Click Attachments &gt; Add Attachment &gt; Choose file &gt; Open &gt; Upload &gt; OK</b>
ATTACHMENT DESCRIPTION	Describe your attachment. Ensure you enter a description that makes sense to an approver.	Dr. Hugh invoice
NOTES/ COMMENTS	Optional: Add comments/notes for the Summary Information.	Submit payment to Dr. Hugh’s business address

### **SUPPLIER INFORMATION - (STEP 3 OF 5)**

FIELD	DEFINITION	INPUT
SUPPLIER ID	Enter the Supplier ID to add a Supplier to the payment request	0000000001
SUPPLIER NAME	Optional: Enter the Supplier Name. Only enter if you have not entered the Supplier ID.  If your supplier has multiple addresses, select the <b>Multiple</b> link to choose the applicable address.	INTERNAL REVENUE SERVICE



**Policy:** Supplier Name policy details can be found at: <http://policies.emory.edu/>

### **INVOICE DETAILS – (STEP 4 OF 5)**

<b>FIELD</b>	<b>DEFINITION</b>	<b>INPUT</b>
<b>LINE AMOUNT</b>	Enter the line amount. This amount should reflect the amount to be charged to your SpeedChart.	1000.00
<b>SPEEDCHART KEY</b>	Enter the SpeedChart Key (Formerly SmartKey)  Once the SpeedChart Key is entered, the Accounting Details will automatically populate.	0000000455
<b>ACCOUNT NUMBER</b>	Enter the Account number. The Accounting Details auto populate from the SpeedChart Key	52180

### **REVIEW AND SUBMIT – (STEP 5 OF 5)**

<b>FIELD</b>	<b>DEFINITION</b>	<b>INPUT</b>
<b>REVIEW</b>	Click the Review button to view the details of the payment request. Ensure the accuracy of the details you added to the request	Review
<b>RETURN</b>	Click the Return button to submit the request	Return
<b>SUBMIT</b>	Click the Submit button to submit the payment request	Submit



## KNOWLEDGE CHECK


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### ***Knowledge Check: Create a Payment Request***

***Time: 5 minutes***

*Review the questions below and answer on this worksheet. We will discuss answers as a group.*

1. When creating a Payment request, what details are NOT in the Invoice ChartFields line?
  - A. Unit Price
  - B. Amount
  - C. SpeedChart Key
  - D. Account Number
  
2. Which Request Type would you use for speaker fees?
  - A. Guest Reimbursement
  - B. Honorarium
  - C. Payment to Individual
  - D. Refund

 *Supplemental is job aid available.*