Course Overview

Lesson 1: Overview of Payment Process

Lesson 2: Payment Request

Lesson 3: Immediate Payments

Lesson 4: Scheduled Payments

Lesson 5: Image Attachment

Lesson 6: Credit Memo

Course Summary

Evaluation
End User Training

- EBS-N100 Intro to Enterprise Business Systems
- EBS-N200 Intro to Finance System
- EBS-N203 Accounting Line
- EBS-N206 Financial Transactions (E-Docs)
- EBS-N209 E-Doc Components
- EBS-N212 Processing Transaction E-Docs
- EBS-N230 Disbursement Voucher-Intro
- EBS-N233 Vendor Payments & Credits Intro
- EBS-N239 Vendor Payments & Credits Advance
- EBS-N254 Disbursement Voucher-Advance
- EBS-N400 Use and Run Standard Reports
After completing this lesson, you should be able to;

- Explain the payment process within the financial system.
Vendor payments at Michigan State University (MSU) are processed by:

- A requisition is created and forwarded to Purchasing, where a purchase order is issued.
- The invoice is received by Accounts Payable; it is then entered into the Finance System (IREQ).
- Upon entry, General Ledger entries are created and the department is charged. General Ledger entries for scheduled payments are created when the check is issued.
• Payment requests and credit memos that pass the audit process are set up for payment.

• Payment requests are routed for fiscal officer approval; credit memos are routed for Fiscal Officer FYI, or invoices are auto approved.

• If issues arise between the time the department is charged and the invoice is approved, they will be handled by Accounts Payable on a case-by-case basis.
To determine if a request to cancel or a hold has been placed on a payment, we will need to search for those payments.
Select “Yes” to check for payments that have placed on Hold or Request Cancel.
This is a search results screen for searching for payments that a request to cancel was made.
This is a high level overview of how the payment request will flow through the system.
TODAY:
Invoice becomes a voucher and waits for its due date

KFS:
PREQ stays in KFS until its due date and then is extracted to PDP for payment.
LESSON 2: PAYMENT REQUEST
After completing this lesson, you should be able to:

- Describe the tabs on the PREQ
- Create Payments Request
This is the starting place for most e-docs. The Payment Request will be started from here.
<table>
<thead>
<tr>
<th>Transactions</th>
<th>Lookup and Maintenance</th>
<th>Custom Document Searches</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Processing</strong></td>
<td><strong>Capital Asset Builder</strong></td>
<td><strong>Financial Transactions</strong></td>
</tr>
<tr>
<td>- Advance Deposit</td>
<td>- Pre-Asset Tagging</td>
<td>- Capital Asset Management</td>
</tr>
<tr>
<td>- Auxiliary Voucher</td>
<td>- Capital Asset Management</td>
<td>- Asset Management</td>
</tr>
<tr>
<td>- Budget Reallocation</td>
<td>- Asset Fabrication</td>
<td>- Asset Maintenance</td>
</tr>
<tr>
<td>- Cash Receipt</td>
<td>- Asset Global (Add)</td>
<td>- Financial Processing</td>
</tr>
<tr>
<td>- Credit Card Receipt</td>
<td>- Asset Location Global</td>
<td>- Disbursement Vouchers</td>
</tr>
<tr>
<td>- Disbursement Voucher</td>
<td>- Asset Payable</td>
<td>- Purchasing/Accounts Payable</td>
</tr>
<tr>
<td>- Distribution of Income and Expense</td>
<td>- Asset Retirement Global</td>
<td>- Electronic Invoice Rejects</td>
</tr>
<tr>
<td>- General Error Correction</td>
<td>- Chart of Accounts</td>
<td>- Payment Requests</td>
</tr>
<tr>
<td>- Indirect Cost Adjustment</td>
<td>- Account</td>
<td>- Invoice Requests</td>
</tr>
<tr>
<td>- Internal Billing</td>
<td>- Account Global</td>
<td>- Purchase Orders</td>
</tr>
<tr>
<td>- Pre-Encumbrance</td>
<td>- Account Deligate</td>
<td>- Requisitions</td>
</tr>
<tr>
<td>- Transfer of Funds</td>
<td>- Account Deligate Global</td>
<td>- Vendor Credit Memos</td>
</tr>
<tr>
<td>- Intra Account Adjustment</td>
<td>- Account Deligate Model</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Account Deligate Global From Model</td>
<td></td>
</tr>
<tr>
<td><strong>Purchasing/Accounts Payable</strong></td>
<td>- Financial Reporting Code</td>
<td></td>
</tr>
<tr>
<td>- Bulk Receiving</td>
<td>- Object Code</td>
<td></td>
</tr>
<tr>
<td>- Contract Master or Assignment</td>
<td>- Object Code Global</td>
<td></td>
</tr>
<tr>
<td>- Payment Request</td>
<td>- Organization</td>
<td></td>
</tr>
<tr>
<td>- Requisition</td>
<td>- Organization Review</td>
<td></td>
</tr>
<tr>
<td>- Shop Catalogs</td>
<td>- Available Balances</td>
<td></td>
</tr>
<tr>
<td>- Vendor Credit Memo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Payment Request Initiation

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doc Nbr.</td>
<td>306300</td>
</tr>
<tr>
<td>Initator</td>
<td>bullion</td>
</tr>
<tr>
<td>Created</td>
<td>03:53 PM 09/22/2010</td>
</tr>
<tr>
<td>PREQ #</td>
<td>Not Available</td>
</tr>
<tr>
<td>Payment Request Status</td>
<td>Initiated</td>
</tr>
</tbody>
</table>

#### Payment Request Initiation

- **Purchase Order #:** [ ]
- **Invoice Number:** [ ]
- **Organization Document Number:** [ ]
- **Invoice Date:** [ ]
- **Vendor Invoice Amount:** [ ]
- **Special Handling Instructions:** [ ]

**Note:** You must enter one and only one of these fields: Purchase Order #, or Organization Document Number #.
## Payment Request Status Bar

<table>
<thead>
<tr>
<th>Doc Nbr:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>336416</td>
<td>SAVED</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiator:</th>
<th>Created:</th>
</tr>
</thead>
<tbody>
<tr>
<td>merriott</td>
<td>02:24 PM 09/23/2010</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PREQ #:</th>
<th>Payment Request Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2810</td>
<td>In Process</td>
</tr>
</tbody>
</table>
## Document Overview

![Image of Document Overview](image)

<table>
<thead>
<tr>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO 1025 Vendor: NIKE USA INC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Org. Doc. #</th>
<th>Secured Field</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Document Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year: 2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment Request Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiving Required: No</td>
</tr>
</tbody>
</table>
# Vendor Tab

![Vendor Tab Diagram]

## Vendor Address

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td>NIKE USA INC</td>
</tr>
<tr>
<td>Vendor #</td>
<td>7875-D</td>
</tr>
<tr>
<td>Address 1</td>
<td>PO BOX 647648</td>
</tr>
<tr>
<td>City</td>
<td>DALLAS</td>
</tr>
<tr>
<td>State</td>
<td>TX</td>
</tr>
<tr>
<td>Postal Code</td>
<td>75284-7648</td>
</tr>
<tr>
<td>Country</td>
<td>UNITED STATES</td>
</tr>
</tbody>
</table>

## Vendor Info

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer #</td>
<td></td>
</tr>
<tr>
<td>Payment Method</td>
<td>P - Check/ACH</td>
</tr>
<tr>
<td>Payment Terms</td>
<td>Net on receipt</td>
</tr>
<tr>
<td>Shipping Title</td>
<td>SHIPPING POINT</td>
</tr>
<tr>
<td>Shipping Payment Terms</td>
<td>FREIGHT PREPAID AND ADDED</td>
</tr>
</tbody>
</table>

## Special Handling Instructions

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Handling Instructions</td>
<td></td>
</tr>
</tbody>
</table>
# Invoice Info Tab

## Invoice Info

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Number</td>
<td>7894564</td>
</tr>
<tr>
<td>Pay Date</td>
<td>09/23/2010</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>09/23/2010</td>
</tr>
<tr>
<td>PO End Date</td>
<td></td>
</tr>
<tr>
<td>Payment Attachment Indicator</td>
<td>False</td>
</tr>
<tr>
<td>Extract Date</td>
<td></td>
</tr>
<tr>
<td>Purchase Order #</td>
<td>1026</td>
</tr>
<tr>
<td>PO Notes</td>
<td>No</td>
</tr>
<tr>
<td>Payment Request Cost Source</td>
<td>ESTIMATE</td>
</tr>
<tr>
<td>Type of Recurring Payment</td>
<td></td>
</tr>
<tr>
<td>Vendor Invoice Amount</td>
<td>10.00</td>
</tr>
<tr>
<td>AP Processed Date</td>
<td></td>
</tr>
</tbody>
</table>
# Process Item Tab

## Process Items

### Purchase Order Line Item Totals

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encumbrance excluding freight &amp; c/h</td>
<td>35,000.00</td>
</tr>
<tr>
<td>Total Encumbrance Amount Relieved</td>
<td>1,600.00</td>
</tr>
<tr>
<td>Total Paid Amount</td>
<td>1,540.00</td>
</tr>
<tr>
<td>Remaining Encumbrance</td>
<td>33,460.00</td>
</tr>
</tbody>
</table>

## Items

<table>
<thead>
<tr>
<th>Item Line #</th>
<th>Open Qty</th>
<th>UOM</th>
<th>PO Unit/Ext Price</th>
<th>Qty Invoiced</th>
<th>Unit Cost</th>
<th>Extended Cost</th>
<th>Catalog #</th>
<th>Assigned To Trade In</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>85.00</td>
<td>EA</td>
<td>100.00</td>
<td></td>
<td>100.00</td>
<td>0.00</td>
<td>BL0576</td>
<td>No</td>
<td>Practice Gear</td>
</tr>
<tr>
<td>2</td>
<td>149.00</td>
<td>EA</td>
<td>100.00</td>
<td></td>
<td>100.00</td>
<td>0.00</td>
<td>GL089</td>
<td>No</td>
<td>Gear, Football</td>
</tr>
<tr>
<td>3</td>
<td>10,000.00</td>
<td>EA</td>
<td>10,000.00</td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
<td>No</td>
<td>Service, Hourly as needed</td>
</tr>
</tbody>
</table>

**Invoice Total Prior to Additional Charges:** 0.00

**Additional Charges**

**Grand Total:** 0.00

[Close PO]
## Additional Lines

<table>
<thead>
<tr>
<th>* Item Type</th>
<th>Original Amount from PO</th>
<th>Outstanding Encumbered Amount</th>
<th>Extended Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freight</td>
<td>1,000.00</td>
<td>395.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Accounting Lines**

<table>
<thead>
<tr>
<th>Minimum Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Order</td>
</tr>
</tbody>
</table>

**Accounting Lines**

| Miscellaneous |               |                             |               |
|---------------|
| Miscellaneous |               |                             |               |

**Grand Total:** 0.00

[Close P0]
## Special Handling Tab

### Special Handling Charge

<table>
<thead>
<tr>
<th>Accounting Lines</th>
<th>hide detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Handling</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>* Chart</th>
<th>* Account Number</th>
<th>Sub-Account</th>
<th>* Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Org Ref Id</th>
<th>* Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>E489</td>
<td></td>
<td></td>
<td></td>
<td>15.00</td>
<td></td>
</tr>
</tbody>
</table>

**add:**
- Line Description
  - Special Handling Fee

**Total:** 0.00
Wire Transfer Tab

The Wire Transfer tab is used for making wire transfer payments. If you have selected the payment method of wire transfer, please be aware that there will be a wire transfer fee charged to the department.

- **DV Amount Stated in**: U.S. Dollars
- **Currency Type**: 
- **Name on Bank Account**: 
- **IBAN or Bank Acct No.**: 
- **Beneficiary Email**: 
- **Extra Banking Details**: 
- **Payee Payment Details**: 
- **Intermediary Bank1**: 
- **Intermediary Bank2**: 
- **Bank Name**: 
- **Branch Name, Routing No or Sort code**: 
- **ABA Routing No/BIC SWIFT #**: 
- **Bank Address**: 
- **Bank City**: 
- **Bank State**: 
- **Bank Country**: 
- **Bank1 ABA/SWIFT**: 
- **Bank2 ABA/SWIFT**: 
- **Waive wire transfer charge?**: 

*Note: All fields marked with an asterisk (*) are required.*
Payment Information Tab
# Account Summary Tab

## Account Summary

<table>
<thead>
<tr>
<th>Chart</th>
<th>Account Number</th>
<th>Sub-Account</th>
<th>Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Org Ref Id</th>
<th>Org. Doc. #</th>
<th>Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS</td>
<td>DS022800</td>
<td></td>
<td>6585</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.00</td>
</tr>
</tbody>
</table>

## Items of Account Summary 1

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 2</td>
<td>stuff</td>
<td>1.00</td>
</tr>
</tbody>
</table>
View Related Documents Tab

- Related Documents
- Requisition - 1730
- Purchase Order - 1449
- Payment Request - 2612
View Payment History Tab

Payment History - Payment Requests

<table>
<thead>
<tr>
<th>Document#</th>
<th>Invoice #</th>
<th>PO #</th>
<th>PREQ Status</th>
<th>Hold</th>
<th>Request Cancel</th>
<th>Vendor Name</th>
<th>Customer #</th>
<th>Amount</th>
<th>Pay Date</th>
<th>PDP Extract Date</th>
<th>Paid?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Request-2812</td>
<td>RM 18</td>
<td>1449</td>
<td>Awaiting Fiscal Officer Approval</td>
<td>No</td>
<td>No</td>
<td>ALTMAN, DEBORAH M</td>
<td></td>
<td>1.00</td>
<td>09/23/2010</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Payment Request-2811</td>
<td>RM k4354</td>
<td>1449</td>
<td>Department-Approved</td>
<td>No</td>
<td>No</td>
<td>ALTMAN, DEBORAH M</td>
<td></td>
<td>1.00</td>
<td>09/23/2010</td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

Payment History - Credit Memos

No Credit Memos
## General Ledger Pending Entries Tab

### General Ledger Pending Entries

<table>
<thead>
<tr>
<th>Seq #</th>
<th>Fiscal Year</th>
<th>Chart</th>
<th>Account Number</th>
<th>Sub-Account</th>
<th>Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Doc Type</th>
<th>Balance Type</th>
<th>Obj. Type</th>
<th>Amount</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2011</td>
<td>MS</td>
<td>DS022600</td>
<td>-----</td>
<td>6595</td>
<td>-----</td>
<td>---------</td>
<td>PREQ</td>
<td>EX</td>
<td>EX</td>
<td>1.00</td>
<td>C</td>
</tr>
<tr>
<td>2</td>
<td>2011</td>
<td>MS</td>
<td>DS022600</td>
<td>-----</td>
<td>3042</td>
<td>-----</td>
<td>---------</td>
<td>PREQ</td>
<td>EX</td>
<td>FB</td>
<td>1.00</td>
<td>D</td>
</tr>
<tr>
<td>3</td>
<td>2011</td>
<td>MS</td>
<td>DS022600</td>
<td>-----</td>
<td>6595</td>
<td>-----</td>
<td>---------</td>
<td>PREQ</td>
<td>AC</td>
<td>EX</td>
<td>1.00</td>
<td>D</td>
</tr>
<tr>
<td>4</td>
<td>2011</td>
<td>MS</td>
<td>DS022600</td>
<td>-----</td>
<td>2055</td>
<td>-----</td>
<td>---------</td>
<td>PREQ</td>
<td>AC</td>
<td>LI</td>
<td>1.00</td>
<td>C</td>
</tr>
</tbody>
</table>
Notes and Attachments Tab

<table>
<thead>
<tr>
<th>Notes and Attachments (1)</th>
<th>hide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes and Attachments</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Posted Timestamp</th>
<th>Author</th>
<th>* Note Text</th>
<th>Attached File</th>
</tr>
</thead>
<tbody>
<tr>
<td>add:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1</th>
<th>09/23/2010 02:32 PM</th>
<th>Bullion, Phyllis</th>
<th>test</th>
</tr>
</thead>
</table>

- **Attached File**: AP Invoice Attachment.docx (9 KB, application/vnd.openxmlformats-officedocument.wordprocessingml.document)

---

Ad Hoc Recipients

<table>
<thead>
<tr>
<th>Route Log</th>
</tr>
</thead>
</table>

[hold] [cancel] [send ad hoc request] [save] [reload] [close]
Ad Hoc Route Tab

<table>
<thead>
<tr>
<th>Ad Hoc Recipients</th>
<th>Person Requests:</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Action Requested</td>
<td>* Person</td>
</tr>
<tr>
<td>FYI</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ad Hoc Group Requests:</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Action Requested</td>
</tr>
<tr>
<td>FYI</td>
</tr>
</tbody>
</table>

Route Log

[Image of payment request interface]
Route Log Tab

<table>
<thead>
<tr>
<th>ID: 336421</th>
<th>hide</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td>Payment Request - PO: 1449 Vendor: ALTMAN, DEBORAH M</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>Payment Request</td>
</tr>
<tr>
<td><strong>Initiator</strong></td>
<td>Bullion, Phyllis</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>FINAL</td>
</tr>
<tr>
<td><strong>Node(s)</strong></td>
<td>JoinVendorIsEmployeeOrNonResidentAlien</td>
</tr>
</tbody>
</table>

**Created**: 02:31 PM 09/23/2010
**Last Modified**: 02:33 PM 09/23/2010
**Last Approved**: 02:33 PM 09/23/2010
**Finalized**: 02:33 PM 09/23/2010

**Actions Taken**

<table>
<thead>
<tr>
<th>Action</th>
<th>Taken By</th>
<th>For Delegator</th>
<th>Time/Date</th>
<th>Annotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAVED</td>
<td>Bullion, Phyllis</td>
<td></td>
<td>02:31 PM 09/23/2010</td>
<td></td>
</tr>
<tr>
<td>COMPLETED</td>
<td>Bullion, Phyllis</td>
<td></td>
<td>02:32 PM 09/23/2010</td>
<td></td>
</tr>
<tr>
<td>APPROVED</td>
<td>Bullion, Phyllis</td>
<td></td>
<td>02:33 PM 09/23/2010</td>
<td></td>
</tr>
<tr>
<td>APPROVED</td>
<td>Pratt, Jamie</td>
<td></td>
<td>02:33 PM 09/23/2010</td>
<td></td>
</tr>
</tbody>
</table>

**Future Action Requests**

[show]
Create PREQ documents
After completing this lesson, you will be able to:

- Understand how and when to create immediate payments
- Create a GEC (General Error Correction) document for special handling change.
- Explain the difference between using the special handling charge tab and the GEC.
Immediate Payments

- Will be processed on the PREQ.
- AP Processors will know when creating the PREQ that the payment needs to be immediate.
- Special Handling tab will be completed.
# Invoice Info Tab

![Invoice Info Tab](image)

**Invoice Info Tab**

**Invoice Number:** 990490495

**Pay Date:** 10/04/2010

**Invoice Date:** 09/24/2010

**PO End Date:**

**Payment Attachment Indicator:**

**Extract Date:**

**Purchase Order #:** 1026

**PO Notes:** No

**Payment Request Cost Source:** ESTIMATE

**Type of Recurring Payment:**

**Vendor Invoice Amount:** 100.00

**AP Processed Date:**
# Process Items Tab

## Purchase Order Line Item Totals

<table>
<thead>
<tr>
<th>Encumbrance excluding freight &amp; s/h</th>
<th>Total Encumbrance Amount Relieved</th>
<th>TotalPaidAmount</th>
<th>Remaining Encumbrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>35,000.00</td>
<td>1,600.00</td>
<td>1,540.00</td>
<td>33,460.00</td>
</tr>
</tbody>
</table>

## Items

<table>
<thead>
<tr>
<th>Item Line #</th>
<th>Open Qty</th>
<th>UOM</th>
<th>PO Unit/Ext Price</th>
<th>Qty Invoiced</th>
<th>Unit Cost</th>
<th>Extended Cost</th>
<th>Catalog #</th>
<th>Assigned To Trade In</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0.00</td>
<td>EA</td>
<td>100.00</td>
<td></td>
<td>100.00</td>
<td>0.00</td>
<td>BL0576</td>
<td>No</td>
<td>Practice Gear</td>
</tr>
</tbody>
</table>

## Accounting Lines

<table>
<thead>
<tr>
<th>Source</th>
<th>Chart</th>
<th>Account Number</th>
<th>Sub-Account</th>
<th>Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Org Ref Id</th>
<th>Percent</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>MS</td>
<td>DS022600</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>
# Special Handling Tab

<table>
<thead>
<tr>
<th>Accounting Lines</th>
<th>hide detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Handling</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Chart</strong></td>
<td><strong>Account Number</strong></td>
</tr>
<tr>
<td><img src="chart.png" alt="chart" /></td>
<td><img src="account_number.png" alt="account_number" /></td>
</tr>
</tbody>
</table>

**Line Description**

- Special Handling Fee

**Total:** 0.00

---

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Notes and Attachments

<table>
<thead>
<tr>
<th>Posted Timestamp</th>
<th>Author</th>
<th>* Note Text</th>
<th>Attached File</th>
<th>Attachment Type</th>
<th>Notification Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>add:</td>
<td></td>
<td>Immediate Payment Requested by department Jan Smith on 9/24/2010</td>
<td></td>
<td>Invoice Image</td>
<td></td>
</tr>
</tbody>
</table>

Ad Hoc Recipients

Route Log
# Notes and Attachments

## Notes and Attachments

<table>
<thead>
<tr>
<th>Posted Timestamp</th>
<th>Author</th>
<th>* Note Text</th>
<th>Attached File</th>
<th>Attachment Type</th>
<th>Notification Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/24/2010 03:57 PM</td>
<td>Merriott, Vivienne</td>
<td>Immediate Payment Requested by department Jan Smith on 9/24/2010</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/24/2010 04:03 PM</td>
<td>Merriott, Vivienne</td>
<td>Invoice Attached</td>
<td><img src="attachment.png" alt="Remburse_Voucher.doc" /> (84 KB, application/msword)</td>
<td>Invoice Image</td>
<td></td>
</tr>
</tbody>
</table>
Immediate Payments after FO Approval

- After AP has processed and PREQ has routed.
- FO or Department has notified AP that a payment needs to be set as immediate.
- Special Handling tab accounting line does not open to allow entry of the account.
Immediate Payments after FO Approval

- AP Processor will need to obtain the following information:
  - Doc ID#
  - Invoice Number of payment
  - Dollar amount of payment

This information will be given to the PDP processor.
Immediate Payments after FO Approval

- Look up document
- Set the immediate pay indicator
- Save the document
Immediate Payments after FO Approval

- Complete the GEC (General Error Correction)
Complete the Document Overview tab.

Special Handling charge PO _____ (INITIALS)

Explanation: FO name requested immediate payment of this invoice on: Date______________
Immediate Payments after FO Approval

- Accounting Lines Tab

From

- Chart: MS
- Department account number and object code
- Amount: $15.00
- Click the “add” button

- Required: Reference Number will use the document ID number from the Payment Request document

- Line Description: Special Handling Charge on PO number
<table>
<thead>
<tr>
<th>From</th>
<th>* Chart</th>
<th>* Account Number</th>
<th>Sub-Account</th>
<th>* Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Org Ref Id</th>
<th>* Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>add:</td>
<td>MS</td>
<td>XT023133</td>
<td></td>
<td>6428</td>
<td></td>
<td></td>
<td></td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>STORES OPEN ORDERS - AUX Other</td>
<td></td>
<td></td>
<td>SUPPLIES - OTHER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Reference Origin Code</td>
<td>* Reference Number</td>
<td>Line Description</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Special Handling on PO 1026</td>
<td></td>
</tr>
</tbody>
</table>
Immediate Payments after FO Approval

To:

• Chart: MS
• Accounts Payable account number AT022956 (?) and object code 4050
• Amount: $15.00
• Click the “add” button
  ▪ Required: Reference Number with document ID number of Payment Request
  ▪ Required: Line Description: Special Handling Charge on PO number or Invoice number

Submit the document

Document will route to FO
### Immediate Payments (GEC)

<table>
<thead>
<tr>
<th>To</th>
<th>* Chart</th>
<th>* Account Number</th>
<th>Sub-Account</th>
<th>* Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Org Ref Id</th>
<th>* Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>add:</td>
<td>MS</td>
<td>AT023276</td>
<td></td>
<td></td>
<td>4050</td>
<td>OTHER INCOME</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Reference Origin Code</td>
<td>* Reference Number</td>
<td>Line Description</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>328458</td>
<td>Special Handling on PO 1026</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: 0.00
Now that we have completed this lesson, you will be able to:

- Understand how and when to create immediate payments
- Create a GEC (General Error Correction) document for special handling change.
- Explain the difference between using the special handling charge tab and the GEC.
Set a PREQ for Immediate Payment
After completing this lesson, you should be able to:

- Understand what scheduled payments are
- Create scheduled payments
- Explain the benefits of scheduled payments
Terms to Come to Know...

- Payment Information tab
- Scheduled Payments
- Begin and end dates
- Fixed schedule, Fixed Amount
- 12/10/2015
### Invoice Info

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Number</td>
<td>12345</td>
</tr>
<tr>
<td>Pay Date</td>
<td>12/23/2013</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>12/23/2013</td>
</tr>
<tr>
<td>PO End Date</td>
<td>09/30/2013</td>
</tr>
<tr>
<td>Payment Attachment Indicator</td>
<td>[ ]</td>
</tr>
<tr>
<td>Extract Date</td>
<td></td>
</tr>
<tr>
<td>Purchase Order #</td>
<td>2465</td>
</tr>
<tr>
<td>PO Notes</td>
<td>No</td>
</tr>
<tr>
<td>Vendor Invoice Amount</td>
<td>90,000.00</td>
</tr>
<tr>
<td>AP Processed Date</td>
<td></td>
</tr>
</tbody>
</table>

### Payment Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Recurring Payment</td>
<td></td>
</tr>
<tr>
<td>Pay Date</td>
<td>10/01/2010</td>
</tr>
<tr>
<td>PO Start Date</td>
<td>10/01/2010</td>
</tr>
<tr>
<td>PO End Date</td>
<td>09/30/2013</td>
</tr>
<tr>
<td>Number Of Payments</td>
<td></td>
</tr>
<tr>
<td>Recurring Payment Frequent</td>
<td></td>
</tr>
</tbody>
</table>
- Complete quantity on the Process Items tab.
  - This will be a number payments

### Process Items

<table>
<thead>
<tr>
<th>Item Line #</th>
<th>Open Qty</th>
<th>UOM</th>
<th>PO Unit/Ext Price</th>
<th>Qty Invoiced</th>
<th>Unit Cost</th>
<th>Extended Cost</th>
<th>Catalog #</th>
<th>Assigned To Trade In</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>36.00</td>
<td>M30</td>
<td>2,000.00</td>
<td></td>
<td>2,500.00</td>
<td>0.00</td>
<td>No</td>
<td></td>
<td>Lease for Office Space - October 1, 2010 thru September 30, 2013</td>
</tr>
</tbody>
</table>

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PAYERMENT INFORMATION TAB

- Can be completed at 3 levels
  - On the Requisition by initiator
  - On the PO by the Contract Manager
  - On the Payment Request by the AP Processor
Payment Information TAB

- Type of recurring payment
- PO Start and End Dates
- (First) Pay Date
- Recurring Payment Frequency
Generate Scheduled Payments

- Scheduled payment detail

<table>
<thead>
<tr>
<th>Payment #</th>
<th>Pay Date (MM/DD/YYYY)</th>
<th>Year</th>
<th>PREQ #</th>
<th>PREQ Amount</th>
<th>Immediate Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10/01/2010</td>
<td>2011</td>
<td>3400</td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>11/01/2010</td>
<td>2011</td>
<td>3401</td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>12/01/2010</td>
<td>2011</td>
<td>3402</td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>01/01/2011</td>
<td>2011</td>
<td>3403</td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>02/01/2011</td>
<td>2011</td>
<td>3404</td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>03/01/2011</td>
<td>2011</td>
<td>3405</td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>04/01/2011</td>
<td>2011</td>
<td>3406</td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>05/01/2011</td>
<td>2011</td>
<td>3407</td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>06/01/2011</td>
<td>2011</td>
<td>3408</td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>07/01/2011</td>
<td>2011</td>
<td>3409</td>
<td>2,500.00</td>
<td></td>
</tr>
</tbody>
</table>
View Related Document Tab

- Requisition Number
- PO Number
- Payment Request
View Payment History Tab

- Displays PREQ status
- Disbursement information
- Check amount

| Payment Request- 3435 | 12326596 | 2465 | Awaiting AP Review | No | No | ENDOWMENT DEVELOPMENT SERVICES | 2,500.00 | 09/01/2013 | No |
| Payment Request- 3434 | 12326596 | 2465 | Awaiting AP Review | No | No | ENDOWMENT DEVELOPMENT SERVICES | 2,500.00 | 08/01/2013 | No |
| Payment Request- 3433 | 12326596 | 2465 | Awaiting AP Review | No | No | ENDOWMENT DEVELOPMENT SERVICES | 2,500.00 | 07/01/2013 | No |
| Payment Request- 3432 | 12326596 | 2465 | Awaiting AP Review | No | No | ENDOWMENT DEVELOPMENT SERVICES | 2,500.00 | 06/01/2013 | No |
Recurring payments will route same as PREQ

- Recurring payments will route to AP Review based on rules set in the system. This is where the system requires the invoice image be attached.

- PREQs will then route to FO’s action list for approval.
Recurring payments general ledger entry

- Different than normal PREQ payments, recurring payments will not post to the department ledger until the check is cut.
Create Scheduled Payments
Now that you have completed this lesson, you should be able to:

- Understand what schedule payments are
- Create scheduled payments
- Explain the benefits of schedule payments
Payment Requests will automatically—and immediately—routed to the persons responsible for working on them.

Payment Request will route to each auditors action list.

All Payment Request Documents require a copy of the invoice be attached.
Open your action list.
Only the documents you entered will be in your list.
Payment Requests are list by:

- Doc ID#
- PO number and Vendor
- Status
- Action Requested
## ATTACHMENTS

### Notes and Attachments

<table>
<thead>
<tr>
<th>Posted Timestamp</th>
<th>Author</th>
<th>Note Text</th>
<th>Attached File</th>
<th>Attachment Type</th>
<th>Notification Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>add:</td>
<td></td>
<td>Invoice Attached</td>
<td>![Invoice Image](Z:\FIS-HRIS\Finance\APAccountsPayableZ\Invoice Image)</td>
<td>Invoice Image</td>
<td></td>
</tr>
</tbody>
</table>

### Ad Hoc Recipients

- ![show](show)

### Route Log

- ![show](show)

---

**Actions:**
- hold
- cancel
- send ad hoc request
- save
- reload
- approve
- close
After completing this lesson, you will be able to explain;

- The three ways a credit memo can be applied
- The importance of the address
- How to create a credit memo
The three ways you can apply a credit memo;

- Against the PO
- Against the Invoice (PREQ)—Preferred Method
- Vendor

What document you use the credit against is indicated on the credit memo initiation screen.
Transactions

Financial Processing
- Advance Deposit
- Auxiliary Voucher
- Budget Reallocation
- Cash Receipt
- Credit Card Receipt
- Disbursement Voucher
- Distribution of Income and Expense
- General Error Correction
- Indirect Cost Adjustment
- Internal Billing
- Pre-Encumbrance
- Transfer of Funds
- Intra Account Adjustment

Purchasing/Accounts Payable
- Contract Manager Assignment
- Payment Request
- Invoice Request
- Requisition
- Vendor Credit Memo

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### Credit Memo Initiation

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Credit Memo # from Vendor:</td>
<td>**</td>
</tr>
<tr>
<td>* Credit Memo Date:</td>
<td>**</td>
</tr>
<tr>
<td>* Vendor Credit Memo Amount:</td>
<td>**</td>
</tr>
<tr>
<td>** Payment Request #:</td>
<td>**</td>
</tr>
<tr>
<td>** Purchase Order #:</td>
<td>**</td>
</tr>
<tr>
<td>** Vendor #:</td>
<td>**</td>
</tr>
</tbody>
</table>

** You must enter one and only one of these fields: Payment Request #, Purchase Order #, or Vendor #.

### Credit Memo Initiation

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Credit Memo # from Vendor:</td>
<td>**</td>
</tr>
<tr>
<td>* Credit Memo Date:</td>
<td>**</td>
</tr>
<tr>
<td>* Vendor Credit Memo Amount:</td>
<td>**</td>
</tr>
<tr>
<td>** Payment Request #:</td>
<td>**</td>
</tr>
<tr>
<td>** Purchase Order #:</td>
<td>**</td>
</tr>
<tr>
<td>** Vendor #:</td>
<td>**</td>
</tr>
</tbody>
</table>

** You must enter one and only one of these fields: Payment Request #, Purchase Order #, or Vendor #.

### Credit Memo Initiation

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Credit Memo # from Vendor:</td>
<td>**</td>
</tr>
<tr>
<td>* Credit Memo Date:</td>
<td>**</td>
</tr>
<tr>
<td>* Vendor Credit Memo Amount:</td>
<td>**</td>
</tr>
<tr>
<td>** Payment Request #:</td>
<td>**</td>
</tr>
<tr>
<td>** Purchase Order #:</td>
<td>**</td>
</tr>
<tr>
<td>** Vendor #:</td>
<td>**</td>
</tr>
</tbody>
</table>

** You must enter one and only one of these fields: Payment Request #, Purchase Order #, or Vendor #.
The Credit Memo and Payment Request documents are similar.
Note the PREQ QTY Invoiced is displayed and the credit memo qty, price and credit processed fields are editable.
Additional charges can also be noted.
A copy of the Credit Memo must be scanned and attached.
• Payments must have the same remit address as the credit memo.

• Immediate pays will not match up against credits.

• Credit memos can impact the amendment process.
Create a credit memo
If you have selected the payment method of wire transfer, please be aware that there will be a wire transfer fee charged to the department.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>DV Amount Stated in</td>
<td>U.S. Dollars</td>
</tr>
<tr>
<td>Currency Type</td>
<td></td>
</tr>
<tr>
<td>Name on Bank Account</td>
<td></td>
</tr>
<tr>
<td>IBAN or Bank Acct No.</td>
<td></td>
</tr>
<tr>
<td>Beneficiary Email</td>
<td></td>
</tr>
<tr>
<td>Extra Banking Details</td>
<td></td>
</tr>
<tr>
<td>Payee Payment Details</td>
<td></td>
</tr>
<tr>
<td>Intermediary Bank1</td>
<td></td>
</tr>
<tr>
<td>Intermediary Bank2</td>
<td></td>
</tr>
<tr>
<td>Bank Name</td>
<td></td>
</tr>
<tr>
<td>Branch Name</td>
<td></td>
</tr>
<tr>
<td>Routing No/Sort code</td>
<td></td>
</tr>
<tr>
<td>ABA Routing No/BIC SWIFT #</td>
<td></td>
</tr>
<tr>
<td>Bank Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>Bank State</td>
<td></td>
</tr>
<tr>
<td>Bank Country</td>
<td></td>
</tr>
<tr>
<td>Bank1 ABA/SWIFT</td>
<td></td>
</tr>
<tr>
<td>Bank2 ABA/SWIFT</td>
<td></td>
</tr>
<tr>
<td>Waive wire transfer Charge?</td>
<td></td>
</tr>
</tbody>
</table>

**Wire Transfer**

- Vendor is foreign
- Payment is in foreign currency
Complete a wire transfer
If you have additional questions after the conclusion of today’s training, you have several options:

- Get help from the Coaching Network. If you don’t know who your local coach is, you can find one here.
- Call the Service Desk at (517) 884-3000 anytime, 24/7 (except major holidays).
- Email the Service Desk: ais311@msu.edu anytime, 24/7 (except major holidays).
- Library of simulations to use at your convenience (link to be provided later).