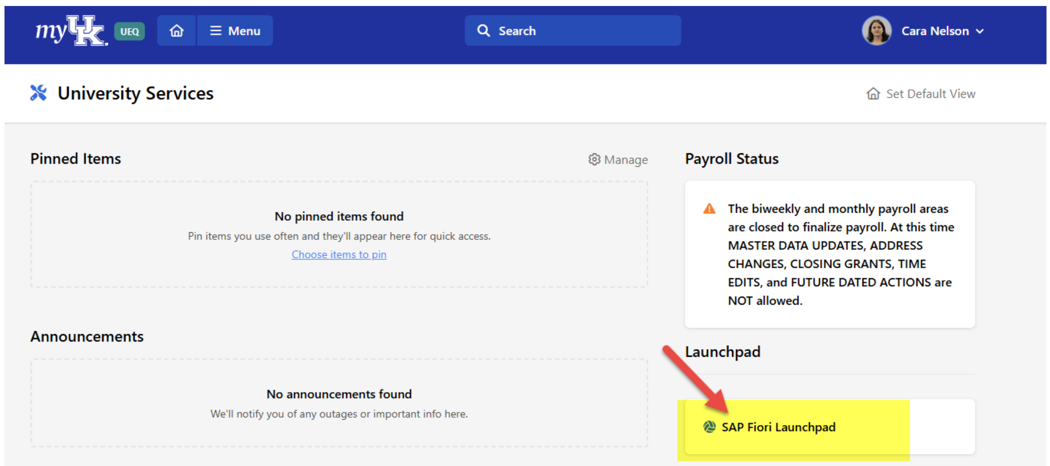
Payment Request Document (PRD)

Process: The Payment Request Document (PRD)is to be used to issue payments for payment categories approved for payment via PRD on the Purchasing/AP Quick Reference Guide.

Procedures

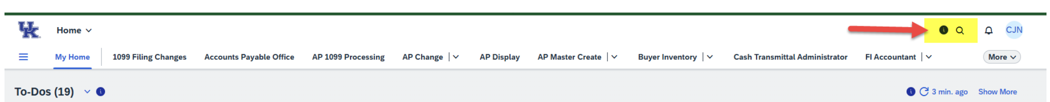
From the myUK main login screen, click on SAP Fiori Launchpad.



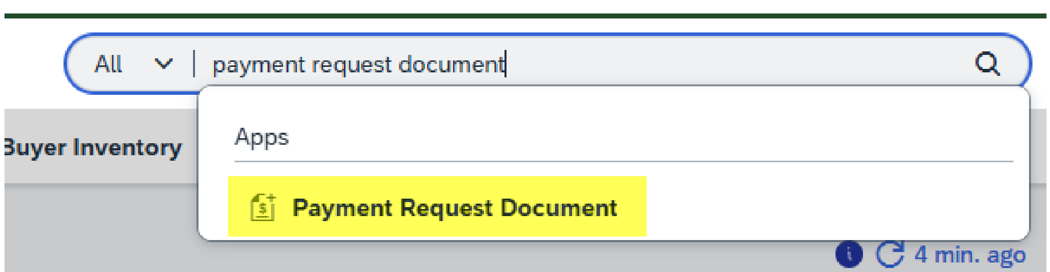
This will open SAP Fiori on your Home Page.

S4 Fiori Home Page

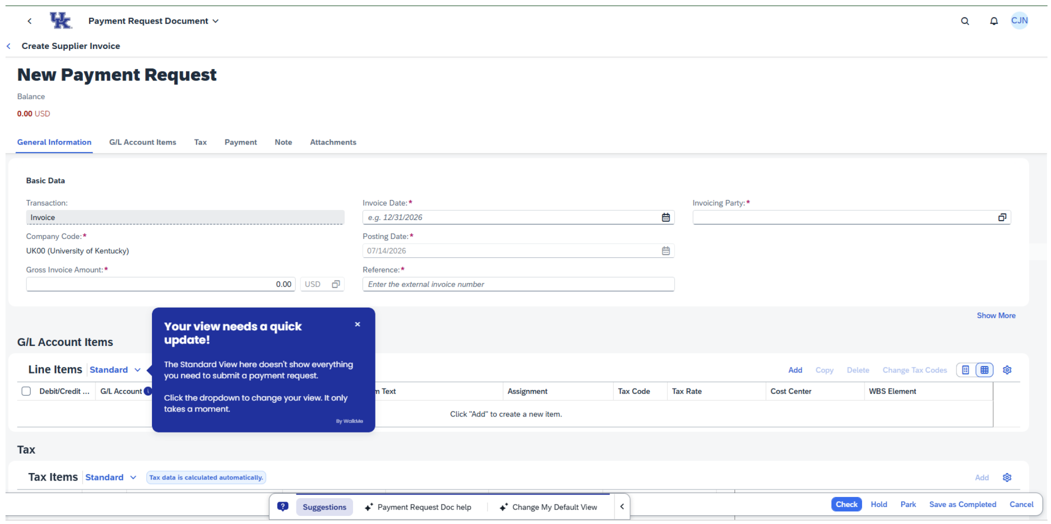
On the Home Page, click on the search icon.



Type “Payment Request Document” in the search field and click on Payment Request Document under Apps.



A new PRD is now open and waiting for the invoice/payment data. WalkMe will help guide you through the PRD creation process.



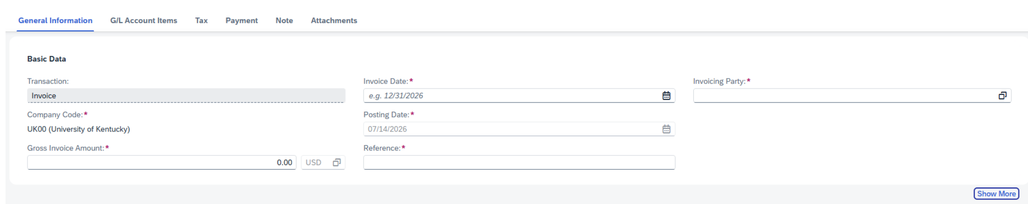
The following PRD sections need to be completed:

- General Information
- G/L Account Items
- Payment
- Note
- Attachments

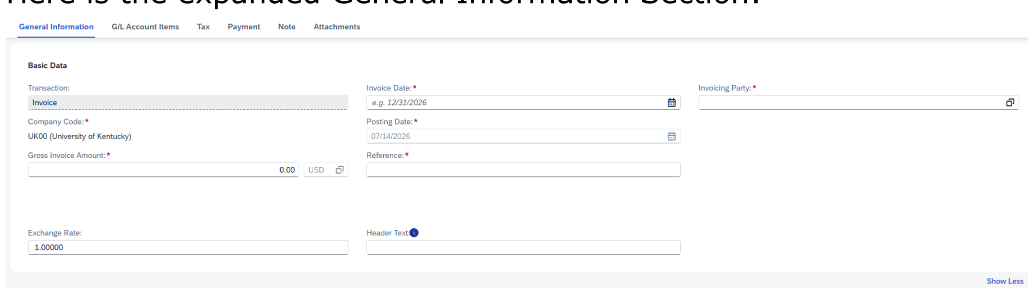
New PRD – General Information

The first section to complete is the General Information section.

First, start by clicking on Show More.



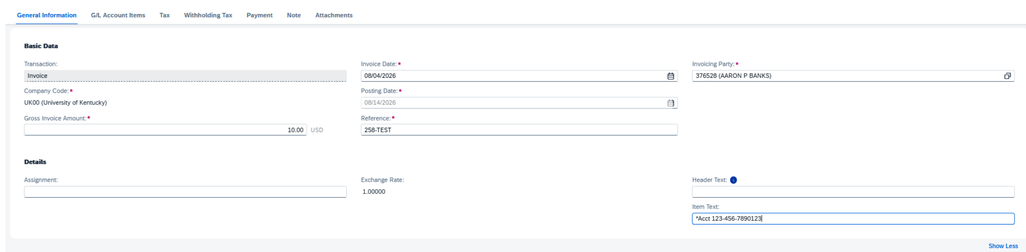
Here is the expanded General Information Section:



Complete the following fields:

- Gross Invoice Amount
  - This will be the total of the invoice due to the supplier.
  - Only one payment/invoice may be affiliated with a single PRD.
- Invoice Date:
  - Enter the date on the invoice.
  - If the payment does not have an invoice date, use the date of the service or purchase.
- Reference:
  - Enter the Invoice number.
  - 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 dept (e.g., PRD3A70000001)
- Invoicing Party: Select the Supplier for the invoice. (See Below).
- Header Text: Enter the payment description
- Item Text: After completing the G/L Account Items section, come back to this field and the description or account number needed by the vendor. This information must be proceeded by an asterisk (*) for the information to print on the payment advise.

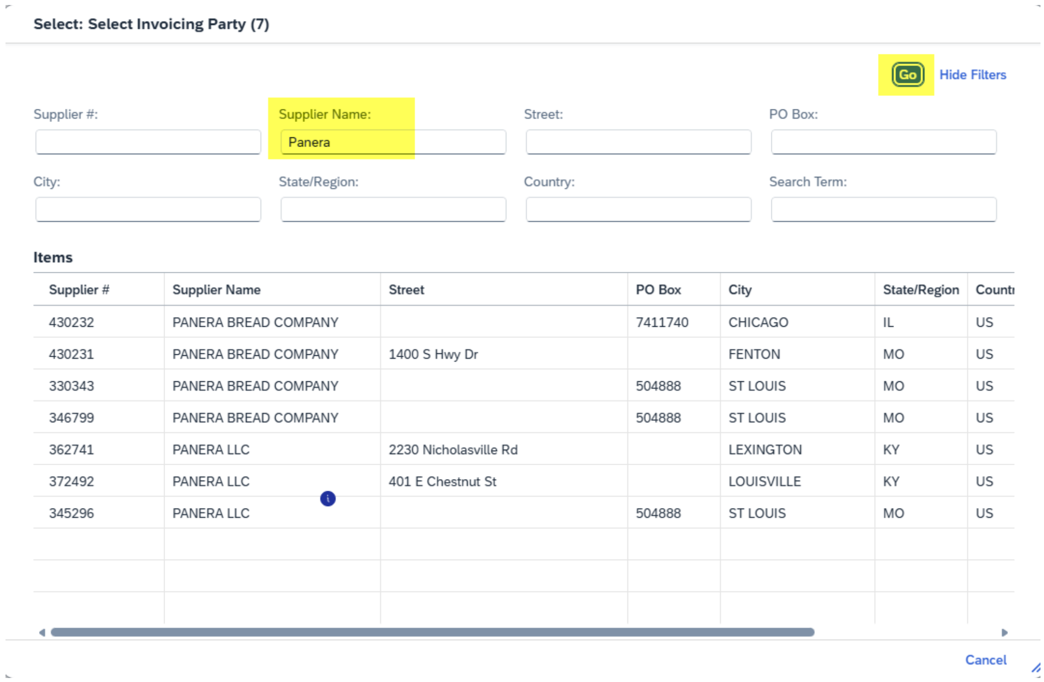
Completed General Information example:



PRD Invoicing Party

To select the Invoicing Party, click on the Possible Entries icon on the right side of the field.

Enter the supplier address details from the invoice and click GO.



You can use any combination of data fields available to assist with the search.

Click on the supplier number for the invoice. NOTE: Do NOT select any vendor that begins with a 2. These vendors are for Payroll use only.

NOTE: The address for the supplier selected must match the remit to address on the invoice.

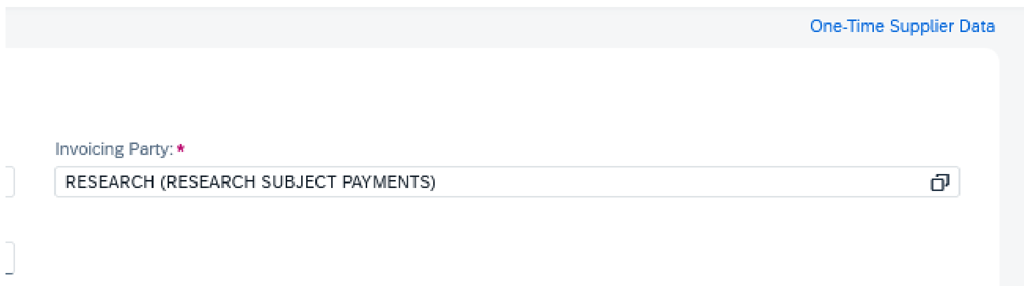
PRD One-Time Vendor

The "one-time payment" feature is only to be used for the defined purposes.

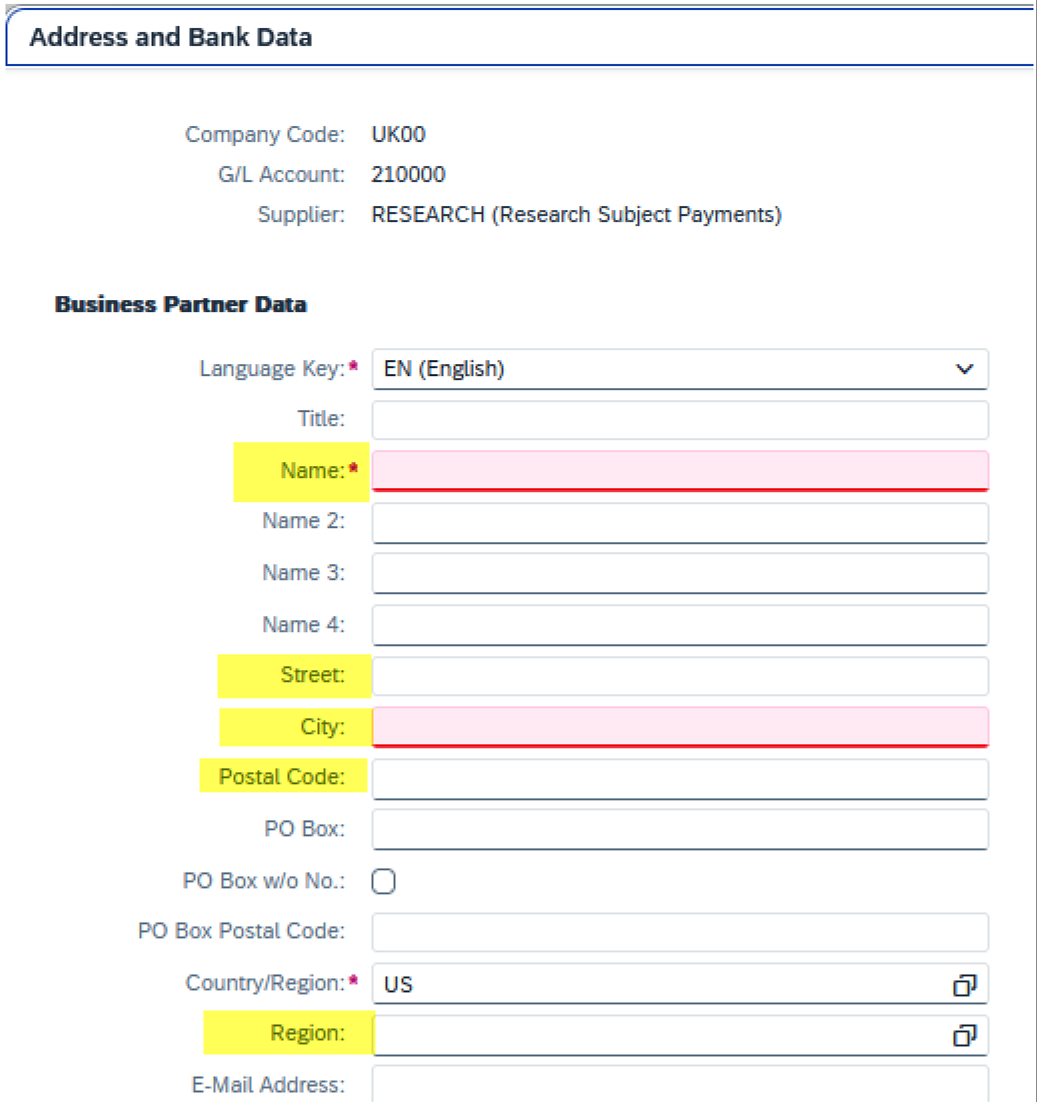
- **RESEARCH -** This vendor may only be used to make a single payment of $250.00 or less to a **research subject**. NOTE: Non-Resident Aliens cannot be paid through the one-time payment feature regardless of amount. Please see Business Procedure Manual section E-9 for complete details on compensation 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 ofDentistry/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.

To use a one-time vendor, type the vendor name in all CAPS in the Invoicing Party field.



After the G/L Account Items have been added, the One-Time Supplier Data will appear.

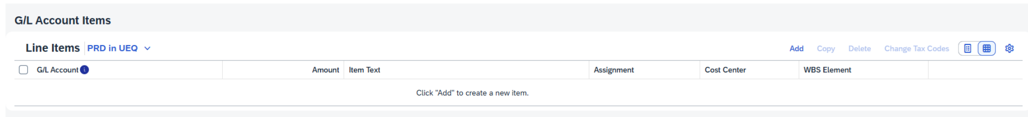


Enter the Name, Street (or PO Box), City, Postal Code, and Region fields. Do not enter data on any oter portion if this screen.

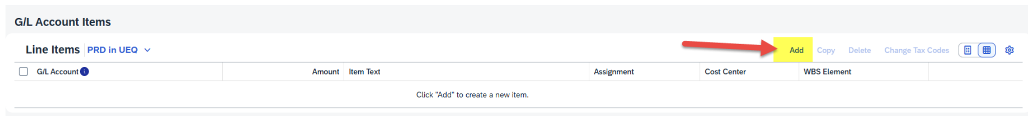
Click Apply

PRD – G/L Account Items

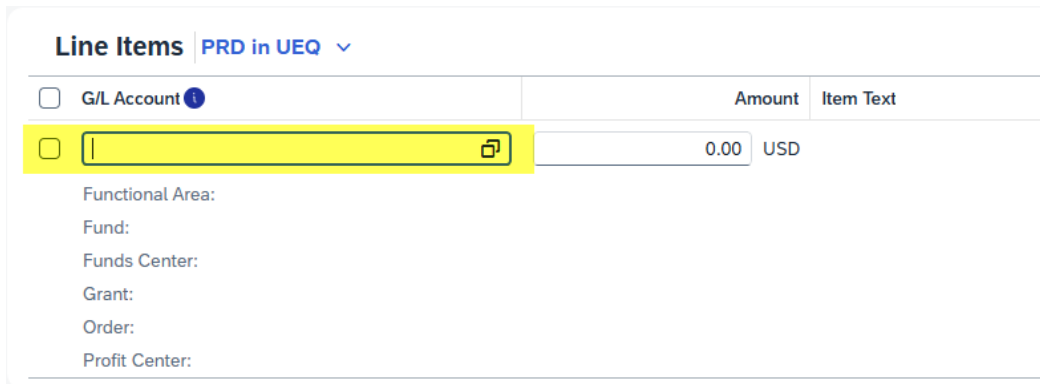
The next section to complete will be the G/L Account Items



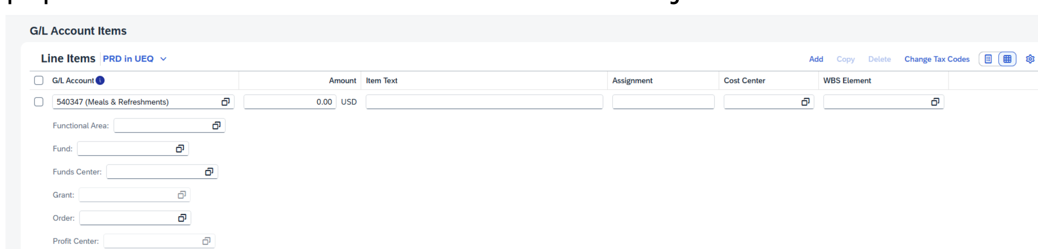
To add the G/L and cost object for the PRD, click ADD.



The G/L Account field must be populated before the cost object fields will allow for data entry. Type in the G/L or use the Possible Entries icon to search for the G/L



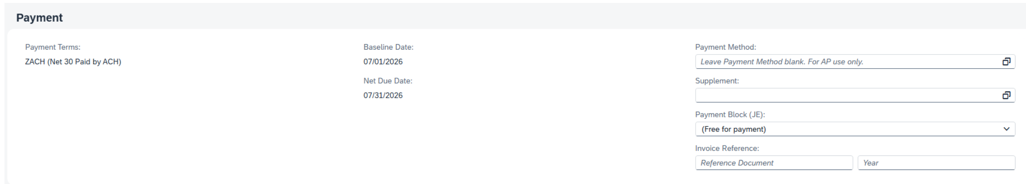
Now that the G/L has been selected, the cost object fields can be populated. Enter the amount and the cost object.



If the invoice needs to be split across multiple cost objects, ance the first cost object has been entered, click add again to add another G/L Account Items line.

PRD – Payment

The Payment section of the PRD displays the vendor's payment terms and the expected due date for the invoice.



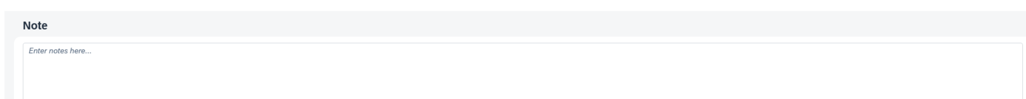
In this section, the only field that can be maintained by the user is the Supplement field. This field may be used when a check requires special handling or an enclosure must be mailed with the check.

The PRD Creator should select the appropraite code form the dropdown menu only when necessary:

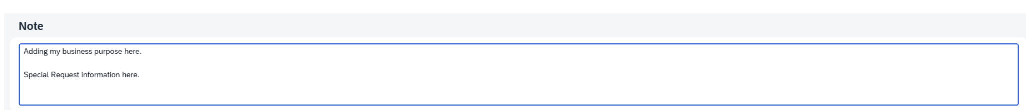
- EN – To be selected when an enclosure must be mailed with the check. The documentation to be mailed with the check must be scanned as a separate attachment and labeled "ENCLOSURE"
- OE – To be selected only if an original document must be mailed with the check. Print a hard copy of the PRD, attach enclosure(s), amd deliver tot Treasury Services no later than the nexyt business day after completing the PRD.
- PY – This code is designated for Payroll Petty Cash only.
- WC – To be selected if the check is to be picked up in Treasury Services. An approved Request for Excpetion to pick up the check must be attached as part of the supporting documentation.

PRD – Note

The Note section should contain the business purpose for the PRD and any other information necessary to support the invocie payment.

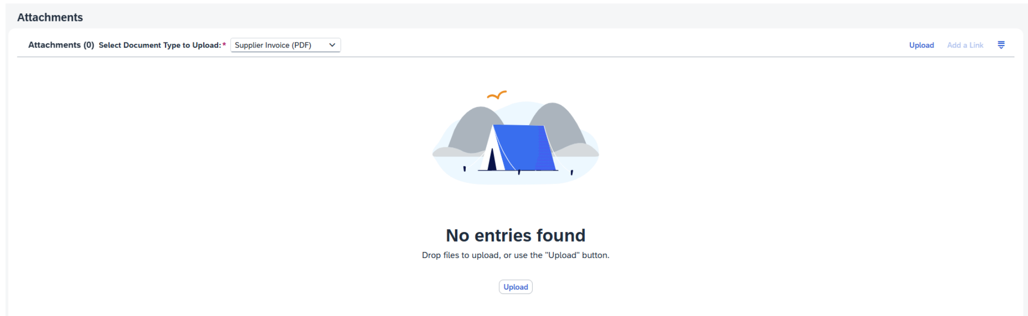


Users should also use this field to provide any special instructions needed for the payment. (e.g., Separate check needed).

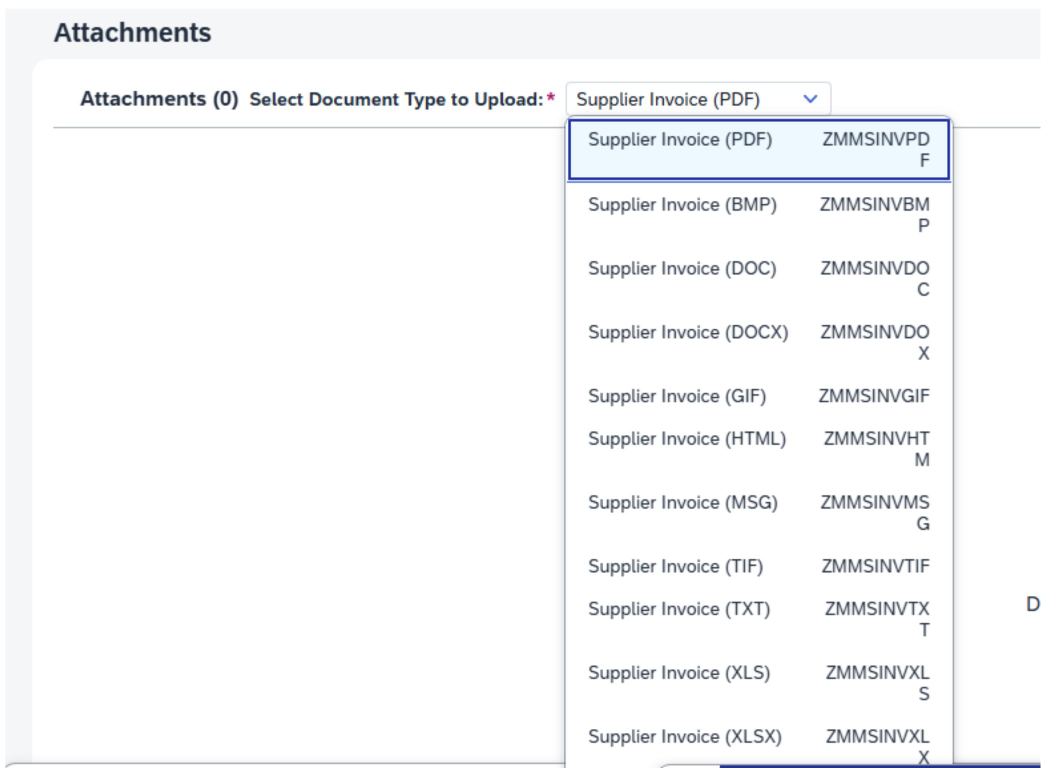


PRD - Attachments

Attachments must be added to support the payment of all PRDs.

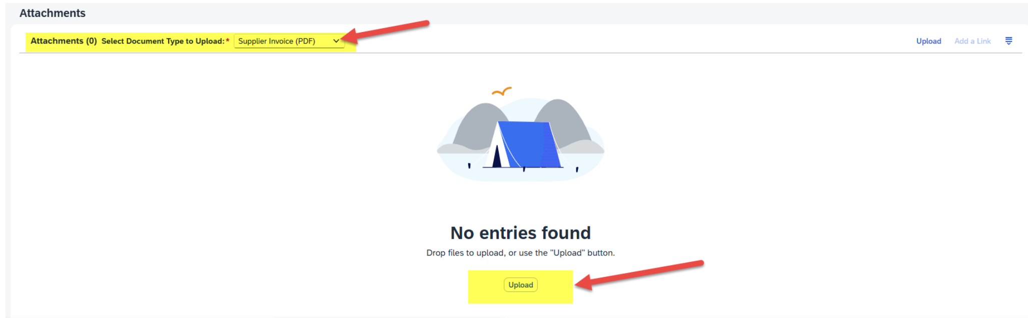


The system defaults to PDF attachments. Be certain to select the correct document type to be uploaded before seelcting the attachment.

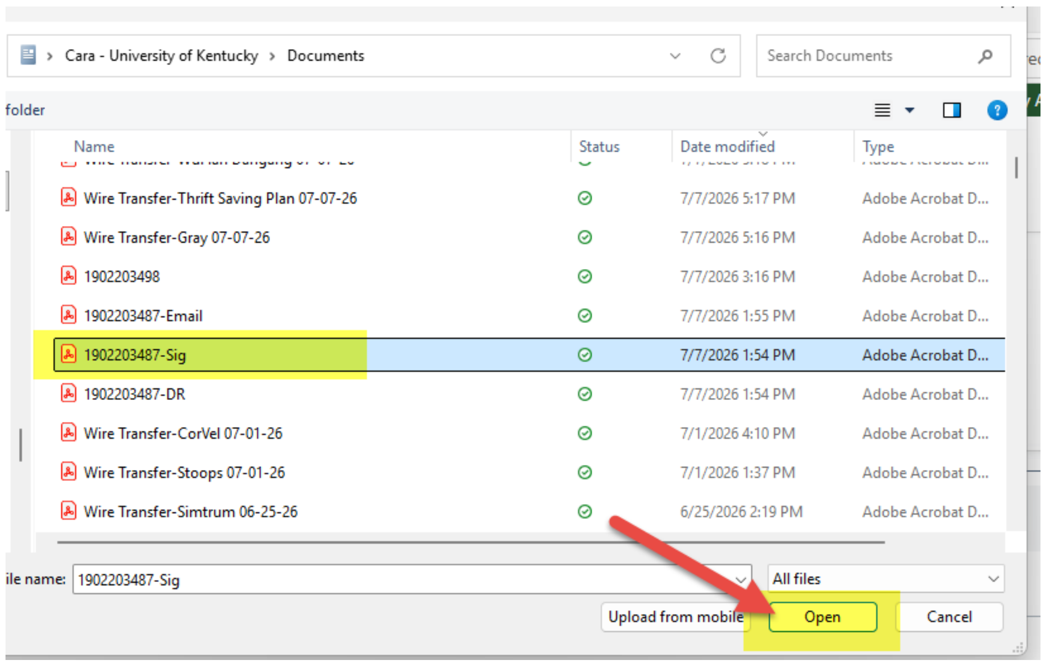


Multiple attachments can be added to each PRD.

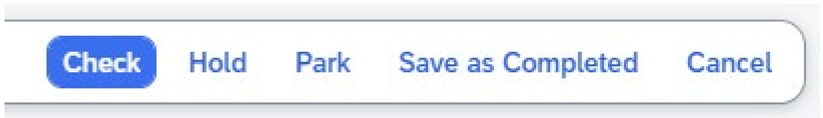
Select the Document Type and click Upload.



Locate the attachment file. Click on the file name and click Open.



The file has been uploaded to the PRD. Repeat if another attachment is needed.

PRD – Action Buttons	After the PRD information has been entered, use the action buttons to check for errors, hold the document for later, and/or submit the PRD into workflow.  Check – Click check to see if any errors exist on the PRD data entered. **NOTE:** WalkMe may temporarily require the PRD creator to uncheck a box under Withholding Tax before moving forward with the PRD. Hold – Click hold to assign the PRD and document number and saveit for later. Save as Complete – Click Same as Complete to submit the PRD into workflow for review and approvals.