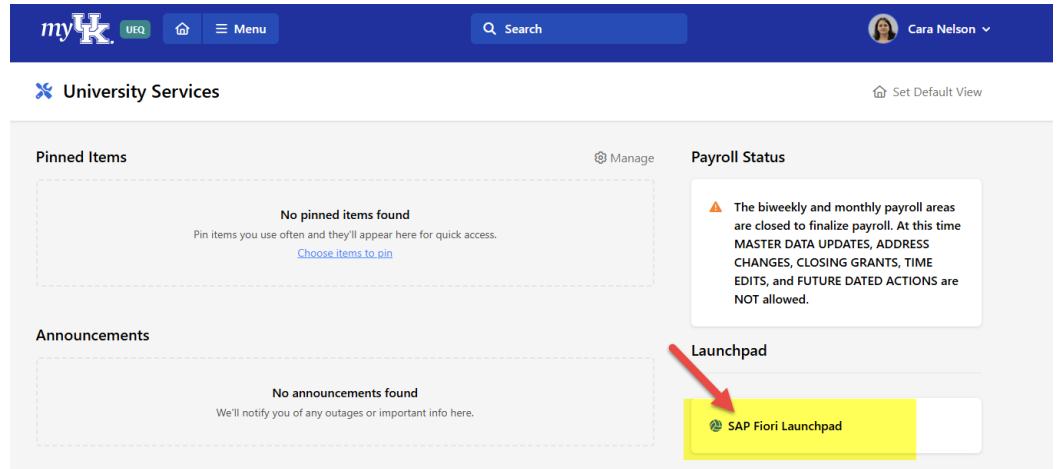


Payment Request Document (PRD)

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

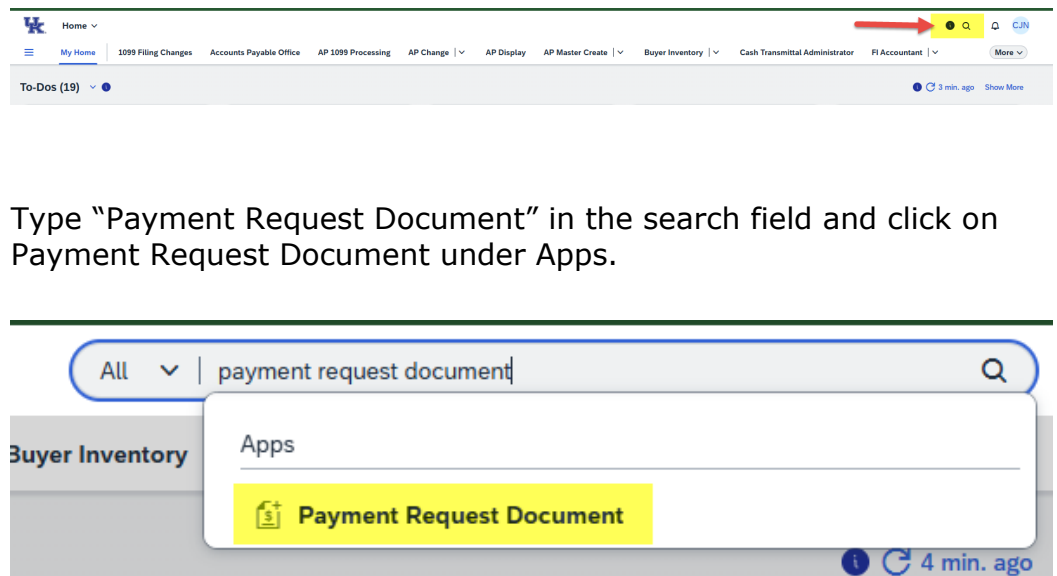
From the myUK main login screen, click on SAP Fiori Launchpad.



This will open SAP Fiori on your Home Page.

S4 Fiori Home Page

On the Home Page, click on the search icon.



Quick Reference Card – Payment Request Document

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

Payment Request Document

Create Supplier Invoice

New Payment Request

Balance
0.00 USD

General Information | G/L Account Items | Tax | Payment | Note | Attachments

Basic Data

Transaction: Invoice Invoice Date: e.g. 12/31/2026 Invoicing Party:

Company Code: UK00 (University of Kentucky) Posting Date: 07/14/2026

Gross Invoice Amount: 0.00 USD Reference: Enter the external invoice number

G/L Account Items

Line Items Standard The Standard View here doesn't show everything you need to submit a payment request. Click the dropdown to change your view. It only takes a moment.

Debit/Credit	G/L Account	Text	Assignment	Tax Code	Tax Rate	Cost Center	WBS Element

Tax

Tax Items Standard Tax data is calculated automatically

Suggestions Payment Request Doc help Change My Default View Check Hold Park Save as Completed Cancel

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.

General Information | G/L Account Items | Tax | Payment | Note | Attachments

Basic Data

Transaction: Invoice Invoice Date: e.g. 12/31/2026 Invoicing Party:

Company Code: UK00 (University of Kentucky) Posting Date: 07/14/2026

Gross Invoice Amount: 0.00 USD Reference:

Show More

Here is the expanded General Information Section:

General Information | G/L Account Items | Tax | Payment | Note | Attachments

Basic Data

Transaction: Invoice Invoice Date: e.g. 12/31/2026 Invoicing Party:

Company Code: UK00 (University of Kentucky) Posting Date: 07/14/2026

Gross Invoice Amount: 0.00 USD Reference:

Exchange Rate: 1.00000 Header Text:

Show Less

Complete the following fields:

Quick Reference Card – Payment Request Document

- 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 preceded by an asterisk (*) for the information to print on the payment advise.

Completed General Information example:

The screenshot shows a web-based form for 'General Information'. It has tabs for 'General Information', 'G/L Account Items', 'Tax', 'Withholding Tax', 'Payment', 'Note', and 'Attachments'. The 'General Information' tab is active. The form is divided into three main sections: 'Basic Data', 'Details', and 'Assignments'. 'Basic Data' contains fields for 'Transaction' (set to 'Invoice'), 'Invoice Date' (08/04/2026), 'Invoicing Party' (376528 (AARON P BANKS)), 'Company Code' (UN00 (University of Kentucky)), 'Posting Date' (08/14/2026), 'Gross Invoice Amount' (10.00 USD), and 'Reference' (258-7837). 'Details' includes an 'Assignment' field and an 'Exchange Rate' field (1.0000). 'Assignments' has a field for 'Header Text' and an 'Item Text' field (containing '*Acct 123-456-7890123'). A 'Show Links' button is located at the bottom right of the form.

PRD Invoicing Party

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

Invoicing Party: *

The screenshot shows a text input field for 'Invoicing Party: *'. To the right of the field is a yellow square icon with a magnifying glass, which is the 'Possible Entries' icon. A red arrow points from the text above to this icon.

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

Quick Reference Card – Payment Request Document

Select: Select Invoicing Party (7)

Supplier #: Supplier Name: Street: PO Box:

City: State/Region: Country: Search Term:

[Go](#) [Hide Filters](#)

Items

Supplier #	Supplier Name	Street	PO Box	City	State/Region	Country
430232	PANERA BREAD COMPANY		7411740	CHICAGO	IL	US
430231	PANERA BREAD COMPANY	1400 S Hwy Dr		FENTON	MO	US
330343	PANERA BREAD COMPANY		504888	ST LOUIS	MO	US
346799	PANERA BREAD COMPANY		504888	ST LOUIS	MO	US
362741	PANERA LLC	2230 Nicholasville Rd		LEXINGTON	KY	US
372492	PANERA LLC	401 E Chestnut St		LOUISVILLE	KY	US
345296	PANERA LLC		504888	ST LOUIS	MO	US

[Cancel](#)

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

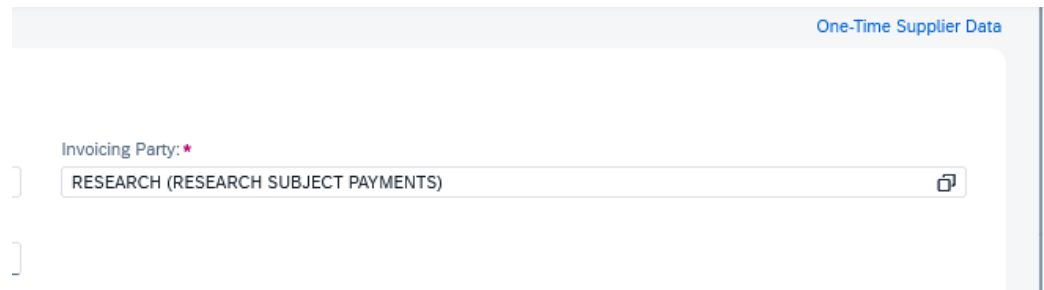
The "one-time payment" feature is only to be used for the defined purposes.

- **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.

Quick Reference Card – Payment Request Document

- **PATREFUND** - This vendor may only be used exclusively by University Hospital Patient Accounts and College of Dentistry/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.



The screenshot shows a web form titled "One-Time Supplier Data" in the top right corner. Below the title, there is a section labeled "Invoicing Party: *". Under this label, there is a text input field containing the text "RESEARCH (RESEARCH SUBJECT PAYMENTS)". To the right of the input field is a small icon of a document with a plus sign. The input field is flanked by square brackets on both sides.

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

Address and Bank Data

Company Code: UK00
G/L Account: 210000
Supplier: RESEARCH (Research Subject Payments)

Business Partner Data

Language Key: * EN (English) 

Title:

Name: *

Name 2:

Name 3:

Name 4:

Street:

City:

Postal Code:

PO Box:

PO Box w/o No.: ☐

PO Box Postal Code:

Country/Region: * US 

Region: 

E-Mail Address:

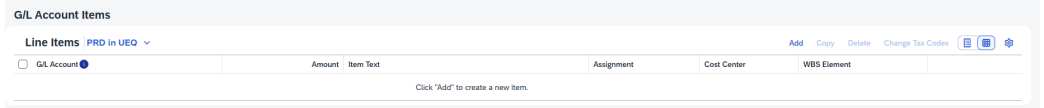
Enter the Name, Street (or PO Box), City, Postal Code, and Region fields. Do not enter data on any other portion of this screen.

Click Apply

Copy BP Data **Apply** Clear Cancel 

PRD – G/L Account Items

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



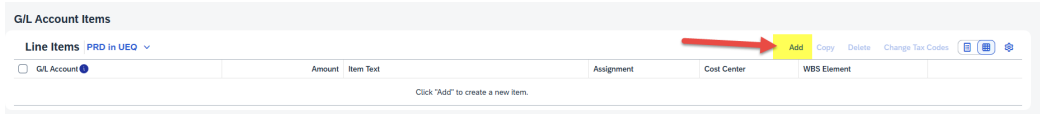
G/L Account Items

Line Items PRD in UEQ ▾

☐ G/L Account ☐ Amount ☐ Item Text ☐ Assignment ☐ Cost Center ☐ WBS Element

Click "Add" to create a new item.

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



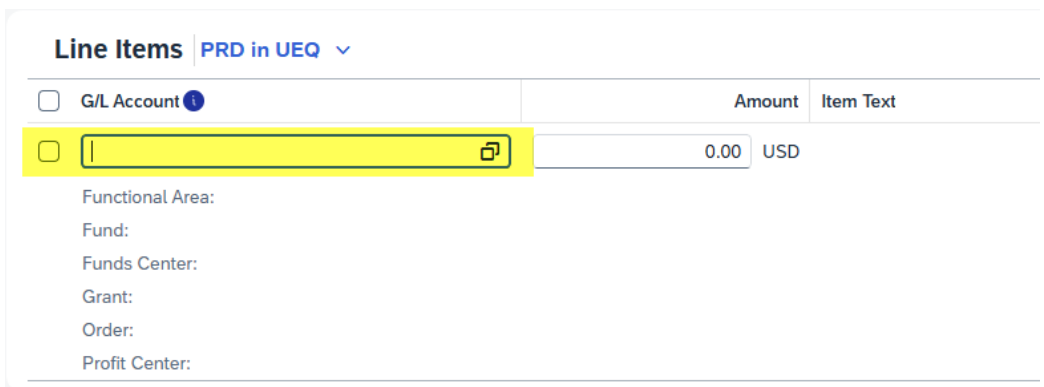
G/L Account Items

Line Items PRD in UEQ ▾

☐ G/L Account ☐ Amount ☐ Item Text ☐ Assignment ☐ Cost Center ☐ WBS Element

Click "Add" to create a new item.

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



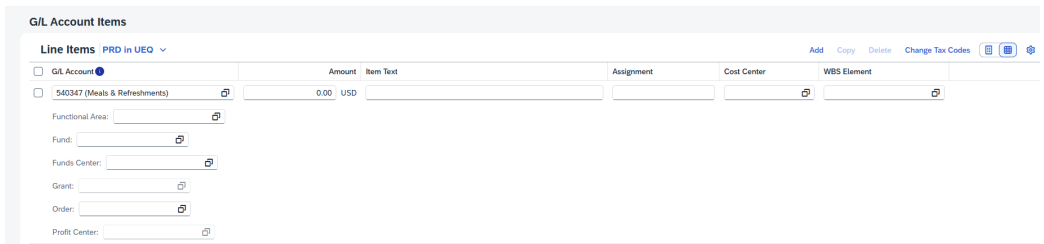
Line Items PRD in UEQ ▾

☐ G/L Account ☐ Amount ☐ Item Text

☐ ☐ 0.00 USD

Functional Area:
Fund:
Funds Center:
Grant:
Order:
Profit Center:

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



G/L Account Items

Line Items PRD in UEQ ▾

☐ G/L Account ☐ Amount ☐ Item Text ☐ Assignment ☐ Cost Center ☐ WBS Element

☐ 540347 (Meals & Refreshments) ☐ 0.00 USD ☐ ☐ ☐

Functional Area:
Fund:
Funds Center:
Grant:
Order:
Profit Center:

If the invoice needs to be split across multiple cost objects, once 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.

Payment

Payment Terms: ZACH (Net 30 Paid by ACH)

Baseline Date: 07/01/2026

Net Due Date: 07/31/2026

Payment Method: Leave Payment Method blank. For AP use only.

Supplement: Free for payment

Payment Block (JE):

Invoice Reference:

Reference Document:

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 appropriate code from 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), and deliver to Treasury Services no later than the next 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 Exception 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 invoice payment.

Note

Enter notes here...

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

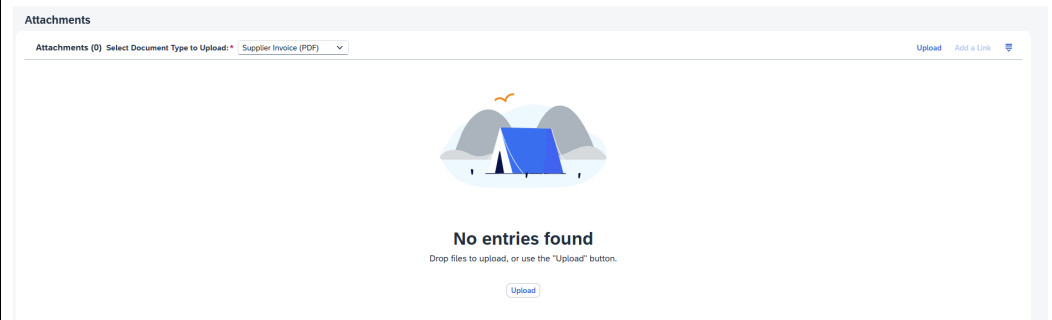
Note

Adding my business purpose here.

Special Request information here.

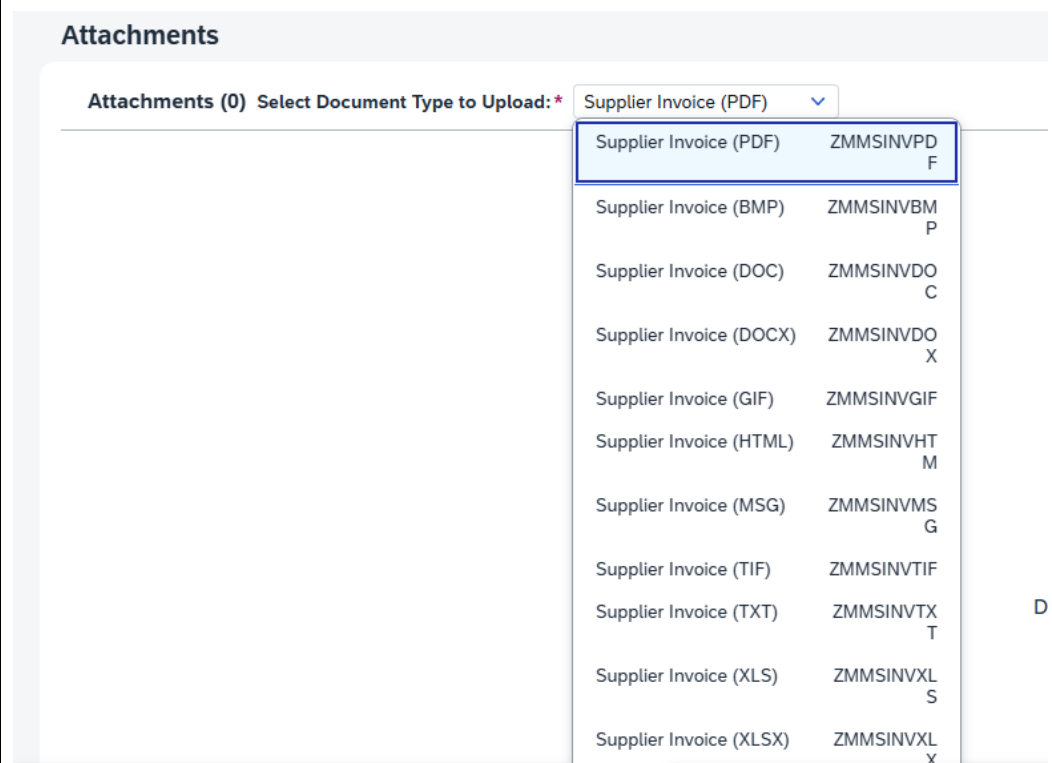
PRD - Attachments

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



The screenshot shows the 'Attachments' section of a system. At the top, it says 'Attachments (0) Select Document Type to Upload: * Supplier Invoice (PDF)'. Below this is a large blue area with a white tent icon and the text 'No entries found'. Below the text, it says 'Drop files to upload, or use the "Upload" button.' and there is an 'Upload' button.

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



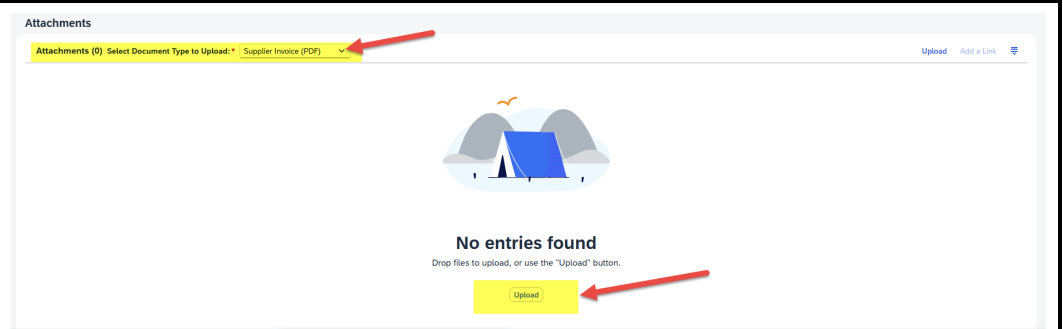
The screenshot shows the 'Attachments' section with a dropdown menu open. The dropdown menu lists various document types and their corresponding codes. The first item is 'Supplier Invoice (PDF)' with code 'ZMMSINVPD F'. Other items include 'Supplier Invoice (BMP)', 'Supplier Invoice (DOC)', 'Supplier Invoice (DOCX)', 'Supplier Invoice (GIF)', 'Supplier Invoice (HTML)', 'Supplier Invoice (MSG)', 'Supplier Invoice (TIF)', 'Supplier Invoice (TXT)', 'Supplier Invoice (XLS)', and 'Supplier Invoice (XLSX)'.

Document Type	Code
Supplier Invoice (PDF)	ZMMSINVPD F
Supplier Invoice (BMP)	ZMMSINVBMP
Supplier Invoice (DOC)	ZMMSINVDOC
Supplier Invoice (DOCX)	ZMMSINVDOX
Supplier Invoice (GIF)	ZMMSINVGIF
Supplier Invoice (HTML)	ZMMSINVHTM
Supplier Invoice (MSG)	ZMMSINMSG
Supplier Invoice (TIF)	ZMMSINVTIF
Supplier Invoice (TXT)	ZMMSINVTXT
Supplier Invoice (XLS)	ZMMSINVXLS
Supplier Invoice (XLSX)	ZMMSINVXLX

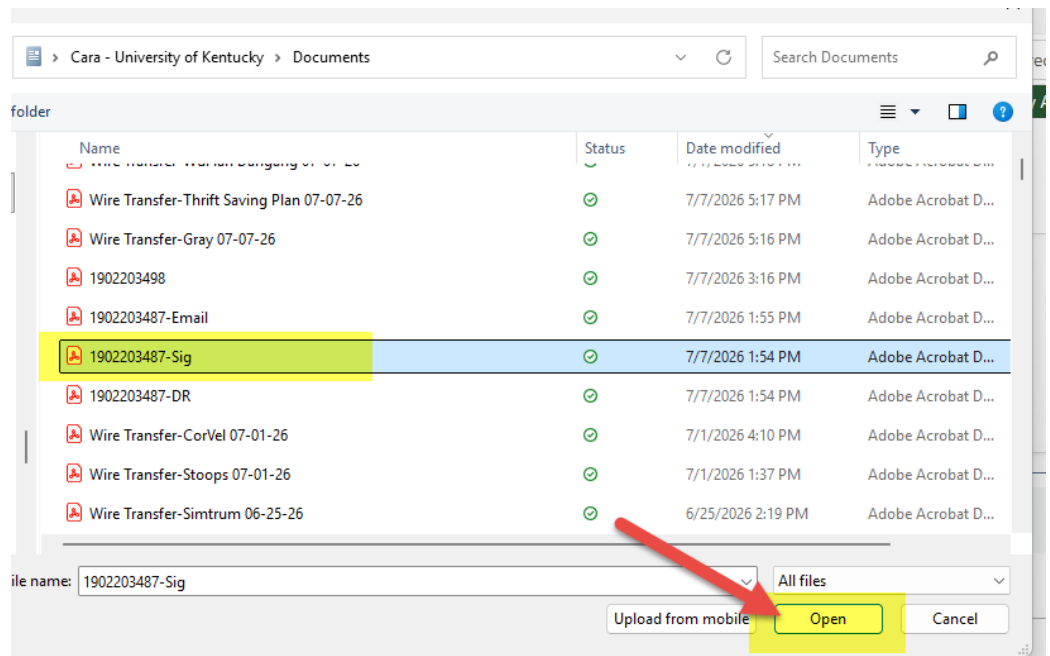
Multiple attachments can be added to each PRD.

Select the Document Type and click Upload.

Quick Reference Card – Payment Request Document



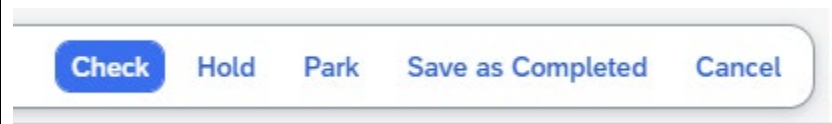
Locate the attachment file. Click on the file name and click Open.



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 save it for later.

Save as Complete – Click Same as Complete to submit the PRD into workflow for review and approvals.

