Enter Self-Service Payment Request

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

1. Click on the Add a New Value tab.

2. On the Emory Payment Request page, input
   a. Invoice Number: something meaningful to you
   b. Invoice Date
   c. Total: the total amount of the requested payment

3. Input Vendor ID, if known. If not known, conduct a search.
   a. Click Advanced Vendor Search.
   b. Input one or more search criteria (Name, City, State, Postal, ShortName, Type, or Class).
   c. Click Search.

4. If the individual is listed in the search results, click to populate vendor information on the Emory Payment Request page.

5. If the individual is not listed in the search results,
   a. Click Back to Header.
   b. Click New Vendor.
   c. Enter the individual’s name and address.
   d. Click the Emory Payment Request tab.

6. The Payment Handling field defaults to a check mailed by regular mail. The method can be changed with a valid business reason.

7. If Emory will pay a speaker’s expenses,
   a. Click.
   b. Enter the speaker’s first and last names.
   c. Click OK.

This sets you up as a proxy and allows you to complete an Expense Report on the speaker’s behalf.

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8. Answer the Foreign National questions.

9. In the Distribution Lines grid, input
   a. SmartKey
   b. Account

10. Click  
11. Click  to the question about waiting for the process to be completed.

12. When the Summary page displays,
   a. Write down the Voucher ID.
   b. Verify the Budget Status is Valid.

13. To view the Workflow Approval Map, click 

14. Click  on the Summary tab to submit the transaction into Workflow.

15. To print a copy of the invoice
   a. Click  on the Emory Payment Request tab.
   b. Use the browser Print button to print the invoice.
   c. Click  to close the new window.

16. Send the printed invoice to Payment Services along with any supporting documentation.

   Reminder: If Emory is paying the individual’s expenses, create an Expense Report to request payment.