

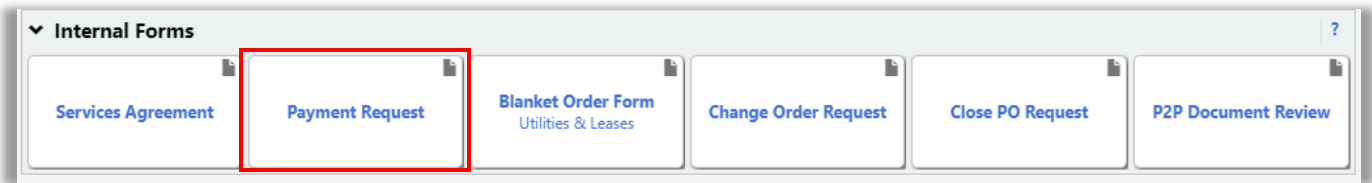


Description

The payment request form should be used for payments that do not require a Purchase Order (PO). Transactions that require a contract can not use this process. For a list of accepted payments, please access the [Payment Request Matrix](#).

How to Process a Payment Request

The Payment Request Form can be found under Internal Forms within BobcatBUY. Select the Payment Request button to begin.



Be sure to read the Instructions page carefully, then click **Next** to begin.

Details

At the top left of the screen there will be a form number, be sure to take note of this number as it will allow you to search for the record in the Payment Dashboard. In this section you will need to fill in the form name. The name should follow the naming convention below:

- Payment Request Type-Supplier Name-Date
 - Ex. Refund-John Ben Smith-03212017
- If the payment request involves multiple suppliers, instead of supplier name, write "Multiple".
 - Ex. Participant-Multiple-03212017

Back to Shopping Home	
Payment Request	Details
Form Number 2461042	Form Name * <input type="text" value="Refund-John Ben Smith-03212017"/>
Purpose Check Request	Purpose Check Request
Status Incomplete	Template Title Payment Request
Instructions	Form Type Payment Request
Details ✓	
Supplier ✓	

Click **Next** to advance to the next screen. Click **Save Progress** if you are making changes and moving around in a non-sequential order in the form.

Supplier

The supplier field is filled in to select the supplier(s) that the payment will be made to. There are three options: existing supplier, new supplier, or multiple suppliers.

Supplier *

[Supplier Search](#)

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Existing Suppliers

1. Click the text box next to the right of Supplier and type in the name of the supplier. Select the **Supplier** from the drop-down menu.
2. Select the Remit-To Address for the supplier.
3. Click **Next**.

New Suppliers

1. Click the text box to the right of supplier and type in **Not Available** as the supplier name and select it from the drop-down menu.
2. Select the generic Remit-To Address provided.
3. Click **Next**.

Multiple Suppliers

1. Click the text box to the right of supplier and type in **Payment Request – Multiple Suppliers*** as the supplier name and select it from the drop-down menu.
2. Select the generic Remit-To Address provided.
3. Click **Next**.

*This option is applicable only for the Payment Request Form and should not be selected when using other BCB forms.

Questions

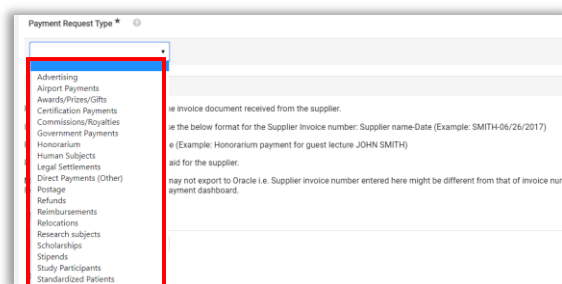
The first page of the questions section will always show the progress as incomplete. You do not need to do anything additional on this page. Click **Next** to move to the next page.

Supplier Details

1. Do all suppliers involved in this payment request exist in Bobcat*BUY*?
 - Please select **Yes**, if you have selected a supplier that is already set up in Bobcat*BUY*.
 - Please select **No**, if you have selected **Not Available** or **Payment Request – Multiple Suppliers** as the supplier and some or all of the suppliers are not setup in Bobcat*BUY*.
2. If you select **No**, an additional upload button will appear to allow you to upload all required supplier setup information. Please be sure to scan all supplier setup documentation into one document and upload to Bobcat*BUY*.
3. Click **Next**.

Check Request Information

1. Select Payment Type from the drop-down menu.



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2. Enter the invoice number from the invoice document received from the supplier. If the invoice number is not available, use the below format for the Supplier Invoice number.
 - Supplier name-Date (Example: FENDRICK-05/01/2017)
3. Enter a description for the invoice (Example: Honorarium payment for guest lecture MARK A FENDRICK).
4. Enter the total amount of the payment.
 - For multiple suppliers enter the grand total of all payments and upload a spreadsheet identifying the name, full address, amount, and accounting codes (if applicable) for each supplier in the Attachments section.

Important Note: If you have multiple documents, please scan all documents into one and upload.

5. Refer to the [Payment Request Matrix](#) to identify the documentation for each transaction.
6. Click **Next**.

Codes

Click **Edit** to the right of the accounting code field to begin entering.

LINE	Account Type	Entity Source Org /PTA	Entity / Project	Source / Task	Organization / Task Org	Activity/Award	Function	edit
	no value Required field	no value Required field	no value Required field	no value Required field	no value Required field	no value Required field	no value	

- You can enter a split between accounting codes by clicking the “add split” button in the upper right corner of the screen.
- For multiple suppliers with different accounting strings, include this information in the spreadsheet.

Note: The “show monetary calculation” link is not functional in this BCB Form due to its structure.

Click **Next**.

Additional Information

1. Enter an Object code. Use the Select from all value to search for an object code.
2. Click **Next**.

Review and Submit

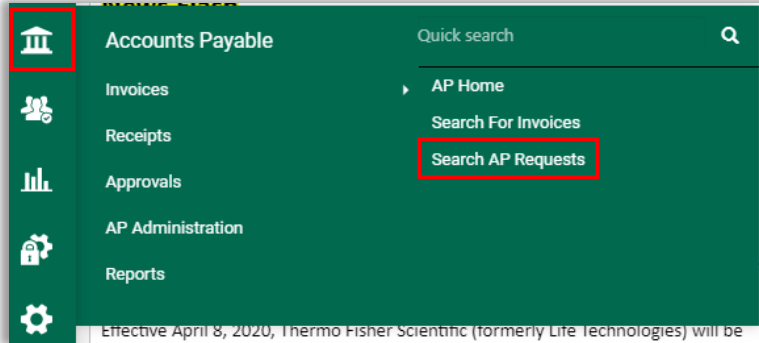
1. Confirm message next to each section is marked with a Green check mark under Progress and says Required Fields Complete.
2. If a section is marked incomplete, revisit the section by clicking the title to correct problem.

NOTE: The Questions section will show as incomplete due to a system error. If the underlying sections are marked as complete, that section is complete.

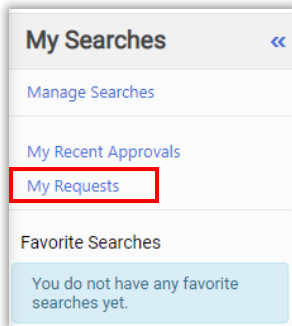
Section	Progress
Instructions	✓ Required Fields Complete
Details	✓ Required Fields Complete
Supplier	✓ Required Fields Complete
Questions	✗ Incomplete
Supplier Details	✓ Required Fields Complete
Check Request Information	✓ Required Fields Complete

Search Documents

1. Select Accounts Payable icon on the left navigation bar of Bobcat*BUY*.
2. Select Search AP Requests from the Accounts Payable menu.



3. Select My Requests on the left side to see Forms created by you.



Form Status

There are five status that a form can be withing Bobcat*BUY*: Incomplete, Under Review, Returned, Rejected, or Approved/Completed. Below are descriptions on each status type.

Incomplete

This status means the form has not been submitted into workflow. Any Payment Request Forms not needed can be discarded under Form Request Actions (upper right-hand corner within the form) Discard Forms option is only available for forms in this status.

Under Review

This status means the form is with Department Approval, Supplier Review, or Accounts Payable Review. The Forms Approval Tab within the form will show you the current workflow step.

Returned

This status means the form was returned to fix an error, i.e. wrong attachment, wrong supplier, need info, wrong amount, etc. Read notes for return reason in History (upper right-hand corner within the form).

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Rejected

This status means the form was rejected for wrong form type and can't be processed. Read notes for rejection reason in History (upper right-hand corner within the form).

Approved/Completed

This status means the form has completed workflow and has been entered for payment. Please view the [Payment Dashboard](#) Quick Reference Guide to learn how to check payment status.