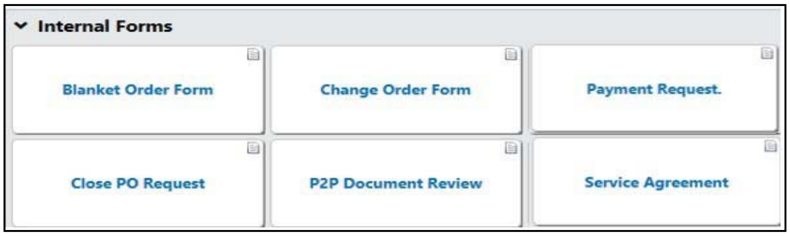
Payment Request - Quick Reference Guide

Accessing the Payment Request Form

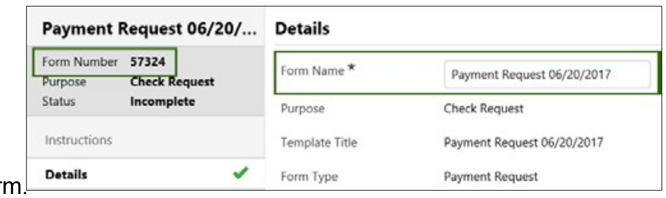
The Payment Request form is found in the Internal Forms section of Bobcat*BUY*. This form should be used for payments that do ***NOT*** *require a Purchase Order (PO)*. If your transaction requires a contract, you cannot use this process. For a list of accepted payments, please access the Payment Request Matrix.



Details

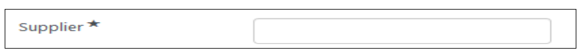
Click the Payment Request Form to fill in the necessary information. At the top left of the screen, please note the form number which will allow you to search for the record in the Payment Dashboard. Once in the form you will need to enter a name in the Form Name field. The name should follow the naming convention below:

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



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.

Suppliers



Existing Suppliers:

1. Click the text box 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

Note: The supplier's preferred remittance address will be bolded and listed first in supplier search results. You will still be able to select from the available remittance addresses and select the correct address for your payment.

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**

Note: You may use these steps to request changes to existing supplier information.

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

Supplier Details

1. Do all the suppliers involved in this payment request exist in Bobcat*BUY*?
   - Please select **Yes**, if you have selected a supplier that is already setup 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 selected **No** please upload required supplier setup information. **Important Note:** If you selected **No**, please scan all the 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:

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)

Payment Request - Quick Reference Guide

Questions, continued

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**

Note: For the below transactions, select the "Direct Payments (other)" option.

- Exhibit fees
- INS Fees / Visas
- License and Inspection Fees (non-software)
- Lists, including mailing lists/labels and Graduate Student Locator Service List
- Memberships
- Notary Public fees
- Publication submission
- Published materials - Books, texts, publications, periodicals, directories, and interlibrary loan fees

Codes

Accounting Codes

Click **Edit** to enter Accounting Codes.

- 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 on the spreadsheet.

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

Additional Information

Natural Account

1. Select Natural Account
2. Click **Next**

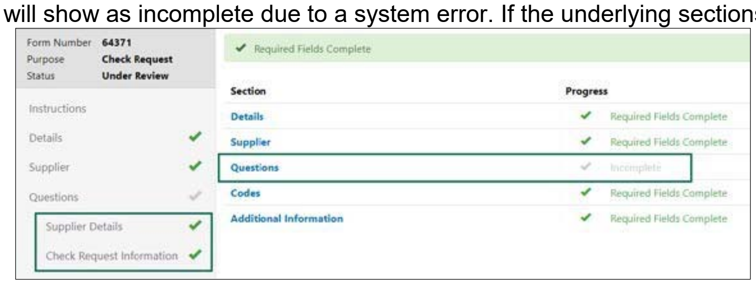
General Information and Payment Information

These sections are for Accounts Payable use **ONLY**

Review and Submit

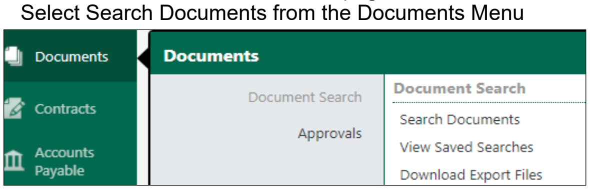
1. Confirm message next to each section is marked with a Green check mark under Progress and says Required Fields Complete.
2. If a section is marked incomplete, revisit the section by clicking on the title to correct problem.

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

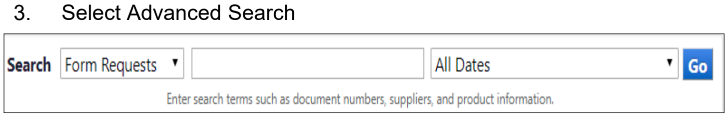


Search Documents

1. Select Documents from the home page in BobcatBUY
2. Select Search Documents from the Documents Menu

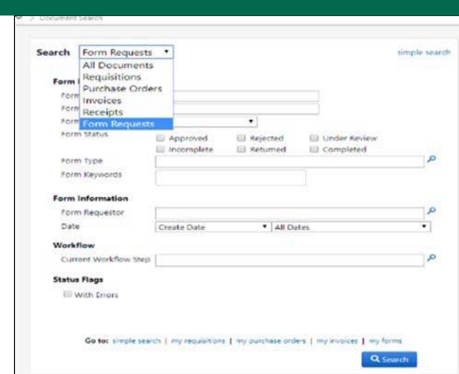


3. Select Advanced Search



4. Select Form Requests from the search drop down menu
5. Select Your Name as the Form Requester
6. Select Search

Note: Providing a Form Name on the Details Tab produces more helpful search results instead of the system default of Payment Request



Form Status

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 Form 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).

Rejected

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

Approved/Completed

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