PEOPLESOFT 9.2 PAYMENT REQUEST ENTRY

CONTENTS

PAYMENT REQUEST OVERVIEW

Payment Requests should be opened for:

- Invoices less than $600, that are ***NOT*** recurring
- Miscellaneous reimbursements (out of pocket expenses that are ***NOT*** Travel)
- Tuition Reimbursement
- R*STARS Payments
- Honorariums
- Stipends
- Refund of Revenue
- Memberships (where P-card is <u>not</u> accepted)
- Registrations (where P-card is <u>not</u> accepted)
- Student Cultural Events (where P-card is <u>not</u> accepted)
- Moving Expenses

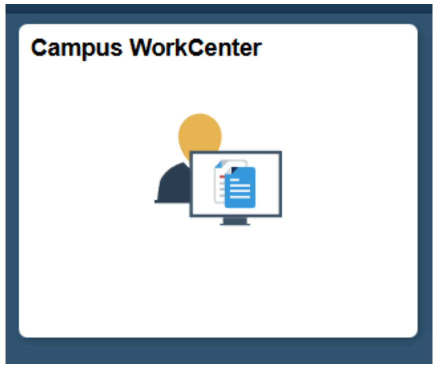
Payment Requests should ***not*** be opened for:

- Invoices over $600
- Travel Expenses (when using accounts 7040100, 7040300, 7040330, etc.)

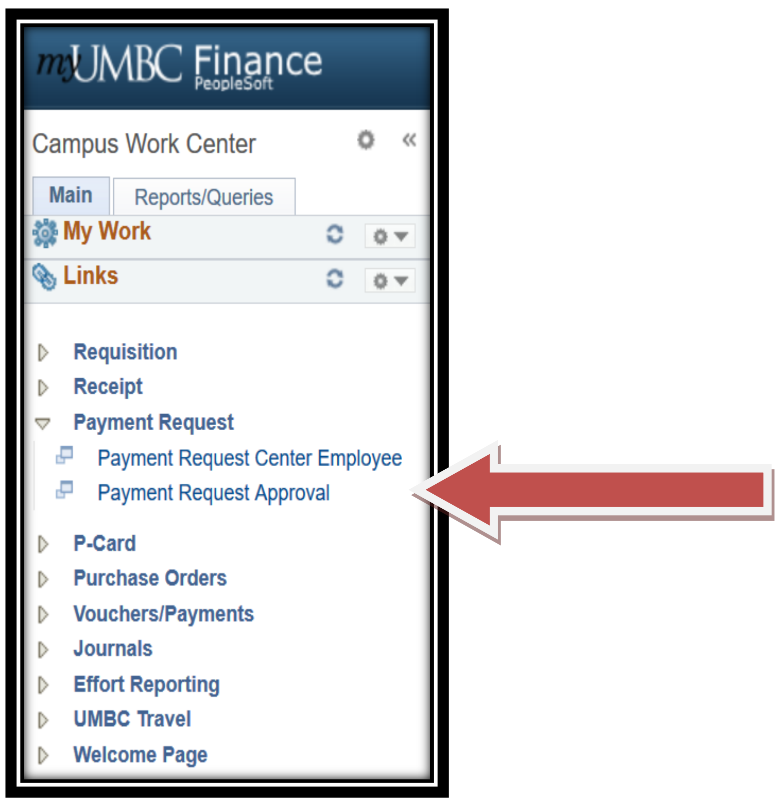
CREATING A PAYMENT REQUEST

CAMPUS WORKCENTER: PAYMENT REQUEST

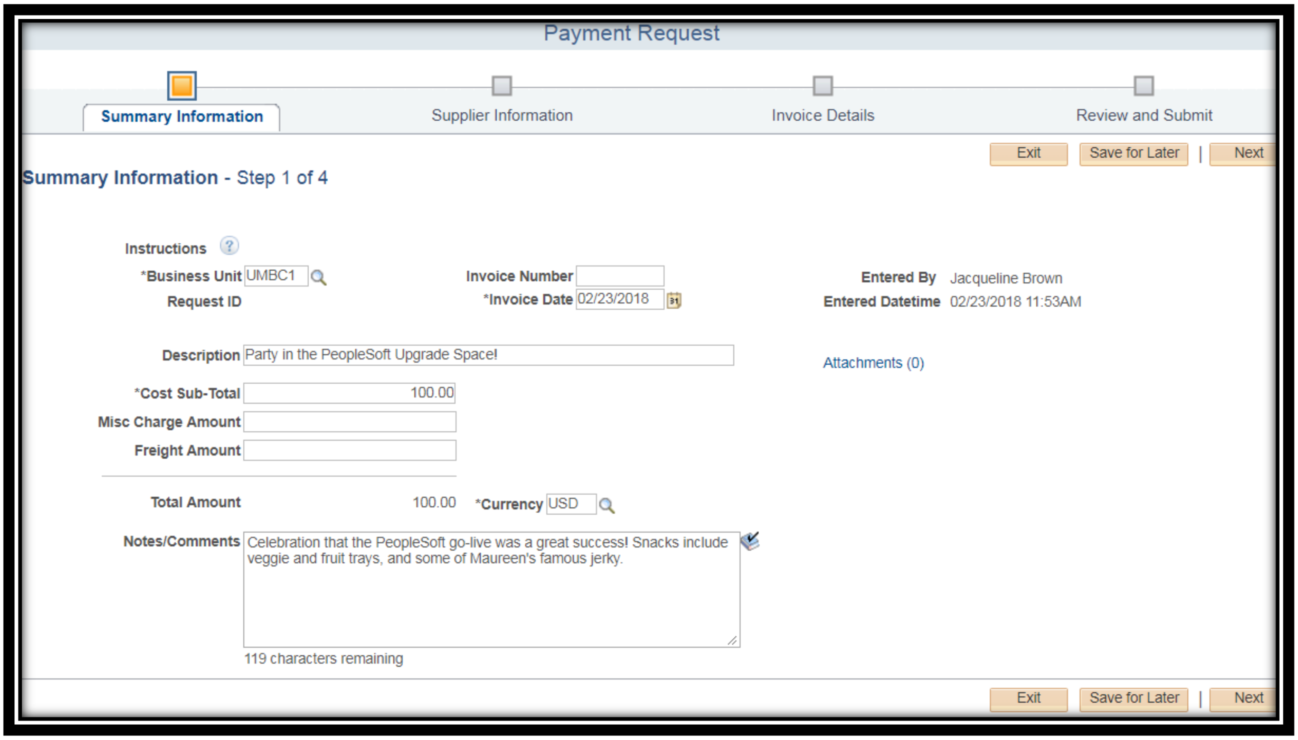
After logging in, go to the Campus WorkCenter.



On the left hand side, under Links, select the dropdown arrow next to Payment Requests. Select Payment Request Center Employee and click Create.



STEP 1: SUMMARY INFORMATION



Invoice Number - fill in the Invoice Number if it is needed - it is only needed if there is an invoice.

Invoice Date - change the invoice date if it is not the current date.

Description - Fill in the basic description based on the specific Business process outlined in the [Payment Requests in 9.2]() website or in the APPENDICES of this document. For example:

- Honorarium
- Stipends
- Refund of Revenue
- Membership
- Registrations
- Student events
- R*STARS

Cost Sub Total - Fill in the Cost Sub Total. Note that the formatting requires only a number and no symbol. This should be the actual total of expenses needing to be reimbursed.

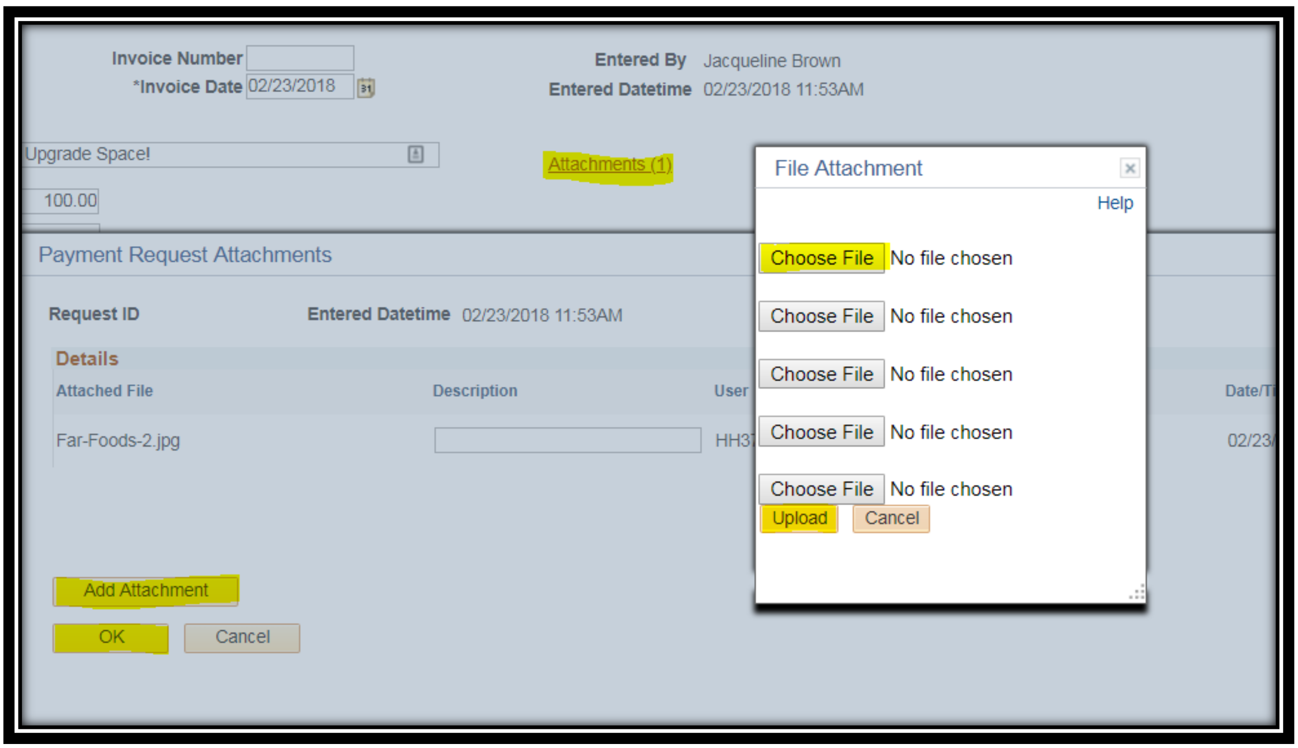
Ignore the fields "Misc. Charge Amount" and "Freight Amount". These will not be used and will be hidden in the future.

Notes/Comments -this should house any information that could not fit in the description. If this is an R*STARS payment, the R*STARS transfer information should be provided in the notes.

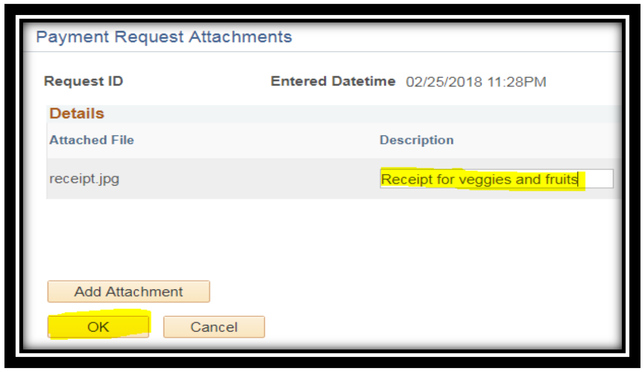
Attachments - Add the required supporting documentation by clicking on the attachments hyperlink on the right hand side beneath your name and entry date-time. Attachments are required as supporting documentation, see [Payment Requests in 9.2] for requirements. Examples of documentation are:

- **Invoices** – must have the Goods and Services stamp on invoice with appropriate signature
- **Detailed, Itemized, Paid Receipts** – copies of all receipts for reimbursements
- **Other items** – supporting documentation depending on the situation

You can add up to five files as attachments.

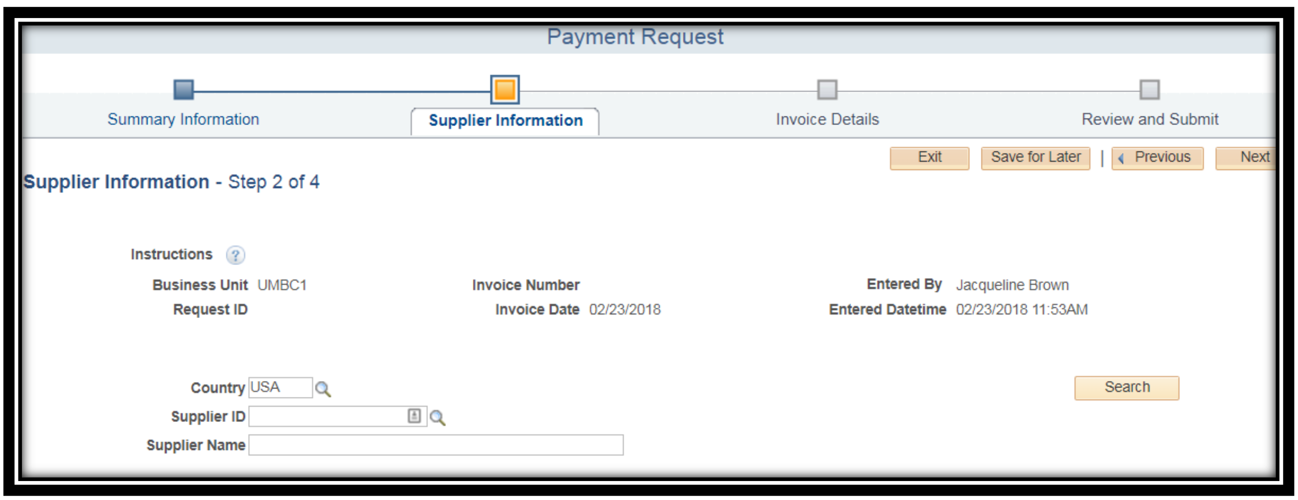


After attaching the files, fill in the description of what the attachment is for, and click ok to go back to the Payment Request.



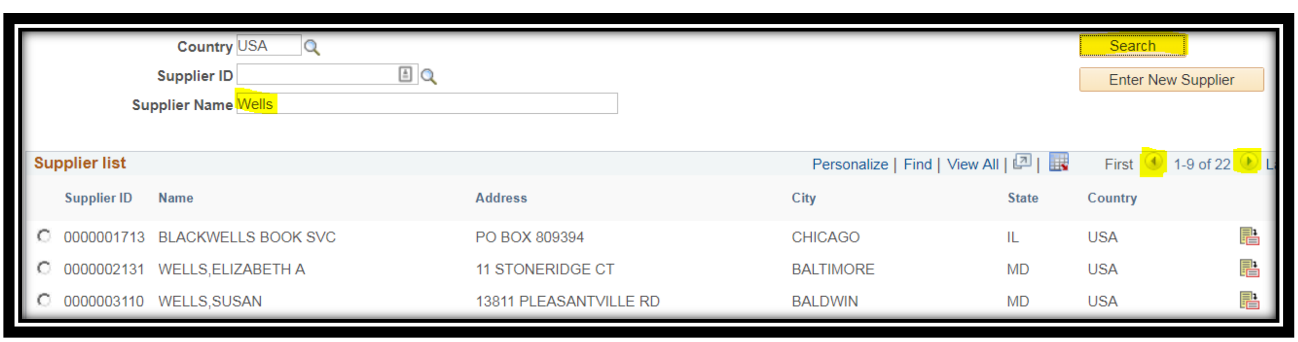
Click Next.

STEP 2: SUPPLIER INFORMATION



Supplier Information - If you know the Supplier ID or Supplier Name, or a partial of either of those fields, enter it into the corresponding field, and click **Search**.

Use the arrows in the top right hand corner of the search results table, to sift through all results available.

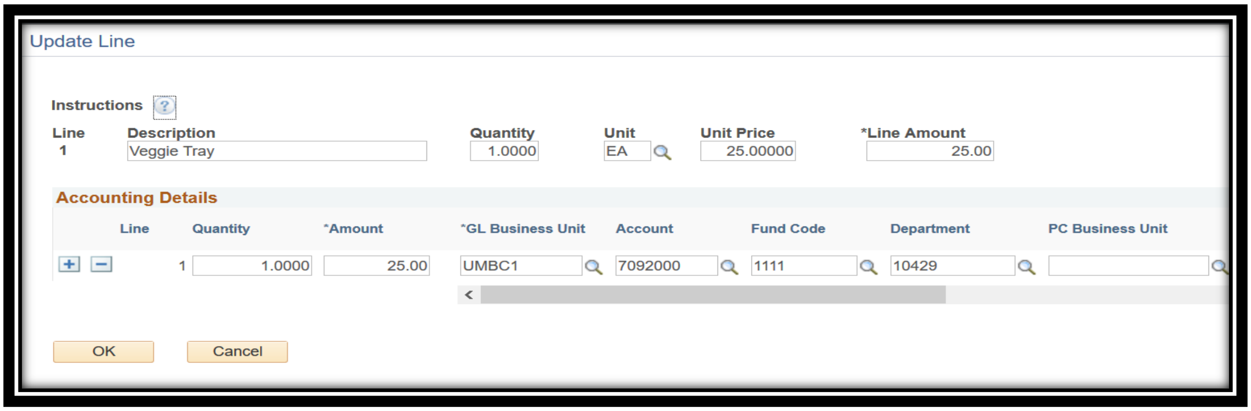


Click on the magnifying glass next to Supplier ID to search for Supplier by either Supplier ID or Short Supplier Name.   Click on the link of the supplier to have it added to the Payment Request.

See Appendix A to “Enter New Supplier” at this step.

STEP 3: INVOICE DETAILS (ADD LINES)

Click Add Lines while on the Invoice Detail Page. Fill in the Description, Quantity, Unit, Unit Price, and Line Amount.



Fill in the Chart String that correlates to the Payment Request. Verify with your Supervisor if you are unsure what Chart String you should be using.

- GL Business Unit = UMBC1 (default)
- Account
- Fund Code
- Department
- PC Business Unit - this needs to be entered before entering the Project id or Activity.
- Project id
- Activity
- Prog Fin -the field Prog Fin is far to the right, because it will be auto-populated in the future.

Click OK after finishing the line. Review the details on the main page, and add more lines if needed. Once finished, click Next.

STEP 4: REVIEW AND SUBMIT

On the final page, review all the information present and verify it looks correct. Click on the Previous button to go back and edit any information if necessary.

Once reviewed, click Submit. It will be forwarded for approval. Please note that if entering a New Supplier it may take AP some additional time to process the payment request, because they have to enter the supplier in the system and configure it before the Payment Request can be approved and finalized.

CHECKING THE STATUS

To check the status of any Payment Request you have submitted, go to the Payment Request Center Employee page from the Campus Workcenter.

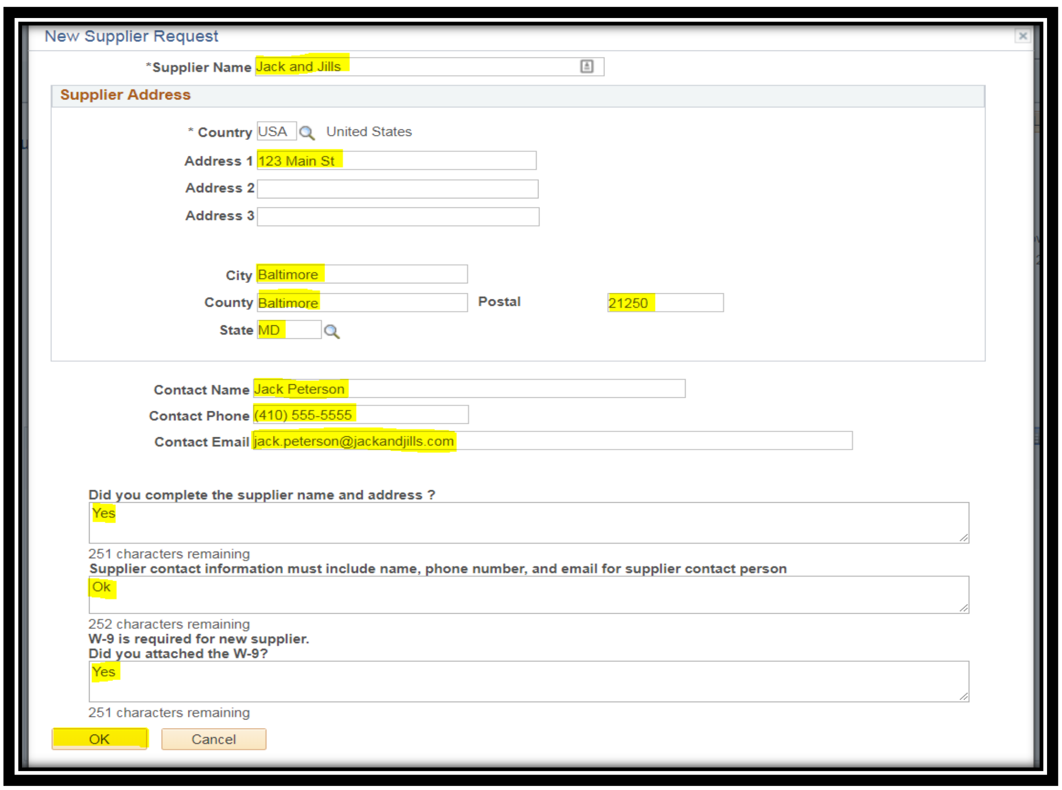
This page shows all Payment Requests you have submitted, and what stage they are in. If it says Pending Approval, it could be in any of the three approval stages mentioned in the Approving a Payment Request Section.

APPENDIX A: ADDING A NEW SUPPLIER

If the name of the supplier you need cannot be found because it is a new supplier, click on the Enter New Supplier from the main Supplier Information Page.

Note that this button only appears after you have clicked Search to find a supplier. This is to ensure that you check the system to make sure that the supplier does not already exist.

Fill in the Supplier Name, Address, City, County, Postal Code, State, Contact Name, Contact Phone, Contact Email, and answer the three questions at the bottom. The questions are a checklist of everything that needs to be completed to enter a new Supplier.



The last question asks if you attached a W-9 for the Supplier. Say yes, click OK, and make sure to add it to the attachments on the previous page. You can do this by selecting the Previous button at the bottom of the screen from the Supplier verification page.

After adding the attachment for a new supplier, click Next and Next again on the bottom of the page.

APPENDIX B: BUSINESS PROCESS | REQUIRED DOCUMENTATION

HONORARIUM

The State of Maryland Ethics Commission defines honorarium payments as the payment of money or anything of value for: 1) speaking to, participating in, or attending a meeting or other function; or 2) writing an article that has been or is intended to be published.

An honorarium payment is provided as a token of appreciation for participation in an activity or event, and not as a contractual obligation to pay for services rendered. Honorariums are usually one-time payments made to an individual (not a corporation, business or partnership) who is not an employee of the University, for a special and non-recurring activity or event.

"Usual Academic Activity" means activity conducted for the benefit of the honorarium-paying Institution and includes lecturing, teaching, readings, and performances, conducting research, attending meetings, symposia or seminars, or otherwise sharing knowledge.

Determination of Honorarium Payments:

1. Is the individual a business, corporation or partnership?
2. Was the payment amount negotiated between the University and the individual?
3. Is there a contractual agreement?
4. Are the individual's services recurring?
5. Is the individual a UMBC employee or student employee?
6. Did the individual set the price?

If you have answered **"yes"** to any of the above questions, the payment **does not** qualify as an honorarium.

Please Note: Under IRS regulations, honorarium payments are considered taxable income. Therefore, as a matter of policy, the recipient of an honorarium may not transfer the payment to another organization or individual. If the honorarium recipient wishes to transfer the payment to another organization or individual, he or she must receive the money and then donate it.

REQUIRED DOCUMENTATION:

- Honorarium Form
- Please review the UMBC Guide for Honorarium Payments before submitting the Payment Request

STIPEND PAYMENTS

A stipend is a fixed sum of money paid periodically for services or to defray expenses. It is often distinct from a wage or a salary because it does not necessarily represent payment for work performed. Instead it is often paid to individuals who are participating in an internship, apprenticeship, graduate work, or a fellowship, just to name a few. A stipend may also be paid out on a less frequent basis than a regular paycheck; often, stipends are given once per month, or even as a lump sum once per semester. **Please Note:** The income from stipends is reportable, per IRS regulations.

INVOICES

- Every invoice should clearly be invoiced to UMBC 1000 Hilltop Circle, Baltimore MD 21250.
- The invoice must sufficiently describe the details of the goods or services being paid including the state that the goods or services were rendered and the state of the invoice.
- Each invoice must contain the vendor's name, remittance address and federal taxpayer identification number or, if owned by an individual, his/her social security number.
- Goods and services stamp must be on the invoice with the appropriate approval signature.
- https://businessservices.umbc.edu/paymentrequest92/

MISCELLANEOUS EXPENSES

Miscellaneous Expenses (Out of Pocket Expenses)

- Detailed, itemized receipt showing payment and the method of payment (cash, debit/credit card, etc.)
- Meal Approval Form, if applicable
- List of attendees and their affiliation, if applicable
- Moving Expense Worksheet and a signed appointment letter, if applicable
- UMBC Inventory Tag Number, if applicable
- Flyer and/or posting for an event, if applicable
- https://businessservices.umbc.edu/paymentrequest92/

TUITION REIMBURSEMENT

- Approved Application for Tuition Reimbursement from Human Resources
- Copy of grades, showing a grade of "C" or better
- Itemized bill with proof of payment

R*STARS PAYMENTS

- Invoice or other detailed documentation (memorandum, etc.) Invoices need the goods and services stamp with the appropriate approval signature.
- R*Stars Transfer Information, which includes the Agency # ,PCA, Object and T-Code.
- https://businessservices.umbc.edu/paymentrequest92/

STIPENDS

- Detailed documentation of stipend amount
- Please review the UMBC Guide for Stipend Payments before submitting the Payment Request
- https://businessservices.umbc.edu/paymentrequest92/

REFUND OF REVENUE

- Documentation showing the original deposit of funds
- https://businessservices.umbc.edu/paymentrequest92/

MEMBERSHIPS

- Membership form from vendor
- https://businessservices.umbc.edu/paymentrequest92/

REGISTRATIONS

- Registration form from vendor
- https://businessservices.umbc.edu/paymentrequest92/

STUDENT CULTURAL EVENTS

- Contractual Agreement
- https://businessservices.umbc.edu/paymentrequest92/

MOVING EXPENSES

- Signed Appointment Letter
- Detailed, itemized receipts showing payment and the method of payment (cash, debit/credit card, etc.)
- Moving Expenses Form https://businessservices.umbc.edu/paymentrequest92/