# Business Process Flow

## Payment Requests

**Disbursing**

<table>
<thead>
<tr>
<th>Business Unit(s)</th>
<th>Disbursing, Purchasing, Campus Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short Description of Business Process</strong></td>
<td>How to create a Payment Request</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>June 15, 2012</td>
</tr>
</tbody>
</table>
Payment Request

Campus Department

1. Requisition is initiated in Dept, PO is created and sent to vendor
2. Dept finds out if there is a PO and/or an invoice
3. Invoice is received in Disbursing
4. Find Purchase Order for invoice and compare PO to invoice
5. PO# supplied?
6. Documentation complete?
7. Contact vendor or Campus Dept for required documentation or information

Disbursing

1. Invoice is received in Disbursing
2. Find Purchase Order for invoice and compare PO to invoice
3. PO# supplied?
4. Documentation complete?

Flow:

- If PO# is supplied, initiate Payment Request (PREQ) and enter invoice info and attach invoice image.
- If PO# is not supplied, Dept finds out if there is a PO and/or an invoice.
- If Documentation is complete, follow the flowchart for Payment Request process.
- If Documentation is not complete, follow the flowchart for Payment Request process.

Flowchart:

- If Is Tax Clearance Required? is YES, obtain and attach Tax Clearance Certificate.
- If Is Tax Clearance Required? is NO, continue with the process.
- If PREQ to be cancelled? is YES, click Cancel request add explanation.
- If PREQ to be cancelled? is NO, continue with the process.
- If PREQ to be disapproved? is YES, click Disapprove button and add explanation.
- If PREQ to be disapproved? is NO, continue with the process.
- If PREQ is routed to FO and appears on Action List, FO Reviews PREQ, attaches receiving documentation, determines if POA is required.
- If POA is required, obtain and attach Tax Clearance Certificate.
- If POA is not required, continue with the process.
- If Are there any pending Credit Memos? is YES, click Request Cancel add explanation.
- If Are there any pending Credit Memos? is NO, continue with the process.
- If PREQ is routed to FO and appears on Action List, click Submit button.
- If Problem Resolved? is YES, End.
- If Problem Resolved? is NO, continue with the process.
**Payment Requests:**

- Requisition is initiated in Department, PO is created and sent to vendor
- Invoice is received in Disbursing
- Invoice is compared to PO
  - If the PO is not found, the vendor or the department is contacted for the necessary information
- If the documentation is complete the Payment Request is initiated
  - If the documentation is not complete the vendor or the department is contacted for the necessary information
- PREQ is submitted
- PREQ routes to FO and is reviewed. Attaches receiving documentation. PO is amended if needed (separate process)
- FO is responsible for determining if any Tax Clearance Certification is required and must obtain and attach the Tax Clearance Certification to the Notes and Attachments tab
- FO must review order to determine if:
  - Any credit memos (CM) are required, if so, then place the PREQ on HOLD using the HOLD button and enter an explanation and attach outstanding CM to Notes and Attachments tab if the CM is in hand.
  - If the PREQ needs to be canceled, the Request Cancel button is selected and an explanation is entered.
  - If the PREQ needs to be disapproved, the Disapprove button is selected and an explanation is entered
- Otherwise, if review is ok FO approves the PREQ
  
  *Disbursing will review any HOLDS, CANCELS and DISAPPROVALS and if the problem can be resolved they either release the hold or copy the PREQ and initiate a new one*

- PREQ is complete and will be sent to PDP for payment