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# Course Content

Unit 1: Overview

Unit 2: Create Payment Request Document (PRD)

Unit 3: Supplementary Tasks

PRD Help Websites

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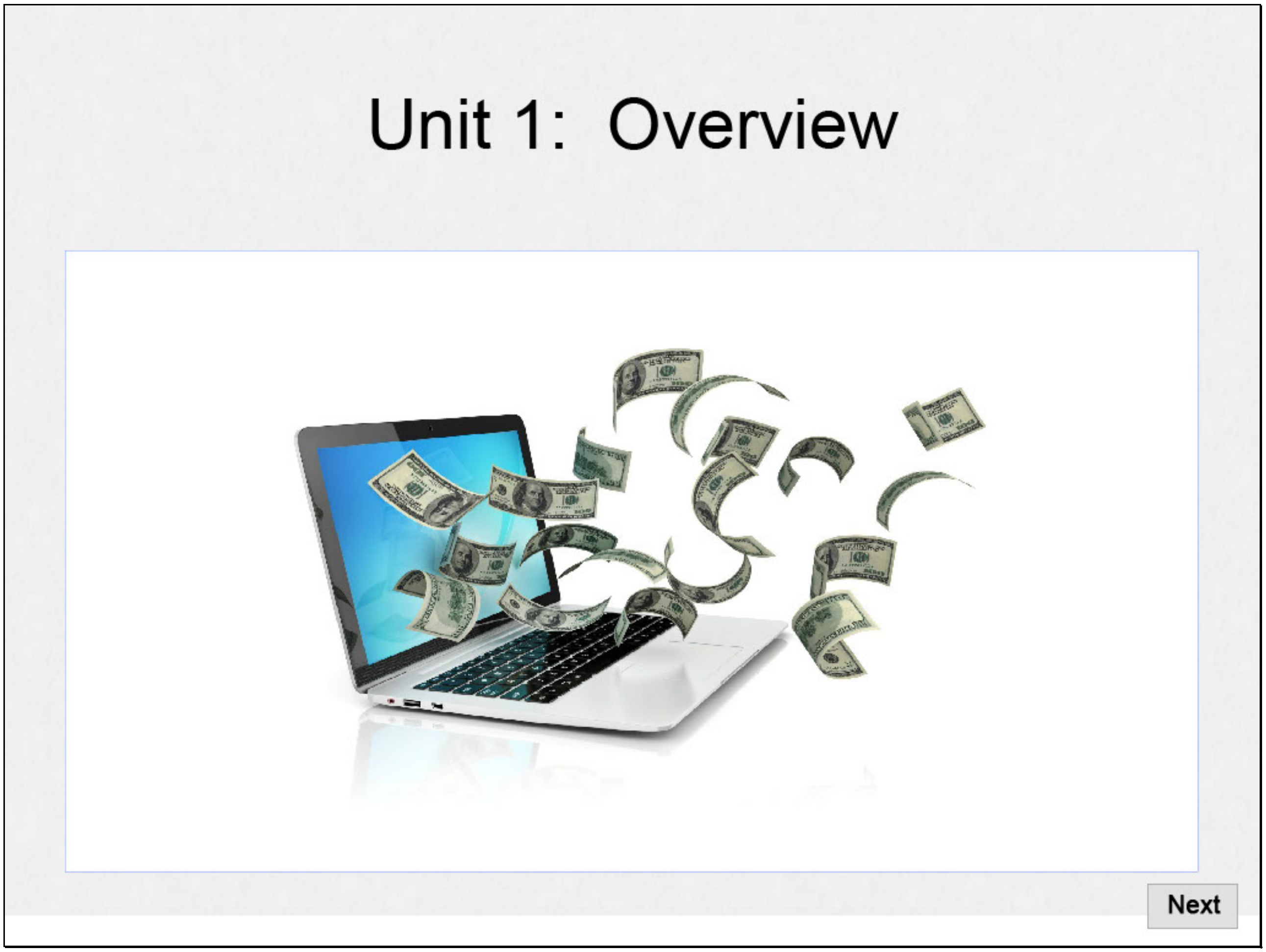

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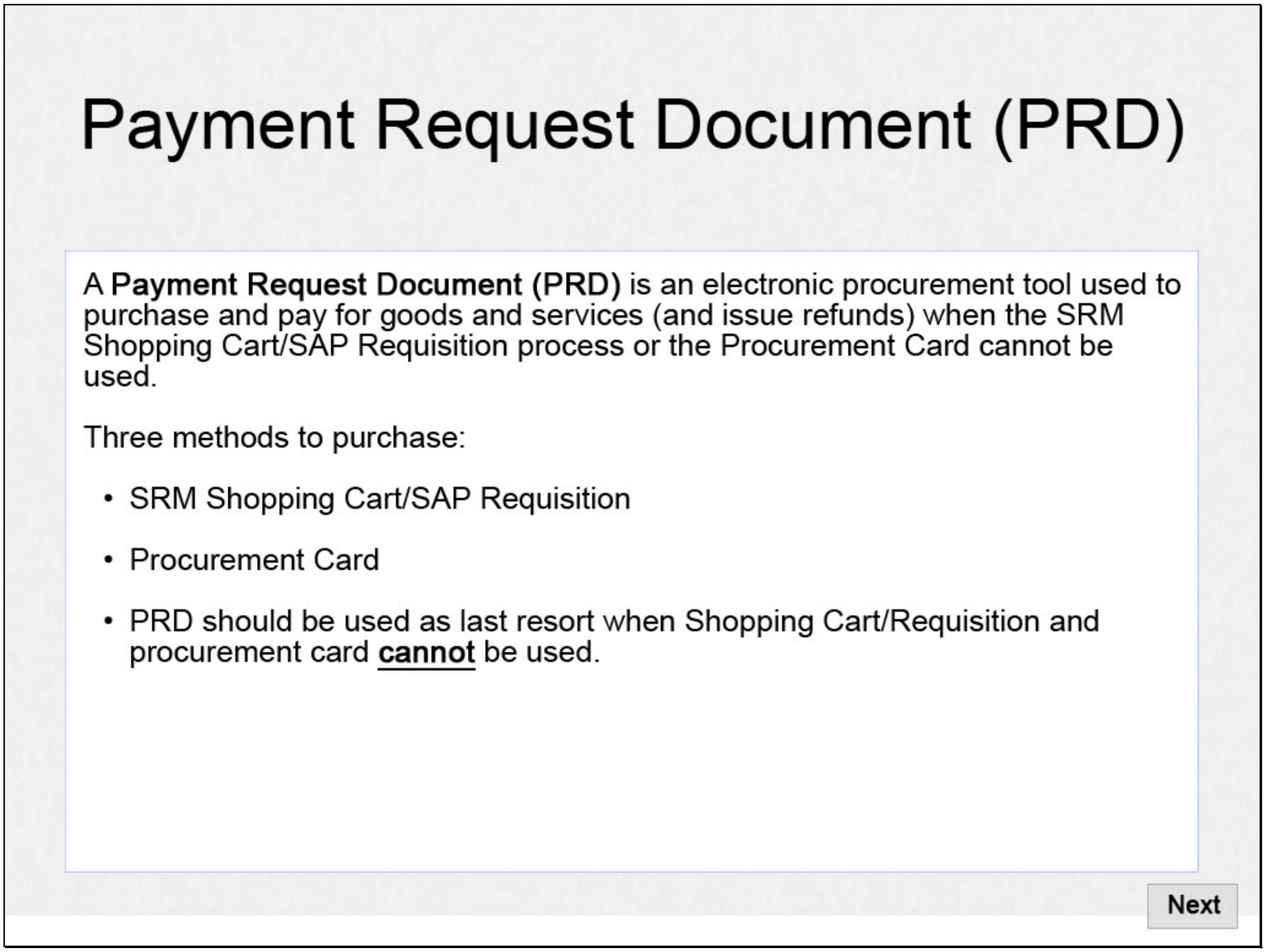

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# Who Should Receive PRD Training?

Any employee who currently has the responsibility to process payments for selected goods and services will need to take the PRD Creator training to begin creating Payment Request Documents.

Training is also required for Approvers of PRDs. Persons currently holding the Approver role for SAP Requisitions /SRM Shopping Carts can automatically approve PRDs with no additional training required.


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# PRD Creator Training Requirements

**Current Users** (i.e., persons who currently hold one or more roles within myUK)

- An approved IRIS Training Plan
- Completion of the **MM_PRD_200 PRD Personal Settings & Attributes** and **MM_PRD_300 PRD Creator** courses

**New Users** (i.e., persons who haven't previously received access to roles within myUK)

- An approved IRIS Training Plan
- Completion of the **Statement of Responsibility**, **MM_PRD_200 PRD Personal Settings & Attributes**, and **MM_PRD_300 PRD Creator** courses

All required courses are administered online via the myUK Learning system.

(**Note:** A person who is an SAP or SRM Approver is automatically an Approver for Payment Request Documents. Additional training is <u>not</u> required for PRD approvals.)

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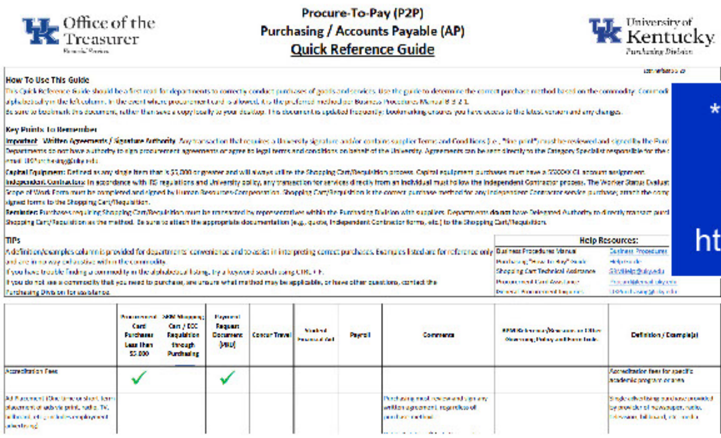
# Purchasing/AP Quick Reference Guide

The **Purchasing/AP Quick Reference Guide** dictates the correct purchase method for all commodities. Goods or services that do not qualify for the PRD process are purchased using SRM Shopping Cart/SAP Requisition or Procurement Card. Review the alphabetized column on the left to locate your commodity and determine the correct purchase method.




*Sample first page only*

Access the full current document at https://purchasing.uky.edu

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# PRD Roles

| Level | Role | Role Description |
|---|---|---|
| Department | Creator | Responsible for creating a Payment Request Document to pay for qualifying goods/services |
| Department / College / Unit | Approver | Approves PRDs for their department or area |
| Accounts Payable | -- | Finalizes the PRD and processes payment |

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# Role Combinations

To maintain checks and balances the PRD Creator and Approver cannot be the same person. The following matrix shows all permissible combinations for various procurement roles within myUK.

**SIMILAR ROLES**

| | | | |
|---|---|---|---|
| SAP (R3/MM) | REQUISITIONER | APPROVER | RECEIVER |
| SRM | SHOPPER | APPROVER | GOODS CONFIRMER |
| PRD | CREATOR | APPROVER | |

| | PRD CREATOR | SAP REQUISITIONER | SRM SHOPPER | SAP/SRM/PRD APPROVER | SAP RECEIVER | SRM GOODS CONFIRMER |
|---|---|---|---|---|---|---|
| OPTION 1 | ✓ | ✓ | ✓ | ✗ | ✓ | ✓ |
| OPTION 2 | ✗ | ✗ | ✗ | ✓ | ✓ | ✓ |
| OPTION 3 | ✗ | ✓ | ✓ | ✓ | ✗ | ✗ |

The same person is not required to hold all roles within any one option. The combinations reflect the maximum roles within each option any one person may hold.

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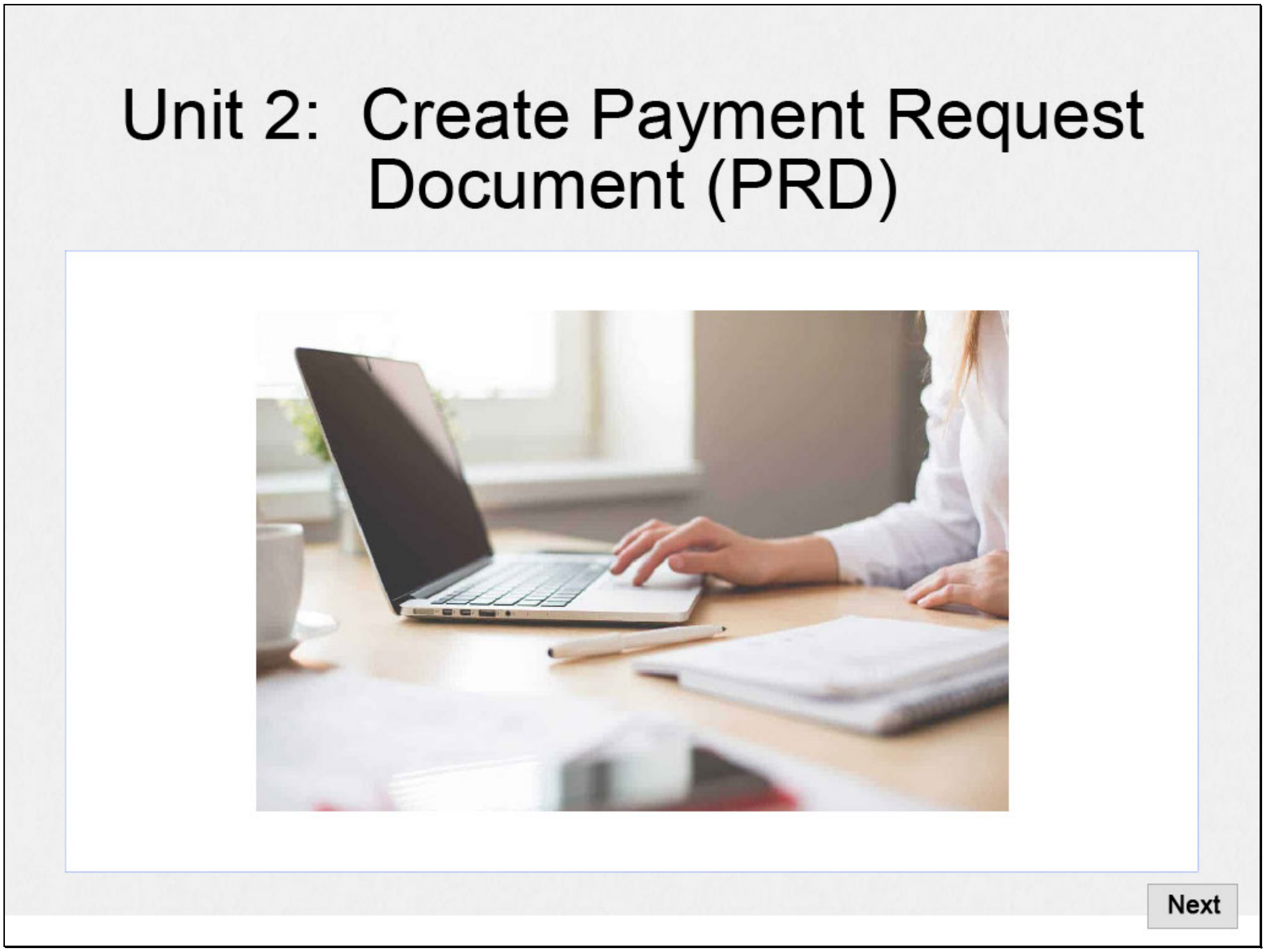

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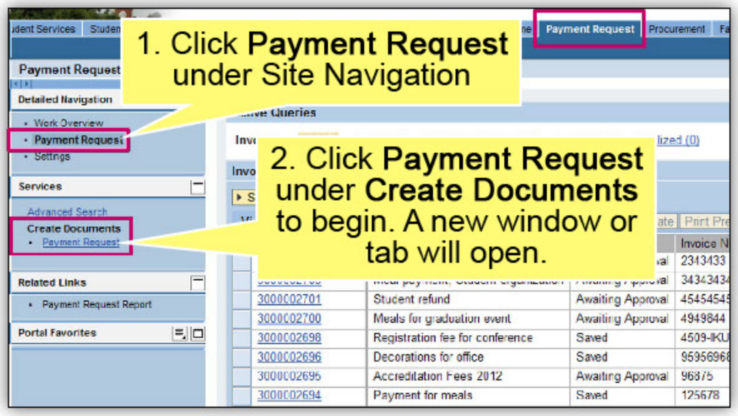
# Create PRD: First Steps

PRDs are processed as lump sum amount documents. Goods or services are not entered as individual line items.




**Note:** All myUK applications perform best in Chrome or Firefox. Internet Explorer is not a supported browser for PRD or any myUK application.

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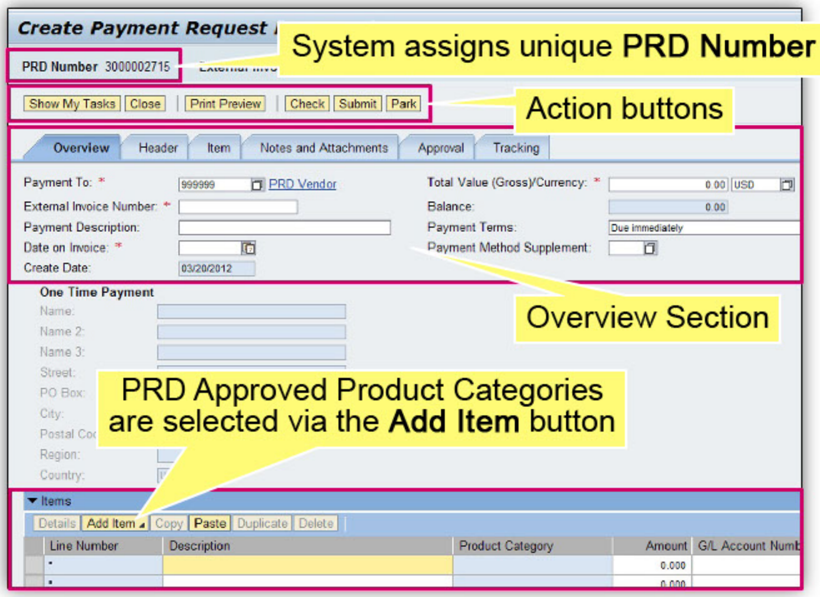
# PRD Layout

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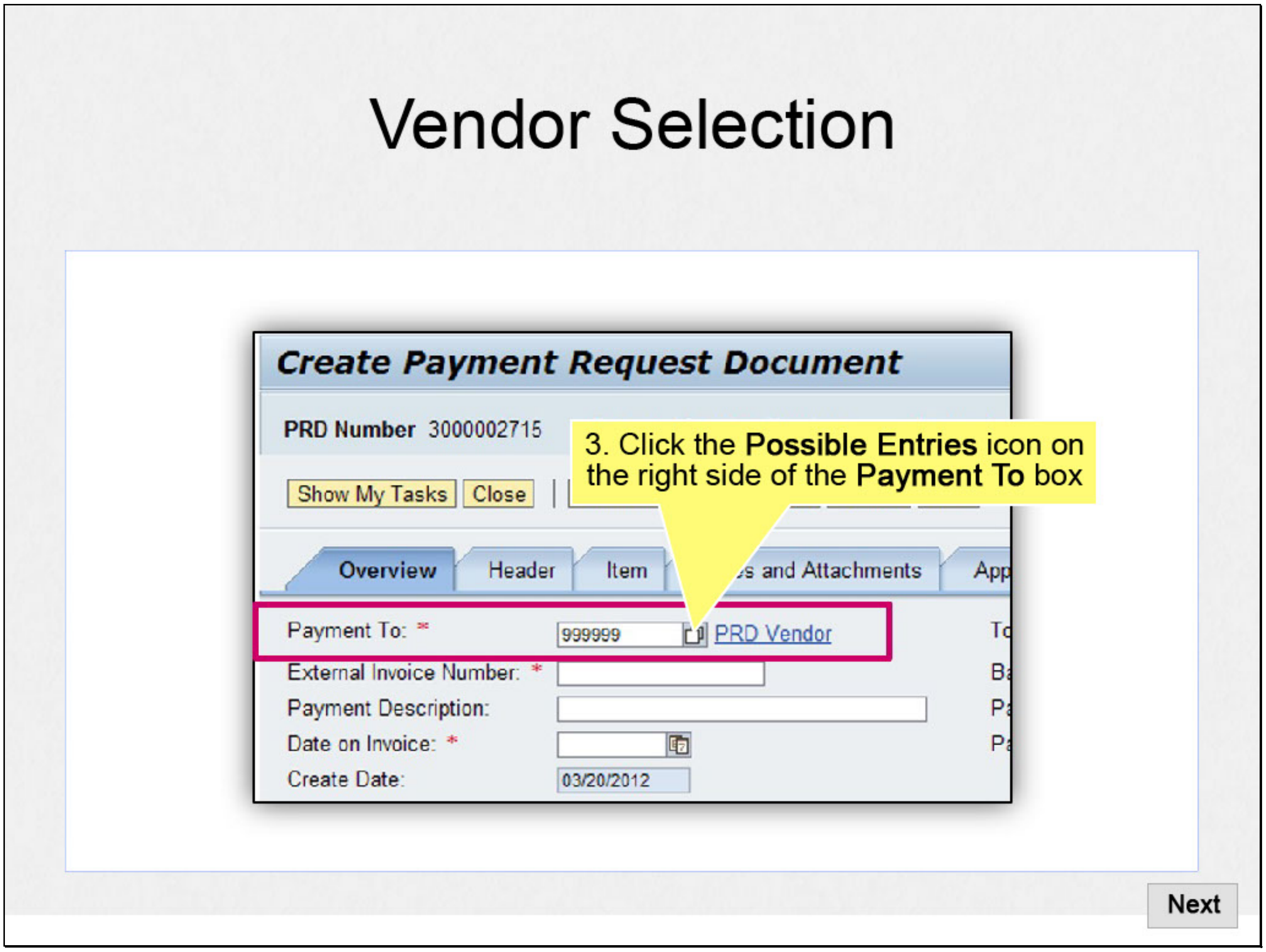

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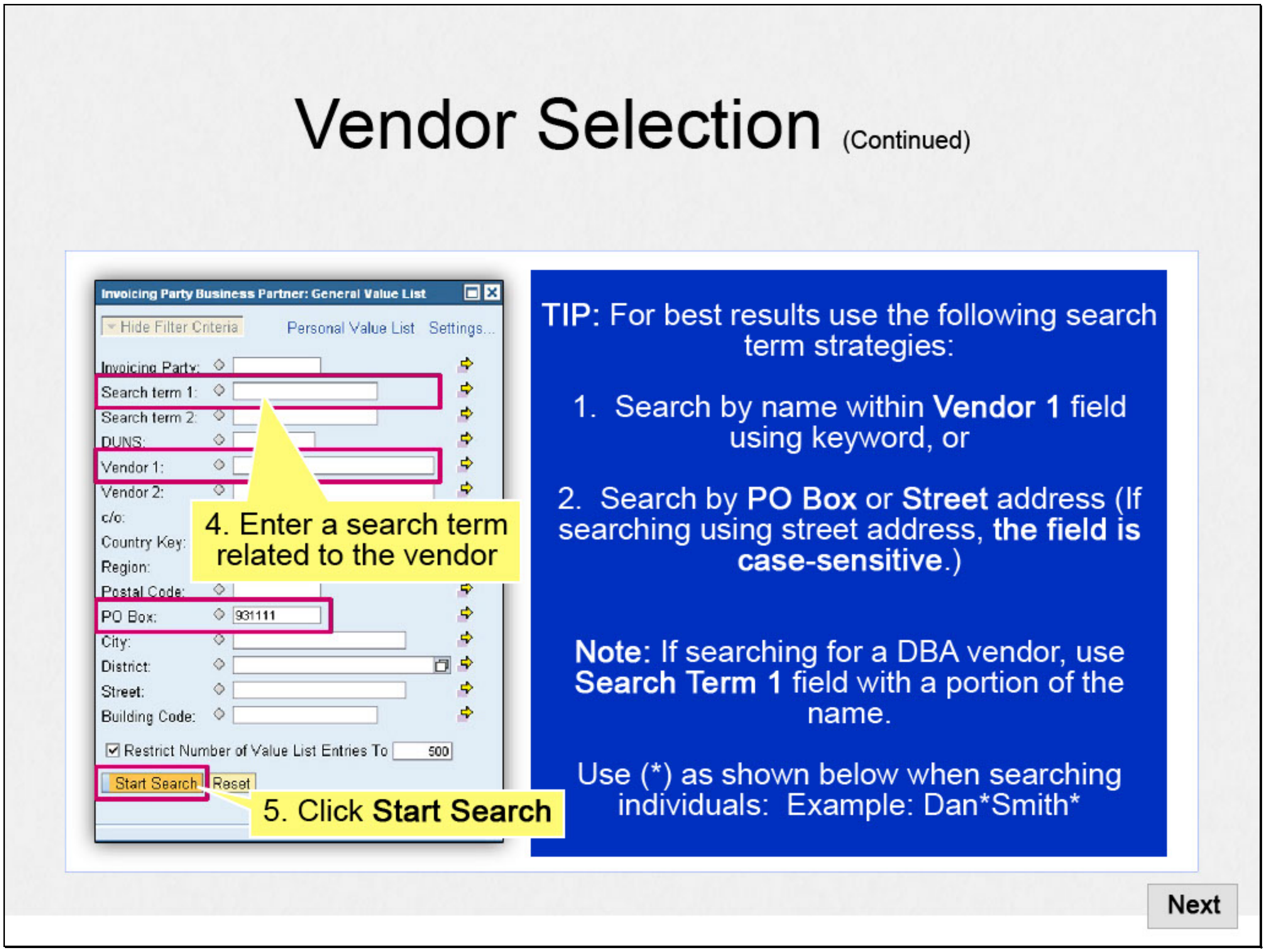

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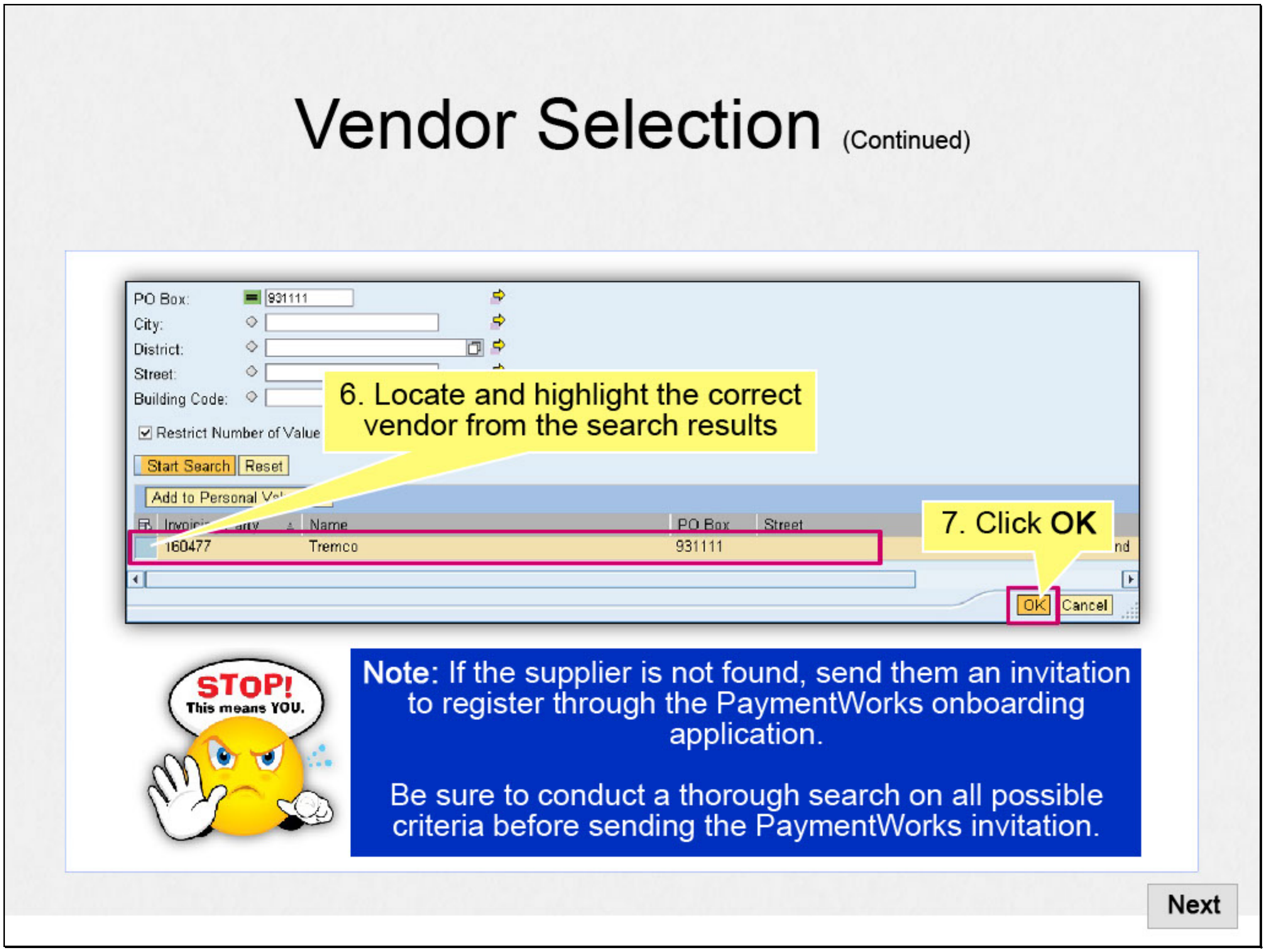

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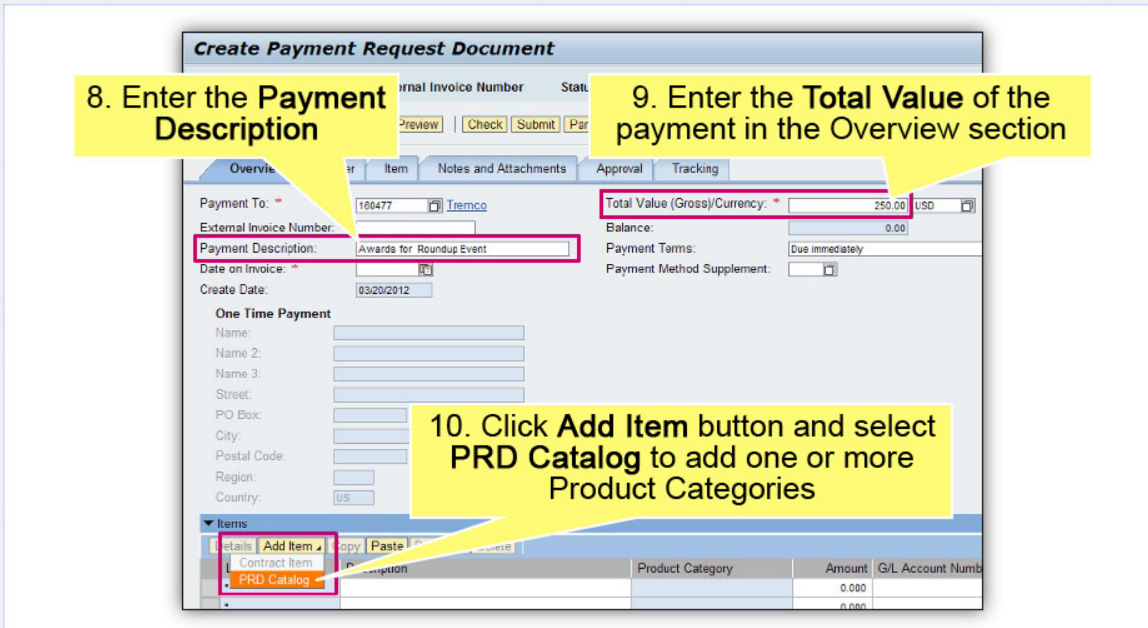
# Initial Entries

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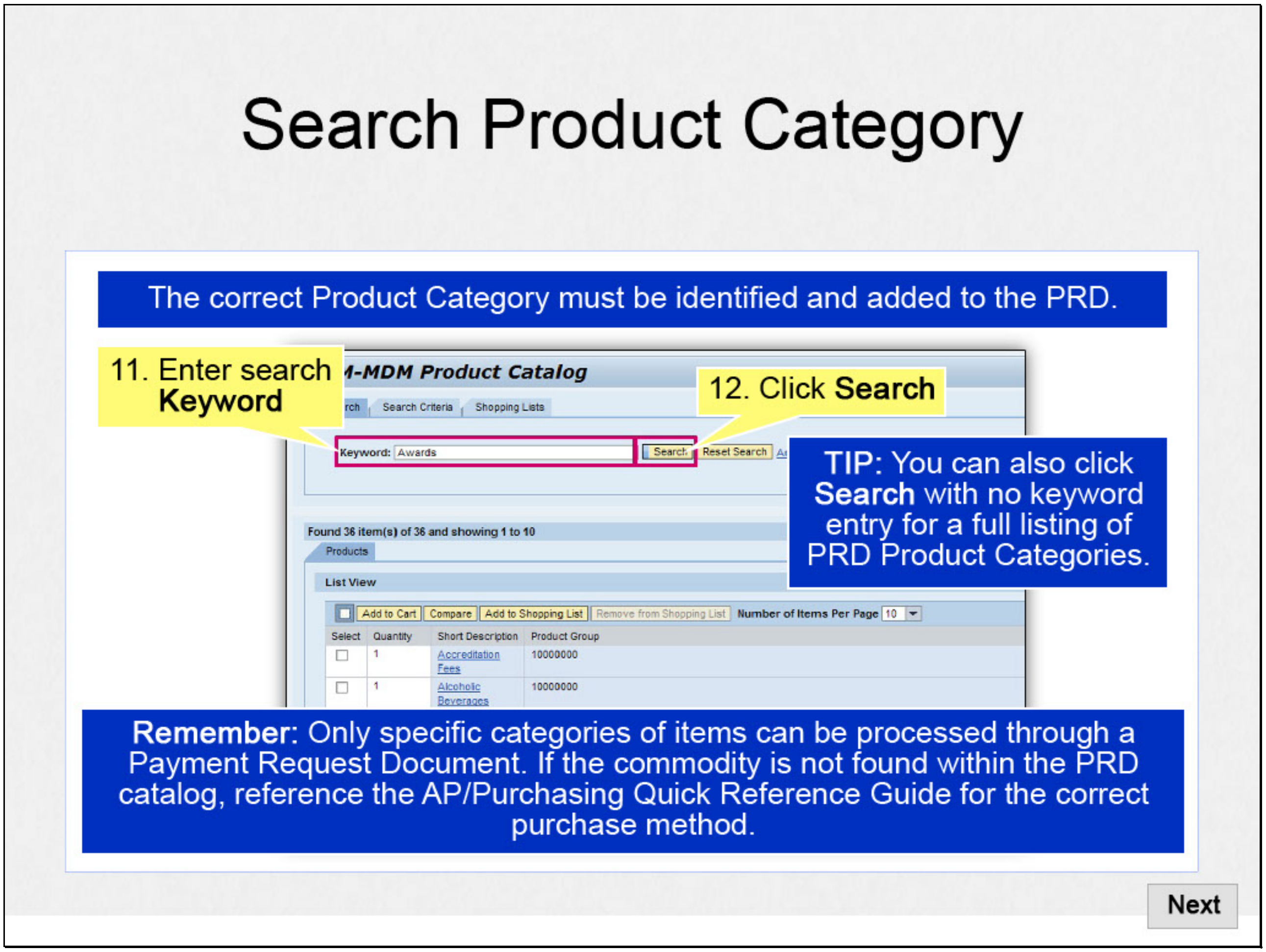

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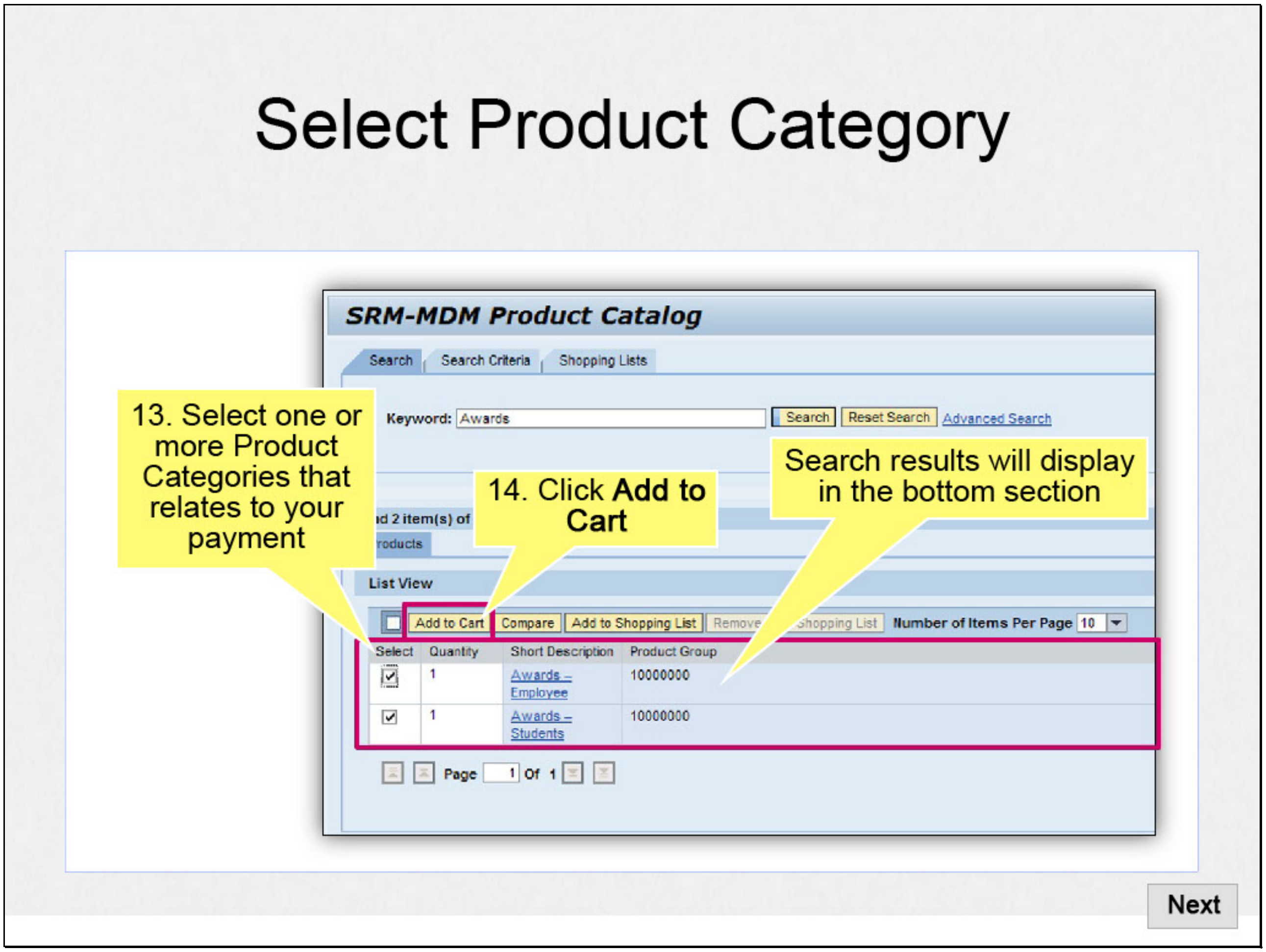

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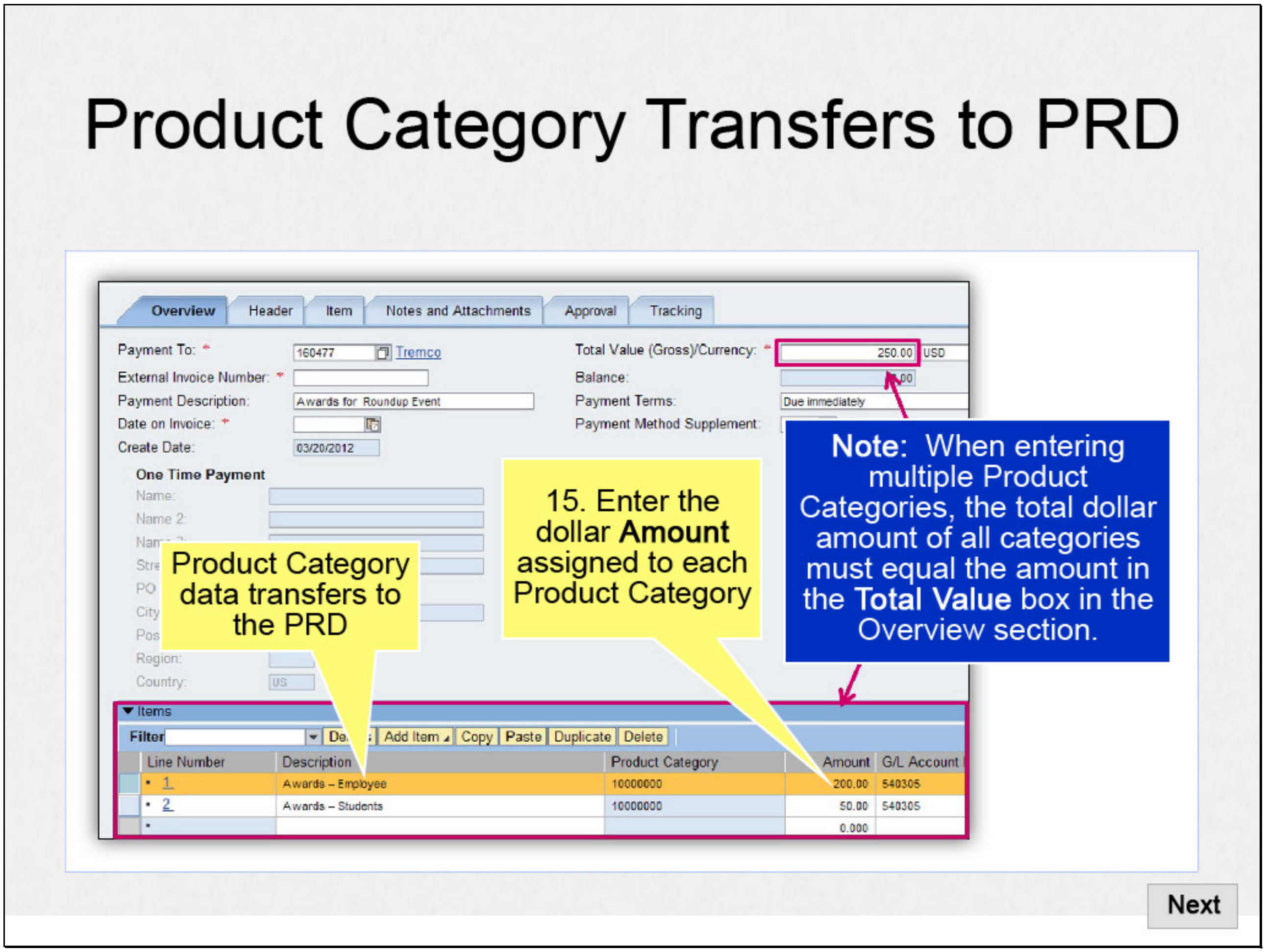

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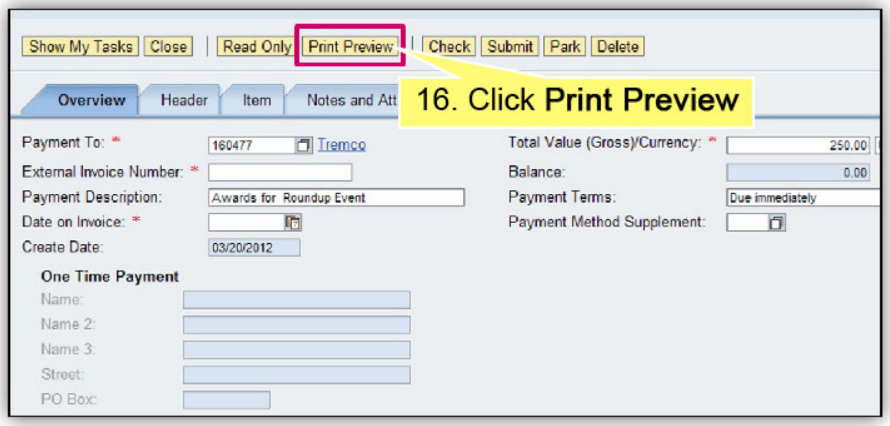
# Print Hard-Copy and Provide to Vendor

If needed, the PRD can be printed or sent via email to the vendor to order the goods or services.
**Note:** If the purchase has already been made and you are processing the PRD in one session, proceed to section entitled “Finish PRD”.

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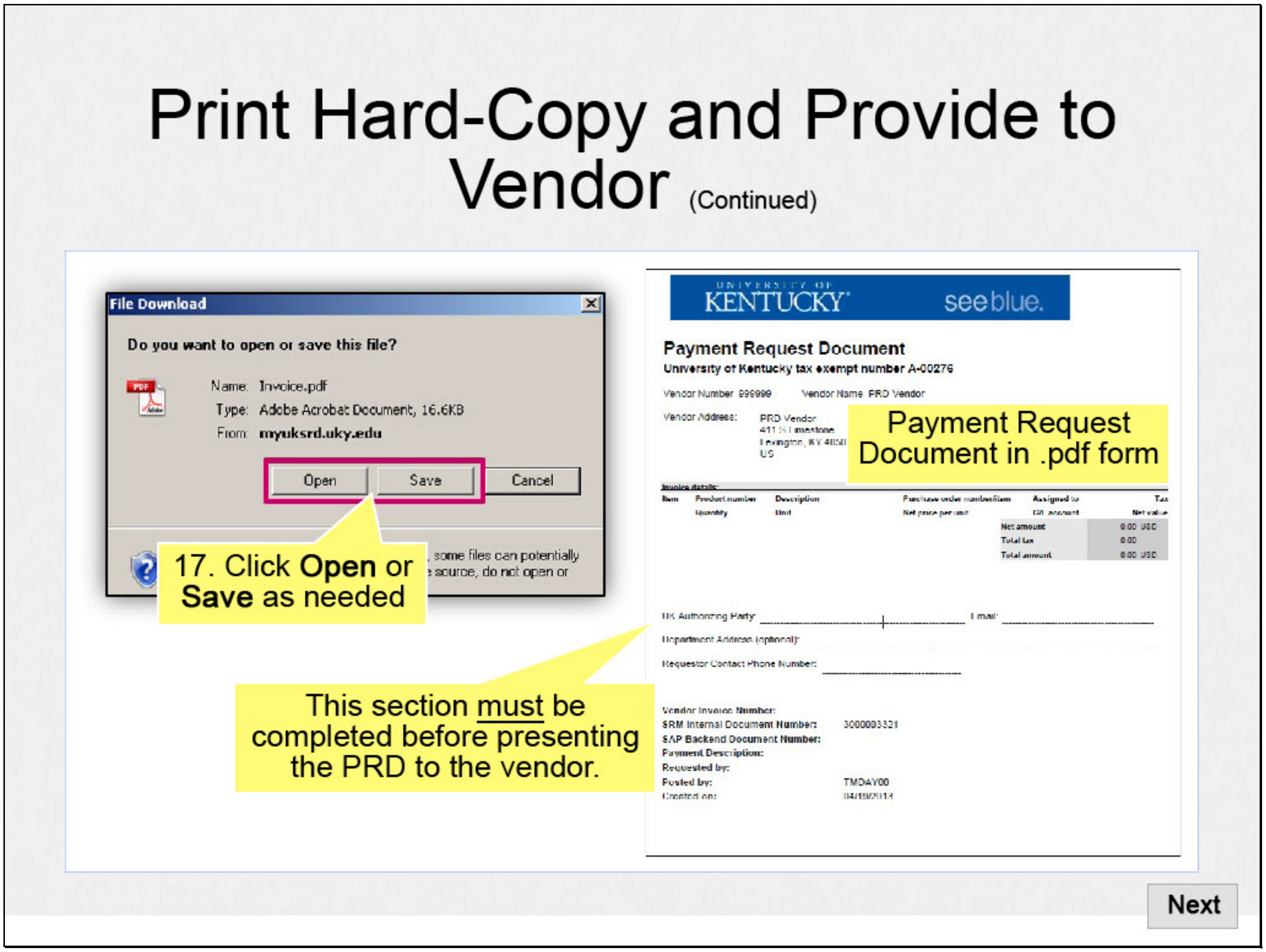

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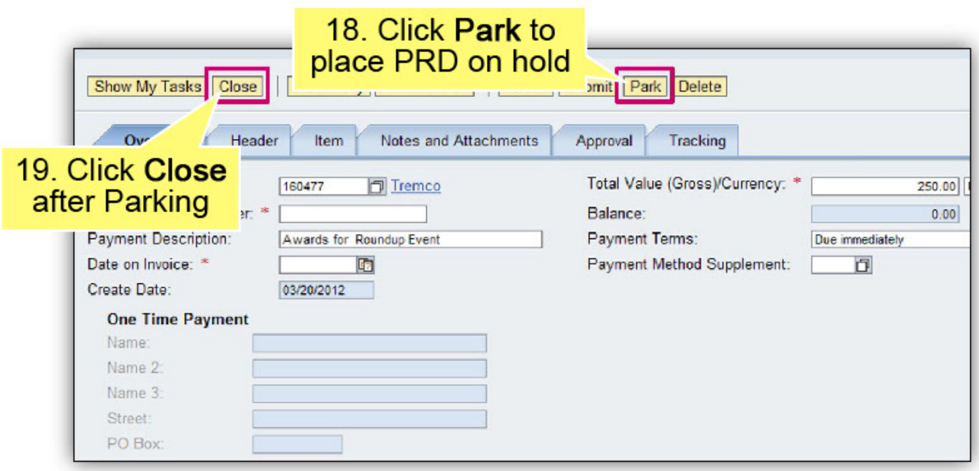
# Park PRD

After providing the hard copy to the vendor, the PRD must be Parked (i.e., Saved) to be completed after delivery of goods or services.

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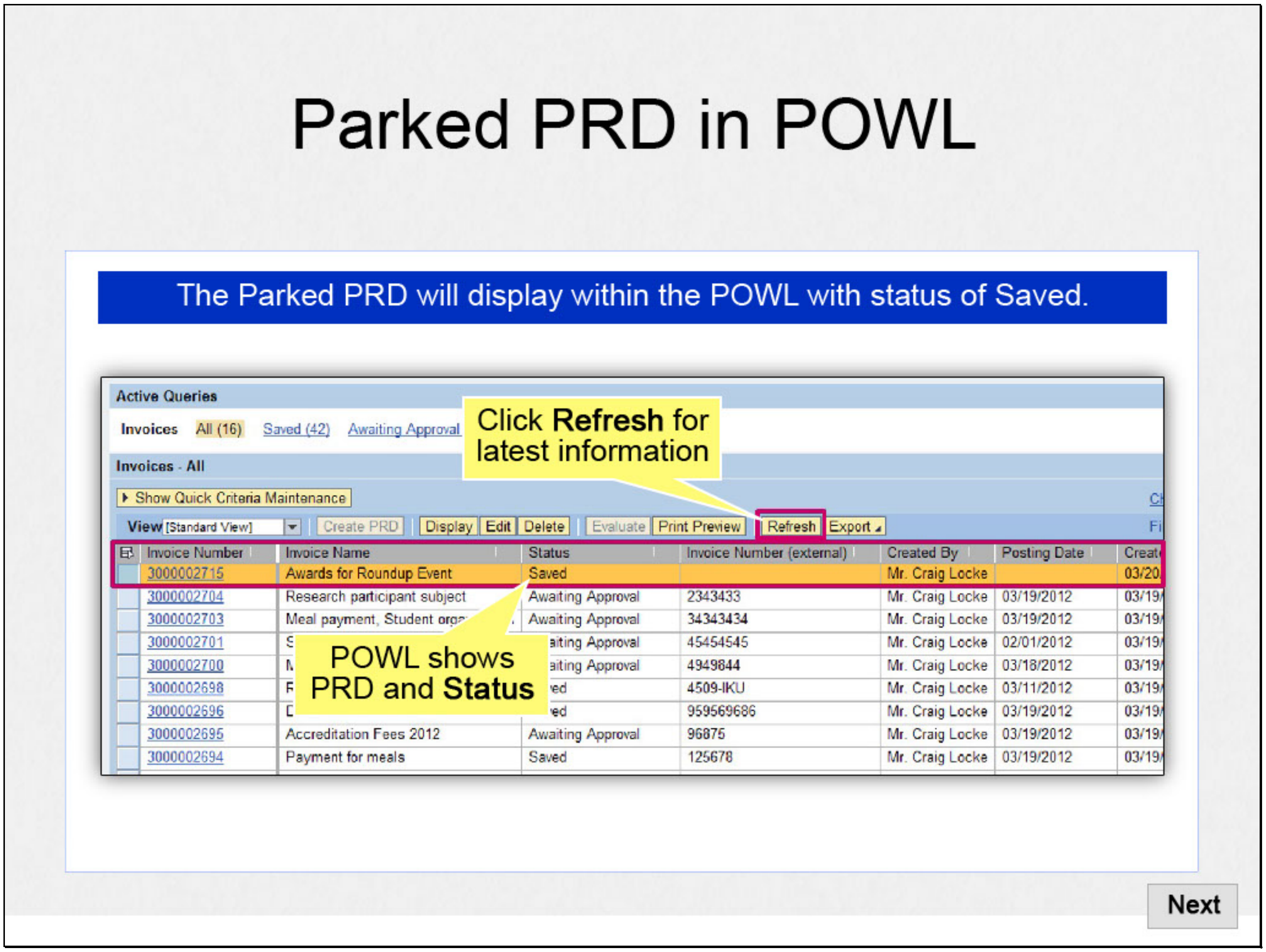

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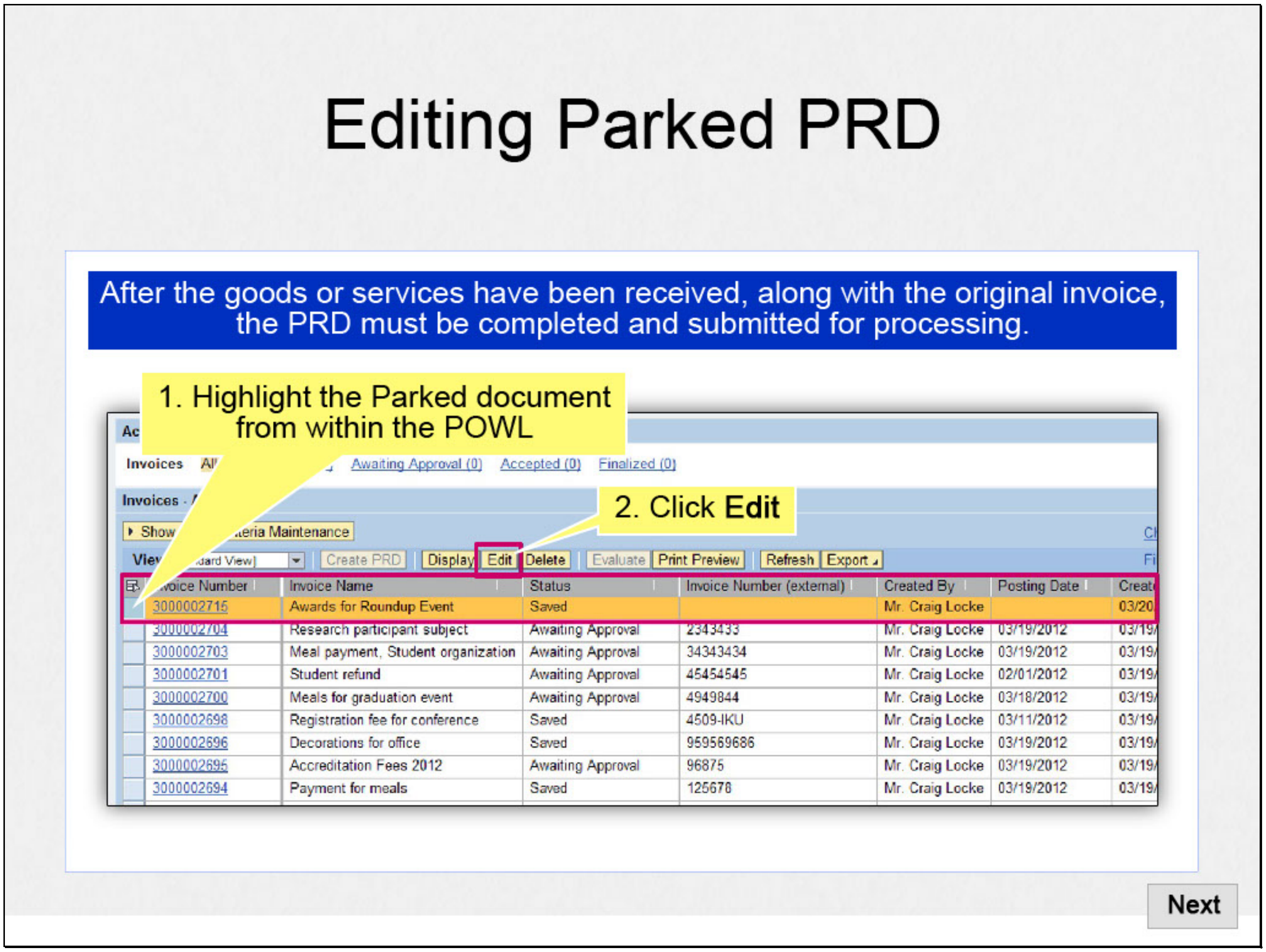

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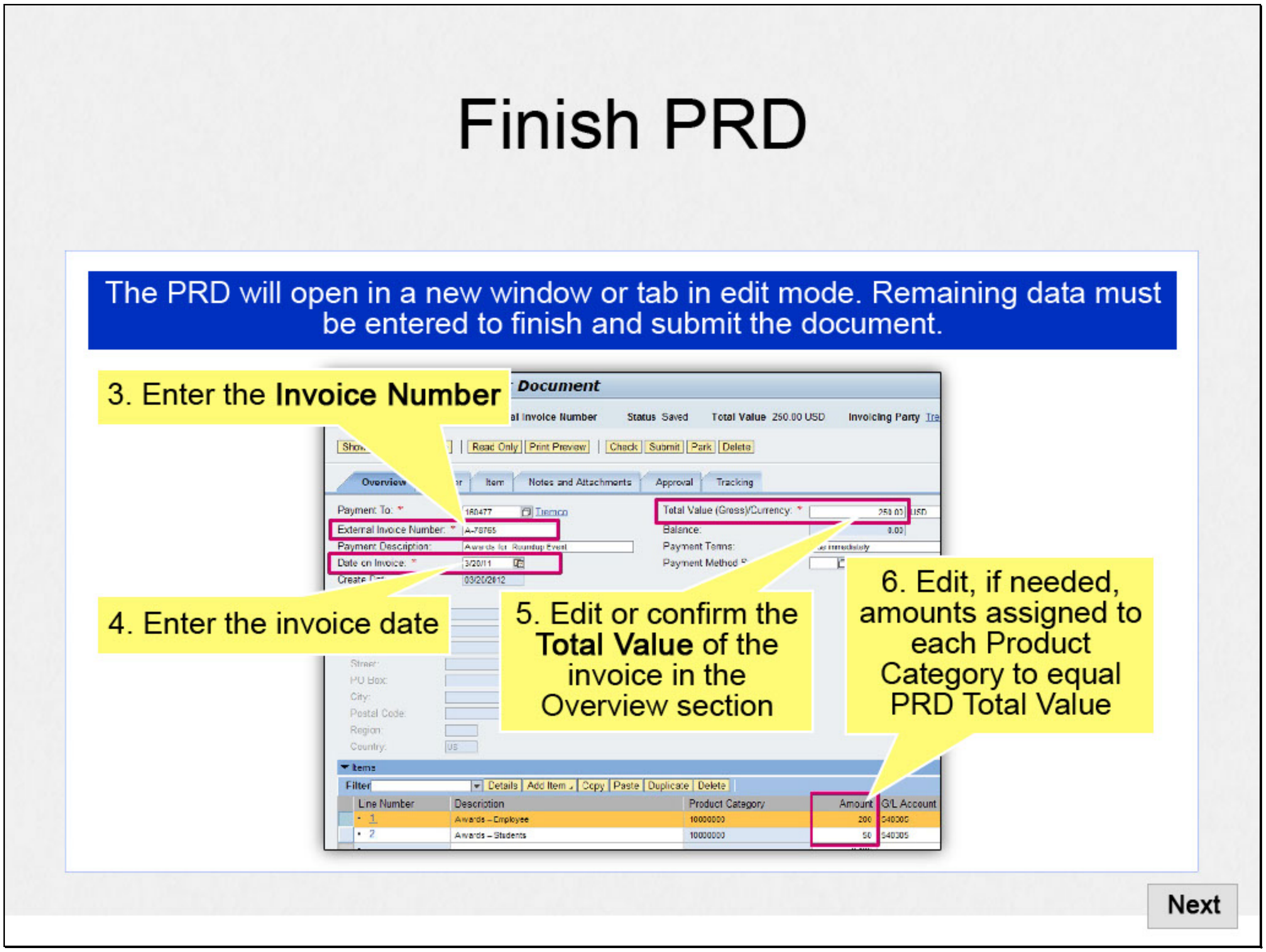

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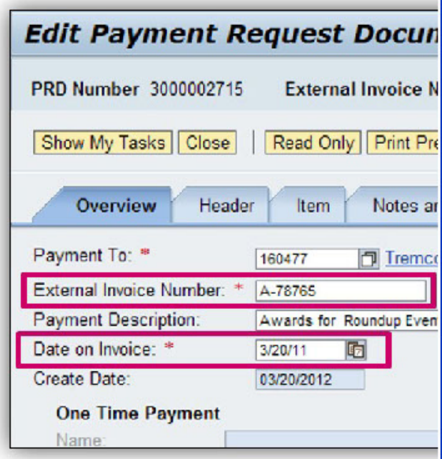
# Conventions for Invoice-Related Entries




Use the following conventions when entering invoice-related data into the PRD:

- Only one payment/invoice may be affiliated with a single PRD
- If you do not have an invoice or the invoice does not have an invoice number, use the following naming convention:

  PRD + 5-digit dept number + 5-digit number sequentially assigned by department (e.g., 00001, 00002, etc.)

  Example: PRD8125000001
- If the invoice does not have an invoice date, use the current date to populate the **Date on Invoice** field.

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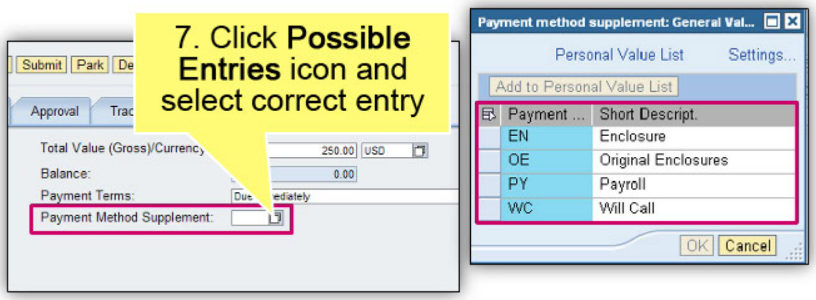
# Payment Method Supplement

The Payment Method Supplement feature may be used when a check requires special handling or an enclosure must be mailed with the check. Select the appropriate code from the drop-down menu:

- Select EN if you plan to scan and attach the enclosure to the PRD
- Select OE if the original enclosure must accompany the check. Print a hard copy of PRD, attach enclosure(s), and deliver to Treasury Services no later than the next business day after completing the PRD.
- PY is designated for Payroll Petty Cash only
- Select WC to facilitate will-call pickup of check

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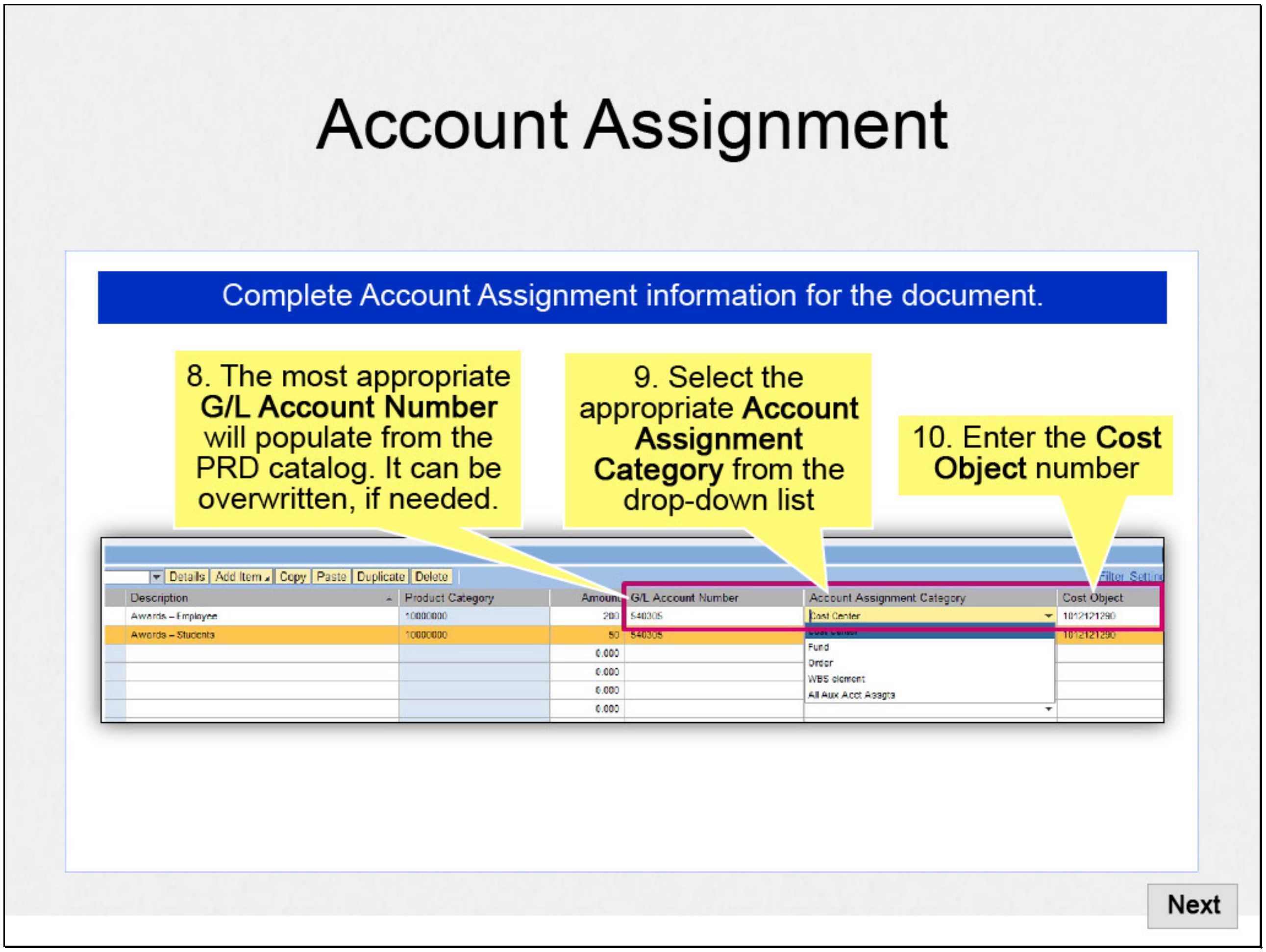

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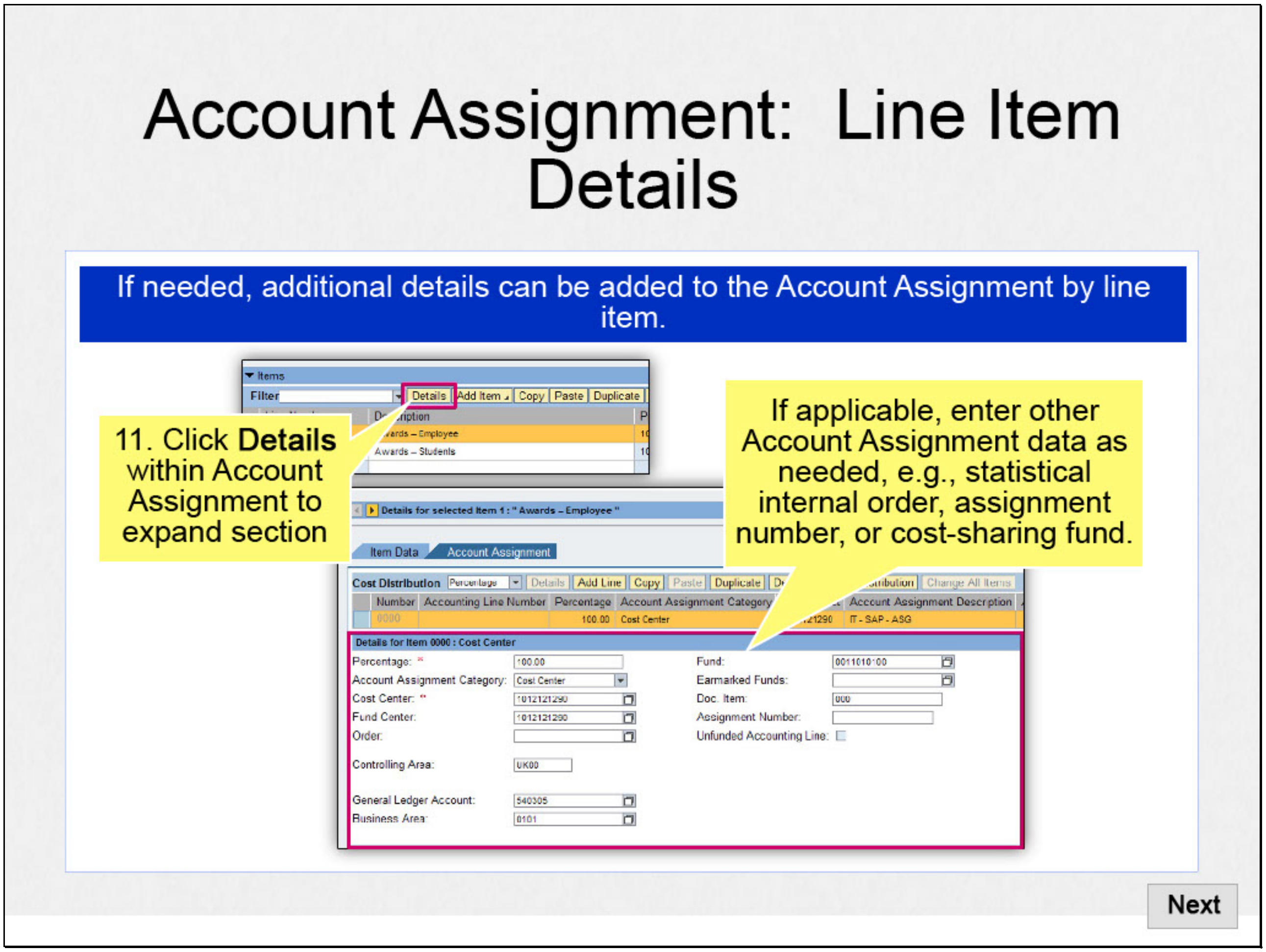

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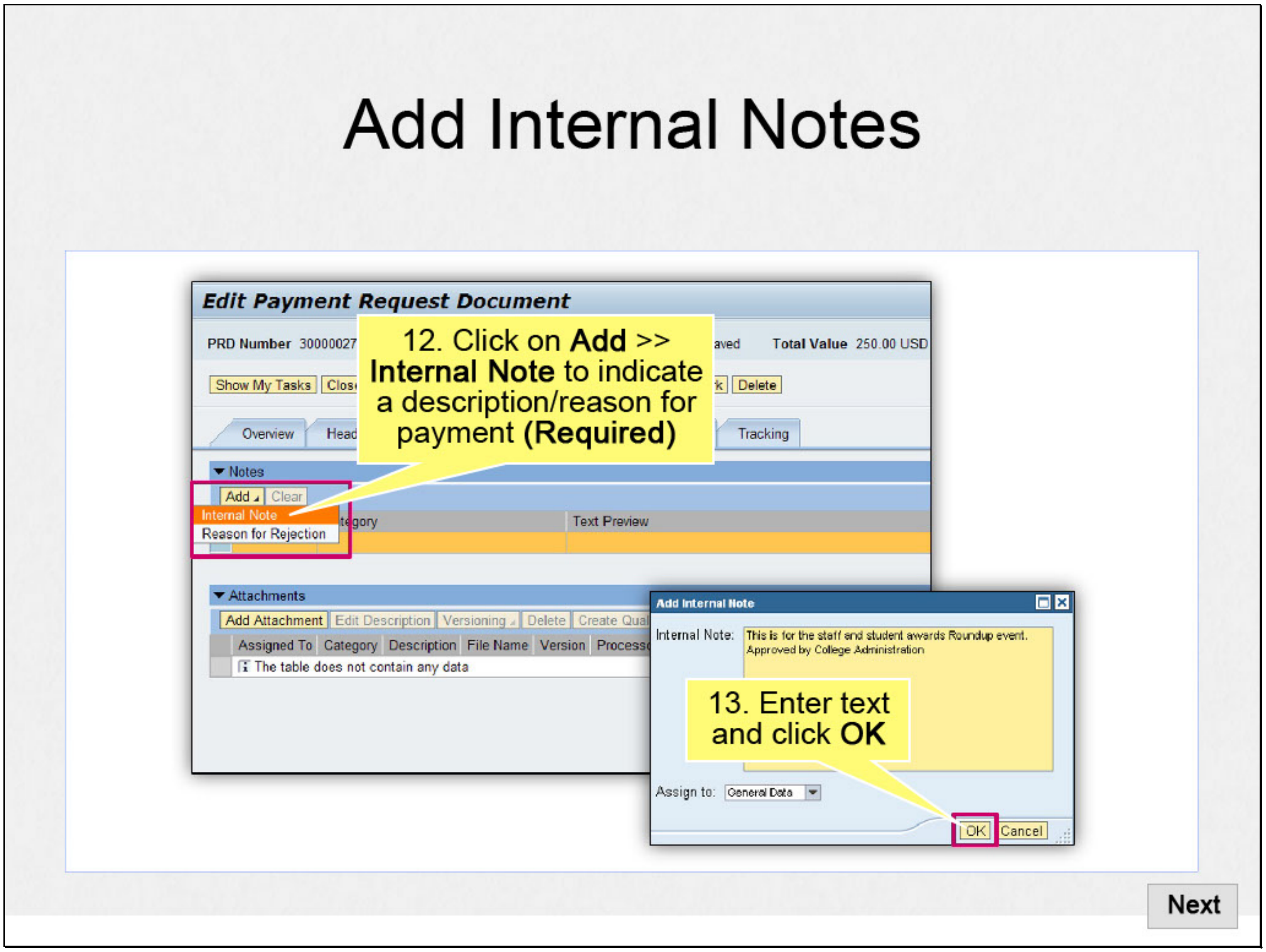

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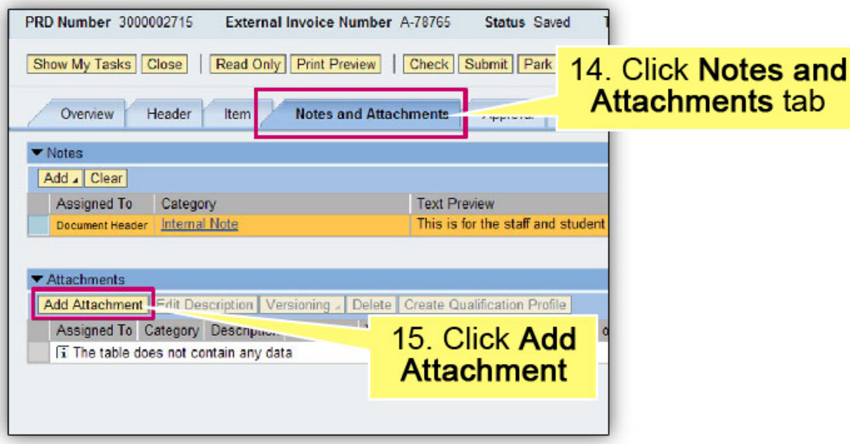
# Add Attachment

All required supporting documentation and invoicing must be scanned as a single file, labeled as documentation, and attached to the document. All items, including portions of the documentation, to be mailed with a check must be scanned as a separate file and labeled "Enclosure".

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# Attachments: Supported File Names & Formats

Attachment file names must be alphanumeric only and not contain spaces, apostrophes, underscores, or any other special characters (#, =, !, etc.).

- For example:
  - Invalid File Name: Est #10685 from Goble_Signs_Inc.pdf
  - Valid File Name: Est10685fromGobleSignsInc.pdf

Special characters in the file name may result in the file not being attached!

The following file formats are supported for attachments in PRD:

.bmp
.doc / .docx
.gif
.htm
.pdf
.tif
.txt
.xls / .xlsx


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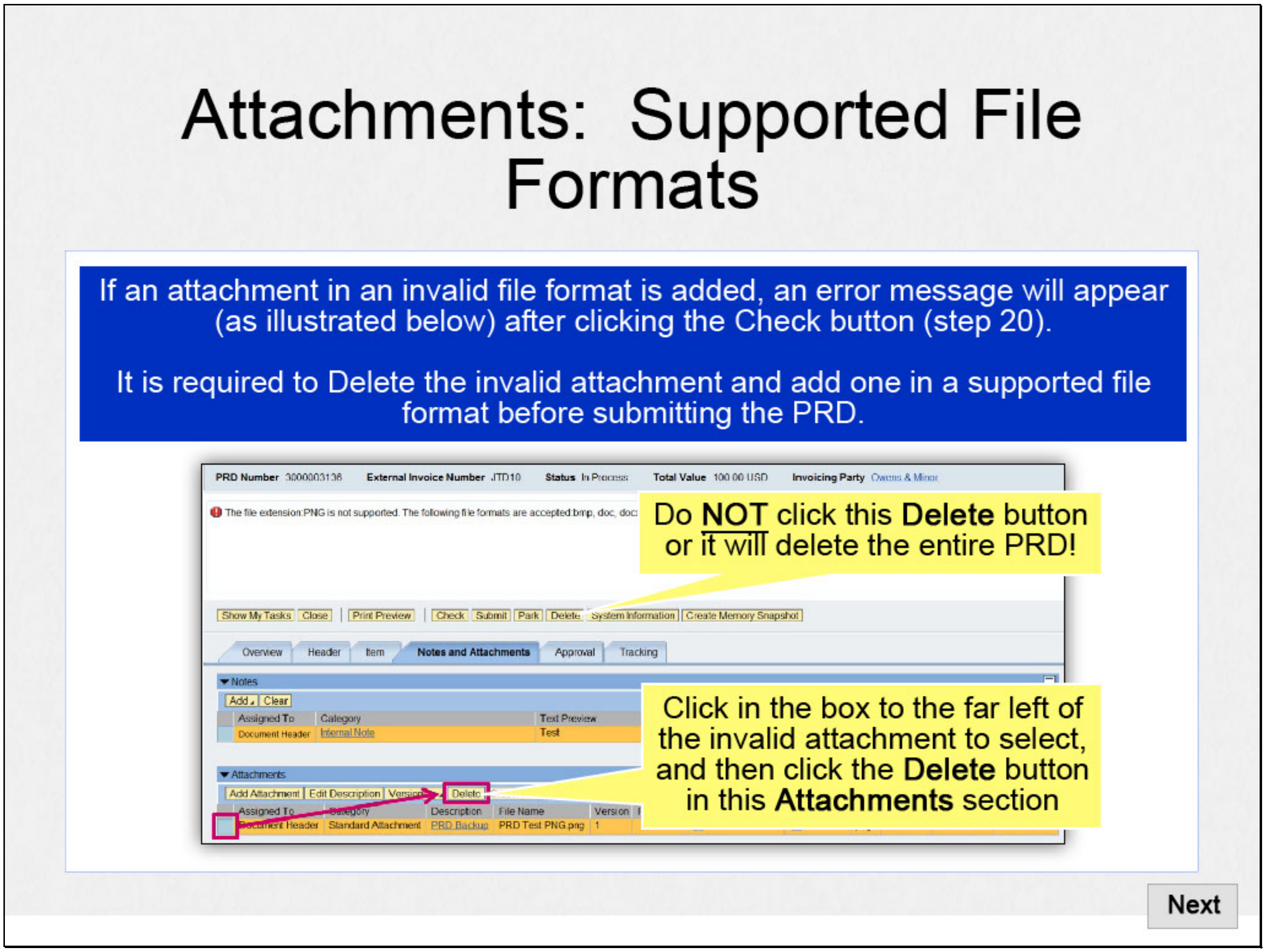

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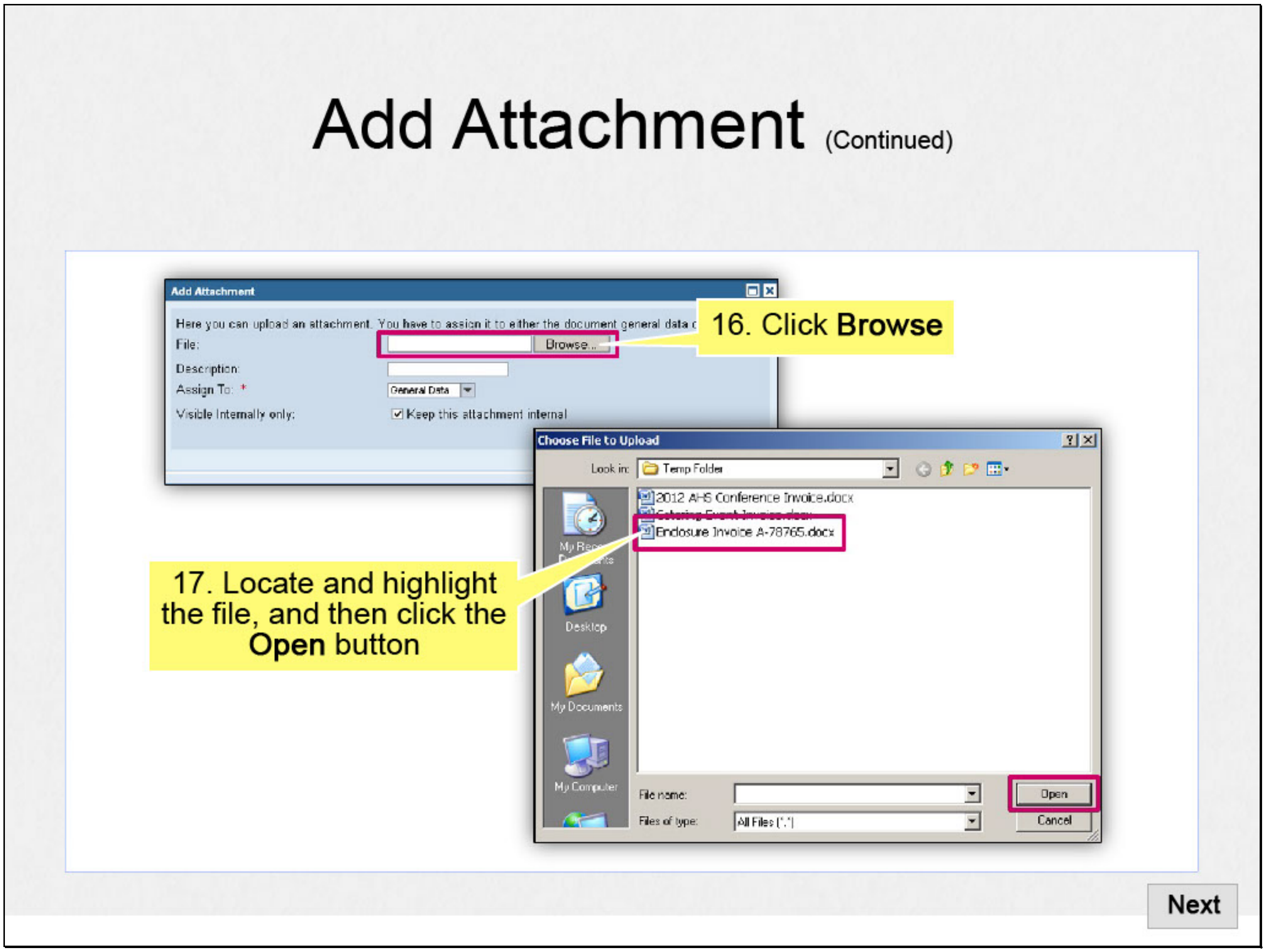

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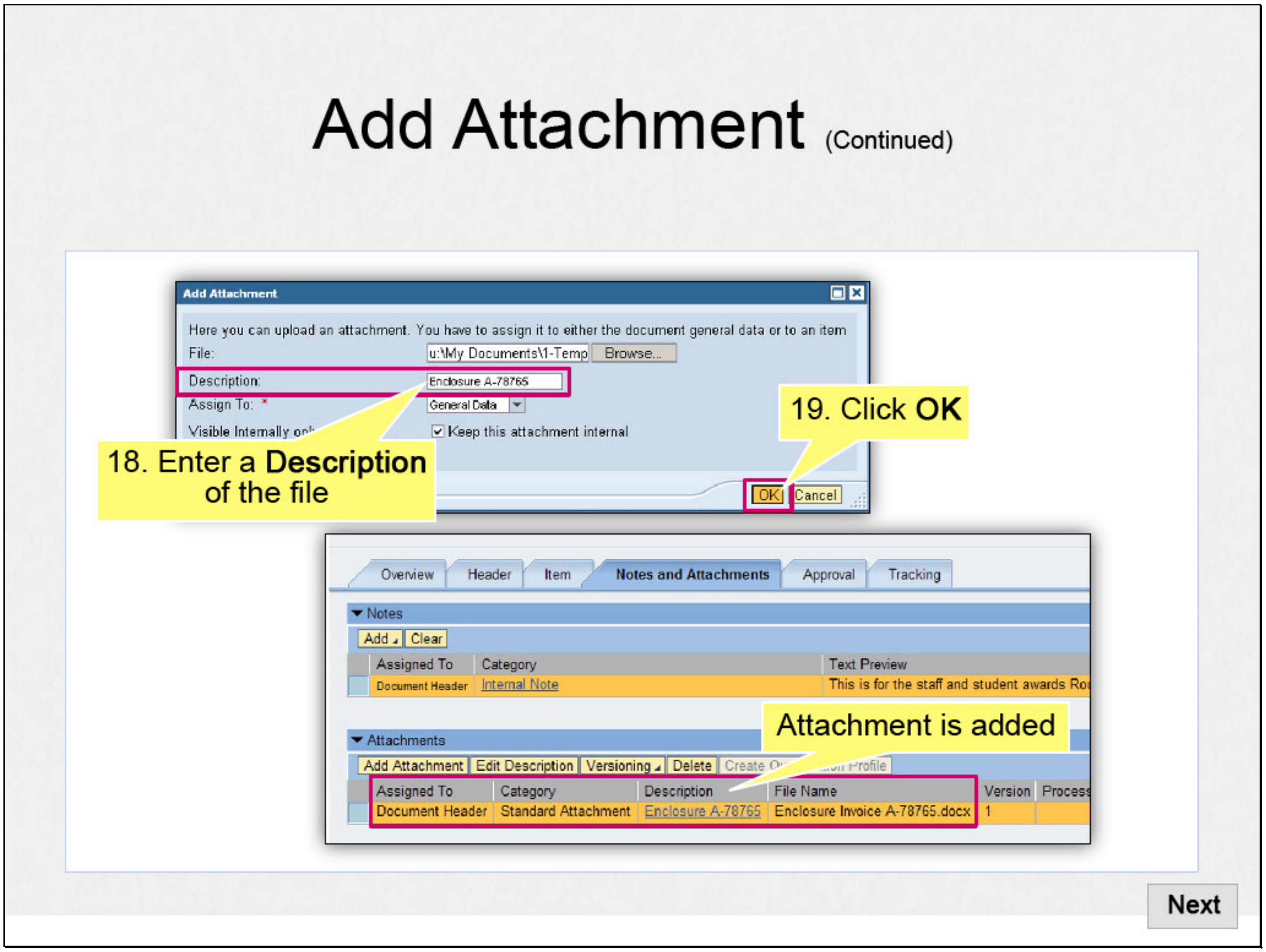

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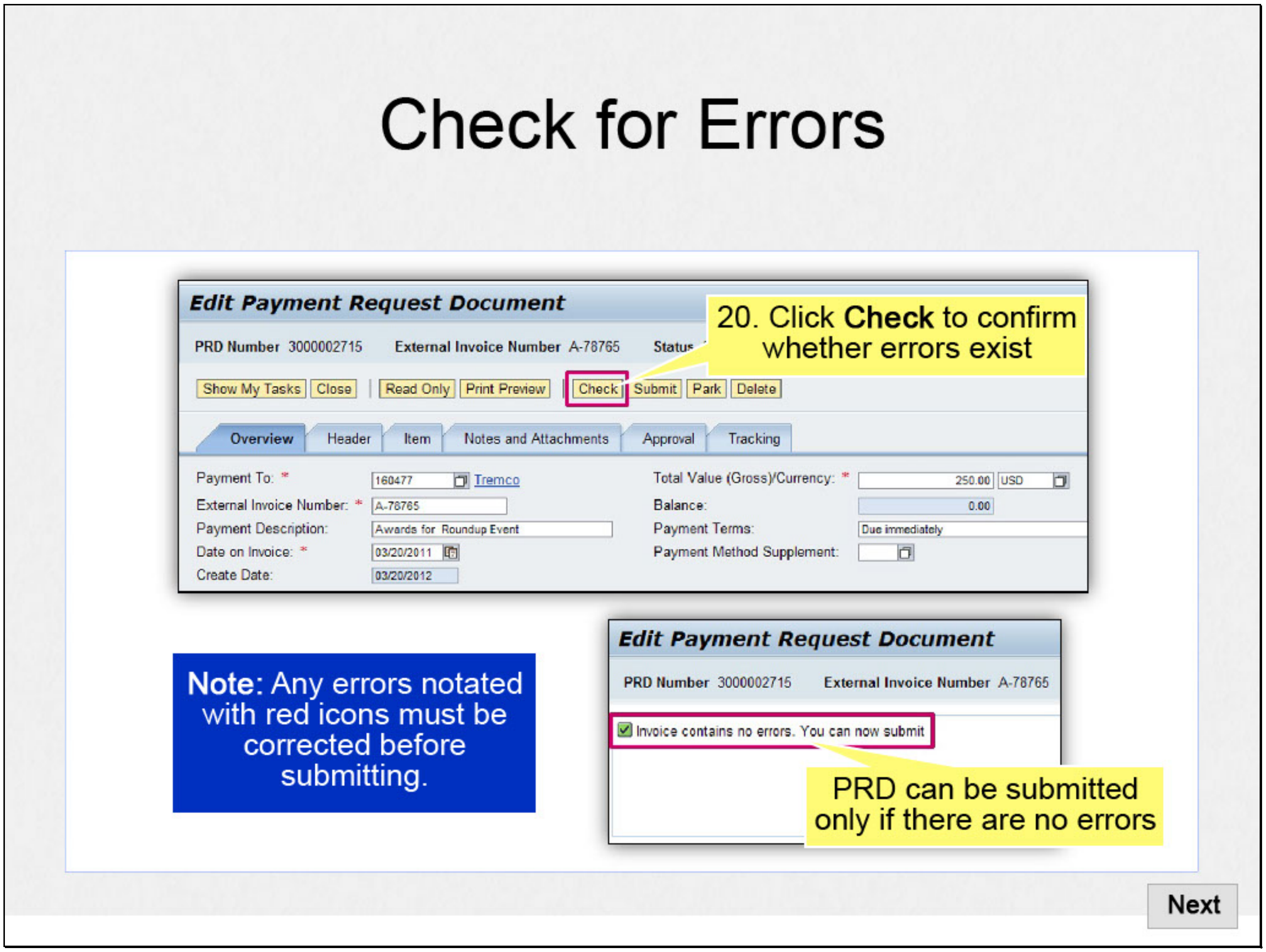

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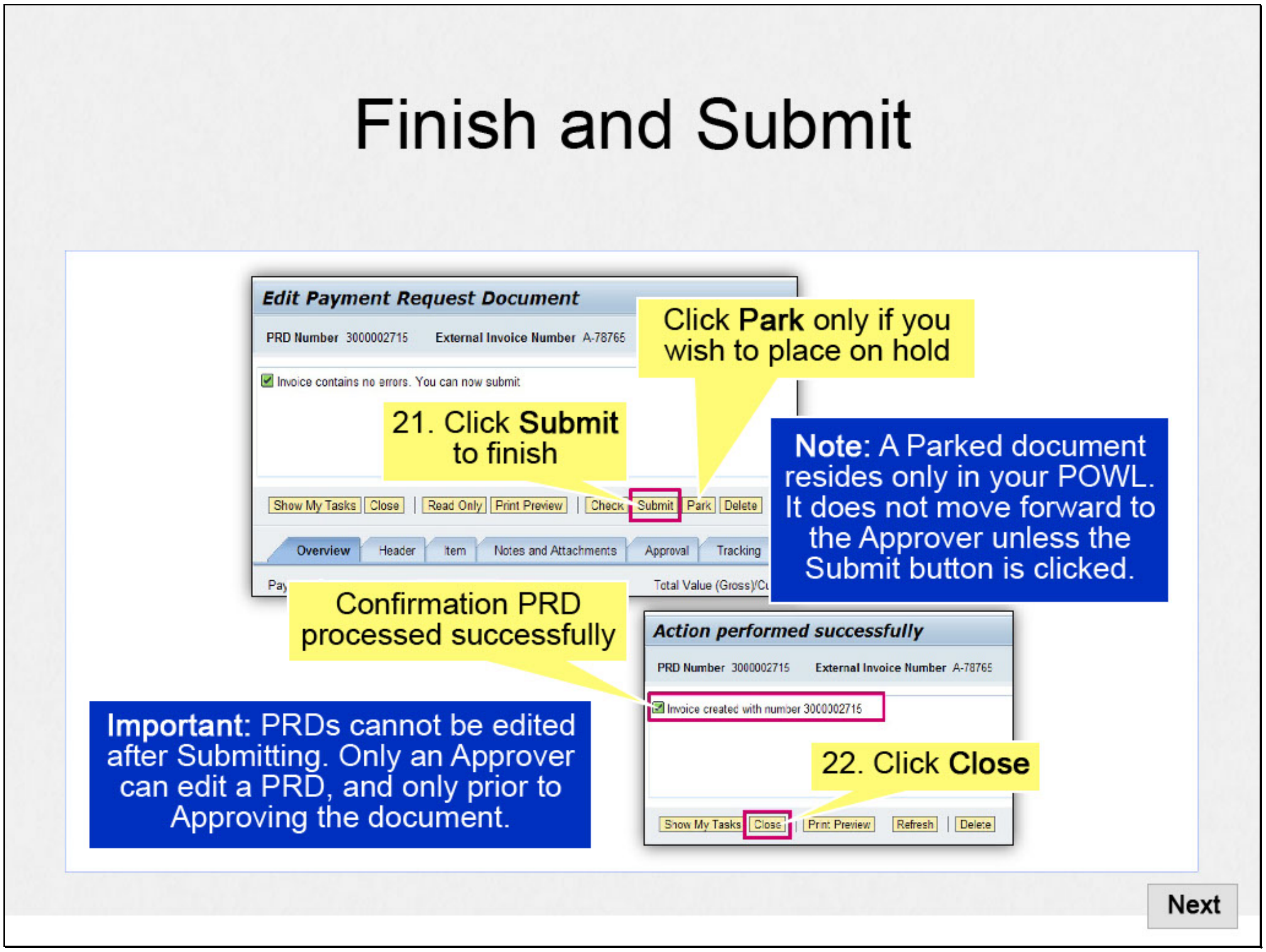

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# What Happens Next?

After the PRD is submitted, it next moves to the appropriate Approver(s) within the department/College/Business Unit. Two levels of approval are required if the PRD is greater than $10K.

If approved, the PRD moves forward to Accounts Payable for final processing and payment.

SAP “Workflow” is the mechanism that moves PRDs to Approvers’ inboxes and onto Accounts Payable.

**Notes:**

- Some PRDs require Purchasing approval before they can be processed for payment. SAP Workflow routes applicable PRDs to Purchasing as needed.
- Contact EA-MM Team if changes need made to Workflow routing of documents for your area.

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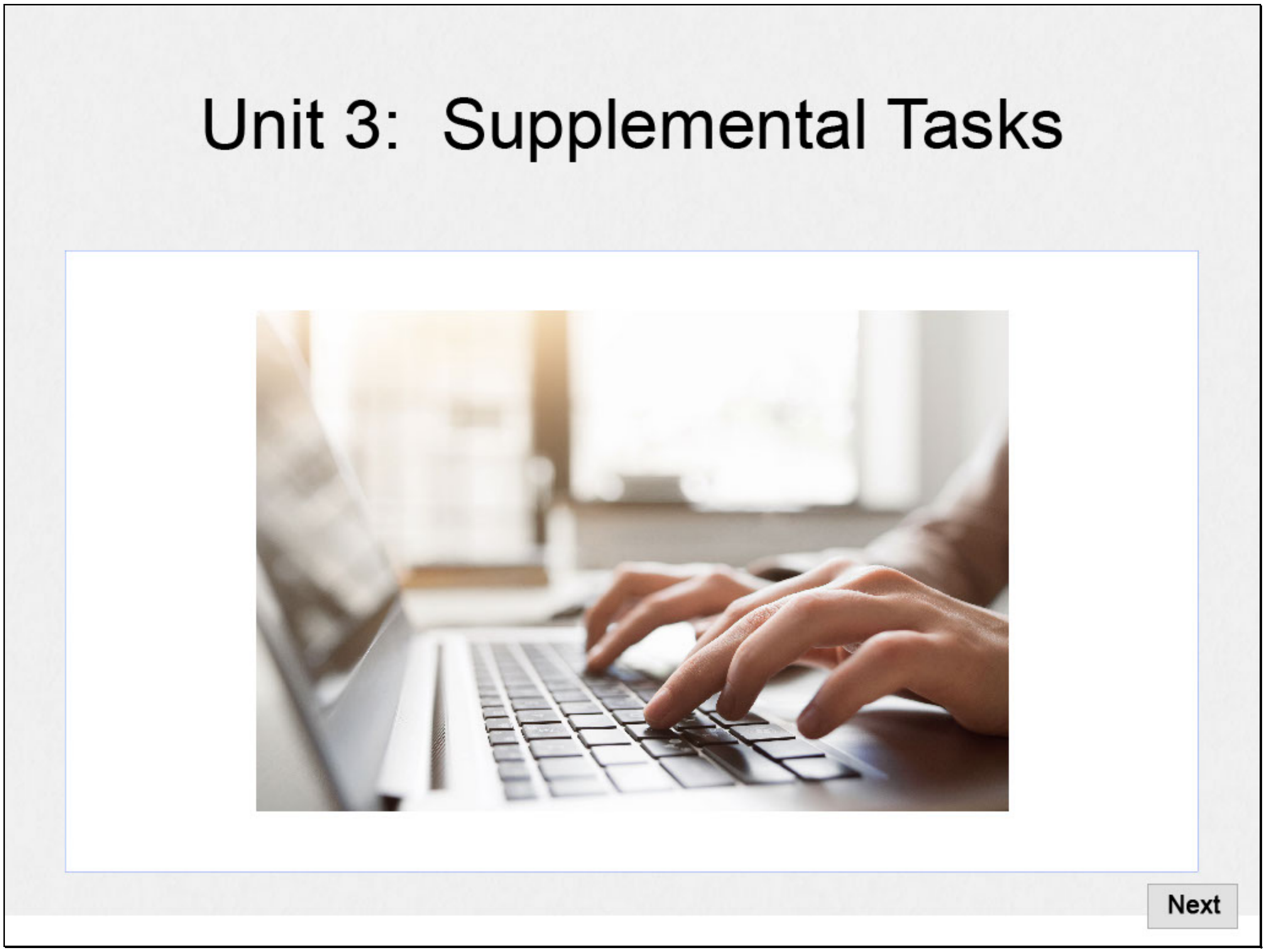

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# One-Time Payments

The PRD contains a special feature for “One-Time Payments”, but this feature is not permitted to be used for the Purchase of Goods or Services. Listed below are the vendors that may be used for the one-time payments and each of them may only be used for the defined purpose.

RESEARCH
This vendor may only be used to make a single payment of $100.00 or less to a **research subject**.

- **NOTE:** Non-Resident Aliens cannot be paid through the one-time payment feature regardless of amount. Please see Business Procedure Manual section E-9 for complete details on compensation to research subjects.

PAYROLL
This vendor may only be used to process a request for a Payroll **petty cash** advance.

- **NOTE:** The cost object for these payments **must be the Fund Number 0211367000 and GL 220252** to ensure that all of these transactions are routed to the Payroll Department for approval by PRD Workflow.

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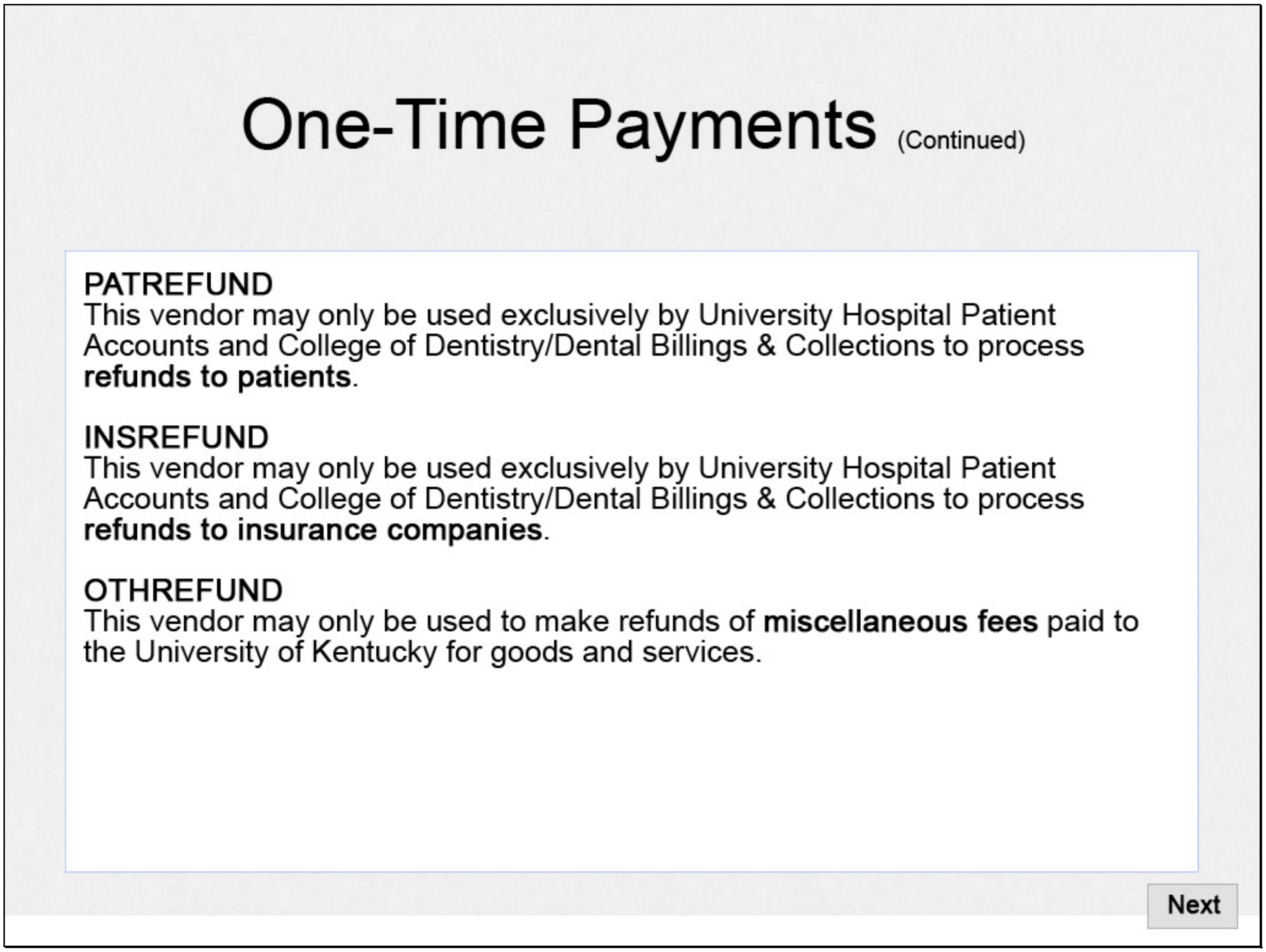

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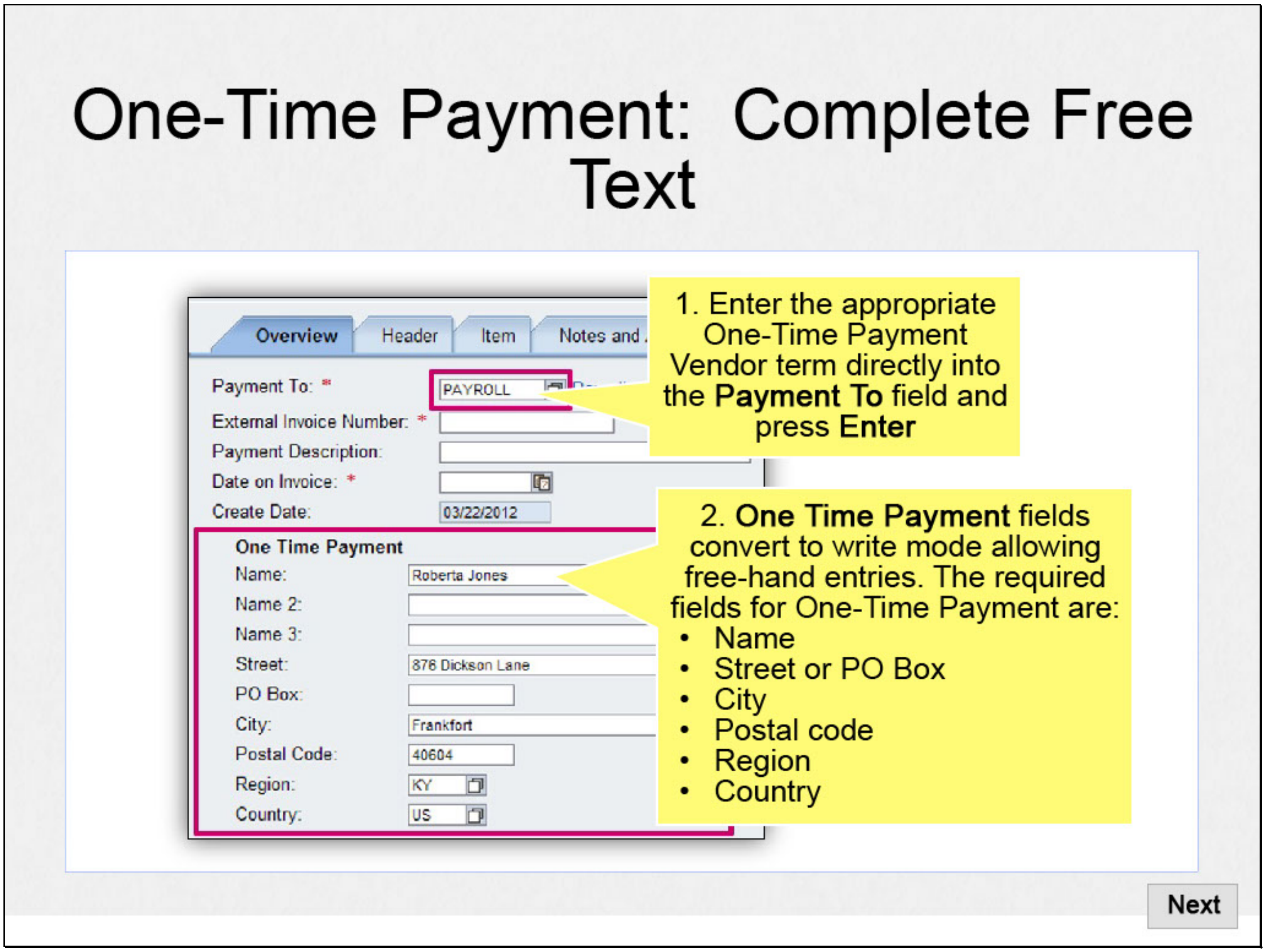

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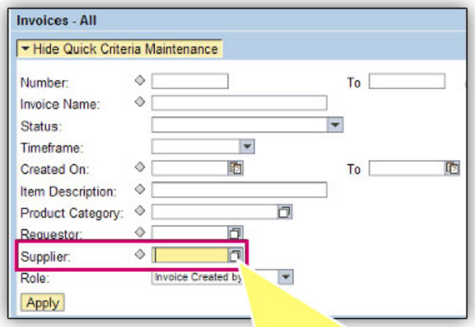
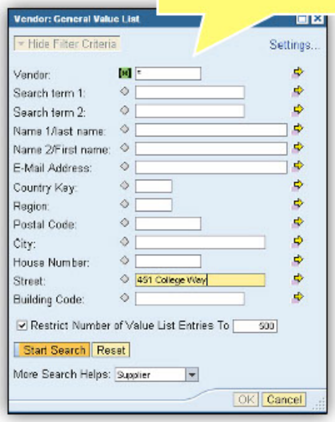
# Vendor Lookup from the POWL

If needed a vendor search can be performed from the POWL prior to beginning a Payment Request Document.




1. From within Quick Criteria Maintenance, click **Possible Entries** icon under **Supplier**

2. Execute vendor search as normal

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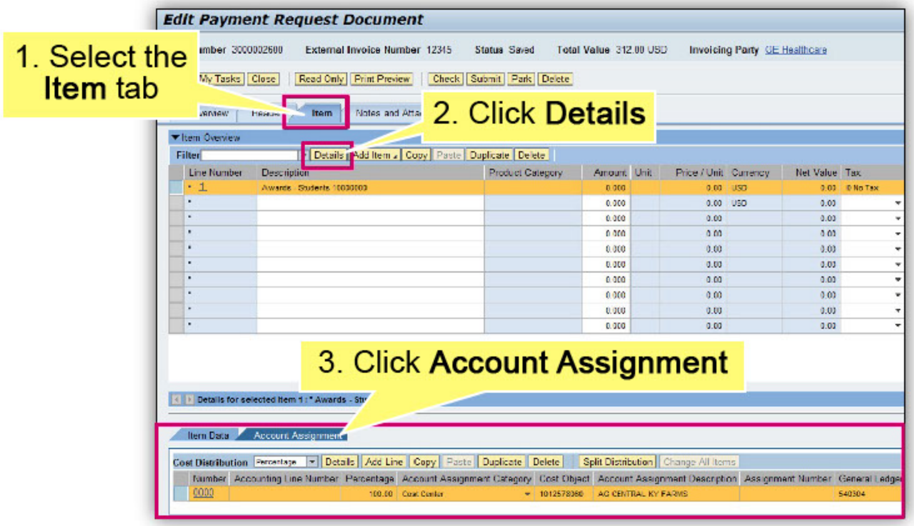
# Multiple Account Assignment

Account Assignment for the PRD can be distributed across multiple cost objects.

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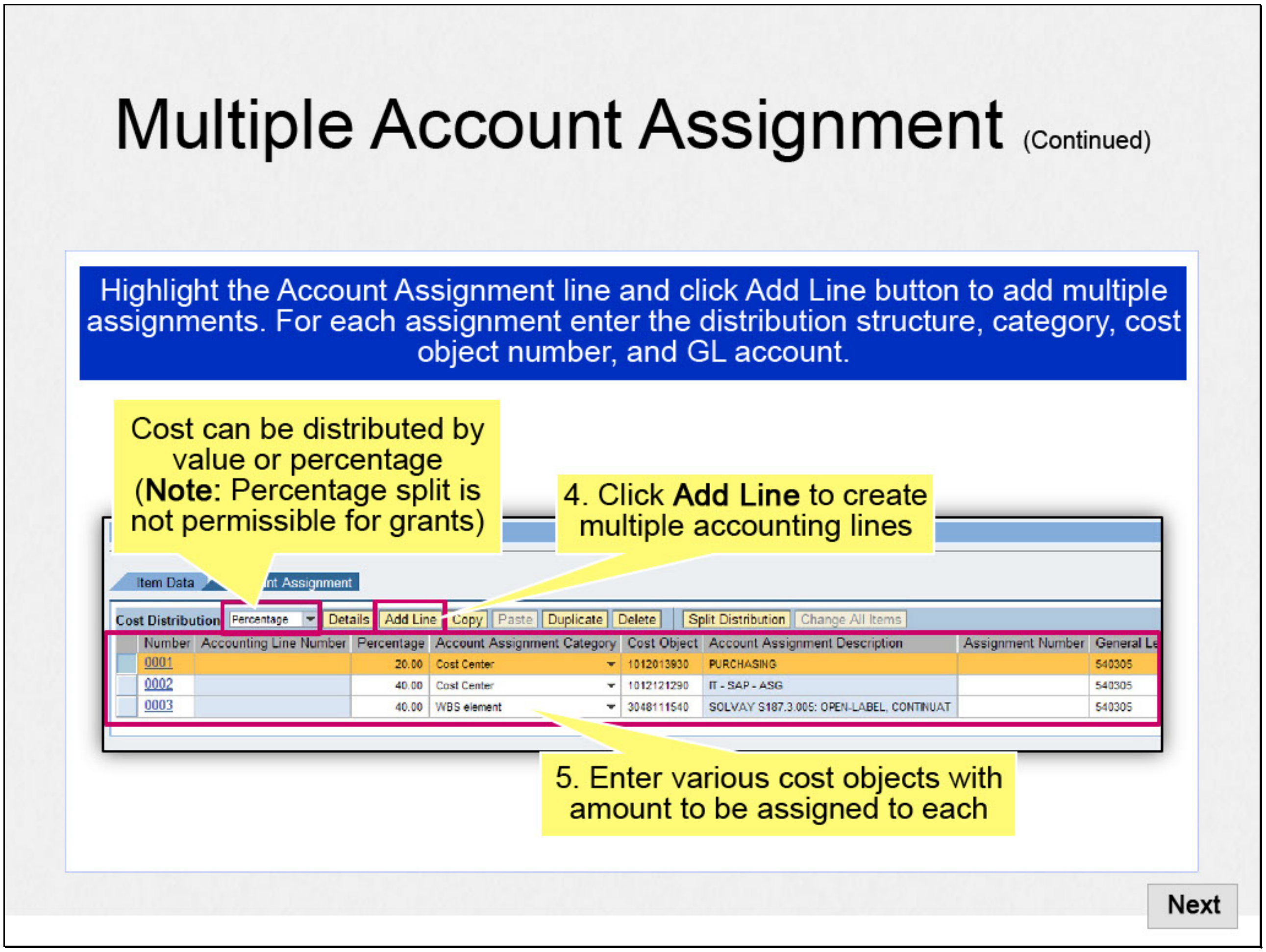

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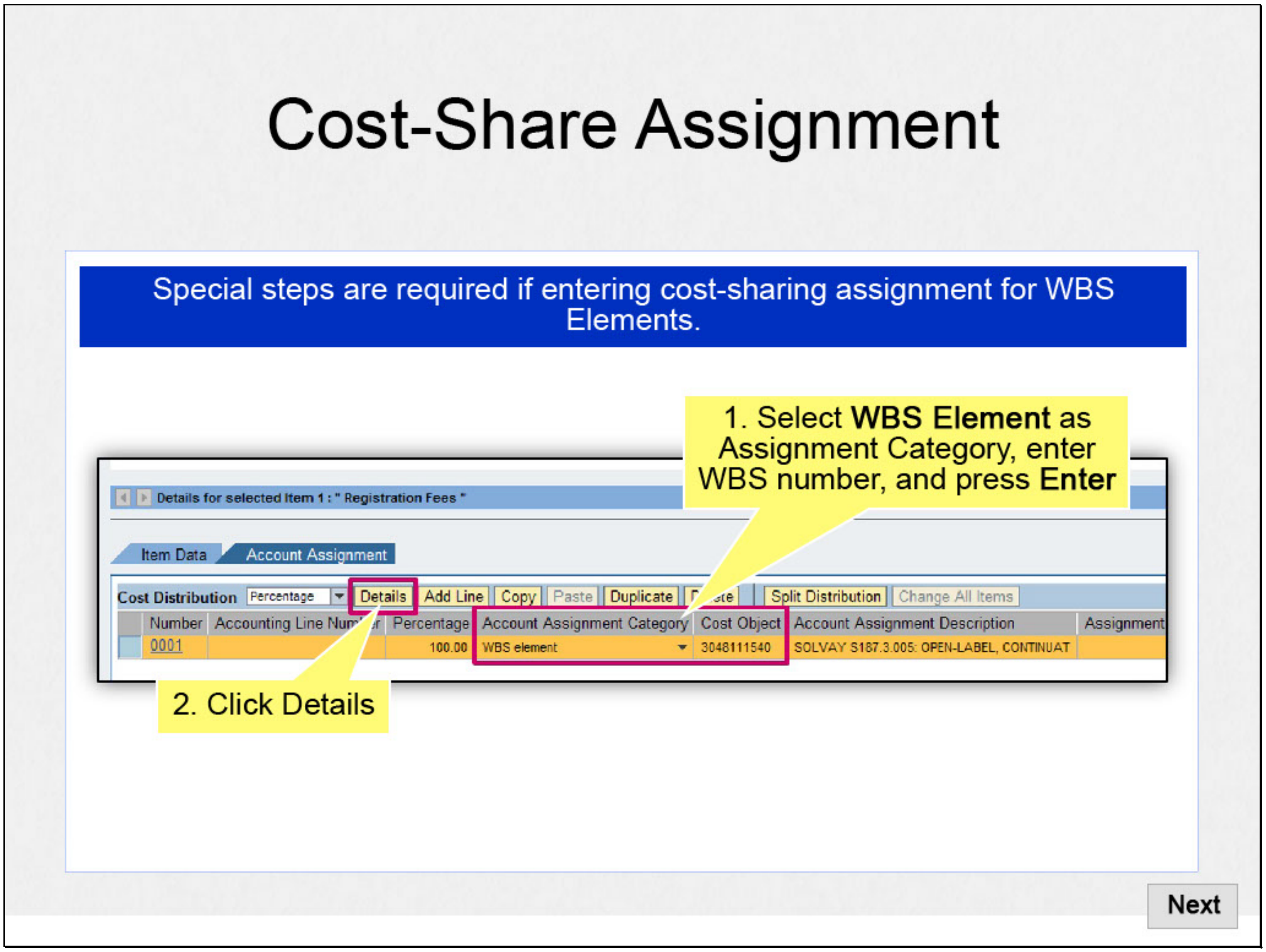

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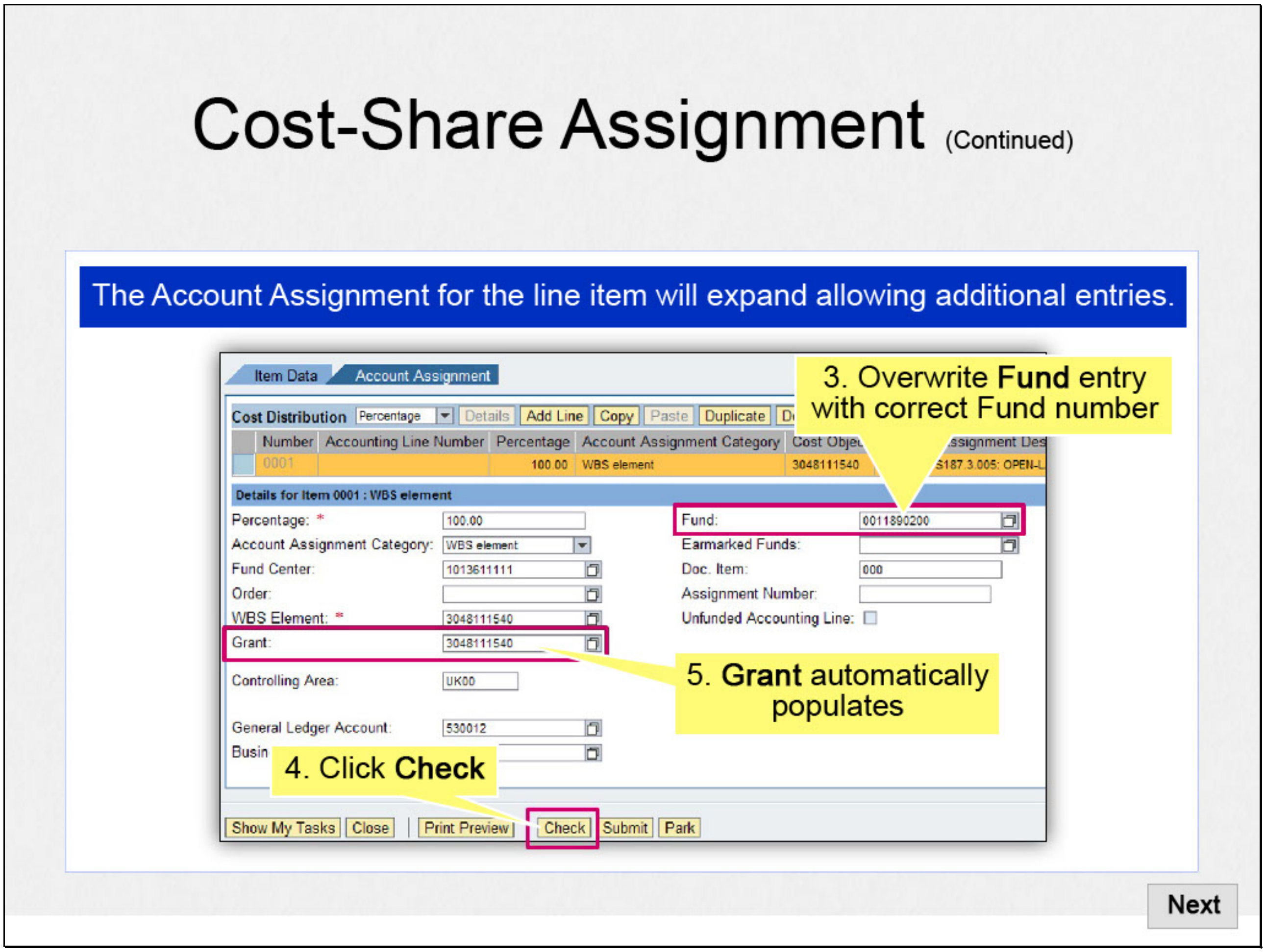

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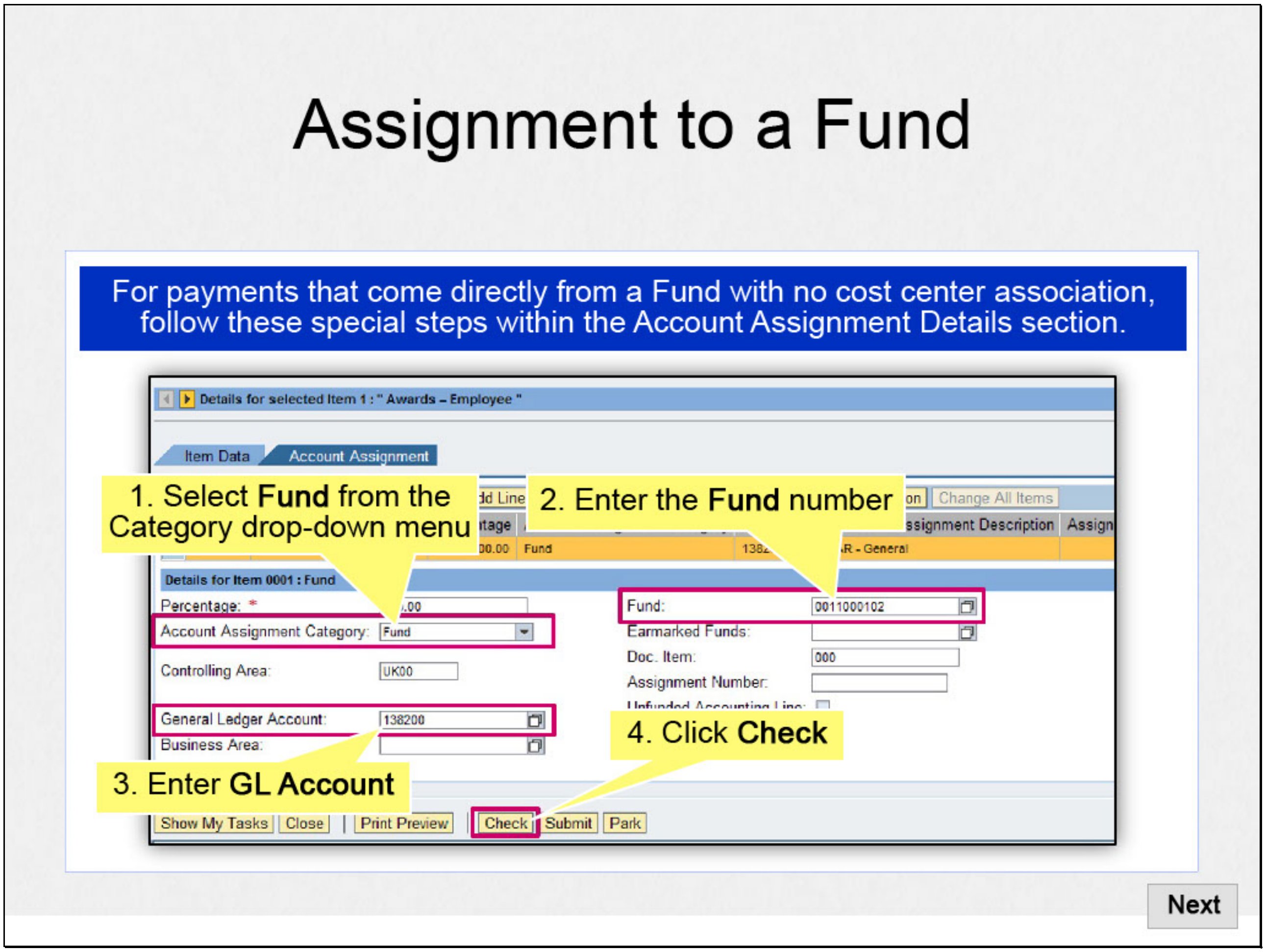

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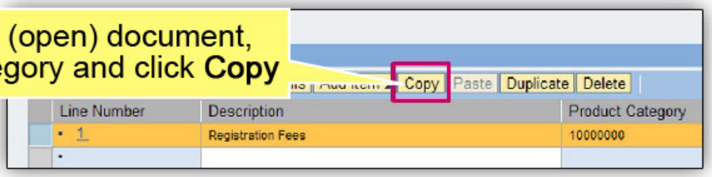
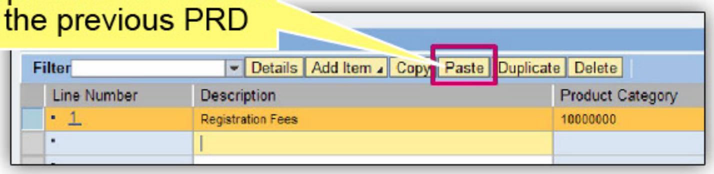
# Using Clipboard Feature for Product Category

If you regularly create PRDs for the same Product Category, you can use the Clipboard (Copy and Paste) feature to save steps.
**Note**: In order to use the Clipboard feature, the Product Category to be pasted in future documents must first be copied from within an open document.

1. From within initial (open) document, highlight Product Category and click **Copy**




2. From within the next document, click **Paste** to replicate the Product Category from the previous PRD

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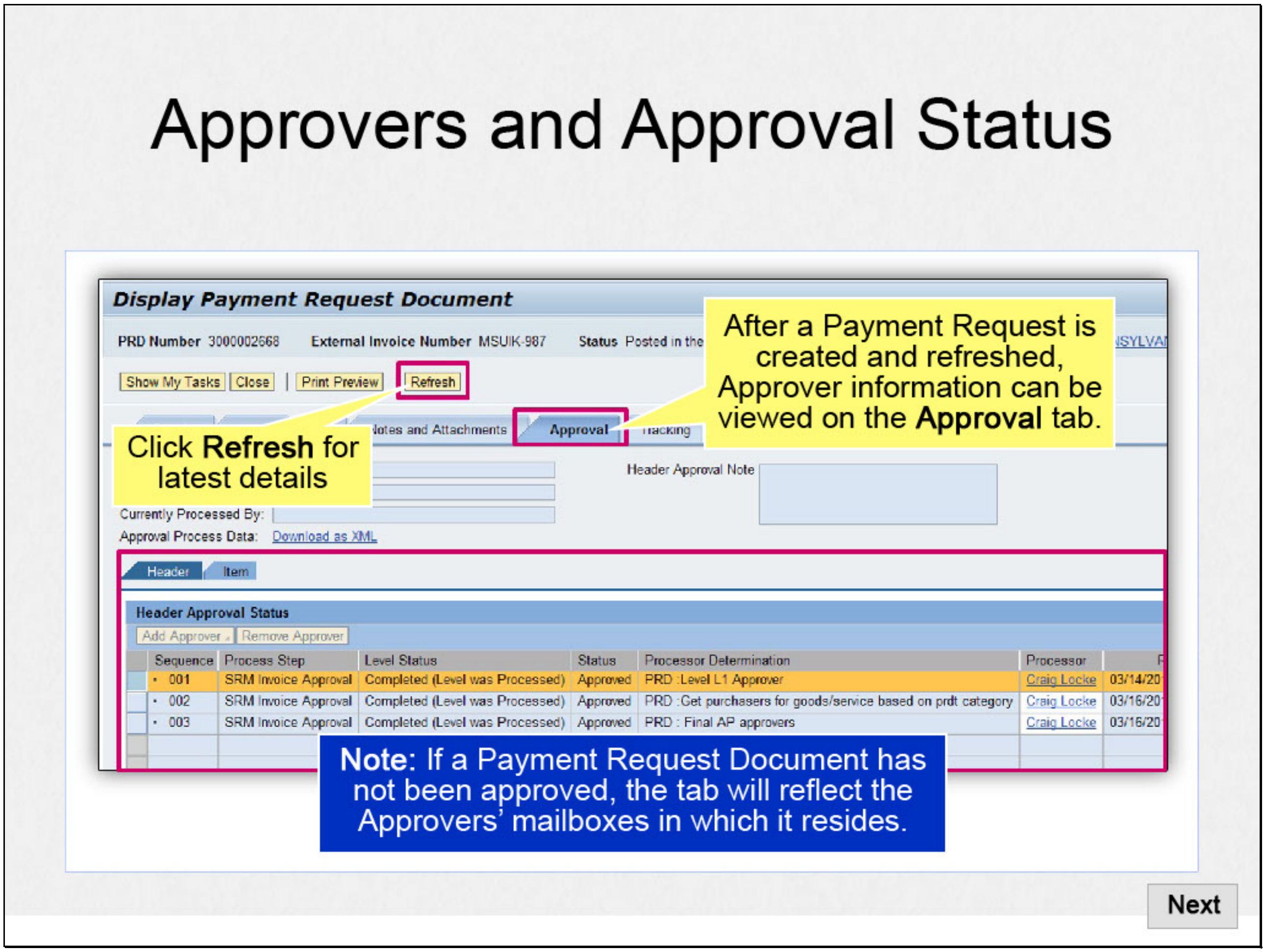

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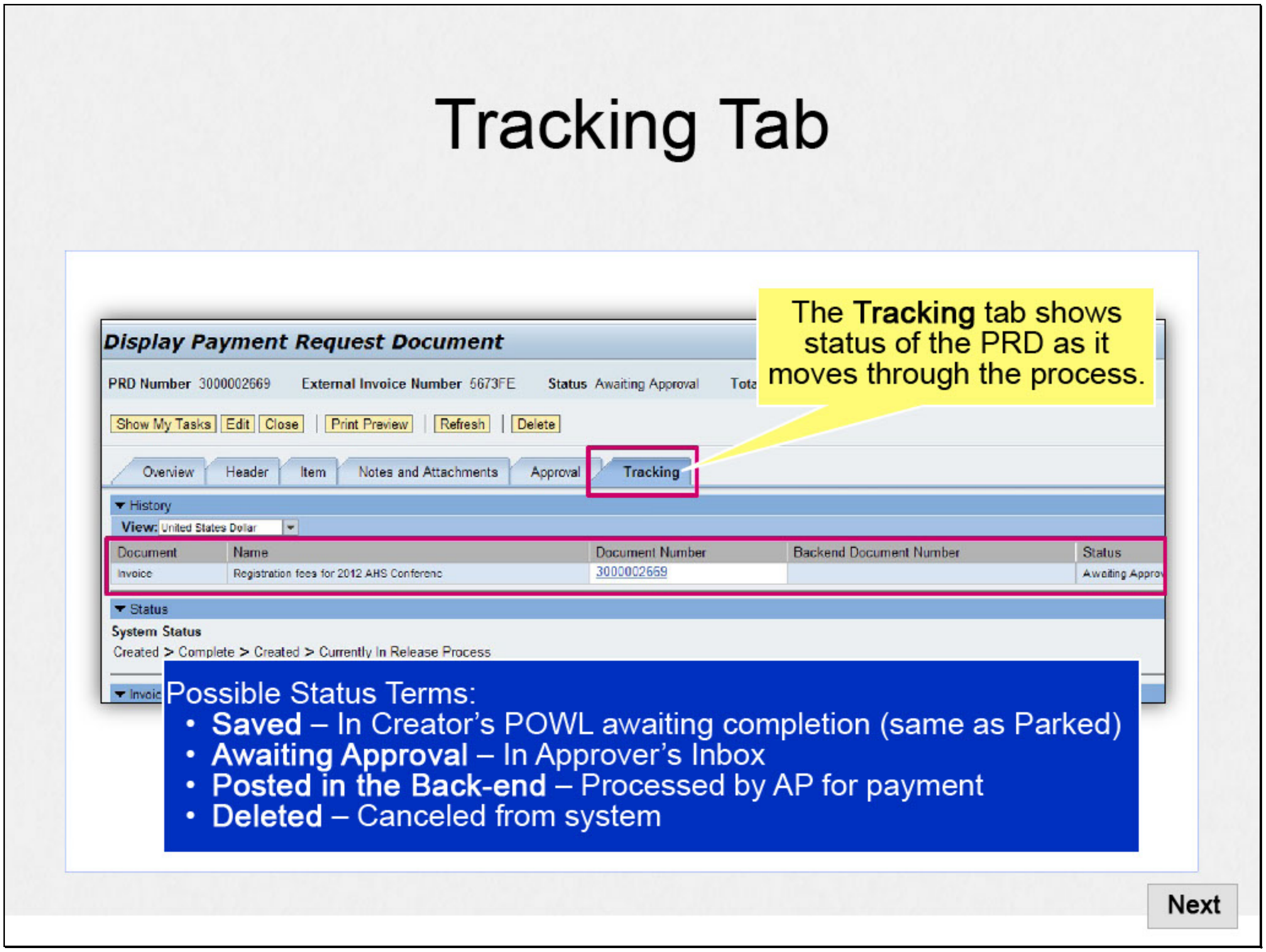

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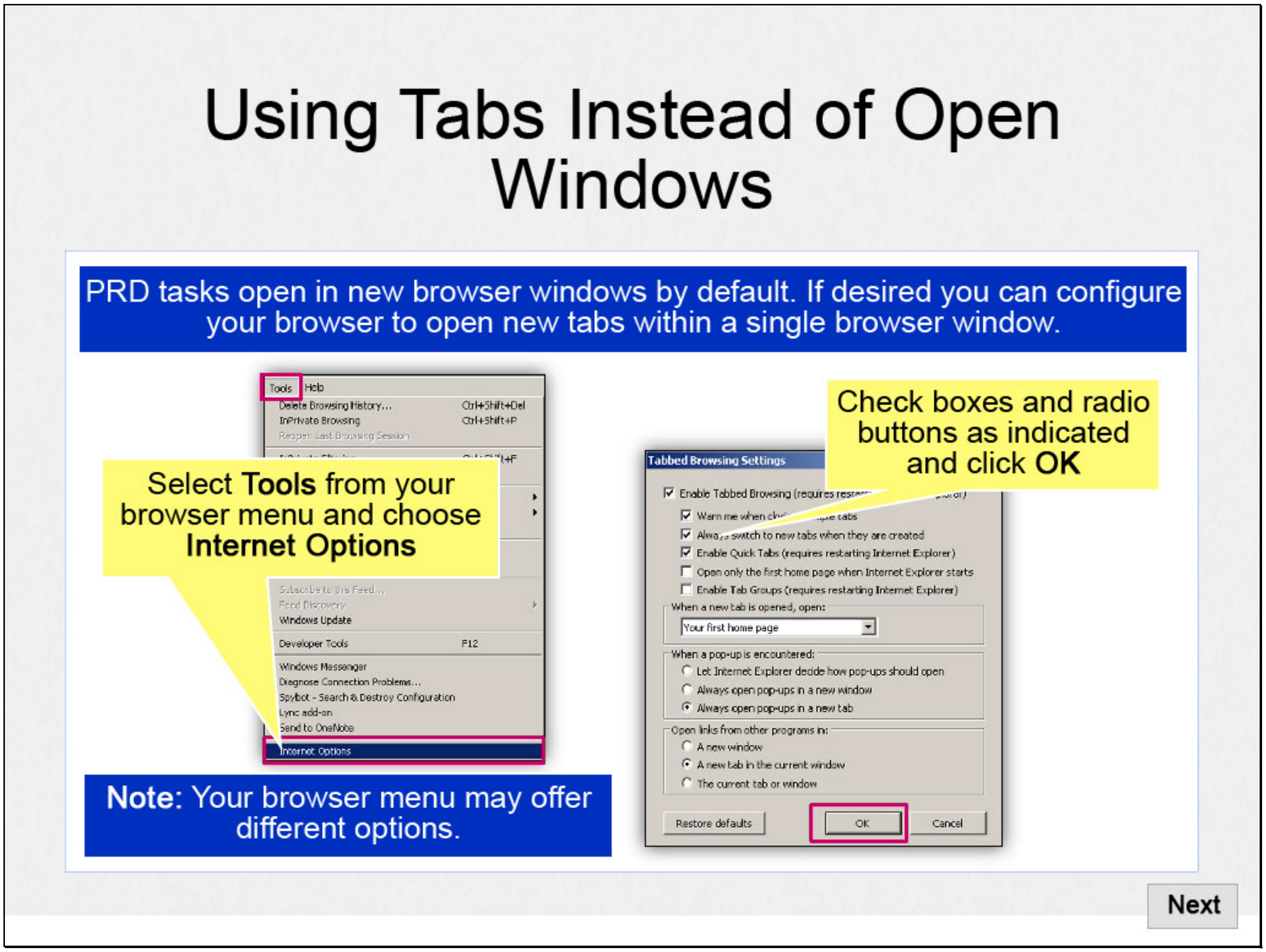

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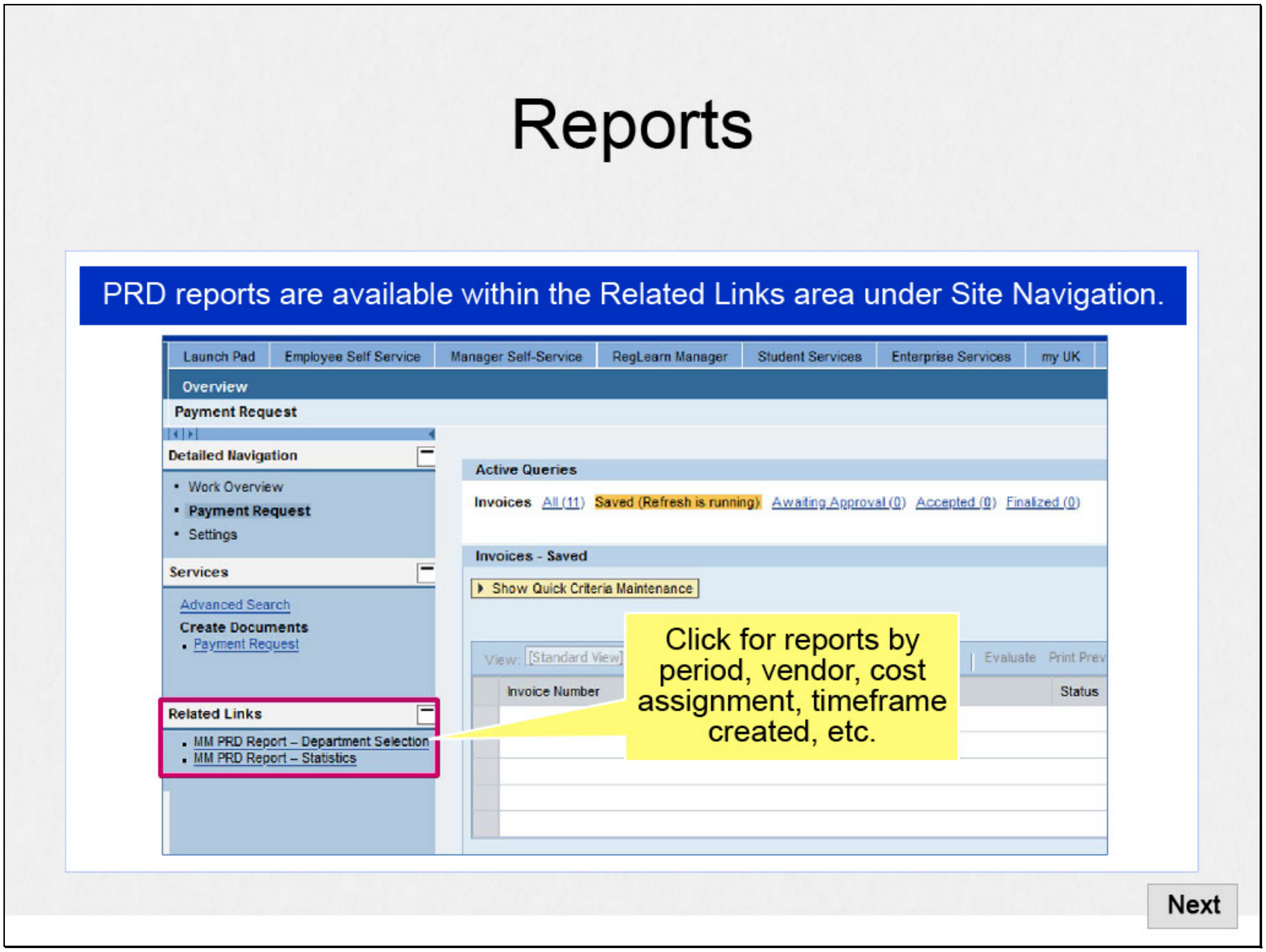

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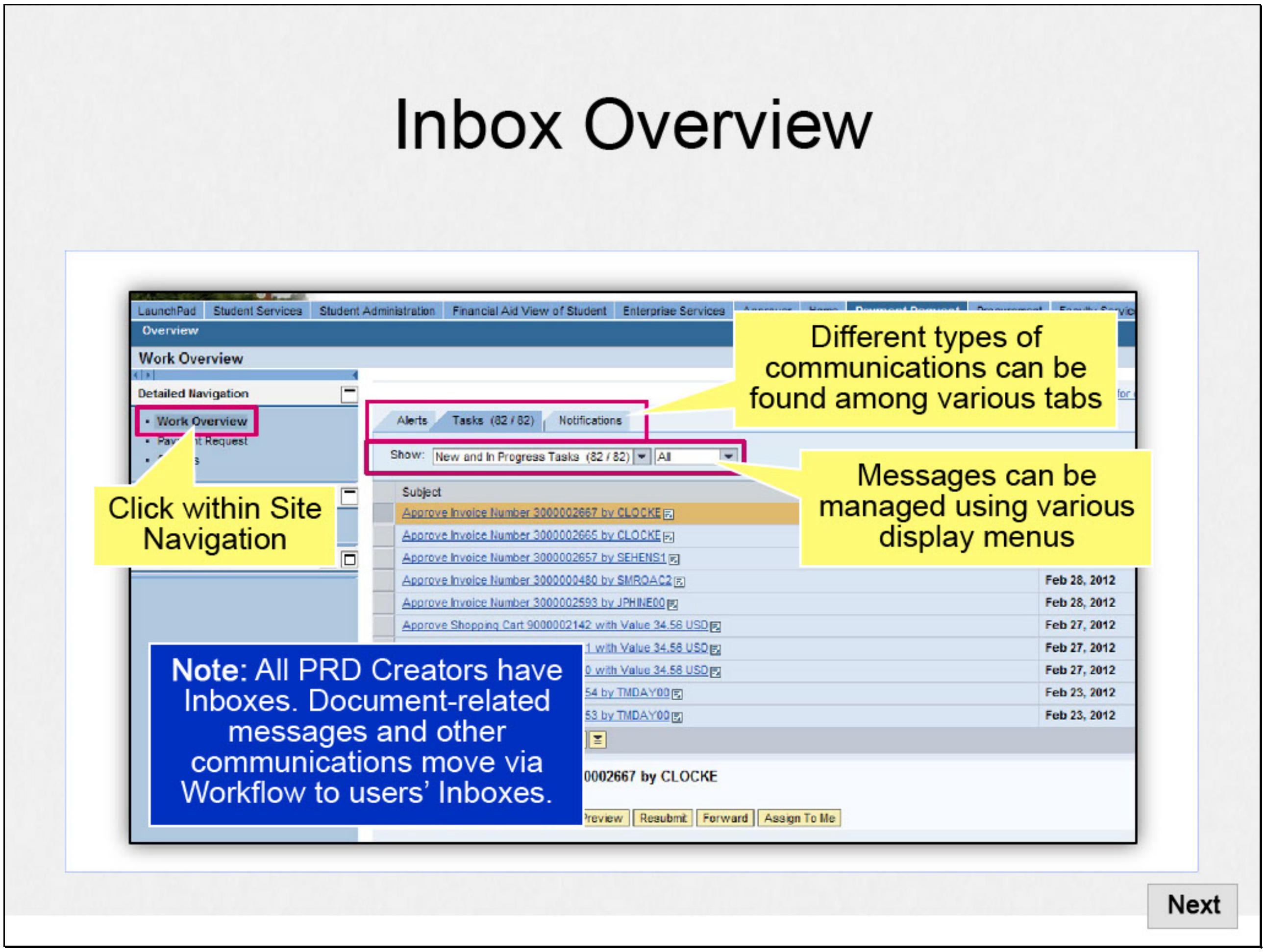

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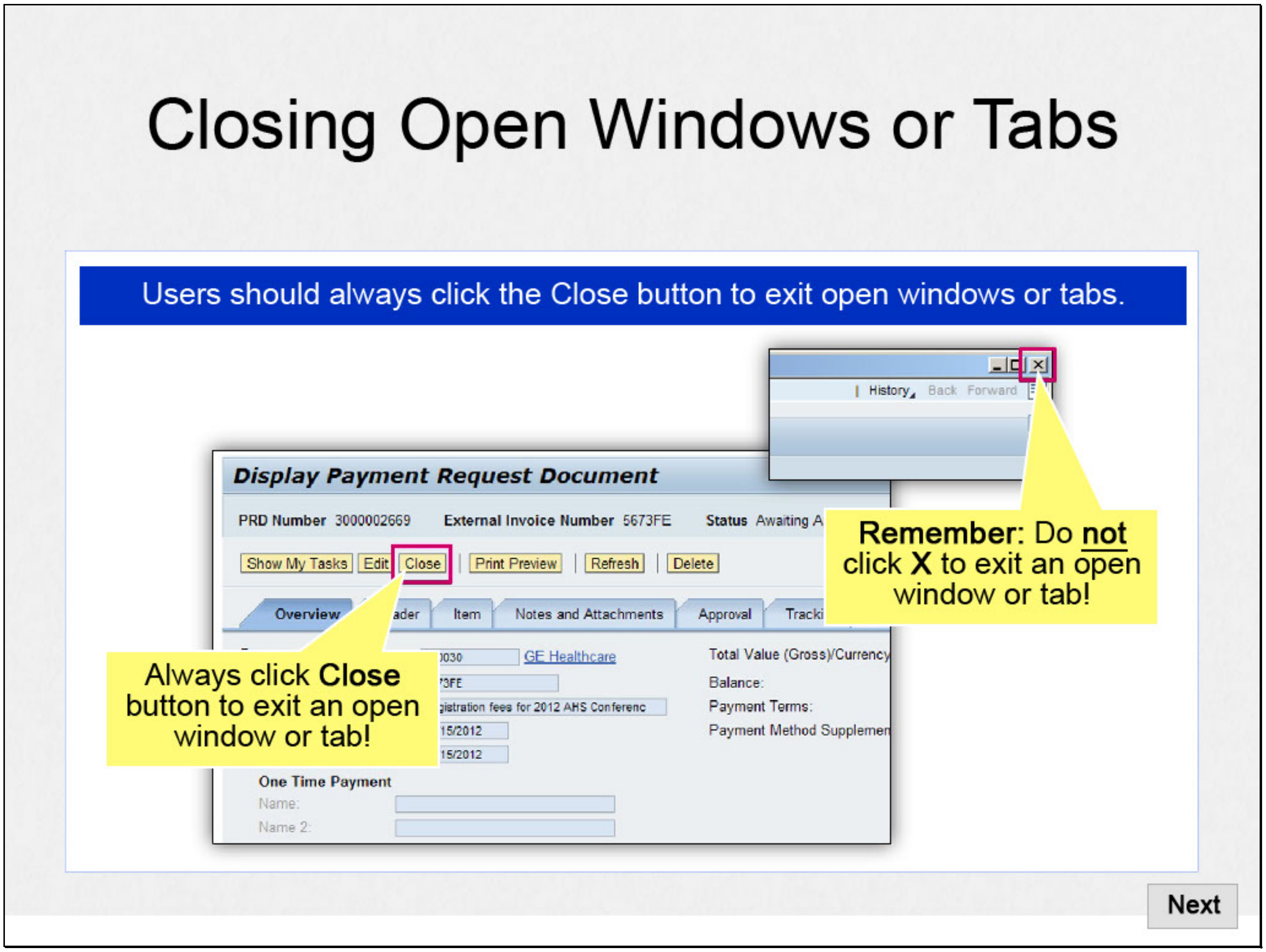

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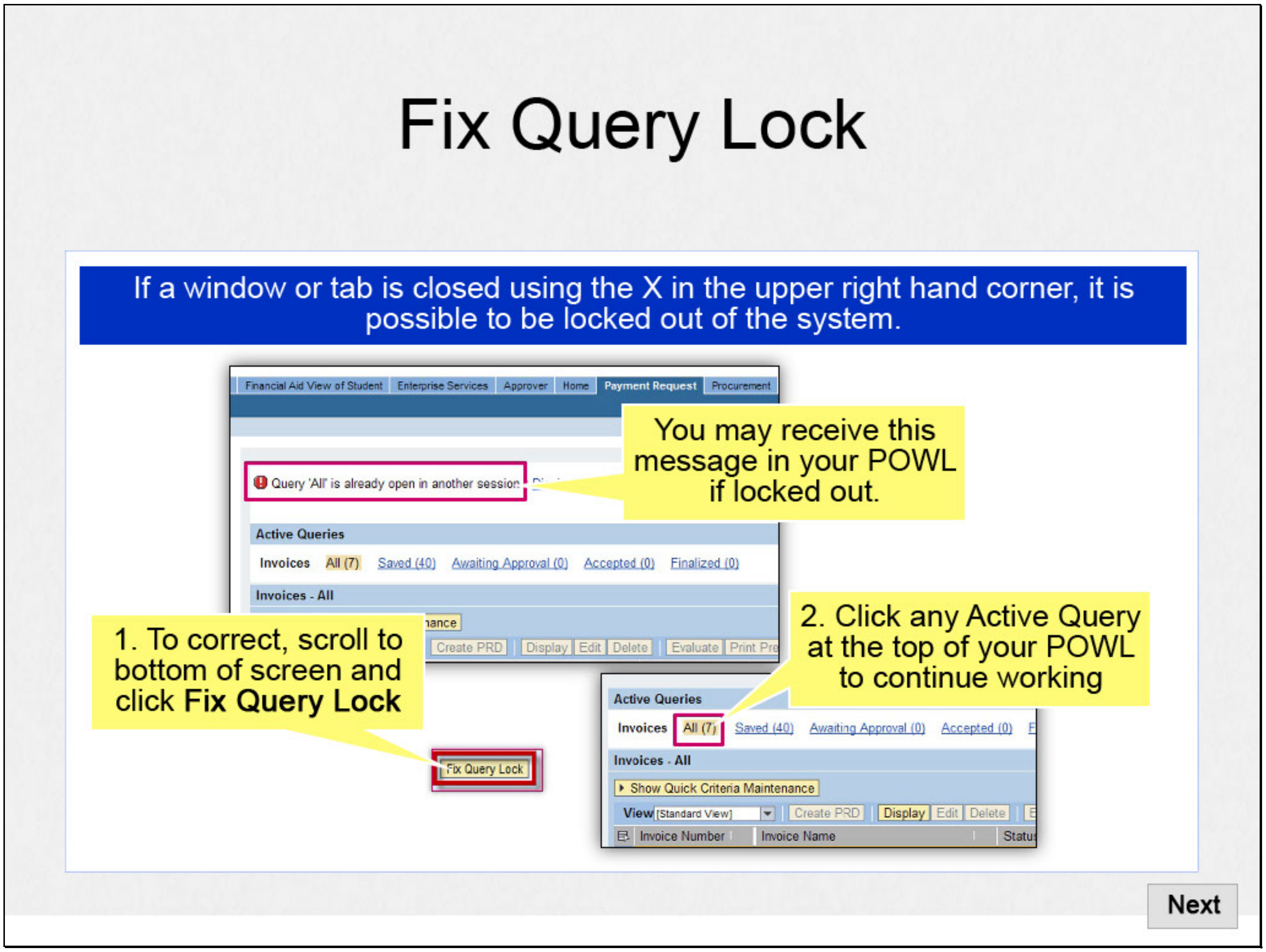

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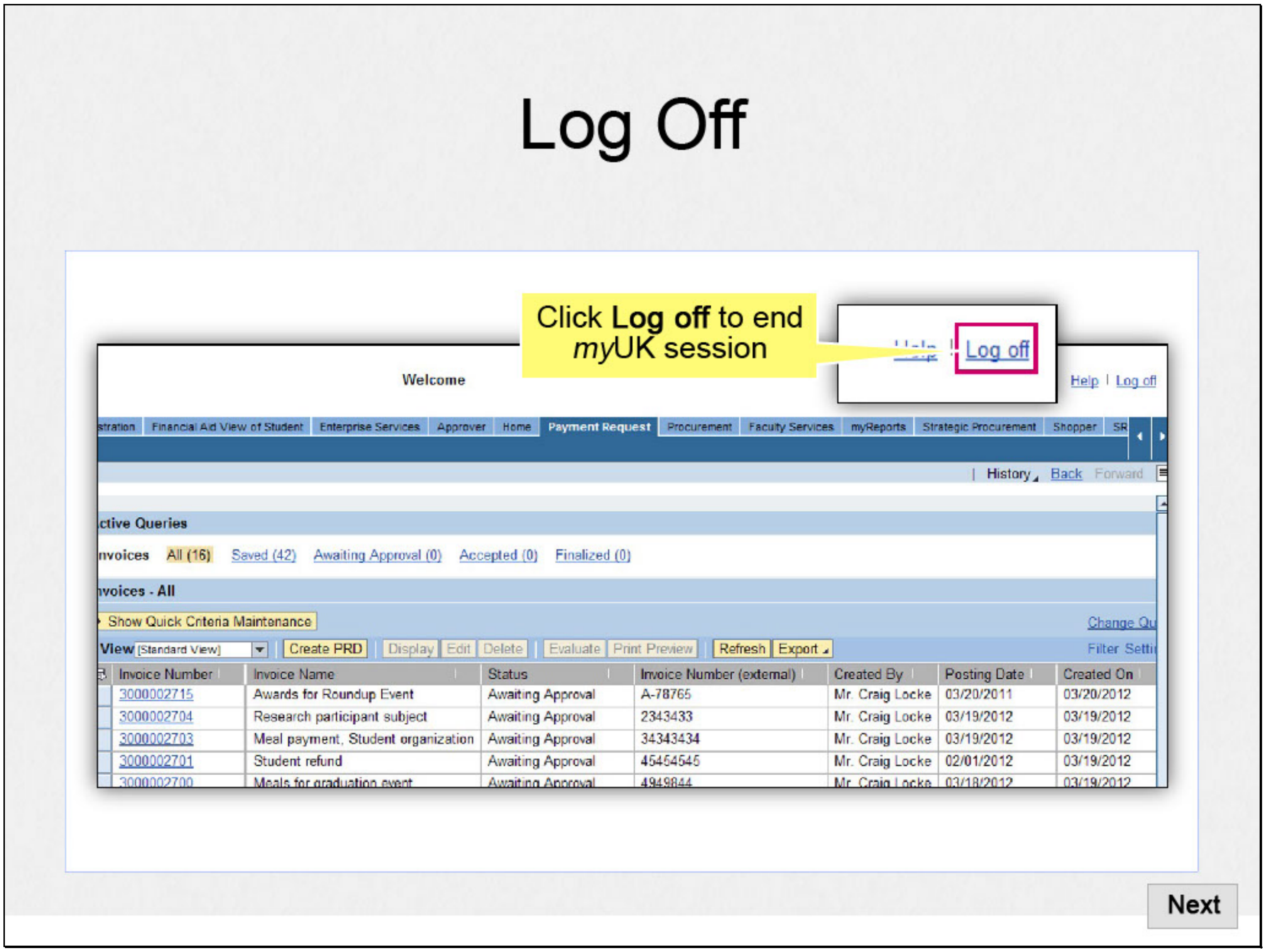

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# PRD Help Websites

MM/Purchasing myHelp website: http://myHelp.uky.edu/HTML/MM.html

- Contains Quick Reference Cards (QRCs) and printable course manuals

Purchasing website: https://purchasing.uky.edu

- After logging in, contains links on **How to Buy**, **AP Quick Reference Guide**, etc.


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