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PRD Creator
(MM_PRD_300)

Presented by Enterprise Applications Training

UK Information
Technology Services

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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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Unit 1: Overview



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Payment Request Document (PRD)

A **Payment Request Document (PRD)** is an electronic procurement tool used to purchase and pay for goods and services (and issue refunds) when the SRM Shopping Cart/SAP Requisition process or the Procurement Card cannot be used.

Three methods to purchase:

- SRM Shopping Cart/SAP Requisition
- Procurement Card
- PRD should be used as last resort when Shopping Cart/Requisition and procurement card **cannot** be used.

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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 not 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.

SAP (RS/MM)	SIMILAR ROLES		
	REQUISITIONER	APPROVER	RECEIVER
SMM	SHOPPER	APPROVER	GOODS CONFIRMER
PRD	CREATOR	APPROVER	

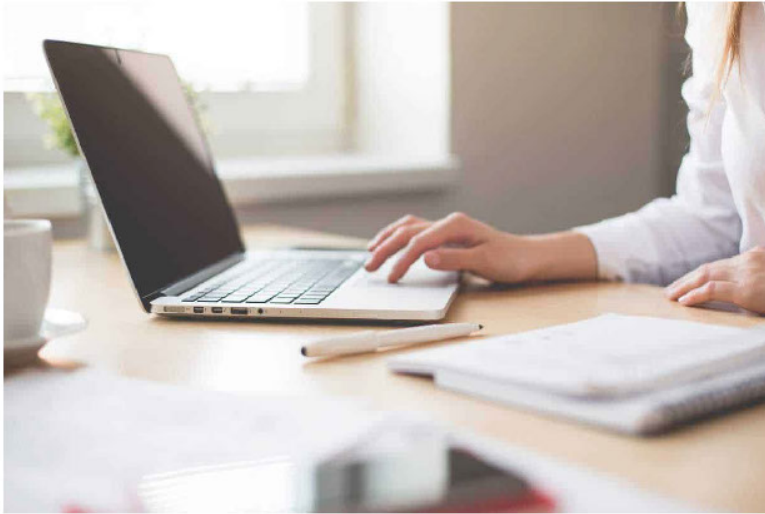
	PRD CREATOR	SAP REQUISITIONER	SRM SHOPPER	SAP/SRM/PRD APPROVER	SAP RECEIVER	SRM GOODS CONFIRMER
OPTION 1	✓	✓	✓	✗	✓	✓
OPTION 2	✗	✗	✗	✓	✓	✓
OPTION 3	✗	✓	✓	✓	✗	✗

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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Unit 2: Create Payment Request Document (PRD)



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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.

1. Click Payment Request under Site Navigation

2. Click Payment Request under Create Documents to begin. A new window or tab will open.

Invoice No	Description	Status	Amount
300002701	Student refund	Awaiting Approval	454545
300002700	Meals for graduation event	Awaiting Approval	4949844
300002698	Registration fee for conference	Saved	4509-KU
300002696	Decorations for office	Saved	9595696
300002695	Accreditation Fees 2012	Awaiting Approval	96875
300002694	Payment for meals	Saved	125678

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

Create Payment Request

PRD Number 3000002715

System assigns unique PRD Number

Show My Tasks | Close | Print Preview | Check | Submit | Park

Action buttons

Overview | Header | Item | Notes and Attachments | Approval | Tracking

Payment To: * 999999 PRD Vendor Total Value (Gross)/Currency: * 0.00 USD

External Invoice Number: * Balance: 0.00

Payment Description: Payment Terms: Due Immediately

Date on Invoice: * Create Date: 03/20/2012 Payment Method Supplement:

One Time Payment

Name: Street: PO Box: City: Postal Code: Region: Country:

PRD Approved Product Categories are selected via the Add Item button

Items

Details | Add Item | Copy | Paste | Duplicate | Delete

Line Number	Description	Product Category	Amount	G/L Account Number
*			0.000	
*			0.000	

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Vendor Selection

Create Payment Request Document

PRD Number 3000002715


Show My Tasks Close

Overview Header Item **Possible Entries and Attachments** App

Payment To: * 999999  PRD Vendor

External Invoice Number: *

Payment Description:

Date on Invoice: * 

Create Date: 03/20/2012

3. Click the **Possible Entries** icon on the right side of the **Payment To** box

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Vendor Selection (Continued)

TIP: For best results use the following search term strategies:

1. Search by name within **Vendor 1** field using keyword, or
2. Search by **PO Box** or **Street** address (If searching using street address, the field is **case-sensitive**.)

Note: If searching for a DBA vendor, use **Search Term 1** field with a portion of the name.

Use (*) as shown below when searching individuals: Example: Dan*Smith*

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Vendor Selection (Continued)

The screenshot shows a search interface with the following fields: PO Box (931111), City, District, Street, and Building Code. A 'Restrict Number of Value' checkbox is checked. Below the fields are 'Start Search' and 'Reset' buttons. A table below shows search results with columns for Invoice ID, City, Name, PO Box, and Street. The first row is highlighted in pink and contains the values: 160477, Tremco, 931111. At the bottom right of the table are 'OK' and 'Cancel' buttons. A yellow callout box points to the highlighted row with the text: '6. Locate and highlight the correct vendor from the search results'. Another yellow callout box points to the 'OK' button with the text: '7. Click OK'.



Note: If the supplier is not found, send them an invitation to register through the PaymentWorks onboarding application.

Be sure to conduct a thorough search on all possible criteria before sending the PaymentWorks invitation.

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Initial Entries

8. Enter the Payment Description

9. Enter the Total Value of the payment in the Overview section

10. Click Add Item button and select PRD Catalog to add one or more Product Categories

Contract Item	Description	Product Category	Amount	G/L Account Number
			0.000	
			0.000	

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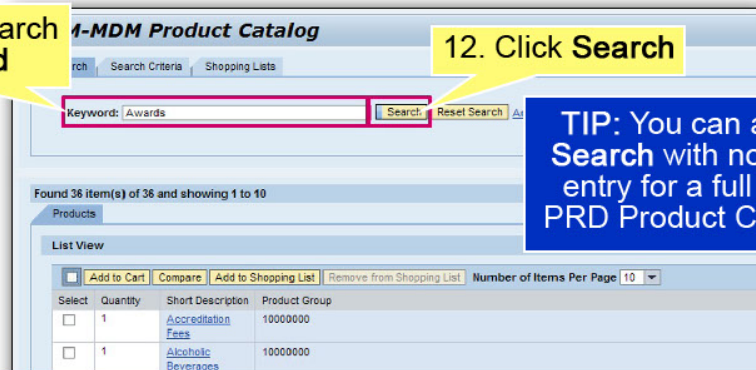
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Search Product Category

The correct Product Category must be identified and added to the PRD.

11. Enter search Keyword

12. Click Search



TIP: You can also click Search with no keyword entry for a full listing of PRD Product Categories.

Remember: Only specific categories of items can be processed through a Payment Request Document. If the commodity is not found within the PRD catalog, reference the AP/Purchasing Quick Reference Guide for the correct purchase method.

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Select Product Category

The screenshot shows the SRM-MDM Product Catalog interface. At the top, there are tabs for 'Search', 'Search Criteria', and 'Shopping Lists'. Below these is a search bar with the keyword 'Awards' and buttons for 'Search', 'Reset Search', and 'Advanced Search'. A table of search results is displayed, with two items selected. The 'Add to Cart' button is highlighted with a red box. Three yellow callout boxes provide instructions: '13. Select one or more Product Categories that relates to your payment' points to the 'Add to Cart' button; '14. Click Add to Cart' points to the 'Add to Cart' button; and 'Search results will display in the bottom section' points to the table of results.

13. Select one or more Product Categories that relates to your payment

14. Click Add to Cart

Search results will display in the bottom section

Select	Quantity	Short Description	Product Group
<input checked="" type="checkbox"/>	1	Awards - Employee	10000000
<input checked="" type="checkbox"/>	1	Awards - Students	10000000

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Product Category Transfers to PRD

The screenshot shows an invoice system interface with several sections:

- Overview:** Contains fields for Payment To (160477 Tremco), Total Value (Gross)/Currency (250.00 USD), External Invoice Number, Payment Description (Awards for Roundup Event), Date on Invoice, Create Date (03/20/2012), Balance, Payment Terms (Due immediately), and Payment Method Supplement.
- One Time Payment:** Includes Name, Name 2, Name 3, Street, PO, City, Post, Region, and Country (US).
- Items:** A table with columns for Line Number, Description, Product Category, Amount, and G/L Account.

Callouts and annotations:

- A yellow callout points to the 'Product Category' column in the Items table: "Product Category data transfers to the PRD".
- A yellow callout points to the 'Amount' column in the Items table: "15. Enter the dollar Amount assigned to each Product Category".
- A blue callout points to the 'Total Value' field: "Note: When entering multiple Product Categories, the total dollar amount of all categories must equal the amount in the Total Value box in the Overview section." A red arrow also points to the 'Total Value' field.

Line Number	Description	Product Category	Amount	G/L Account
1	Awards - Employee	10000000	200.00	540305
2	Awards - Students	10000000	50.00	540305
			0.000	

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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".

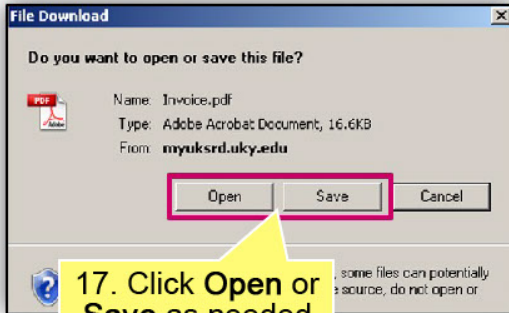
The screenshot shows a software interface with a top navigation bar containing buttons: Show My Tasks, Close, Read Only, Print Preview (highlighted with a red box), Check, Submit, Park, and Delete. Below this is a tabbed interface with tabs for Overview, Header, Item, and Notes and Att. A yellow callout box with the text "16. Click Print Preview" points to the "Print Preview" button. The main content area displays a form with the following fields:

Payment To: *	160477 <input type="checkbox"/> Tremco	Total Value (Gross)/Currency: *	250.00
External Invoice Number: *	<input type="text"/>	Balance:	0.00
Payment Description:	Awards for Roundup Event	Payment Terms:	Due immediately
Date on Invoice: *	<input type="text"/>	Payment Method Supplement:	<input type="checkbox"/>
Create Date:	03/20/2012		
One Time Payment			
Name:	<input type="text"/>		
Name 2:	<input type="text"/>		
Name 3:	<input type="text"/>		
Street:	<input type="text"/>		
PO Box:	<input type="text"/>		

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Print Hard-Copy and Provide to Vendor (Continued)



17. Click Open or Save as needed

some files can potentially harm your computer. If you are unsure, do not open or save the file.

This section must be completed before presenting the PRD to the vendor.

UNIVERSITY OF KENTUCKY seeblue.

Payment Request Document
University of Kentucky tax exempt number A-00276

Vendor Number: 699999 Vendor Name: PRD Vendor

Vendor Address: PRD Vendor
411 S. Main Street
Lexington, KY 40504
US

Payment Request Document in .pdf form

Item	Product number	Description	Unit	Purchase order number	Assigned to	Tax
					Net amount	0.00 USD
					Total Tax	0.00
					Total amount	0.00 USD

IKK Authorizing Party: _____ E-mail: _____

Department Address (optional): _____

Requestor Contact Phone Number: _____

Vendor Invoice Number:
SRM Internal Document Number: 300003321
SAP Backend Document Number:
Payment Description:
Requested by:
Posted by: TMDAY00
Created on: 04/05/2014

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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.

The screenshot shows a software interface with a top navigation bar containing buttons for 'Show My Tasks', 'Close', 'Submit', 'Park', and 'Delete'. Below this is a tabbed interface with tabs for 'Overview', 'Header', 'Item', 'Notes and Attachments', 'Approval', and 'Tracking'. The 'Header' tab is active, displaying a form with the following fields:

- Vendor: 160477 Tremco
- Total Value (Gross)/Currency: * 250.00
- Balance: 0.00
- Payment Description: Awards for Roundup Event
- Date on Invoice: *
- Payment Terms: Due immediately
- Create Date: 03/20/2012
- Payment Method Supplement:
- One Time Payment section with fields for Name, Name 2, Name 3, Street, and PO Box.

Two yellow callout boxes are present: one pointing to the 'Close' button in the top bar with the text '19. Click Close after Parking', and another pointing to the 'Park' button with the text '18. Click Park to place PRD on hold'.

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Parked PRD in POWL

The Parked PRD will display within the POWL with status of Saved.

Active Queries

Invoices: All (16) Saved (42) Awaiting Approval

Click Refresh for latest information

Invoices - All

Show Quick Criteria Maintenance

View [Standard View] Create PRD Display Edit Delete Evaluate Print Preview Refresh Export

Invoice Number	Invoice Name	Status	Invoice Number (external)	Created By	Posting Date	Created
3000002715	Awards for Roundup Event	Saved		Mr. Craig Locke		03/20
3000002704	Research participant subject	Awaiting Approval	2343433	Mr. Craig Locke	03/19/2012	03/19
3000002703	Meal payment, Student org	Awaiting Approval	34343434	Mr. Craig Locke	03/19/2012	03/19
3000002701		Awaiting Approval	45454545	Mr. Craig Locke	02/01/2012	03/19
3000002700		Awaiting Approval	4949844	Mr. Craig Locke	03/18/2012	03/19
3000002698		ed	4509-IKU	Mr. Craig Locke	03/11/2012	03/19
3000002696		ed	959569686	Mr. Craig Locke	03/19/2012	03/19
3000002695	Accreditation Fees 2012	Awaiting Approval	96875	Mr. Craig Locke	03/19/2012	03/19
3000002694	Payment for meals	Saved	125678	Mr. Craig Locke	03/19/2012	03/19

POWL shows PRD and Status

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Editing Parked PRD

After the goods or services have been received, along with the original invoice, the PRD must be completed and submitted for processing.

1. Highlight the Parked document from within the POWL

2. Click Edit

Invoice Number	Invoice Name	Status	Invoice Number (external)	Created By	Posting Date	Created
3000002716	Awards for Roundup Event	Saved		Mr. Craig Locke		03/20
3000002701	Research participant subject	Awaiting Approval	2343433	Mr. Craig Locke	03/19/2012	03/19/
3000002703	Meal payment, Student organization	Awaiting Approval	34343434	Mr. Craig Locke	03/19/2012	03/19/
3000002701	Student refund	Awaiting Approval	45454545	Mr. Craig Locke	02/01/2012	03/19/
3000002700	Meals for graduation event	Awaiting Approval	4949844	Mr. Craig Locke	03/18/2012	03/19/
3000002698	Registration fee for conference	Saved	4509-IKU	Mr. Craig Locke	03/11/2012	03/19/
3000002696	Decorations for office	Saved	959569686	Mr. Craig Locke	03/19/2012	03/19/
3000002695	Accreditation Fees 2012	Awaiting Approval	96875	Mr. Craig Locke	03/19/2012	03/19/
3000002694	Payment for meals	Saved	125678	Mr. Craig Locke	03/19/2012	03/19/

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Finish PRD

The PRD will open in a new window or tab in edit mode. Remaining data must be entered to finish and submit the document.

3. Enter the Invoice Number

4. Enter the invoice date

5. Edit or confirm the Total Value of the invoice in the Overview section

6. Edit, if needed, amounts assigned to each Product Category to equal PRD Total Value

Line Number	Description	Product Category	Amount	GL Account
1	Awards - Employee	10000000	200	540205
2	Awards - Students	10000000	50	540305

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Conventions for Invoice-Related Entries

Edit Payment Request Document

PRD Number 3000002715 External Invoice N

Show My Tasks Close Read Only Print Pre

Overview Header Item Notes ar

Payment To: * 160477 Tremco

External Invoice Number: * A-78765

Payment Description: Awards for Roundup Even

Date on Invoice: * 3/20/11

Create Date: 03/20/2012

One Time Payment

Name

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.

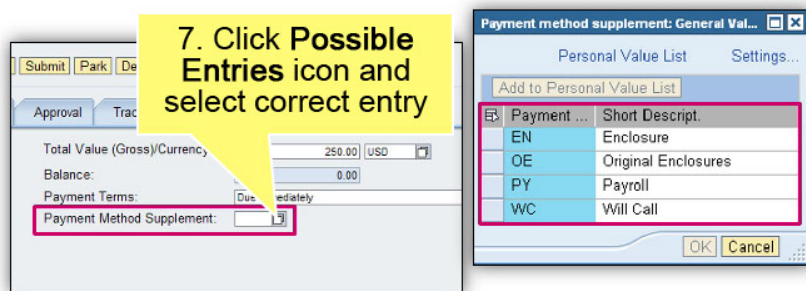
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Payment Method Supplement

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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Account Assignment

Complete Account Assignment information for the document.

8. The most appropriate **G/L Account Number** will populate from the PRD catalog. It can be overwritten, if needed.

9. Select the appropriate **Account Assignment Category** from the drop-down list

10. Enter the **Cost Object** number

Description	Product Category	Amount	G/L Account Number	Account Assignment Category	Cost Object
Awards - Employee	10000000	200	540005	Cost Center	10121290
Awards - Students	10000000	50	540005	Cost Center	10121290
		0.000		Fund	
		0.000		Order	
		0.000		WBS element	
		0.000		All Aux. Acct. Assign	

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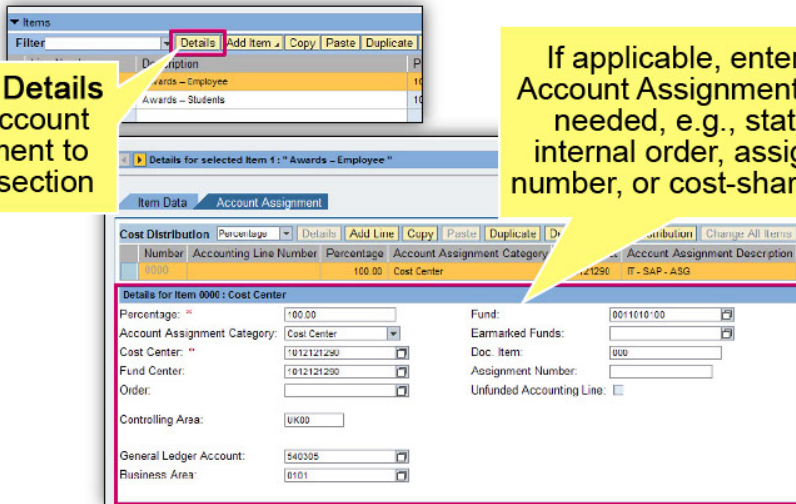
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Account Assignment: Line Item Details

If needed, additional details can be added to the Account Assignment by line item.

11. Click **Details** within Account Assignment to expand section

If applicable, enter other Account Assignment data as needed, e.g., statistical internal order, assignment number, or cost-sharing fund.



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Add Internal Notes

12. Click on Add >> Internal Note to indicate a description/reason for payment (Required)

13. Enter text and click OK

Internal Note: This is for the staff and student awards Roundup event. Approved by College Administration.

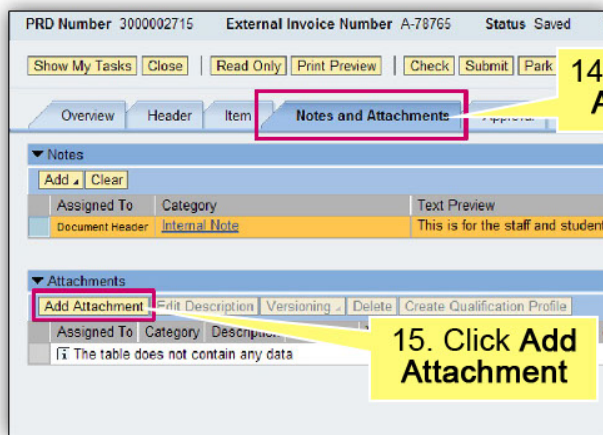
Assign to: General Data

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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".



14. Click Notes and Attachments tab

15. Click Add Attachment

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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

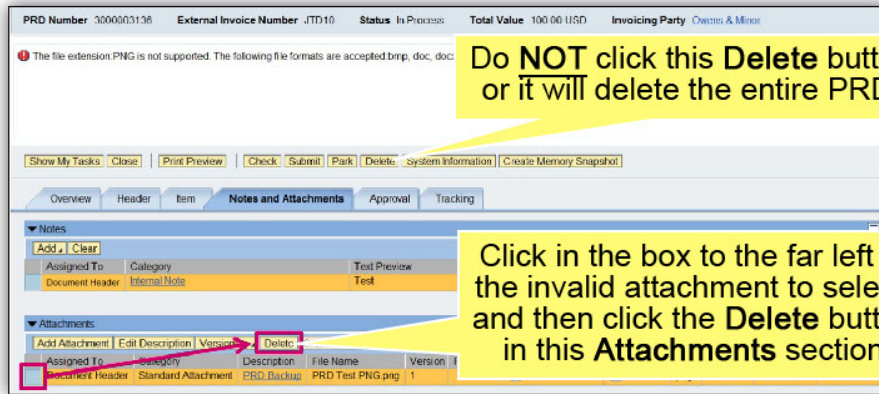
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Attachments: Supported File Formats

If an attachment in an invalid file format is added, an error message will appear (as illustrated below) after clicking the Check button (step 20).

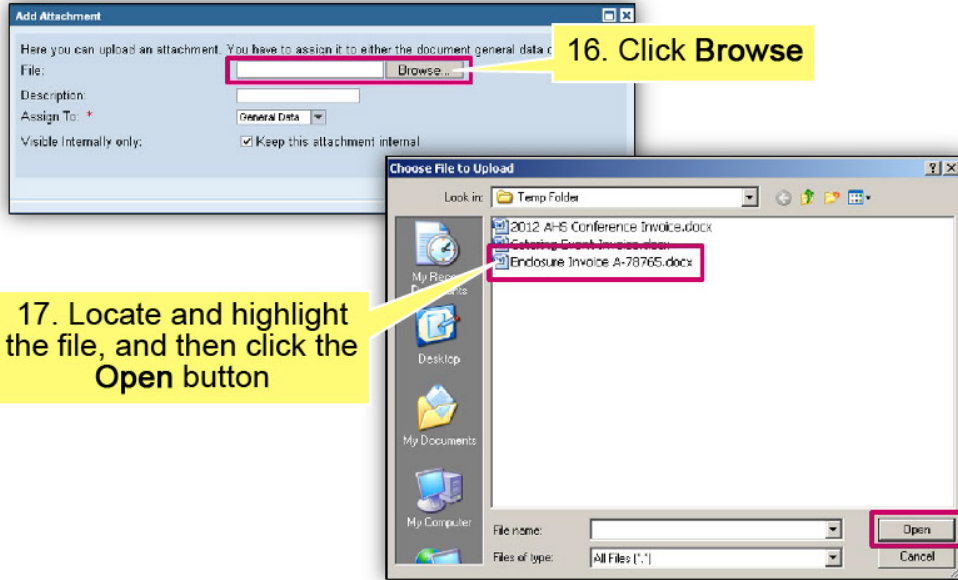
It is required to Delete the invalid attachment and add one in a supported file format before submitting the PRD.



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Add Attachment (Continued)



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Add Attachment (Continued)

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: u:\My Documents\1-Temp Browse...

Description: Enclosure A-78765

Assign To: * General Data

Visible Internally only: Keep this attachment internal

OK Cancel

18. Enter a Description of the file

19. Click OK

Notes and Attachments

Notes

Assigned To	Category	Text Preview
Document Header	Internal Note	This is for the staff and student awards Ro

Attachments

Assigned To	Category	Description	File Name	Version	Process
Document Header	Standard Attachment	Enclosure A-78765	Enclosure Invoice A-78765.docx	1	

Attachment is added

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Check for Errors

Edit Payment Request Document

PRD Number 3000002715 External Invoice Number A-78765 Status

Show My Tasks Close Read Only Print Preview **Check** Submit Park Delete

Overview Header Item Notes and Attachments Approval Tracking

Payment To: * 160477 Tremco Total Value (Gross)/Currency: * 250.00 USD

External Invoice Number: * A-78765 Balance: 0.00

Payment Description: Awards for Roundup Event Payment Terms: Due immediately

Date on Invoice: * 03/20/2011 Payment Method Supplement:

Create Date: 03/20/2012

Note: Any errors noted with red icons must be corrected before submitting.

Edit Payment Request Document

PRD Number 3000002715 External Invoice Number A-78765

Invoice contains no errors. You can now submit

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Finish and Submit

Edit Payment Request Document
PRD Number 300002715 External Invoice Number A-78765

Invoice contains no errors. You can now submit.

21. Click **Submit** to finish

Click **Park** only if you wish to place on hold

Note: A Parked document resides only in your POWL. It does not move forward to the Approver unless the Submit button is clicked.

Confirmation PRD processed successfully

Important: PRDs cannot be edited after Submitting. Only an Approver can edit a PRD, and only prior to Approving the document.

Action performed successfully
PRD Number 300002715 External Invoice Number A-78765

Invoice created with number 300002715

22. Click **Close**

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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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Unit 3: Supplemental Tasks



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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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One-Time Payments (Continued)

PATREFUND

This vendor may only be used exclusively by University Hospital Patient Accounts and College of Dentistry/Dental Billings & Collections to process **refunds to patients**.

INSREFUND

This vendor may only be used exclusively by University Hospital Patient Accounts and College of Dentistry/Dental Billings & Collections to process **refunds to insurance companies**.

OTHREFUND

This vendor may only be used to make refunds of **miscellaneous fees** paid to the University of Kentucky for goods and services.

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One-Time Payment: Complete Free Text

The screenshot shows a software interface with a 'One-Time Payment' form. The form has several fields: 'Payment To: **' (containing 'PAYROLL'), 'External Invoice Number: **', 'Payment Description:', 'Date on Invoice: *', and 'Create Date: 03/22/2012'. Below these is a section titled 'One Time Payment' with fields for 'Name: Roberta Jones', 'Name 2:', 'Name 3:', 'Street: 876 Dickson Lane', 'PO Box:', 'City: Frankfort', 'Postal Code: 40604', 'Region: KY', and 'Country: US'. Two yellow callout boxes provide instructions: the first points to the 'PAYROLL' field, and the second points to the 'One Time Payment' section.

1. Enter the appropriate One-Time Payment Vendor term directly into the **Payment To** field and press **Enter**

2. **One Time Payment** fields convert to write mode allowing free-hand entries. The required fields for One-Time Payment are:

- Name
- Street or PO Box
- City
- Postal code
- Region
- Country

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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.

The screenshot shows the 'Invoices - All' window with the 'Quick Criteria Maintenance' section expanded. The 'Supplier' field is highlighted with a red box, and a yellow callout points to it with the text '1. From within Quick Criteria Maintenance, click Possible Entries icon under Supplier'. Other fields include Number, Invoice Name, Status, Timeframe, Created On, Item Description, Product Category, Requestor, and Role.

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

2. Execute vendor search as normal

The screenshot shows the 'Vendor: General Value List' search dialog box. It contains various search criteria fields such as Vendor, Search term 1, Search term 2, Name 1/Last name, Name 2/First name, E-Mail Address, Country Key, Region, Postal Code, City, House Number, Street, and Building Code. The 'Street' field contains the text '451 College View'. There are 'Start Search' and 'Reset' buttons at the bottom, and a 'More Search Helps' dropdown menu set to 'Supplier'. A yellow callout points to the dialog with the text '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.

1. Select the Item tab

2. Click Details

3. Click Account Assignment

Item Overview

Line Number	Description	Product Category	Amount	Unit	Price / Unit	Currency	Net Value	Tax
1	Awards - Students - 0030103		0.000		0.00	USD	0.00	0.00
*			0.000		0.00		0.00	
*			0.000		0.00		0.00	
*			0.000		0.00		0.00	
*			0.000		0.00		0.00	
*			0.000		0.00		0.00	
*			0.000		0.00		0.00	
*			0.000		0.00		0.00	
*			0.000		0.00		0.00	
*			0.000		0.00		0.00	
*			0.000		0.00		0.00	

Account Assignment

Cost Distribution	Percentage	Details	Add Line	Copy	Paste	Duplicate	Delete	Split Distribution	Change All Items
0000	100.00	Cost Center							

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Multiple Account Assignment (Continued)

Highlight the Account Assignment line and click Add Line button to add multiple assignments. For each assignment enter the distribution structure, category, cost object number, and GL account.

Cost can be distributed by value or percentage
 (Note: Percentage split is not permissible for grants)

4. Click Add Line to create multiple accounting lines

Number	Accounting Line Number	Percentage	Account Assignment Category	Cost Object	Account Assignment Description	Assignment Number	General Ledger
0001		20.00	Cost Center	1012013930	PURCHASING		540305
0002		40.00	Cost Center	1012121290	IT - SAP - ASG		540305
0003		40.00	WBS element	3048111540	SOLVAY S187.3.005: OPEN-LABEL, CONTINUAT		540305

5. Enter various cost objects with amount to be assigned to each

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Cost-Share Assignment

Special steps are required if entering cost-sharing assignment for WBS Elements.

1. Select WBS Element as Assignment Category, enter WBS number, and press Enter

Number	Accounting Line Number	Percentage	Account Assignment Category	Cost Object	Account Assignment Description	Assignment
0001		100.00	WBS element	3048111540	SOLVAY S187.3.005: OPEN-LABEL, CONTINUAT	

2. Click Details

Next

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Cost-Share Assignment (Continued)

The Account Assignment for the line item will expand allowing additional entries.

3. Overwrite Fund entry with correct Fund number

Number	Accounting Line Number	Percentage	Account Assignment Category	Cost Object	Assignment Description
0001		100.00	WBS element	3048111540	S187.3.005: OPEN-L

Details for Item 0001 : WBS element

Percentage: * 100.00
Account Assignment Category: WBS element
Fund Center: 1013611111
Order:
WBS Element: * 3048111540
Grant: 3048111540
Controlling Area: UK00
General Ledger Account: 530012
Busin:

Fund: 0011890200
Earmarked Funds:
Doc. Item: 000
Assignment Number:
Unfunded Accounting Line:

4. Click Check

5. Grant automatically populates

Show My Tasks | Close | Print Preview | **Check** | Submit | Park

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Assignment to a Fund

For payments that come directly from a Fund with no cost center association, follow these special steps within the Account Assignment Details section.

The screenshot shows the 'Account Assignment Details' form for 'Awards - Employee'. The form is divided into 'Item Data' and 'Account Assignment' sections. The 'Account Assignment' section contains the following fields and controls:

- 1. Select Fund from the Category drop-down menu:** The 'Account Assignment Category' dropdown menu is set to 'Fund'.
- 2. Enter the Fund number:** The 'Fund' text field contains the value '0011000102'.
- 3. Enter GL Account:** The 'General Ledger Account' text field contains the value '138200'.
- 4. Click Check:** The 'Check' button at the bottom of the form is highlighted.

Other visible fields include 'Percentage' (0.00), 'Controlling Area' (UK00), 'Earmarked Funds', 'Doc. Item' (000), 'Assignment Number', and 'Unfunded Accounting Line'. At the bottom, there are buttons for 'Show My Tasks', 'Close', 'Print Preview', 'Check', 'Submit', and 'Park'.

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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.

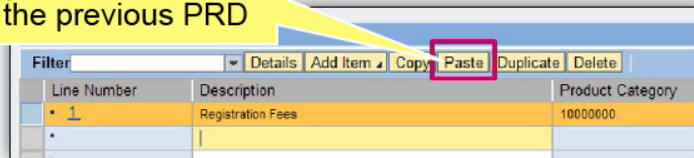
1. From within initial (open) document, highlight Product Category and click **Copy**



The screenshot shows a software interface with a table. The table has three columns: 'Line Number', 'Description', and 'Product Category'. The first row contains the values '1', 'Registration Fees', and '10000000'. Above the table is a menu bar with buttons for 'Copy', 'Paste', 'Duplicate', and 'Delete'. The 'Copy' button is highlighted with a red box. A yellow callout box points to the 'Copy' button.

Line Number	Description	Product Category
1	Registration Fees	10000000

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



The screenshot shows a software interface with a table. The table has three columns: 'Line Number', 'Description', and 'Product Category'. The first row contains the values '1', 'Registration Fees', and '10000000'. Above the table is a menu bar with buttons for 'Filter', 'Details', 'Add Item', 'Copy', 'Paste', 'Duplicate', and 'Delete'. The 'Paste' button is highlighted with a red box. A yellow callout box points to the 'Paste' button.

Line Number	Description	Product Category
1	Registration Fees	10000000

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Approvers and Approval Status

Display Payment Request Document

PRD Number 3000002668 External Invoice Number MSUIK-987 Status Posted in the [SYLVIA]

Show My Tasks Close Print Preview Refresh

Notes and Attachments Approval Tracking

Click Refresh for latest details

After a Payment Request is created and refreshed, Approver information can be viewed on the Approval tab.

Header Approval Note

Currently Processed By:

Approval Process Data: [Download as XML](#)

Sequence	Process Step	Level Status	Status	Processor Determination	Processor	Date
• 001	SRM Invoice Approval	Completed (Level was Processed)	Approved	PRD :Level L1 Approver	Craig Locke	03/14/20
• 002	SRM Invoice Approval	Completed (Level was Processed)	Approved	PRD :Get purchasers for goods/service based on prdt category	Craig Locke	03/16/20
• 003	SRM Invoice Approval	Completed (Level was Processed)	Approved	PRD : Final AP approvers	Craig Locke	03/16/20

Note: If a Payment Request Document has not been approved, the tab will reflect the Approvers' mailboxes in which it resides.

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Tracking Tab

Display Payment Request Document

PRD Number 3000002659 External Invoice Number 5673FE Status Awaiting Approval Tot

Show My Tasks Edit Close Print Preview Refresh Delete

Overview Header Item Notes and Attachments Approval **Tracking**

History

View: United States Dollar

Document	Name	Document Number	Backend Document Number	Status
invoice	Registration fees for 2012 AHS Conferenc	3000002659		Awaiting Approv

Status

System Status

Created > Complete > Created > Currently in Release Process

Invoice

Possible Status Terms:

- **Saved** – In Creator's POWL awaiting completion (same as Parked)
- **Awaiting Approval** – In Approver's Inbox
- **Posted in the Back-end** – Processed by AP for payment
- **Deleted** – Canceled from system

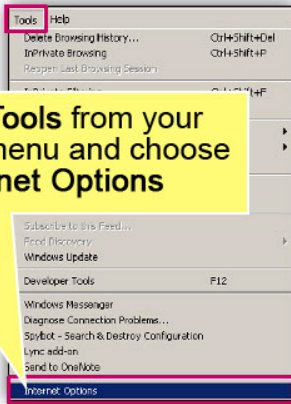
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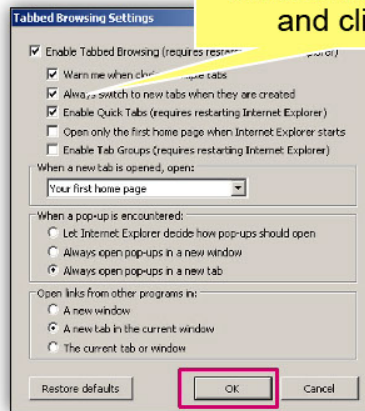
Using Tabs Instead of Open Windows

PRD tasks open in new browser windows by default. If desired you can configure your browser to open new tabs within a single browser window.

Select Tools from your browser menu and choose Internet Options



Check boxes and radio buttons as indicated and click OK



Note: Your browser menu may offer different options.

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Reports

PRD reports are available within the Related Links area under Site Navigation.

The screenshot displays the Adobe Captivate interface. At the top, there is a navigation bar with tabs: Launch Pad, Employee Self Service, Manager Self-Service, RegLearn Manager, Student Services, Enterprise Services, and my UK. Below this is an 'Overview' section for 'Payment Request'. On the left, there is a 'Detailed Navigation' sidebar with options like Work Overview, Payment Request, and Settings. Below that is a 'Services' section with links for Advanced Search and Create Documents. The 'Related Links' section is highlighted with a pink box and contains two links: 'MM PRD Report - Department Selection' and 'MM PRD Report - Statistics'. A yellow callout box points to these links with the text: 'Click for reports by period, vendor, cost assignment, timeframe created, etc.'. The main content area shows 'Active Queries' for Invoices, with counts for All (11), Saved (Refresh is running), Awaiting Approval (0), Accepted (0), and Finalized (0). Below this is an 'Invoices - Saved' section with a 'Show Quick Criteria Maintenance' button. At the bottom, there is a table with columns for Invoice Number, Evaluate, Print Prev, and Status.

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Inbox Overview

The screenshot shows a web application interface with a top navigation bar containing tabs like 'LaunchPad', 'Student Services', 'Student Administration', 'Financial Aid View of Student', and 'Enterprise Services'. Below this is a 'Work Overview' section with a 'Detailed Navigation' sidebar. A 'Work Overview' item is highlighted in the sidebar. The main content area has tabs for 'Alerts', 'Tasks (82 / 82)', and 'Notifications'. A 'Show:' dropdown menu is set to 'New and In Progress Tasks (82 / 82)' and 'All'. Below this is a list of tasks with columns for 'Subject' and dates. The tasks include 'Approve Invoice Number 3000002667 by CLOCKE', 'Approve Invoice Number 3000002655 by CLOCKE', 'Approve Invoice Number 3000002657 by SEHENS1', 'Approve Invoice Number 3000002480 by SMRQAC2', 'Approve Invoice Number 3000002593 by JPHINE00', and 'Approve Shopping Cart 9000002142 with Value 34.58 USD'. The dates range from Feb 23, 2012 to Feb 28, 2012. At the bottom of the list, there are buttons for 'review', 'Resubmit', 'Forward', and 'Assign To Me'. A blue note box is overlaid on the bottom left of the screenshot.

Click within Site Navigation

Different types of communications can be found among various tabs

Messages can be managed using various display menus

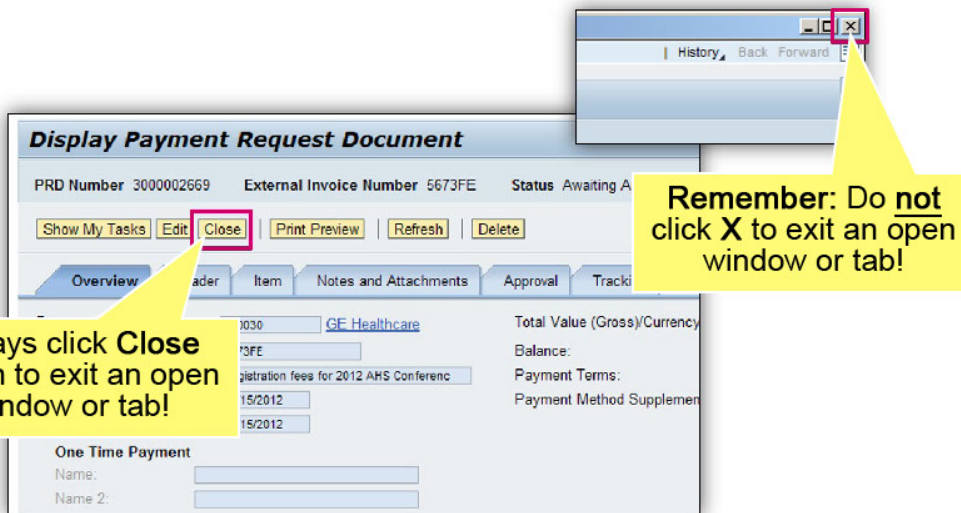
Note: All PRD Creators have Inboxes. Document-related messages and other communications move via Workflow to users' Inboxes.

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Closing Open Windows or Tabs

Users should always click the Close button to exit open windows or tabs.

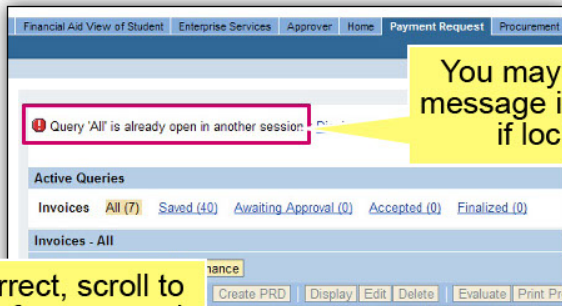


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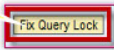
Fix Query Lock

If a window or tab is closed using the X in the upper right hand corner, it is possible to be locked out of the system.

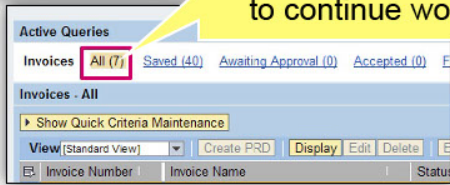


You may receive this message in your POWL if locked out.

1. To correct, scroll to bottom of screen and click Fix Query Lock



2. Click any Active Query at the top of your POWL to continue working



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Log Off

Click **Log off** to end myUK session

The screenshot shows the myUK system interface. At the top, there is a 'Welcome' message and a navigation menu with items like 'Financial Aid View of Student', 'Enterprise Services', 'Approver', 'Home', 'Payment Request', 'Procurement', 'Faculty Services', 'myReports', 'Strategic Procurement', 'Shopper', and 'SR'. A 'History' section with 'Back' and 'Forward' buttons is also visible. Below this, there are sections for 'Active Queries' and 'Invoices'. The 'Invoices - All' section includes a 'Show Quick Criteria Maintenance' button and a table of invoices. A yellow callout box points to the 'Log off' button in the top right corner of the interface.

Invoice Number	Invoice Name	Status	Invoice Number (external)	Created By	Posting Date	Created On
3000002715	Awards for Roundup Event	Awaiting Approval	A-78765	Mr. Craig Locke	03/20/2011	03/20/2012
3000002704	Research participant subject	Awaiting Approval	2343433	Mr. Craig Locke	03/19/2012	03/19/2012
3000002703	Meal payment, Student organization	Awaiting Approval	34343434	Mr. Craig Locke	03/19/2012	03/19/2012
3000002701	Student refund	Awaiting Approval	45454545	Mr. Craig Locke	02/01/2012	03/19/2012
3000002700	Meals for graduation event	Awaiting Approval	4949844	Mr. Craig Locke	03/18/2012	03/19/2012

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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.

[Next](#)

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The End

Congratulations, you have successfully completed this training course!



You may now close this course window and return to your myUK Learning Home page. The course should be listed in your "Learning History" tile, which contains all successfully completed courses.