Creator Training
Payment Request Document (PRD)
MM_PRD_300

Course Assessment

- Course Assessment – A series of questions which will be presented at the end of this course.

- To complete:
  1. Click on the radio button next to your answer
  2. Click on the Submit button
  3. Click anywhere on the slide to continue
  4. Repeat Steps 1 through 3 for each question

- You must score 75% or better to receive credit for this course.
What is Payment Request Document (PRD)?

Payment Request Document, or PRD, is the electronic replacement for the paper Departmental Authorization Voucher (DAV) process.

• Three methods to purchase:
  • SAP Requisition/SRM Shopping Cart process
  • Procurement card
  • PRD (replacement for DAV) - PRD should be used as last resort when Requisition/Shopping Cart and procurement card cannot be used. *No change in policy*

• A change in the method to purchase goods and services formerly purchased with paper DAV process

Why is the Process Changing?

• Survey data demonstrated that departments would benefit from online, electronic process to replace paper DAV document
• Current process is slow, costly, and cumbersome
• DAV process averages 21 business days and 12 process steps
• The ideal state: Cut check in 10 business days, 8 process steps
Benefits to the University

- The departments will gain efficiencies
- Electronic workflow and document tracking
- Vendor in SAP before submission of payment request
- Improved document routing
- Improved internal control
- Attach documentation to transaction in SAP

Who Should Receive PRD Training?

- Any employee who currently creates Departmental Authorization and Voucher documents (DAV’s) to process payments for selected goods and services will need to take the Creator role training to begin creating Payment Request Documents (PRD’s).

- Training is also required for Approvers of Payment Request Documents. Persons currently holding the Approver role for SAP Requisitions /SRM Shopping Carts can automatically approve PRD’s with no additional training required.
Training Requirements for PRD Creator

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

- An authorized Training Plan
- Completion of PRD Personal Settings & Attributes course
- Completion of PRD Creator course

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

- An authorized Training Plan
- A signed Statement of Responsibility (SOR)
- Completion of PRD Personal Settings & Attributes course
- Completion of PRD Creator course

All required courses are administered online via the myUK Training 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.)

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 SAP Requisition/SRM Shopping Cart 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 http://www.uky.edu/Purchasing/docs/quickrefguide.pdf
**PRD Roles**

<table>
<thead>
<tr>
<th>Level</th>
<th>Role</th>
<th>Role Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Creator</td>
<td>Responsible for creating a Payment Request Document to pay for qualifying goods/services</td>
</tr>
<tr>
<td>Department / College / Unit</td>
<td>Approver</td>
<td>Approves PRD's for their department or area</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>--</td>
<td>Finalizes the PRD and processes check payment</td>
</tr>
</tbody>
</table>

**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.

```
<table>
<thead>
<tr>
<th>Similar Roles</th>
<th>SAP (R3/MM)</th>
<th>SRM</th>
<th>SRM/PRD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SHOPPER</td>
<td>APPROVER</td>
<td>GOODS CONFIRMER</td>
</tr>
<tr>
<td></td>
<td>CREATOR</td>
<td>APPROVER</td>
<td></td>
</tr>
</tbody>
</table>
```

- **OPTION 1**
  - SAP CREATOR
  - SAP REQUISITIONER
  - SAP SHOPPER
  - SAP INVOICE APPROVER
  - SAP RECEIVER
  - SRM GOODS CONFIRMER

- **OPTION 2**
  - SAP CREATOR
  - SAP REQUISITIONER
  - SAP SHOPPER
  - SAP INVOICE APPROVER
  - SAP RECEIVER
  - SRM GOODS CONFIRMER

- **OPTION 3**
  - SAP CREATOR
  - SAP REQUISITIONER
  - SAP SHOPPER
  - SAP INVOICE APPROVER
  - SAP RECEIVER
  - SRM GOODS CONFIRMER

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.
Create Payment Request Document

Create PRD - First Steps

Note: PRD's 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.
3. Click the Possible Entries icon on the right side of box.
**Search for Vendor**

4. Enter a search term related to the vendor

5. Click Start Search

**Select Vendor**

6. Locate and highlight the correct vendor from the search results

7. Click OK

**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*

**STOP! This means YOU.**

**Note:** If the supplier is not found, request they complete and submit a vendor application found at:

http://www.uky.edu/Purchasing/docs/vendapp090909.pdf.

Be sure to conduct a thorough search by all possible criteria before asking the vendor to complete an application.
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.

Search Product Category

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

Search results will display in the bottom section.

14. Click Add to Cart

15. Enter the dollar amount assigned to each Product Category

**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.
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”.

16. Click Print Preview

Print Hard Copy and Provide to Vendor (Continued)

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

17. Click Open or Save as needed

Payment Request Document in .pdf form
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.

18. Click Park to place PRD on hold

19. Click Close after Parking

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

Click Refresh for latest information

POWL shows PRD and status
**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

**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 amount of the invoice in the Overview section.
6. Edit if needed amounts assigned to each Product Category to equal PRD Total Value
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.

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. The PRD Creator should select the appropriate code from the dropdown 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

7. Click Possible Entries icon and select correct entry.
Account Assignment

Complete Account Assignment information for the document

8. The most appropriate GL Account number will populate from the PRD catalog. It can be overwritten if needed.

9. Select the appropriate Account Assignment Category from the dropdown

10. Enter the cost object number

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.
12. Add description/reason for payment (Required)

13. Enter text and click OK

14. Click Notes and Attachment tab

15. Click 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”.

Payment Request Document – Creator Training
**Attachments - Supported File Names & Formats**

An attachment’s file name 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

---

**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.

Do **NOT** click this Delete button or it will delete the entire PRD!

Click in the box to the far left of the invalid attachment to select, and then click the Delete button.
16. Click Browse

17. Locate and highlight file and click Open

18. Enter description of file

19. Click OK

Attachment is added
Check for Errors

20. Click Check to confirm whether errors exist

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

Finish and Submit

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.

Important: PRD's cannot be edited after Submitting. Only an Approver can edit a PRD, and only prior to Approving the document.
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 PRD’s to Approvers’ inboxes and onto Accounts Payable.

*Notes:
- Some PRD’s require Purchasing approval before they can be processed for payment. SAP Workflow routes applicable PRD’s to Purchasing as needed.
- Contact IRIS-MM Team if changes need made to Workflow routing of documents for your area.

Supplementary Tasks
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 all of 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.

- 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.

---

One-Time Payment – Complete Free Text

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 following are required fields for One-Time Payment:
   - Name
   - Street Address or PO Box
   - City
   - Postal code
   - Region
   - Country
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

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
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

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

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.

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

3. Overwrite Fund entry with correct Fund number

4. Click Check

5. Grant automatically populates

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

1. Select Fund from the Category dropdown menu

2. Enter the Fund number

3. Enter GL Account

4. Click Check
Using Clipboard Feature for Product Category

If you regularly create PRD’s 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

Approvers and Approval Status

Click Refresh for latest details

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

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

The Tracking tab shows status of the PRD as it moves through the process.

Possible Status Terms:
- Saved – In Creator’s POWL awaiting completion (same as Parked)
- Awaiting Approval – In Approver’s Inbox
- Posted in the Backend – Processed by AP for payment
- Deleted – Cancelled from system

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: Graphics shown are from Internet Explorer 8.0 – Your browser menu may offer different options.
**Reports**

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

Click for reports by period, vendor, cost assignment, timeframe created, etc.

**Inbox Overview**

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

Different types of communications can be found among various tabs.

Messages can be managed using various display menus.

Click within Site Navigation
**Inbox – Filter Settings**

Filters can be used to better manage messages or find specific documents within the Inbox.

- Select from various search criteria to locate or manage specific messages.
- User can also search messages based on specific text.
- Link shows or hides Filters as desired.

**Closing Open Windows or Tabs**

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

- Always click Close button to exit an open window or tab.
- Remember: Do not click X to exit an open window or tab.
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.

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

You may receive this message in your POWL if locked out

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

Log Off

Click Log off to end myUK session
Web Site and Help References

- myHelp – MM & Purchasing Help web site:
  http://myHelp.uky.edu/rwd/HTML/MM.html
  - Contains Quick Reference Cards, updated and printable course manuals, Reference Manual, Training Request Form, etc.

- AP/ Purchasing Quick Reference Guide:
  http://www.uky.edu/Purchasing/docs/quickrefguide.pdf

Course Assessment

- To complete:
  1. Click on the radio button next to your answer
  2. Click on the Submit button
  3. Click any where on the slide to continue
  4. Repeat Steps 1 through 3 for each question

- You must score 75% or better to receive credit for this course.
  (You need to answer 5 of the 6 questions correctly.)
Final Step – Log off

The final step in completing this course is to:

- Click on the Log off button in the lower corner of this screen.
- You will be returned to the main myTraining page for this course.
- The main page will refresh (usually within 30 seconds, depending on network traffic).
- You should receive a green system message similar to this:
  "Your Participation in this course has been completed."

Email IRISTraining@email.uky.edu with any questions or issues.