Financial Toolkit - Payment - Business - Quick Reference Guide 2017

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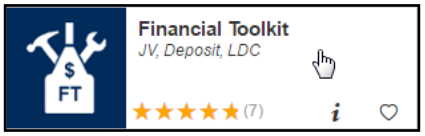
ACCESS ONLINE PAYMENT (USING GOOGLE CHROME)

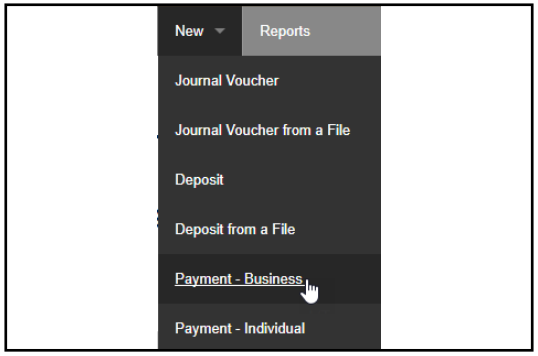
1. Go to inside.nd.edu
2. In the Search Box, type **Payment**.
3. Click the **Financial Toolkit** icon.



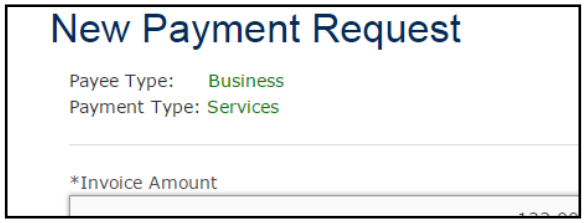
SUBMIT A PAYMENT REQUEST

To create a payment request based off an existing request, see the **Clone a Payment Request** section (page 3).

1. Click **New** then select **Payment - Business**.

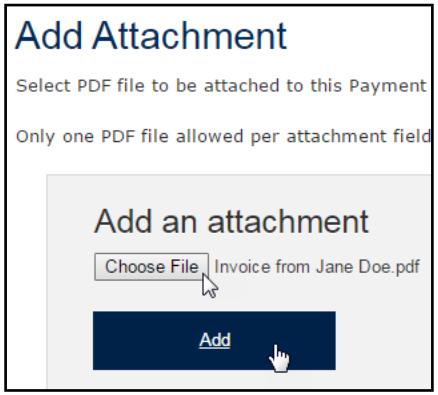


2. Enter the invoice amount in the appropriate box.

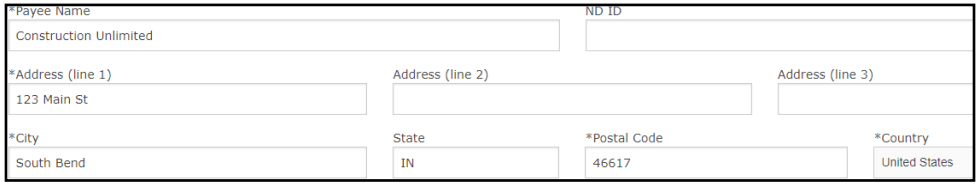


3. Click the paperclip icon to open the attachment dialog box.

4. In the *Add Attachment* dialog box, click on **Choose File** and select the invoice PDF. Click **Add**.

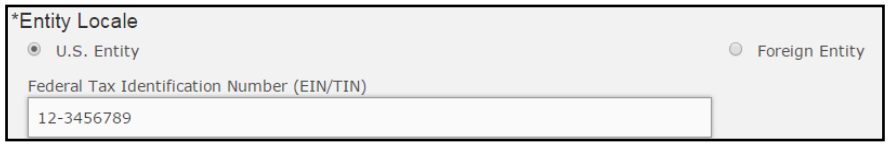


5. Enter the payee details.

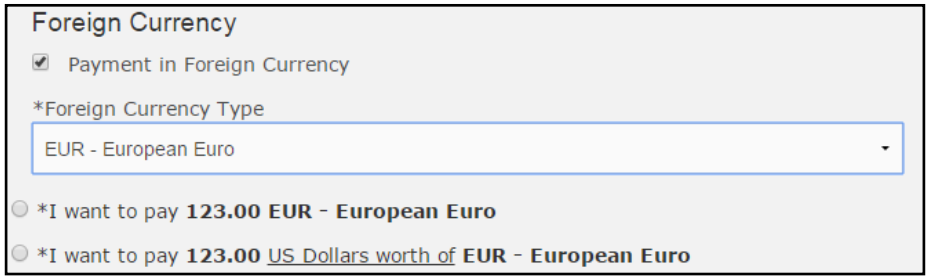


6. In the **Description/Business Purpose** box, describe the payment. For travel/entertainment expenses, the who, what, where, when, and why should be documented.

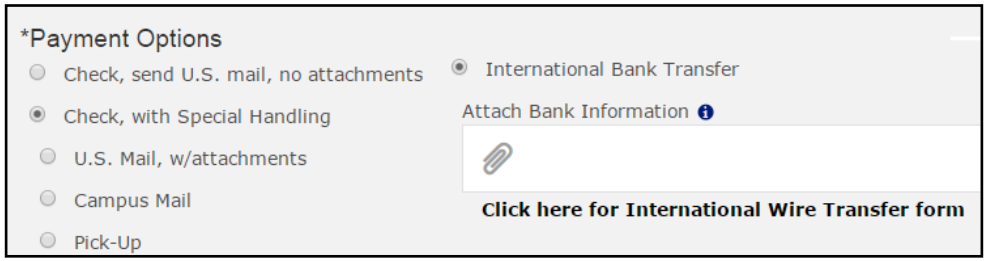
7. Ensure that the correct **Entity Locale** radio button is marked. If there is a Federal Tax ID Number, fill it in now.



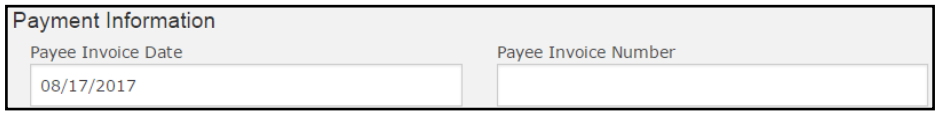
8. If the payment is to be made in a foreign currency, mark the checkbox and select the currency to be used. Mark the radio button for either a straight payment or a payment converted from US dollars.



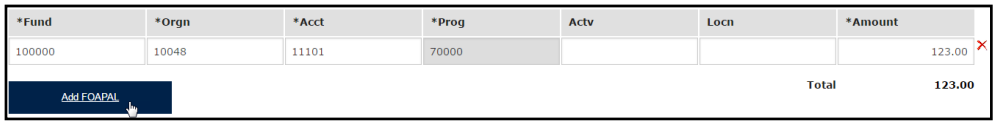
9. Mark the radio button for the correct payment type. Marking **Check, with Special Handling** will reveal three additional check options as shown below. If the payment is an International Bank Transfer, you will need to provide bank account information by clicking on either the paperclip to provide an attachment or the International Wire Transfer form link.



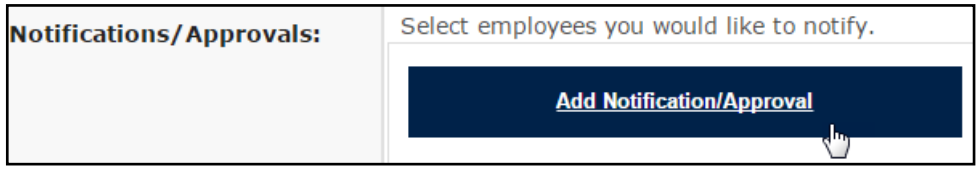
10. Fill in the **Payee Invoice Date** and/or **Payee Invoice Number**, if applicable.



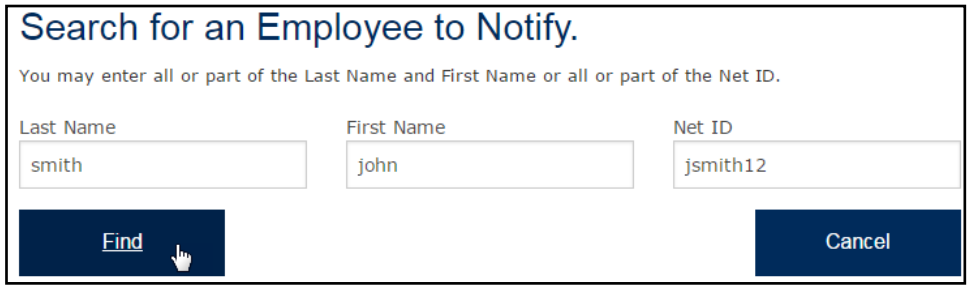
11. Fill in the FOAPAL information for the payment. If applicable, click the **Add FOAPAL** button to split the payment.



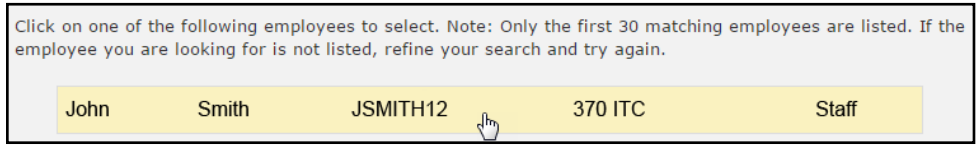
12. To send a notification or approval request, click the **Add Notification/ Approval** button to open a search dialog box. Note that requests sent for approval will not move forward until they are approved.



13. Enter the **Last Name**, **First Name**, and/or **Net ID** of the person you would like to notify or request approval from and click **Find**.



14. Click on the name of the employee you would like notify or request approval from.



15. Mark the correct radio button for either approval or notification. If applicable, add any comments in the **Email Comments** box.

16. If applicable, add any additional comments about the request in the **Comments** box.

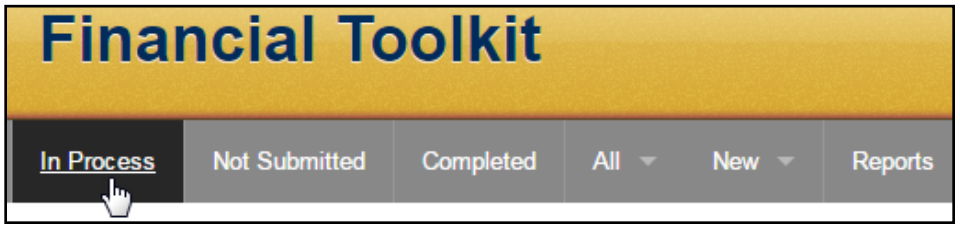
17. If you wish to save your request without moving it forward, click the **Save** button. Your payment will be accessible from the menu bar under the **Submissions in Progress** list.

18. Click the **Review Form** button to see a summary of your request.

19. Review the payment request. If necessary, click the **Edit Form** button to return to the previous screen and change any details. Once you have reviewed the request, click **Submit**.

VIEW PAYMENT REQUESTS

Click on the **In Process** button in the top left to view the status of any requests you have made or have been submitted to you for approval.



SEARCH PAYMENT REQUESTS

To search by *Transaction #* or *Description*, type either in the search box to the right of the top toolbar and click the search icon.

CLONE A PAYMENT REQUEST

See the previous **View Payment Requests** section or **Search Payment Requests** section to find the request you would like to clone items from.

1. Click on the clone icon to the left of the *Transaction #*.

2. Mark the checkboxes of the items you would like to clone to the new payment request and click **Clone**.

3. Fill in the remaining fields and submit the payment request as normal (see **Submit a Payment Request** section).