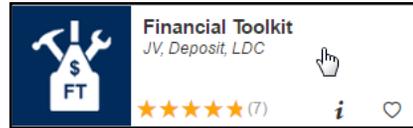


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ACCESS ONLINE PAYMENT (USING GOOGLE CHROME)

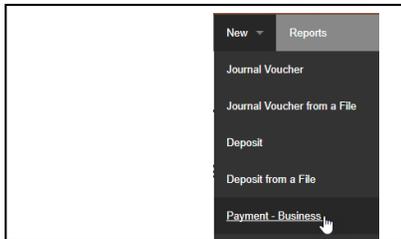
1. Go to [inside.nd.edu](http://inside.nd.edu)
2. In the Search Box, type **Payment**.
3. Click the **Financial Toolkit** icon.



SUBMIT A PAYMENT REQUEST

To create a payment request based off an existing request, see the **Clone a Payment Request** section (page 4). Only one invoice can be submitted per request. The cloning feature should be used to facilitate entry of multiple invoices for the same business.

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



2. Enter the invoice amount in the appropriate box.

**New Payment Request**

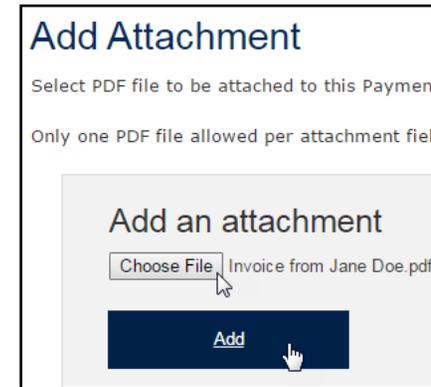
Payee Type: **Business**

\*Invoice Amount

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**.



Note: Attachments can be removed by clicking the red X to the right of the attachment name.

5. Enter the payee details.

*Payee Name Construction Unlimited		ND ID
*Address (line 1) 123 Main St	Address (line 2)	Address (line 3)
*City South Bend	State IN	*Postal Code 46617
		*Country United States

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

\*Description / Business Purpose: **i**

Invoice #12345, for construction costs incurred for period 7/1/xx through 7/31/xx.

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

\*Entity Locale

U.S. Entity  Foreign Entity

Federal Tax Identification Number (EIN/TIN)

12-3456789

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.

Foreign Currency

Payment in Foreign Currency

\*Foreign Currency Type

EUR - European Euro

\*I want to pay 123.00 EUR - European Euro

\*I want to pay 123.00 US Dollars worth of EUR - European Euro

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 a Wire Transfer, you will need to provide bank account information by clicking on either the paperclip to provide an attachment or the Wire Transfer form link.

\*Payment Options

Check or Direct Deposit(if bank info on file), no attachments

Check, with Special Handling

Wire Transfer - foreign or domestic(wire instructions required)

Attach Bank Information

U.S. Mail, w/attachments

Campus Mail

Pick-Up

[Click here for International Wire Transfer form](#)

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

Payment Information

Payee Invoice Date: 08/17/2017

Payee Invoice Number:

11. Fill in the FOAPAL information for the payment. If applicable, click the

**Add FOAPAL** button to split the payment.

*Fund	*Orgn	*Acct	*Prog	Actv	Locn	*Amount
100000	10048	11101	70000			123.00
Total						123.00

[Add FOAPAL](#)

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.

Note: If you want to set up default approver(s)/notifier(s), see the section **Set Up a Default Approver and/or Notifier**.

Notifications/Approvals: Select employees you would like to notify.

[Add Notification/Approval](#)

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**.

Search for an Employee to Notify.

You may enter all or part of the Last Name and First Name or all or part of the Net ID.

Last Name: smith

First Name: john

Net ID: jsmith12

[Find](#) [Cancel](#)

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

Click on one of the following employees to select. Note: Only the first 30 matching employees are listed. If the employee you are looking for is not listed, refine your search and try again.

John	Smith	JSMITH12	370 ITC	Staff
------	-------	----------	---------	-------

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.

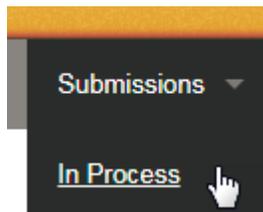
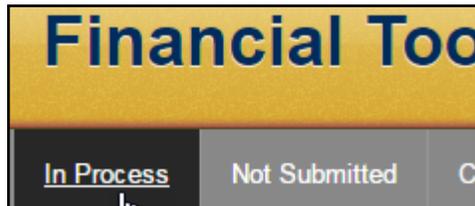


19. Review the payment request. If necessary, click the **Edit Form** button to return to the previous screen and change any details. Once you have reviewed the request, click **Submit**.



VIEW PAYMENT REQUESTS

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



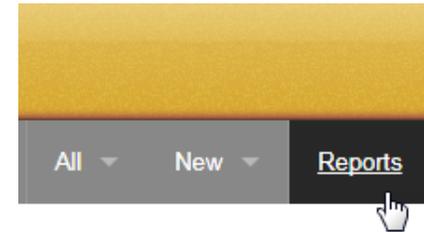
SEARCH PAYMENT REQUESTS

To search by *Transaction #*, *payee name*, or *Banner TK #*, type in the search box to the right of the top toolbar and click the search icon.



RUN A REPORT OF PAYMENT REQUESTS

1. Click on the **Reports** button in the top ribbon to view available reports.



2. Click on **Payment Requests**.

3. Fill in details about the requests you are looking to find with this report and click **Run**.

Enter Report Parameters

Payment Type

Payee Name

Submitter NetID

Submitted Start Date

Submitted End Date



- You can sort by clicking on any column, filter by entering a value in first row of boxes, or simply open any of the payment requests.

Payment Requests

Payee matches: a  
 Submitter NetID matches: m  
 Submitted Start Date: 09/01/2017  
 Submitted End Date: 10/31/2017

Trans	Submitted By	Submitted	Type	Payee	Business Purpose	Invoice Number	Invoice Amt	Status	Paid Date	Fund	Orgn	Acct	Prog	Actv	Locn	Amt
			All													
5	MKOCKS	10/04/2017	Business	CE Competitive Edge LLC	kfdslajfdkj		500.00	Posted Pending Payment		100000	10000	11100	70000			500.00
6	MKOCKS	10/04/2017	Individual	Carrie Butler	fjsdklfjask		500.00	Returned for Correction		100000	10005	11100	70000			500.00
7	MKOCKS	10/04/2017	Individual	Carrie Butler	fjsdklfjask		600.00	Locked for Approval		100000	10005	11100	70000			600.00
11	MKOCKS	10/05/2017	Individual	Bahman Aboulihasanzadeh	jfkifjsalk		500.00	Pending Approval		100000	10000	70000	70000			500.00
31	TMEYER2	10/09/2017	Business	Abc Co	test		¥100.00	Locked for Approval		100000	34000	72001	10000			¥ 100.00

## 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.

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



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

Clone Transaction ID: 423

Select the parts of the Payment Request you would like to copy to the new Payment Request.

- Payee** Jane Doe Construction Co  
123 Main St  
South Bend, IN 46617 United States
- Description / Business Purpose** Building things
- Invoice Date** 07/12/2017
- Invoice Amount** 123.00
- Payment Options** Check, send U.S. mail, no attachments
- FOAPAL(s)** 100050-55010-11110-70000
- Approvals / Notifications** Mary Kocks - Approval

Clone

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

## SET UP A DEFAULT APPROVER AND/OR NOTIFIER

This section shows you how to set up one or more default approvers and/or notifiers so that you don't have to add them to every payment.

- Click the gear in the menu bar (next to the *Search* box):
- Click **Add Default Workflow**.
- Enter the last name, first name, and/or netID of the person you would like to add as a default approver/notifier.
- Click **Find**.
- Select the correct individual from the list.

Note: the list will only display the top 30 results. If the name you are looking for did not appear, refine your search.

- Click the dropdown next to **Payment Request**.

Labor Distribution Change	None
Journal Voucher	None
Deposit	None
Payment Request	None

- Select the type of notification or approval that you would like this individual to have.
- Click **Save Default Workflows**.

Save Default Workflows

These settings can always be adjusted by clicking on the gear icon.