

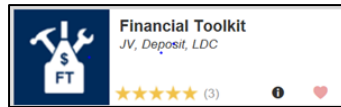
Note that **NEPS** is now viewed as another version of a **Payment Request**. Based on your selections for payment type and payee, the appropriate payment request version is automatically created.

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**SET UP A DEFAULT APPROVER AND/OR NOTIFIER PG. 5 ACCESS ONLINE PAYMENT (USING GOOGLE CHROME)**

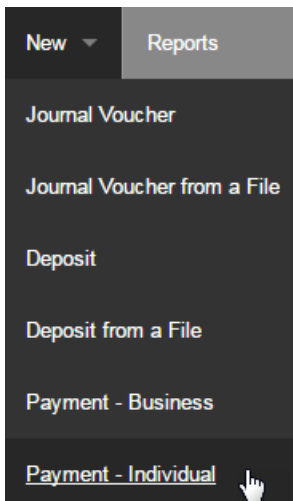
1. Go to [insideND](#)
2. From the search box enter **Payment**
3. Click Financial Toolkit icon



**SUBMIT A PAYMENT REQUEST**

To create a payment request based off an existing request, see the **Clone a Payment Request** section (page 5).

1. Click **New** then select **Payment – Individual**.



2. Mark the radio button for the type of individual payment and click **Next**.

3. Enter information about the individual in the appropriate boxes and click **Find**. Select the correct individual from the list (if needed).

Note: the list will only display the top 30 results.

If the name you are looking for did not appear, refine your search. If the name still does not appear, close out of the search results and click **Request New Payee**.



4. Enter the invoice amount in the appropriate box.

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

6. 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.

7. If this is a payment to an existing individual, the payee details should already be filled in. For new individual payees, enter the details now.

*Payee First Name Jane	*Payee Middle Name	*Payee Last Name Doe
*Address (line 1) 100 Main Building	Address (line 2)	Address (line 3)
*City Notre Dame	State IN	*Postal Code 46556
		*Country United States

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

9. Ensure that the correct **Citizenship** radio button is marked. If there is a Federal Tax ID Number, fill it in now. This box may already be filled in if the payment request is for an existing individual.

10. 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.

11. 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.

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

13. If this is a payment for services from a non-employee, in the *\*Services Provided* section, click on the **Description of services?** drop-down and select the service. Mark the radio button for where the service(s) were performed (either in the US or outside of it).

\*Services Provided

Description of services? Where were the services performed?

Select...  Within the United States  Outside the United States

Select...  
 Guest Lecturer/Speaker (Honorarium)  
 Editing Services  
 Transcription Services  
 Translation Services  
 Refereeing/Athletic Event Official  
 Photography Services  
 Cantor/Musician  
 Other

Note: If you select **Other**, a questionnaire will appear asking for more information about the individual receiving this payment.

14. 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

15. 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**

16. 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  First Name  Net ID

**Find** **Cancel**

17. 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

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

Request Approval ✕

Notification with Document Detail

Notification without Document Detail

Email Comments:

19. If applicable, add any additional comments about the request in the **Comments** box.
20. 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.
21. Click the **Review Form** button to see a summary of your request.

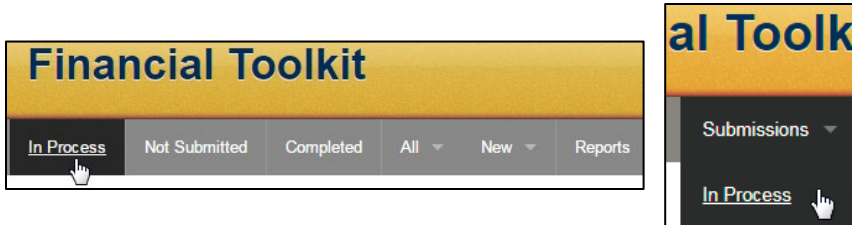
**Review Form**

22. 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**.

**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.



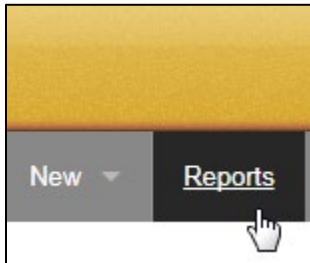
**SEARCH PAYMENT REQUESTS**

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  
Individual

Payee Name  
John Smith

Submitter NetID  
jdoe1

Submitted Start Date  
09/04/2017

Submitted End Date  
10/01/2017

**Run**

4. 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	kfdslajfski;		500.00	Posted Pending Payment		100000	10000	11100	70000			500.00
6	MKOCKS	10/04/2017	Individual	Carrie Butler	fjsdkfjasik		500.00	Returned for Correction		100000	10005	11100	70000			500.00
7	MKOCKS	10/04/2017	Individual	Carrie Butler	fjsdkfjasik		600.00	Locked for Approval		100000	10005	11100	70000			600.00
11	MKOCKS	10/05/2017	Individual	Bahman Abouhasanzadeh	jfkifjsaik		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.

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. You can search for a new payee from within this form. When finished, click **Clone**.

Clone Transaction ID: 425

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

Payee from transaction 425      Jane Doe  
100 Main Building  
Notre Dame, IN 46556 United States

Search for an individual to pay

Last Name	First Name	NetID or NDID	Last 4 of SSN	Find
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Find"/>

Description / Business Purpose      Purchase of office supplies.

Invoice Date      07/12/2017

Invoice Amount      123.00

Payment Options      Check, with Special Handling

FOAPAL(s)      100000-10030-11110-70000

Approvals / Notifications      Mary Kocks - Approval

3. 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.

1. Click the gear in the menu bar (next to the *Search* box).



2. Click **Add Default Workflow**.
3. Enter the last name, first name, and/or netID of the person you would like to add as a default approver/notifier.
4. Click **Find**.
5. 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.
6. Click the dropdown next to **Payment Request**.

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

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



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