

Payment Request Form Approver Instructions

When a Payment Request Form needs approval, you will receive an email from Deacon Depot to notify approval is needed.

The email is from Deacon Depot with a subject of, Form Request Workflow for Payment Request is Pending Approval.

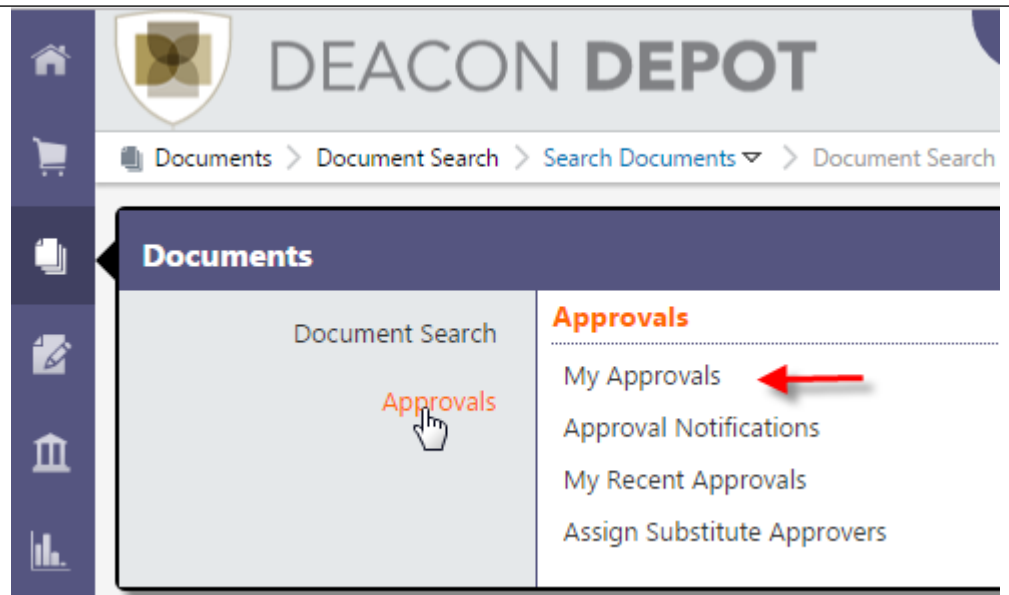


RE: Form Request Workflow for Payment Request is Pending Approval

Log into Deacon Depot: Single Sign On through Google Apps

Click on the following Menus

- 'Documents' Menu
- 'Approvals' Menu
- 'My Approvals'



The form request that needs review and approval will show up based on the Accounting Codes.

Note: The first time you log in to review/approve a form request you will have to Filter My Approvals to 'Form Request' and select the drop down arrow to see the pending form request

Before reviewing the form request, you will need to Assign the Form to yourself.

To do this click on the Assign button.

Form Number	Name	Template Name	Requester	Assigned Approver	Request Date/Time	Folder Details	Action
36289	Payment Request	Payment Request	Peters, Summer	Not Assigned	3/7/2017 10:15 AM	Folders 0 Days in folder [112301 - 0 to 5000]	Assign

To open the Payment Request Form to review:

Click on the Form Number or Name of the Form

Form Number	Name	Template Name	Requester	Assigned Approver	Request Date/Time	Folder Details	Action
31648	AP Review Test2	Payment Request	Hill, Natalie	Not Assigned	12/15/2016 2:47 PM	Folders 0 Days in folder [AP - Review]	Assign
31647	AP Review Test	Payment Request	Hill, Natalie	Summer Peters	12/15/2016 2:28 PM	Folders 0 Days in folder [My Form Request Approvals]	Assign

To navigate the different pages of the payment request form, click on each page name.

When you first open the payment request form select the 'Attachments' page to see if an invoice was included with the form. If there is an attachment you will

AP Review Test

Form Number: 31647
 Purpose: Check Request
 Status: Under Review

Instructions

This form should be used to request a payment to a company or individual when a purchase order is not required by University Procurement Policy. However, if an emergency arose and a direct pay invoice was needed, you must complete this form using the spend category 'Other'.

Examples of direct pay categories can be found on the approved Direct Pay Spend List on the Financial Services website.

Reimbursements to faculty or staff must be submitted on a Travel and Business Expense Form.

Any payment, other than for services to a student, should be submitted on the Student Disbursement Form or the Travel and Business Expense form. See guidelines to determine appropriate form.

Navigation sidebar (red box around Attachments):
 Details ✓
 Supplier ✓
 Questions ✓
 Codes ✓
 Additional Information ✓
 Attachments ✓
 Review and Submit
 Form Approvals

have download it to compare it to the payment request form.

To download attachments:

- Click the document title
- The save as Dialogue Box will come up
- Save it in the 'Payment Request Folder' on your computer
- The document will show up in browser bar at the bottom of your screen. Click on the document name and it will open.

Payment Request with I...

Form Number	31652
Purpose	Check Request
Status	Rejected

Instructions

Details

Supplier

Questions

Codes

Additional Information

Attachments

Review and Submit

Form Approvals

Attachments

#	Attachment
1	Invoice

Review the attachment and the payment request form to make sure that the information was input correctly.

Note: Not all form requests will have an attachment

If you need to make any changes on the form be sure to click the 'Save Progress' Button on the bottom right of you screen

If the form needs to be returned to the requester for updates or more information:

< Previous **Save Progress** Next >

- Go to the 'Form Approvals' Page.
- Select 'Form Request Actions'
- Select 'Return to Requester'
- A Pop up box will appear
- Type a note to the requester letting them know why the form request is being returned
- Click 'Return to Requester'

AP Review Test
Form Number 31647
Purpose Check Request
Status Under Review

Instructions
Details ✓
Supplier ✓
Questions ✓
Codes ✓
Additional Information ✓
Attachments ✓
Review and Submit

Form Approvals

Submitted 12/15/2016 2:28 PM

Department Approval Approved ✓
Natalie Hill

Accounts Payable Active
Summer Peters
view approvers

Assign Bank Code Future
view approvers
Expedite

Auto Invoice Future
Expedite

Form Request Actions History ?

- Add to Favorites
- Approve/Complete
- Forward to...
- Put Request on Hold
- Reject
- Return to Requester
- Return to Shared Folder

Return to Requester

Returned to Hill, Natalie

Note ★

1000 characters remaining

★ Required

Return to Requester Cancel

To approve a Payment Request Form:

- Click on 'Form Approvals'
- Click on 'Form Request Actions'
- Click 'Approve / Complete'

This approval step is complete and the form has moved to the next step in the Workflow

Back to My Approvals

AP Testing for Review
Form Number 31651
Purpose Check Request
Status Under Review

Instructions
Details ✓
Supplier ✓
Questions ✓
Codes ✓
Additional Information ✓
Attachments ✓
Review and Submit

Form Approvals

Submitted 12/15/2016 3:22 PM

Department Approval Bypassed

Accounts Payable Active
view approvers

Auto Invoice Future
Expedite

Finish Expedite

Form Request Actions History ?

- Add to Favorites
- Approve/Complete
- Assign to Myself