Manual entry of a Payment Request

The *Payment Requests* feature allows user to manually generate formal request for payment.

Inventory> Payment Request>Click **Add Payment Request** to log an invoice and generate a formal request for payment.

🥟 Home	🛐 Payment Request / Outst	anding Invoi	ces				
Contacts	Current View: Oustanding Invoices	- Add	Payment Request		ted Invoice	🛷 Pav All Ve	ndor Invoices
🔐 HEAP	Vendor Name	Invoice Date 9	Vendor Invoice Nun	nber 🕈 Invoice	Amount 🕈	PO Number 🕈	Internal PO N
🝿 Weatherization	ORCHARD SUPPLY HARDWARE	6/29/2013	999		\$1,394.12	12812	
Inventory	AUTOCELL ELECTRONICS, INC	7/26/2013 1001		\$1,539.0		19756	^
	ORCHARD SUPPLY HARDWARE	6/29/2013	999		\$1,394.12	20059	
🚧 Dashboard	ACE HARDWARE	7/29/2013	1001		\$395.11	20060	1234
🔹 🧊 Materials	HOME DEPOT CREDIT SERVICES	7/29/2013	1001		\$0.01	20061	
🭘 Inventory and Val	EAST LAKE VILLAGE HARDWARE & CRAFT	7/19/2013	0513		\$32.48	20063	
i Inventory On Han	DAVID DELEON	7/31/2013	2013		\$22.68	20068	
Purchase Orders							
I Vendere							
a vendors							
S Payment Requests							
Reports							
🔋 Reports							
Analytics							
<u> </u>	(>
Administration						0-	

Start by entering the *Vendor information* and clicking **save**. You will then see the **Invoice** section generate.

Complete the invoice section (*Note:* Following the table below will keep consistence with what ST does automatically for you when a Payment Request is created through an application), and click on the floppy Disco disc icon to save information.

Field	Information to Enter
Invoice Date	Certification Date
Vendor Invoice Number	Application ID

Xeeden			0 -			0 -
vendor:	Vendor		ω·	Vendor Location		0 ·
Check Request Date:	12/14/2016	· •				
Printed Date:		•				
Special Instructions:						
Invoicoc						
Invoices						
		In	voices	i		
Invoice Date	8	Vendor Invoice Number			Invoice Amount	
Invoice Date:*		•	Vend	for Invoice Number:*		
Invoice Amount	*	\$				
						H 🕄
						Sum=\$0

The *Invoice Line Items* section will then generate, complete the section and click on the *floppy disc icon* to **save** information.

					Invoices						
	Invoice Date Vendor Inv			ice Number			Invoice Amount				
Ŧ	1/4/2017	/4/2017 119140						\$271.00			0
				Invoice Line Items	-						
	Item Description			Amount		Fund ID			Account ID		
	Item Description:*	Item Description:* PROPANE			Amount:* 271			\$			
	Fund 1D:* 100 - GENERAL			 Account ID:* 570 			57010 - PROPANE	57010 - PROPANE -			
										8	
					Sum=\$0.0)					
										Sum=\$271.00	0
										Sum=\$271.00	•

(*Note:* Following the table below will keep consistence with what ServTraq does automatically for you when a Payment Request is created through an application.)

Field Name	Information to Enter
Item Description	Last, First Name – Account Number (If Applicable)
Amount	Cost of Item
Fund ID	Contract Billed to (as provided by Accounting)
Account ID	Specific part of contract being billed

Next, click Save and Close.

 Sections E Details Invoices 	2	Edit Payment	Request questID - 26742								
	P	ayment Request	Details								
		Vendor:	CENTRAL COAST PR	OPANE, INC.	PASO ROBLES OFFICE Vendor Location	E	© •				
		Check Request Date:	1/27/2017	/27/2017 🔻							
		Printed Date:	1/27/2017	77/2017							
		Special Instructions:	COPY OF THE ORIGINAL.								
	I	Invoices	15								
				In	roices						
		Invoice Date	×	Vendor Invoice Number Invoice							
	*	1/4/201/		19140			\$2/1.00				
			Invoice Line Items								
		Item Description		Amount	Fund ID	Account ID					
		PROPANE		\$271.00	100 - GENERAL	57010 - PROPANE					
				Sum=\$271.00							

To pay an invoice, go back to the *Payment Request/Outstanding Invoices* screen set your **Current View** to: *Outstanding Invoices*, then select the invoice to pay, finish by clicking on the **Pay Selected Invoice** button to **pay and print**.

Current View: Oustanding Invoices	🔻 🔂 Add	Payment Request	😮 F	Pay Selected Invoice 🛛 🚳 Pay Al	l Vendor Invoices 🛛 🔞 R	efresh List 🛛 😭 Export I	List 🔻
Vendor Name	Ŷ	Invoice Date	Ŷ	Vendor Invoice Number 🛛 🕈	Invoice Amount 🛛 🤊	PO Number 💡	Internal PO Number 💡
BOB PLUMBING		1/29/2014		17722	\$300.00	25762	
SERVICE PARTNERS SUPPLY		8/8/2014		4455669988	\$174.51	27766	
A. B. A. WINDOWS, INC.		12/5/2014		12345	\$1,277.75	27768	12345
BANKS GLASS JAMESTOWN		12/5/2014		123456	\$448.07	27769	65202
SLAKEY BROTHERS, INC.		5/1/2015		8884848	\$235.87	27782	8484848