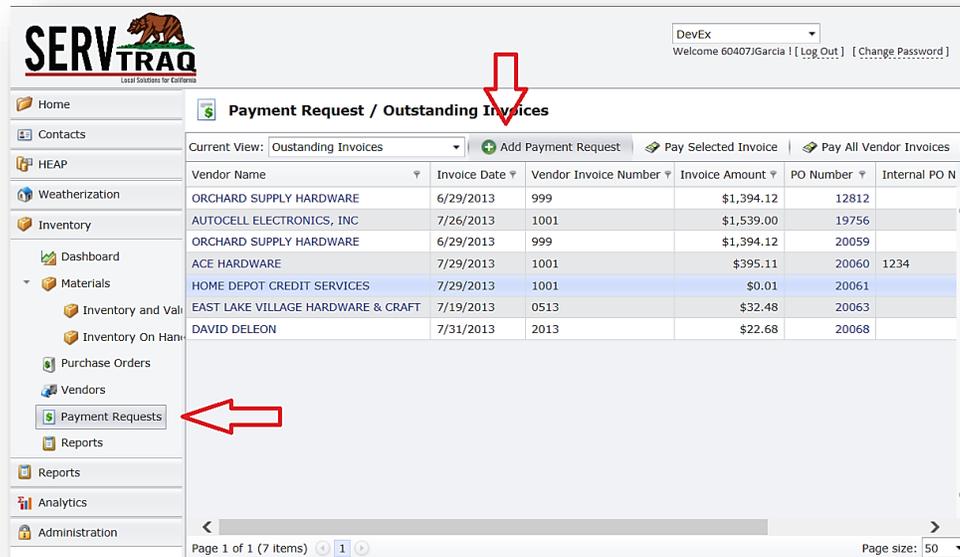


Manual entry of a Payment Request

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.



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

Sections
 Details
 Invoices

Edit Payment Request
PaymentRequestID - 26734

Payment Request Details

Vendor: A BIEDERMAN, INC. Vendor Location: PITTSBURGH OFFICE

Check Request Date: 12/14/2016
 Printed Date:

Special Instructions:

Invoices

Invoices		
Invoice Date	Vendor Invoice Number	Invoice Amount
Invoice Date:*	Vendor Invoice Number:*	
Invoice Amount:*		
		Sum=\$0.00

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

Invoices

Invoices		
Invoice Date	Vendor Invoice Number	Invoice Amount
1/4/2017	119140	\$271.00

Invoice Line Items

Item Description	Amount	Fund ID	Account ID
Item Description: PROPANE	Amount: 271	Fund ID: 100 - GENERAL	Account ID: 57010 - PROPANE
		Sum=\$0.00	
		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*.

Edit Payment Request
PaymentRequestID - 26742

Payment Request Details

Vendor: CENTRAL COAST PROPANE, INC. Vendor Location: PASO ROBLES OFFICE

Check Request Date: 1/27/2017
Printed Date: 1/27/2017

Special Instructions: COPY OF THE ORIGINAL.

Invoices

Invoice Date	Vendor Invoice Number	Invoice Amount
1/4/2017	119140	\$271.00

Invoice Line Items

Item Description	Amount	Fund ID	Account ID
PROPANE	\$271.00	100 - GENERAL	57010 - PROPANE
Sum=\$271.00			

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*.

Payment Request / Outstanding Invoices

Current View: Outstanding Invoices | Add Payment Request | Pay Selected Invoice | Pay All Vendor Invoices | Refresh List | Export List

Vendor Name	Invoice Date	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