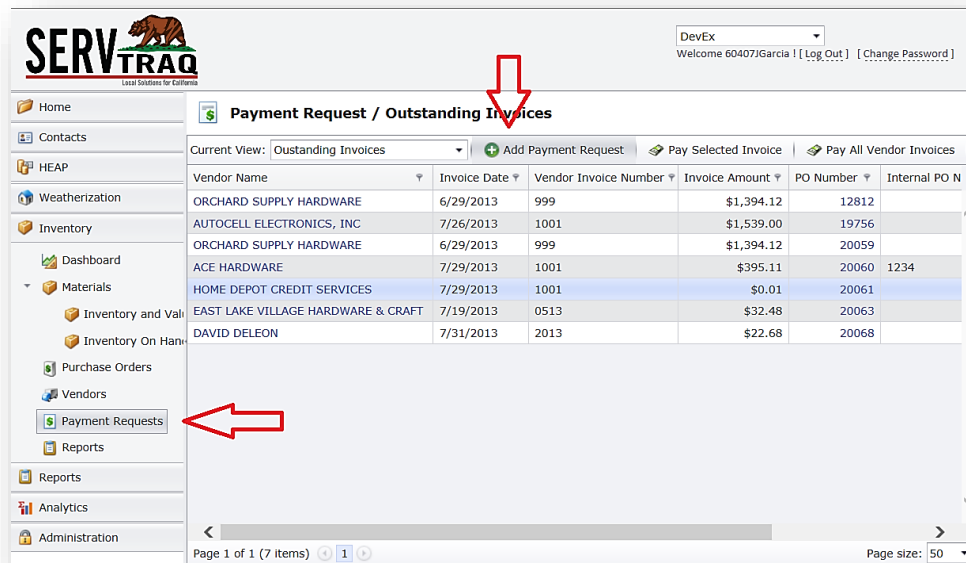


## Manual entry of a Payment Request

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: 271	Account ID: 57010 - PROPANE
Fund ID: 100 - GENERAL			
			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**.

Save Save and Close Exit Delete Refresh

Sections  
Details  
Invoices

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

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