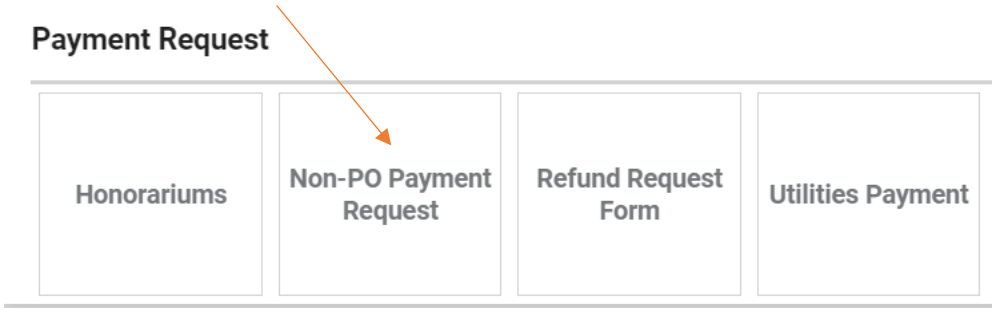
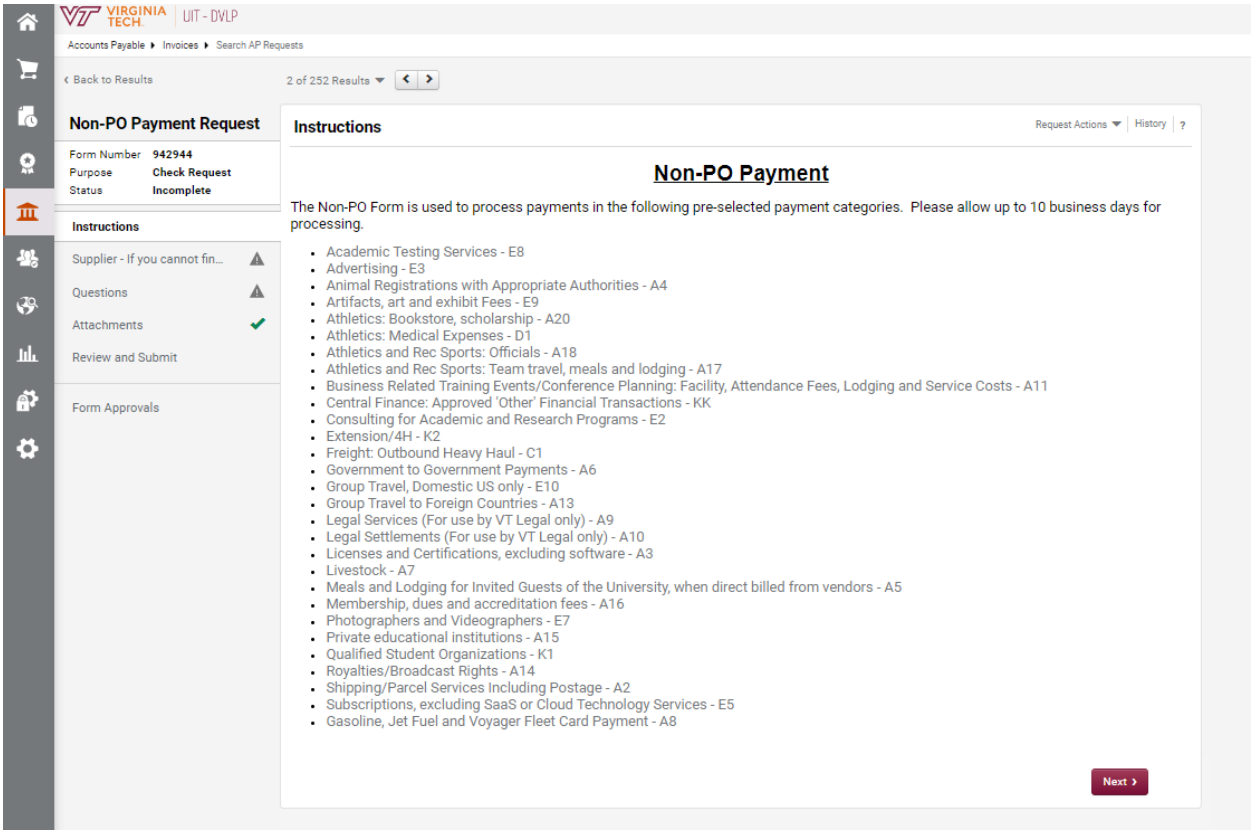
Processing a Payment Request Form for The Inn at Virginia Tech

Select the **Non-PO Payment** Request form tile on the HokieMart home screen.

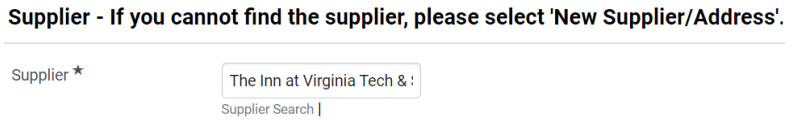




The first screen contains instructions relevant to selecting a payment category for the transaction. Selecting the payment category will link to the payment category descriptions on the Procurement web site.

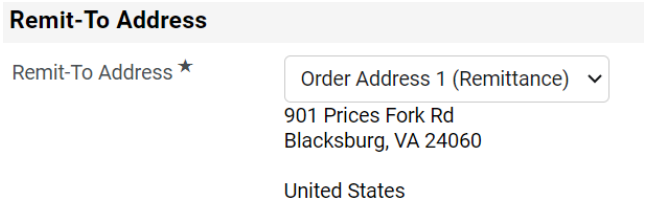
Supplier

Select “The Inn at Virginia Tech” for your Supplier.



Remit to address

Select the appropriate remit to address from the drop-down box.



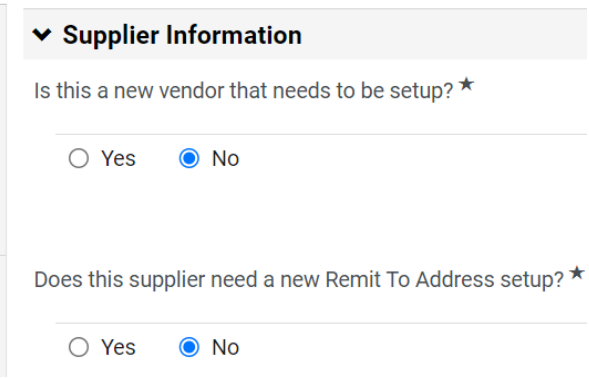
Select

to save your entry or select

to save and progress to the Questions Tab.

Questions

Select the **No** radio button next to “Is this a new supplier that needs to be set up?” and **No** to “Does this supplier need a new Remit to Address setup?”



Invoice Information

Complete the following fields.

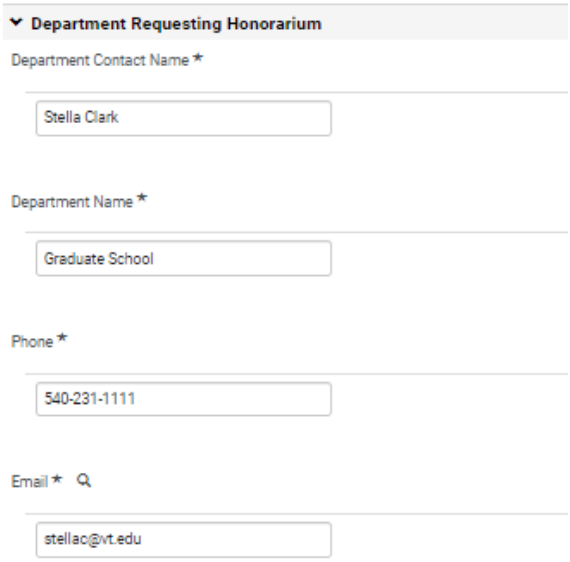
- Invoice Date: Entered as the date on the supplier invoice. The date should be entered in mm/dd/yyyy format.
- Item Description: A brief description of the purpose of the payment, the dates and times of the lodging.
- Supplier Invoice Number: Enter the invoice number supplied by The Inn at Virginia Tech. ***this should be the 6-digit number provided once a final invoice has been

submitted to the department. Please only use a formal invoice number (folio confirmation number/ BEO confirmation numbers should not be entered here)

- Amount: The dollar amount for the payment request. The amount should be entered using numeric characters with a period to separate dollars and cents.
- Attachment: Attach the formal invoice provided by The Inn at Virginia Tech.
    - Select upload to open the dialog box.
    - Enter a Title for the attachment.
    - Select Choose File and locate the document for upload.
    - Select Save Changes.
- Need by Date: This is not a mandatory field and can be left blank.
- Currency: Field defaults to USD for United States Dollars.

Contact Information

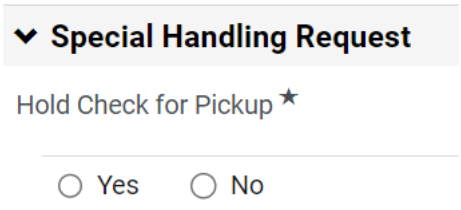
Enter the following information related to the department entering the payment request. Accounts Payable or Procurement will reach out to this individual if there are any questions regarding the request.



- Department Contact Name: First and Last Name of the individual that is the departmental contact for the request.
- Department Name: Name of the department requesting the payment
- Phone: Phone of the departmental contact
- Email: Email of the departmental contact.

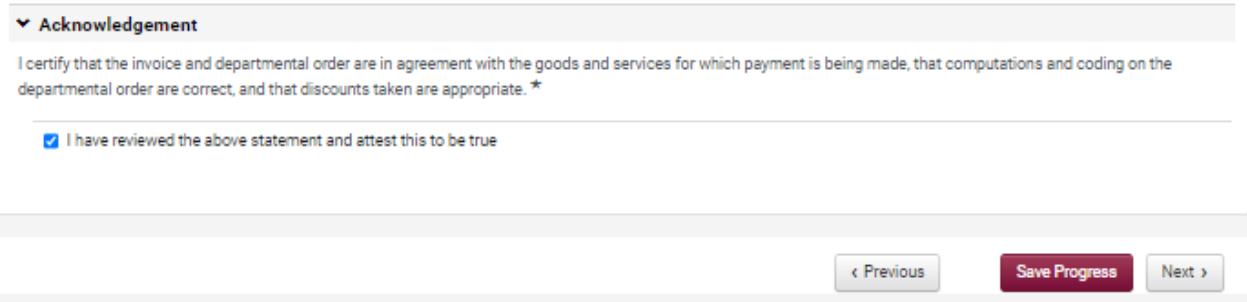
Check Handling Information

Enter the fields associated with special handling in the event the check needs to be picked up at the Bursar's Office.



Acknowledgement

Complete the acknowledgement by placing a check in the box next to “I have reviewed the above statement and attest this to be true.”



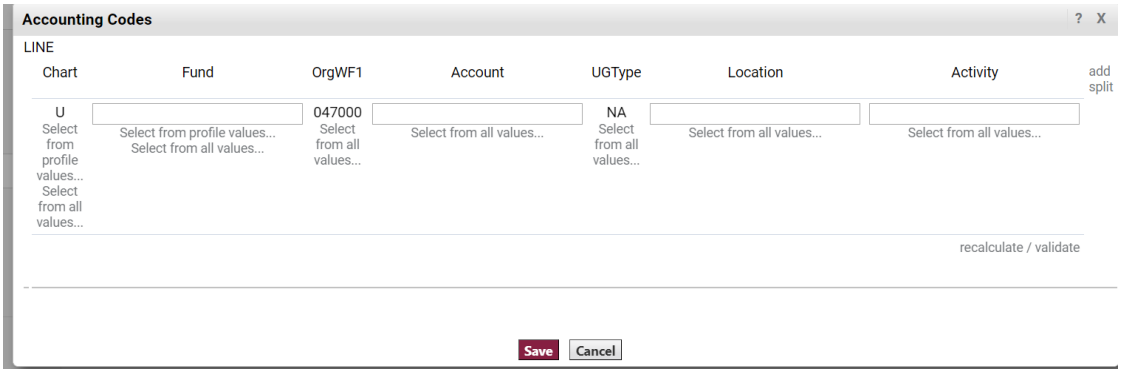
Select

to save your entry or select

to save and progress to the Codes page.

Funding Codes

Enter the appropriate funding information for where the expense will be charged.



After entering the accounting codes select the recalculate/validate button and then select Save .

Additional Information

Enter the fields on the additional information screen. All Date Fields MUST be entered in mm/dd/yyyy format. Dates not entered in this format will generate an error and result in a delay in processing.

1. Invoice Received Date: This is a mandatory field for the non-PO form.
2. Service Start Date: The date of the service start date.

3. Service End Date/Goods Receipt Date: The service end date/goods receipt date.
4. Customer Account Number: This is not a mandatory field and can be left blank.
5. Authorized Payment Category: Payment category should be selected from the drop down
    a. Select “Select from all values”
    b. Select the appropriate payment category.

Attachments

This page provides a space to upload an additional attachment, as necessary. It is also a location where the enclosure documentation can be uploaded.

1. Select Add Attachment

2. Select the Upload button

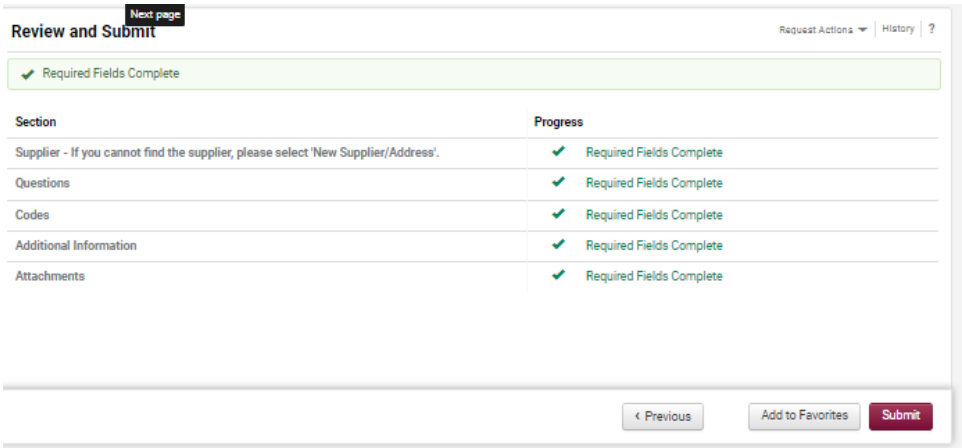
3. Enter a Title for the attachment.
4. Select Choose File to locate the document on your computer.
5. Select Save Changes.
6. Select

to save your entry or select

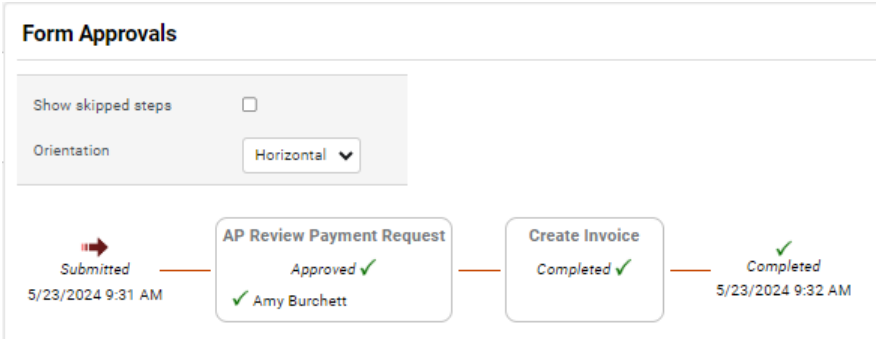
to save and progress to the Review and Submit page.

Review and Submit

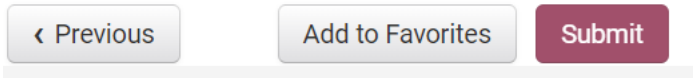
The Review and Submit tab is where the form request will be submitted and begin the approval routing process in workflow.



Warning: Prior to selecting the Submit button, the user should select the **Form Approvals** tab on the form and correct any data entry errors that exist in the Payment Request Error List. Please refer to the next section on Form Approvals of this Step-by-Step User Guide before submitting the document.



If no errors are present return to the Review and Submit tab and select **Submit.**



Step by step instructions on entering a Payment Request Form in HokieMart can be found here.