



University of California
Berkeley



20/30 Webinar Series:

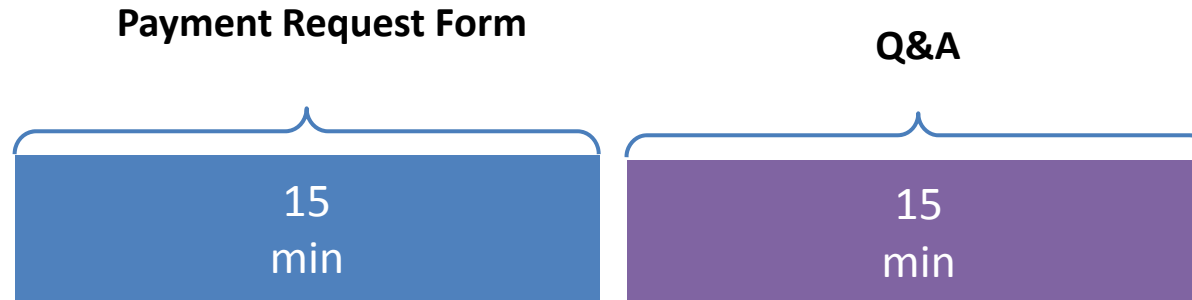
#10 An In-depth Look At The Payment Request Form

Agenda

- 1. About this Session**
- 2. Payment Request Form**
 - What is it?
 - Form Layout & Workflow
- 3. Resources & Support**
- 4. Question and Answer**

About this Session

- All users
- 30 Minutes
- Payment Request Form
- Question and Answer



20-30 Webinar Series

Payment Request Form




What is it?

The Payment Request form is used to process payment for activities that do not require a Purchase Order. Each activity type has different documentation requirements which must be scanned and attached to the Payment Request Form.

All Payment Requests are routed to a Requisition Org Node Approver to review and approve.

Payment Request Available Actions: Add and go to Cart Go Close



Items in Bold are required to be completed in order to completely process a Payment Request.

Shoppers and Cart Authorizers may submit incomplete forms for processing provided a supplier name (or Supplier Not Found) is selected.

A Requisition Creator must complete all required fields before a request can be finalized.

Payment Request Activities have different documentation requirements which must be attached to the Payment Request Form.

Detailed information about the requirements is on the [Disbursements Website](#).

Supplier / Payee Info

Payee Information

Enter Supplier

- If the desired Supplier / Payee is unknown suggested supplier information in the field below.
- If the payment is to a **Current UCB Emp Student ID** field below.
- Shoppers and Cart Authorizers do not have to enter a Supplier.
- Please enter "Supplier Not found" if this is the case.

Payee Not Found: Name
UCB Employee or Student ID
Suggested Contact Email/Phone

Line Items: Enter one or more lines.

Item
254 characters remaining expand clear
Item

- Loan Repayment Assistance Program
- New Employee Moving Expense Reimbursement
- Travel Advance
- Other Payments to Businesses
 - Utilities
 - Telephone/Data Services
 - Freight and Delivery Services, excluding FedEx
 - Government Fees, including Visas
 - Conference Registration Fees
 - Memberships and Subscriptions

Approval Workflow

- Payment Requests follow the same workflow as Requisitions, but also require Requisition and Voucher approval.
- After Requisition Approval a Voucher is created and reviewed by Disbursements prior to Voucher approval.
- The Purchase Order generated from a Payment Request will not be sent to the Vendor.

Privacy Warning: Do not upload any document in BearBuy, or any other website application, unless notice triggering data and the home & family data is blacked out and **completely unreadable**. This includes but is not limited to SSN, passport numbers, financial and medical account numbers. The best approach is to remove this data from the document before uploading it. [Data Privacy]

Internal Attachments [Privacy Warning]
add attachment...

Payment and Handling Details

- Users may use this section to designate various handling instructions and requirements.
- Only Requisition Creators are required to complete this section.

Invoice Number Invoice Date
mm/dd/yyyy

Request Handling

Attachment to Check Required Override Pay Method
Use the Payment Message field for messages to be printed on the remittance advice

Payment Message

Withholding Information

Review for Withholding? California Resident? Where were the services provided? Non-Resident Alien? GLACIER Required? GLACIER Record Complete?

5

Series #10: Payment Request Form

Activity Types

Not all payments should be made using the Payment Request Form (PRF). The payment request form should only be used for **specific types of transactions**.

Should be paid via PRF:

- Conference Registration
- Donations, Gifts & Contributions
- Entertainment: Paying catering invoices ONLY
- Express Delivery Services
- Freight
- Government Fees
- Honoraria
- Human Research Payments
- Journals/Subscriptions
- Loan Repayment Assistance Program
- Memberships
- New Employee Moving Expense Reimbursement)
- Participant Support
- Petty cash
- Refunds
- Reimbursements
 - Only to UC Employees/Students;
 - Must NOT contain any entertainment and/or travel expenses
- Royalties
- Sport Official Fees
- Telephone/Data Services
- Travel Advances
- Utilities
- Visa Application Fees
- Software license fees

<http://controller.berkeley.edu/payment-request-cost-types-and-required-supporting-documents>



Activity Types Cont...

If a Purchase Order should have been set up but was not, payment for the invoice should be processed using the After the Fact Form.

All transactions other than PRF Should NOT be paid via PRF:

- Payment to photographers, florists, other individual other than Sports Official
- Personal Entertainment and/or Travel Reimbursement
- Printing
- Car rentals
- Subaward payments
- Contract expenses
- Services, etc

If these transactions are improperly placed on a Payment Request Form, there is a high chance that they will be returned to the shopper unpaid, and the department will have to re-submit these transactions using the 'After The Fact' form in BearBuy instead.

Form Layout

The form 3 main sections:

- Supplier/Payee Info
- Payment Request Items
- Payment and Handling Details

Supplier/Payee Info

Enter the name of the supplier/individual needing to be paid. If the name is not available, a vendor request form must be submitted. Shoppers should select Supplier Not Found. The Requisition Creator will then initiate the vendor setup process

Supplier / Payee Info ?

Payee Information

Enter Supplier

or
[supplier search](#)

- If the desired Supplier / Payee is unknown or is not found above, please select 'Supplier Not Found', and then provide suggested supplier information in the fields below.
- If the payment is to a **Current** UCB Employee or Student, include the Employee ID or Student ID in the **UCB Employee or Student ID** field below.
- Shoppers and Cart Authorizers do not have access to student names.
- Please enter "Supplier Not found" if this is for a student payment.

Payee Not Found: Name

UCB Employee or Student ID

Suggested Contact Email/Phone

Form Layout

The form 3 main sections:

- Supplier/Payee Info
- Payment Request Items
- Payment and Handling Details

When Supplier Not Found is selected, the shopper must complete this section in order to provide the Requisition Creator some level of detail needed when initiate the vendor setup process

Supplier/Payee Info

Supplier / Payee Info ?

Payee Information

Enter Supplier

or
[supplier search](#)

• If the desired Supplier / Payee is unknown or is not found above, please select 'Supplier Not Found', and then provide suggested supplier information in the fields below.

• If the payment is to a **Current** UCB Employee or Student, include the Employee ID or Student ID in the **UCB Employee or Student ID** field below.

• Shoppers and Cart Authorizers do not have access to student names.

• Please enter "Supplier Not found" if this is for a student payment.

Payee Not Found: Name

UCB Employee or Student ID

Suggested Contact Email/Phone

Form Layout Cont..

Enter the line item details for the payment in question.
Enter the line item description, unit price of amount and the quantity.

Payment Request Items:

Payment Request Items?

Line Items: Enter one or more lines.

Item	Unit Price	Quantity
<div><div></div><div>254 characters remaining</div><div>expand clear</div></div>	<div></div>	<div></div>
<div><div></div><div>254 characters remaining</div><div>expand clear</div></div>	<div></div>	<div></div>
<div><div></div><div>254 characters remaining</div><div>expand clear</div></div>	<div></div>	<div></div>

Activity Type

Please select...▼

Internal Payment Note

250 characters remaining

expand | clear

Required Documentation:

Attach supporting documents appropriate to the Payment Request Activity Type - for details access the [Disbursements website](#).

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Internal Attachments [Privacy Warning]

add attachment...

Form Layout Cont..

Payment Request Items:

This is where you'll select the appropriate activity type from the drop down menu. Selecting the appropriate activity type is crucial since the activity type determines which required documents need to be attached.

Payment Request Items ?

Line Items: Enter one or more lines.

Item	Unit Price	Quantity
<input type="text"/> 254 characters remaining expand clear	<input type="text"/>	<input type="text"/>
<input type="text"/> 254 characters remaining expand clear	<input type="text"/>	<input type="text"/>
<input type="text"/> 254 characters remaining expand clear	<input type="text"/>	<input type="text"/>

Activity Type

Internal Payment Note
250 characters remaining [expand](#) | [clear](#)

Required Documentation: Attach supporting documents appropriate to the Payment Request Activity Type - for details access the [Disbursements website](#).

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Internal Attachments [Privacy Warning]
[add attachment...](#)

Form Layout Cont..

Payment Request Items:

Payment Request Items

?

Line Items: Enter one or more lines.

Item	Unit Price	Quantity
<div><div></div><div>254 characters remaining</div><div>expand clear</div></div>	<div></div>	<div></div>
<div><div></div><div>254 characters remaining</div><div>expand clear</div></div>	<div></div>	<div></div>
<div><div></div><div>254 characters remaining</div><div>expand clear</div></div>	<div></div>	<div></div>

Activity Type

Please select...

Internal Payment Note

250 characters remaining

expand | clear

Required Documentation:

 Attach supporting documents appropriate to the Payment Request Activity Type - for details access the [Disbursements website](#).

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Internal Attachments [Privacy Warning]

add attachment...

Here you're able to enter any notes related to the payment that you wish to maintain for recordkeeping purposes.

This information is not sent to Accounts Payable or the payee.

Form Layout Cont..

Payment and Handling Details:

Payment and Handling Details

- Users may use this section to designate various handling instructions
- Only Requisition Creators are required to complete this section

Invoice Number

Request Handling

Attachment to Check Required ☐

Override Pay Method ☐

Use the Payment Message field for messages to be printed on the remittance advice

Payment Message

Withholding Information

Review for Withholding? ☐

California Resident? ☐

Where were the services provided?

Non-Resident Alien? ☐

GLACIER Required? ☐

GLACIER Record Complete? ☐

If you have a supplier invoice, enter the actual supplier invoice number (up to 17 characters).

If you do not have an invoice from the supplier, enter a unique invoice number, beginning with PY followed by 15 alphanumeric characters or less.

To assure that the invoice number field is unique, the following format is recommended: PY + date (yymmdd) + up to 9 characters from supplier name.

Form Layout Cont..

Payment and Handling Details:

Payment and Handling Details ?

- Users may use this section to designate various handling instructions and requirements.
- Only Requisition Creators are required to complete this section.

Invoice Number

Invoice Date

mm/dd/yyyy

Request Handling
Attachment to Check

Withholding Information
Review for Withholding?
California Resident?
Where were the services provided?
Non-Resident Alien?
GLACIER Required?
GLACIER Record Complete?

Payment Message

If you have an invoice from the supplier, enter the actual invoice date.

If you do not have an invoice, enter the date you are preparing the Payment Request Form.

Form Layout Cont..

Payment and Handling Details:

Payment and Handling Details ?

- Users may use this section to designate various handling instructions and requirements.
- Only Requisition Creators are required to complete this section.

Invoice Number

Invoice Date

Request Handling

Attachment to Check Required ☐

Override Pay Method ☐

Use the Payment Message field for messages to be printed on the remittance advice

Payment Message

Review for Withholding? ☐

California Resident? ☐

Where were the services provided?

Non-Resident Alien? ☐

GLACIER Required? ☐

GLACIER Record Complete? ☐

Select 'YES' if the documents attached need to be mailed to the payee along with the check (attachments will not be sent for EFT payments).

Form Layout Cont..

Payment and Handling Details:

Payment and Handling Details?

- Users may use this section to designate various handling instructions and requirements.
- Only Requisition Creators are required to complete this section.

Invoice Number

Invoice Date

Request Handling

Attachment to Check Required

Override Pay Method

Select "Check" if the payment method is EFT in the supplier database, but this payment should be issued as a check.

Select "Wire" if the payment method is Check in the supplier database, but this payment should be issued as a wire.

Use the Payment Message field for messages to be printed on the remittance advice

Payment Message

the services provided?

Non-Resident Alien?

GLACIER Required?

GLACIER Record Complete?

Form Layout Cont..

Payment and Handling Details:

Payment and Handling Details ?

Enter messages that must be printed on the check stub or EFT remittance advice.

If there is a legitimate business need to have a check held for pickup, enter the full name and phone number of the staff member to be contacted when the check is available.

Accounts Payable will evaluate all requests to hold a check for pickup and may contact the Requester for review. If it is determined that there is not a legitimate business need to hold the check for pickup, the Requester will be notified and the check will be mailed to the address on file.

Invoice

Requ

Attach to Ch

Requ

Overr

Pay

Method

Use the *Payment Message* field for messages to be printed on the remittance advice

Payment Message

Where were the services provided?

Non-Resident Alien?

GLACIER Required?

GLACIER Record Complete?

Form Layout Cont..

Payment and Handling Details:

Payment and Handling Details ?

- Users may use this section to designate various handling instructions and requirements.
- Only Requisition Creators are required to complete this section.

Invoice Number

Invoice Date

m/dd/yyyy

You can leave this section as is. Accounts Payable, will enter information in this section if needed.

Withholding Information

Review for Withholding?

California Resident?

Where were the services provided?

Non-Resident Alien?

GLACIER Required?

GLACIER Record Complete?

to Check Required

Override

Pay Method

Use the Payment Message field for messages to be printed on the remittance advice

Payment Message

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RESOURCES & SUPPORT



Training Resources

- We have developed a Payment Request Job aid.
 - <http://procurement.berkeley.edu/bearbuy/instructional-resources>
- BearBuy YouTube Channel
 - youtube.com/user/BearBuyProcurement
- Need more assistance? Contact the BearBuy help desk!
 - (510) 664-9000 Option 1, Option 2, Option 1
 - Mon-Fri 8 AM to 5PM
 - [Email BearBuy Help](mailto:bearbuyhelp@berkeley.edu) (bearbuyhelp@berkeley.edu)

Forms

-  [BearBuy Forms Guide.pdf](#)
-  [Amount vs Quantity Based Forms.pdf](#)
-  [Using BearBuy Forms - Job Aid.pdf](#)
-  [BearBuy Payment Request Form - Job Aid.pdf](#)
-  [BearBuy BluCard Order Tracking - Job Aid.pdf](#)
-  [BearBuy Sole Source Form - Job Aid.pdf](#)
-  [Claremont Off Campus Event Form Job Aid.pdf](#)



Questions and Answers!

