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

Payment Request Form 15 min

Q&A 15 min
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.
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

**Should not be paid via PRF:**
- 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

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.
Form Layout

The form 3 main sections:
- Supplier/Payee Info
- Payment Request Items
- Payment and Handling Details

Supplier/Payee Info

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.
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:

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.
Form Layout Cont..

Payment Request Items:

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.
Payment and Handling Details:

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:

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

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:

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).
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.

**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**

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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.
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.
Payment and Handling Details:

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?
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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 (bearbuyhelp@berkeley.edu)
Questions and Answers!