Introduction
This guide explains how to submit a request for a non-invoiced payment. It covers how to:

A. Request a non-invoiced payment
B. View payment requests
C. Create a new supplier (for recurring or repeated payments)

If you are not sure whether a guest lecturer or external examiner should be paid through payroll or using the “Non-invoiced Payment Request” process, contact your HR Business Partner.

Audience
Staff in schools and departments responsible for requesting non-invoiced payments.

A. Request a non-invoiced payment

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the main menu select Procurement then Procurement invoices→Registration of incoming invoices</td>
</tr>
<tr>
<td>2.</td>
<td>In the Transaction date, enter the desired payment date. Note this is NOT guaranteed, as actual payment date will depend on how long it takes for the request to get approved and posted.</td>
</tr>
<tr>
<td>3.</td>
<td>Complete the Invoice tab.</td>
</tr>
</tbody>
</table>

| Invoice | Accounting |

Supplier

- **Supplier** → enter “SS” to display the list of Sundry Suppliers. Select the GBP option to make the payment in GBP. Select the Non-GBP option to make the payment in a foreign currency.
- **Name** → enter the name of the individual receiving the payment. The Sundry supplier information window opens.
4. Note: if the Sundry supplier window does not open automatically click the Supplier information button.

5. Complete the Address and Bank details and click OK.

Although it is not marked as mandatory you must complete the Town/City field in the Address section. If you do not, the request will fail to save.

6. In the Invoice description enter a description. Provide as much detail about the payment as you can.

7. Check the Use description on entire invoice box. This will copy the description through onto the Accounting tab.

8. Enter an Invoice number. The number must be unique. Suggested conventions are:
   - For student-related invoices enter the student ID + date (on request form)
   - For non-student invoices enter the person’s name + date (on request form), or supplier’s reference + date

   Leave the other fields as is.

9. In the Amounts section
   a. Invoice amount - enter as a minus sum.
   b. Currency – if you selected a NON-GBP sundry supplier, change to EUR or USD if appropriate. If the payment is to be made in another foreign currency do the conversion yourself and enter the amount in GBP. Indicate the actual currency and actual amount in the Description (as given in the original documentation).
10. Complete the Accounting tab

a. Account – select an appropriate account code (e.g. studentship – maintenance, staff interview expenses). Note, the fields to complete depend on which Account code you select. The example shown here is for account 3210 (Studentship – maintenance).

b. Costc – autopopulated from the Subproject

c. Project – autopopulated from the Subproject

d. Acyear – academic year. Enter in the format 201819

e. Subproject – the budget the payment will be charged to

f. Detail – select a category if obvious, otherwise leave as General.

g. Cat 7 – autopopulated from the Subproject

h. Description – autopopulated from the Invoice tab (if Use description in entire invoice box is checked)

i. Currency – currency selected on the Invoice tab.

j. Tax code/Tax system – leave as is

k. Posted amount – amount as a plus sum

11. Check the Amounts box. The Remaining amount should be 0.00

- If the Remaining amount is NOT 0 and the payment is being made in EUR or USD then leave as is.
- If the Remaining amount is NOT 0 and the payment is being made in GBP then click Balance transaction to balance the transaction to 0.00.
12. Click the Document icon on the toolbar to attach the completed form or other relevant paperwork to the request. Note: select document type=incoming invoices.

13. Click Save to submit the request. A success message is displayed and the requisition is assigned a number.

What happens next?

The request is routed to the Invoice Checker for checking. Following their approval it is routed to the Approver for budgetary approval.

B. View payment requests

1. From the main menu select Reports then Procurement>Supplier/PO Invoices & Payments>Invoice & Payment Request Workflow Enquiry

2. Click Search to retrieve all requests, or use the filter boxes at the top of the table to search for your transaction (e.g. by Transaction No or Initiated by).

3. Click the Transaction No to view the transaction. Click the Workflow status to view the workflow map.
C. Create a new supplier (for recurring or repeated payments)

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<tr>
<td>1.</td>
<td>From the main menu select <strong>Procurement</strong> then <strong>Supplier information</strong> &gt; <strong>Suppliers</strong>.</td>
</tr>
<tr>
<td>2.</td>
<td>Click <strong>New</strong>.</td>
</tr>
<tr>
<td>3.</td>
<td>Complete the <strong>Supplier</strong> tab.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Supplier tab" /></td>
</tr>
<tr>
<td>a.</td>
<td><strong>Supplier ID</strong> – auto-populated on saving</td>
</tr>
<tr>
<td>b.</td>
<td><strong>Supplier name</strong> – enter the supplier’s name</td>
</tr>
<tr>
<td>c.</td>
<td><strong>Supplier group</strong> – select the appropriate group from the drop down (External Examiner, Guest Lecturer, Students)</td>
</tr>
<tr>
<td>d.</td>
<td><strong>Short name</strong> – enter an abbreviated name</td>
</tr>
<tr>
<td>e.</td>
<td><strong>External reference</strong> – for students enter the student ID, otherwise enter “none”</td>
</tr>
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Note: Leave the other fields in the **Supplier identification** section blank. DO NOT check the **Sundry** box.

| 4.   | Go to the **Contact information** tab. |
|      | ![Contact information tab](image) |

| 5.   | Click **Add** to add a general address. |
|      | ![Address input](image) |

| 6.   | Complete the **Address details** section. Note: you must enter a personal email address in the **E-mail** field. This is where the payment remittance advice will be sent. |
| 7.   | Click **Save**. |
2. Click OK at the Update relations window.
3. Click OK at the Auto-numbering window.
4. A warning about missing bank details is displayed. The supplier is also assigned an ID.

![Warning](image)

5. Click OK.

1. Click the Documents icon to upload the request form or other relevant paperwork. This should include the banks details which will be input by the Payments Team later.

   ![Documents](image)

   Document type=supplier attachments

2. Click Save again.

3. Click OK at the bank details warning.

What happens next?

The request is routed to the Payments Team for approval. They will also add the bank account details.