Penn Marketplace Non-PO Payment Request - Application

Training for Preparers

1.1 Welcome

Welcome to the Penn Marketplace Non-PO Payment Request Application Training for Preparers

1.2 Knowledge Link Training Tips

Menu
- Allows you to navigate to a desired section of the course

Presentation Controls
- Use pause, replay previous, and next as desired throughout the presentation

Links
- On-screen links will open a separate browser window

You do not have to complete the course at one sitting; you may stop the course at any time and resume later. When you return to your Learning Plan, click “Continue Course” You will have the option to resume where you left off or start from the beginning.
1.3 Objectives

Objectives

- After this training, users will be able to:
  - Enter and submit a Non-PO Payment Request
  - Search and view a Non-PO Payment Request
  - Manage Non-PO Payment Request Returned or Rejected
  - Complete ‘Quiz’ to confirm knowledge and skills gained
  - Understand ‘Next Steps’

Please Note: This Application training provides an overview as the Preparer of Penn’s Non-PO Payment Request process. This is Part 2 of 2 of the Preparer’s and Approver's training modules. Only Approvers will be required to complete an additional training module titled: Penn Marketplace Non-PO Payment Request - Application Training for Approvers.

1.4 Logging On...

Logging On to the Penn Marketplace

- Go to the Penn Marketplace* (PennKey authentication required)

*Anyone with a Pennkey can log on to the Penn Marketplace via Penn’s Purchasing Services website. Users with BEN access enter the Penn Marketplace via BEN Financials.
1.5 Navigating

From the top right of the page, a user has a variety of options:

In View My Profile, Preparers can set default Approving Org and favorite Chart of Accounts (COA) under the ‘Code Favorites’ tab.

1.6 Navigating

From the left of the page, a user has a variety of options:

Note: Users can search for a Supplier to see if they are present in the Penn Marketplaces.

In this module, the most frequently used options will be reviewed.
1.7 Navigating

Navigating the Penn Marketplace

- From the middle of the page, a user has a variety of options:

1.8 Navigating

Navigating the Penn Marketplace

- From the bottom of the page, a user has a variety of options:

*SP (Special Purpose) Payment Requests are for SP Preparers and Approvers only.
1.9 View My Profile

View My Profile – Enter Approving ORG

- From the 'Dashboard' on either side of the Penn Marketplace...

There are a variety of options. Let’s add an Approving ORG to the Profile.

1.10 View My Profile

View My Profile – Enter Approving ORG

- From the Profile menu, click on Default User Settings

Note: Add as many COAs, segments of COAs, and Approving ORGs to your Favorites as needed.
1.11 Non-PO Payment Requests

There are three types of Non-PO Payment Requests:

- Non-PO Payment Request
- Non-PO Credit Memo Request
- SP Payment Request (SP Preparers and Approvers Only)

*SP (Special Purpose) Payment Requests are accessed by a limited group of individuals.

1.12 Non-PO Payment Requests

- Each Non-PO Payment Request has five (5) sections to be completed before submitting for approval:
  1. **Supplier** - Select the Supplier and Remit-To Address
  2. **Questions** - Includes Policy and Usage, Invoice Details and Attachments
  3. **Codes** - Approving Org, Note to Approver, Chart of Accounts
  4. **Additional Information** - Special Routing Instructions, i.e. Will Call
  5. **Review and Submit** - Required Fields Complete and [Submit]; ‘Add to Favorites’ here

*Note: Payment Type selection and Additional Information differs for SP Payment Requests. Please refer to the SP Payment Request ODG.*

*Form Approvals* shows where the Request is in the workflow hierarchy.
1.13 Non-PO Payment Requests

- On the following slides, two scenarios will be reviewed to demonstrate the features and functionality of the Non-PO Payment Request:
  - Scenario #1 - A Non-PO Payment Request for a Lunch Meeting
    - In this scenario, the Preparer will not update the account number
  - Scenario #2 - A Non-PO Payment Request for an Honorarium & Guest Travel
    - In this scenario, the Preparer will update the account number

Tips will be incorporated throughout the presentation.

1.14 Scenario #1

- Submit a Non-PO Payment Request
  - Scenario #1: Submit a request of payment for an invoice to the Penn Club of New York for a Lunch Cultivation Meeting for $197.02

In this scenario, the Preparer will not change/edit the default account 'code'.
1.15 Submit a Non-PO Payment Request

1.16 Submit a Non-PO Payment Request
1.17 Submit a Non-PO Payment Request

- Select ‘Remit-To Address’

1.18 Submit a Non-PO Payment Request

- Review the Questions – Disbursement Information

Note the grey check marks to let you know what needs to be completed.
1.19 Submit a Non-PO Payment Request

- Review the Questions – Disbursement Information

*Note: Payment Type selection and Additional Information differs for SP Payment Requests. Please refer to the SP Payment Request ORG.

1.20 Submit a Non-PO Payment Request

- Attach required supporting documentation

Note: Only one file can be attached to each Upload. If more are needed, use the additional attachment upload button or scan multiple pages into one document.
1.21 Submit a Non-PO Payment Request

1.22 Submit a Non-PO Payment Request
1.23 Submit a Non-PO Payment Request

*Use the Note to Approver to inform Approver of the business purpose and program supporting this activity and any additional approval that may be needed, i.e. Dean, Chair, PI, Program Director, etc.*

1.24 Submit a Non-PO Payment Request

In this scenario the Preparer is not editing/updating the Chart of Accounts.
1.25 Submit a Non-PO Payment Request

- Review Additional Information

Select ‘Will Call’ only if it meets the required criteria.

Click on ‘Next’.

1.26 Submit a Non-PO Payment Request

- Review and Submit

All ‘Required fields Complete’

Confirm

Press Enter or click on Submit.

Click on [Yes].

Note: Click on the section heading to the left to go back and review any section.
1.27 Scenario #2

Scenario #2: Submit a payment for an Honoraria to John Wright for $250. John will also be reimbursed for travel expenses totaling $190.92. The supporting documentation below will be attached to the Non-PO Payment Request.

In this scenario, the Preparer will change/edit the account ‘code’.

1.28 Submit a Non-PO Payment Request

From the Penn Marketplace...
1.29 Submit a Non-PO Payment Request

- Enter the Supplier and select the Remit-To Address

1.30 Submit a Non-PO Payment Request

- Scroll down to Additional Information and select Honoraria and Guest Travel.

Payment Type differs for SP Payment Requests. Please refer to the SP Payment Request QRG.
1.31 Submit a Non-PO Payment Request

Scroll down to Additional Information required for Honoraria and Guest Travel Reimbursements.

Click on the links to review Additional Information.

1.32 Submit a Non-PO Payment Request

• Attach the appropriate documentation for Guest Travel and Honoraria.

Note the request for one scanned document for Payment Support and Guest Travel.

Important! Note the Event Flyer is required for an Honorarium.
1.33 Submit a Non-PO Payment Request

1.34 Submit a Non-PO Payment Request
1.35 Submit a Non-PO Payment Request

- Enter a ‘Note to Approver’

Use a Note to Approver to inform Approver of the business purpose and program supporting this activity and any additional approval that may be needed, i.e. Dean, Chair, PI, Program Director, etc.

1.36 Submit a Non-PO Payment Request

- Click on ‘edit’ next to the Chart of Accounts to edit account

*Two lines are needed for the COA object codes - one is 5314 Honorarium and the other is 5206 Non-Employee Domestic Travel.
1.37 Submit a Non-PO Payment Request

1.38 Submit a Non-PO Payment Request
1.39 Submit a Non-PO Payment Request

Tip: When using a 'Favorite' Non-PO Request, be sure to review and update the entire request as needed, including the previously uploaded documentation.

1.40 Submit a Non-PO Payment Request

Note: Click on the section heading to the left to go back and review any section.
1.41 View Favorites

![Image of View Favorites]

Note: Favorites is also available on the Penn Marketplace Homepage under Shortcuts.

1.42 Search for a Non-PO Payment Request

![Image of Search for Non-PO Payment Request]
1.43 Search for a Non-PO Payment Request

Check out the 'Form Status'

Click on the Form Name

Refine Search Results

Tip: May have to scroll down a bit to see all the possibilities.

* The 'Form Status' options are on the next slide.

1.44 Non-PO Payment Request Form Status

<table>
<thead>
<tr>
<th>Non-PO Payment Request Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete</td>
<td>Request has been saved; not yet submitted to Approver</td>
</tr>
<tr>
<td>Under Review</td>
<td>Request in Approver queue awaiting their review</td>
</tr>
<tr>
<td>Approved</td>
<td>Request has been reviewed and approved</td>
</tr>
<tr>
<td>Returned</td>
<td>Request has been reviewed by Approver and returned to Preparer with a note explaining why it was returned*</td>
</tr>
<tr>
<td>Rejected</td>
<td>Request has been canceled by the Approver with note*</td>
</tr>
</tbody>
</table>

* The Note from Approver can be found in the 'History' of the Non-PO Payment request.
1.45 Search for a Non-PO Payment Request

![Search for a Non-PO Payment Request](image)

Note: The list on the left can be accessed even though it appears not to be a link.

1.46 Search for a Non-PO Payment Request

![Search for a Non-PO Payment Request](image)

Click on "History" to see the progress of the Non-PO Payment Request.

This is where the Non-PO Payment Request currently resides with the Level 1 Approver.

All Non-Payment Requests will go to the Level 1 Approver; over $5,000 - Level 2 Approver; over $50,000 - Level 3 Approver; over $250,000 to Accounts Payable (AP).

Once the Request is approved by the Level 1 Approver and becomes an Invoice, all invoices flow in accordance with the authorized dollar amount in the selected ORU Approval Hierarchy.
1.47 Search for a Non-PO Payment Request

Search for a Non-PO Payment Request

Click here to 'Filter History'

Click on 'Export' to download information to Excel

This is the step-by-step 'History' of the Non-PO Payment Request

Important! This is where the Preparer would see a 'Return' if an Approver 'Returns' or 'Rejected' a Non-PO Payment Request.

1.48 Approver ‘Returns’ Request to Preparer

Approver ‘Returns’ Request to Preparer

From the menu on the left, click on Documents

Click on My Forms
1.49 Approver ‘Returns’ Request to Preparer

1.50 Approver ‘Returns’ a Request to Preparer
**1.51 Approver ‘Returns’ a Request to Preparer**

**1.52 Approver ‘Returns’ a Request to Preparer**
1.53 View Invoices for Non-PO Payment Request

From the menu on the left, click on Accounts Payable.

Click on Search for Invoices.

Note: After a Level 1 Approver approves the Request, the Request becomes an Invoice.

1.54 View Invoices for Non-PO Payment Request

Enter search criteria, e.g., Supplier Invoice Number(s) and Supplier

Enter Supplier Invoice Number(s).

Click on Search.
1.55 View Invoices for Non-PO Payment Request

Click on Penn Marketplace ID Number Ink

1.56 View Invoices for Non-PO Payment Request

Review desired tabs, i.e. Summary Tab - Invoice Overview and Payment Overview. Payment Overview has Payment Method, Record No. (Check #), and Check Date.

Note: The Penn Marketplace contains information on POs, Invoices, and Payments; however, the most complete information is found in BEN Financials.
1.57 Support/Resources

Support/Resources

- Penn Marketplace
  - FAQs
  - Training
  - School/Center Change Agents
- BEN Helps
  - Phone 6-Help or 215.746.4357
  - BEN Helps Online Support via ticket
- Financial Policy Manual
- Documentation

1.58 Quiz Instructions

Quiz Instructions

- Are you ready for the Quiz?
  - If you would like to review the material before proceeding to
    the quiz, use the navigation bar on the left to return to a
    specific topic or page
- All questions must be answered correctly for successful
  completion
  - You may retake the quiz as needed by clicking on [Retry
    Quiz] on the results page at the end of the quiz
1.59 Next Steps

Next Steps

- Complete Application Quiz with 100% score
- Complete the following course in Knowledge Link:

For Approvers Only
Penn Marketplace Non-PO Payment Requests
Application Training for Approvers

Once you have completed the course, close this session.