

PRD Creator

Quick Reference Guide

- Click on **Payment Request** tab (on the launch pad).
- Click on **Payment Request** (under the Detailed Navigation, on the left).
- Click on **Payment Request** (under the Create Documents, on the left).
- In the **Payment To** field, enter or search for the vendor number.
 - If the vendor number is known, enter the number in this field.
 - If the vendor number is not known, click on the possible entries, enter search criteria, click **Start Search**, locate and click on the correct vendor or highlight entry and click **OK**.
- Enter vendor's invoice number.
- Enter payment description.
- Enter invoice date.
- Enter amount of invoice in the **Total Value** field.
- Click on **Add Item**.
- Click on **PRD Catalog**.
- To select a product category (G/L), you can use one of these two methods to select the category:
 - Scroll through the list until you locate the product category, click on the category and click **Add to Cart**. (*Note: Before you scroll through the list, first change the number of items per page to 100.*)
 - Search for the product category list using the keyword search and click on the category. (*Note: You may have to click in the check box and click Add to Cart, or the system may pull it into your PRD automatically.*)
- Enter Dollar Amount. (**NOTE: At this point, you can change the G/L and/or the account number, if desired.**)
- Click on Notes and Attachments
 - Click on **Add**
 - Click on **Internal Note**
 - Enter the description (the purpose of the payment)
 - Click on **OK**
- Click on **Add Attachment**.
- Click on **Browse** to find the attachment(s).
- Enter a description of the attachment in the **Description** field.
- Click **OK**.
- Click on **Check** to check for errors.
- Click on **Print Preview**
 - Open the document to see if it looks correct
 - Print and attach to the original invoice (*Note: This step is optional.*)
 - Close PDF file
- Click on **Submit** if your document is ready for processing. (*Note: You can "park" the document to put it on hold to return to it later to finish it for processing.*)
- Click on **CLOSE** to exit your PRD.