Payment Request: The Check is in the Mail…I Think

Myth: I have contact the Finance Support Center to check the status of my payment request.

Truth: You can use the Payment Request Center to:
1) Check the Status of a Payment
2) Review Workflow
3) Locate Payment Details

NEW Job Aid: How do I Check the Status of My Payment Request?

P-Card: Reconciling & Approving Made Simple

Myth: There is no easy way to locate the items that I need to reconcile on my P-Card.

Truth: There are three key fields that will help you locate the items that you need to reconcile on your P-Card:
1) Statement Status = “Staged”
2) Transaction Date = 11/16/2016 – current date
3) Rows Per Page = 200

UPDATED Job Aid: How do I Reconcile a P-Card Statement?

Myth: I do not have the access to check the payment status on a Requisition or a Purchase Order.

Truth: If you have access to Emory Express, you have the ability to check the payment status of a Requisition or Purchase Order.

NEW Job Aid: How do I Check the Payment Status on a Requisition or Purchase Order?

Myth: I must contact the Finance Support Center to withdraw my Expense Report.

Truth: You can withdraw an Expense Report for edits or deletion if the first approver has not taken action.

NEW Job Aid: How do I Withdraw an Expense Report?

Myth: I have to enter the SpeedType on every line on my Expense Report.

Truth: Although a SpeedType is required for each line of your Expense Report, you do not have to enter it line by line. You can use the Accounting Default feature to assign a SpeedType to the entire expense report.

Job Aid: How do I Create an Expense Report (Accounting Defaults)? Pg. 3

Myth: The SpeedType should NOT disappear after I enter it.

Truth: The SpeedType is literally a shortcut that populates the ChartField string, and is meant to disappear after entry. The “SpeedType Ref” field stores the value of the SpeedType that you entered.

Caution: If you need to change the SpeedType on your transaction, DO NOT use the “SpeedType Ref” field. Enter the new information in the SpeedType field.