

Payment Request

Sometimes an Invoice Just isn't Feasible

The Accounts Payable process of any organization can be complex and challenging. There are a myriad of buyers, coders, and approvers involved in the process, not to mention an extensive list of outside vendors that your organization has partnered with to buy goods and services you need. The Accounts Payable team and Purchasing team hopefully have worked together to automate the purchase requisition and purchase order process to best serve the organization and pay invoices in a timely, accurate, authorized, and efficient way.

But no process limited to requisitions, POs, or even credit card purchasing is going to meet 100% of the organization's needs.

There are situations where your organization will not receive an invoice, and payments must still be rendered. Or a purchase may be so unique or urgent that an invoice just isn't feasible, like: taxes due to state governments; compensation payments to former employees upon their separation; an advance deposit on a rental; payment of a utility bill; or even something as unusual as rendering payment to a balloon artist at your company picnic who won't take a credit card.

Request Payment with a Click

DataServ has an automated Payment Request solution when invoices or credit cards just aren't feasible. Our Payment Request capability enables employees to request a payment for something for which they don't have an invoice or cannot use a credit card. Users start by entering vendor information, which helps ensure vendor validity, into the automated solution, and then request payment be made via check or other method. With Payment Request, users can code (including use of default coding), attach supporting documentation, enter special instructions, and see the status of the payment request.

The screenshot shows the DataServ web application interface for a 'Payment Request'. The top navigation bar includes 'DataServ', 'DASHBOARD', 'TASKS', and 'ANALYTICS'. The main form is titled 'Payment Request' and contains several input fields: 'Vendor Name' (American Cancer Society), 'Vendor Number', 'Vendor Address', 'Vendor City/State/City', 'Requester Name' (Elaine Barnes), 'Requester Email' (ebarnes@dataserv.com), 'Requested Date' (07/10/2023), 'Invoice Number' (0710189001), and 'Special Instructions'. There is a 'Reason for Payment Request' dropdown menu set to 'Charitable Donation'. Below these are 'GL Coding Data' fields for 'Business Unit', 'Cost Center', and 'Amount', with a 'Distribution Amount' field set to 0.00. At the bottom, there are 'Attach Files' and 'Upload' buttons, and a 'Submit' button.

Value

Payment Request pairs with our AP automation solutions and offers a consistent workflow across any payment type. That is critical because, even though check requests require a different approach, they still require the same financial controls as the rest of the AP process, including workflow approvals and duplicate detection. Payment Request will stand up to an approval matrix and an audit check. Plus, with Payment Request, any organization can fully take paper out of the AP process while building in speed and ease of use with just one interface for all types of payments. This automation will consistently minimize issues with employees who are at home due to weather, illness, or planned remote work – and that is especially important with the time sensitive payments required in today's fast-paced world.

For more information, call 1-877-700-DATA, or visit www.DataServ.com.

