The following table lists and describes each data field on the OLE Payment Request eDoc. Data fields that have not been altered or added by the OLE project have definitions provided by the KFS user manual. The KFS User Manual describes the Payment Request eDoc at http://testdrive.kfs.kuali.org/kfs-ptd/static/help/default.htm?turl=WordDocuments%2Fpaymentrequest.htm.

Payment Request	
Document Header – completed automatically	
Doc Nbr	A unique, sequential, system-assigned number for a document
Status	Also known as Route Status. The current location of the document in its routing path.
Initiator	An OLE user role for a person who creates (initiates or authors) a new document for routing. Any Kuali user may initiate most of the document types, however, an Initiator may be required to belong to a Role for certain restricted document types (for example, Journal Voucher).
Created	The date on which a document is created
Payment Request #	An identifying number assigned to this Payment Request. The Payment Request number may be used for queries specific to the Purchasing/AP module of the KFS. This number differs from the **Doc Nbr** entry, which identifies the Payment Request as a unique document for general KFS and Workflow queries.
Payment Request Status	A status that indicates where the Payment Request document is in the Purchasing/AP process. This indicator is similar to the status a document receives in Workflow, but it is specific to the purchasing process. Examples of status include 'In Process,' 'Awaiting Purchasing Approval,' 'Out for Quote,' and 'Closed'.
Payment Request Initiation tab	
Purchase Order Number*	Required. Enter the PO number to which the invoice applies.
Invoice Date*	Required. Enter the invoice date from the vendor invoice or select the date from the calendar .
Invoice Number*	Required. Enter the identifying invoice number from the vendor invoice.
Vendor Invoice Amount*	Required if the Vendor is not foreign. Enter the net dollar amount of the invoice to be processed.
Foreign Vendor Invoice Amount	Required if the Vendor is foreign. Enter the net amount of the invoice to be processed.
Special Handling Instructions	Optional. Enter text into any of the special handling fields to indicate a special check delivery requirement for the payment.
Document Overview tab	
Description	Defaults to the purchase order number and vendor's name
Org. Doc. #	The organization document number. If the organization does not use an internal referencing system, this field is left blank.
Explanation	Allows you to include additional information about the document that does

<table>
<tr><td></td><td>not fit into the Description field (which is limited to 40 characters).</td></tr>
<tr><td>Financial Document Detail section</td><td></td></tr>
<tr><td>Year</td><td>Display-only. The fiscal year of the purchase order referenced by the Payment Request document.</td></tr>
<tr><td>Total Amount</td><td>Display-only. The total amount of the payment request after the request has been submitted.</td></tr>
<tr><td>Payment Request Detail section</td><td></td></tr>
<tr><td>Receiving Required</td><td>Display-only. An indicator showing whether receiving is required.</td></tr>
<tr><td>Payment Request Positive Approval Required</td><td>Display-only. An indicator showing whether positive approval is required.</td></tr>
<tr><td>Use Tax Indicator</td><td>
The Use Tax Indicator field is displayed only if the ENABLE_SALES_TAX_IND parameter is set to 'Y'. This parameter controls whether tax service is invoked and whether tax-related fields and columns display.
Display-only. An indicator showing whether use tax or sales tax is calculated.
Yes = Use tax is calculated.
No = Sales tax is calculated.
The [change to sales tax] / [change to use tax] button allows you to toggle between the two settings.
The system displays different fields in this document depending upon whether tax is enabled or disabled.
When the Use Tax Indicator is set to 'Yes, in the Total lines show that the vendor remit amount is the Grand Total Prior to Tax in the Process Items tab (below).
<table>
<tr><td>[Vendor Remit Amount] Grand Total Prior to Tax:</td><td>0.00</td><td></td></tr>
<tr><td>Grand Total Tax:</td><td>0.00</td><td></td></tr>
<tr><td>Grand Total:</td><td>0.00</td><td>☐ Close PO</td></tr>
</table>
When the Use Tax Indicator is set to 'No' (indicating Sales Tax), in the total lines show that the Vendor Remit Amount is the Grand Total (which includes tax) in the Process Items tab (below).
<table>
<tr><td>Grand Total Prior to Tax:</td><td>0.00</td><td></td></tr>
<tr><td>Grand Total Tax:</td><td>0.00</td><td></td></tr>
<tr><td>[Vendor Remit Amount] Grand Total:</td><td>0.00</td><td>☐ Close PO</td></tr>
</table>
</td></tr>
<tr><td>Order Type</td><td>Identifies the type of order, possible values could be one-time, standing, subscription. System default data value is "Firm, Fixed".</td></tr>
<tr><td>Vendor Tab</td><td></td></tr>
</table>

Vendor	Display-only. The name of the vendor is automatically populated based on information in the purchase order.
Vendor Number	Display-only. The vendor number followed by a hyphen and the division number.
Address 1	Required. The default remit-to address is ordinarily populated from the Vendor document. The purchase order address will display here instead if there is not a remit-to address in the Vendor record. Override the default by entering a different address in this field or by searching for it from the **Address** lookup .
Address 2	Optional. Override the default or leave it as is.
Attention	Optional. Override the default or leave it as is.
City	Required. Override the default or leave it as is.
State	Required for U.S. addresses. Override the default by selecting the state from the **State** list or leave it as is.
Province	Optional. Override the default or leave it as is.
Postal Code	Required for U.S. addresses. Override the default or leave it as is.
Country	Required. Override the default by selecting a country from the **Country** list or leave it as is.
Vendor Info section	
Acquisition Unit's Vendor account / Vendor Infor Customer #	Optional. Populated from the PO. Override it by entering the customer number directly or searching for it from the **vendor** lookup .
Check Stub Notes	Optional. Enter text to be printed on the check stub.
Special Handling Instructions	Optional. Enter the handling instructions to be printed on the check.
Payment Terms	Optional. Populated from the PO. Override it by selecting the payment terms from the **Payment Terms** list.
Shipping Title	Display-only. This entry indicates when the items associated with a PO become the property of the ordering institution.
Shipping Payment Terms	Optional. Populated from the PO; identifies the entity that pays for shipping (the vendor or the institution). Override the entry by selecting the terms from the **Shipping Payment Terms** list.
Invoice Info tab/section	
Invoice Number*	Display-only. Populated from the **Payment Request Initiation** tab.
Pay Date	Defaults to the date automatically calculated by the system. If payment terms are edited, the system repopulates this field only if it is blank. Override the automatic entry by entering a pay date or selecting it from the calendar . **Pay Date Calculations:** The pay date is calculated automatically as follows. The payment terms specified are applied to the invoice date

	to generate a pay date. The payment terms parameters are in the Payment Terms Type table. Additionally, ten days (or another institutionally defined default number of days) are added to the current date to generate a pay date. KFS selects the later of these two dates and uses it as the default pay date for this Payment Request document. The pay date may be entered manually, but it must not be a past date. If the date is more than 60 days from the current date, the system displays a warning message.
(Immediate Pay)	Optional. Select the Immediate Pay check box if a check is needed on the same day. This indicator allows for an approved payment request to be extracted for payment during the day.
Invoice Date*	Display-only. Populated from the **Payment Request Initiation** tab.
PO End Date	Display-only. The purchase order end date, if any, is automatically populated from the PO.
Payment Attachment Indicator	Optional. Select the check box if an attachment (such as a copy of the invoice) must be returned to the Vendor with this payment.
Extract Date	Display-only. The date the Payment record is extracted to the Pre-Disbursement Processor.
Invoice Type	Optional. Select the type of invoice. Sample data values are Proforma/prepay, Regular.
Bank Code	Required. The bank code will be displayed only if the Bank_Code_Document_Types includes 'PREQ' and Enable_Bank_Specification_Ind='Y'. The default bank is determined by the Default_Bank_By_Document_Type parameter. You may override this value by entering another bank code or selecting it from the **Bank** lookup .
Purchase Order Number	Display-only. The PO number associated with this invoice. This is the PO number used on the initiation screen.
PO Notes	Display-only. If notes have been added to the PO, this field contains the value 'Yes'.
Payment Request Cost Source	Display-only. Automatically populated from the PO if it exists.
Payment Classification	Display-only. Not currently used. In KFS 4.0 the field will always be null. In a future enhancement, when wire transfer and foreign drafts are processed on Payment Request documents, this field will be populated.
Vendor Invoice Amount	Display-only. The vendor total invoice amount as entered on the **Payment Request Initiation** tab. This field is displayed only on an 'In Process' PREQ document. When the document is submitted, the system no longer carries the field and the value forward.
Foreign Vendor Invoice Amount	Display-only. The foreign vendor total invoice amount as entered on the **Payment Request Initiation** tab. This field is displayed only on an 'In Process' PREQ document. When the document is submitted, the system no

	longer carries the field and the value forward.
AP Processed Date	Display-only. The date the PREQ was submitted by an Accounts Payable processor.
Invoice SubType	Optional. Select the subtype of invoice. Sample data values are Regular, Supplemental.
Process Items tab	
Encumbrance excluding freight & s/h	Display-only. The total dollar amount encumbered for this PO excluding freight, shipping and handling.
Total Encumbrance Amount Relieved	Display-only. The total dollar amount of the encumbrance that has thus far been relieved from this PO, excluding any additional charges processing.
Total Paid Amount	Display-only. The dollar amount total for line item payments excluding freight, shipping and handling, discount and miscellaneous payments made thus far against this purchase order. The difference in amounts between Total Encumbered Amount Relieved and Total Paid Amount is the difference between the PO unit cost and the payment request unit cost.
Process Titles section	
Add Item/Current Items section	
Item Line #	Display-only. The actual Item line number from this PO.
Open Qty	Display-only. The quantity of items that have yet to be invoiced for this line item.
UOM	Display-only. The unit of measure copied from the PO for this line item.
PO Unit/Ext Price	Display-only. The cost per unit from the PO for this line item.
Format	Display-only. Identifies the Format for this line item.
Vendor Item Identifier	Display –only. Identifies a vendor item identifier if one has been provided by a vendor.
Qty Invoiced	Required. Enter the number of items being invoiced for this line. This entry reduces the open quantity for this line item on the PO.
No. of Parts	Required. Enter the parts of items being invoiced for this line. This entry reduces the open number of parts for this line item on the PO.
List Price*	Basic price of an item before any discounts are taken.
Discount	Discount provided by the vendor/customer number/organization combination. Automatically populated from the Vendor customer number table based on the selected vendor and customer number. Can be modified for a specific title. If the vendor record has a Vendor currency noted other than the default system currency (aka US dollar), then the Vendor discount will populate the Foreign Discount field.
Discount Type	Choose # (for Amount) or % (for Percentage).
Prorated Surcharge	Additional charge applied to the line item based on the proportional distribution.
Unit Cost*	Optional The unit price for this line item as it appears on the invoice. This field is automatically populated using the price from the PO, but it may be changed if the invoice reflects a different price.
Extended Cost	If this field is blank and if the quantity invoiced is populated, the system calculates the extended cost for this line item when you click the **calculate**

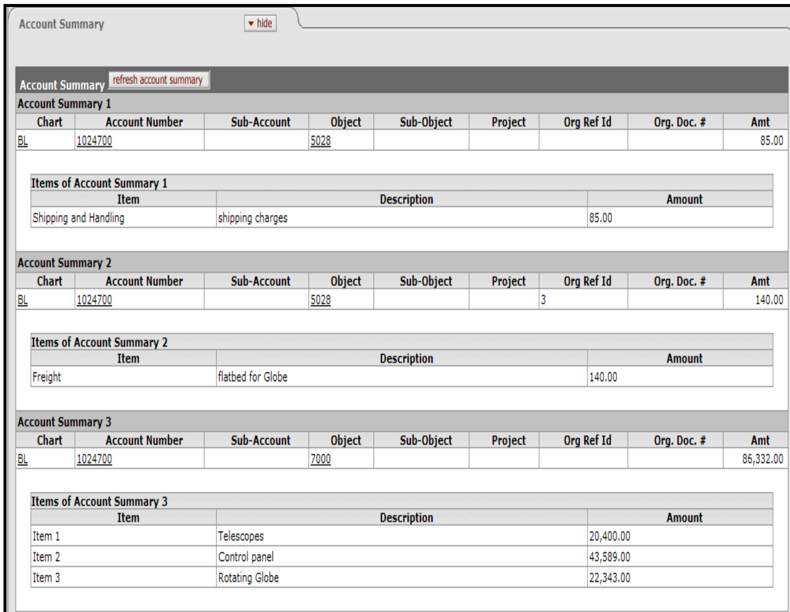
	button. If the field already contains a value, you must delete the value in order to populate a new value by clicking **calculate**. Override the amount as needed.
Tax Amount	Calculated automatically when tax service is called. This field may be edited by the AP Processor. This column is displayed only if the Enable_Sales_Tax_Ind='Y'.
Total Amount	Display-only. The calculated sum of the extended cost and the tax amount.
Assigned To Trade In	Display-only. This 'Yes/No' indicator is based on the PO.
Description	Concatenated data values from the related bibliographic description.
Currency Type.	Display only. Identifies the associated vendor's currency as identified on the vendor record that is identified in the Link to Vendor/Supplier
Foreign List Price	Basic foreign price of an item before any discounts are taken.
Foreign Discount	Foreign discount provided by the vendor/customer number/organization combination when the vendor record has a Currency Type different from the system default currency. Should be automatically populated from the Vendor customer number table based on the selected vendor and customer number (PUR_VNDR_CUST_NBR_T: VNDR_CUST_NBR). This data can be changed for the specific title. Must identify the type of discount (amount or %.) If the vendor record does not have a Currency Type noted other than the default system currency (aka US dollar), then the discount should populate the Discount field.
Foreign Discount Type	Choose # (for Amount) or % (for Percentage).
Foreign Discount Amt	Foreign Discount Amount is a calculated value in the foreign currency.
Foreign Unit Cost	Calculated foreign cost per unit for the item or service on this line. Calculation is the Foreign List Price less Foreign Discount amount.
Exchange Rate	Currency conversion rate populates from the Currency rate column in the Currency Type maintenance table (which is populated each night into system as Batch from bank files). The rate will populate when user clicks action button "Calculate" on conversion tab. Optionally: when currency tab opens, currency rate may auto-populate. This may be updated up until the Requisition is approved. After that point, it may no longer be modified.
USD Unit Cost	Cost converted to the system's default currency type exchange rate.
Bib Info	If new item is invoiced, must be entered via the **Bib Editor** and a PO Amendment.
Invoice Notes section	
Note	Optional. Free text note to include additional information about the invoiced item.
Accounting Lines section	
Chart	Required. Select the chart code from the **Chart** list.

Account Number	Required. Enter the account number or search for it from the **Account** lookup .
Sub-Account	Optional. Enter the sub-account number or search for it from the **Sub-Account** lookup .
Object	Required. Enter the object code or search for it from the **Object Code** lookup .
Sub-Object	Optional. Enter the sub-object code or search for it from the **Sub-Object** lookup .
Project	Optional. Enter the project code or search for it from the **Project** lookup .
Org Ref Id	Optional. Enter the appropriate data for the transactions.
Dollar $*	Display only. Calculated total dollar amount that will be applied to the Line Account.
Percent*	Indicates the Percentage that will be applied to the Line Account. System default data value 100%.
Actions	Add or delete lines as appropriate.
Invoice Total Prior to Additional Charges	Display-only. The calculated sum of the **Total Amount** fields of all the line items.
Additional Charges section: This section can be repeated for the following additional charges: • Freight • Shipping Handling • Full Order Discount • Trade In	
Item Type	Display-only. Describes the type of miscellaneous item (freight or shipping and handling) being defined in this line.
Original Amount from PO	Display-only. The total extended amount of the additional charges for the item type on this PO.
Outstanding Encumbered Amount	Display-only. The outstanding encumbrance amount of the additional charges for the item type on this PO.
Foreign Currency Extended Cost	
Currency Type	Display only. Identifies the associated vendor's currency as identified on the vendor record that is identified in the Link to Vendor/Supplier
Exchange Rate	Currency conversion rate populates from the Currency rate column in the Currency Type maintenance table (which is populated each night into system as Batch from bank files). The rate will populate when user clicks action button "Calculate" on conversion tab. Optionally: when currency tab opens, currency rate may auto-populate. This may be updated up until the Requisition is approved. After that point, it may no longer be modified.
Extended Cost	Optional. Enter the extended amount charged on this invoice for this additional charge item.
Tax Amount	Calculated automatically when tax service is called. This field may be

	edited by the AP Processor. This column is displayed only if the Enable_Sales_Tax_Ind='Y'.
Total Amount	The calculated sum of the additional item extended cost plus the item tax amount, if applicable.
Description*	Required for miscellaneous charges. A description is optional for freight charges, shipping and handling, and minimum order charges. The ITEM_TYPES_REQUIRING_USER_ENTERED_ DESCRIPTION parameter controls whether the description is required or optional.
Accounting Lines section *for each type of Additional Charge*	
Chart	Required. Select the chart code from the **Chart** list.
Account Number	Required. Enter the account number or search for it from the **Account** lookup.
Sub-Account	Optional. Enter the sub-account number or search for it from the **Sub-Account** lookup.
Object	Required. Enter the object code or search for it from the **Object Code** lookup.
Sub-Object	Optional. Enter the sub-object code or search for it from the **Sub-Object** lookup.
Project	Optional. Enter the project code or search for it from the **Project** lookup.
Org Ref Id	Optional. Enter the appropriate data for the transactions.
Dollar $	Display only. Calculated total dollar amount that will be applied to the Line Account.
Percent	Indicates the Percentage that will be applied to the Line Account. System default data value 100%.
Actions	Add or delete lines as appropriate.
Prorate by Quantity	
Prorate by Dollar	
Manual Prorate	
Totals section	
Grand Total Prior to Tax	Display-only. Displays a total of all current item lines and additional charges lines.
Grand Total Tax	Display-only. Displays a total tax.
[Vendor Remit Amount] Grand Total	Display-only. Displays the sum of the two totals above.

Account Summary Tab

Click refresh account summary to reload the page and view all the fiscal years, accounting lines and dollar amounts for this requisition.



Account Summary ▾ hide

Account Summary refresh account summary

Account Summary 1

Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Org Ref Id	Org. Doc. #	Amt
BL	1024700		5028					85.00

Items of Account Summary 1

Item	Description	Amount
Shipping and Handling	shipping charges	85.00

Account Summary 2

Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Org Ref Id	Org. Doc. #	Amt
BL	1024700		5028			3		140.00

Items of Account Summary 2

Item	Description	Amount
Freight	flatbed for Globe	140.00

Account Summary 3

Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Org Ref Id	Org. Doc. #	Amt
BL	1024700		7000					86,332.00

Items of Account Summary 3

Item	Description	Amount
Item 1	Telescopes	20,400.00
Item 2	Control panel	43,589.00
Item 3	Rotating Globe	22,343.00

View Related Documents Tab	
Date	Display-only. The date the related document was created.
User	Display-only. The user who created the related document. The entry 'Kuali System User' means the document was automatically created by the system.
Note	Display-only. The note describing the document.
View Payment History – tab	
PREQ#	Display-only. The payment request number.
Invoice #	Display-only. The invoice number.
PO#	Display-only. The purchase order number.
PREQ Status	Display-only. The payment request status.
Hold	Display-only. Displays 'yes' if the payment request in on hold. Displays 'no' if the payment request is not on hold.
Req Canc	Display-only. Displays 'true' if the payment request has been canceled. Displays 'false' if the payment request has not been canceled.
Vendor Name	Display-only. The vendor name.
Customer #	Display-only. The customer number.
Amount	Display-only. The payment request amount.
Pay Date	Display-only. The date to make payment on this payment request.
PDP Extract Date	Display-only. The date the payment request was requested for processing by Pre-Disbursement Processor.

Paid?	Display-only. Displays 'yes' if the payment has been disbursed. Displays 'no' if the payment has not been disbursed.
View Payment History – Credit Memos section	
CM#	Display-only. The credit memo number defined in KFS.
Vendor CM#	Display-only. The credit memo number defined by vendor.
PREQ#	Display-only. The payment request number.
PO#	Display-only. The purchase order number.
Credit Memo Status	Display-only. The credit memo status.
Hold	Display-only. Displays 'yes' if the credit memo is on hold. Displays 'no' if it is not on hold.
Vendor Name	Display-only. The vendor name.
Customer #	Display-only. The customer number.
Amount	Display-only. The credit memo amount.
APAD Date	Display-only. The Accounts Payable approved date (that is, the date the Accounts Payable review group approved the credit memo).
PDP Extract Date	Display-only. The date the credit memo was requested for processing by Pre-Disbursement Processor.
Paid?	Display-only. Displays 'true' if a payment has been disbursed to which this credit memo was applied. Displays 'false' if it has not yet been included in a payment.
General Ledger Pending Entries tab	
Seq #	Display-only. Assigns a number to the entry in sequential order.
Fiscal Year	Display-only. Identifies the fiscal year of the debit or credit.
Chart	Display-only. Identifies the chart to which the pending entry is assigned.
Account	Display-only. Identifies the account number to which the pending entry is assigned.
Sub-Account	Display-only. Identifies the sub-account, if one exists, to which the pending entry is assigned.
Object	Display-only. Identifies the object code of the item being ordered.
Sub-Object	Display-only. Identifies the sub-object code of the item being ordered, if one exists.
Project	Display-only. Identifies the project code, if one exists, to which the PO is assigned.
Doc. Type Code	Display-only. Identifies the document type code of the document. When working with POs, this value will almost always be PO.

Balance Type	Display-only. Identifies the different balances (actuals, budget, encumbrances, etc.) recorded in KFS to facilitate reporting and financial queries.
Obj. Type	Display-only. Categorizes object codes into general categories identifying income, expenses, assets, liabilities, fund balance or transfers.
Amount	Display-only. Indicates the amount charged to each account on the PO.
D/C	Display-only. Indicates whether the entry is a debit (D) or credit (C) to the account.
Notes and Attachments Tab	
Posted Timestamp	Display-only. The time and date when the attachment or note was posted.
Author	Display-only. The full name of the user who has added the notes or attachments.
Note Text	Required. Enter comments.
Attached File	Optional. Select the file to attach by clicking **Browse** and using the standard **Choose File** dialog box. Click **Cancel** to clear the file name you have selected.
Notification Recipient	
Actions	Click add to add a note.
Ad Hoc Recipients Tab	
Person Requests section	
Action Requested	Required. Select the desired action from the **Action Requested** list. The choices are **APPROVE**, **ACKNOWLEDGE**, and **FYI**.
Person	Required when routing the document to an individual. Enter a user ID or select it from the lookup .
Actions	Click add to add an ad hoc request to a person.
Ad Hoc Group Requests section - Required when routing the document to a group. Enter a group name or select it from the lookup .	
Action Requested	The action one needs to take on a document; also the type of action that is requested by an Action Request.
Namespace Code	Code for the group selected in *Name*.
Name	Enter the group name or use the **Lookup** icon to search for the appropriate group name.
Actions	Click add to add a an ad hoc request to a group.
Route Log Tab	
ID	
Title	A short summary of the notification message.
Type	The document type. The full name of the transaction used to identify this document type in Workflow.
Initiator	An OLE user role for a person who creates (initiates or authors) a new document for routing.
Route Status	The workflow status of a document in the course of its routing.
Node(s)	The current route node of the document—that is, the current step that the document is on, on its route path. Route nodes are also referred to as 'route

	levels'.
Created	The time and date that the document was created.
Last Modified	The time and date that the document was modified last.
Last Approved	The time and date that the last action was taken on this document.
Finalized	The time and date that the document reached' Final,' 'Canceled,' or 'Disapproved' status.
Actions Taken section	
Action	System action.
Taken by	Name of the person who took the action.
For Delegator	Name of a delegate that took action on someone else's behalf.
Time/Date	Time and date the action was taken.
Annotation	
Pending Action Requests section	
Action	Indicates whether the document is in a user or group's action list or is pending their approval.
Requested of	Displays the name of the user or group responsible for the pending action.
Time/Date	
Annotation	
Detail section	
Node	The route node at which this request was generated.
Priority	The priority assigned to this workflow request. If multiple requests are generated at the same workflow node, the system generates requests with low priority numbers before requests with higher priority numbers.
Approval Policy	A value indicating whether members of a role receiving this request must each take action to fulfill the request or if only a single role member must take action.
Forced Action	A true/false indicator specifying whether a user must take action on this document even if he or she has acted on it previously. If 'True,' then the user must take another action. If 'False,' then the previous action will automatically fulfill this request.
Future Action Requests section	
Action	
Requested of	
Time/Date	
Annotation	Message that is generated based on the KIM responsibilities being referenced by Workflow
Log Action Message section	
Action Message	