



How to Create Partial Pre-Payments

1. You'll need to create a requisition with 2 lines.
 - a. Line 1: your pre-payment amount (1)
 - b. Line 2: remaining balance to your project (2)

Maintain Requisitions

Requisition

Business Unit SFCMP
Requisition ID NEXT
Status Open
Budget Status Not Chk'd
Requisition Name MOVING WITH 50% PRE-PAYMENT Copy From
 Hold From Further Processing

▼ Header ?

*Requester 75904588352 Trinh, Nancy
*Requisition Date 06/26/2015 Requirer Info
Origin ONL Online Entry
*Currency Code USD Dollar
Accounting Date 06/26/2015

Requisition Defaults Add Comments
Requisition Activities

Amount Summary ?

Total Amount 20,000.00 USD

Add Items From ?

Purchasing Kit Catalog
Item Search Requirer Items

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	50% PRE-PAYMENT	1.0000	LOT	96100	10,000.0000	10,000.00	Open
2	REMAINING BALANCE	1.0000	LOT	96100	10,000.0000	10,000.00	Open

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2. Department attaches an authorized, signed Direct Pay Request (DPR) form for the pre-payment to the requisition.
3. Procurement converts requisition and dispatches the Purchase Order (PO); the DPR form carries through as an attachment to the PO.
4. Procurement alerts Accounts Payable that the PO requires a pre-payment.
5. Accounts Payable uses the direct pay form attached to the PO to process the pre-payment. Original signature document is not required for the pre-payment.