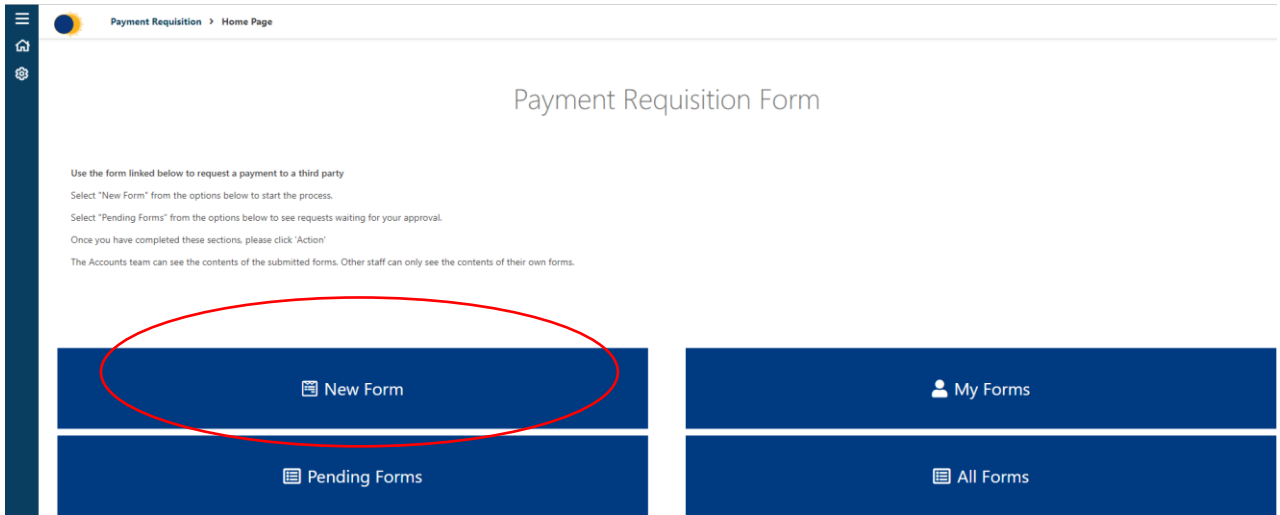
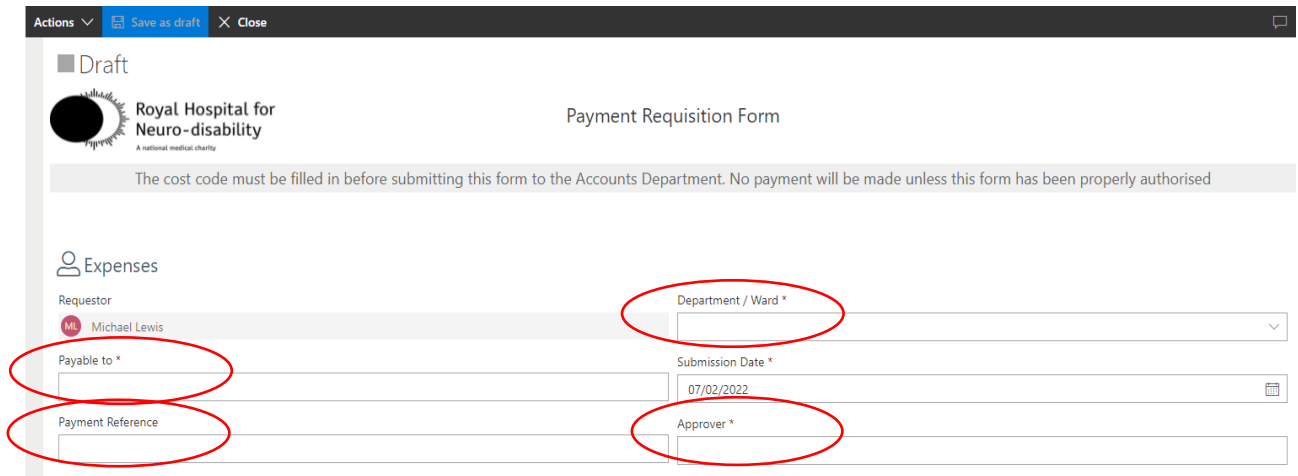


# Guide to Submitting a Payment Requisition


1. Click on New Form





2. Enter the payee's name in the 'Payable to' field and any payment reference in the box below. Select your department from the drop-down list and enter the name of the person that will need to authorise the payment in the 'Approver' box.




3. Begin adding the lines to the form by clicking on '+ Add' and completing the boxes.  
To delete a row, click on the three dots (see below) and select 'delete'.  
To add attachments, click on the three dots (see below) and select 'Add attachments'.

 Details of payment

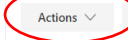



Type *	Description	Amount *	Cost Centre *	Expense Code *	Sub Analysis Code
 Select an option					

4. Finally, enter the bank sort code and account number of the payment to be made. Then click on 'Actions>Submit Request'.

 Summary

Total Cost	Payment Method	Sort Code *
£0.00	<input checked="" type="radio"/> Bank Transfer	<input type="text"/>
		Account No *
		<input type="text"/>

- The request will be sent as an email to the approver for authorisation.
- If further changes or corrections are to be made the approver will reject the request with a relevant explanation. You will then receive an email notification of the rejection.
- On approval, it will be sent to the Finance department for processing and payment.