



**INDIANA UNIVERSITY**

**OFFICE OF STUDENT ORGANIZATION ACCOUNTS**  
Bloomington

# **SOA PAYMENT REQUEST SYSTEM**

## **USER DOCUMENTATION**

**Guidance for Treasurers and Advisors**

**August 2, 2011**

**Updated August 10, 2011**

# STUDENT ORGANIZATION ACCOUNTS PAYMENT REQUEST SYSTEM

## User Documentation

The SOA online Payment Request System provides an electronic means for Treasurers and Advisors to initiate, process, and approve organization expenditures from their SOA accounts. The system requires entry through IU's Central Authentication System (CAS) to verify authorized access to organization funds.

**(Advisor Instructions begin on page 7)**

### Treasurer Instructions

Treasurers access their organization's account information via the SOA web site in the same manner online account statements are accessed:

<http://soa.indiana.edu>

Choose the 'E-Services' tab and click the link provided. The organization(s) for which you are Treasurer will be displayed.

**Choose 'Payment Requests' from the menu**

1. Click the 'Submit New Payment Request' button.

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**Student Organization Accounts** Log Out

**MEN'S LACROSSE CLUB**

Statements **Payment Requests**

Request #:    Status:

No pending requests found.

2. Enter required information in each field; provide complete details.

## Student Organization Accounts

Log Out

MEN'S LACROSSE CLUB

Statements Payment Requests

Pay To:

Address:

City:

State:

Zip Code:

Total Amount:

Transaction Date:

Delivery Method:  Mail  Pick Up

Payment Type:  Invoice Payment  
 Reimbursement  
 Payment for Service  
 Multicard Payment  
 Advance Check  
 Transfer

Expense Type:

Invoice #:

Description:

**Delivery Method:** mail payment by US Mail to recipient or recipient will pick up payment in the SOA Office.

### Payment Types:

Invoice Payment – you have a bill from a vendor which requires payment; include the invoice number(s) in the noted boxes.

Reimbursement – a member of your group has spent personal funds on behalf of the group and you are approving a payment to that individual to restore the funds.

Payment for Service – an individual has performed a service for your organization and is to be paid for that service.

Multicard Payment – not in use at this time.

Advance Check – you have need funds to take on a trip out of Bloomington.

Transfer – your organization is giving funds to another to share costs for an event.

**Expense Type:** Use the dropdown arrow to view and select the appropriate code designating the expense. This will aid in you in monitoring your organization's budget and determining how funds are expended.

**Description** is available for any important information to pass on to the Advisor or to the SOA staff pertaining to the transaction.

3. Click the 'Save and Continue' button when your request is complete; Click 'Cancel' if you need to delete the request and begin again.
  - a. A payment request number will be assigned to your transaction.
  - b. The 'Current Status' will display as 'New'.
  - c. The Authorization portions of the screen will be displayed.

**NOTE:** You will be required to provide this request number on all receipts and other documentation which you will submit to SOA in order to complete your payment request.

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## MEN'S LACROSSE CLUB

Statements Payment Requests

### Request #26

Request Date: (Not Yet Submitted)

Current Status: New

Pay To: Joe Tester

Address: 123 Main Street

Bloomington, IN 47404

Total Amount: \$ 123.74

Transaction Date: 07/15/2011

Delivery Method: Mail

Payment Type: Reimbursement

Expense Type: COPYING

Invoice #: 123A

Description: Copying for 7.20.11 meetingw

Edit

Cancel Request

### Authorization

Treasurer: Kimberley A. Kercheval

08/01/2011



hereby request funds be withdrawn from my organization's account to process this payment.

Approve

Advisor: Advisor approval is required before this payment can be processed.

SOA: Any receipts/documentation for this payment must be delivered to SOA before a check can be written.

Message:

Return

4. Authorize payment
  - a. Enter your full name in the 'Treasurer' field and the date you are completing in the date field.

- b. Click the box to authorize payment.
- c. Click the 'Approve' button. ('Current Status' changes to 'Pending'.)

## Student Organization Accounts

[Log Out](#)

### MEN'S LACROSSE CLUB

[Statements](#) [Payment Requests](#)

80000129-1245171126

#### Request #26

Request Date: 08/01/2011

Current Status: Pending

Pay To: Joe Tester

Address: 123 Main Street

Bloomington, IN 47404

Total Amount: \$ 123.74

Transaction Date: 07/15/2011

Delivery Method: Mail

Payment Type: Reimbursement

Expense Type: COPYING

Invoice #: 123A

Description: Copying for 7.20.11 meetingw

[Edit](#)

[Cancel Request](#)

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### Authorization

Treasurer: Kimberley A. Kercheval approved on 08/01/2011

Advisor: Advisor approval is required before this payment can be processed.

SOA: Any receipts/documentation for this payment must be delivered to SOA before a check can be written.

Message:

[Return](#)

The organization's Advisor is automatically notified of the 'Pending' payment request by e-mail the Advisor's IU e-mail address on record with the SOA Office.

5. Click the 'Return' button to exit back to main menu.

Main menu will show 'Pending' transaction.

# Student Organization Accounts

Log Out

## MEN'S LACROSSE CLUB

Statements Payment Requests

Request #:  Go  Status: Pending

| Request # | Request Date | Pay To     | Amount   | Status  |
|-----------|--------------|------------|----------|---------|
| 26        | 08/01/2011   | Joe Tester | \$123.74 | Pending |

6. Receive "Approval" confirmation e-mail once your Advisor has approved the request.
  - a. Submit all required documentation to SOA immediately to ensure timely processing.

Subject: SOA Payment Request #26

Bob Lezotte has approved this request. Please submit all detailed receipts and documentation to the SOA office located in Franklin Hall. Documentation must be received before this payment can be processed.

7. Receive 'Paid' confirmation e-mail following SOA processing.

### NOTES FOR TREASURERS:

- A. On the Main Menu, you may view Payment Requests by status. Use the dropdown menu to select your view:  
'Show All Request' will provide the full view of every request for your organization.
- B. Status Codes:
  - New:** Treasurer has initiated a request, but has not completed the transaction by approving it.
  - Pending:** Treasurer has authorized transaction. The request may still need the approval of the Advisor; or both signatories may have completed and the request is waiting for processing by SOA.
  - Processing:** SOA has received all required documentation and has begun processing the request. Three business days are used for completing the request.
  - Denied:** The request has been disapproved by either the Advisor or SOA. Notes may be available in the description/message sections for clarification. Refer questions to the Advisor or SOA as appropriate.
  - Canceled:** Treasurer has canceled the request. A new request must be initiated if additional information is available and payment is warranted.
  - Paid:** The request has been completed by the SOA Office and payment has been forwarded to the vendor or is available for pick up as requested.
  - Hold:** Advisor has placed a hold on the transaction and requires information from the Treasurer. The Treasurer will be sent an e-mail notifying him/her to contact the Advisor.
- C. The request's status will remain as 'Pending' until all original receipts and/or documentation have been received in the SOA Office. Once the staff is able to review your complete request, the status will change to 'Processing'.

- D. By entering a request number in the 'Request #' field and clicking 'Go', you may retrieve the details of that payment request. You may also click on the line with the desired number in the displayed list of transactions.
- E. You may edit a request until the time you have authorized and saved your payment request.
- F. An e-mail will be sent to your IU e-mail account when the request has been paid by SOA.
- G. Log Out of the Payment Request System when you have finished your business. Remember that you may also need to log out of other IU systems based on your CAS sign in.

# STUDENT ORGANIZATION ACCOUNTS PAYMENT REQUEST SYSTEM

## User Documentation

The SOA online Payment Request System provides an electronic means for Treasurers and Advisors to initiate, process, and approve organization expenditures from their SOA accounts. The system requires entry through IU's Central Authentication System (CAS) to verify authorized access to organization funds.

### Advisor Instructions

Advisors access their organization's account information via the SOA web site in the same manner online account statements are accessed:

<http://soa.indiana.edu>

Choose the 'E-Services' tab and click the link provided. The organization(s) for which you are Advisor will be displayed.

Advisors will be sent a notification by e-mail to their IU e-mail account on record with the SOA Office on the Treasurer has successfully initiated a request.

Subject: SOA Payment Request #26

Kimberley A. Kercheval has submitted a new payment request on behalf of MEN'S LACROSSE CLUB. As the advisor, your approval is required before this payment can be processed. Please review this request and approve at your discretion.

The URL for the SOA web site will be included in the message for your ease in accessing the system.

### Choose 'Payment Requests' from the menu

1. Use the 'Status' dropdown arrow to determine the type of request you wish to review.

## Student Organization Accounts

Log Out

### MEN'S LACROSSE CLUB

Statements Payment Requests

Request #:    Status:  

| Request # | Request Date | Pay To     | Amount   | Status  |
|-----------|--------------|------------|----------|---------|
| 27        | 08/01/2011   | Bob Guru   | \$23.80  | Denied  |
| 26        | 08/01/2011   | Joe Tester | \$123.74 | Pending |

By entering a request number in the 'Request #' field and clicking 'Go', you may retrieve the details of that payment request. You may also click on the line with the desired number in the displayed list of transactions.



- 2. Review payment request details and determine appropriate action.

Statements | **Payment Requests**

### Request #31

Request Date: 08/01/2011  
Current Status: Pending

Pay To: Kroger  
Address: 1423 E 2nd Street  
Bloomington, IN 47408

Total Amount: \$ 2,000.00  
Transaction Date: 07/18/2011  
Delivery Method: Mail  
Payment Type: Invoice Payment  
Expense Type: BANQUETS  
Invoice #: 25487  
Description: Big Party for the new treasurer.

### Authorization

Treasurer: Bob Lezotte approved on 08/01/2011

Advisor:

I hereby approve the withdrawal of funds from this organization's account to process this payment.   
 I do not approve this transaction at this time.   
 I will not approve this request.

- 3. Click the approve box to signify your approval of the transaction.

### Authorization

Treasurer: Bob Lezotte approved on 08/01/2011

Advisor:

I hereby approve the withdrawal of funds from this organization's account to process this payment.   
 I do not approve this transaction at this time.   
 I will not approve this request.

SOA: Any receipts/documentation for this payment must be delivered to SOA before a check can be written.  
Message:

- a. Enter your full name in the 'Advisor' box and enter the date of your approval in the date field.
- b. Click the 'Approve' button which has become active and the request is saved.
- c. E-mail confirmation of Advisor approval will be sent to the Treasurer with a reminder that all documentation must be submitted to ensure timely processing by the SOA Office.
- d. Click the 'Return' button to access the Main Menu.

4. Click the box to signify that you do not approve the request at this time to hold the transaction.

## Authorization

Treasurer: Bob Lezotte approved on 08/01/2011

Advisor:

I hereby approve the withdrawal of funds from this organization's account to process this payment.

I do not approve this transaction at this time.

I will not approve this request.

SOA: Any receipts/documentation for this payment must be delivered to SOA before a check can be written.

- a. Enter your full name in the 'Advisor' box and enter the date of your hold in the date field.
- b. Click the 'Hold' button which has become active and the transaction is stored.
- c. E-mail confirmation of the hold will be sent to the Treasurer with a request to contact you. This will allow you to review documentation or speak with the Treasurer directly to clarify questions prior to approving the expenditure.
- d. Return the payment request when you are ready to approve; enter your name and the date, click the approval box and button, and unclick the hold. The request will then be completed.
- e. Click the 'Return' button to access the Main Menu.

5. Click the deny box to signify that you do not approve the request.

## Authorization

Treasurer: Bob Lezotte approved on 08/01/2011

Advisor:

I hereby approve the withdrawal of funds from this organization's account to process this payment.

I do not approve this transaction at this time.

I will not approve this request.

SOA: Any receipts/documentation for this payment must be delivered to SOA before a check can be written.

Message:

- a. Enter your full name in the 'Advisor' box and enter the date of your denial in the date field.
- b. Click the 'Deny' button which has become active and the request is saved.
- c. E-mail confirmation of Advisor denial will be sent to the Treasurer.
- d. Click the 'Return' button to access the Main Menu.



## NOTES FOR ADVISORS:

A. On the Main Menu, you may view Payment Requests by status. Use the dropdown menu to select your view:

‘Show All Request’ will provide the full view of every request for your organization.

B. **Status Codes:**

**New:** Treasurer has initiated a request, but has not completed the transaction by approving it.

**Pending:** Treasurer has authorized transaction. The request may still need the approval of the Advisor; or both signatories may have completed and the request is waiting for processing by SOA.

**Processing:** SOA has received all required documentation and has begun processing the request. Three business days are used for completing the request.

**Denied:** The request has been disapproved by either the Advisor or SOA. Notes may be available in the description/message sections for clarification. Refer questions to the Advisor or SOA as appropriate.

**Canceled:** Treasurer has canceled the request. A new request must be initiated if additional information is available and payment is warranted.

**Paid:** The request has been completed by the SOA Office and payment has been forwarded to the vendor or is available for pick up as requested.

**Hold:** Advisor has placed a hold on the transaction and requires information from the Treasurer. The Treasurer will be sent an e-mail notifying him/her to contact the Advisor.

C. The request’s status will remain as ‘Pending’ until all original receipts and/or documentation have been received in the SOA Office. Once the staff is able to review your complete request, the status will change to ‘Processing’.

D. By entering a request number in the ‘Request #’ field and clicking ‘Go’, you may retrieve the details of that payment request. You may also click on the line with the desired number in the displayed list of transactions.

E. Log Out of the Payment Request System when you have finished your business. Remember that you may also need to log out of other IU systems based on your CAS sign in.