Prep Entry

Phase

Procurement Shared Service Center

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Prep entry
(non-OSP)
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eRequest requires Prep Entry → Compliance review is completed by SC → Is it OK?

Is it OK? —Yes→ SC enters the request in PREP and submits for approval → Buyer Changes eRequest status to pending completion → PeopleSoft Batches Prep entries overnight for approvals → SC Lead review Transaction

Is it OK? —NO→ SC contacts requester with questions and adds comments to PR; changes status of PR to additional info needed

Is the entry o.k.? —NO→ SC lead denies PREP entry and has SC staff reenter request or make corrections; Lead changes status to in Process

Is the entry o.k.? —Yes→ SC lead approves PREP in PS → SC Lead changes status of eRequest to complete → AP makes payment

Prep Entries are required for the following:

- Any payment request needs to be paid more than the eRequest amount
- All Refunds
- Multiple payments on one eRequest
- One-time payments for vendors not in the vendor database
- Employee Reimbursements where the vendor on the PR is not the vendor that needs paid