Payment Request (PREQ) Process

Disbursing - AP Processor
1. Initiates document

Fiscal Officer
2. Reviews and approves document

Org Reviewer
3. Org Review exists?
   - Yes: Reviews and approves document
   - No: Foreign Vendor?
     - Yes: Reviews and approves document
     - No: Final

Disbursing - Tax Manager
4. Final
   - If edits were made to PREQ accounting: Accounting entries posted to GL
   - Data extracted to PDP

Accounting entries are posted when the PREQ is submitted (during the nightly batch cycle)