

REQUESTING A PAYMENT

PURPOSE: FOR PURCHASES MEETING THE FOLLOWING CRITERIA:

- < \$5,000.00
- Subscriptions
- Non-Software licensing
- Membership fees
- Sponsorships/Advertising
- Honorarium – one time lectures
- Fees for Street Fairs/Outreach/Local Promos
- Deposits for events which meet the above criteria

REQUIRED ITEMS NEEDED PRIOR TO PROCESSING:

1. Active PeopleSoft supplier ID #
2. Verify remit address is current in PeopleSoft
3. Budget number and available funding
4. For lecture agreements, forward to Purchasing for approval . Contact the Business Office for support. x7815

REQUESTING A PAYMENT

1. Check to see if supplier is approved in PeopleSoft. If you do not have access to Suppliers contact the Business Office x 7815.
2. If the payee is an approved supplier skip steps 3 & 4.
3. If the payee is not an approved supplier, you will need to request a current W-9 and Supplier Intake Form from supplier. Forms are available at the following link: <http://www.sdmiramar.edu/facultystaff/faculty-info>.
4. Forward completed forms to the Business Office for processing. You will be notified once the supplier is approved.
5. Select Request a Payment. Click the Create button

The screenshot shows the 'Payment Request Center' interface. On the left is a navigation menu with the following items: Finance Dashboard, Procurement, Travel & Expense (expanded), Travel Authorization, Expense Report, Cash Advance, Request a Payment (highlighted with a blue arrow), Travel and Expense Center, Manager Self Service, Reports, Employee Self Service, and Finance Self Service. The main content area is titled 'Payment Request Center' and includes a 'Welcome: Carrie De Moll' message. It features a 'Request Summary' section with a date range filter (03/11/2018 to 08/09/2018) and a table with columns 'Display', 'Status', and 'Number of Requests'. To the right is a 'Recent Messages' section showing 'No Recent Messages'. At the bottom, there is a 'Create' button (highlighted with a red arrow) and a 'Requests' table with columns: Request, Entered Datetime, Invoice Number, Supplier ID, Supplier, Description, Currency, Request Status, Business Unit, Voucher ID, and Scheduled to Pay.

STEP 1: Enter the Invoice Number. Enter a description (i.e., Membership, Advertising, Stipend, Reimbursement). Add an attachment: Upload invoice or supporting documentation clearly indicating amount to be paid including taxes.

Enter *Cost Sub Total – Amount before tax or other charges listed. Additional charges if any should be entered on the remaining lines. The system will total these for you. Click “Save for Later” and then click next.

Payment Request

Summary Information

Supplier Information

Invoice Details

Review and Submit

Exit

Save for Later

Next

Summary Information - Step 1 of 4

Instructions

*Business UnitMIR01

Request ID

*Invoice Number

*Invoice Date06/09/2018

Entered ByCarrie De Moll

Entered Datetime06/09/2018 8:51AM

Description

*Cost Sub-Total

Misc Charge Amount

Freight Amount

Tax Amount

Attachments (0)

Total Amount

*CurrencyUSD

Notes/Comments

254 characters remaining

Exit

Save for Later

Next

1

STEP 2: SUPPLIER INFORMATION

Enter Supplier's name, and then click Search. If more than one location pops up, select the one that applies to you. Click "Save for Later" and then "Next".

Payment Request

Summary Information

Supplier Information

Invoice Details

Review and Submit

Exit

Save for Later

Previous

Next

Supplier Information - Step 2 of 4

Business Unit MIR01
Request ID

Invoice Number TA4567
Invoice Date 06/09/2018

Entered By Carrie De Moll
Entered Datetime 06/09/2018 8:51AM

Country

Supplier ID

Supplier Name

Search

Exit

Save for Later

Previous

Next

STEP 3: Click ADD LINES

Payment Request

Summary Information

Supplier Information

Invoice Details

Review and Submit

Exit

Save for Later

Previous

Next

Invoice Details - Step 3 of 4

Instructions ?

Business Unit MIR01
Request ID

Invoice Number TA4567
Invoice Date 06/09/2018

Entered By Carrie De Moll
Entered Datetime 06/09/2018 8:51AM

Line

Description

Quantity

Unit

Unit Price

Line Amount

Add Lines

*Cost Sub-Total

Misc Charge Amount

Freight Amount

Tax Amount

Total Amount 409.50 *Currency

Exit

Save for Later

Previous

Next

Step 4: UPDATE LINE

Enter description on line 1.
*Line Amount = Total amount of invoice
Enter the following Accounting Details:
Quantity: 1
*Amount: Must match *Line Amount
GL Business Unit: MIR01
Fund Code, Department, Product and Account (budget to be charged)

Add a New Line

Line

1

Description

Membership

Quantity

Unit

Unit Price

*Line Amount

350.00

Accounting Details

Line	Quantity	*Amount	*GL Business Unit	Fund Code	Department	Product	Account	Operating Unit	PC Business
<div>+ -</div>	1	1.0000	350.00	MIR01	1110	32011	672000	5251	

<

>

OK

Cancel

Step 5: REVIEW AND SUBMIT

Review information and make any changes if necessary. Click “Save for Later”. This will generate a Payment Request ID number (red arrow). Click submit. Payment Request will route for budget approval. Once approved, payment should be cut within 10 day.

The screenshot shows the 'Finance Dashboard' with a sidebar on the left containing navigation links: Finance Dashboard, Procurement, Travel & Expense (expanded), Request a Payment (highlighted), Manager Self Service, Reports, Employee Self Service, and Finance Self Service. The main content area is titled 'Payment Request' and shows a progress bar with four steps: Summary Information, Supplier Information, Invoice Details, and Review and Submit (current step). Below the progress bar, the form displays the following information:

Business Unit	MIDW	Invoice Number	TA4567	Entered By	Carrie De Moll
Request ID		Invoice Date	06/09/2018	Entered Datetime	06/09/2018 8:51AM
Description	HOTEL LODGING				
Supplier	MARRIOTT LOS ANGELES BURBANK AIRPORT				
Total Amount	409.50	USD			
Request Status	New				

Below the form, there are instructions: 'Click the "Review" button to review the detailed request.' and 'Click the "Submit" button to submit your request.' At the bottom, there are two buttons: 'Review' and 'Submit'. A red arrow points to the 'Request ID' field, and a blue arrow points to the 'Review' button. At the top right of the form, there are buttons: 'Exit', 'Save for Later', and 'Previous'.