ADVANCE PAYMENT REQUISITION

PURPOSE: TO PAY A SUPPLIER IN LESS THAN 30 DAYS (i.e. Membership Fees, Subscriptions, Catering).

PAYMENT REQUESTS MAY ALSO BE USED FOR MEMBERSHIP FEES AND SUBSCRIPTIONS UNDER \$5,000.

REQUIRED ITEMS NEEDED PRIOR TO PROCESSING:

- 1. ACTIVE PEOPLESOFT SUPPLIER ID #
- 2. INVOICE/PAYMENT INFORMATION
- 3. BUDGET NUMBER AND AVAILABLE FUNDING

REQUIRED ATTACHMENT: OFFICIAL INVOICE FROM THE SUPPLIER

CHECK "AMOUNT ONLY" BOX: NO

PAYMENT PROCESS TO SUPPLIER: THE REQUESTOR WILL PROVIDE THE INVOICE TO ACCOUNTS PAYABLE - apinvoice@sdccd.edu FOR PAYMENT. REQUESTORS SHOULD TRACK PROCESS VIA MANAGE REQUISITIONS SCREEN.

SPECIAL HANDLING FORM: COMPLETE IF YOU WANT THE CHECK ROUTED TO YOU OR YOUR OFFICE.

ADVANCE PAYMENT REQUISITIONS

Log into PeopleSoft at <u>myportal.sdccd.edu</u> using your User ID and Password.

Navigate to *Create a Requisition* from the home page by selecting: Finance Dashboard/Procurement/Create a Requisition.

MySDCCD	Welcome to
८ ∰	Ē
Employee Dashboard	Finance Dashboard

This is the *Requisition Settings* page. When creating a requisition, enter info on this page and it will auto populate into each line item of the requisition.

Finance Dashboard	Requisition Settings			3 P
Procurement ^	Business	Unit MIRD1 Q	San Diego Miramar College	Bid No/Quote
Create a Requisition	*Reque *Curre	ster CDEMOLL	Q. Carrie De Moll	Priority Medium
Manage Requisitions	Default Options (2)			
Add/Update Supplier	Default Override	If you select this option, i fields. If you select this option, i	the defaults specified below will be applied to requisi the defaults specified below will override any predefi	son lines when there are no predefined values for these ned values for these fields, only non-blank values are assigned.
Request a Payment	Line Defaults (0)			

Change the status from *Default* to *Override*.

Requisition	Settings
-------------	----------

Business Un	it MIR01	San Diego Miramar College	Bid No/Quote MIRA MESA LIVING
*Requeste	r CDEMOLL	Carrie De Moll	Priority Medium V
*Currency	USD		
Default Options (?)			
ODefault	If you select this option, the defaults spe fields.	ecified below will be applied to requisition lines	when there are no predefined values for these
Override	If you select this option, the defaults spe	ecified below will override any predefined value	es for these fields, only non-blank values are assigned.
Line Defaults ②			

Note: The information in this page does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Next, look up the Supplier by clicking on the magnifying icon. Leave the *Buyer* field blank; it will automatically default to the Buyer assigned to Miramar. Enter the appropriate category.



To begin creating the requisition, click the Special Requests link.



Enter the desired information into the *Price field. Enter "1" into the *Quantity field.

Create Requisition ②						
Welcome Carrie De Moll		lome 💧	* My Preferen	ices 🍀 Requisition S	Settings 🎘 🖉 0	Lines
Request Options	Search All	~				Search Advanced Search
All Request Options Web Office Solutions Punch Out	Create Requisition Enter information about the	non-catalog ite	m you would like	to order:		
Create Requisition	Item Details	MIRA MESA	LIVING - FULL PA	GE AD		
Favorites	*Item Description			02710		
Templates	*Price *Quantity		2500.00		*Currency *Unit of Measure	USD EA
ePro Services Fixed Cost Service Variable Cost Service	*Category	918-76	Q		Due Date	B
Time and Materials	Supplier					
Recently Ordered	Supplier ID	0002052865	Q			
	Supplier Name	MIRA MESA	LIVING	MIRA MESA LIVING		Suggest New Supplier
	Supplier Item ID					
	Manufacturer					
	Mfg ID		Q			
	Manufacturer					
	Mfg Item ID					

In the Additional Information field, enter a full description of the invoice that is being paid. If check is not to be mailed directly to supplier, complete Special Handling form and submit to Accounts Payable.

Check the "Send to Supplier," "Show at Receipt," and "Show at Voucher" boxes. Click Add to Cart.

Search All	~			Search	Advanced Search
Create Requisition Enter information about the	(?) non-catalog item you would like	to order:			
Item Details *Item Description	MIRA MESA LIVING- FULL	. PAGE AD			
*Price	2500.00		*Currency	USD	
*Quantity	1		*Unit of Measure	EA	Q
*Category	918-76		Due Dat	e	31
Supplier Supplier ID Supplier Name Supplier Item ID Manufacturer Mfg ID Manufacturer Mfg Item ID Additional Information	0002052865 Q MIRA MESA LIVING Q	MIRA MESA LIVING		Suggest Nev	r Supplier
MIRA MESA LIVING -	- FULL PAAGE ADVERTISEMEN	IT FOR			
FY 2022-2023 INVOI	CE #123456				
Send to Supplier	Show at Receipt	Show	at Voucher		
Request New Item					
Request New Item	A notification will be sent to a	buyer regarding this ne	w item request.		
Add to Cart					

Click the Checkout button. This will direct you to the Checkout - Review and Submit screen

reate	Requisition 🛞									
elcome	Carrie De Moll		l Hor	ne 🗡 My Prefe	rences #F	Requisition Setti	ings I 🍹	🖁 <u>1 Line</u>	e	Checkout
	Request Options	Search All	~	·				Sea	arch	Advanced Sear
	Checkout - Review and Sub	mit								
	Review the item information and submit the	req for approval.			lv Preferences	Requisition Settin	as			
	Requisition Summary				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	r toquiolitori ootilii	90			
	Business Unit	MIR01 Q	San Diego Miramar Col	lege Bid I	No/Quote PREPAY	(- MIRA MESA LIVING)			
	*Requester	CDEMOLL	Carrie De Moll		Priority Medium	\checkmark				
	*Currency	USD								
	Cart Summary: Total Amount 2,500.00 U	SD								
	Expand lines to review shipping and acc	ounting details			🕂 Add Mor	re Items				
	Requisition Lines 🕜									
	Line Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
	MIRA MESA LIVING FULI	L PAGE AD	MIRA MESA LIVING	1	EACH	2500.00	2500.00	ŀ	Edit	Î
	Select All / Deselect All	Select lines to:	🙀 Add to Favorites	Add to Template(s)	<u> Delete</u> Sele	ected 🔚	Mass Change		1	
						Total Amount	2,500.00 USD	Atta	ach inv	oice in
								"Co	mmon	te" field
								CO	mmen	ts neiù.

Click "Save for Later" which will create a Requisition ID number. Carefully review your requisition and if everything appears correct, click "Check Budget".

Checkout - Review and Sub	mit								
Review the item information and submit the	req for approval.		*	My Preferences	Requisition Setting	15			
Requisition Summary Business Unit *Requester *Currency	MIR01 Q CDEMOLL USD	San Diego Miramar Co	ollege Bid Req	No/Quote & MIRJ uisition ID MRR0008 Priority Medium	A MESA LIVIN	IG			
Cart Summary: Total Amount 2,500.00 U	ounting details			Add More	e Items				
Requisition Lines (2)	ounting details								
Line Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
🕨 🗆 1 🥐 🛛 MIRA MESA LIVIING FU	ILL PAGE AD	MIRA MESA LIVING	1	EACH	2500.00	2500.00	Par se	🖗 Edit	Î
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	🗊 Delete Sele	cted 📇	Mass Change			
					Total Amount	2,500.00 USC	0		
Shipping Summary									
Edit for All Lines Ship To Location Address	MIR 10440 Black Mountain Road San Diego, CA 92126-2999								
Attention To Comments	CARRIE DE MOLL								
Requisition Comments and Attachments	i								
Enter requisition comments					Add mo	re Comments and	d Attachment	ts	
Approval Justification									
Enter approval justification for this req	uisition							2	
· ^{II국} Check Budget 명 P	re-Check Budget	udget Checking Status:Not C	Checked					_	
Save & submit	Save for Later	Add More Items	6ð Preview Approvals						

When the following message appears, click "OK".

Message	
Budget Chec	sing will save your requisition in an Open Status. (18036,39)
In order to pe Status. Pres checking.	form budget checking on this requisition, it must first be saved in an Open OK to continue. Press Cancel to return to your requisition without budget
ОК	Cancel

When the Budget Checking Status" changes from "Not Checked" to "Valid", proceed by clicking the "Save & Submit" button. This will launch the requisition into the approval workflow.

Approval Justification			
Enter approval justificat	on for this requisition		
1955		Budget Checking Status Valid	
Check Budget	Pre-Check Budget	Dauger encening oraces. Terre	
🛃 Save & submit	Save for Later	Add More Items 60 Preview Approvals	

The Confirmation page will list the order of the designated approvers based on the budget entered.

T	l ine 1-Initiated						-	
	MIRA MESA LIVING						• Start	New Path
Mirama	ar Req Approval							
	Not Routed	Not Routed		Skip	ped		Not Routed	
++	Brett Bell	 Multiple Approvers	\rightarrow	4	No approvers found SDCCD CGSF Approvers One	-+	Kelly Rosas	ver -

FINAL NOTE: The Advanced Payment process is a manual process. Payment is not automatically generated when the purchase order is dispatched. The requester must send the invoice to Accounts Payable - apinvoice@sdccd.edu for payment processing. As such, please follow up with the Business Office x7815 to ensure that a check is issued in a timely manner.