

REQUESTING A PAYMENT

PURPOSE: FOR PURCHASES MEETING THE FOLLOWING CRITERIA

- < \$5,000.00
- Catering - Myron Green only
- 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 before payment request is started.
5. 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: <https://sdmiramar.edu/services/budget/purchasing>
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 displays the 'Payment Request Center' interface. On the left, a navigation menu includes 'Finance Dashboard', 'Procurement', 'Travel & Expense', 'Request a Payment' (highlighted in green with a blue arrow), 'Travel and Expense Center', 'Manager Self Service', 'Reports', 'Employee Self Service', and 'Finance Self Service'. The main content area features a header with 'Payment Request Center' and 'Welcome: Carrie De Moll'. Below the header, there are two panels: 'Request Summary' (From 03/11/2018 to 08/09/2018) and 'Recent Messages' (No Recent Messages). A 'Create' button is located above a table titled 'Requests'. A red arrow points to the 'Create' button.

Request	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay
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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. For Myron Green catering invoices, do not break out the sales tax. Enter full amount of invoice in the *Cost Sub-Total box.

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 Unit *Invoice Number 
Request ID *Invoice Date 

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

Description 
*Cost Sub-Total 
Misc Charge Amount 
Freight Amount
Tax Amount

Attachments (0) 

Total Amount *Currency

Notes/Comments
254 characters remaining

Exit Save for Later | Next ▶

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 Invoice Number TA4567 Entered By Carrie De Moll
Request ID Invoice Date 06/09/2018 Entered Datetime 06/09/2018 8:51AM

Country 

Supplier ID

Supplier Name 

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 Invoice Number TA4567 Entered By Carrie De Moll
Request ID Invoice Date 06/09/2018 Entered Datetime 06/09/2018 8:51AM

Line	Description	Quantity	Unit	Unit Price	Line Amount
<input type="button" value="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	Description	Quantity	Unit	Unit Price	*Line Amount
1	Membership				350.00

Accounting Details

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

< >

OKCancel

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 'Payment Request' form in the 'Review and Submit' step. The left sidebar contains navigation options: 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 shows the request details:

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 details, 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 'Review' and 'Submit' buttons, with a red arrow pointing to the 'Request ID' field and a blue arrow pointing to the 'Submit' button. Navigation buttons 'Exit', 'Save for Later', and 'Previous' are visible at the top and bottom of the form.