

REQUESTING A PAYMENT

If you selected Prepaid as your Payment Type for your Hotel or Conference Fees follow these additional steps.

1. Check to see if your hotel and/or conference organizer are approved suppliers in PeopleSoft. If you do not have access to Suppliers contact the Business Office x 7815 and the Travel Liaison will check for you.
2. If the payee is an approved supplier with the correct address on file, skip steps 3 & 4.
3. If the payee is not an approved supplier, you will need to obtain a current W-9 and Supplier Intake Form from them. Forms are available at the following link: <https://sdmiramar.edu/services/budget/purchasing>
4. Once you have the completed forms, return them 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), and other self-service options. The main area shows a 'Request Summary' for the period 03/11/2018 to 08/09/2018 and a 'Recent Messages' section indicating 'No Recent Messages'. At the bottom, a 'Create' button is highlighted with a red arrow, and a table with various request-related columns is visible.

NOTE: For PREPAID AIR TRAVEL – You do NOT need to complete a Payment Request. Contact BALBOA TRAVEL once your TA has been approved. Telephone: 800-315-1369 or 858-678-3742. Email: sdcommunitycollege@balboa.com

STEP 1: The Invoice Number is to be entered as “TA” followed by the last 5 numbers of your TA. Example: **TA14567** (Do not enter any dashes or spaces). Enter a description (i.e., Hotel/Lodging or Conference Fee) Add an attachment: Upload a document (Reservation/Registration Confirmation) 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 Unit *Invoice Number 
Request ID *Invoice Date 

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

Description  Attachments (0) 

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

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 |
|------|-------------|----------|------|------------|-------------|
|------|-------------|----------|------|------------|-------------|



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

Total Amount 409.50 *Currency

Exit Save for Later Previous Next

Step 4: ADD A NEW LINE

Enter description on line 1 (LODGING OR CONFERENCE FEE)

*Line Amount = Total amount of invoice

Accounting Details: enter the Amount and ONLY the GL Business Unit, Fund Code and Account # as follows:

Quantity: 1 (*Amount – Must match *Line Amount)

GL Business Unit: MIR01

Fund Code: This # is the fund that your travel will be charged to. This fund # should match the fund # listed on the associated TA.

Account: Use the account code 9252 for Conference and Hotel Fee.

| Line | Description | Quantity | Unit | Unit Price | *Line Amount |
|------|-------------|----------|------|------------|--------------|
| 1 | LODGING | | | | 350.00 |

| Line | Quantity | *Amount | *GL Business Unit | Fund Code | Department | Product | Account | Operating Unit |
|------|----------|---------|-------------------|-----------|------------|---------|---------|----------------|
| 1 | | 350.00 | MIR01 | 1110 | | | 9252 | |

Step 5: REVIEW AND SUBMIT

Review information; make any changes. Click “Save for Later” one last time. This will generate a Payment Request ID number (red arrow). Click submit. From this point it will take approximately 7-10 days for payment to go out to your Hotel or Conference. Follow up before travelling that payments have been received by these suppliers.

Finance Dashboard

Payment Request

Summary Information Supplier Information Invoice Details **Review and Submit**

Exit Save for Later Previous

Review and Submit - Step 4 of 4

Business Unit: MIPM Invoice Number: TA4567 Entered By: Carrie De Moll
Request ID: [Red Arrow] 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

Click the "Review" button to review the detailed request.
Click the "Submit" button to submit your request.

Review Submit [Blue Arrow]

Exit Save for Later Previous

NOTE: PAYMENT(S) WILL NOT BE PROCESSED UNTIL AFTER YOUR TA IS APPROVED.