

## 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 Application 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
6. For assistance with prepaid payments and travel questions, contact the Business Office or [sdccdgeneralaccounting@sdccd.edu](mailto:sdccdgeneralaccounting@sdccd.edu) for guidance.

The screenshot displays the 'Payment Request Center' interface. On the left, a navigation sidebar includes 'Finance Dashboard', 'Procurement', 'Travel & Expense', '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 features a 'Payment Request Center' header with a 'Welcome: Carrie De Moll' message. Below this, there are two sections: 'Request Summary' (From 03/11/2018 to 08/09/2018) and 'Recent Messages' (No Recent Messages). At the bottom, a 'Requests' table is visible with columns: Request, Entered Datetime, Invoice Number, Supplier ID, Supplier, Description, Currency, Request Status, Business Unit, Voucher ID, and Scheduled to Pay. A red arrow points to the 'Create' button above the table.

**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](mailto:sdcommunitycollege@balboa.com)**

**STEP 1: SUMMARY INFORMATION:** The Invoice Number is to be entered as “TA” followed by the last 5 numbers of your TA and your last name. Example: **TA14567Whitsett** (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 and should match the fund # listed on the associated TA.

**Account:** Use the account code **9252 for Conference and Hotel Fee. Leave the Department and Product boxes blank.**

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

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

OK Cancel

## 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 departure that payments have been received by these suppliers. **If you do not have 7-10 days before your departure, contact the Business Office or [sdccdgeneralaccounting@sdccd.edu](mailto:sdccdgeneralaccounting@sdccd.edu) for guidance.**

The screenshot shows the 'Finance Dashboard' with a sidebar on the left containing navigation options like 'Procurement', 'Travel & Expense', and 'Request a Payment'. 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'. The 'Review and Submit' step is active, showing details for a payment request. A red arrow points to the 'Request ID' field, and a blue arrow points to the 'Submit' button. Below the details, there are instructions to click 'Review' to review the request and 'Submit' to submit it. At the bottom right, there are buttons for 'Exit', 'Save for Later', and 'Previous'.

Business Unit	MIPD	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				

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