

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 7401 and the Travel Liasion will check for you.
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 obtain a current W-9 and Supplier Intake Form from them. Forms are available at the following link: <http://www.sdmiramar.edu/facultystaff/faculty-info>.
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

Finance Dashboard

Procurement

Travel & Expense

Travel Authorization

Expense Report

Cash Advance

Request a Payment

Travel and Expense Center

Manager Self Service

Reports

Employee Self Service

Finance Self Service

Payment Request Center

Welcome: Carrie De Moll

Request Summary From 03/11/2018 to 08/09/2018

Recent Messages

No Recent Messages

Create

Requests

Request	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay
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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 4 numbers of your TA. Example: **TA4567** (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

Request ID

*Invoice Number

*Invoice Date

Entered By Carrie De Moll

Entered Datetime 06/09/2018 8:51AM

Attachments (0)

Description

*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

ExitSave for LaterPreviousNext

Supplier Information - Step 2 of 4

Business Unit MIR01Request ID

Invoice Number TA4567Invoice Date 06/09/2018

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

Country USA

Supplier ID

Supplier Name

Search

STEP 3: Click ADD LINES

Payment Request

Summary Information

Supplier Information

Invoice Details

Review and Submit

ExitSave for LaterPreviousNext

Invoice Details - Step 3 of 4

Instructions ?

Business Unit MIR01Request ID

Invoice Number TA4567Invoice Date 06/09/2018

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

LineDescriptionQuantityUnitUnit PriceLine Amount

Add Lines

*Cost Sub-Total350.00

Misc Charge Amount

Freight Amount

Tax Amount59.50

Total Amount409.50

*Currency USD

ExitSave for LaterPreviousNext

Step 4: UPDATE LINE

Enter description on line 1.

***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 Fee and 9254 for Hotel Fee.

Update Line

Line 2

Description

1

LODGING

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
1	1.0000	350.00	MIR01	1110			9254		

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 travelling that payments have been received by these suppliers.

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 bottom right, there are three buttons: 'Exit', 'Save for Later', and 'Previous'.

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