

Travel Pre-Payment Request: Hotel or Conference Registration

- An **APPROVED TA** must exist prior to starting this process!
- **Must be completed at least 14 days prior to payment due date.**
- **Prepaid Airfare is booked through Balboa and does not require a Payment Request!**

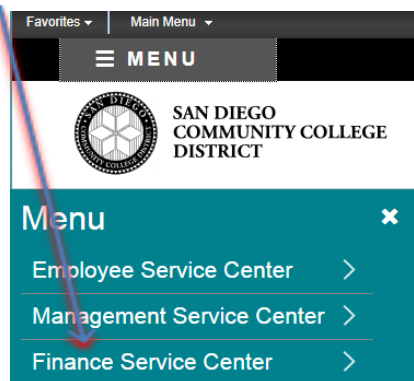
1. Log into PeopleSoft using myportal.sdccd.edu

The screenshot shows the top navigation bar with the San Diego Community College District logo and links to San Diego City College, San Diego Mesa College, San Diego Miramar College, and San Diego Continuing Education. A disclaimer box states: "By logging into SDCCD's PeopleSoft system, you are agreeing not to disclose confidential information protected by privacy laws. Unauthorized access and/or use of this system is also prohibited!". Below this is a "Welcome" login form with fields for Username (containing "NLANE") and Password (masked with dots), and a "Sign In" button. A red arrow points to the login form.

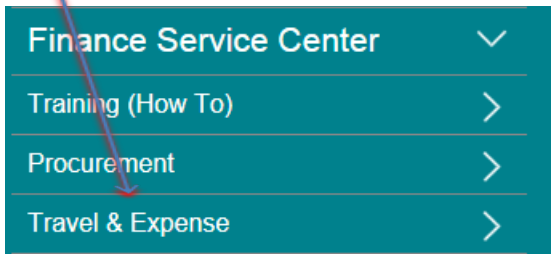
2. Click on the large MENU button on the main portal



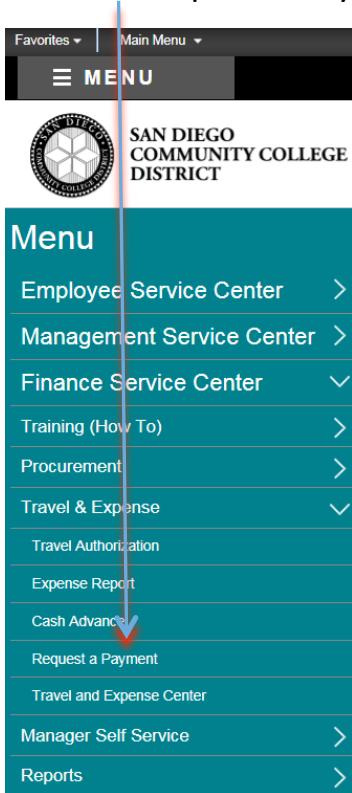
3. Choose the "Finance Service Center"



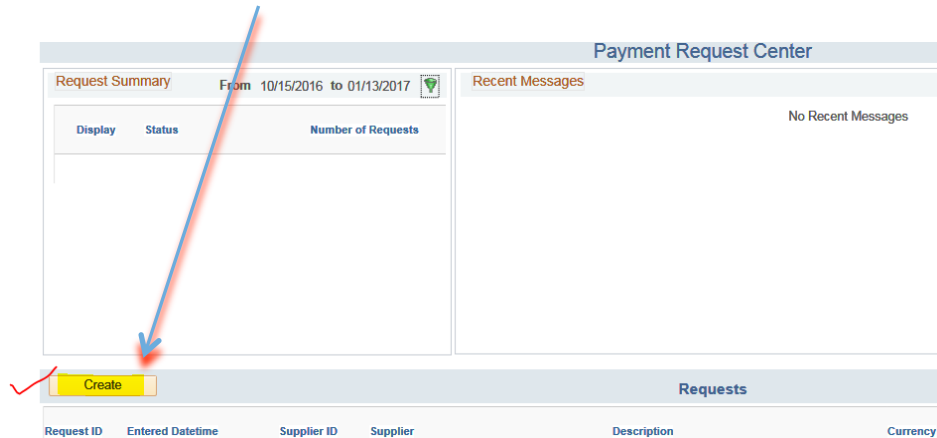
4. Click on "Travel & Expense"



5. Choose "Request a Payment"



6. Click on "Create."



7. Enter the TA# in the Invoice # field as “TA-9999”, omitting leading zeroes.

This is critical because it determines the correct workflow routing.

The image shows a 'Payment Request' form with two tabs: 'Supplier Information' and 'Invoice Details'. The 'Invoice Details' tab is active, and the 'Invoice Number' field is highlighted with a red box and a blue arrow pointing to it. The value 'TA-9999' is entered in the field.

8. Enter a description, the amount, and any Notes regarding special handling (i.e. if you need the check held for pickup or sent to the campus).

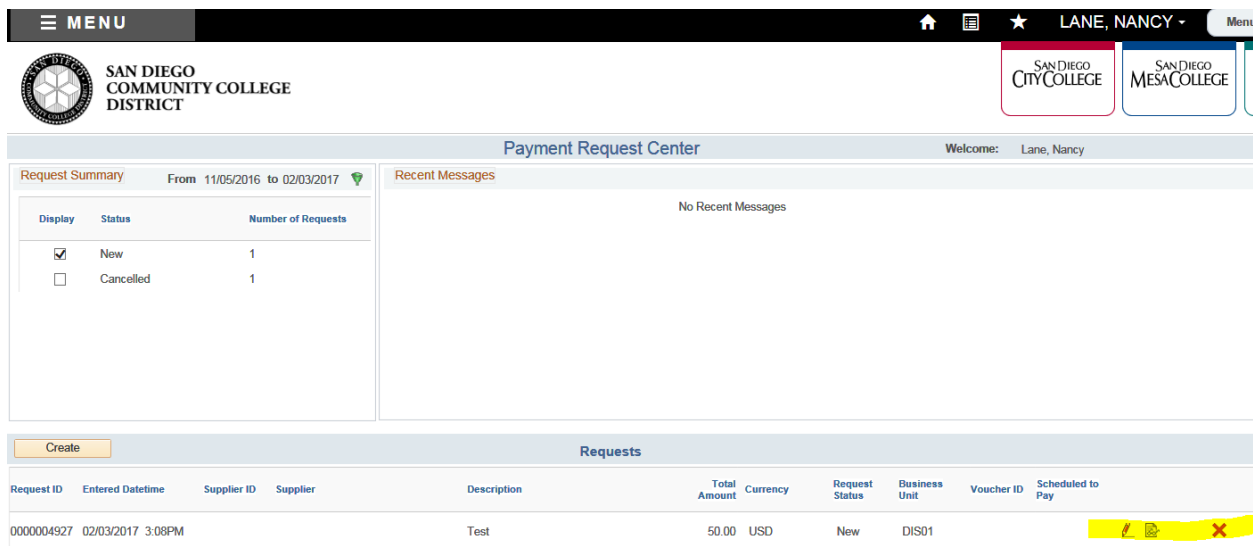
The image shows the 'Payment Request' form with the 'Summary Information' tab active. The form is titled 'Summary Information - Step 1 of 4'. It includes fields for 'Business Unit' (DS01), 'Request ID', 'Invoice Number' (TA-999), 'Invoice Date' (01/07/2016), 'Entered By' (Nancy Lane), and 'Entered Datetime' (01/07/2016 4:09PM). The 'Description' field contains 'Test'. The '*Cost Sub-Total' is 50.00. The 'Total Amount' is 50.00, and the '*Currency' is USD. The 'Notes/Comments' field contains 'Please hold for pickup'. There are buttons for 'Exit', 'Save for Later', and 'Next' at the bottom right.

9. At any time click “Save for Later” to save your work and obtain a Request ID# so you can come back and make corrections or complete it later:

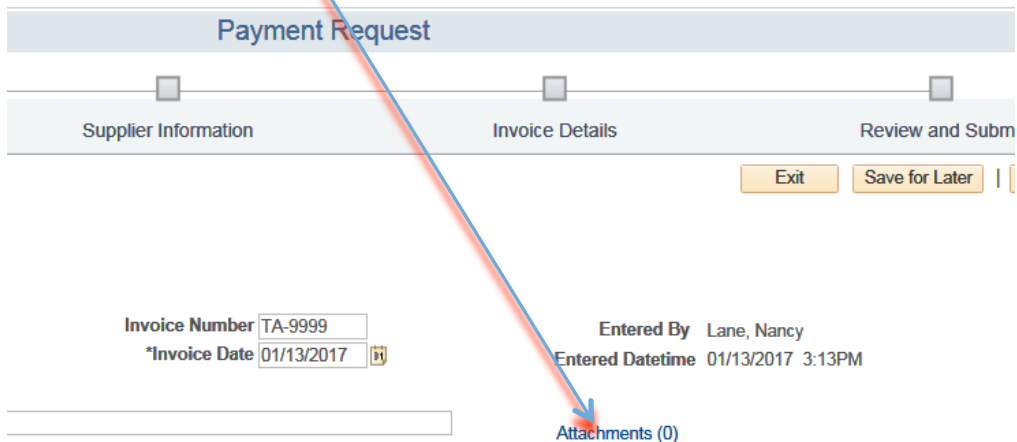
The image shows the 'Payment Request' form with the 'Review and Submit' tab active. The 'Save for Later' button is highlighted with a red box and a blue arrow pointing to it. The 'Exit' and 'Next' buttons are also visible.

9a. To retrieve a previously saved Payment Request after logging off, login again and follow steps 1-5. After choosing 'Request a Payment' you will see the screen with the 'Create' button, but this time you will click on the red pencil on the right under 'Requests', which will allow you to edit and continue completing a previously saved Payment Request.

To delete a saved Payment Request, click on the red X. To view, press on the page with the glasses:



10. Upload an attachment with backup documentation by clicking on "Attachments". Note that an attachment is required for a Payment Request.



11. Click “Next” to proceed to the next screen.

Payment Request

Supplier Information Invoice Details Review and Submit

Exit Save for Later Next

11. In the Supplier Name field enter any portion of the supplier name and press “Search”.

Supplier Information Step 2 of 4

Business Unit DIS01 Invoice Number TA-999 Entered By Nancy Lane
Request ID Invoice Date 01/07/2016 Entered Datetime 01/07/2016 4:09PM

Supplier Search

Country USA

Supplier Name strzz

No Suppliers Found

Search Request New Supplier

Exit Save for Later Previous Next

12. Choose from the list by clicking in the radio button to the left or enter Request New Supplier if your search comes back empty.

Supplier Search

Country USA

Supplier Name star

Search Request New Supplier

Supplier list Personalize Find View All First 1-9 of 52 Last

Supplier ID	Name	Address	City	State	Country
0005573487	YOUNG,STARRESHA	5319 HILLTOP DR	SAN DIEGO	CA	USA
0005620594	WOOTEN,STAR	2959 IMPERIAL AVE	SAN DIEGO	CA	USA
0005563031	VLASTARIDIS,REBECCA A	2287 CAMINITO PAJARITO #163	SAN DIEGO	CA	USA
0002003219	TURF STAR INC	2110 LA MIRADA	VISTA	CA	USA

If requesting a new supplier enter as much detail as possible and press “OK” when complete.

New supplier request

*Supplier Name

Supplier Address

* Country United States

Address 1

Address 2

Address 3

City

County Postal

State

Contact Name

Contact Phone

Contact Email

!After you have entered the Supplier info to the Payment Request, please contact Jaqueline Sabanos to have the Supplier set up in PeopleSoft. Completing this part of the process does not automatically generate a new Supplier ID!

13. Click “Next” to proceed to the next screen.

Payment Request

Supplier Information Invoice Details Review and Submit

14. Choose 'Add Lines' and enter the GL string for pre-paid hotel or conference. Also enter the Line Amount on the top row and again under Accounting Details.

- The Business Unit (e.g. CED01) paying for the travel
- The Fund Code (e.g. 1110) paying for the travel
- Blank Department and Activity fields
- Account 9252 for Conference Registration fees or 9254 for Pre-Paid Hotel

15. Press "OK" to return to the Invoice Details screen

16. Click "Next" to proceed to the next screen.

17. On the next tab you can review and then submit.

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

Review will provide you with an invoice-like review page.

Press “Return” to continue:

Review Page

Supplier Information

Supplier: Volkswagen
907 Main Street
San Diego, CA 92108

Contact Name
Contact Phone
Contact Email

Invoice Details

Line	Description	Quantity	Unit	Unit Price	Line Amount	SpeedChart Key
1					5.00	

Accounting Details

Line	Quantity	Amount	GL Business Unit	Fund Code	Department	Activity	Account	Operating Unit	PC Business U
1		5.00	DIS01	1110			9252		

Cost Sub-Total: 5.00
Misc Charge Amount:
Freight Amount:
Tax Amount:

Total Amount: 5.00 USD

Return

Pressing “Submit” will open a new dialogue box asking you to press “OK” to proceed. Press “OK”:

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: DIS01
Request ID:
Description: xx
Supplier: Volkswagen
Total Amount: 5.00 USD
Request Status: New

Invoice Number: TA-9999
Invoice Date: 01/13/2017

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

Review | **Submit**

Message


The current Payment Request will be submitted. Click OK to proceed. (7060,61)

OK | **Cancel**

The Payment Request has been submitted and will be reviewed by Accounts Payable before being submitted into workflow.

Request Summary

From 10/15/2016 to 01/13/2017



Display	Status	Number of Requests
<input checked="" type="checkbox"/>	Submitted	1

Recent Messages

No Recent Messages

Create Requests										
Request ID	Entered Datetime	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay
0000003066	01/13/2017 3:54PM	0001322562	TURNER,JUSTIN M	x	50.00	USD	Submitted	DIS01		