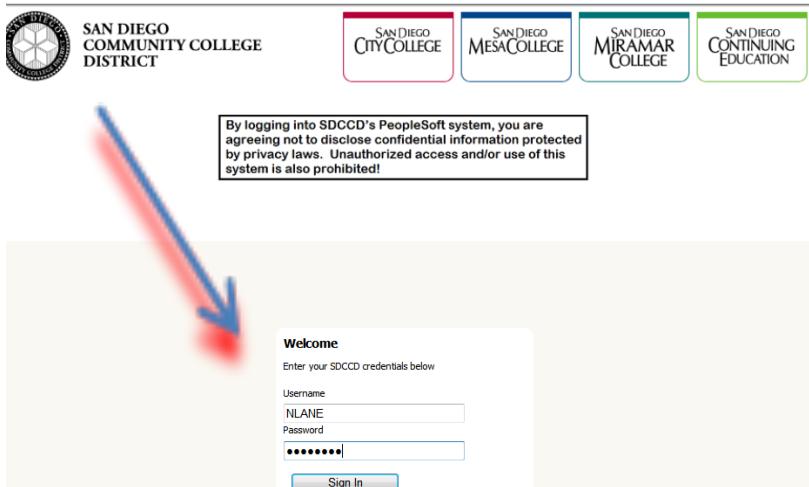


Travel Pre-Payment Request: Hotel or Conference Registration

- 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!

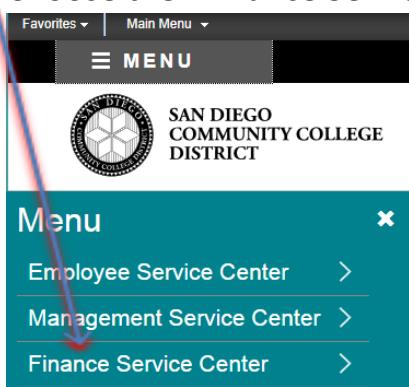
1. Log into PeopleSoft using myportal.sdccd.edu



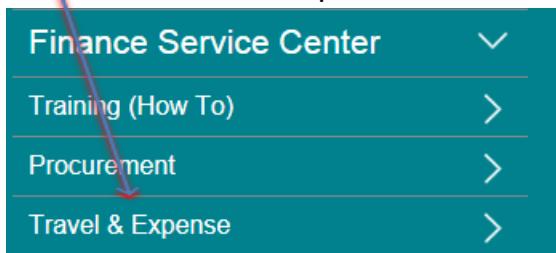
2. Click on the large MENU button on the main portal



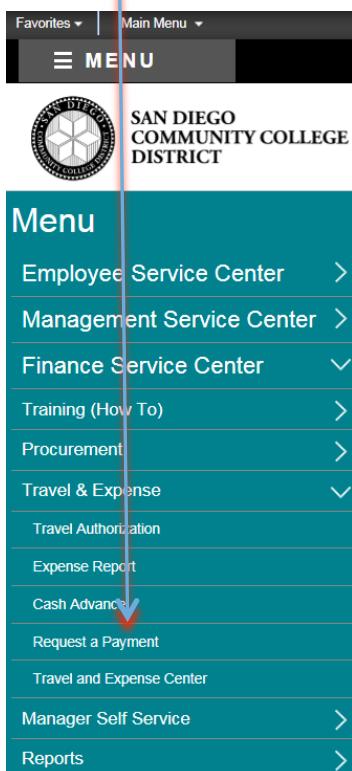
3. Choose the "Finance Service Center"



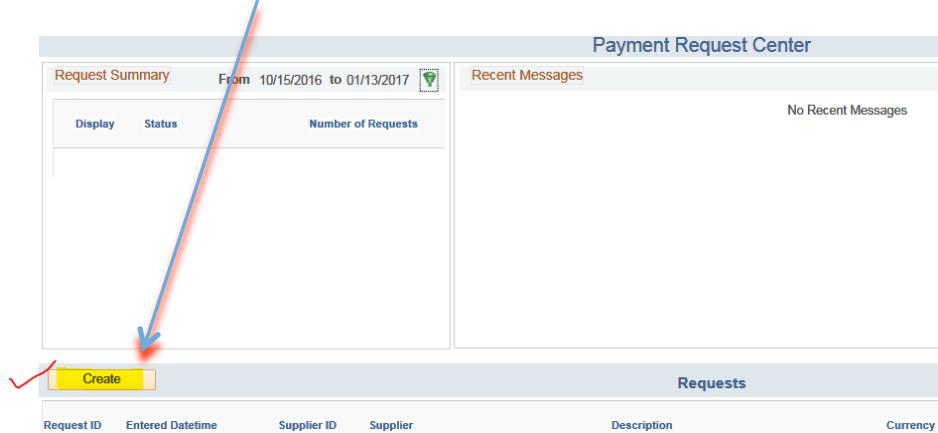
4. Click on “Travel & Expense”



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.

Payment Request

Supplier Information Invoice Det

Invoice Number

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).

Payment Request

Summary Information Supplier Information Invoice Details Review and Submit

Summary Information - Step 1 of 4

Entered By Nancy Lane
Entered Datetime 01/07/2016 4:09PM

Instructions
*Business Unit D501
Request ID

Description Test

*Invoice Number TA-999
*Invoice Date 01/07/2016

*Cost Sub-Total 50.00

Misc Charge Amount

Freight Amount

Tax Amount

Total Amount 50.00 *Currency USD

Notes/Comments Please hold for pickup

Attachments (1)

Exit Save for Later Next

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:

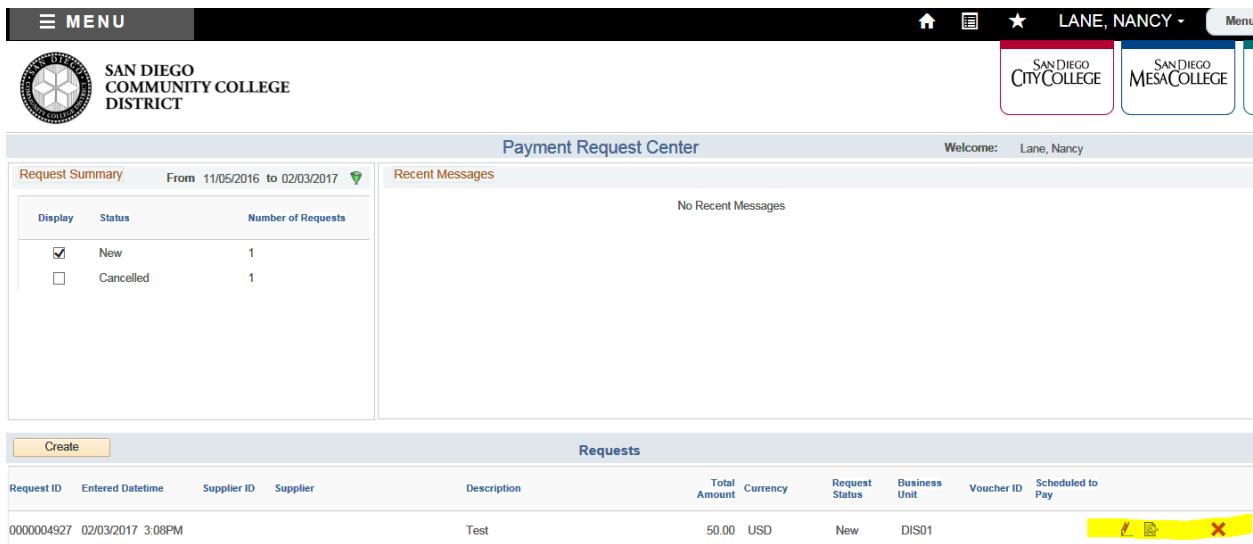
Payment Request

Supplier Information Invoice Details Review and Submit

Exit Save for Later Next

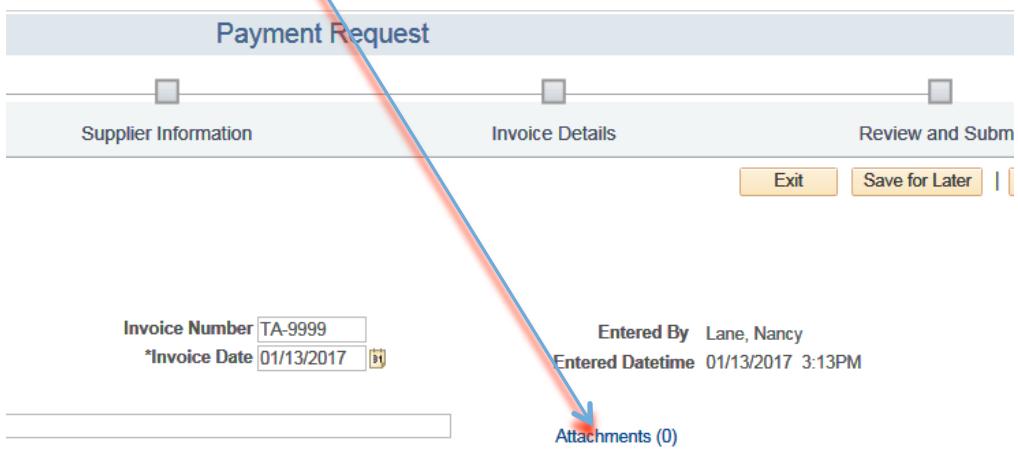
9a. To retrieve a previously saved Payment Request after logging off, login again and follow steps 1-5. After choosing ‘Request a Payment’ you will see the screen with the ‘Create’ button, but this time you will click on the red pencil on the right under ‘Requests’, which will allow you to edit and continue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



The screenshot shows the 'Payment Request Center' interface. On the left, a 'Request Summary' table lists 'Display' (checkbox), 'Status' (checkbox), and 'Number of Requests' (1 for New, 1 for Cancelled). The main area shows a table of requests with columns: Request ID, Entered Datetime, Supplier ID, Supplier, Description, Total Amount, Currency, Request Status, Business Unit, Voucher ID, and Scheduled to Pay. One row is visible: Request ID 0000004927, Entered Datetime 02/03/2017 3:08PM, Supplier ID DIS01, Supplier Test, Description Test, Total Amount 50.00, Currency USD, Request Status New, Business Unit DIS01, Voucher ID DIS01, and Scheduled to Pay. A red 'X' icon is located in the 'Scheduled to Pay' column for this row.

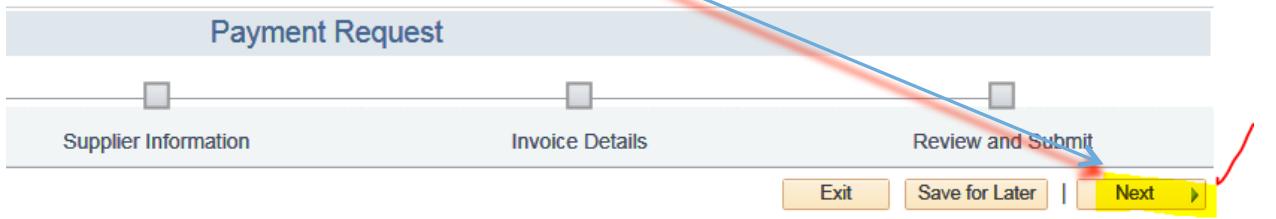
10. Upload an attachment with backup documentation by clicking on “Attachments”. Note that an attachment is required for a Payment Request.



The screenshot shows the 'Payment Request' form. The top navigation bar includes 'Supplier Information', 'Invoice Details', and 'Review and Subm'. Below the navigation are buttons for 'Exit' and 'Save for Later'. The 'Supplier Information' section contains fields for 'Invoice Number' (TA-9999) and 'Invoice Date' (01/13/2017). The 'Invoice Details' section shows 'Entered By' Lane, Nancy and 'Entered Datetime' 01/13/2017 3:13PM. A red arrow points from the top of the page down to the 'Attachments (0)' section at the bottom of the form.

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

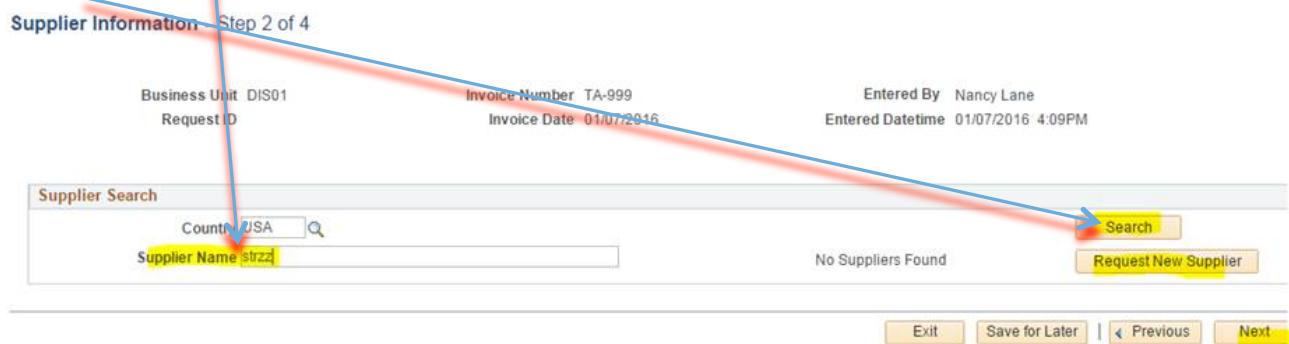
Supplier Search

Country USA Search

Supplier Name star

No Suppliers Found 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.

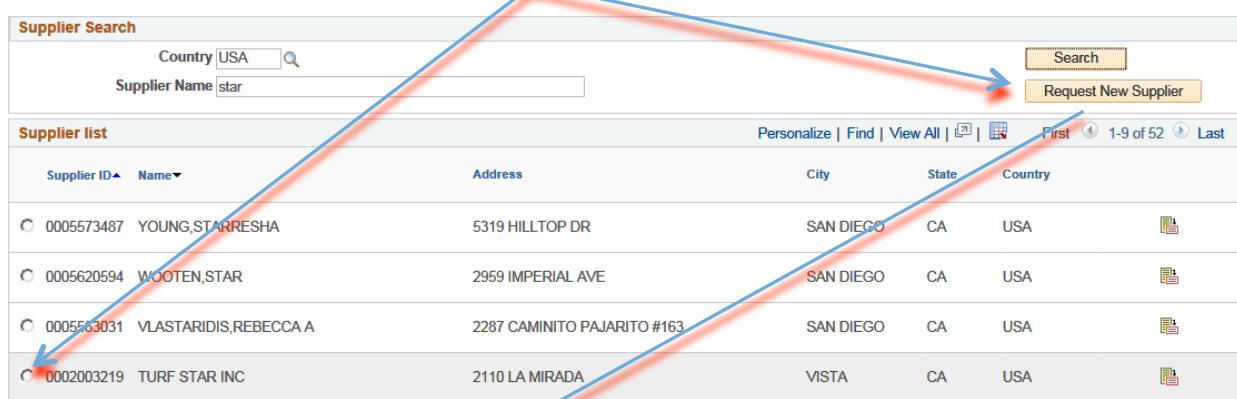
Supplier Search

Country USA Search

Supplier Name star Request New Supplier

Supplier list

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

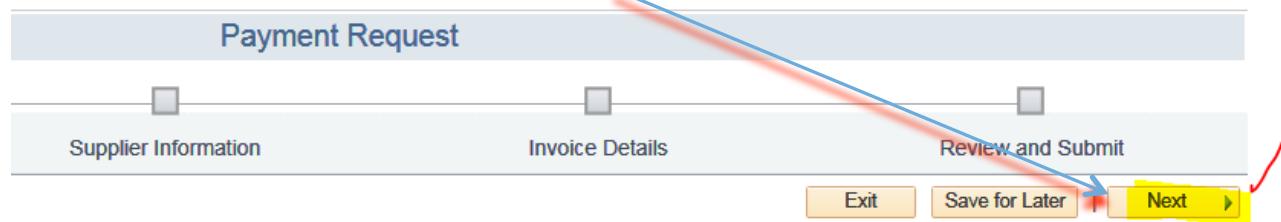
Contact Name

Contact Phone

Contact Email

!After you have entered the Supplier info to the Payment Request, please contact Jacqueline 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.



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

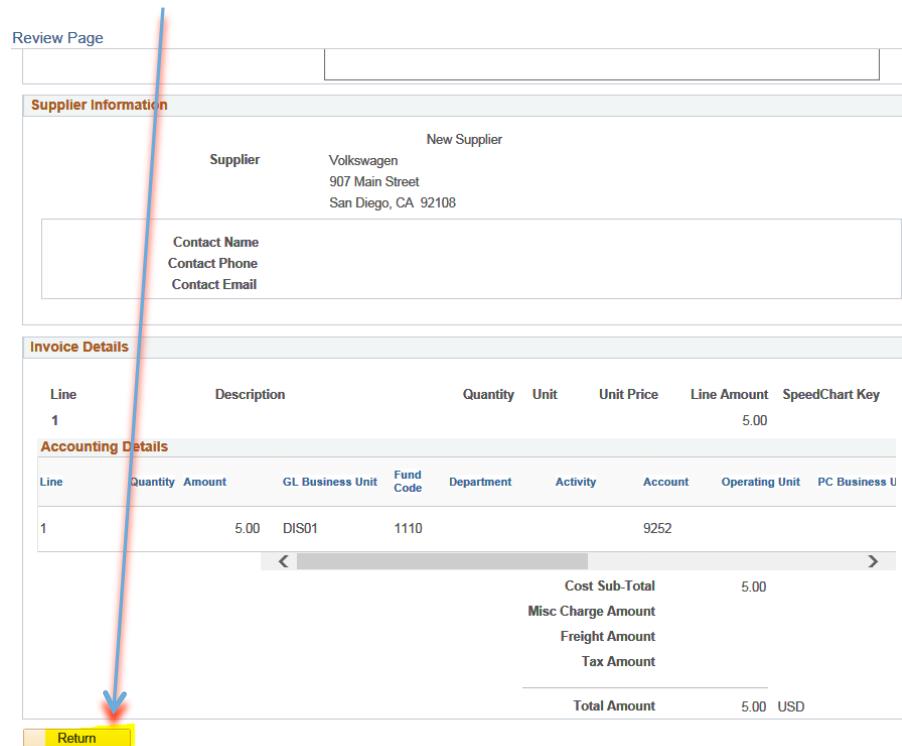
15. Press "OK" to return to the Invoice Details screen

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

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

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

Press “Return” to continue:



Review Page

Supplier Information

Supplier	Volkswagen	New Supplier
	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	

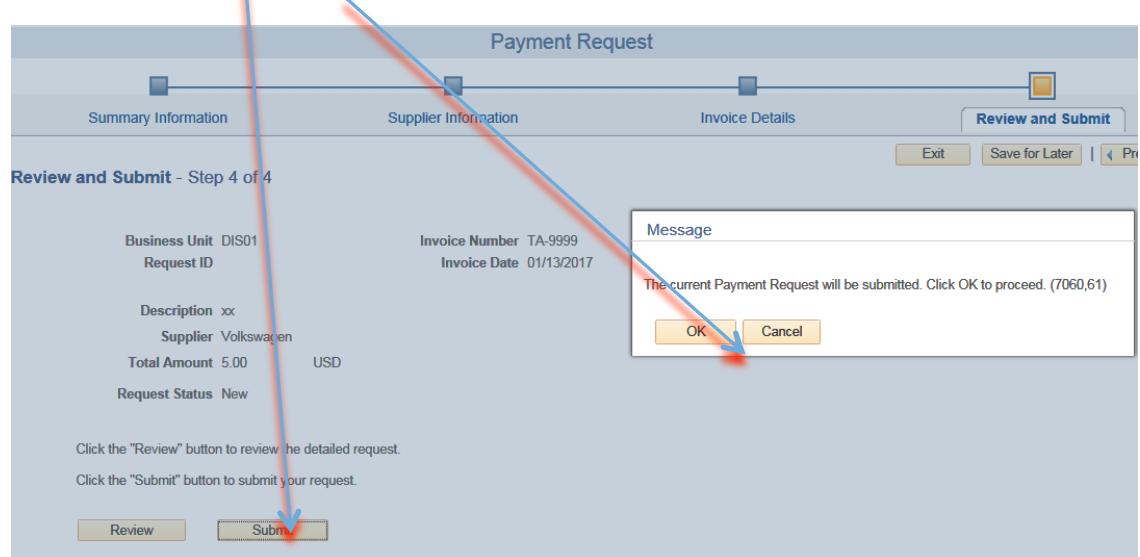
Accounting Details

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 Invoice Number TA-9999
Request ID Invoice Date 01/13/2017

Description xx
Supplier Volkswagen
Total Amount 5.00 USD
Request Status New

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

OK Cancel

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

Review **Submit**

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		