

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

The screenshot displays the 'Payment Request Center' interface. On the left, a navigation menu includes 'Finance Dashboard', 'Procurement', 'Travel & Expense', and 'Request a Payment' (highlighted in green with a blue arrow). The main area shows a 'Request Summary' table with columns for 'Display', 'Status', and 'Number of Requests'. Below this is a 'Create' button (highlighted with a red arrow) and a table of 'Requests' with columns for 'Request ID', 'Entered Datetime', 'Invoice Number', 'Supplier ID', 'Supplier', 'Description', 'Currency', 'Request Status', 'Business Unit', 'Voucher ID', and 'Scheduled to Pay'.

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

Total Amount 409.50 *Currency

Exit Save for Later Previous Next

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 :L LODGING	Quantity <input type="text"/>	Unit <input type="text"/>	Unit Price <input type="text"/>	*Line Amount 350.00
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Accounting Details

Line	Quantity	*Amount	*GL Business Unit	Fund Code	Department	Product	Account	Operating Unit	PC Business
<input type="button" value="+"/> <input type="button" value="-"/>	1	1.0000	MIR01	1110			9254		

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' interface. On the left is a navigation menu with categories like 'Finance Dashboard', '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. Below the progress bar, there are buttons for 'Exit', 'Save for Later', and 'Previous'. The main content area 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 information, 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 buttons for 'Review' and 'Submit'. A red arrow points to the 'Request ID' field, and a blue arrow points to the 'Submit' button. At the bottom right, there are buttons for 'Exit', 'Save for Later', and 'Previous'.

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