PALOMAR COLLEGE® Learning for Success

Payment Requests

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Introduction

Fiscal Services welcomes you to this Payment Request instruction manual. The purpose of this document is to assist you in successfully submitting a request for payments under \$1,000. Payment Requests are not meant for claiming Travel or Business Mileage Reimbursements.

If you need to file a Travel or Business Mileage Reimbursement Claim Form, please navigate to the Fiscal Services website, expand the Forms & Documents section and select Travel. Complete the appropriate form and submit that to Fiscal Services.

Prepare documents

It is necessary and important to include all relevant information and that can vary depending on the type of payment request being submitted; this can include documents such as a W-9, Invoice, Agreement for Service of Independent Contractor (Honorarium Services), relevant emails, and contracts, etc. If you have any questions regarding documentation, please contact Accounts Payable (AP) prior to submitting your Payment Request.

Merge Documents

To facilitate your Payment Request, merge all relevant documents into one PDF.

- 1. If necessary, convert your documents to PDF by using File > Print to PDF or File > Save as PDF.
- 2. Open all PDFs to launch Adobe Acrobat.
- 3. In Acrobat, select Tools, then the Combine Files tool.
- 4. Select all relevant documents and click Combine.
- 5. Rename the resulting file if desired.





<u>TOP</u>

Accessing the Payment Request Center

- 1. Navigate to the Palomar College Single Sign-On Portal and logon using your network credentials. Once signed-in, find and click Financials (PALF9PRD).
- 2. Navigate to Main Menu > Employee Self-Service > Payment Request Center.



*If this menu item is missing but you require access, have an Administrator submit a User Access Request (change) form to helpdesk@palomar.edu.

Creating a Payment Request

In the Payment Request Center, click Create to begin the process.

						Payment Request C	enter			Welcome:	Sergio Almaraz	
Request S	ummary	From 03/12/	2022 to 06/	10/2022 🌹	Recent Messages							
Display	Status		Number of Requests	of			No Recent Mes	sages				
Create						Requests						
Request ID	Entered Dat	etime Su	pplier ID	Supplier		Description		Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay

Step 1 - Summary Information

- 1. *Enter an Invoice Number (required) and date. Refer to *Table 1 Invoice Table*
- 2. *Enter a Check Memo to be printed onto the physical check.
- 3. *Enter the Cost Sub-Total Amount.
- 4. *Attach your <u>merged</u> documents.
- 5. Add notes that may assist with processing then click Next.

	Pay	ment Request		
Summary Information	Supplier Information		Invoice Details	Review and Submit
Summary Information - Step 1 of 4				Exit Save for Later Next
*Business Unit PALMR Q Request ID	*Invoice Number *Invoice Date	1 06/10/2022	Entered By Entered Datetime	Sergio Almaraz 06/10/2022 9:27AM
*Check Memo 2 *Cost Sub-Total 3			Attachments (0)	
0		Examples of Attachments: Invoices and receipts that re orders, confirmations (order emails, signed W-9, signed	: eflect the voucher amount, pu r, delivery, damage, etc), relev agreement/contract).	rchase rant
Total Amount				
		v		
Notes/Comments 5		*		

*Items 1, 2, 3, and 4 are required. You cannot proceed without them.

Table 1 – Invoice Table

Example	Invoice Number	Invoice Description
Honorarium	HONOR MM/DD/YY (last service date)	Service provided and date
Athletics Official	001 OFF MM/DD/YY	Event and date
Athletics Entry Fee	002 ENTRY MM/DD/YY	Event and date
Athletics Event Staff	003 STAFF MM/DD/YY	Event and date
Athletics Team TRVL meal	TEAM MEALS MM/DD~MM/DD/YY	Competition Name and date(s)
Employee Reimbursement	REIMB MM/DD/YY	Store/Supplies/Item and date
Items with Invoice	Invoice number	Items paid for

Attaching documents

- 1. Click the Attachments (0) link on the Summary Information screen.
- 2. Click Add Attachment button.
- 3. Click the Browse button.
- 4. Navigate to your file and click Open.
- 5. Click Upload.
- 6. Enter a description and click OK. Payment Request Attachments

Request ID 00000	00001	Entered Datetime	04/23/2021	9:35AM
Details				
Attached File			Description	
Add Attachmer	2 nt Cancel			
File Attac	hment	3		F
		E	Browse	
		-		
Upload	Cancel			

\leftrightarrow \rightarrow \checkmark \uparrow \blacksquare > Th	is PC → Desktop v Č	
Organize 👻 New fold	er	
🔥 Step 1 Summary ^	Name	Date modified Typ ^
o Creative Cloud Fil	components.txt	4/21/2021 3:03 PM Tex
	Retirement.xlsx	4/21/2021 2:46 PM Mic
🕘 OneDrive - Palom	8XXXXX BO.xIsx	4/12/2021 2:51 PM Mic
Fiscal BSA	printed Revenues.png	4/12/2021 2:17 PM PN
Microsoft Teams	💼 Peoplesoft Quick Navigation.docx	4/9/2021 3:56 PM Mic
PC_Prompts	VPADMIN_AVLBGT_allfunds.xlsx	4/7/2021 4:35 PM Mic
Share	SA_PROJECT_REVENUES_8192.xlsx	4/7/2021 3:47 PM Mic
	SA_PROJECT_REVENUES_9659 visx	4/7/2021 3:43 PM Mic
Palomar Commur	Example Combined PDFs.pdf	4/5/2021 3:21 PM Adu
/ 💻 This PC	All PS and network locations.xlsx	4/5/2021 2:09 PM Mic *
~		2
File n	ame: Example Combined PDFs.pdf	✓ All Files (*.*)
		Open Car

File Attachment



Payment Request Attachments

Request ID 0000000001	Entered Datetime	04/23/2021	9:35AM
Details			
Attached File		Description	
Example_Combined_PDFs.pdf		W-9, Invoice	e, Honorarium



Step 2 - Supplier Information

This step can include the use of an existing Supplier or can be used to request a new Vendor who is not yet in the system. Searching for an existing Supplier will return all addresses on file for that Supplier. If you need to update a Vendor's address, or create a new Vendor, submit a Create or Update Vendor eForm.

Existing Supplier

- 1. Enter the Supplier ID or Supplier name and click Search. *Tip: use the magnifying glass to search using part of a Supplier ID or name, etc. Individuals should be searched by LASTNAME,FIRST.
- 2. Select the Supplier ID/address by clicking the radial button.
- 3. Click Next.

Summary Information	Supplier Information	Invoice Detail	s	Rev	view and Submit
Supplier Information - Step 2 of 4			Exit	Save for Later	Previous Next
Business Unit PALMR Request ID	Invoice Number EVENT 6/8/2022 Invoice Date 06/10/2022	Entere	Entered By ed Datetime	Sergio Almaraz 06/10/2022 9:27AM	
Supplier Search					1
Country USA					Search
Supplier ID				F	Request New Supplier
Supplier Name AMAZON					
Supplier list		F	Personalize	Find View All 🔄	First 🕢 1-5 of 5 🕟 Last
2 ^{lier ID} Name-	Address	City	State C	ountry EMPLID	
C 0000032547 AMAZON CAPITAL SERVICES INC	PO BOX 035184	SEATTLE	WA U	SA	
C 0000032547 AMAZON CAPITAL SERVICES INC	PO BOX 81207	SEATTLE	WA U	SA	
C 0000027958 AMAZON WEB SERVICES INC	410 TERRY AVENUE NORTH	SEATTLE	WA U	SA	
C 0000027958 AMAZON WEB SERVICES INC	1918 8TH AVE STE 1000	SEATTLE	WA U	SA	
O 0000027958 AMAZON WEB SERVICES INC	P.O. BOX 84023	SEATTLE	WA U	SA	

New Vendor

- 1. In the Supplier ID field, type NEW VENDR.
- 2. Click Search.
- 3. Click Save for Later, to save your progress.
- 4. Click Request New Supplier. This will launch a new web browser tab, opening a Create or Update Vendor eForm.
- 5. When the Supplier is created, you will receive an email with the new ID; return to this Payment Request and enter the new Supplier ID by using the <u>Edit feature</u>. Refer to the instructions for an <u>Existing Supplier</u>, if needed.

	Pay	ment Request	t	
Summary Information	Supplier Information		Invoice Details	Review and Submit
Supplier Information - Step 2 of 4			Exit	Save for Later
Business Unit PALMR Request ID	Invoice Number Invoice Date	EVENT 6/8/2022 06/10/2022	Entered By Entered Datetime	Sergio Almaraz 06/10/2022 9:27AM
Supplier Search				2
Country USA Q Supplier ID NEW VENDR Supplier Name	Q		Save and Request New Supplier.	Request New Supplier 4
			Exit	Save for Later Previous Next

Step 3 - Invoice Details

- 1. Click Add Lines as required, per the invoice.
- Enter a Line Description, Line Amount, Account String and click OK.
 *Tip: Click the + or symbol to add or remove lines for split disbursements or multiple line items
- 3. Click Next.

		Payr	ment Request			
Summary I	Payment Request Summary Information Invoice Details Review and Submit 3 Summary Information Invoice Details Review and Submit 3 Exit Save for Later Previous Next Joint Colspan="2">Invoice Number HONOR 04/23/21 Entered By Sergio Almaraz Request ID Invoice Number HONOR 04/23/21 Entered Date 04/23/2021 935AM Line Description Line Amount Update Line "Cost Sub-Total 10.00 Update Line Program Code Class P Line Amount "Cost Sub-Total 10.00 Update Line Program Code Class P Line Amount "Class Sub Total 10.00 Line Amount Class Sub Total 10.00 Class Sub Total 10.00 Line Amount "Line Amount Class Sub Total 10.00 <	nit <mark>3</mark>				
nvoice Details - S	step 3 of 4			Exit	Save for Later	Next
Busin Re	ness Unit PALMR equest ID	Invoice Number H Invoice Date (HONOR 04/23/21 04/23/2021	Entered By	Sergio Almaraz 04/23/2021 9:35AM	
Line De	scription			Line Amount		
Add Lines	1		*Cost Sub-Total	10.00		
	Line Description 2 Almaraz, Sergio Hom	prarium ×		*Lir	10.00	
	Account Distribution					
	Line *Amount	*GL Business Unit	Account Fund C 551200 Q 12	ode Department	Program Code Class	Project
	OK Cancel]				

Step 4 - Review and Submit

Complete and accurate data, along with merged attachments can help expedite payment and reduces the workload on all those involved in this process. Take this opportunity to review your Payment Request and Save for Later if needed. Submitting the Payment Request will advance it to the Approval Workflow, which routes based on the Department ID used in the Account String(s).

- 1. Click Review to review your Payment Request
- 2. Click Return to exit the Review Page
- 3. Click Submit when ready
- 4. Click OK to confirm

	Payment Request	t	
Summary Information	Supplier Information	Invoice Details Optional Review and Submit	Previous
Review and Submit - Step 4 of 4			
Business Unit PALMR Request ID	Invoice Number HONOR 04/23/21 Invoice Date 04/23/2021	Entered By Sergio Almaraz Entered Datetime 04/23/2021 9:35AM	
Description For Guest Speaking Service Supplier Sergio Almaraz Total Amount 10.00 Request Status New	s		
Click the "Review" button to review the detailed reque Click the "Submit" button to submit your request.	ist.		

	offormation								
	Request ID		0000000	230		Request Stat	us New	1	
		Entered By	Sergio A	Imaraz					
	Enter	ed Datetime	04/23/20	21 9:35AM		Attachments (1)		
	Business Unit		PALMR						
	Invo	ice Number	HONOR	04/23/21					
	li li	nvoice Date	04/23/20	21					
	Description		For Gue	st Speaking Sen	vices				
	To	stal Amount	10.00	loss fas Dusias		unt Annualistica Davi			
	Notes	Comments	Guest sp	eaker for Busine	ess Systems Anal	yst Appreciation Day			
upplier Inf	formation								
				N					
		Supplier	0	New SI	upplier				
		Supplier	Sergio A	imaraz					
			12345 K						
			FISCAIVIII	e, CA 92069					
	Co	ntact Name	Sergio A	Imaraz					
	Cor	ntact Phone	123/456	123/456-7890					
	Co	ntact Email	fiscal@b	isa.edu					
voice Det	ails								
Line		Description					Line A	marint	
Line		Description					Line A	mount	
1		Almaraz, Sergio	Honorarium					10.00	
Accountin	g Details								
	Amount	GL Business Unit	Account	Fund Code	Department	Program Code	Class	Project	
.ine	40.00	PALMR	551200	12	348200	12300	10	1612195	
ine	10.00								>
ine	10.00	<							-
ine	10.00	<							-
Line I	10.00	<			c	Cost Sub-Total		10.00	-
.ine I	10.00	<			c	Cost Sub-Total		10.00	-
.ine I	10.00	<			c	Cost Sub-Total		10.00	-
.ine I	10.00	<			c	Cost Sub-Total		10.00	
.ine I	2	<			c	Cost Sub-Total Total Amount		10.00	
I	2	<			c	Cost Sub-Total		10.00	

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



Payment Request Center

Upon successfully submitting a Payment Request, you will be sent back to the Payment Request Center. Here you will find your requests along with the ability to review, view approval status, edit or cancel a request.

*In order to edit or cancel a request that has already been submitted for approval, it must first be denied by an approver or the Fiscal Services BSA.



Review request



View Approval Workflow status



Edit request



Cancel Request

				Payment Request Center				Welcome:	Sergio Almar	az	
Request Summary		om 01/23/2021	to 04/23/2021	Recent Messages							
Displa	y Status	Number of Requests				No Recent Messages					
	Denied	1		Refine date range							
Create											
Kequests											
Request ID	Entered Datetime	Supplier ID	Supplier	Description	A	Total mount Currency	Request Status	Business Unit Voucher ID	Scheduled to Pay		
)000000773	04/23/2021 9:35AN		Sergio Almaraz	For Guest Speaking Ser	vices	10.00 USD	Denied	PALMR		1 % 🖻	×