PALOMAR COLLEGE®
Learning for Success

Payment Requests

Table of Contents

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.
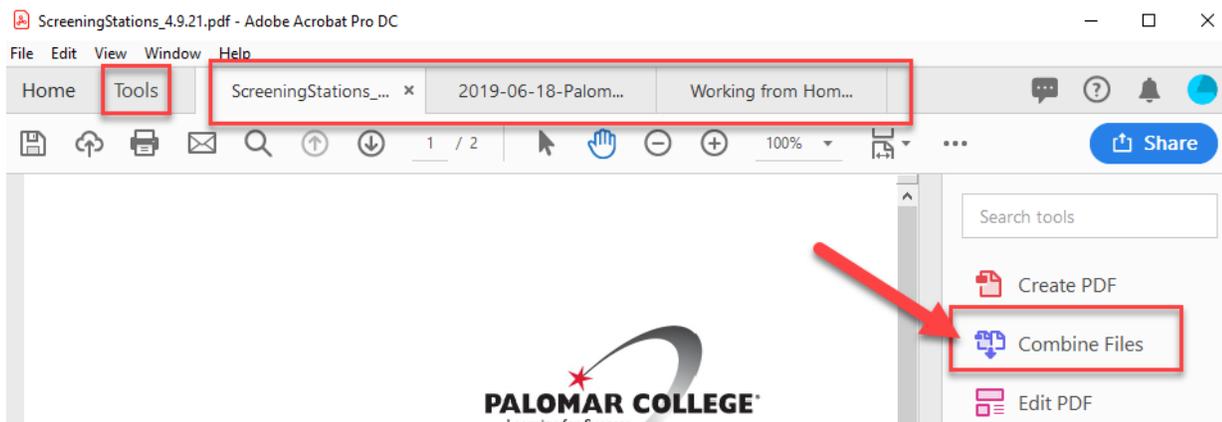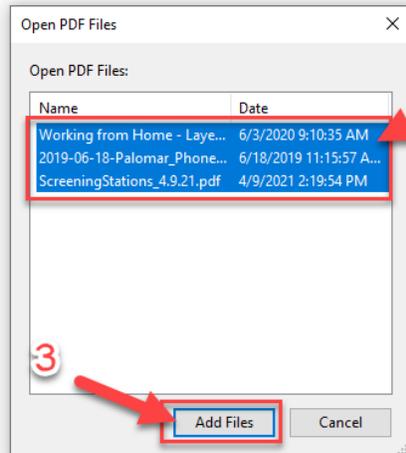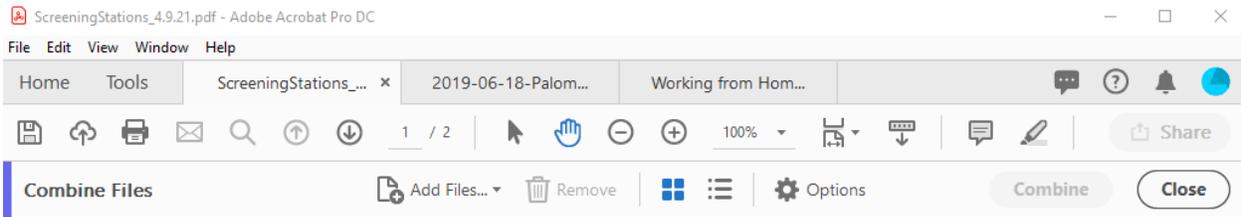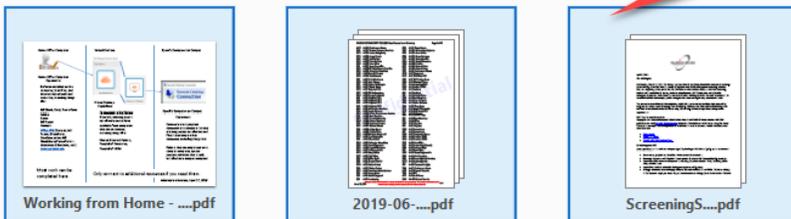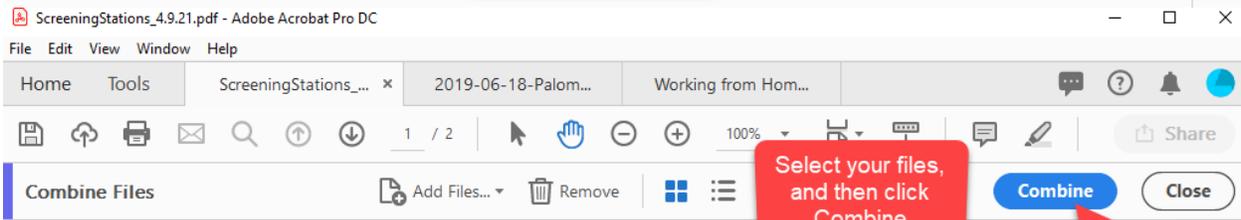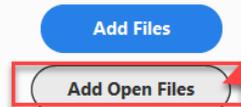
Accessing the Payment Request Center

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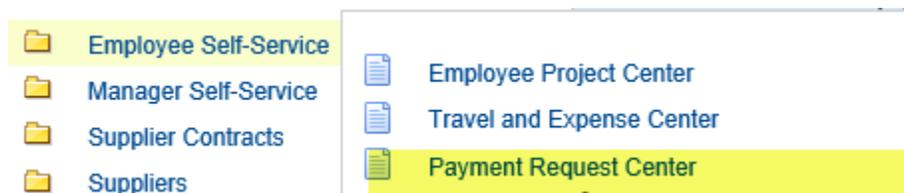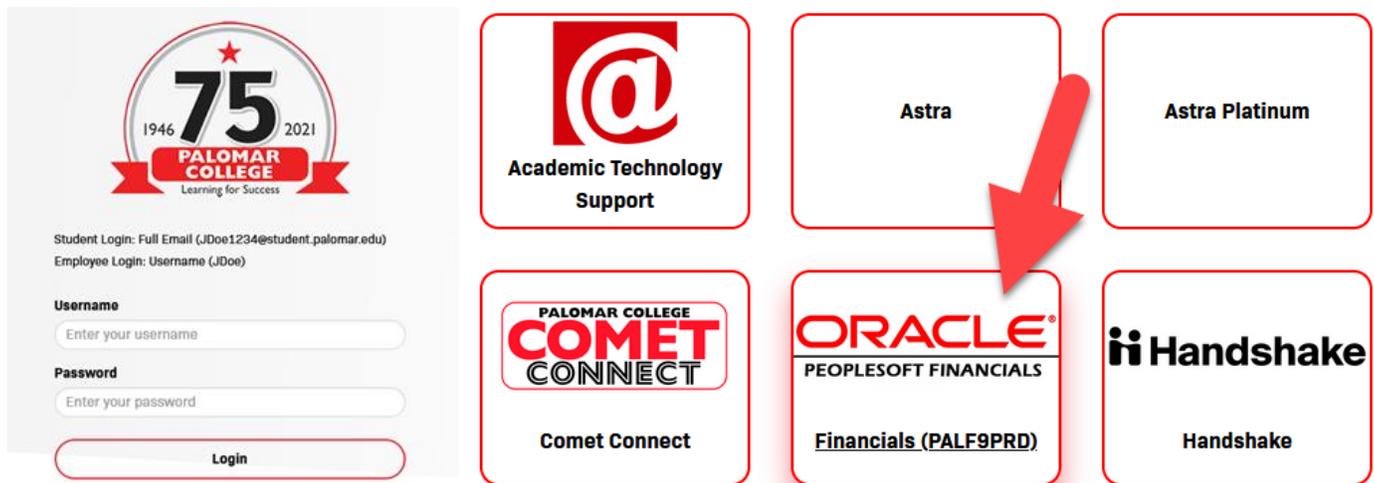
*If this menu item is missing but you require access, have an Administrator submit a User Access Request (change) form to helpdesk@palomar.edu.

Creating a Payment Request

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

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 merged documents.
5. Add notes that may assist with processing then click Next.

*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 0000000001   **Entered Datetime** 04/23/2021 9:35AM

Details

Attached File   **Description**

Add Attachment

OK   Cancel

File Attachment

Browse..

Upload   Cancel
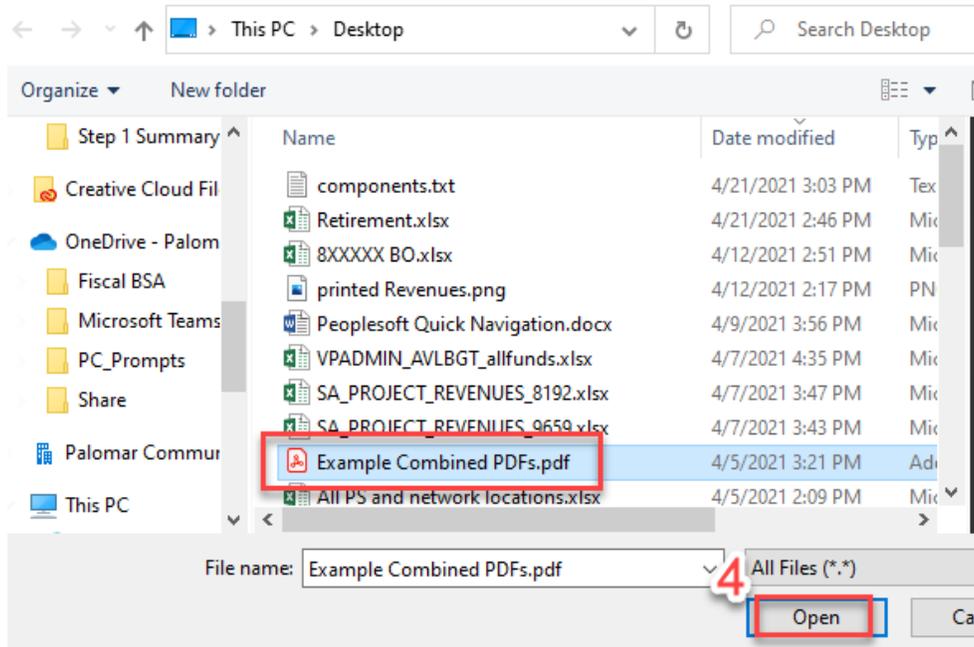
File Attachment
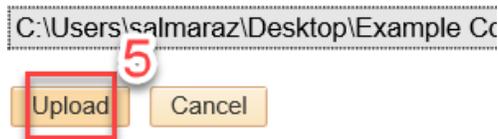
C:\Users\salmaraz\Desktop\Example Co

5

[Upload]   [Cancel]

Payment Request Attachments

Request ID 0000000001   **Entered Datetime** 04/23/2021 9:35AM

Details

Attached File	Description
Example_Combined_PDFs.pdf	W-9, Invoice, Honorarium

[Add Attachment]

6

[OK]   [Cancel]

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.

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 Edit feature. Refer to the instructions for an Existing Supplier, if needed.

TOP

Summary Information — Supplier Information — Invoice Details — Review and Submit

Exit | Save for Later | ◄ Previous | Next ►

Supplier Information - Step 2 of 4

Business Unit PALMR
Request ID

Invoice Number EVENT 6/8/2022
Invoice Date 06/10/2022

Entered By Sergio Almaraz
Entered Datetime 06/10/2022 9:27AM

Supplier Search

Country USA
Supplier ID NEW VENDR
Supplier Name

Search

Save and Request New Supplier.

Request New Supplier

Exit | Save for Later | ◄ Previous | Next ►

Step 3 - Invoice Details

1. Click Add Lines as required, per the invoice.
2. 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.

Summary Information — Supplier Information — Invoice Details — Review and Submit

Exit | Save for Later | ◄ Previous | Next ►

Invoice Details - Step 3 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

Line	Description	Line Amount

Add Lines

*Cost Sub-Total   10.00

Update Line

Line	Description		*Line Amount
2	Almaraz, Sergio Honorarium ×		10.00

Account Distribution

	Line	*Amount	*GL Business Unit	Account	Fund Code	Department	Program Code	Class	Project
+ −	1	10.00	PALMR	551200	12	348200	12300	10	1612195

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

Review Page

Summary Information

Request ID	0000000230	**Request Status**	New
Entered By	Sergio Almaraz		
Entered Datetime	04/23/2021 9:35AM	Attachments (1)	
Business Unit	PALMR		
Invoice Number	HONOR 04/23/21		
Invoice Date	04/23/2021		
Description	For Guest Speaking Services		
Total Amount	10.00		
Notes/Comments	Guest speaker for Business Systems Analyst Appreciation Day		

Supplier Information

	New Supplier
Supplier	Sergio Almaraz
	12345 Road
	Fiscalville, CA 92069

Contact Name	Sergio Almaraz
Contact Phone	123/456-7890
Contact Email	fiscal@bsa.edu

Invoice Details

Line	Description	Line Amount
1	Almaraz, Sergio Honorarium	10.00

Accounting Details

Line	Amount	GL Business Unit	Account	Fund Code	Department	Program Code	Class	Project
1	10.00	PALMR	551200	12	348200	12300	10	1612195

	Cost Sub-Total	10.00
	Total Amount	10.00

2

[Return]

Message

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

4

[OK] [Cancel]

TOP

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 Almaraz

Request Summary	From 01/23/2021 to 04/23/2021		Recent Messages		

No Recent Messages

Refine date range

Display	Status	Number of Requests
☑	Denied	1

Create

Requests

Request ID	Entered Datetime	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay		
0000000773	04/23/2021 9:35AM		Sergio Almaraz	For Guest Speaking Services	10.00	USD	Denied	PALMR				✖