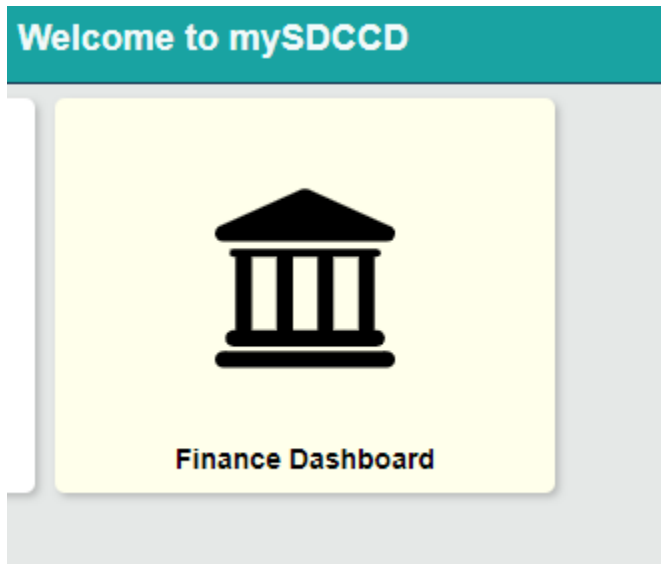


PAYMENT REQUESTS:

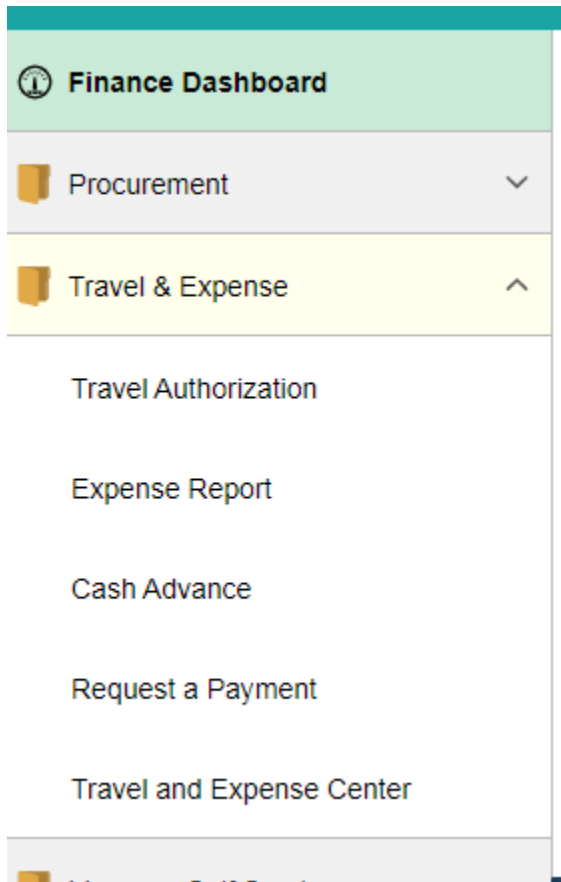
Payments for items such as those below of \$5,000 or less, no longer need to be processed through purchase requisitions but can be requested via online payment request through PeopleSoft with appropriate backup documentation. These payment requests will route through the usual non-travel workflow for the general ledger string being used to cover the cost of the items.

- Subscriptions
- Non Software licensing
- Membership fees
- Sponsorships/Small Advertising
- Honorarium- one time lectures
- Fees for Street Fairs/Outreach /Local promos
- Deposits for events which meet the above criteria

1. In PeopleSoft My Portal, click on Finance Dashboard.



2. Under "Travel and Expense" click on "Request a Payment."



3. Click "Create"

A screenshot showing a light blue bar with an orange 'Create' button. Below it is a table with two columns: 'Request ID' and 'Entered Dat'.

4. On the page below, please enter data in the following fields: Invoice Number, Business Unit, Description, Cost Sub-Total and a description of what the payment request is for. Please also attach any documentation related to the request. Once you're finished, click "Next."

The screenshot shows the 'Payment Request' form at Step 1 of 4. The breadcrumb trail includes 'Summary Information', 'Supplier Information', 'Invoice Details', and 'Review and Submit'. The 'Summary Information' section contains the following fields and information:

- Instructions (help icon)
- *Business Unit: (search icon)
- Request ID:
- *Invoice Number:
- *Invoice Date: (calendar icon)
- Entered By: Meredith, Jasmine
- Entered Datetime: 10/06/2020 5:03PM
- Description:
- *Cost Sub-Total:
- Misc Charge Amount:
- Freight Amount:
- Tax Amount:
- Total Amount:
- *Currency: (search icon)
- Attachments (0)
- Notes/Comments:
- 254 characters remaining

Navigation buttons at the bottom: Exit, Save for Later, Next (arrow).

- On this page, type in the Supplier Name and click "Search." If you do not see your supplier, you may have to keep clicking the arrow to go to the next page of suppliers (first picture below) or your supplier may not be in PeopleSoft. If the latter case, please contact Purchasing for a Supplier Uptake form.

If you find your supplier, click the radio button to the left of the Supplier Id column and then click "Next."

First 1-9 of 171 Last

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

Exit Save for Later Previous Next

Supplier Information - Step 2 of 4

Business Unit DIS01 Invoice Number 52 Entered By Meredith, Jasmine
 Request ID Invoice Date 10/06/2020 Entered Datetime 10/06/2020 5:03PM

Country Search
 Supplier ID Enter New Supplier
 Supplier Name

Supplier list						Personalize	Find	View 100	First	1-9 of 9999	Last
Supplier ID	Name	Address	City	State	Country						
<input type="radio"/> 0000012862	MOOTRY,ELAYNA D	1234 MADERA STREET	SAN DIEGO	CA	USA						
<input type="radio"/> 0000013590	WALTER DEFELICE JR	6302 LAKE ATHABASKA PL	SAN DIEGO	CA	USA						
<input type="radio"/> 0000015741	OBRIEN,JOHN A	3742 33RD ST #2	SAN DIEGO	CA	USA						
<input type="radio"/> 0000017030	JONES,ROJUANA C	PO BOX 741974	SAN DIEGO	CA	USA						
<input type="radio"/> 0000018022	JAMES M. BENNETT	7741 CANYON POINT LANE	SAN DIEGO	CA	USA						
<input type="radio"/> 0000019450	MARLEN H. MALDONADO	2750 WHEATSTONE STREET #169	SAN DIEGO	CA	USA						
<input type="radio"/> 0000027362	WALTER D. WESLEY	COMPUTER & INFO SCIENCES			USA						
<input type="radio"/> 0000027872	CHERYL L. WITT	1677-L MELROSE AVENUE	CHULA VISTA	CA	USA						
<input type="radio"/> 0000029339	SUZANNE NOBLE	4041 IBIS STREET #911	SAN DIEGO	CA	USA						

Exit Save for Later Previous Next

- On this page, please enter the Cost Sub-Total and then click the “Add Lines” button.

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 DIS01 | Invoice Number 52 | Entered By Meredith, Jasmine
 Request ID | Invoice Date 10/06/2020 | Entered Datetime 10/06/2020 5:03PM

Line	Description	Quantity	Unit	Unit Price	Line Amount
Add Lines					
				*Cost Sub-Total	50.00
				Misc Charge Amount	0.00
				Freight Amount	0.00
				Tax Amount	0.00
				Total Amount	50.00
				*Currency	USD

Exit |
 Save for Later |
 Previous |
 Next

- Enter data in the following fields: Description, Line Amount, Amount, GL Business Unit, Fund Code, Department, Product and Account. Click “Next”

Business Unit DIS01 | Invoice Number 52 | Entered By Meredith, Jasmine

Add a New Line ✕

Line	Description	Quantity	Unit	Unit Price	*Line Amount
1	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>

Accounting Details

Line	Quantity	*Amount	*GL Business Unit	Fund Code	Department	Product	Account	Operating Unit	PC Busine
1	<input style="width: 50%;" type="text"/>	0.00	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>

OK |
 Cancel

- If after you click next you return to the Invoice Details page, click “Next.” If you receive an error, chances are the gl string that was entered is not in PeopleSoft. In this case, please contact Nancy Lim to set up the gl string.

9. Once everything is complete, please go to the last page “Review and Submit” and click the “Review” button to make sure all the data are correct.

Click the "Review" button to review the detailed request.

Click the "Submit" button to submit your request.

Review

Submit

-
10. Click “Submit” and you’re finished! To follow-up on your payment request, please contact Renee Darden in Accounts Payable and copy her manager, Rowena Rodriguez.