

## PAYMENT REQUEST TO PAY CAL CARD PURCHASES

Monthly reconciliations are due to District Accounts Payable by the 4<sup>th</sup> of each month!

Navigation: PeopleSoft > Employee Self Service > Payment Request Center >

Payment Request Center

Welcome: Rodriguez, Rowena

Request Summary From 12/29/2022 to 03/29/2023

Recent Messages No Recent Messages

Display	Status	Number of Requests
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Create

Requests

Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay
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Click "Create". Fill in the information. The full amount of the CAL card purchases. Do not breakdown the taxes. Upload the CAL card report as attachment. (The report should be the statement, Purchase Log, Reconciliation Report, and all supporting receipts for the transactions.)

Summary Information

Supplier Information

Invoice Details

Review and Submit

Exit Save for Later Next

Summary Information - Step 1 of 4

Instructions ?

\*Business Unit DIS01 Request ID

\*Invoice Number 44441111-032 \*Invoice Date 03/22/2023

Entered By Rodriguez, Rowena Entered Datetime 03/29/2023 8:15AM

Description John Doe Cal card 03/22/23

\*Cost Sub-Total 1200.00

Misc Charge Amount

Freight Amount

Tax Amount

Total Amount 1200.00 \*Currency USD

Notes/Comments Cal card 3/22/23

238 characters remaining

Attachments (1)

Click Next

Supplier is US Bank. Address PO Box 790428, St Louis, MO 63179-0428

## Payment Request



Exit   Save for Later   Previous   Next

### Supplier Information - Step 2 of 4

Business Unit DIS01  
Request ID

Invoice Number 44441111-032223  
Invoice Date 03/22/2023

Entered By Rodriguez, Rowena  
Entered Datetime 03/29/2023 8:15AM

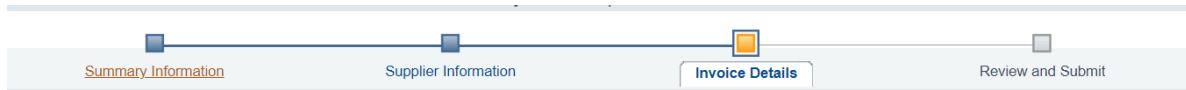
#### Supplier Address

Supplier ID 0002049410  
Supplier US BANK CORPORATE PAYMENT SYSTEM  
PO BOX 790428  
ST LOUIS, MO 63179-0428

Supplier Search  
Enter New Supplier

Exit   Save for Later   Previous   Next

Click Next.



Exit   Save for Later   Previous   Next

### Invoice Details - Step 3 of 4

#### Instructions ?

Business Unit DIS01  
Request ID

Invoice Number 44441111-032223  
Invoice Date 03/22/2023

Entered By Rodriguez, Rowena  
Entered Datetime 03/29/2023 8:15AM

Line	Description	Quantity	Unit	Unit Price	Line Amount
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Add Lines

\*Cost Sub-Total 1200.00  
Misc Charge Amount  
Freight Amount  
Tax Amount

Total Amount 1200.00 \*Currency USD

Exit   Save for Later   Previous   Next

Click Add line

Fill in the information, total amount charged to the 1<sup>st</sup> budget number. Do not break down the taxes. If multiple budget number, add as many lines as necessary

**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 44441111-032223    Entered By Rodriguez, Rowena  
 Request ID    Invoice Date 03/22/2023    Entered Datetime 03/29/2023 8:15AM

Line	Description	Quantity	Unit	Unit Price	Line Amount
1	Home Depot-supply	1.0000	EA	600.00000	600.00

**Add a New Line**

Line	Description	Quantity	Unit	Unit Price	*Line Amount
1	Home Depot-supply	1.0000	EA	600.00000	600.00

**Accounting Details**

Line	Quantity	*Amount	*GL Business Unit	Fund Code	Department	Product	Account	Operating Unit
1	1.0000	600.00	DIS01	1110			9503	

OK    Cancel

Click Okay. Click Next. Click Add lines

Fill in the information, for the full amount of the 2nd budget. Do not break down the taxes.

**Payment Request**

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

Exit    Save for Later    Previous    Next

**Invoice Details - Step 3 of 4**

Business Unit DIS01    Invoice Number 44441111-032223    Entered By Rodriguez, Rowena  
 Request ID    Invoice Date 03/22/2023    Entered Datetime 03/29/2023 8:15AM

Line	Description	Quantity	Unit	Unit Price	Line Amount
1	Home Depot-supply	1.0000	EA	600.00000	600.00
2	Amazon-supply	1.0000	EA	600.00000	600.00

**Add a New Line**

Line	Description	Quantity	Unit	Unit Price	*Line Amount
2	Amazon-supply	1.0000	EA	600.00000	600.00

**Accounting Details**

Line	Quantity	*Amount	*GL Business Unit	Fund Code	Department	Product	Account	Operating Unit
1	1.0000	600.00	DIS01	1110			9155	

OK    Cancel

Click Okay

The total purchases in the statement should match the combined total of the line items

**Payment Request**

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

Exit   Save for Later   Previous   Next

**Invoice Details - Step 3 of 4**

**Business Unit** DIS01      **Invoice Number** 44441111-032223      **Entered By** Rodriguez, Rowena  
**Request ID**              **Invoice Date** 03/22/2023              **Entered Datetime** 03/29/2023 8:15AM

Line	Description	Quantity	Unit	Unit Price	Line Amount		
1	Home Depot-supply	1.0000	EA	600.00000	600.00		
2	Amazon-supply	1.0000	EA	600.00000	600.00		

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

**Total Amount** 1200.00 \*Currency

Exit   Save for Later   Previous   Next

Click Next

**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** 44441111-032223      **Entered By** Rodriguez, Rowena  
**Request ID**              **Invoice Date** 03/22/2023              **Entered Datetime** 03/29/2023 8:15AM

**Description**

**Supplier** US BANK CORPORATE PAYMENT SYSTEM

**Total Amount** 1200.00    USD

**Request Status** New

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

Exit   Save for Later   Previous

Click Submit. Okay to proceed

The last screen shows the payment request submitted.

Payment Request Center Home > Rodriguez, Rowena

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**Request Summary** From 12/29/2022 to 03/29/2023

Display	Status	Number of Requests
<input checked="" type="checkbox"/>	Submitted	1

**Recent Messages**

No Recent Messages

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[Create](#) **Requests**

Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay	
0000019526	03/29/2023 8:15AM	44441111-032223	0002049410	US BANK CORPORATE PAYMENT SYSTEM	John Doe Cal card 03/22/23	1,200.00	USD	Submitted	DIS01			