ADVANCE PAYMENT REQUISITION

PURPOSE: TO PAY A SUPPLIER IN LESS THAN 30 DAYS (i.e. Membership Fees, Subscriptions, Catering).

PAYMENT REQUESTS MAY ALSO BE USED FOR MEMBERSHIP FEES AND SUBSCRIPTIONS UNDER $5,000.

REQUIRED ITEMS NEEDED PRIOR TO PROCESSING:

1. ACTIVE PEOPLESOFT SUPPLIER ID #
2. INVOICE/PAYMENT INFORMATION
3. BUDGET NUMBER AND AVAILABLE FUNDING

REQUIRED ATTACHMENT: OFFICIAL INVOICE FROM THE SUPPLIER

CHECK "AMOUNT ONLY" BOX: NO

PAYMENT PROCESS TO SUPPLIER: THE REQUESTOR WILL PROVIDE THE INVOICE TO ACCOUNTS PAYABLE - apinvoice@sdccd.edu FOR PAYMENT. REQUESTORS SHOULD TRACK PROCESS VIA MANAGE REQUISITIONS SCREEN.

**SPECIAL HANDLING FORM:** COMPLETE IF YOU WANT THE CHECK ROUTED TO YOU OR YOUR OFFICE.

ADVANCE PAYMENT REQUISITIONS

Log into PeopleSoft at myportal.sdccd.edu **using your User ID and Password.**

Navigate to *Create a Requisition* **from the home page by selecting: Finance Dashboard/Procurement/Create a Requisition.**
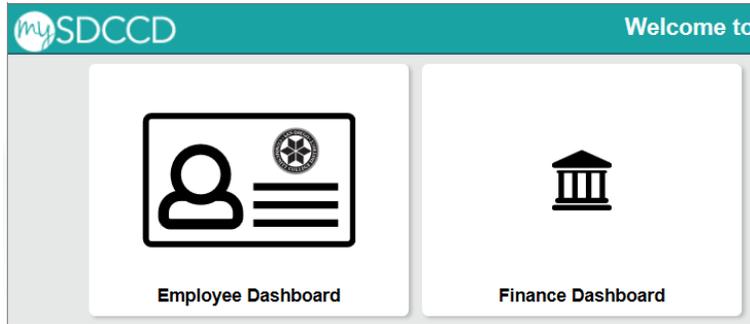
This is the *Requisition Settings* **page. When creating a requisition, enter info on this page and it will auto populate into each line item of the requisition.**
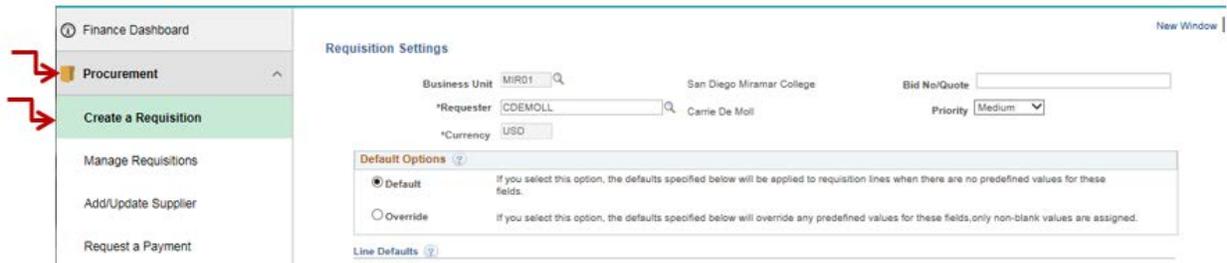
Change the status from *Default* **to** *Override*.

Requisition Settings

Business Unit	MIR01	San Diego Miramar College	**Bid No/Quote** MIRA MESA LIVING
***Requester**	CDEMOLL	Carrie De Moll	**Priority** Medium
***Currency**	USD		

Default Options ?

○ **Default** — If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

⦿ **Override** — If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults ?

Note: The information in this page does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Next, look up the Supplier by clicking on the magnifying icon. Leave the *Buyer* field blank; it will automatically default to the Buyer assigned to Miramar.   Enter the appropriate category.

Requisition Settings

Business Unit MIR01   San Diego Miramar Coll...   Bid No/Quote **MIRA MESA LIVING**

*Requester CDEMOLL   Carrie De Moll   Priority Medium

*Currency USD

Default Options ?

○ Default   If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

● Override   If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults ?

Note: The information in this page does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier 0002052865   Category 918-76

Supplier Location MAIN   Unit of Measure EA

Buyer

Supplier Search

Supplier ID 0002052865   Find

Name MIRA MESA LIVING   Reset

Short Supplier Name

Alternate Supp Name

City

Country   State

Postal Code

Search Results   Personalize | Find | View All | | First ◄ 1 of 1 ► Last

Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
1 0002052865	MIRA MESA LIVING	MAIN	DBA MIRA MESA LIVING	6755 MIRA MESA BLVD #123	SAN DIEGO	CA	

Select   Cancel

Shipping Defaults

Ship To MIR

Due Date

Distribution Defaults

SpeedChart

Accounting Defaults

Chartfields1

Dist	Percent▲	Location▲	GL Unit▲	Fund	Dept	Product	Account	
1		MIR	MIR01					+ −

OK   Cancel

Click OK

Fill in the complete budget number which should be provided to you by your dean/manager.

To begin creating the requisition, click the Special Requests link.

Enter the desired information into the *Price field. Enter "1" into the *Quantity field.

In the Additional Information field, enter a full description of the invoice that is being paid. If check is not to be mailed directly to supplier, complete Special Handling form and submit to Accounts Payable.

Check the "Send to Supplier," "Show at Receipt," and "Show at Voucher" boxes. Click Add to Cart.

Search	All	Search · Advanced Search

Create Requisition ⓘ

Enter information about the non-catalog item you would like to order:

Item Details
*Item Description: MIRA MESA LIVING- FULL PAGE AD
*Price: 2500.00   *Currency: USD
*Quantity: 1   *Unit of Measure: EA
*Category: 918-76   Due Date:

Supplier
Supplier ID: 0002052865
Supplier Name: MIRA MESA LIVING   MIRA MESA LIVING   Suggest New Supplier
Supplier Item ID:

Manufacturer
Mfg ID:
Manufacturer
Mfg Item ID:

Additional Information

MIRA MESA LIVING – FULL PAAGE ADVERTISEMENT FOR
FY 2022-2023 INVOICE #123456

☑ Send to Supplier   ☑ Show at Receipt   ☑ Show at Voucher

Request New Item
☐ Request New Item   A notification will be sent to a buyer regarding this new item request.

Add to Cart

Click the Checkout button. This will direct you to the *Checkout – Review and Submit* screen

Create Requisition ⓘ

Welcome **Carrie De Moll**   🏠 Home   🪄 My Preferences   ⚙ Requisition Settings | 🛒 1 Line   Checkout

Request Options ▼   Search All   Search · Advanced Search

Checkout - Review and Submit

Review the item information and submit the req for approval.   🖉 My Preferences   ⚙ Requisition Settings

Requisition Summary

Business Unit: MIR01   San Diego Miramar College   Bid No/Quote: PREPAY - MIRA MESA LIVING
*Requester: CDEMOLL   Carrie De Moll   Priority: Medium
*Currency: USD

Cart Summary: Total Amount 2,500.00 USD

Expand lines to review shipping and accounting details   ➕ Add More Items

Requisition Lines ⓘ

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ ☐ 1	MIRA MESA LIVING FULL PAGE AD		MIRA MESA LIVING	1	EACH	2500.00	2500.00	📋	💬 Edit	🗑

☐ Select All / Deselect All   Select lines to: 📁 Add to Favorites   🗒 Add to Template(s)   🗑 Delete Selected   🔄 Mass Change

Total Amount   2,500.00 USD   Attach invoice in "Comments" field.

Click "Save for Later" which will create a Requisition ID number. Carefully review your requisition and if everything appears correct, click "Check Budget".

When the following message appears, click "OK".
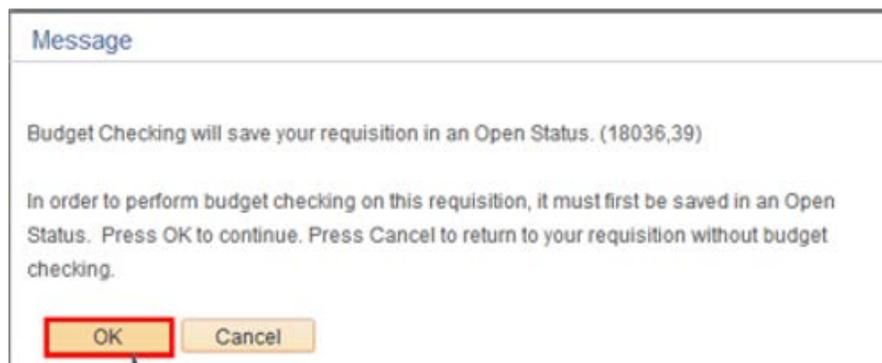
When the Budget Checking Status" changes from "Not Checked" to "Valid", proceed by clicking the "Save & Submit" button. This will launch the requisition into the approval workflow.

The Confirmation page will list the order of the designated approvers based on the budget entered.
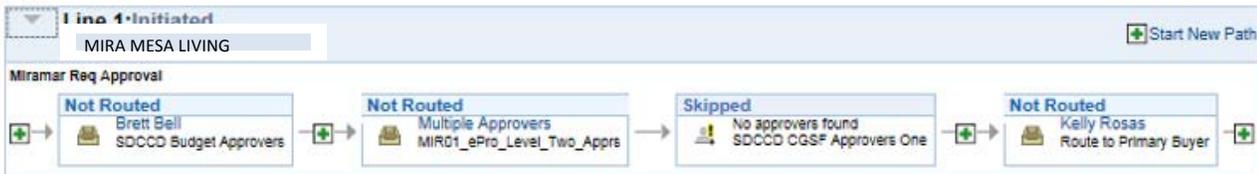
FINAL NOTE: The Advanced Payment process is a manual process. Payment is not automatically generated when the purchase order is dispatched. The requester must send the invoice to Accounts Payable - apinvoice@sdccd.edu for payment processing. As such, please follow up with the Business Office x7815 to ensure that a check is issued in a timely manner.