Self-Service Payment Request

You may now submit invoices for approval and payment via MyCap self-service. Self-service will also allow you to track the status of your request at all times. **Note: This instruction is only for payment requests below $5,000.00. Any invoice above $5,000.00 must have a pre-approved Purchase Order (PO) before it will be paid. See separate instructions for Self-service Purchase Order requisitions.** At this time, student organization payment requests will still need to be done by paper and sent to AP for processing.

To submit an invoice less than $5,000.00 for payment, log into MyCap self-service. At the home screen, select "Procurement"

Financial Management Overview

✓ **Approve Documents** Here you can approve a list of financial documents.	**Budget to Actuals** Here you can view the financial health of your cost centers.
Finance Query Here you can query your financial data.	**Receive Goods and Services** Here you can receive or reject purchase order line items.
Budget Development Here you can create and maintain your budget.	**Procurement** Here you can create and maintain your procurement documents.
Projects Accounting Here you can view the financial health of your projects.	

Click the create tab at the top-left corner of the screen.

Procurement

View   Create

▼ Filter   **Collapse All**

Document Types: Requisition, Purchase Order, Payment Request

Requisition

ⓘ   No Requisitions to view.

Purchase Order

ⓘ   No Purchase Orders to view.

Payment Request   ⌃

Voucher Date	Voucher			Total
2/23/2021	V0468622	In Progress	1516674 Sweetwater	$500.00

Choose "Payment requests" from the Document Type drop-down box and populate the fields with the appropriate information from the invoice. The drop-down will default to purchase order, so make sure you choose the correct document type. Additional details about the various fields are below.

Document Type - Choose *Payment Request* for invoices less than $5,000. Follow the instructions for Purchase Orders (PO) for invoices above $5,000.

Request Date- Defaults to the today's date and can often be left as such. At the end of the fiscal year, enter 6/30/xx if this is a June (or earlier) invoice being paid after July 1, otherwise, let it default to the current date.

Needed by date – Enter the due date of the invoice here.

Vendor ID - Type in all or part of the name of the vendor. A list of possible vendor matches will appear. If the correct one is not there, contact Jason Davis in AP and follow new vendor protocol. Others may have more than 1 address for the same vendor, choose the correct address on your invoice. Vendors who are in Colleague as people, not organizations, may not have addresses in drop down.

Invoice number and date – Enter the invoice number and invoice dates here. Invoice numbers helps to avoid duplicate payments. If there is no invoice number, enter "none".

AP Type

| 0001 REGULAR A/P | ∨ |

Tax Code 1

| None | ∨ |

Tax Code 2

| None | ∨ |

Tax Code 3

| None | ∨ |

Items

Line Items	Description	Quantity	Price	Extended Price	

Add Item

Cancel   Save and Attach

AP type-Defaults to 0001. Do not change.

Tax codes- Do not change

Items - Click on *add item*. Enter a description of the purchase, quantity ordered and price per item. Extended price will auto populate for the total price.

GL Account-Start entering number, drop down will show with numbers you have access to. You can enter the name of the department or object code too. You can add more than one GL# per item. You can also add more than one item to a purchase request for the same vendor.

Items

Line Items	Description	Quantity	Price	Extended Price

New Item

Description *

Quantity *   Price   Extended Price

$0.00

GL Account *   Amount   GL Remaining Balance

Search by GL Account...   0.00   ⊖

Add GL Account

Cancel   Add Item

Enter next approvers. Enter the name of your next approver. You may also use their user ID (name part of e-mail address) or Colleague ID#. Purchases less than $2,500 may be approved by budget manager, department chair or director. All invoices over $2,500 will need to be approved by the divisional VP. Enter the name of the first approver and then have that approver enter the next approver. DO NOT ENTER ALL APPROVERS AT ONCE.   If all approvers are entered at once, and the approver with the highest approval approves it first, the rest will not see it. An e-mail will be sent to them notifying them that there is a payment request to be approved.

Approvers	Approval Date

Next Approvers

Next Approver Lookup 🔍

Internal Comments

Internal Comments-Any comments you wish to include go here, i.e. fiscal year or other info.

When done, choose Save and Attach. **Appropriate documentation must be attached to the request** to be able to save. In most cases this will mean the **original** invoice. Other examples might be a copy of a registration form showing the registration fee due, or a copy of a contract or letter of agreement with a speaker or performer.

Things to keep in mind:

One invoice per payment request

Do not enter commas in the dollar amounts

You must enter the next approver to generate an e-mail to them

Travel expense reports can be paid this way. Fill out the Travel Expense Report and save as a PDF. Upload report and all receipts.