

SWTJC Colleague Web Advisor

Web Request a Payment Manual

(To be used to issue a check for payment of an invoice for goods or services that HAS NOT been processed through Web Requisition/Purchase Order process)

Provided by Purchasing

January 2018

Page 2: When to use a Request for Payment/Policy link

Page 3-8: Enter a web Request a Payment

Page 9-11: View/Modify/Delete web Request a Payment

Written by Purchasing Department

When to Use a Request for Payment

Requests for Payment should be used when a check needs to be issued to a supplier/vendor, and almost always are prompted by an invoice. The following are some examples:

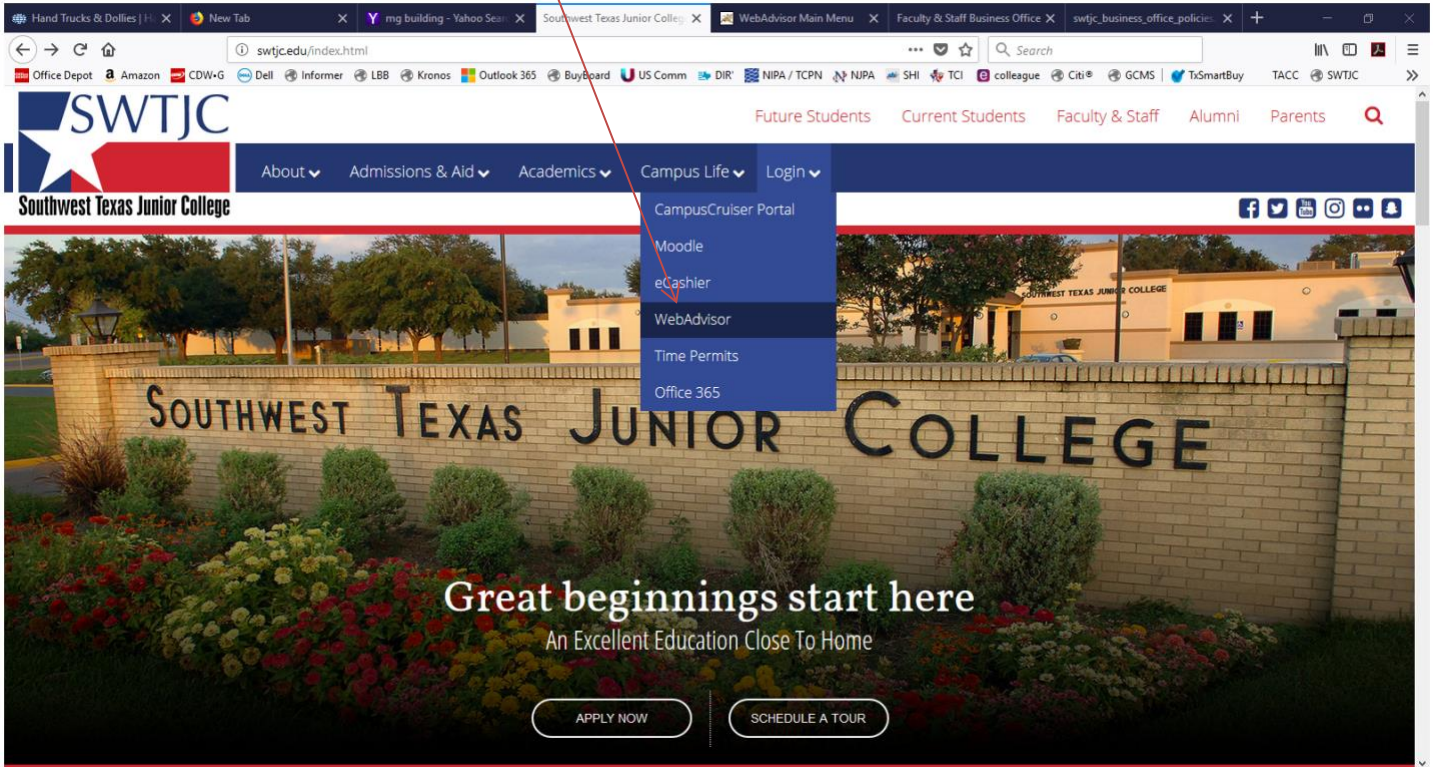
- Membership dues
- Subscriptions
- Honorariums
- Reimbursements (keep in mind that although the College is tax exempt, individuals are not, so please limit these; the exception is for travel reimbursement)
- Conference and competition registrations.
- “After the fact” purchases (these should be **very limited** as it goes against College policy)

See also, Business Office policies found at:

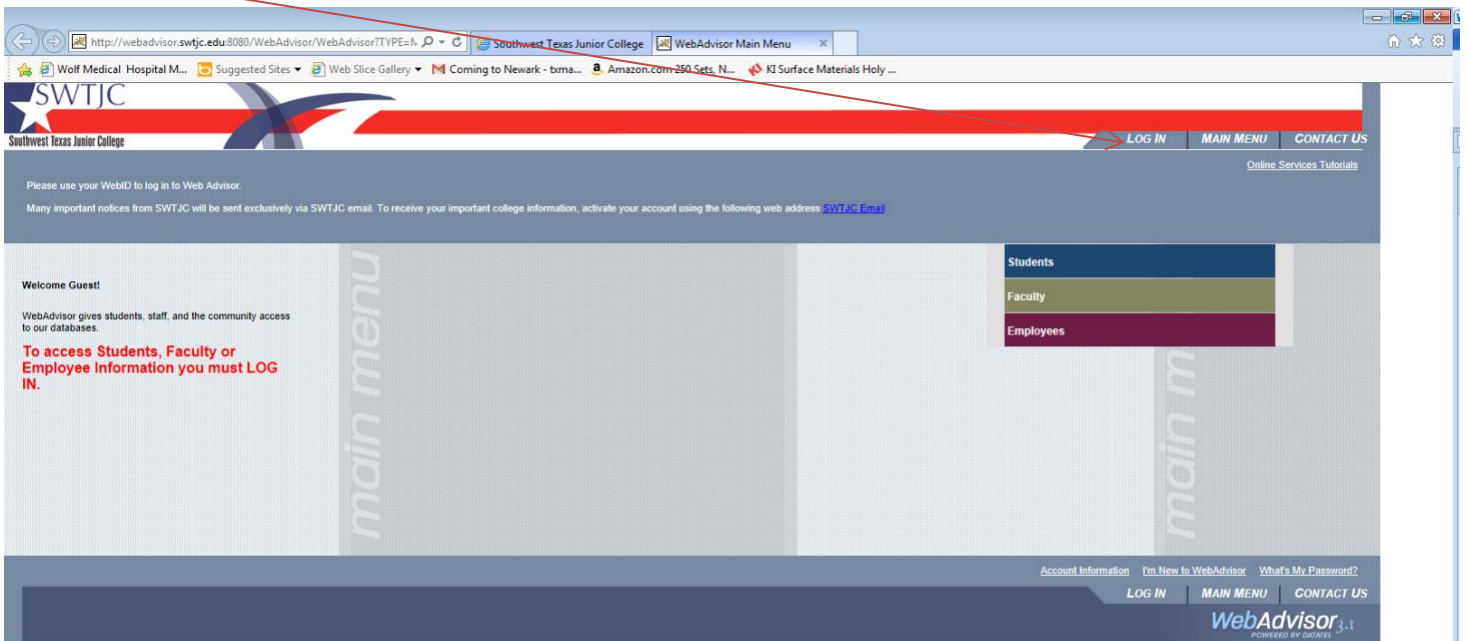
http://swtjc.edu/documents/business_office/swtjc_business_office_policies.pdf

SWTJC COLLEAGUE WEB REQUEST A PAYMENT SOP

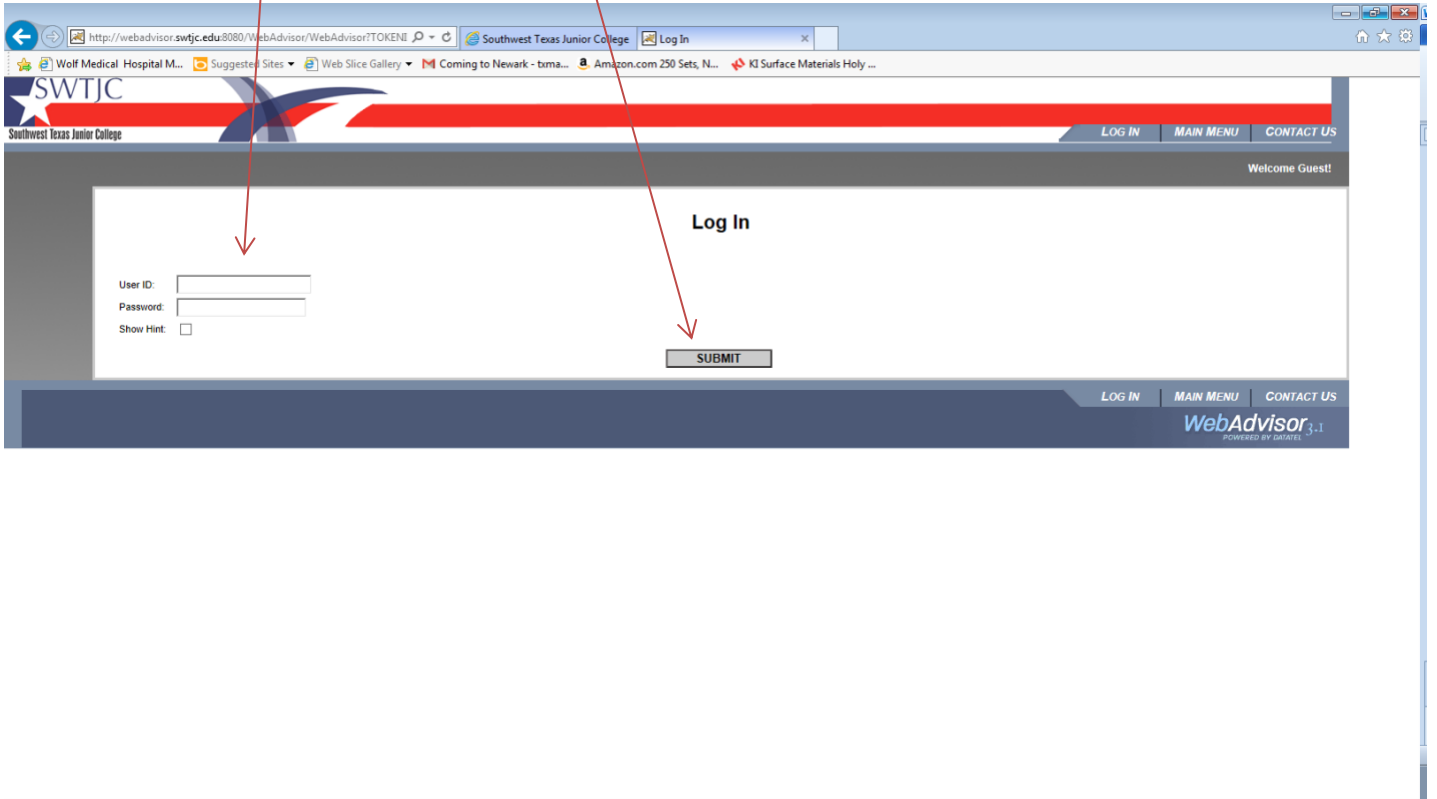
Click on **Web Advisor** from www.SWTJC.edu home page:



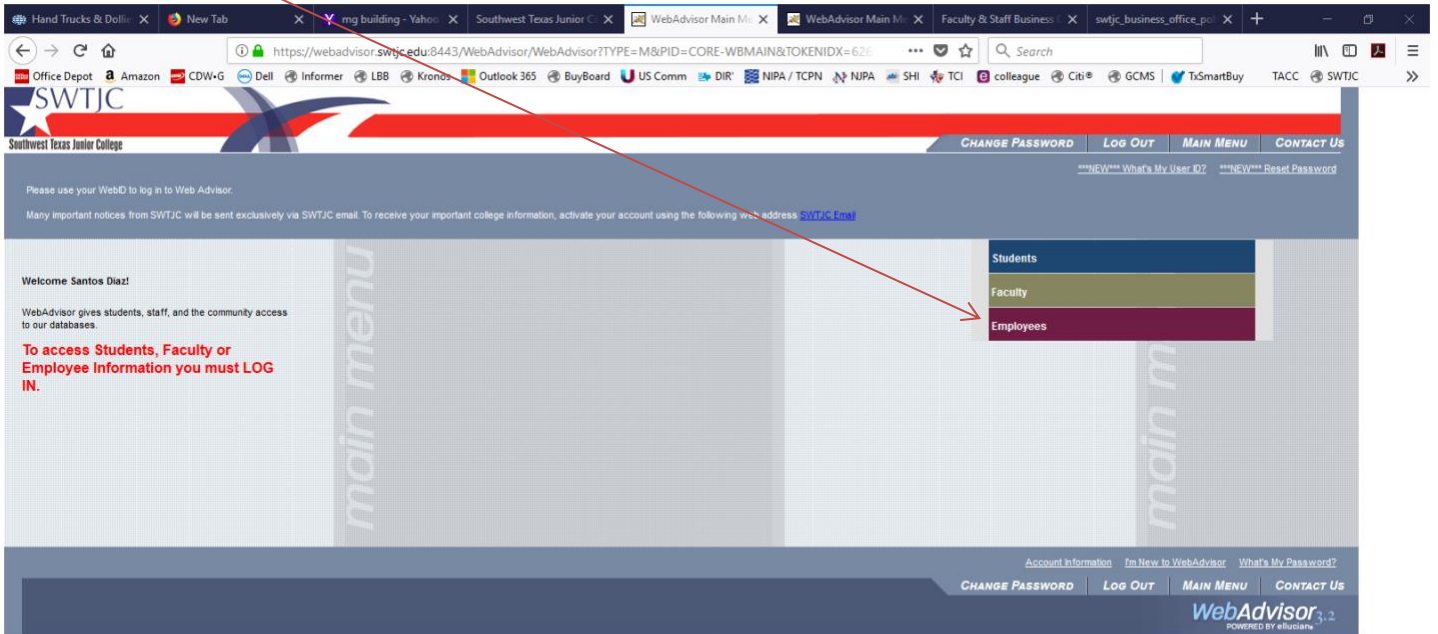
Click on **Log In:**



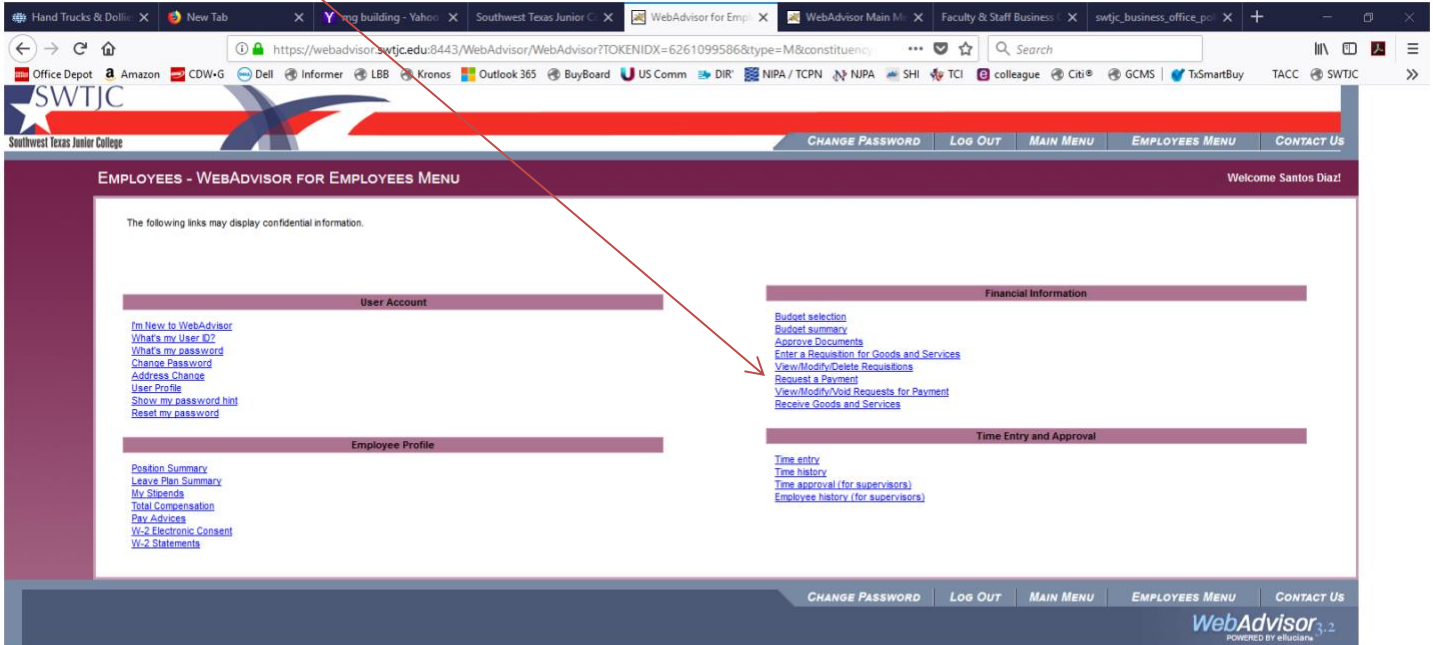
Enter your **User ID** and **Password** and click **Submit**:



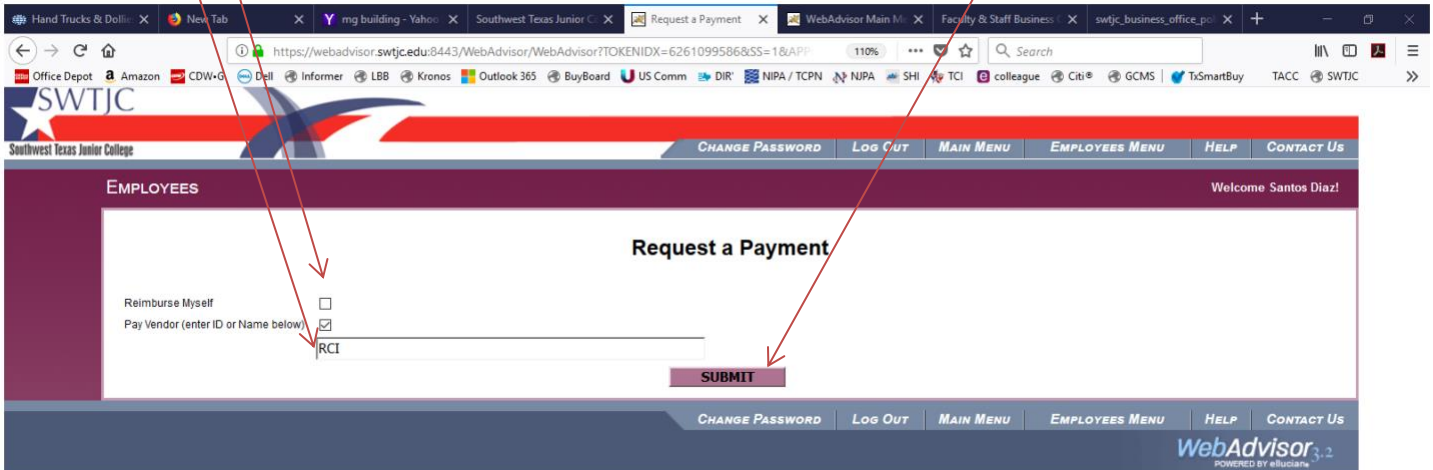
Click on **Employees**:



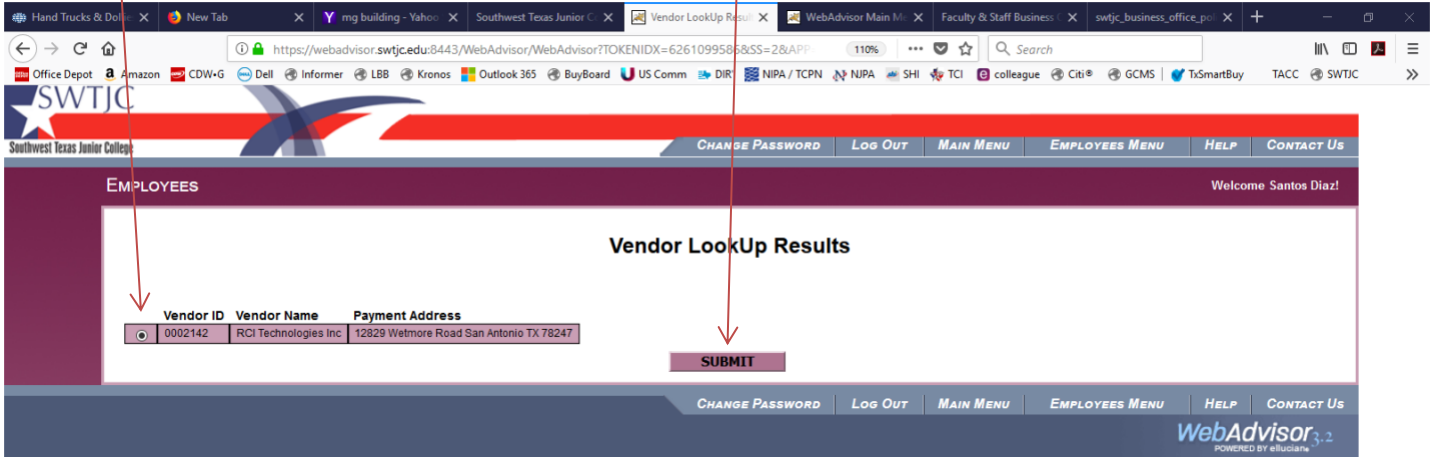
Click on **Request a Payment**:



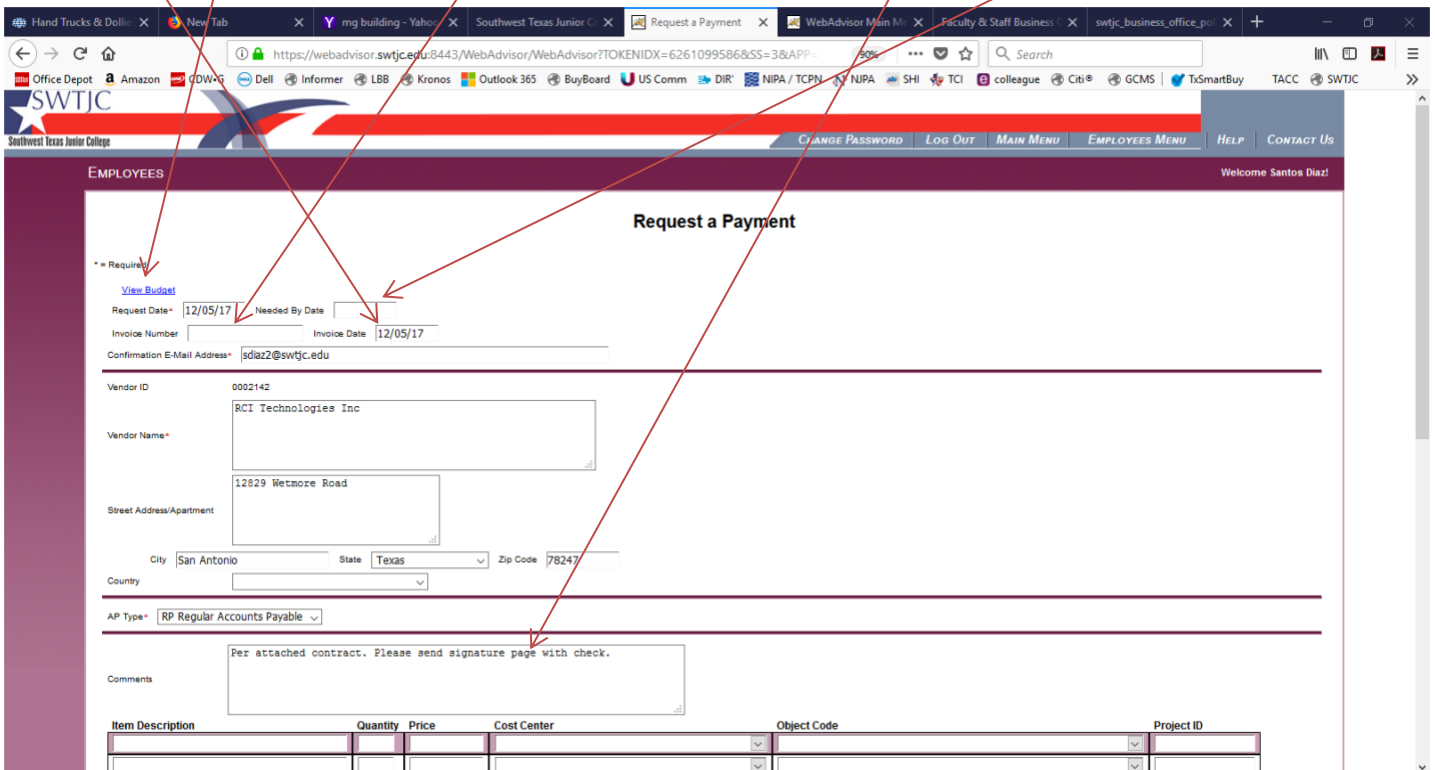
Click in **Reimburse Myself** if you are entering a request for a reimbursement (these should be very limited). Or click in **Pay Vendor (enter ID or Name below)** box and enter Vendor name (hint – less is more - for example, RCI Technologies Inc may be entered as “RCI”) or enter ID# if you know it (0002142) and click on **Submit**:



Click on the circle next to the appropriate vendor then click **Submit**:



Request a Payment form will backfill with your info from sign-on, **check to make sure it's correct**. If you have a "Needed By" or "Invoice Date" enter them, and enter **Invoice Number (required)**. If you have Comments such as: "per attached quote or contract" or other instructions for AP such as "include contract with check", enter into **Comments** box at this time; you may check budget by clicking on **View Budget**, this will take you to Budget Summary pages in WebAdvisor:



Next, click in Item **Description** box and enter description, tab to **Quantity** and enter appropriate amount, tab to **Price** and enter the price (per item) including decimals, tab to **Cost Center** and select appropriate fund and department from drop down, tab to **Object Code** and select appropriate code and location from drop down. Tab to **Next Approver**, and enter the appropriate "Next Approver" Colleague name (see List of Approvers) – this could be the first of several approvals that might be required (follow your required protocol). *Enter only ONE next level approver here.* Click **Submit**.

Comments

Item Description	Quantity	Price	Cost Center	Object Code	Project ID
Inventory services	1	1000	12-500051 Purchasing & Central Stores	5300-01 Service Contracts - Uvalde	

Tax Codes

Next Approval
ANNE0500

SUBMIT

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WebAdvisor 3.2
POWERED BY eBusiness

A **Voucher Number** has been assigned to your request. Please check over the information to make sure it is correct.

EMPLOYEES Welcome Santos Diaz!

Voucher

Voucher Number V0325508
 Voucher Amount \$1,000.00
 Vendor ID and/or Name 0002142 RCI Technologies Inc

Voucher Status Not Approved AP Type RP Regular Accounts Payable
 Voucher Date 12/05/17 Voucher Maintenance Date 12/05/17 Due Date 12/05/17
 Invoice Number 1234567890 Invoice Date 12/05/17
 Check/Transaction Number Paid Date

Created from Document

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Invoice Number	Tax Codes	Tax Info	Comments
Inventory services		1.000		1,000.0000	1,000.00	12-500051-5300-01 Service Contracts - Uvalde	1234567890			

Comments
 Per attached contract. Please send signature page with check.

Approval Date Next Approval
 Anne Taraki

OK

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Please record the Voucher number on any documents (the invoice and contract or quote), and forward *immediately* to Accounts Payable Clerk (nsvelasquez@swtjc.edu).

Finally, you will receive an email with all pertinent information -your next Approver will receive one as well. Please store it in an Outlook folder as you may need it for follow up at some point.

From: APWebAdvisor@swtjc.edu
Sent: Tuesday, December 5, 2017 9:30 AM
To: sdiaz2@swtjc.edu
Subject: Voucher Confirmation: V0325568

Voucher Number V0325568
Voucher Status Not Approved

Requestor Name Santos Diaz

Voucher Date 12/05/17
Due Date 12/05/17
Vendor ID and/or Name 0002142 RCI Technologies Inc
AP Type RP Regular Accounts Payable
Voucher Total \$1,000.00

ITEM 1
Item Description Inventory services
Quantity 1.000
Price \$1,000.0000
Extended Price \$1,000.00
GL Distribution 12-500051-5300-01 Service Contracts : Uvalde

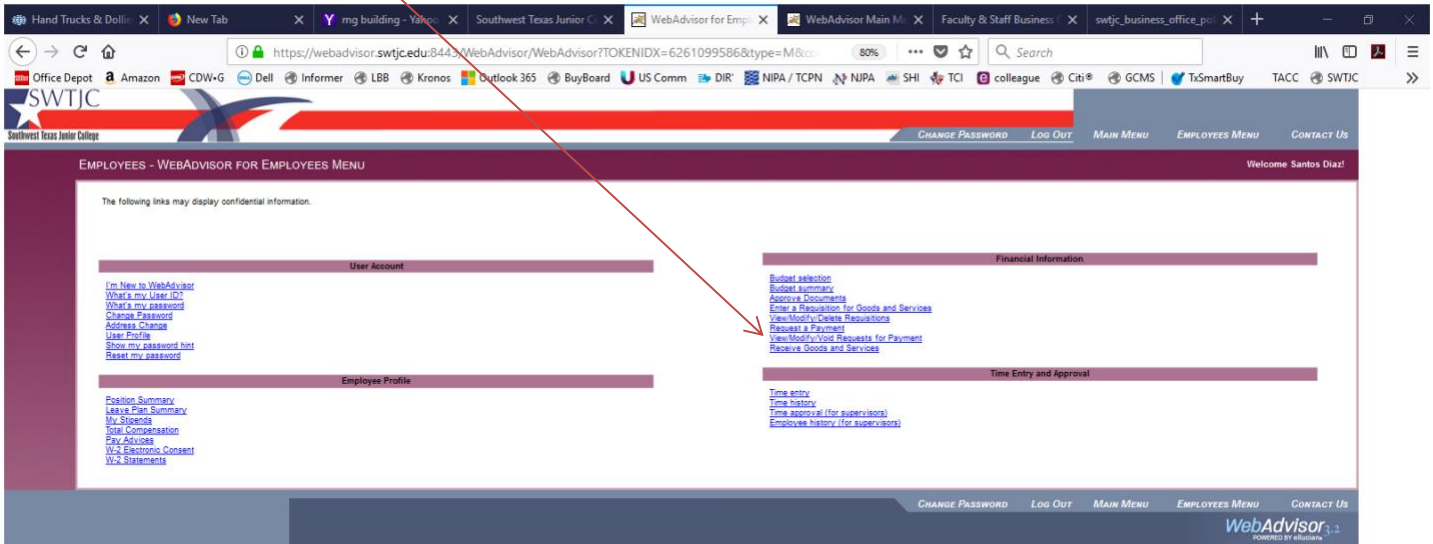
COMMENTS
Per attached contract. Please send signature page with check.

APPROVAL DATE

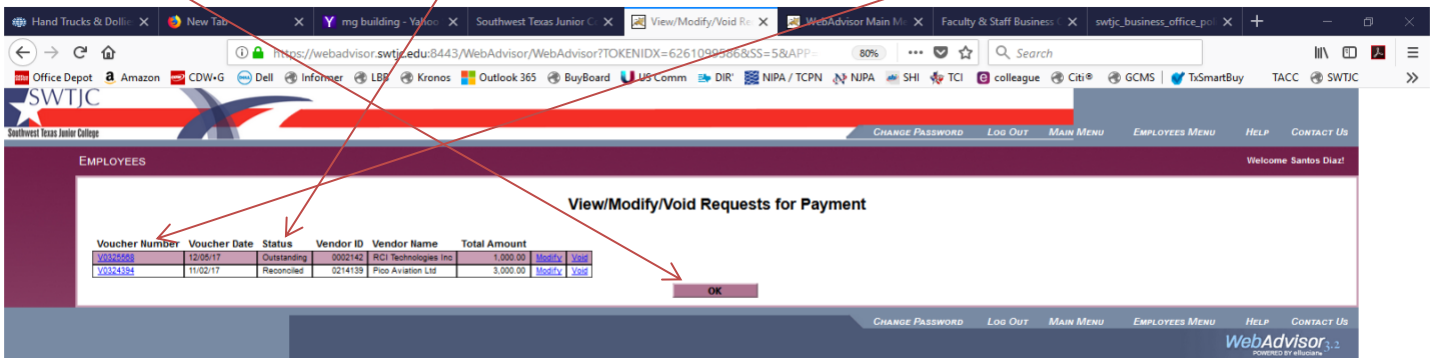
NEXT APPROVALS
Anne Tarski

SWTJC WEB VIEW/MODIFY/VOID REQUESTS FOR PAYMENT SOP

To view, change (Modify) a request for payment you've entered previously, log into WebAdvisor as previously instructed (see page 3), and click on **View/Modify/Void Requests for Payment**:



A list of requests for payment that you have previously entered will appear. Note the **Voucher Number** on the left and the **Modify/Void** on the right side of the page. If you wish to view, click on the **Voucher Number**. It's important to note that this screen will show you the **Status – Not Approved, Outstanding (Approved but not yet Paid), Paid, etc.**



You will be able to view the voucher, and check the status – whether it's been approved, paid, etc. Drilling into the **Description** will bring up more detail.

Voucher

Voucher Number: V032568
 Voucher Amount: \$1,000.00
 Vendor ID and/or Name: 0002142 RCI Technologies Inc

Voucher Status: Outstanding AP Type: RP Regular Accounts Payable
 Voucher Date: 12/05/17 Voucher Maintenance Date: 12/05/17 Due Date: 12/05/17
 Invoice Number: 1234567890 Invoice Date: 12/05/17
 Check/Transaction Number: Paid Date:

Created from Document

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Invoice Number	Tax Codes	Tax Info	Comments
Inventory services		1.000		1,000.0000	1,000.00	12-500051-5300-01 Service Contracts : Uvalde	1234567890			

Comments: Per attached contract. Please send signature page with check.
 Approval: Anne Tanski 12/05/17

CLOSE WINDOW

If you click **Modify**, you will be able to make changes to the requisition – add more items and approvers if needed. Click **submit** after making the changes.

Modify a Request for Payment

** Required

[View Budget](#)

Voucher Number: V032568 Voucher Date: 12/05/17
 Status: Outstanding Status Date: 12/05/17
 Invoice Number: 1234567890 Invoice Date: 12/05/17

Needed by Date: 12/05/17
 Confirmation E-Mail Address: sdiaz2@swtjc.edu
 AP Type: RP Regular Accounts Payable

Vendor ID and/or Name: 0002142 RCI Technologies Inc
Vendor Address
 12829 Westlake Road
 San Antonio, TX 78247

Modify	Delete	Item Description	Quantity*	Price*	GL Distribution
<input type="checkbox"/>	<input type="checkbox"/>	Inventory services	1.000	1,000.0000	12-500051-5300-01 Service Contracts : Uvalde

Number of Line Items to Add: 0

Comments: Per attached contract. Please send signature page with check.

Next Approval

Approval	Date
Anne Tanski	12/05/17

If you wish to Void an entry, you can click submit and void the voucher.

EMPLOYEES Welcome Santos Diaz!

Void a Request for Payment

Caution: Pressing Submit will Void this Request for Payment

* = Required

Voucher Number: V0325568
Voucher Amount: \$1,000.00
Vendor ID and/or Name: 0002142 RCI Technologies Inc
Confirmation E-Mail Address:

Voucher Status: Outstanding AP Type: RP Regular Accounts Payable
Voucher Date: 12/05/17 Voucher Maintenance Date: 12/05/17 Due Date: 12/05/17
Invoice Number: 1234567890 Invoice Date: 12/05/17
Check/Transaction Number: Paid Date:

Created from Document

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Invoice Number	Tax Codes	Tax Info	Comments
Inventory services		1,000		1,000.0000	1,000.00	12-500051-5300-01 Service Contracts - Uvalde	1234567890			

Approval Date
Anne Tanski 12/05/17

Comments:

Next Approval

SUBMIT

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