Payment Requests - Initiator Training Guide

In an effort to improve processing efficiencies, the College will begin utilizing Ellucian Self-Service Procurement to initiate reimbursement payments. This process will be used primarily for reimbursements to individuals where the payment will be charged to an expense in a General Fund cost center. This will include things such as mileage, dues, conference travel or reimbursements for items purchased personally on behalf of the College. This online process will also be used for other cost centers outside of the General Fund to include recurring non-General Fund programs and grants for which an annual budget is prepared. These include Workforce Strategies, Criminal Justice Training, Possible Dream, STEM Explorer, Athletics, Foundation, Public Media and the Perkins grant. All others will continue to use the existing paper payment request process.

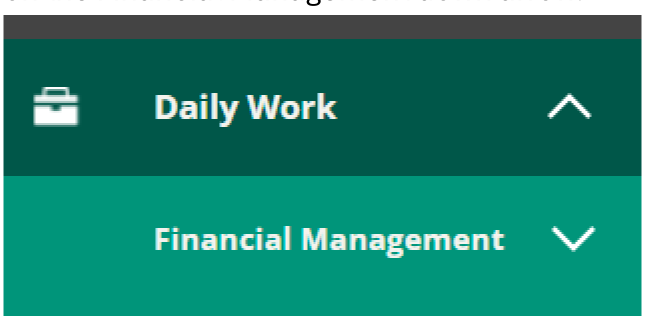
Please note that any Payment Requests that will be charged to an employee professional development (PDA) account cannot use this online process. PDA reimbursement requests will continue to be submitted through the existing paper process.

Roles have been defined in the system for the College's various departments, divisions, programs, etc. Each of these roles has specific General Ledger accounts assigned, as well as individuals who are authorized to initiate (originate) and approve a Payment Request on behalf of the particular office/division/program. Once submitted, the Payment Request will route automatically based on an approval hierarchy that has been defined in the system.

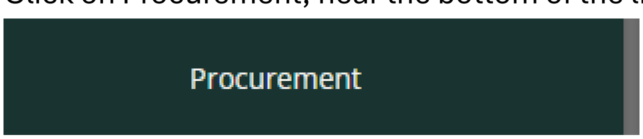
In most cases, only the office professionals and supervisors for a particular department, division or program, have been given access to Self-Service Procurement. Therefore, the Office Professional for a particular area will need to enter payment requests on behalf of other individuals in their respective offices/divisions who do not have access.

Below is a step-by-step guide to enter an online Payment Request.

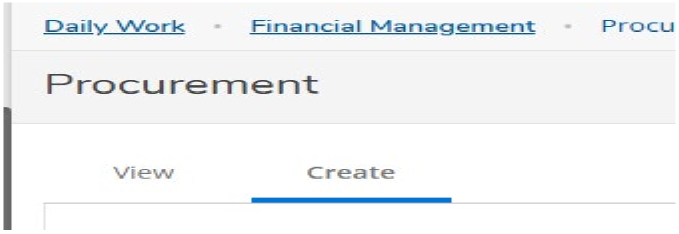
1. Begin by logging into Employee Self-Service.
2. Click on the Daily Work Briefcase symbol on the far left of the Self-Service screen, and then click on the Financial Management down arrow.



3. Click on Procurement, near the bottom of the list of options.

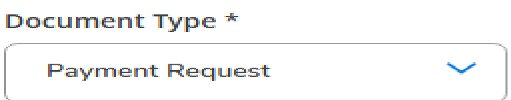


4. On the top of the Procurement screen, select “Create”. The View option provides status updates on Payment Requests during the approval process.



Note - all Required fields to create a Payment Request are denoted by an asterisk “”.*

5. Document Type – Click the Dropdown arrow and selection “Payment Request”



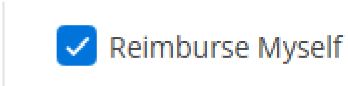
6. Request Date – This will populate and default to the date that you are entering the request.

7. Needed by Date – Enter the same date as the Request Date.

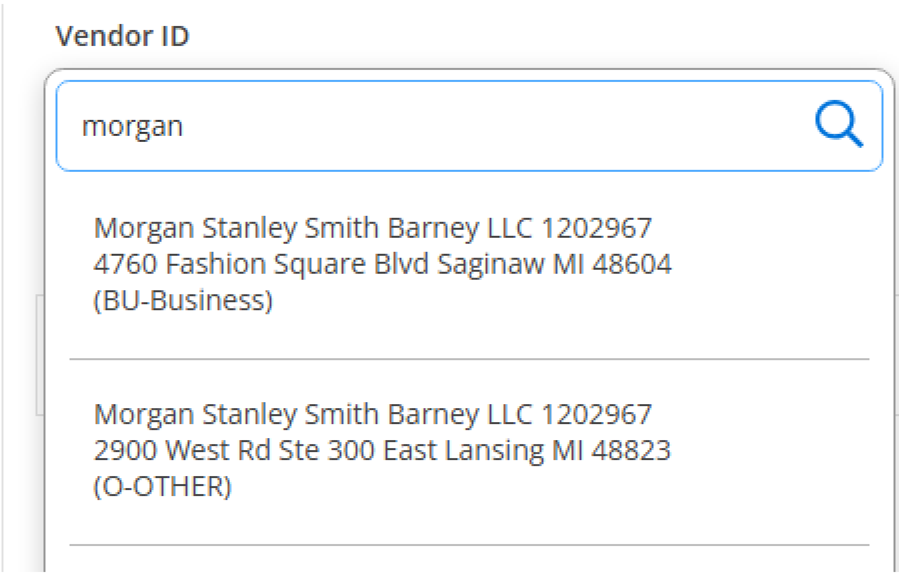
8. Confirmation Email Address – This will default to the email of the person submitting the Payment Request. If you are entering the Payment Request for someone else, you can also enter their email address in this field so that they will know that you have submitted their request. Multiple email addresses must be separated by commas, as in the example below.

9. Internal Comments – Enter any helpful internal comments. This is not a required field. If a payment request is not approved during the approval process, the reason will be noted in this field.

10. Reimbursement Information – Check “Reimburse Myself” if the payment request is for you, otherwise leave it unchecked. If you check Reimburse Myself, the system will automatically populate your name, employee ID # and your office number.



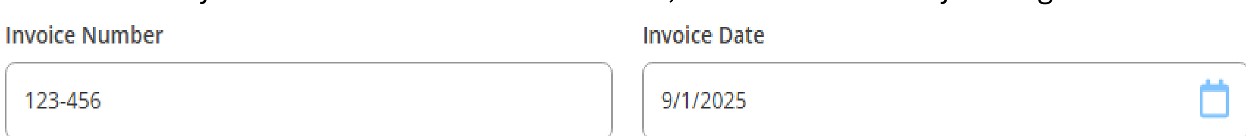
11. Vendor ID – If the payment is being made to a company or an individual other than yourself, begin typing the name of the Vendor or individual that the payment will be made to. A list of matching vendors will populate to select from, click on the appropriate vendor/individual. If you know the vendor ID from past payments, you can also enter the ID # versus the vendor’s name.



If it is a new vendor that is not in the system, work with Business Services to have the new vendor added. Business Services contact information is as follows:

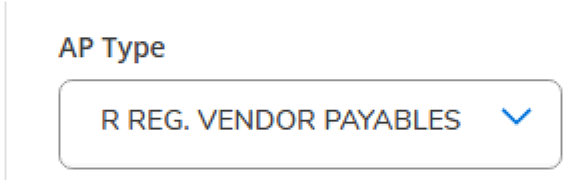
Business Services
B116
businessservices@delta.edu
989-686-9233

12. Enter the Invoice number and date directly from the invoice, if applicable. This is not a required field since many times there will not be an invoice, such as for monthly mileage reimbursements.

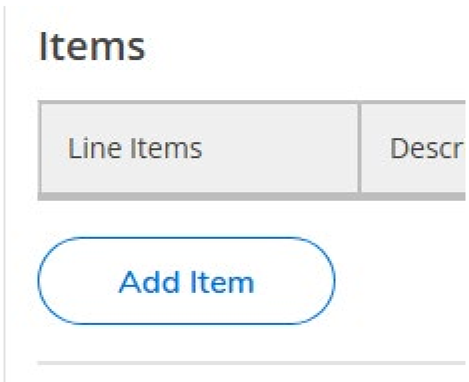


13. AP Type – Select the appropriate AP Type from the dropdown menu, the options include. The default is set to REG VENDOR PAYABLES since this will be the AP type the majority of the time.
    - R REG VENDOR PAYABLES (use this selection for all payments that do not fall into one of the other categories listed below)
    - MW MI WORKS PAYABLE (only used by Workforce Strategies for Michigan Works grant payments)

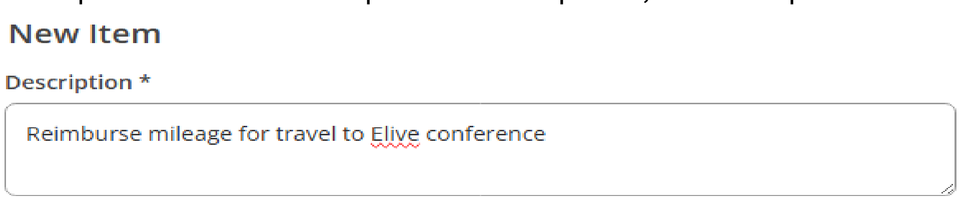
- BOOKSTORE A/P (used only for Bookstore payments)



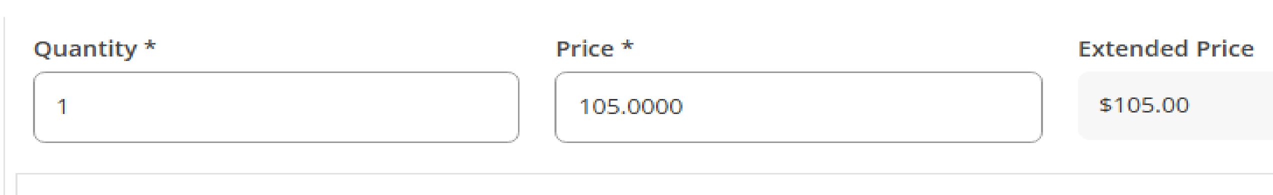
14. Items – Click the Add Item button to enter line-item detail from the invoice/reimbursement documentation. Repeat steps 15 through 18 for multiple line invoices/reimbursements. For instance, for reimbursements of conference travel expenses, if being reimbursed for a Registration Fee, Transportation Costs and Hotel charges, this must be entered on 3 separate lines since each expense is charged to a different object code. Please note, if any of the reimbursement is to be charged to an employee's PDA Allowance, an online payment request cannot be submitted. A paper reimbursement request must be submitted for all PDA reimbursement requests (even is just a portion is being charged to PDA).



15. Description – Enter a description of the expense, see example for conference travel.



16. Enter the quantity and price per item from the invoice or reimbursement documentation. In the example below, reimbursement is being requested for driving 150 miles @ 70 cents per mile to travel to a conference. It is not necessary to enter the number of miles on the Payment Request since that detail is contained in the attached documentation. The total being requested for all transportation related expenses which may include mileage, airfare, parking, etc will be added together on the supporting travel form and the total amount would be entered in the Payment Request and a quantity of 1.



17. GL Account – Enter the complete 10 digit general ledger account number that the expense will be charged to (Fund XX-Cost Center XXXX-Object XXXX). As you begin to type the account number, a list of matching available account numbers will populate to select from. Click on the appropriate account number from the list that appears, or type in the full account number if you are familiar with it. Only those account numbers that have been assigned to the requestor's role will populate. Instead of an account number, you can also begin to type a description of the expense such as "Transportation" and the system will bring up a list of assigned general ledger account numbers meeting that description.

GL Account *

01-6743-2603

01-6743-2603 FINANCE OFFICE : TRANSPORTATION COSTS

Note: If you receive an error message when entering a GL number that the account is inactive or doesn't exist, please reach out to the Finance Office jillmulders@delta.edu (989-686-9578) or ambergoebel@delta.edu (989-686-9393), who will determine whether the account number should be activated or they may suggest an alternative account number to use.

The Quantity, Percent and Amount fields will populate based on the entry in #16.

Quantity *	Percent *	Amount *
1.000	100.000	105.00

18. If the expense needs to be split between multiple GL numbers, you can accomplish this by clicking on Add GL Account again and splitting the quantity and percent as shown in the example below. You can enter either the quantity or the percentage on each account number line and the other field will populate accordingly. If both accounts are not assigned to the requestor, the reimbursement request would need to be submitted in paper form.

GL Account *

01-6743-2603

01-6743-2603 FINANCE OFFICE : TRANSPORTATION COSTS

Quantity *	Percent *	Amount *
75.000	50.000	52.50

GL Account *

01-6723-2603

01-6723-2603 MISCELLANEOUS : TRANSPORTATION COSTS

Quantity *	Percent *	Amount *
75.000	50.000	52.50

19. When entering a Payment Request, the system will be verifying that there is budget available for this payment. In the example above, the system will verify that there is $52.50 unspent in 01-6743-“2600” in order to make this payment (all expense object codes beginning in “26” roll up together and are compared against the budget that is entered in object code 2600). If there are not adequate budget dollars available, the system will produce an error message to that effect, and the Payment Request will not be completed. If this happens, the Cost Center Manager will need to submit a Budget Transfer request to the Finance Office to Amber Goebel ambergoebel@delta.edu to increase the budget line item, and once that is completed, the Payment Request can be submitted.

20. Once all fields have been completed, you are now ready to click “Save and Attach” and attach the supporting documentation for the Payment Request.

21. Upon submission, if you click on the View option at the top of the screen, you will see a summary of the Payment Request and the next approver. The system will send a confirmation email to the originator like the one seen below. You will note that the sample email below includes a message regarding the account being over budget. This is due to this requisition being created in the test account. As noted above under step 19, in the live Self-Service account, a requisition will not be able to be submitted if an over budget situation exists.

-----Original Message-----
From: Purchasing@delta.edu <Purchasing@delta.edu>
Sent: Thursday, November 6, 2025 3:40 PM
To: Schlicker, Stacy - Staff <stacyschlicker@delta.edu>
Subject: Voucher Confirmation: V0830244

---------------------- WARNINGS -----------------------

11/06/25 falls beyond the current fiscal year , The umbrella acct 01-6743-2400 is over budget by $5,505.00

------------------- END of WARNINGS -------------------

Voucher Number V0830244
Voucher Status Not Approved

Requestor Name Stacy K. Schlicker

Voucher Date 11/06/25
Due Date 11/06/25
Vendor ID and/or Name 1288047 Stacy K. Schlicker
AP Type R REG. VENDOR PAYABLES
Voucher Total $100.00

ITEM 1
Item Description Mileage for September 2025
Quantity 1.000
Price $100.0000
Extended Price $100.00
GL Distribution 01-6743-2437
Tax Info

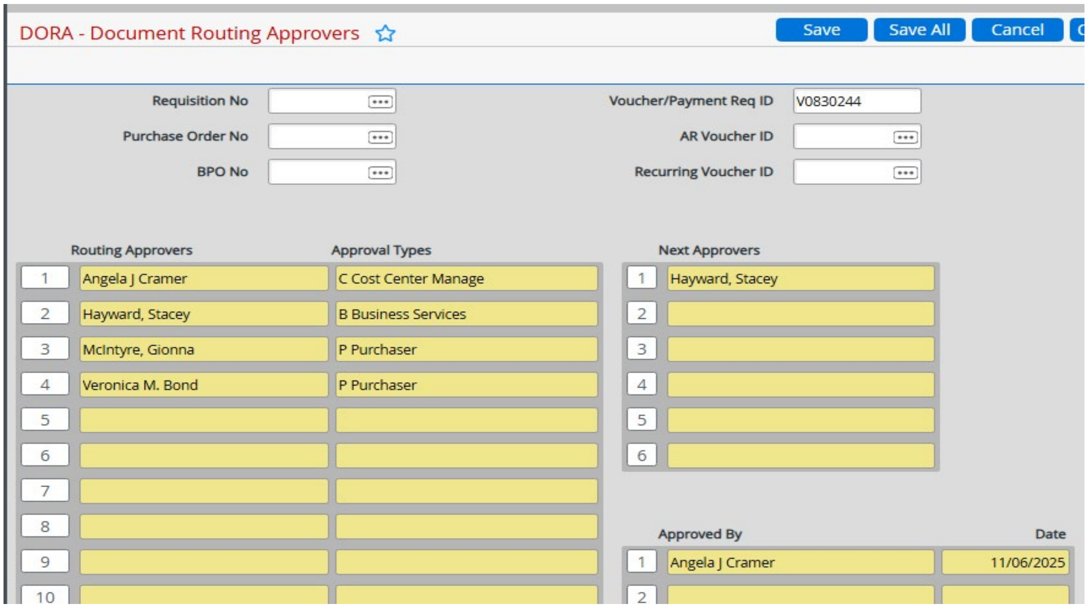
COMMENTS

APPROVAL DATE

NEXT APPROVALS

The next approver will also receive a similar email notifying them that there is a requisition requiring their approval.

You can monitor the status of a Payment Request in Self-Service Procurement under the “View” section. You can also enter the mnemonic DORA in Colleague to see the approval flow tied to the Payment Request, and which individuals have completed their approval. Once all approval have occurred, the document is no longer viewable in DORA.



22. Once all approvals have occurred, the system will automatically include the voucher for payment in the following check run.

FREQUENTLY ASKED QUESTIONS:

1. Q: I am unable to submit a Payment Request due to inadequate budget availability. How do I get additional funds added to my budget?
   A: Refer to processing step #19. If there is additional funding available in another budget line within the same cost center, complete a Budget Transfer Form indicating the amount to transfer between the two object code lines, and submit the form to the Finance Office. If there is not adequate funding within the same cost center, you will need to reach out to your supervisor or Budget Group Leader to determine if there is funding available in another cost center within the division or budget group. Please note that the Cost Center Manager of the cost center that the funding is coming from, must sign off on the Budget Transfer Form. Please note that budget transfers may only take place between General Fund accounts.
2. Q: I am attempting to enter the Vendor name, but it is not found in the system, how should I proceed?
   A: Refer to processing step #11.
3. Q: Do I submit a Requisition or Payment Request to obtain a reimbursement for mileage or a purchase that I made personally for my cost center?

4. A: Reimbursements are processed as Payment Requests rather than Requisitions. This selection is made from the drop-down arrow documented in processing step #5. Please note that reimbursements charged to PDA accounts are not able to be processed online. These will continue to be done in paper form.
5. Q: Can I charge a reimbursement to more than one GL number?
   A: Yes, refer to processing step #18 for instructions.