Payment Request & Employee Reimbursement Forms
Topics

Payment Request & Employee Reimbursements

– PTA Payment Request Form
– PTA Wire Transfer Request
– PTA Petty Cash Replenishment, GL & GL/PTA Mixed Request forms (separate training)
– Employee Reimbursements
Payment Request Forms

Purpose:

• How to complete various Payment Request forms for items listed in the Payment Request Usages List.
• Understanding Invoice Financial Approvals for form requests.
• Preview Workflow
Payment Request Forms

PTA Payment Request:
The PTA Payment Request form is located on the Shopping Home Page in TechMart. Scroll to the bottom right where you will see Payment Services Forms. Click on PTA Payment Request.
Payment Request Forms

PTA Payment Request:
The first page contains the instructions and a link to the Payment Request Usages List. The usages list documents what type of expenses are allowed on a Payment Request Form. Expenses and purchases outside of the Usages List should be processed on another form.
PTA Payment Request:

**Details:**

Enter the Payee/Supplier name you will be paying in the Payee/Supplier Name field. This is a label that assists Payment Services with processing.
PTA Payment Request:

**Supplier:** Begin typing the supplier name and you will see a list of matching suppliers. If it is a new supplier, then type New Supplier. Click on the supplier name and then select a Remit-To Address.
Payment Request Forms

PTA Payment Request:
New Supplier

Supplier

Supplier ∗
New Supplier

Remit-To Address

Remit-To Address ∗
New Supplier (Primary Remittance)

Employee Suppliers (Provisional)

Supplier

Supplier ∗
Joseph Janssen (Payment Services)

Remit-To Address

Remit-To Address ∗
PROVISIONAL (Primary Remitter)
PROVISIONAL,
Employee (See Oracle)
Pasadena, CA 91125

United States
Payment Request Forms

PTA Payment Request:

**Questions**: Complete each question as instructed to provide the specific payment information needed.

### Questions - PTA Payment Request Information

- **On This Page**
  - Request Type (2)
  - Payment Information (12)
  - Disposition of Payment (1)

- **Request Type**

  If you can’t find a usage category that covers your purchase from the below drop down list, please refer to the procurement services website for instructions on how to process an Employee Reimbursement or After-the-Fact request.

  Please choose the best usage category for this request *

- **Payment Information**
PTA Payment Request:

**Request Type:** Use the dropdown from the Payment Request Usages List to specify the usage category. Purchases outside of these categories must be submitted on either an Employee Reimbursement or Supplier After the Fact form.
PTA Payment Request:

Payment Information: enter invoice number. If no invoice number exists, see instructions below.

If a supplier invoice number exists, please enter the supplier invoice number in this field. If not, then name the invoice number PR with today's date in this format: PRmmddyy (i.e. PR050718 for the date May 7, 2018).

Invoice Number

Account number (i.e. utilities, freight, customer account number)

Amount

Invoice Date

mm/dd/yyyy
Payment Request Forms

PTA Payment Request:

**Payment Information:** Enter a Description/Justification. This information will also populate in Oracle as the invoice description. The Currency field defaults to USD and does not need to be changed.
PTA Payment Request:

Payment Information: Select if the payment is for Service, Royalty, prize/award, etc. Tax reporting questions will appear below if applicable to one of these categories.
Payment Request Forms

PTA Payment Request:
Use the Special Instructions field to indicate specific need by dates or special handling instructions.

Ex: honorarium payment to a guest speaker. Need the check by 5/7/18 to present to guest.

Enter special instructions such as a need by or required date, will call, or other special handling below in special instructions/note to processor.

Special instructions/note to processor

2000 characters remaining
PTA Payment Request:
If the request is for a New Supplier or change to existing supplier, mark “yes” and provide the Supplier information. Payment Services staff will add or update the supplier with the information provided here.

Is this request for a new supplier or does a change need to be made to an existing supplier?

- Yes
- No

If new supplier, please provide supplier name, address, phone number and contact name. If change to an existing supplier, such as a remit address change, please provide details of the change.

2000 characters remaining
PTA Payment Request:
Select Disposition of Payment to identify how payment should be delivered. If selecting Direct Deposit, you may need to confirm with Payment Services if the payee is set up for this payment method. Payees can complete a Direct Deposit Authorization on the Procurement Website.

Disposition of Payment

- How should the payment be delivered? *
- US Postal Mail
- US Postal Mail with attachments
- Fed Ex (air bill required)
- Fed Ex with attachments (air bill required)
- Direct deposit
Payment Request Forms

PTA Payment Request:

**Codes:** Select the PTA to charge. If you have a default PTA in your profile, it will show here. Multiple PTAs can be added to your profile to quickly select the code. Click edit to change or split the PTA.

<table>
<thead>
<tr>
<th>Codes</th>
<th>Accounting Codes</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Line</td>
<td>Project</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FIN.00006</td>
</tr>
</tbody>
</table>
PTA Payment Request:

**Codes:** Select Add Split to split PTA’s. For best results, use % of Qty. To assist with percentages, use show monetary calculations to see amounts.
Payment Request Forms

PTA Payment Request:

**Codes:** Splitting by Amount of Price can also be chosen by using the dropdown. When using this method, it’s best if you have a default PTA in your profile for Check Requests. If you do not have a default PTA, the system will require coding for other invoice fields such as discounts, tax, shipping, handling, etc.

<table>
<thead>
<tr>
<th>Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounting Codes</strong></td>
</tr>
<tr>
<td>LINE</td>
</tr>
<tr>
<td>FIN.00005 PURCHASING&amp;PAYMENT SERVICES</td>
</tr>
<tr>
<td>FIN.00005 PURCHASING&amp;PAYMENT SERVICES</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DISCOUNT</strong></td>
</tr>
<tr>
<td>Project</td>
</tr>
<tr>
<td>no value</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TAX1</strong></td>
</tr>
<tr>
<td>Project</td>
</tr>
<tr>
<td>no value</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TAX2</strong></td>
</tr>
<tr>
<td>Project</td>
</tr>
<tr>
<td>no value</td>
</tr>
</tbody>
</table>
PTA Payment Request:

**Codes**: To add a split using Amount of price, select edit and use the dropdown for Amount of price. Adjust amounts as necessary. If your profile has default PTA, the other invoice fields will not appear and require entries.
Payment Request Forms

PTA Payment Request:

**Codes:** If you do not have a default PTA, choose % of Qty, enter percentages, then click save. Then use the dropdown to select Amount of price, and enter your amounts from there. This will also bypass the need to enter amounts for other invoice fields.
Payment Request Forms

PTA Payment Request:

Additional Information: For most users this section will be blank and you can proceed. For Facilities users, the AiM Work Order number can be selected in this field.
PTA Payment Request:

**Attachments**: add the invoice, receipts, or other supporting documentation for the request. Click Add Attachment and upload the documents from your computer.

Enter a name for the attachment and click browse. Click Save Changes when you are done.
**Payment Request Forms**

PTA Payment Request:

**Review and Submit:** Review to see if all required fields have been completed. Go back to the incomplete sections if needed. Once you have completed everything, click Submit. You can also click Add to Favorites if you will need to submit the request on a recurring basis.

<table>
<thead>
<tr>
<th>Section</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier</td>
<td>✔ Required Fields Complete</td>
</tr>
<tr>
<td>Questions</td>
<td>✔ Required Fields Complete</td>
</tr>
<tr>
<td>Codes</td>
<td>✔ Required Fields Complete</td>
</tr>
<tr>
<td>Additional Information</td>
<td>✔ Required Fields Complete</td>
</tr>
<tr>
<td>Attachments</td>
<td>✔ Required Fields Complete</td>
</tr>
</tbody>
</table>
PTA Payment Request:

**Add Favorite:**

If you choose Add to Favorites, enter necessary information and click Save Changes. You may need to add a new folder if you do not already have one. This is helpful for recurring payments. The form can be used as a template for future requests. Favorites can be located in the Shopping menu.
PTA Payment Request:
Once you have submitted your request, the form status will change to Under Review. Click Form Approvals to see status of your request. Payment Services will review the form for accuracy and completion and then approve it in Form Request Workflow. After form approval, a voucher is created for Invoice Workflow.
PTA Payment Request:

**Invoice workflow:** The invoice stops with Payment Services for completion (sales/use tax, withholding) and then with an Invoice Financial Approver. After approved, it will export to Oracle for payment according to the due date. To review invoice workflow, click the approvals tab on the voucher.
Payment Request Forms

PTA Payment Request:

**Invoice workflow:** In the Approvals tab, you will see the status of the voucher (invoice). Payment Request Invoice Review is a workflow step for Payment Services. Form Financial Approval is for the Invoice Financial Approver. The Invoice Financial Approver must be set up in your profile as a default approver. Once it completes all steps, it will export to Oracle.
Payment Request Forms

PTA Wire Transfer Request:
The PTA Wire Transfer Request requires the same payment information as the PTA Payment Request. Follow the same instructions as previously covered in this training. The difference for this request is the Wire Account information. Locate the PTA Wire Transfer Request from the Shopping Home Page.

![Payment Services Forms](image)
Payment Request Forms

PTA Wire Transfer Request:

Questions: First indicate if the supplier or payee has billed or needs to be paid in another currency. If yes, use the link to convert the currency to US Dollars. This will be an estimated amount to complete the form. The US Dollar amount will be updated once the funds are actually wired.

Has the supplier/payee billed Caltech in a foreign currency? *

- Yes
- No

If amount billed is in a foreign currency, please provide an estimated USD amount by converting the foreign currency into USD. Link to a currency conversion tool is here.

Amount in USD (if converting from foreign currency, this will be estimated) *

1,500.00

Currency (leave as USD)

USD
PTA Wire Transfer Request:

**Currency Conversion:** In this section, enter the currency the supplier/payee will be paid in. Then enter the amount in that currency. Payment Services will wire this amount in this currency and then confirm the updated US dollar amount for posting in Oracle.
PTA Wire Transfer Request:

**Disposition Payment:** If the supplier/payee has provided wire instructions and account information on their invoice or other documentation, mark Yes here and attach to the request. If you mark No, then fields for wire information will appear.

*Disposition of Payment*

Are complete wire transfer instructions provided on the invoice that will be attached to this request? (If 'No' is entered, a Wire Transfer Information section will appear below. Please provide complete wire transfer information). ★

- Yes
- No

How should the payment be delivered? ★

- Wire Transfer (not for US payees)
Payment Request Forms

PTA Wire Transfer Request:

**Wire Transfer Information:**

**Beneficiary Name:** If different from the supplier chosen for the request.

**Beneficiary Phone Number:** enter if available.

Some countries require for wire transfer.

**Beneficiary Bank Name:** enter the Bank Name.

**Bank Account Number:** enter the bank account if using a US bank account.

**ABN Number:** enter ABA routing number if using a US bank account.

*Wire payments are generally for foreign payees only. Exceptions are allowed for Finance and Treasury for same day payments to Domestic Suppliers.*
### Payment Request Forms

**PTA Wire Transfer Request:**

**Wire Transfer Information:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swift/BIC Code:</td>
<td>enter Swift/BIC Code (Bank ID Code) for foreign bank accounts.</td>
</tr>
<tr>
<td>IBAN:</td>
<td>enter IBAN (International Bank Account Number) for foreign bank accounts.</td>
</tr>
<tr>
<td>IRC, TRNO code, CLABE code, UKSORT code:</td>
<td>These codes are used for certain countries. Complete as applicable.</td>
</tr>
</tbody>
</table>
Payment Request Forms

PTA Wire Transfer Request:

Enter any additional information that may need to be included with the payment in this description field.

Enter comments or special wire instructions in this field if any are needed.
PTA Wire Transfer Request :
After completing payment information and wire instructions, proceed to the codes section for PTAs and the Attachments section for invoices, wire instructions (if provided by supplier) and any other additional back up documents.

Review and submit the request. This will follow the same form and invoice workflow as the PTA Payment Request. See previous slides to see status of the request.