

### Payment Request & Reimbursement Training



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# **Topics**

- Payment Services form for non-PO purchases
- Payment Request Usages List
- Oracle Expenditure Types
- How to complete the form in TechMart
- Preview of Invoice Workflow

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### **Payment Services Forms**

- For expenses that DO NOT require Purchase Orders
- Forms located on the Shopping Home page
- Some forms are for specific departments only

	Shop (Alt+P)	Go To	Payment Services Forms
1	Shopping •	Shopping Home	PTA Payment Request Form
	My Carts and Orders	View Favorites	Design & Construction Retention Request
	Admin	View Forms	GL & Mixed GL/PTA Payment Request
			PTA Petty Cash Replenishment Request
			Add New Supplier Request

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Update Supplier Request

### **PTA Payment Request Form**

### <u>Instructions page</u> – link to the Payment Request Usages List. Refer to list for payment categories

PTA Paym	ent Request F	0	Instructions History
Form Number Purpose Status	6101257 Check Request Incomplete		Caltech
Instructions		٦	Complete this form and attach all supporting documentation to justify the request. Please refer to the Payment Request Usage List for payment categories that can be submitted on a Payment Request.
Details		~	For quick and easy payments, use the Caltech P-Card! For more information click here.
Supplier			If paying a supplier for goods or service not listed on the Payment Request Usage List, please submit the appropriate Purchasing Form available on the Procurement Services forms page.
Questions			Please use the <b>Attachments</b> page to add invoices, statements, receipts, proof of payment, list of attendees, meeting minutes or agenda for food/catering expenses, International Wire Transfer Form, and other relevant documents.
Review and St	ubmit	<b>*</b>	For security reasons, do not include confidential information such as social security numbers, direct deposit forms, tax forms or passport/visa copies, etc. Please send tax forms and confidential documents directly to Supplier Management by uploading securely to: https://pdropbox.caltech.edu or faxing to 626-666-3928. Completed Wire Transfer Form from suppliers can be attached in TechMart.
Form Approva	als		Do not attach files larger than 5MB or your request will be returned. TechMart supports 5MB maximum.
			Resources:
			Oracle Expenditure Types
			International Wire Transfer Form
			Direct Deposit Form - Employee/Student
			Direct Deposit Form - Suppliers

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## **Payment Request Usage List**

Payment Category	Description
Caltech Clubs /Affiliation Support	Payments to internal Caltech affiliated clubs and organizations
	E-Type: Sponsorship/Donation
	Payment to a company or an individual providing food, drinks, and food service in a
Catazing Services	professional capacity; includes setup, wait staff, bartenders, servers, etc.
Catering services	exclusion. 1) Does not apply to rederally funded project which requires a purchase
	E-Type: Catering Services, Supplies (Un)Allocable, Entertainment
	Tax reportable reimbursement of childcare costs for faculty while on Caltech
Child Care (limited policy)	business travel as approved by the Division Chair
	Note: Limits apply. Contact Human Resources.
	Donations and financial support to reputable charitable organizations such as
	Pasadena Chamber of Commerce, United Way, Boys/Girls Clubs, American Red
Contribution/Donations	Cross, etc. A charitable organization benefits public interest and is recognized as tax
	exempt under section 501(c) of the Internal Revenue Code
	E-Type: Sponsorship/Donation
	Scholarships, stipends, living and meal allowances, rent assistance
Financial Assistance for Students,	Note: Payments are income tax reportable and may be subject to withholding.
Visitors, External Affiliates	Caltech employee and student payments must be reported to Payroll Services.
	E-Type: Sponsorship/Donation, Student Medical Assistance, Supplies Unallocable
	Refreshments, break room/kitchen supplies (coffee, tea, sugar, paper goods,
Food and Pofreshments Break	for mostings or social events, group moals, etc.
Poor Supplies	Evolution: Meal reimburgements while on travel status must be submitted in
Room supplies	CardOuest
	E-Type: Supplies Unallocable. Entertainment
	DHL Express, FedEx, United Parcel Service (UPS), United States Postal Service (USPS),
Faciality and Objection	trucking and freight services, etc. paid directly to the supplier; employees can be
Freight and Shipping	reimbursed for shipping costs with a valid business purpose
	E-Type: Shipping Charges, Transportation
	Payments for nominal gifts awarded to employees for recognition, increase morale
	or celebrate milestones; includes floral arrangements, plants, lunches, treats,
	snacks, etc.
Gifts	Exclusion: Cash or gift cards are reportable income to the recipient regardless of
	dollar value. Tangible gifts exceeding \$75.00 and gift cards awarded to employees
	are tax reportable income and must be reported to Payroll Services.
	Includes taxi, public transportation, car service for local trips, ridesbare (Liber, Lyft)
	Exclusion: 1) Transportation while on travel status (car rental airport shuttle, etc.)
Ground Transportation	must be submitted in CardQuest 2) Chartered buses, shuttles, or vans require a
	purchase order.
	E-Type: Travel Domestic (Un)Allocable, Transportation
	Ex gratia payments for an individual's participation as a guest speaker for a seminar,
	workshop, presentation, commencement speaker, collaboration or panelist which
Honoraria	are not part of a consulting agreement. An honorarium is a voluntary payment which
	means Caltech has no legal obligation to pay for services rendered. Employees and
	business entities cannot receive honorarium payments. Refer to <u>Honorarium Policy</u> .
	E-Type: Honoraria
Human Subjects	Participation in scientific or medical testing and studies
	r-Lype: numan Research Participant

- Do not confuse with
   Oracle Expenditure
   Types
- Purchases not on the Usage List must be submitted on a Purchasing form (contact Buyer for assistance)
- Travel expenses for employees and visitors must be submitted via CardQuest (airfare, hotel, etc.)

## **Step 1 – Details**

• Free-form field defaults with the TechMart template name. Delete text and enter Payee/Supplier Name.



 Labeling the Supplier Name field assists the Specialty Team in identifying requests.
 Do not skip this step.

PTA Payment Request Fo		Details	
Form Number Purpose Status	6102567 Check Request Incomplete	Payee/Supplier name *	KAISER FOUNDATION
		Purpose	Check Request
Instructions		Template Title	PTA Payment Request Form
Details	✓	Form Type	PTA Payment Request

Save and go to the next step

### Step 2 – Supplier Name & Address

- Enter partial name in Supplier field for list of values
- Existing suppliers are linked to Oracle Supplier database. Be careful of selecting similar supplier or individual names
- Skip Shipping and Handling fields
- Verify and select Remit-To Address (if more than one)

Supplier		Remit-To Address	
Supplier *	kaiser	Remit-To Address * REMIT-PASADENA1 (Remittance) Kaiser Permanente	~
Shipping Fee Type *	KAISER FOUNDATION HEALTH PLAN INC dba KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	393 E Walnut St 4th Flr, c/o F Ivanoff Pasadena, California 91188	
Shipping *	0.000	United States	
Handling Fee Type *	Flat Fee 🖌		
Handling *	0.000		

# **Step 2 – Employee Record**

 Records are linked to Oracle HR and employees are responsible for updating their personal information via Caltech Access account
 Note: Payroll direct deposit is not linked

to Oracle AP. Employees must enroll separately with Payment Services.

- Select the correct employee name to avoid paying the wrong individual. Refer to department next to the name.
- Addresses are not visible and defaults to "Provisional" as employee information is confidential.

Supplier	
Supplier *	RAMIREZ, GUILLERMO(Payment Ser
Shipping Fee Type *	Flat Fee 🗸
Shipping *	0.000
Handling Fee Type *	Flat Fee 🗸
Handling *	0.000
Remit-To Address	
Remit-To Address *	PROVISIONAL (Primary Remittar PROVISIONAL. Employee (See Oracle) Pasadena, CA 91125

# **Step 2 – New Supplier**

- Enter "New Supplier" in Supplier Search field if payee is not listed in the database
- Remember to enter the name in "Details" section even if new payee is pending Oracle set up (refer to Step 1)
- Skip Shipping and Handling fields
- Remit-To Address defaults to "New Supplier." The address will be entered in the Questions Section.



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### **Step 3 – Questions**

- Complete all questions to prevent form request errors
- Select the most applicable payment category
- Do not confuse with Oracle Expenditure Types

Questions - PTA Payment Request Information	Request Actions 🔻   History   ?
✓ On This Page	Q Question Text Is Searchable
Payment Request Category (2) Payment Information (31) Disposition of Payment (3)	Response Is Required
Baymont Doquast Catagony	
Payment Request Category	
Please select the appropriate payment category. Ref	er to the Payment Request Usage List.
Please select the appropriate payment category. Ref If the reimbursement category is not listed on drop-d have been processed on a requisition or paid with Ca	er to the Payment Request Usage List. own menu above, select " <b>Unauthorized Purchase.</b> " The goods or service should litech P-Card. Complete the <b>Unauthorized Purchase Justification</b> Section.
Please select the appropriate payment category. Ref If the reimbursement category is not listed on drop-d have been processed on a requisition or paid with Ca	er to the Payment Request Usage List. own menu above, select " <b>Unauthorized Purchase.</b> " The goods or service should litech P-Card. Complete the <b>Unauthorized Purchase Justification</b> Section.

## **Questions – Payment Category**

Licenses and permits Medical and physician services Meetings and conferences Membership dues Mileage (local only, no overnight stay) Personal dropbox/online/cloud storage reimbursement Petty cash set up (not replenishment) Postage Prizes and awards Refunds Relocations and moving expenses Royalties Study abroad tuition/room and board Subscriptions (i.e. magazines, newspapers) Taxes (i.e. payroll, sales tax, property tax) Third Party Travel Tuition reimbursement (HR use only) Utilities (including mobile phone and internet) Visiting faculty support Unauthorized Purchase (not on Payment Request Usage List)

- Use the dropdown list to select Payment Category. Refer to Usage List on the Procurement Services website
- If not listed
  - Submit on a Supplier After-the-Fact Form when paying suppliers
  - Select Unauthorized Purchase when reimbursing employees or students
- Optionally, use P-Card to pay the supplier (if accepted)

# **Questions - Payment Info**



- Invoice Number Enter invoice number if provided by supplier. If none, enter PR+MMDDYY (TechMart submission date) ex: PR082522
- Account Number leave blank if not applicable
- Amount invoice amount due to supplier or employee
- Invoice Date enter supplier's invoice date or TechMart submission date

# **Questions - Payment Info**

- Description/Justification enter reason for payment and valid business purpose; information should be relevant to the payee
- Text will populate in Oracle as the Invoice Description
- Description will be printed on the check or EFT/ACH notification with limited characters
- Currency field defaults to USD. Do not change.



# **Questions – Tax Reporting**

- For goods, food, utilities, mileage, etc., select "Not reportable income."
- For Service, Honorarium, Royalty, Prize/Award, select appropriate category from the dropdown list

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Important to specify foreign or US payees

Is payment for service, royalty, prize/award, honorarium, childcare, misc. tax reportable income? \*

N/A – not reportable income

Service provided within CA

Service provided outside CA, but within the US

Other US/CA Source Income

Other Tax Reportable Reimbursement

Service provided outside the US

Prize/award

### **Questions – Tax Reporting**

Tax Reporting/Withholding Information
Is payee a US citizen/entity? *
○ Yes ○ No
Is payee a Caltech student/employee? *
○ Yes ○ No
Is payee a California resident or entity located in California ? *
⊖ Yes ⊖ No
Do you expect to pay this payee more than \$1,500 per calendar year? *
○ Yes ○ No

- If paying income, additional tax reporting questions are listed.
- The answers determine the type of tax forms necessary and if withholding is applicable.



# **Questions – Special Notes**

Entertainment Category:

Caltech Policy requires:

- 1. List of attendees or upload as an attachment
- 2. Business purpose/agenda/minutes
- 3. Date of activity
- 4. Description of future benefit to Caltech

	TechMart Lunch Mtg; Ways to
	streamline and make system
	more efficient. 5/26/22
	1922 characters remaining
fn	ot using attachments, add list of attendees he
	Hazel Hall, Tess Perez,

## **Questions – Special Notes**

Special Instructions:

Internal notes for Specialty Team such as due date, rush, Will Call, etc. (Will calls are for extenuating circumstances only)

Spe	cial instructions or note to Specialty Team.
	Rush. Contact Tess at x2855 or Theresa.Perez@caltech.edu for check pickup.
	1926 characters remaining



### **Questions – New Supplier (Non-student/employee)**

- Click "Yes" to create a new supplier or update an existing record
- Enter supplier information (name, address, email, phone #, etc.)
- Specialty Team member will submit request to Supplier Management to create/update supplier record.

Is payee a new supplier? *	
⑧ Yes ○ No	
is the new payee a Carteon student/employee?	
○ Yes (● No	
New supplier's name *	
New supplier's mailing address *	
wew suppliers maning address	
2000 characters remaining	
New suppliers email address ^	
New supplier's phone number *	
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### Questions – New Supplier (Caltech Student/employee)

- Click "Yes" to create a new supplier or update an existing record
- Enter payee information (UID, phone, and email address
   Note: Caltech individuals are responsible for updating personal information, including address, directly on their access.caltech account.
- Specialty Team member will submit request to Supplier Management to create/update supplier record.

ls p	ayee a ne	w supplier? *
	Yes	O No
ls tł	ne new pa	yee a Caltech student/employee? *
	Yes	○ No
Stu	dent/emp	loyee UID number *
Stu	dent/emp	loyee phone number *
Stu	dent/emp	loyee email address *

# **Questions – Disposition of Payment**

- Select check (US Postal Mail) or Direct deposit
- Provide FedEx and USPS forms by campus mail or drop off to MC 103-6, if applicable. Mail Services cannot mail checks without forms.
- Oracle default payment disposition supersedes the method selected (contact Specialty Team to confirm if needed)
- Payees may sign up for direct deposit. Links to forms provided when Direct deposit option is selected:

#### Disposition of Payment

How should the payment be delivered?  $\star$ 

- 🔘 US Postal Mail
- O US Postal Mail with attachments
- Fed Ex (air bill required)
- Fed Ex with attachments (air bill required)
- Direct deposit
- O International Wire Transfer

To enroll in direct deposit, please complete the appropriate form below and upload securely to: https://pdropbox.caltech.edu

**Direct Deposit Form - Employee/Student** 

**Direct Deposit Form - Suppliers** 

## **Step 4 – PTA Codes**

- Select PTA and Expenditure Type
- Default PTA in your profile is displayed
- Multiple PTA's can be added to your profile to quickly select account(s)
- Click "Edit" to change or split PTA or E-Type

Codes	des Form Requ							
<ul> <li>Accountin</li> </ul>	g Codes							
LINE								
	Project	Task	Award	Expenditure	Organization	edit		
	FIN.00006	1.1	GB.000007	Supplies - Allocable	Caltech			
	PURCHASING&PAYMENT SERVICES	1.1	AVP/CONTROLLER	Supplies - Allocable	Caltech			

### **PTA Codes – by Percent**

- Select "Add Split" for multiple PTAs. For best results, select "% of Qty" to allocate by percentage.
- To assist with allocation, select "Show Monetary Calculations" to view amounts.

ccounting Codes					% of Oty	add
LINE						split
Project	Task	Award	Expenditure			
FIN.00006	1.1 [PURCHASING]	GB.000007	Supplies - Allocable		21	remove e
Select from profile values Select from all values	Select from profile values Select from all values	Select from profile values Select from all values	Select from profile values. Select from all values	lues	(525.00 USD)	
FIN.00006	1.1 [PURCHASING]	GB.000007	Supplies - Allocable	es		е
Select from profile values Select from all values	Select from profile values Select from all values	Select from profile values Select from all values	Select from profile values. Select from all values		79	remove
				lues	(1,975.00 USD)	
				es		
				Split Total	100%	add
					(2,500.00 USD)	split
		Save	Cancel	values sho	w monetary calculations	
					,	
					22	Calt

## **PTA Codes – by Amount**

- To allocate costs by amount, select "Amount of Price" from the dropdown menu
- Enter amounts per PTA or E-Type
- If your profile has a default PTA, misc. invoice lines will not appear (discounts, tax, shipping, handling, etc.).

des							
Accounting	J Codes				Organization	Amount of Price 🗸	add split
LINE	Proiect	Task	Award	ues	Caltech Select from profile values	50.00	remov
FIN.00006	4.2 [SMALL BUSINESS		Sup	Select from all values	-	7	
	SERVICES	PROGRJ SMALL BUSINESS PROGR	AVP/CONTROLLER		Caltech Select from profile values Select from all values	50.00	remove
Add alter	nate distribution for Discou	nt 🗸 Go		Docur	ment subtotal: 100.00 USD Split Total	100.00 USD	add split
					re	calculate / validate value	s

## **PTA Codes – by Amount**

- Without a default PTA, TechMart requires manual entry for other invoice fields such as discounts, tax, shipping, handling, etc.
- For best results, setup profile with a default PTA for Payment Requests or allocate cost by percentage

Codes						Request Actions	✓ History ?
Accounting	g Codes						
LINE							
	Project	Task	Award	Expenditure	Organization	% of Qty	edit
	FIN.00006 PURCHASING&PAYMENT SERVICES	4.2 [SMALL BUSINESS PROGR] SMALL BUSINESS PROGR	GB.000007 AVP/CONTROLLER	Supplies - Allocable Supplies - Allocable	Caltech Caltech	50%	
	FIN.00006 PURCHASING&PAYMENT SERVICES	4.2 [SMALL BUSINESS PROGR] SMALL BUSINESS PROGR	GB.000007 AVP/CONTROLLER	Supplies - Allocable Supplies - Allocable	Caltech Caltech	50%	
DISCOU	NT						
	Project	Task	Award	Expenditure	Org	anization	edit
		no value					
TAX1							
	Project	Task	Award	Expenditure	Org	anization	edit

### **PTA Codes – No default**

- Workaround for not having a default PTA
- Select "% of Qty" and enter percentage. Click save.
- After saving, change to "Amount of price" and enter amounts
- This step allows bypassing of the manual entry of tax, shipping, handling fields, etc.

Accounting Codes									? X
LINE									
Select from your code favorites	~								
Project	Task	Award		Expenditure		Organization	% of Qty	~	add split
FIN.00006	4.2 [SMALL BUSINESS PROG	R] GB.000007	GB.000007 Supplies - Al		Caltech		50		remove
Select from profile values Select from all values	Select from profile value Select from all value	A 1 . F . F . 1		an an a		m profile values from all values			
FIN.00006	4.2 [SMALL BUSINESS P	Organization			add		50	×	remove
Select from profile values Select from all values	Select from profile value	Organization		Amount of Price 🗸	split	om profile values from all values			
		Caltech		50.00	remove	Split Tota	0%		add
	Ues !S	. Select from profile valu Select from all values	es			te / validate values sh	ow monetary cai	culations	split
		Caltech		50.00	remove				
-	ues !S	. Select from profile valu Select from all values	es						
	Do	ocument subtotal: 100.00 USD Sp	plit Total	100.00 USD	add split				
			re	alculate / validate valu	es				
						25			Ca

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### **Step 5 – Additional Info**

- For most users, this section will be blank or limited selection.
- For Facilities Services, enter AiM Work Order Number.

Dept Code	21B Select from profile values Select from all values
Other Information	
Receiving Tolerance	Option 1 Select from all values
AiM Work Order	
Subcontract Final Invoice?	
Bring into Oracle on hold?	
Financial approval wet signature attached?	
Will call?	
Wire ready for posting?	

## **Step 6 – Attachments**

- Attach invoice, receipts or other supporting documentation.
- Click "Add Attachment" and upload documents from your computer.
- Enter a name in the Title field and click browse. Save changes when finished. Click "Save" twice.
- Do not attach files larger than 5MB or your request will be returned.



**Note:** Original records must be retained by the requestor in accordance to the Caltech Record Retention Guidelines. For more information, please see the <u>Guidelines</u> and <u>Schedule</u>

\*Do not attach sensitive documents- submit to dropbox

# **Step 7 – Review and Submit**

- Review if all required fields have been completed (green check)
- Correct or complete missing sections (marked with red X)
- Click "Submit" when finished.

Progress         ✓       Required Fields Complete         ✓       Required Fields Complete	
Progress         Image: Complete state         Image: Required Fields Complete state         Image: Required Fields Complete state	
<ul> <li>Required Fields Complete</li> <li>Required Fields Complete</li> </ul>	
<ul> <li>Required Fields Complete</li> </ul>	
<ul> <li>Required Fields Complete</li> </ul>	
	~
< Previous	Add to Favorites Submit
	<ul> <li>Required Fields Complete</li> <li>Required Fields Complete</li> <li>Required Fields Complete</li> <li>Previous</li> </ul>

# **Form Approval**

- Check request status by querying the Form Number or go to Documents > My Forms.
- Submitted requests will have form status "Under Review" until audited and approved by a Specialty Team member.

Review and Submit	PTA Paym	ent Request v3	
Form Approvals	Form Number Purpose	112112 Check Request	
	Status	Under Review	

• After Form Approval, a voucher is created in Invoice Workflow.



# **Invoice Approval**

- Once the invoice is created, it stops in the Invoice Workflow for final review and approval (sales/use tax, withholding, etc.)
- The next step is Financial Approver (FA).
- After FA, invoice is exported to Oracle for payment according to the due date (payment terms).
- To review Invoice Workflow, click the "Approvals" tab.

Invoice Number Supplier Invoice No. Supplier Name		/111590 PR062519 NDERSON,	, KYLE RYAN	Supplier Ac	Supplier Account No.					
Buyer Invoice	Approvals	Matching	Comments	Supplier Messages	Attachments (1)	History				
Summary	General	Discount,	, Tax, Shippir	ng & Handling   Co	des					
							4			
Hide header										
General ?										
Invoice Type			Invoice			edi	t			

### **Workflow Steps**

- "Approvals" tab displays the status of the voucher (invoice) and each step completed.
- The Financial Approver must be set up in your TechMart profile.
- There may be other workflow stops depending on the type of payment or supplier (Withholding Review, Wire Review, etc.)

Invoice Numbe	voice Number V111590				Supplier Account No.					Available	Actions	Mark as	In Proces	5S `		Go
Supplier Invoice No. PR062519										'						
Supplier Name ANDERSON, KYLE RYAN				N												
Buyer Invoice	Approvals	Matching	Comments	Supplier Mes	sages	Attachments (1)	History									
																?
Submitted Cindy De Mesa 7/1/2019 3:54 PM	Paym ✓ Ta	<b>ent Reques</b> <i>Appro</i> tjana Corma	tt Invoice Re ved ✓ rkovic	eview	Form ✓ [	n Financial App Approved ✓ Dimitris Sakellaric	proval ou		OK to Pay Completed ✓		Auto	-Close F	PO	√ Comµ 7/3/: 8:27	oleteo 2019 AM	d )

### Resources

### **Employee Direct Deposit Form**

https://procurement.caltech.edu/documents/19431/Direct\_Deposit\_Form\_Employee \_\_\_\_Student.pdf

### **Supplier EFT Form**

https://procurement.caltech.edu/documents/17592/Direct\_Deposit\_Form\_for\_Suppli ers\_Sep\_2020.pdf

### Guides and Resources: Expenditure Types, Payment Request Usage List, Cell Phone Allowance, Food and Catering Expense Guide

https://procurement.caltech.edu/guides-resources

**Expenditure Type Training** 

https://finance.caltech.edu/documents/15177/what\_is\_allowable\_final\_.pdf



### **Contact Info**

### **Specialty Team**

Theresa Perez- Manager-ext. 2855 Hazel Hall – ext. 3689 Holly Cronin – ext. 2894 Monique McMillan – ext. 3097 Ruth Shoaf – ext. 8997

Email: <u>SpecialtyTeam@caltech.edu</u> System Support: <u>TechMartHelp@caltech.edu</u>