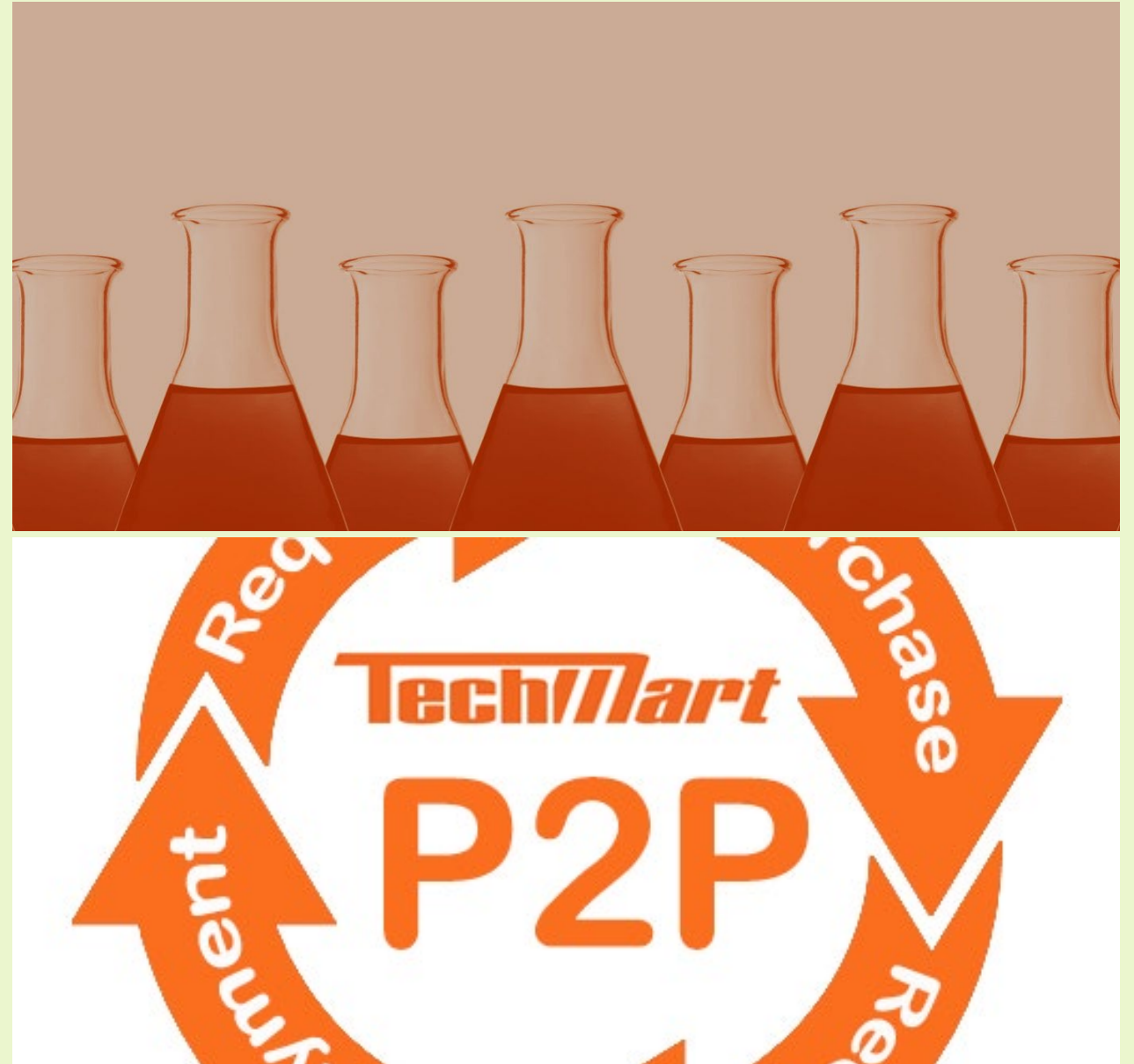


# PAYMENT REQUEST & REIMBURSEMENT TRAINING



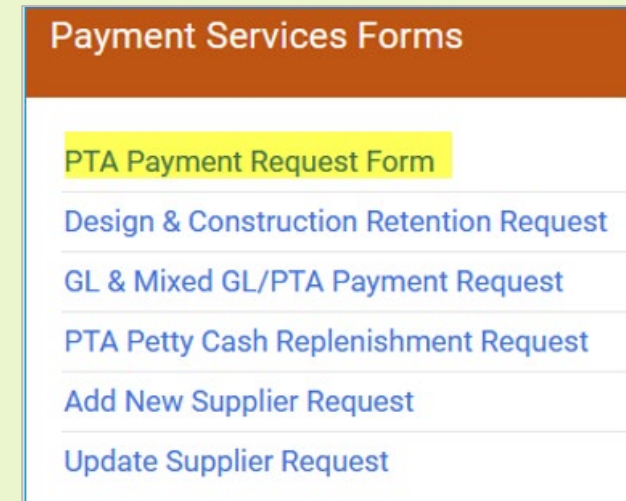
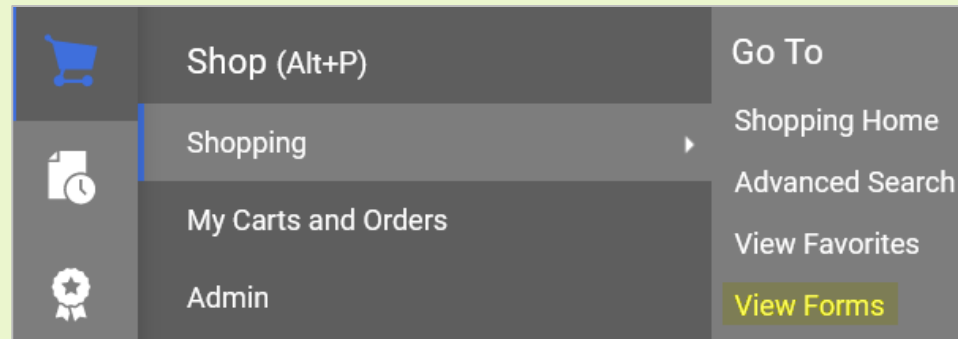
# TOPICS



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

# 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



# PTA PAYMENT REQUEST FORM

## Instructions Page

Link to the Payment Request Usages List. Refer to list for payment categories

PTA Payment Request Form		Instructions	Request Actions ▼   History
Form Number	17357803	<div>Caltech</div> <p>Complete this form and attach all supporting documentation to justify the request. Click this link: <a href="#">Payment Request Usage List</a> for payment categories that can be submitted on a Payment Request.</p> <p>For quick and easy payments, use the Caltech P-Card! For more information click <a href="#">here</a>.</p> <p>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 <a href="#">forms page</a>.</p> <p>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.</p> <p>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: <a href="#">Box Document Uploads</a> or faxing to 626-229-9864. Completed Wire Transfer Form from suppliers can be attached in TechMart.</p> <p><b>Do not attach files larger than 5MB or your request will be returned. TechMart supports 5MB maximum.</b></p> <p><b>Resources:</b></p> <p><a href="#">Oracle Expenditure Types</a></p> <p><a href="#">International Wire Transfer Form</a></p> <p><a href="#">Direct Deposit Form - Employee/Student</a></p> <p><a href="#">Direct Deposit Form - Suppliers</a></p>	
Purpose	Check Request		
Status	Under Review		
<b>Instructions</b>			
Details	✓		
Supplier	✓		
Questions	✓		
Codes	✓		
Additional Information	✓		
Attachments	✓		
Review and Submit			
Form Approvals			



# PAYMENT REQUEST USAGE LIST

Payment Category	Description
Athletic Officials	Referees, timekeepers, game officials, referees, coaches, etc. <b>E-Type: Athletic Officials</b>
Bank Loan, Interest and Bond Payments	Finance Use Only – Payments to financial Institutions for loans, interest, and bonds
Beneficiary Payments	<b>**HR/Payroll use only**</b> Funds paid to individuals who are designated by a Caltech employee to receive benefits in the event of employee's passing
Caltech Clubs /Affiliation Support	Payments to internal Caltech affiliated clubs and organizations <b>E-Type: Sponsorship/Donation</b>
Catering Services	Payment to a company or an individual providing food, drinks, and food service in a professional capacity such as banquet style service; includes setup, wait staff, bartenders, servers, etc. <b>Exclusions:</b> 1. Does not apply to federally funded project which requires a purchase order 2. Rental of venue/facility and equipment must be submitted on a purchasing form or paid with P-Card 3. Contracts/agreements with milestone payments 4. Employees must not pay professional caterers from personal funds. <b>E-Type: Catering Services, Supplies (Un)Allocable, Entertainment</b>
Childcare (limited policy)	Tax reportable reimbursement of childcare costs for faculty while on Caltech business travel as approved by the Division Chair <b>Note: Limits apply. Contact Human Resources.</b> <b>E-Type: Child Care Assistance Program</b>
Contribution/Donations	Donations and financial support to reputable charitable organizations such as Pasadena Chamber of Commerce, United Way, Boys/Girls Clubs, American Red Cross, etc. A charitable organization benefits public interest and is recognized as tax exempt under section 501(c) of the Internal Revenue Code. <b>E-Type: Sponsorship/Donation</b>
Entertainment, Recreational and Social Activities	Amusement, diversion, and social activities, including shows, dances, concerts, sporting events, firework displays, food, decorations, florists, etc. <b>Exclusions:</b> 1. Does not apply to federally funded project 2. Equipment rental, chairs/tables, facility/venue rental for retreats and reservation of hotel rooms in bulk, valet parking, sound, lighting, and security, etc. must be submitted on a purchasing form or paid with P-Card 3. Contracts/agreements with milestone payments <b>E-Type: Entertainment, Supplies Unallocable</b>
Financial Assistance for Students, Visitors, External Affiliates	Scholarships, stipends, living and meal allowances, rent assistance <b>Note: Payment is tax reportable income and may be subject to withholding. Caltech employee and student payments must be reported to Payroll Services.</b> <b>E-Type: Sponsorship/Donation, Student Medical Assistance, Supplies Unallocable</b>
Food and Refreshments, Break Room Supplies	Refreshments, break room/kitchen supplies (coffee, tea, sugar, paper goods, cleaning supplies, etc.); including drinking water, cooler/coffee machine rental, food for meetings or social events, group meals, etc. (can be for either dine-in or delivery) <b>Exclusion: Meal reimbursements while on travel status must be submitted via CardQuest.</b> <b>E-Type: Supplies Unallocable, Entertainment</b>
Freight and Shipping	DHL Express, FedEx, United Parcel Service (UPS), United States Postal Service (USPS), trucking and freight services, etc. paid directly to the supplier. <b>*Employees may be reimbursed for shipping costs with a valid business purpose.</b> <b>E-Type: Shipping Charges, Transportation</b>

- 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.

Details	
Payee/Supplier name ★	<input type="text" value="PTA Payment Request Form"/>

- Labeling the Supplier Name field assists the Specialty Team in identifying requests.  
***DO NOT skip this step.***

PTA Payment Request Form		Details	
Form Number	12176048	Payee/Supplier name ★	<input type="text" value="CITY OF PASADENA"/>
Purpose	Check Request	Purpose	Check Request
Status	Incomplete	Template Title	PTA Payment Request Form
Instructions		Form Type	PTA Payment Request
Details			

- 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**

Supplier ★

CITY OF PASA

CITY OF PASADENA

Shipping Fee Type ★

Flat Fee ▼

Shipping ★

0.000

Handling Fee Type ★

Flat Fee ▼

Handling ★

0.000

**Remit-To Address**

Remit-To Address ★

REMIT-INFO TECH (Primary Remittance) ▼

REMIT-INFO TECH (Primary Remittance)

REMIT-PASADEN20 (Remittance)

REMIT-PASADEN34 (Remittance)

REMIT-FIRE DEPT (Remittance)

REMIT-TREASURE2 (Remittance)

REMIT-UTILITY B (Remittance)

# Step 2 (cont.) – Employee Record

- Records are linked to Oracle HR and employees are responsible for updating their personal information through their 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 payee name.
- Addresses are not visible and defaults to “Provisional” as employee information is confidential.

### Supplier

Supplier ★

Perez

Perez,

PEREZ,

Perez,

Perez

Perez,

Perez,

Perez,

Perez,

Perez, Theresa (Tess)(Payment Services)

### Remit-To Address

Remit-To Address ★

PROVISIONAL (Primary Remittance) ▼

PROVISIONAL.  
Employee (See Oracle)  
Pasadena, California 91125  
  
United States

# Step 2 (cont.) – New Supplier

- Enter “New Supplier” in the 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.

The screenshot displays a web form titled "Supplier". It contains several input fields and dropdown menus. The "Supplier" field is highlighted with a blue border and contains the text "New Supplier". Below it is a "Supplier Search" link. The "Shipping Fee Type" and "Handling Fee Type" fields are dropdown menus set to "Flat Fee". The "Shipping" and "Handling" fields are text boxes containing "0.000". Below these fields is a section titled "Remit-To Address" which contains a dropdown menu set to "New Supplier (Primary Remittance)".

Supplier	
Supplier ★	<input type="text" value="New Supplier"/> <a href="#">Supplier Search</a>
Shipping Fee Type ★	<input type="text" value="Flat Fee"/>
Shipping ★	<input type="text" value="0.000"/>
Handling Fee Type ★	<input type="text" value="Flat Fee"/>
Handling ★	<input type="text" value="0.000"/>
Remit-To Address	
Remit-To Address ★	<input type="text" value="New Supplier (Primary Remittance)"/>

# 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

[Payment Request Category \(2\)](#)  
[Payment Information \(14\)](#)  
[New Supplier or Existing Supplier Updates \(16\)](#)  
[Disposition of Payment \(3\)](#)

★ Response Is Required

🔍 Question Text Is Searchable

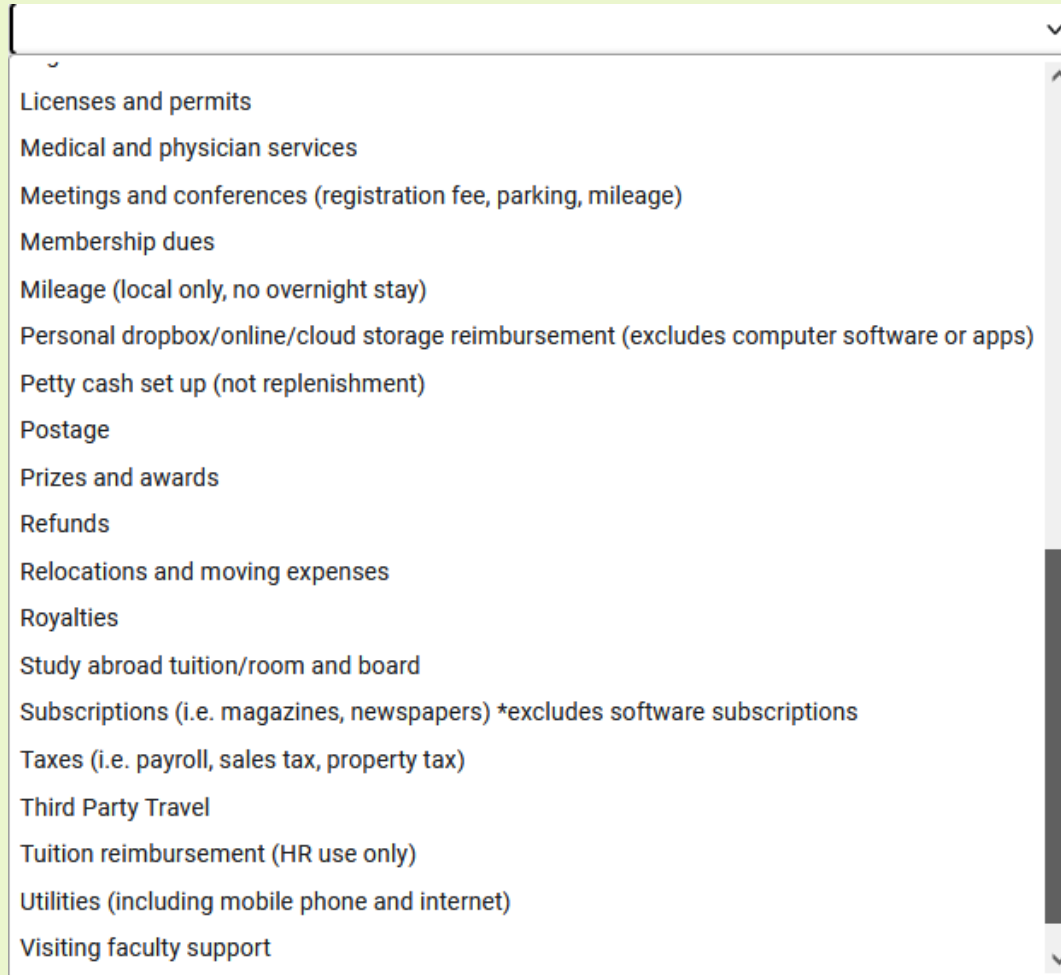
▼ Payment Request Category

Please select the appropriate payment category. Refer to the [Payment Request Usage List](#).

If the reimbursement category is not listed on drop-down menu above, select “**Unauthorized Purchase.**” The goods or service should have been processed on a requisition or paid with Caltech P-Card. Complete the **Unauthorized Purchase Justification** Section.

Please choose the best usage category for this request ★ 🔍

# Questions – Payment Category

A screenshot of a web application's dropdown menu for 'Payment Category'. The dropdown is open, showing a list of 20 categories. The categories are: Licenses and permits, Medical and physician services, Meetings and conferences (registration fee, parking, mileage), Membership dues, Mileage (local only, no overnight stay), Personal dropbox/online/cloud storage reimbursement (excludes computer software or apps), 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) \*excludes software subscriptions, Taxes (i.e. payroll, sales tax, property tax), Third Party Travel, Tuition reimbursement (HR use only), Utilities (including mobile phone and internet), and Visiting faculty support. The dropdown has a search bar at the top and a scroll bar on the right.

Licenses and permits

Medical and physician services

Meetings and conferences (registration fee, parking, mileage)

Membership dues

Mileage (local only, no overnight stay)

Personal dropbox/online/cloud storage reimbursement (excludes computer software or apps)

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) \*excludes software subscriptions

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

- 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 and allowable on P-Card Policy)

# Questions (cont.) – Payment Info

Invoice Number ★
<input type="text"/>
Account number (i.e. utilities, freight, customer account number)
<input type="text"/>
Amount ★
<input type="text"/>
Invoice Date
<input type="text"/>
mm/dd/yyyy

- Invoice Number – Enter invoice number if provided by supplier. If none, enter PR+MMDDYY (TechMart submission date) ex: PR032124
- 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 (cont.) – 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

Description of Purchase and Business Purpose ★

Catered food for Biology seminar 5/26/22, including food, drinks, delivery and set up.

1914 characters remaining

Currency

USD ▼

# Questions (cont.) – 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
- 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 (cont.) – Tax Reporting

<b>▼ Tax Reporting/Withholding Information</b>
<b>Is payee a US citizen/entity? ★</b>
<input type="radio"/> Yes <input type="radio"/> No
<b>Is payee a Caltech student/employee? ★</b>
<input type="radio"/> Yes <input type="radio"/> No
<b>Is payee a California resident or entity located in California? ★</b>
<input type="radio"/> Yes <input type="radio"/> No
<b>Do you expect to pay this payee more than \$1,500 per calendar year? ★</b>
<input type="radio"/> Yes <input type="radio"/> 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 (cont.) – 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

Description of future benefit to Caltech ★

TechMart Lunch Mtg; Ways to streamline and make system more efficient. 5/26/22

1922 characters remaining

If not using attachments, add list of attendees here

Hazel Hall, Tess Perez, Guillermo Ramirez

1959 characters remaining

# Questions (cont.) – Special Notes

Special Instructions:

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

Special instructions or note to Specialty Team.

Rush. Contact Tess at x2855 or Theresa.Perez@caltech.edu for check pickup.

1926 characters remaining

# Questions (cont.) – 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 a request to Supplier Management to create/update supplier record.



Is payee a new supplier? *
<input checked="" type="radio"/> Yes <input type="radio"/> No
Is the new payee a Caltech student/employee? *
<input type="radio"/> Yes <input checked="" type="radio"/> No
New supplier's name *
<input type="text"/>
New supplier's mailing address *
<div><div></div><div>2000 characters remaining</div></div>
New supplier's email address *
<input type="text"/>
New supplier's phone number *
<input type="text"/>

# Questions (cont.) – 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](https://access.caltech.edu/) account.

- Specialty Team member will submit a request to Supplier Management to create/update supplier record.

The screenshot shows a web form titled "Is payee a new supplier? ★". It contains two radio button options: "Yes" (selected) and "No". Below this is another question: "Is the new payee a Caltech student/employee? ★", also with "Yes" (selected) and "No" radio buttons. Following these are three text input fields, each preceded by a label and a required field indicator (★): "Student/employee UID number ★", "Student/employee phone number ★", and "Student/employee email address ★".

Is payee a new supplier? ★

☒ Yes ☐ No

Is the new payee a Caltech student/employee? ★

☒ Yes ☐ No

Student/employee UID number ★

Student/employee phone number ★

Student/employee email address ★

# Questions (cont.) – Disposition of Payment

- Select check (US Postal Mail) or Direct deposit
- Payees may sign up for direct deposit. Links to forms provided when Direct deposit option is selected:
- Oracle default payment disposition supersedes the method selected (contact Specialty Team to confirm if needed)
- If payment needs to go FedEx, please include PTA alias in Special Instructions.

## ▼ 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
- ☐ 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 accounts
- Click “Edit” to change or split PTA or E-Type

**Codes**

Form Request Actions | History | ?

Accounting Codes

LINE	Project	Task	Award	Expenditure	Organization	
	FIN.00006	1.1	GB.000007	Supplies - Allocable	Caltech	<div>edit</div>
	PURCHASING&PAYMENT SERVICES	1.1	AVP/CONTROLLER	Supplies - Allocable	Caltech	

# PTA Codes (cont.) – 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.

**Accounting Codes** ? X

LINE

Project	Task	Award	Expenditure	Organization			
<input type="text" value="FIN.00006"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="1.1 [PURCHASING]"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="GB.000007"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="Supplies - Allocable"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="Caltech"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="21"/> <b>(525.00 USD)</b>	<input type="button" value="add split"/> <input type="button" value="remove"/>	
<input type="text" value="FIN.00006"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="1.1 [PURCHASING]"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="GB.000007"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="Supplies - Allocable"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="Caltech"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="79"/> <b>(1,975.00 USD)</b>	<input type="button" value="remove"/>	
					Split Total 100% (2,500.00 USD)	<input type="button" value="add split"/> <input type="button" value="split"/>	
<small>recalculate / validate values   show monetary calculations</small>							

**(525.00 USD)**

**(1,975.00 USD)**

Split Total 100%  
(2,500.00 USD)

# PTA Codes (cont.) – 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.)

**Codes** Request Actions ▾ History ?

▼ **Accounting Codes**

LINE	Project	Task	Award	Expenditure	Organization	
	FIN.00006	4.2 [SMALL BUSINESS	GB.000007	Supplies - Allocable	Caltech	<a href="#">edit</a>
	PURCHASING&PAYMENT	PROGR]	AVP/CONTROLLER	Supplies - Allocable	Caltech	
	SERVICES	SMALL BUSINESS PROGR				

Add alternate distribution for  [Go](#)

Organization

<input type="text" value="Caltech"/>	<input type="text" value="50.00"/>	<a href="#">add split</a>
<a href="#">Select from profile values...</a>		<a href="#">remove</a>
<a href="#">Select from all values...</a>		
<input type="text" value="Caltech"/>	<input type="text" value="50.00"/>	<a href="#">remove</a>
<a href="#">Select from profile values...</a>		
<a href="#">Select from all values...</a>		
Document subtotal: 100.00 USD Split Total		<a href="#">add split</a>
		<a href="#">recalculate / validate values</a>

# PTA Codes (cont.) – 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 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%	

DISCOUNT

Project	Task	Award	Expenditure	Organization	edit
no value	no value	no value	no value	no value	

TAX1

Project	Task	Award	Expenditure	Organization	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.

The screenshot displays the 'Accounting Codes' window with a table of entries. The table has columns for Project, Task, Award, Expenditure, and Organization. Two entries are visible, both for Project 'FIN.00006' and Task '4.2 [SMALL BUSINESS PROGR]'. The first entry has Award 'GB.000007' and Expenditure 'Supplies - Allocable'. The second entry has Award 'Caltech' and Expenditure 'Caltech'. The 'Amount of Price' dropdown is set to 'Amount of Price' and the 'Split Total' is 0%.

Project	Task	Award	Expenditure	Organization
FIN.00006	4.2 [SMALL BUSINESS PROGR]	GB.000007	Supplies - Allocable	Caltech
FIN.00006	4.2 [SMALL BUSINESS PROGR]	Caltech	Caltech	Caltech

Document subtotal: 100.00 USD Split Total 100.00 USD

Amount of Price: 50.00

Split Total: 0%

# Step 5 – Additional Information

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

SUPP MGT- <span></span>		Additional Information <span>Request Actions ▾</span> <span>History</span> <span>?</span>	
Form Number			
Purpose	Check Request		
Status	Under Review		
Instructions			
Details	✓		
Supplier	✓		
Questions	✓		
Codes	✓		
Additional Information	✓		
Attachments	✓		
Review and Submit			
Form Approvals			
		<b>Invoice Information</b>	
		Cancel Reason <input type="text"/> <a href="#">Select from all values...</a>	
		Dept Code <input type="text" value="13B"/> <a href="#">Select from all values...</a>	
		<b>Other Information</b>	
		Receiving Tolerance <input type="text" value="Option 2"/> <a href="#">Select from all values...</a>	
		<b>AP Custom Fields</b>	
		AiM Work Order <input type="text"/>	
		Subcontract Final Invoice <input type="checkbox"/>	
		Bring into Oracle on hold? <input type="checkbox"/>	
		Financial approval wet signature attached? <input type="checkbox"/>	
		Specialty Team - Pay on P-Card <input type="checkbox"/>	
		Specialty Team - Payroll assignment <input type="checkbox"/>	
		Payment Request Short Name for Campus Use (Shows Up In Invoice Search) <input type="text"/>	
		<b>Disbursements</b>	
		Will call <input type="checkbox"/>	
		FedEx <input type="checkbox"/>	
		Special Handling <input type="checkbox"/>	
		Ready for Wire Currency Conversion <input type="checkbox"/>	
		Wire ready for posting <input type="checkbox"/>	
		★ Required	
		<span>◀ Previous</span> <span>Save Progress</span> <span>Next ▶</span>	

# Step 5 – Additional Information (cont.)

From the “Search for Vouchers” screens, end users can search by many different fields such as dates, supplier, amount, and key words within the new custom field based on their short descriptions.

CHARTER COMMUNICATI...		Additional Information	
Form Number	1079607		
Purpose	Check Request		
Status	Incomplete		
Instructions			
Details	✓		
Supplier	✓		
Questions	⚠		
Codes	✓		
<b>Additional Information</b>	✓		
Attachments	✓		
Review and Submit			
Form Approvals			

Invoice Information	
Cancel Reason	<input type="text"/> <small>Select from all values...</small>
Dept Code	<input type="text" value="68"/> <small>Select from profile values... Select from all values...</small>

AP Custom Fields	
AiM Work Order	<input type="text"/> <small>Select from profile values...</small>
Payment Request Short Name for Campus Use (Shows Up In Invoice Queries)	<input type="text" value="Jan 2025 fees for account 253625"/>

★ Required

Note: Field has 100-character limit.

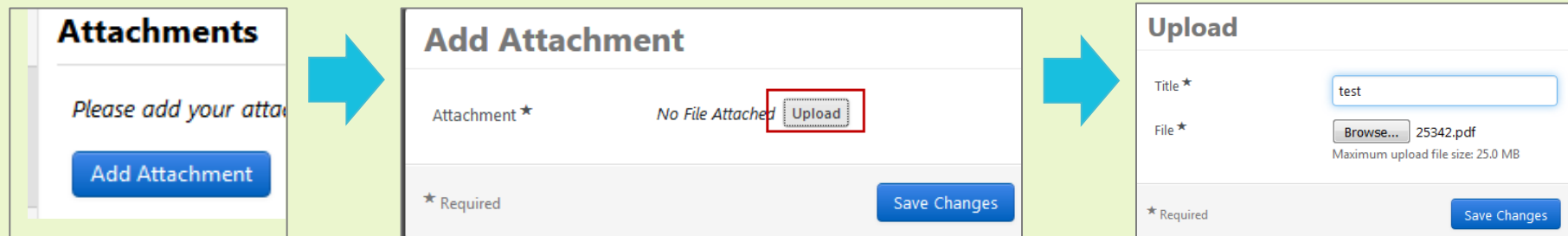
Watch this short informational video:

<https://caltech.box.com/s/m3070mwn6sff25364cojxdfn87908mju>

# 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.**



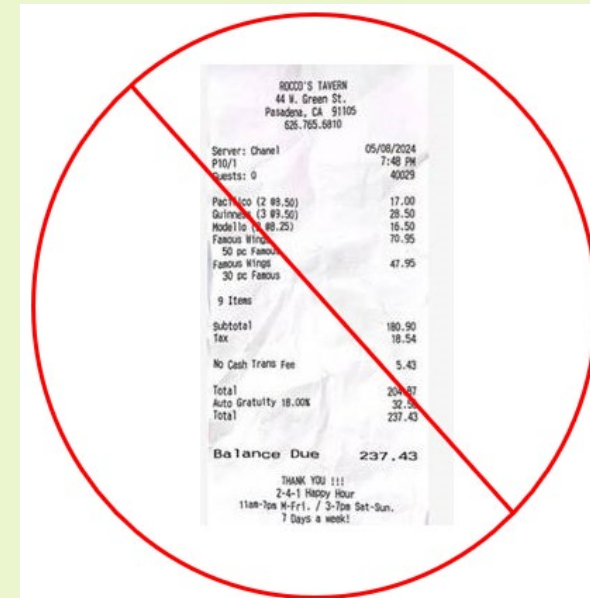
**Note:** Original records must be retained by the requestor in accordance to the Caltech Record Retention Guidelines. For more information, please see the [Guidelines](#) and [Schedule](#)

***\*Do not attach sensitive documents – submit to Box***

# Step 6 – Attachments (cont.)

Caltech follows the GAAP (Generally Accepted Accounting Principles) standard accounting and auditing practices as well as the IRS Accountable Plan. Payment Services' policies and procedures have been established to comply with these rules and regulations to minimize the Institute's audit exposure. Caltech is required to demonstrate due diligence when processing transactions. Both GAAP and Accountable Plan concepts require proof of payment to substantiate receipts.

Acceptable proof of payment must show the method of payment used for each transaction (credit card, cash, gift card).



# 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

**Review and Submit**Request Actions ▾History?

✓ Required Fields Complete

Section	Progress
<a href="#">Details</a>	✓ Required Fields Complete
<a href="#">Supplier</a>	✓ Required Fields Complete
<a href="#">Questions</a>	✓ Required Fields Complete
<a href="#">Codes</a>	✓ Required Fields Complete
<a href="#">Additional Information</a>	✓ Required Fields Complete
<a href="#">Attachments</a>	✓ Required Fields Complete

◀ PreviousAdd to FavoritesSubmit

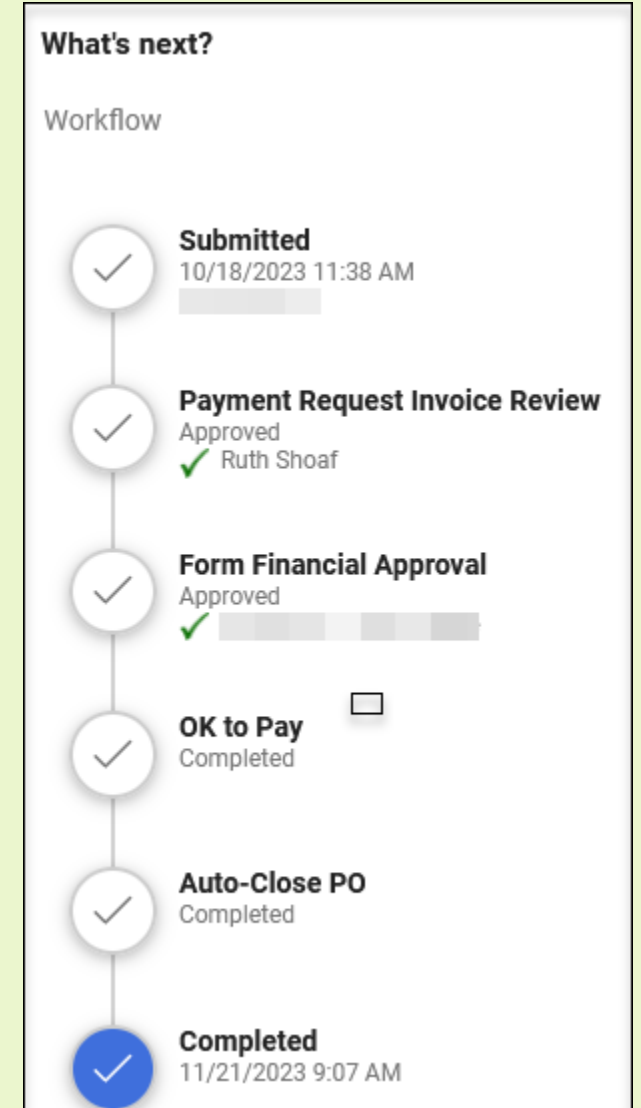
# Form Approval

- You can check request status by querying the Form Number
- Submitted requests will have form status "Under Review" until audited and approved by a Specialty Team member.

Review and Submit
<b>Form Approvals</b>

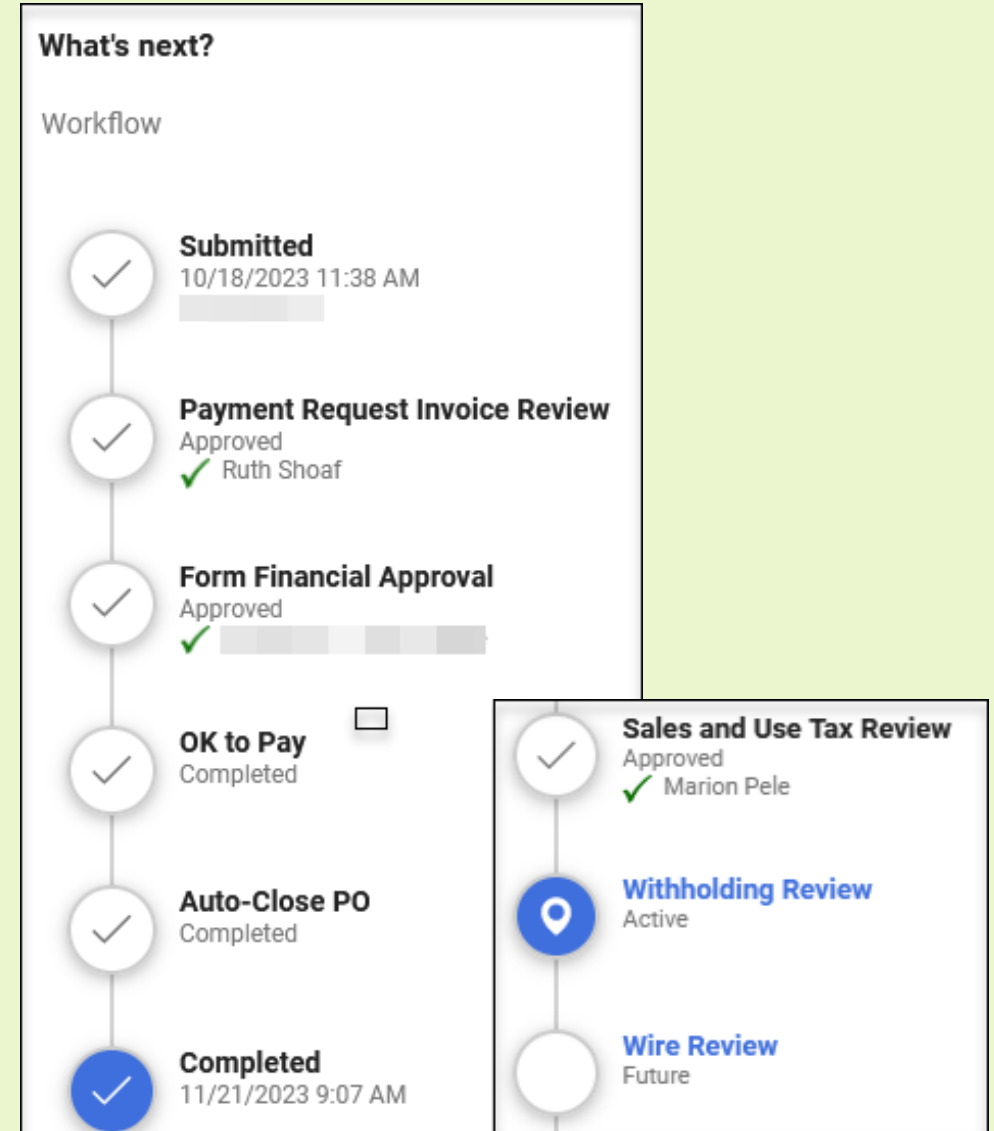
<b>PTA Payment Request v3</b>	
Form Number	<b>112112</b>
Purpose	<b>Check Request</b>
Status	<b>Under Review</b>

- After Form Approval, a voucher is created in Invoice Workflow




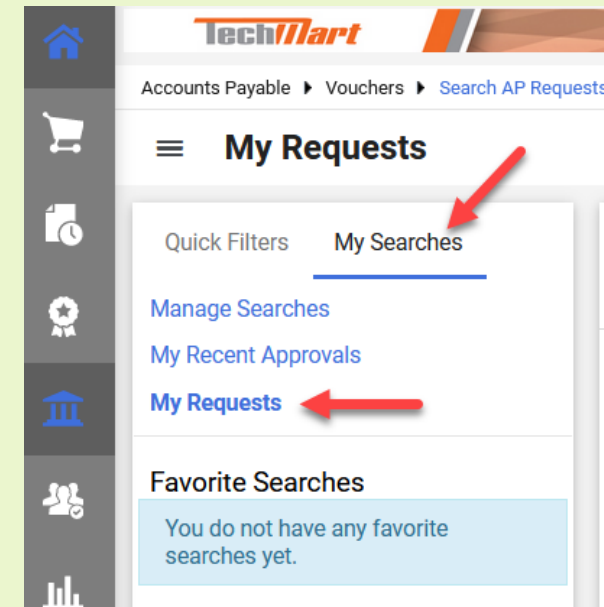
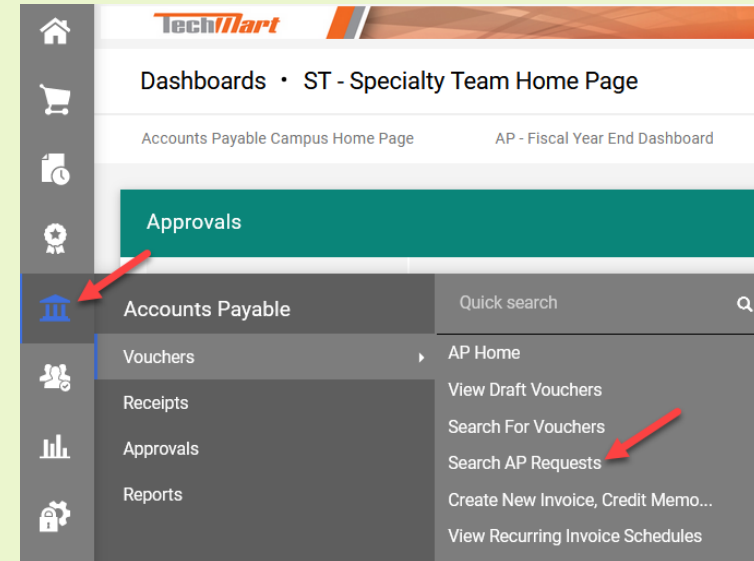
# Invoice Approval / Workflow Steps

- The next step is Financial Approval (FA). The Financial Approver must be set up in your TechMart profile.
- Once the invoice is created, it stops in the invoice workflow for final review and approval (sales/use tax, withholding, etc.)
- There may be other workflow stops depending on the type of payment or supplier (Withholding Review, Wire Review, etc.)
- After FA, invoice is exported to Oracle for payment according to the due date (payment terms)



# How to search your payment requests

- Click the Accounts Payable icon 
- Search AP Requests
- Select My Searches
- Click My Requests





# RESOURCES

## **Employee Direct Deposit Form**

[https://procurement.caltech.edu/documents/19431/Direct\\_Deposit\\_Form\\_Employee\\_Student.pdf](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\\_Suppliers\\_Sep\\_2020.pdf](https://procurement.caltech.edu/documents/17592/Direct_Deposit_Form_for_Suppliers_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](https://finance.caltech.edu/documents/15177/what_is_allowable_final_.pdf)



# CONTACT INFORMATION

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# THANK YOU

For attending today's presentation

