

## PAYMENT REQUEST instructions

Payment Request: Need a check for goods on hand or service performed: What I need:

<b>invoice</b>	<b>Invoice number</b>
<b>Pay Preceptor</b>	<b>Name of student and dates</b>
<b>Pay guest lecture</b>	<b>Date of service and class</b>
<b>Reimbursement</b>	<b>receipts by date</b>
<b>Hallmark</b>	<b>Event Date and number</b>

Tips: Make sure you have already scanned a copy of your backup to an accessible folder on your computer or a zip drive so you can upload it to the payment request.

In Self Service access the Financial Management tile

The screenshot shows the DAEMEN Self-Service portal. At the top, there is a blue header with the DAEMEN logo. Below the header, a grey bar contains the text "Hello, Welcome to Colleague Self-Service!" and "Choose a category to get started." Below this, there are several service tiles arranged in a grid. The tiles are: "Banking Information" (with a green icon), "Course Catalog" (with a green icon), "Advising" (with a blue icon), "Financial Management" (with a blue icon and a red box around it), and "Student Finance Admin" (with a blue icon). The "Financial Management" tile description reads: "Here you can view the financial health of your cost centers and your projects."

Once in Financial Management click on the Procurement tile

**Commented [1]:** @mkenyon@daemen.edu  
Started this with screen shots and instructions.  
Needs formatting and more instructions. It's a start  
\_Assigned to mkenyon@daemen.edu\_

1. In Procurement you will first come to the “View” tab

DAEMEN

Daily Work · Financial Management · Financial Management Overview

### Financial Management Overview

- Approve Documents**  
Here you can approve a list of financial documents.
- Finance Query**  
Here you can query your financial data.
- Procurement**  
Here you can create and maintain your procurement documents.
- Budget to Actuals**  
Here you can view the financial health of your cost centers.
- Receive Goods and Services**  
Here you can receive or reject purchase order line items.

- 2.
- a. Here you will see all past requisitions / payment requests that you've initiated
  - b. To create a new requisition or **payment request** click on the “Create” tab

DAEMEN

Daily Work · Financial Management · Procurement

### Procurement

View **Create**

Filter

Document Types: Requisition, Purchase Order, Payment Request

#### Requisition

No Requisitions to view.

#### Purchase Order

#### Payment Request

Voucher Date	Voucher		Total	Ap
5/2/2025	V0242503 <span>Paid</span>	0130168 Musicalfare Theatre Co., Inc.	\$2,000.00	✓

Select **Payment Request** for goods and services you have already received or for items that you have an invoice for.

Note payment to Daemen employees which are not reimbursement of expenses, must go through Employee Engagement and use the following form **(EMPLOYEE STIPEND REQUEST)Kuali form**

The screenshot shows the 'Procurement' system interface. At the top, there is a header 'Procurement' and two tabs: 'View' and 'Create'. The 'Create' tab is active. Below the tabs, there are two main input fields. The first is 'Document Type \*' with a dropdown menu showing 'Payment Request'. The second is 'Request Date \*' with a text input field containing '2/26/2025' and a calendar icon. A red hand-drawn circle highlights the 'Request Date' field.

**Request Date**-is the date the system uses to charge to a particular month. This can be backdated, which is only necessary when invoices come in June for expenditures that occur in May. In that case, the request date would be backdated to May 31.

See Business Office staff for help ahead of time for fiscal year end invoices that you need assistance with.

**Confirmation email address:** This is prepopulated with your email address. If you want to send notifications to other people, you can add them here. Separate them by a comma, you will get a red warning message until the full email address is added after the comma. Confirmation Email will be your email.

Confirmation Email Address \*

larida@daemen.edu, larida141@gmail.com

Add email addresses separated by commas

## Procurement

View Create

Document Type \*

Payment Request

Request Date \*

3/31/2025

Approvers

Approval Date

Next Approvers

Next Approver Lookup

Internal Comments

Confirmation Email Address \*

larida@daemen.edu

Add email addresses separated by commas

Reimbursement Information

You CANNOT add names in the Next Approver field: SKIP

**Internal Comments** can be added as needed but they're for viewing only – they will not be printed on any document

If this is reimbursement for yourself, you can check the box here. There should only be one address listed for you. If there is more than one, contact IT and note that there are multiple vendors under your name in procurement.

Reimbursement Information

Reimburse Myself

Vendor ID

Vendor Lookup

There should only be one vendor per payment request. And only one invoice per payment request. The system will not allow you to enter the same invoice number multiple times for the same vendor. All invoice numbers for each vendor must be unique

You must attach all backup by scanning documents, or taking a picture

Vendor ID

Vendor Lookup 

Address

Invoice Number \*

Invoice Date 2/28/2025 

You will be provided with a list of vendors that are commonly used by your department, along with the vendor number. Input the vendor number, select the search icon and when your vendor populates, hit enter.

If more than one address appears for the vendor, choose the one that indicates the CHECK PAYMENT ADDRESS, Disregard any other address.

Tess Mulholland · 10:56 AM, Feb 13 (EST)

The PA Preceptors in Invoice# I put last name and dates they precepted. If all doesn't fit in the invoice number - I put it in description after Preceptor Fee (ex Mulholland 12/15-1/10 - if all doesn't fit just put Mulholland 12/15-) In description I put Preceptor Fee and if entire name and date doesn't fit in Invoice number I put it here ex: Preceptor Fee 12/15-1/10.

For Nursing Preceptors I use the term for the Invoice number (ex Fall 2024)

Hallmark invoice numbers should be Event# - ex: E34951

The address will automatically populate at this time.

INVOICE NUMBER: Enter the invoice number from external vendors.

If this is an internally generated payment request for items like:

Preceptors

Game Day workers

Referees

Guest lecturer

You will be provided with guidelines from [the Business Office or See attached or go to link for instructions](#)

When you select the vendor the **AP Type** will automatically populate based on how the vendor is set up.

Buffalo's Best Bakery 0355843 ×

**Address**  
3700 Southwestern Blvd. Orchard Park NY 14127  
(VEN-Vendor/Purchase Order)

Invoice Number \*  Invoice Date

**AP Type**

INVOICE DATE: there are no restrictions on the invoice date- Typically it is the date on the invoice.

Select the item you want to add- this is where your available General Ledger accounts/ Department and expense codes appear. If you do not have access to them in Self- service, you will not have access here.

Never charge things to

Fund Balances- 30101

Payroll codes: 50101, 50103, 50105, 50120, 50121, 51501

Items

Line Items	Description	Quantity	Price	Extended Price	
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[Add Item](#)

Select ADD ITEM:

Items

Line Items	Description	Quantity	Price
------------	-------------	----------	-------

New Item

Description \*

Quantity Price Extended Price

Daily Work

GL Account \* Project

Search by GL Account... None

Quantity Percent Amount GL Remaining Balance

0.000 100.000 0.00

Under “Items” click “Add Item”

- a. Enter a description, quantity, price, etc.
- b. In the GL Account field you can enter the numerical GL account or you can type part of the GL description such as “supplies” to bring up related GLs
- c. If you need to split the cost of this item between multiple GLs select the “Add GL Account” . If you’re unable to select a GL number you think you should have access to, contact [business@daemen.edu](mailto:business@daemen.edu) to review to your GL access
- d. If you need to add additional items click “Add Item” and repeat as necessary

If your invoice has tax - this should not be included with the total on the invoice (unless it is tax of another state)

Items

Line Items	Description	Vendor Part	Quantity	Unit	Price
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New Item

Description \*  Vendor Part

Quantity \*  Unit  Price \*  Extended Price

GL Account \*    
1-251015-51502 VP Business Affairs : Supplies & Other

Quantity \*  Percent \*  Amount \*  GL Remaining Balance

GL Account \*    
1-256070-51502 Employee Engagement : Supplies & Other

Quantity \*  Percent \*  Amount \*  GL Remaining Balance

When you're done adding line items click "Save and attach" in the lower right corner

There should be an invoice to attach-

### Attachments ✕

Upload new attachment

Choose File
No file chosen

Upload
Clear

Accepted File Types: ( .pdf,.jpg,.png,.gif,.bmp,.bm,.tif,.tiff )

Maximum File Size: ( 20 MB )

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No attachments found.

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Close

Once your Payment Request has been saved, you are able to view this document in the view tab of Procurement (you may have to refresh the screen to see the attachments)

- a. From here you're able to see the status of the Payment Request.
- b. In this example the status is Not Approved

Payment Request					
Voucher Date	Voucher			Total	Approvers/Next Approvers
6/3/2025	<a href="#">V0238178</a> <span style="border: 1px solid #ccc; padding: 2px;">Not Approved</span>	0352100 Ellucian Company LLC		\$500.00	<span style="color: #ffc107;">⚠</span> Diana Chamberlain - Acct Superviso <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">+1</span>
2/28/2025 <small>Academics</small>	<a href="#">V0238189</a> <span style="border: 1px solid #ccc; padding: 2px;">Not Approved</span>	0355843 Buffalo's Best Bakery		\$56.00	<span style="color: #28a745;">✔</span> Lisa Arida - Controller & Treas <span style="color: #ffc107;">⚠</span> Brian Kenline <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">+5</span>
6/3/2025 <small>Daily Work</small>	<a href="#">V0238179</a> <span style="border: 1px solid #ccc; padding: 2px;">Outstanding</span>	0129578 Guardian - Alternate Funded		\$7,500.00	<span style="color: #28a745;">✔</span> Patricia Puglia - AVP Emp Engage <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">+2</span>

Voucher Details

V0238189 | Void

Overview Approvers **Line Items**

Back to Line Items

Very Tasty Donuts \$50.00

Quantity 50

Unit

Price \$1.0000

GL Account

1-251015-51502  
VP Business Affairs : Supplies & Other

Project

Item Code

Quantity 25

Amount \$25.00

Remaining Balance \$4,093.73

1-351015-51502  
Academic Computing : Supplies & Other

Project

Item Code

Quantity 25

Amount \$25.00

Remaining Balance \$5,235.42

Invoice Number Feb 2025

Commodity

Trade Discount Percent

Trade Discount Amount

Fixed Assets

Line Item Comments

Voucher Details

V0238189 | Void

Overview Approvers Line Items

Status Not Approved

Vendor 0355843 Buffalo's Best Bakery

Amount \$56.00

Maintenance Date 2/28/2025

Requestor Lisa Arida

Attachments No Attachments

Additional Details

Request Date 2/28/2025

Status Date 2/28/2025

Due Date 3/14/2025

Invoice Number Feb 2025

Invoice Date 3/2/2025

Check Number

Check Date

AP Type AP Regular Accounts Payable

Internal Comments