

SWTJC Colleague Web Advisor

Web Request a Payment Manual

(**To be used to issue a check** for payment of an invoice for goods or services that HAS NOT been processed through Web Requisition/Purchase Order process)

Provided by Purchasing

January 2018

Page 2: When to use a Request for Payment/Policy link

Page 3-8: Enter a web Request a Payment

Page 9-11: View/Modify/Delete web Request a Payment

Page.

When to Use a Request for Payment

Requests for Payment should be used when a check needs to be issued to a supplier/vendor, and almost always are prompted by an invoice. The following are some examples:

- Membership dues
- Subscriptions
- Honorariums
- Reimbursements (keep in mind that although the College is tax exempt, individuals are not, so please limit these; the exception is for travel reimbursement)

Page 4

- Conference and competion registrations.
- "After the fact" purchases (these should be *very limited* as it goes against College policy)

See also, Business Office policies found at: http://swtjc.edu/documents/business_office/swtjc_business_office_policies.pdf

SWTJC COLLEAGUE WEB REQUEST A PAYMENT SOP

Click on Web Advisor from <u>www.SWTJC.edu</u> home page:



Click on Log In:

C K http://webadvisor.swtic.edu/8080/WebAdvisor/WebAdvisor/TPFEh. Q C C Monthward Taras Immir College WebAdvisor	v Main Menu x
🙀 🖗 Wolf Medical Hospital M 🧧 Suggested Sites 👻 🖉 Web Slice Gallery 💌 M Coming to Newark - torma 3. Amazon.com-250.5ets. N	- 🎸 Kī Surface Materials Holy
SWTJC	
Striftwest Fixed Imite Colline	LOG IN MAIN MENU CONTACT US
	Online Services Tutoriais
Please use your WebID to log in to Web Advisor.	
Many important notices from SWI JC will be sent exclusively via SWI JC email. To receive your important college information, activate your account using the t	proving web address <u>by Houtenbal</u>
	Students
Welcome Guest!	Faculty
WebAdvisor gives students, staff, and the community access to our databases.	Employees
To access Students, Faculty or	
IN.	
	0
	Account Information I'm New to WebAdvisor Whaf's My Password?
	LOG IN MAIN MEND CONTACT US
	POMISED BY DAVARIA

Enter your User ID and Password and click Submit:

Image: State St	ebAdvisor/WebAdvisor?TOKENI 🔎 🖛 🖒 <i></i> Southwest Texas Junior College	🗷 Log In 🛛 🛛 🕹]		6 🖈 🛱
🝰 🕘 Wolf Medical Hospital M 🗔 Suggested	Sites 🔻 🗿 Web Slice Gallery 👻 M Coming to Newark - txma 🚨 Amazon.co	om 250 Sets, N 🚸 KI Surface Materia	ls Holy		
SWTJC					
Southwest Texas Junior College				LOG IN MAIN MENU	CONTACT US
				w	elcome Guest!
		Log In			
\checkmark					
User ID:					
Show Hint:		A A			
		SUDMIT			
		SUDMIT			
				LOG IN MAIN MENU	CONTACT US
				WebAd	visor _{3.1}
				POWERED	BY DATATEL

Click on Employees:



Click on Request a Payment:

	No.				
🌐 Hand Trucks & Dollin: X 🕴 New Tab X Y ng building - Yahoo X Southwest Texas Junior C X 🗷 WebAdvisor for Emp	🛛 🗙 😹 WebAdvisor Main Mr. 🕽	Faculty & Staff Business (X	swtjc_business_office_pol X -	+ -	ø ×
(←) → C û Image: A ttps://webadvisor3wtjc.edu:8443/WebAdvisor/WebAdvisor?TOKENIDX=62610995868	ktype=M&constituency ••	• 🛡 🏠 🔍 Search		lii\ 🗊	入 三
🧱 Office Depot 🧕 Amazon 💆 CDW+G \ominus Dell 🛞 Informer 🛞 LBB 🚴 Kronos 👫 Outlook 365 🛞 BuyBoard U US Comm 🐲 DIR'	🧱 NIPA / TCPN 🔉 NJPA 🛛 😹 SHI	🚸 TCI 📵 colleague 🛞 Citi	🖲 🛞 GCMS 🍼 TxSmartBuy	TACC 🛞 SWTJC	>>
SWTJC					
Southwest Texas Junior College	CHANGE PASSWORD	LOG OUT MAIN MEN	D EMPLOYEES MENU	CONTACT US	
Employees - WebAdvisor for Employees Menu			Welco	ome Santos Diaz!	
The following links may display confidential information					
liser Account		Financial Information		2	
I'm New to WebAdvisor	Budget selection				
What's my User D? What's my password	Approve Documents	Sanunae			
Change Password Address Change	View/Modify/Delete Requisitions Request a Payment				
User Profile Show my password hint	View/Modify/Void Requests for P Receive Goods and Services	ayment			
Reset my password					
Employee Profile		Time Entry and Approv	al		
Position Summary	Time history				
My Stipends Total Compensation	Employee history (for supervisors)	<u>s)</u>			
Pay Advices W-2 Electronic Consent					
W-2 Statements					
	CHANGE PASSWORD	LOG OUT MAIN MEN	EMPLOYEES MENU	CONTACT US	
			WebA	D BY elluciane	

Click in **Reimburse Myself** if you are entering a request for a reimbursement (these should be very limited). Or click in **Pay Vendor (enter ID or Name below)** box and enter Vendor name (hint – less is more - for example, RCI Technologies Inc may be entered as "RCI") or enter ID# if you know it (0002142) and click on **Submit**:

🏟 Hand Trucks & Dollie 🗙 🥑 New Tab	×	🎸 mg building - Yahoo 🗙	Southwest Texas Junior 🕞 🗙	Request a	a Payment 🗙	💐 WebAdvisor	Main Mr 🗙	Faculty &	Staff Business 🕻 🗙	swtjc_business_o	ffice_pol ×	+ -	ø ×
(←) → 健 @ [0]	https://we	badvisor. swtjc.edu :8443/	WebAdvisor/WebAdvisor?TC	KENIDX=626	10995868(SS=18	APP (11		•	Q Search			III\ 🗉	⊁ ≡
🔤 Office Depot 🧕 Amazon 🔤 CDW•G 😁	Dell 🛞 Inform	ner 🛞 LBB 🛞 Kronos	Outlook 365 🛞 BuyBoard	US Comm	📑 DIR' 🧱 NIPA	TCPN 🔊 NJP	A 😹 SHI	TCI 📵	colleague 🛞 Citi	🔹 🛞 GCMS 🛛 🌘	💙 TxSmartBuy	TACC 🛞 SWTJO	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
SWTJC													
Southwest Texas Junior College					Change Pass	vord La	в Сит	Main Me	ENU EMPL	oyees Menu	HELP	Contact Us	
Employees						1	/				Welco	ne Santos Diaz!	
Reimburse Myself Pay Vendor (enter ID or Na	me below)]] CI		Reque	est a Payr	nent							
					Change Pass	VORD LO	о Оит	Main Me		OYEES MENU	HELP	Contact Us	
											WebAc	VISOr 3.2	

Click on the circle next to the appropriate vendor then click Submit:

1



Request a Payment form will backfill with your info from sign-on, **check to make sure it's correct**. If you have a "Needed By" or "Invoice Date" enter them, and enter **Invoice Number (required)**. If you have Comments such as: "per attached quote or contract" or other instructions for AP such as "include contract with check", enter into **Comments** box at this time; you may check budget by clicking on **View Budget**, this will take you to Budget Summary pages in WebAdvisor/

₩ Hand Trucks & Dollie X New Tab X Y mg building (←) → C û ① ● https://webadvisor.swt	a - Yahov X Southwest Texes Junior C X 🛛 Request a Payment X 🖉 WebAdvisor Main Mr. X Faculty & Staff Business (X swtjc_business_office_pol X + - 🗇	×
■ Office Depot	🔗 Kronos 🚦 Dutlook 365 🛞 BuyBoard U US Comm 🐲 DIR' 🧱 NIPA / TCPN 🔊 NIPA 🚈 SHI 🐐 TCI 📴 colleague 🛞 Citi® 🛞 GCMS 🏈 TixSmartBuy 🛛 TACC 🛞 SWTJC	»
Southwest Texas Junior College	CLANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US	
	Welcome Santos Diazi	
* = Required <u>View Budget</u> Request Date* 12/05/17 Needed By Date Invoice Number Invoice Date 12/0 Confirmation Hault Addess* Sdi22@svft(c.edu	Request a Payment	
Vendor ID 0002142		
RCI Technologies Inc Vendor Name*		ł
12829 Wetmore Road Steet Address/Apartment		
City San Antonio State Texa	ss v Zip Code 78247	
Country		
AP Type* RP Regular Accounts Payable 🧹		
Per attached contract. Plea	ise send signature page with check.	
	Price Cost center Orgect to Project to	
		~

Page

Next, click in Item **Description** box and enter description, tab to **Quantity** and enter appropriate amount, tab to **Price** and enter the price (per item) including decimals, tab to **Cost Center** and select appropriate fund and department from drop down, tab to **Object Code** and select appropriate code and location from drop down. Tab to **Next Approver**, and enter the appropriate "Next Approver" Colleague name (see List of Approvers) – this could be the first of several approvals that might be required (follow your required protocol). *Enter only ONE next-level approver here*. Click **Submit**.

🚓 Hand Trucks & Dollie: 🗙 🛛 🍯 New Tab	💦 🗙 🖞 mg building - Yahoo X Southwest Tecassunior C X 🔣 Regulet a Payment X 🛃 WebsAdvisor Main Mix X Faculty & Staff Business C X swtjc_business_office_pol X 🕂 🦯 🗇 👋
(←) → (⊂) ♠	https://webadvior.swtiredur8.443/Webadvior.WebAdvior.WebAdvior.
Comments	
Item Description	Quartery Price Cost Center Object Cost
Inventory services	1 1000 12-500051 Purchasing & Central Stores V500-01 Service Contracts - Uvalde
J.	
Tax Codes	
~	
×	
	/
Next Approval	
ANNE0500	
	V
	SUBHIT
	CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US
	WebAdVisor; 2 Rometer Industry

A Voucher Number has been assigned to your request. Please check over the information to make sure it is correct.

🌐 Hand Tru	cks & Dollie 🗙	👏 New Tal	þ	×	mg building	- Yahoo 🗙	Southwest Texas Junior Cc 3	K 🛛 Voucher		X 🕺 Wel	Advisor Main №	E X F	aculty & Staff Busi	iness C 🗙	swtjc_business_offic	e_poli X	+	-	٥	\times
$\left(\leftarrow \right) \rightarrow 0$	C 🕜		(i) 🔒 h	nttps://wel	advisor. swtj	c.edu :8443/\	WebAdvisor/WebAdvisor?]	OKENIDX=6261	099586&S	S=4&APP=	80%	··· 🛡	C Sec	arch				III\ 🗉	<mark>ا</mark> ا	Ξ
Office De	pot a Amazon	CDW•G	😑 Dell	🛞 Inform	er 🛞 LBB	🛞 Kronos 🚦	Outlook 365 🛞 BuyBoard	I 🔰 US Comm	🗈 dir' 📓	NIPA / TCPN	🔊 NJPA 🛛 🜌	SHI 🏘	TCI 📵 colleagu	ıe 🛞 Citi®	🛞 GCMS 💕 1	TxSmartBuy	TA	сс 🛞 ѕѡтл	с	»
SVVI	JC													_						
Southwest Texas Junior	College										Снан			Main Mer		Мени				
	EMPLOYEES																Welcom	e Santos Diaz!		
								V	oucher										1	
		\checkmark																		
	Voucher Number Voucher Amount	V032556 \$1,000.0	18 10																	
	Vendor ID and/or	r Name 0002142	RCI Technolog	gies Inc																
	Voucher Status Voucher Date	Not Approved 12/05/17 Vouch	AP Type RP er Maintenance	PRegular Acco e Date 12/05	unts Payable 17 Due Date 1	2/05/17														
	Invoice Numbe	r 1234567890	nvoice Date	12/05/17																
	Check/Transact	tion Number P	aid Date																	
	Created from Item Descrip	m Document ption_Vendor	Item Qua	ntity Unit	of Issue Pric	e Extende	ed Price GL Distribution		Invoice Num	ber Tax Code	s Tax Info Co	mments								
	Comment	s	1.000	0	1,000 Approve	1,0000 1,000.00	12-500051-5300-01 Servie ext Approval	e Contracts : Uvalde	1234567890											
	Per attached	contract. Please :	send signature	page with ohe	:k.	An	ine Tarski													
									OK											
											Chan	e Passwo	DRD LOG OUT	Main Mer	IU EMPLOYEES I	Мени	HELP	CONTACT US		
																W	ebAd	VISOF 3.2		

Please record the <mark>Voucher number</mark> on any documents (the invoice and contract or quote), and forward **immediately** to Accounts Payable Clerk (<u>nsvelasquez@swtjc.edu</u>).

Finally, you will receive an email with all pertinent information -your next Approver will receive one as well. Please store it in an Outlook folder as you may need it for follow up at some point.

From: APWebAdvisor@swtjc.edu Sent: Tuesday, December 5, 2017 9:30 AM To: sdiaz2@swtjc.edu Subject: Voucher Confirmation: V0325568

Voucher Number V0325568 Voucher Status Not Approved

Requestor Name Santos Diaz

Voucher Date 12/05/17 Due Date 12/05/17 Vendor ID and/or Name 0002142 RCI Technologies Inc AP Type RP Regular Accounts Payable Voucher Total \$1,000.00

ITEM 1 Item Description Inventory services Quantity 1.000 Price \$1,000.0000 Extended Price \$1,000.00 GL Distribution 12-500051-5300-01 Service Contracts : Uvalde

COMMENTS Per attached contract. Please send signature page with check.

APPROVAL

DATE

NEXT APPROVALS Anne Tarski

PageC

SWTJC WEB VIEW/MODIFY/VOID REQUESTS FOR PAYMENT SOP

To view, change (Modify) a request for payment you've entered previously, log into WebAdvisor as previously instructed (see page 3), and click on View/Modify/Void Requests for Payment:

🏟 Hand Trucks & Dollie 🗙 🕹 New Tab	X Y mg building - Yake X Southwest Texas Junior X	😹 WebAdvisor for Empli 🗙 😹 WebAdvisor Main M	Faculty & Staff Business X swtjc_busine	ss_office_po × + - 🗇 🔿	×
	ps://webadvisor. swtjc.edu :844 WebAdvisor/WebAdvisor?TC	DKENIDX=6261099586&type=M&cc. 80%	🛛 🏠 🔍 Search	III\ 🗊 📕	≡
Office Depot 3 Amazon 🔤 CDW•G 😔 Dell 🔮	🕽 Informer 🛞 LBB 🛞 Kronos 📑 Outlook 365 🛞 BuyBoard	US Comm 📑 DIR' 🧱 NIPA / TCPN 🔊 NJPA 😹	SHI 🚸 TCI 📵 colleague 🛞 Citi® 🛞 GCMS	🛛 💕 TxSmartBuy TACC 🛞 SWTJC	>>
SWTJC					
Southwest Texas Junior College			CHANGE PASSWORD LOG OUT MAIN MENU	Employees Menu Contact Us	
EMPLOYEES - WEBADVISOR FOR EMPL	OYEES MENU			Welcome Santos Diaz!	
The following links may display confidential inform	ation.				
		\mathbf{X}			
	Hear Annunt		Financial Information		
I'm New to WebAdvisor	U SE REGER	Budget selection Budget summary			
What's my password Change Password		Approve Documents Enter a Regulation for Goods and : View/Modify/Delete Regulations	Services		
User Profile Show my password hint		Request a Payment View/Modify:/Void Requests for Pay Receive Goods and Services	<u>yment</u>		
Heset my password	Employee Profile		Time Entry and Approval		
Position Summary		Time entry Time history			
My Stoends Total Compensation		Ime approval (for supervisors) Employee history (for supervisors)	1		
W-2 Electronic Consent W-2 Statements					
			Change Password Log Out Main Menu	EMPLOYEES MENU CONTACT US	
				POWERED BY ellucians	

A list of requests for payment that you have previously entered will appear. Note the **Voucher Number** on the left and the **Modify/Void** on the right side of the page. If you wish to view, click on the **Voucher Number**. It's important to note that this screen will show you the **Status – Not Approved, Outstanding (Approved but not yet Paid), Paid, etc.**

🏶 Hand Trucks & Dollie 🗙 🍯 New Tab	X Y mg building - Yahoo X Southwest Texas Junior C X 🛛 View/Modify/Void Re X 🖉 WebAdvisor Main Mi X Faculty & Staff Business C X swtjc_business_office_pol X	+ - 0	
(← → 健 @ ●	Intos://webadvisor.swtjr.edu:8443/WebAdvisor/WebAdvisor?TOKENIDX=6261099366&SS=58:APP= 🛛 ൽ 🗰 💌 🧟 🔍 Search	III\ 🗉 📕	≡
Office Depot 3 Amazon 🔤 CDW+G 😔 Dell	i 🛞 Infolmer 🛞 LBJ 🔗 Kronos 🚦 Outlook 365 🛞 BuyBoard 🔟 US comm 🚁 DIR' 🧱 NIPA / TCPN 💦 NIPA 🖷 SHI 🚸 TCI 🔯 colleague 🛞 Citi ® 🛞 GCMS 🍼 TiSmartBu	ay TACC 🛞 SWTJC	»
SWTJC			
Southwest Texas Juniar College	CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU	HELP CONTACT US	
Employees		Welcome Santos Diaz!	
	View/Modify/Void Requests for Payment		
Voucher Number Voucher Date Sta V0055556 12/05/17 Ow V0054354 11/02/17 Re	atus Vendor ID Vendor Name Total Amount Bandeng 0002142 RCI Netwoegee Inc 1.000.00 Monity Void conciled 0214139 Pice Arvation Ltd 3.000.00 Monity Void		
	CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU	HELP CONTACT US	
		POWERED BY ellucians 3.2	

Page.

You will be able to view the voucher, and check the status – whether it's been approved, paid, etc. Drilling into the **Description** will bring up more detail.

Xoucher	× +	- 6	×
$\left(\leftrightarrow ight) \Rightarrow$ C \bigtriangleup	🛈 🔒 https://webadvisor.swtjc.edu:8443/WebAdvisor/WebAdvisor?TOKENIDX=55989112838:SS=18/APP= 🦻 🧐 🔍 Search	III\ 🗊	. Ξ
SWTJC			
Southwest Texas Junior College	Change Password Log Out Main Menu Employees Menu	HELP CONTACT US	
Емрь	YEES	Welcome Santos Diaz!	
	Voucher		
Voud Voud Vend	Number V0325668 her/Anount \$1,000.00 or ID and/or Name 0002142 RCI Technologies Inc		
Vou Vou Inv	oter Status Outstanding AP Type RP Regular Accounts Payable oter Data 12:05/17 Voudher Maintenanos Data 12:05/17 Due Data 12:05/17 Jos Number 12:3467890 Invoice Data 12:05/17		
Cre	ated from Document Description Vendor item Quantity Unit of Issue Price Extended Price GL Distribution Invoice Number Tax Codes Tax Info Comments Invoice Number Tax Codes Tax Info Comments Invoice I		
	er attached contact. Please send signature page with cheat. Anne Taraki 1205/17 Next Approval		
	CLOSE WINDOW		
	Change Password Log Out Main Menu Employees Menu	HELP CONTACT US	
		POWERED BY ellucians	

If you click Modify, you will be able to make changes to the requisition – add more items and approvers if needed. Click submit after making the changes.

Page L

If you wish to Void an entry, you can click submit and void the voucher.

🌐 Hand Trucks & Dollie 🗙 😆 Ne	sw Tab X Y mg building - Yahoo X Southwest Texas Juni	inior C 🗙 🛃 Void a Request for Po X 🛃 WebAdvisor Main M. X 🛛 Faculty & Staff Business C X swtjc_business_office_pol X 🕇 — 🗇 X
(← → ♂ ŵ	Attps://webadvisor.swtjc.edu:8443/WebAdvisor/WebAd	dvisor?TOKENIDX=62610995868xSS=98kAPP= 🥨 🐨 🏠 🔍 Search 💷 🗵
🔤 Office Depot 🚨 Amazon 🔤 Cl	DW+G 😑 Dell 🛞 Informer 🛞 LBB 🛞 Kronos <table-cell-rows> Outlook 365 🛞 Bi</table-cell-rows>	BuyBoard U US Comm 🚁 DIR' 🧱 NIPA / TCPN 🔊 NIPA 😹 SHI 🚸 TCI 🧕 colleague 🛞 Citi® 🛞 GCMS 🛛 💕 TxSmartBuy 🛛 TACC 🛞 SWTJC 💦 📎
SWTJC		
Southward Toyne Jupics Callans		CULANCE PASSWOOD LOG OUT MAIN MENU ENDLOYEES MENU HELD CONTACT HE
		CHARUE FASSHORU LOU OUT MAIN MERU LIMPLOTEES MERU
EMPLOYEES		weicome santos biazi
		Void a Request for Payment
Caution: Press	sing Submit will Void this Request for Payment	
* = Required		
Voucher Number	V0325568	
Voucher Amount Vendor ID and/or Nam	e 0002142 RCI Technologies Inc	
Confirmation E-Mail A	Address* sdiaz2@swtjc.edu	
Voucher Status Ou	tstanding AP Type - RP Regular Armunit: Payable	
Voucher Date 12/0	5/17 Voucher Maintenance Date 12/05/17 Due Date 12/05/17	
Invoice Number 12	34567890 Invoice Date 12/05/17	
Check/Transaction N	umber Paid Date	
Created from Do	cument	
Item Description	Vendor Item Quantity Unit of Issue Price Extended Price GL Dis	Distribution Invoice Number Tax Codes Tax Info Comments
Inventory services	1.000 1,000.000 1,000.00 12-500	00051-330-01 Service Confracts: Uvalde 1234567590
	Anne Tarski	Late 1206/17
Comments		
	ii.	
Next Approval		
		SUBMIT
		Change Password Log Out Main Menu Employees Menu Help Contact Us
		WebAdvisor _{3.2}