CAMP TECHNOLOGY: CONNECTING PROCESSES

Setting Sail with MyPayments Innovations

Presented by Robin Alcalay, Josie Barber, Stephanie Wallace, and Rowena Orila

PC West: Bear Room | 2:30 – 3:15
• MyPayments set sail as a payment option for campus sailors in February 2015.

• It was very steady sailing and the old process of Payment Authorization was dry docked in June 2015.

• Payment Authorization had replaced the paper form version way back in 1996.
MyPayments Training Videos

Watch the following videos to learn more about how to use MyPayments.

(Hint: To expand video to fullscreen, start the video, mouse over the video player or tap the keyboard space bar to display the video controls, and click on the “Full Screen” button in the lower right corner.)

*Expand all*

- Inbox Overview
- Create a Document
- Edit a Document
- Copy a Document
- Search for a Document or a Payee
- Approving Documents

*Expand all*
MyPayments Training Videos

Watch the following videos to learn more about how to use MyPayments.

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Expand all

UC San Diego MyPayments: Inbox Overview
BOARD THE PASSENGERS – PAYEE SET UP
Select a Payee - Click on the payee id to choose

<table>
<thead>
<tr>
<th>Show</th>
<th>Filter:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 entries</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payee Id</th>
<th>Type</th>
<th>Name and Address</th>
<th>Primary Name</th>
<th>Emp Id</th>
<th>Emp Status</th>
<th>Home Department</th>
</tr>
</thead>
</table>

Showing 0 to 0 of 0 entries

- **Cancel**

Help

- You can search by any combination of the following fields.
- Creation date is set to the last two months by default.
- Request a new payee
New Payee Request

1. Complete this form to request a new payee be set up.
   Once all required information, including the W-9 ID, has been submitted, Disbursements will enter the Payee information in the financial system. An email will be sent to you with a unique system-assigned UCSD Financial ID (FID) that includes the address provided here. You may then proceed with completing a MyPayments document using the FID provided.

Payee Usage Questions

Reportable Income?  Is the payment you want to create for this payee subject to reportable income?

- Yes  
- No

Examples of reportable transactions include:
  - Rent
  - Royalties
  - Medical and health care payments (including corporations)
  - Prizes and awards
  - Research subjects
  - Blood donors
  - Professional services
  - Entertainers
  - Honorariums
  - Guest lecturers
  - Attorney fees

Return to MyPayments Home Page
U.S. Person? Is the payee a U.S. person?
- Yes  ○ No
For federal tax purposes, you are considered a U.S. person if you are:
- An individual who is a U.S. citizen or U.S. resident alien
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States
- An estate (other than a foreign estate)
- A domestic trust

W.9 Form? Do you have a completed W-9 form for the payee?
- Yes  ○ No

W-9 Form Upload [ ] Browse... Required

- [W 9 Form Required]
Payee needs to complete a W-9 form, return it to you to upload with the New Payee Request.
- Click here to download a blank W-9 Form and once you receive it back, return to this page to complete and submit the request for new payee set up.
Payee Information

Search for new payee

Payee Name: AAAS
Payee Id: 0003398GE

Payee Address Type: U9
Payee Name Line 1: AAAS
Address Line 2: Member Services
Address Line 3: 1200 New York Avenue, N.W.
City, State, Zip: Washington, DC, 20005

Payee Address Validation: ☐ Yes ☒ No

Payee Address Update Request
Click here if you need to search again.
Please complete only the information below that needs to be corrected.

Payee Name/line 1
Address Line 2
Address Line 3
Address Line 4
City
State
ZIP
Country
GET UNDER WAY

- Payment Types
- Use/Sales Tax
- Glacier
- Uploading documents
- Copy Documents
Document Requirements

Some payment types require documentation that needs to be attached prior to moving past the "Documentation" step.

- Please make sure you have scanned and saved any required documents in an easily accessible location.
- Please make sure you have scanned and saved any backup documents that you want Disbursements to include with the payment to the vendor.
- You will be asked to attach these documents later in the payment creation process.
- Know the UCSD policy for the protection of personal information, cut out or black out all sensitive or private data as an important aspect of the documentation preparation process.

Click here to view a list of payment type examples.
Click here to view a list of account codes for each payment type.

Payment Type

- BFS PAYMENT SUPPORT
- NON-CASH AWARDS, GIFTS, PRIZES
- DUES, FEES, LICENSES, PERMITS, PREMIUMS, REFUNDS
- RENTS, LEASES
- SERVICES, HONORARIUM
- FELLOWSHIPS, OTHER AWARDS
- SUPPLIES
- CLINICAL TRIALS / RESEARCH STUDY
- OTHER
- CAMPUS SUPPORT
- CONFERENCES, RETREATS, AND FUNDRAISERS
- BFS PAYMENT SUPPORT
Awards, Gifts, Prizes

Departments can present employees with non-cash awards to recognize accomplishments, length of service, retirement, or as an expression of sympathy. Departments can also present gifts to non-employees and organizations outside UC San Diego.

- Length of Service (Employee): Request a Disbursements gift card, expense reimbursement, or payment to a vendor for awards given to employees in recognition of length of service.
- Raffle and Prizes (Non Cash): Request a Disbursements gift card, expense reimbursement, or payment to a vendor for prizes or gifts given as an incentive for employee participation in events and surveys.
- Recognition (Employee): Request a Disbursements gift card, expense reimbursement, or payment to a vendor for awards given to employees in recognition of employee achievements.
- Retirement (Employee): Request a Disbursements gift card, expense reimbursement, or payment to a vendor for gifts given to retiring employees in recognition of their accomplishments.
- Sympathy: Request expense reimbursement or payment to a vendor for a sympathy gift given to an employee or a member of the employee's family in the event of a major illness or death.
- Awards (Students): Request a Disbursements gift card, expense reimbursement, or payment to a vendor for gifts given to students in recognition of student achievement.
- Gifts (Non Employee): Request a Disbursements gift card, expense reimbursement, or payment to a vendor for gifts given to non-employees and organizations outside of UC San Diego.

Dues, Fees, Licenses, Permits, Premiums, Refunds

- Fees, Licenses, Permits, Premiums: Request expense reimbursement or payment to a business entity for insurance premiums, licenses, permits, and other fees.
- Membership Dues: Request expense reimbursement or payment to a business entity for membership dues, including memberships for periodical acquisition.
- Visa Fees (Other): Request expense reimbursement or payment to a business entity for visa fees (not including Department of Homeland Security).
- Refunds: Request payment to a person or business entity for refund of overpayment.

Rents, Leases

- Real Property: Request a payment to a person or business entity for payment of rental/lease payments on real property.
ASSISTANCE WITH SALES/USE TAX

Document Id: M2000139

Payment Type  Payee  Payment  Document  Document  Accounting  Review and
Information  Questions  Information  Documentation  Document  Distribution  Submit

Document Amounts

- Input amounts from receipt, invoice or order form.

  Receipt / Invoice  $50.00
  Total

  Sales Tax Included  Does the receipt or payment confirmation / Invoice or Order form include Sales Tax?
  ○ Yes
  ○ No
  ○ n/a

  Document Total  $50.00

  • Return to MyPayments Home Page
### Document Amounts

Input amounts from receipt, invoice or order form.

<table>
<thead>
<tr>
<th>Receipt / Invoice Total</th>
<th>$50.00</th>
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</thead>
<tbody>
<tr>
<td><strong>Sales Tax Included</strong></td>
<td></td>
</tr>
<tr>
<td>Does the (receipt or payment confirmation / Invoice or Order form) include Sales Tax?</td>
<td></td>
</tr>
<tr>
<td>○ Yes</td>
<td></td>
</tr>
<tr>
<td>○ No</td>
<td></td>
</tr>
<tr>
<td>○ n/a</td>
<td></td>
</tr>
<tr>
<td><strong>Vendor Location</strong></td>
<td></td>
</tr>
<tr>
<td>Is purchase from out of state vendor?</td>
<td></td>
</tr>
<tr>
<td>○ Yes</td>
<td></td>
</tr>
<tr>
<td>○ No</td>
<td></td>
</tr>
<tr>
<td><strong>Use Tax Added</strong></td>
<td></td>
</tr>
<tr>
<td>Does Use Tax need to be added?</td>
<td></td>
</tr>
<tr>
<td>Don't know? [Click here &gt;]</td>
<td></td>
</tr>
<tr>
<td>○ Yes</td>
<td></td>
</tr>
<tr>
<td>○ No</td>
<td></td>
</tr>
</tbody>
</table>

Please note: The sum of all amounts above Document Total must equal Document Total. If use tax is required, calculation will be based on the total of all taxable amounts.

<table>
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<tr>
<td>○ taxable</td>
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</tr>
<tr>
<td>○ not taxable</td>
<td></td>
</tr>
<tr>
<td>Shipping</td>
<td></td>
</tr>
<tr>
<td>○ taxable</td>
<td></td>
</tr>
<tr>
<td>○ not taxable</td>
<td></td>
</tr>
<tr>
<td>Use Tax</td>
<td>$4.00</td>
</tr>
</tbody>
</table>

| Document Total | $54.00 |

- [Return to MyPayments Home Page](#)
New Payee Request

Complete this form to request a new payee be set up. Once all required information, including the V-number has been submitted, Disbursements will enter the Payee information in the financial system. An email will be sent to you with a unique system assigned UCSD Financial ID (FID) that includes the address provided here. You may then proceed with completing a MyPayments document using the FID provided.

Payee Usage Questions

Reportable Income?  Is the payment you want to create for this payee subject to reportable income?
- Yes  ○ No
  Examples of reportable transactions include:
  - Patents
  - Royalties
  - Medical and health care payments (including corporations)
  - Prizes and awards
  - Research subjects
  - Stock options
  - Professional services
  - Entertainment
  - Honorarium
  - Travel insurance
  - Attorney fees

U.S. Person?  Is the payee a U.S. person?
- Yes  ○ No
  For federal tax purposes, only a non-U.S. person if you are:
  - An individual who is not a U.S. citizen or U.S. resident alien
  - A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States
  - An estate (other than a foreign estate)
  - A domestic trust

Glacier Record Request Form?  Have you completed a Glacier Record Request Form for the payee?
- Yes  ○ No

Glacier Record Request Form Required

Please click on the link to submit a Glacier Record Request Form so the Tax Services Team may determine the reporting requirements for the payee.

If it is determined that a Glacier Record is required for this payment type an email will be sent to Payee with instructions for completing a Glacier Record. Once the Glacier Record has been reviewed by the Tax Services Team, Disbursements will enter the Payee information in the financial system. An email will be sent to the Dept. contact below with a unique system assigned UCSD Financial ID (FID) and a two-character address code that corresponds to the address provided below. You may then proceed with submitting a MyPayments request with the FID and address code provided.
Payee Search Error

MALCOLM BROWN does not have a Glacier record on file.

Please submit the required Glacier documentation. Once the Glacier Record Request Form is submitted via BF-Support, we will contact the payee to initiate the glacier process. We will respond back to the BF-Support case once the payee has been setup to receive payment.

Payee Name: MALCOLM BROWN
**Alert**

Federal and state law, as well as UCSD policy, govern the use and protection of personal information. Know the policy and cut out or black out all sensitive or private data before uploading as an attachment.

**Documentation**

- **Payment Type**
- **Payee Information**
- **Payment Questions**
- **Document Information**
- **Documentation**
- **Document Amounts**
- **Accounting Distribution**
- **Review and Submit**

**Documentation is required.**

Please attach the receipt or order confirmation with proof of payment. Payment to an organization or society requires a registration / renewal form to be included with payment.

**Add an attachment**

- **No attachments exist**

*Return to MyPayments Home Page*
Documentation is required.
Please attach the receipt or order confirmation with proof of payment. Payment to an organization or society requires a registration/renewal form to be included with payment.

Type: Choose one...

Attachment: Browse...

Description: Renewal Notice

Send Copy to Payee?  Yes  No
**Document Information**

- **Document Id**: M2000142
- **Tracking Number**: GA0030816
- **Document Status**: Incomplete
- **Payment Type**: DUES, FEES, LICENSES, PERMITS, PREMIUMS, REFUNDS / MEMBERSHIP DUES
- **Creation Date**: 03/08/2016 12:32 PM
- **Ledger Reference**: 

**Document Amounts**

| Document Total | $100.00 |

**Accounting Distribution**

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<th>Amount</th>
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<td>19500A</td>
<td>637220</td>
<td>$100.00</td>
<td></td>
<td></td>
<td>$100.00</td>
</tr>
</tbody>
</table>

**Document Text**

- **Department Notes**: 
- **Payee Text**: [Prepared by ALCALAY, ROBIN M]

**Documentation**

- **Add an attachment**

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Description</th>
<th>Send Copy to Payee?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration / Renewal Form</td>
<td>MyPayments test attachment.pdf</td>
<td>Renewal Notice</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*You can click on the description to edit it.*
### MYPAYMENTS

**Available Actions**
- Return to MYPayments home
- Return to previous page
- Cancel document
- Copy document
- Print Summary Report

### Admin Notes

**Preparer Information**
- Preparer Name: MORSE, TIMOTHY B
- Preparer Email: tlmorr@ucsd.edu

**Payee Information**
- Payee Name: BOOKSMALLER.COM
- Payee Address: 90040
- Payee City: Birmingham, AL
- Payee State: AL
- Payee Zip: 35012

### Document Information
- Document ID: 05000003
- Document Status: Complete
- Document Reference: SUPPLES / BOOKS
- Creation Date: 05/22/2016
- Ledger Reference: 11:11 AM

### Document Amounts
Learn about the Business Unit Management Tool (BUMT).

The Business Unit Management Tool (BUMT) works in conjunction with Marketplace, ECManager, and MyPayments to grant and manage certain roles. MyPayments will be launched on February 23, 2015.

Each department identifies a BUMT Administrator who is responsible for managing and maintaining the BUMT on behalf of their department. To request a new BUMT Administrator, complete the Delegation of Authority (PDF) form and complete the BUMT training available in the UC Learning Center.

The following can be granted and managed in the BUMT:
- Marketplace Shopping Roles
- Marketplace Approver Roles
- ECManager Attachment Viewer
- ECManager Attachment Administrator
- Creating Business Units, which group index numbers with appropriate Approvers
- MyPayments and Marketplace Department Head Role
- MyPayments Approver Roles

If you are a BUMT Administrator, learn more about the tool below:
+ Expand all

► Home Dept. Column
► Approvers and IFOP Data
► Search
SEARCHING HIGH AND LOW
### Search for a Document

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>Document Id</td>
<td>[Enter]</td>
</tr>
<tr>
<td>Payee</td>
<td>[Search] Clear</td>
</tr>
<tr>
<td>Address Type Code</td>
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<tr>
<td>Index</td>
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<tr>
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</tr>
<tr>
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<td>01/09/2016 To 03/09/2016</td>
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<td>Last Approval From</td>
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<tr>
<td>Approver</td>
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<tr>
<td>Reviewer</td>
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<tr>
<td>Payment Type</td>
<td>BFS PAYMENT SUPPORT - DISBURSEMENTS</td>
</tr>
<tr>
<td></td>
<td>NON-CASH AWARDS, GIFTS, PRIZES - LENGTH OF SERVICE (EMPLOYEE)</td>
</tr>
<tr>
<td></td>
<td>NON-CASH AWARDS, GIFTS, PRIZES - RAFFLE AND PRIZES (NON CASH)</td>
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<td>NON-CASH AWARDS, GIFTS, PRIZES - RETIREMENT (EMPLOYEE)</td>
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<td>Pending Tax Reviewer</td>
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Show Approval Link [ ]
SHIP CREW

• Payment Request Team
  ❖ Robin Alcalay
  ❖ Josie Barber
  ❖ Rosa Khou
  ❖ Rowena Orila
  ❖ Soledad Payumo
  ❖ Stephanie Wallace
SMOOTH SAILING – FRIENDLY SKIES AHEAD

BFSupport  Enhancements  Training
Don’t forget to stop by and visit us in the Price Center East Ballroom