

PROCEDURES FOR REQUEST A PAYMENT

The Web Advisor Request a Payment is used to initiate payments for things such as subscriptions, dues, registrations, small honorariums, reimbursements unrelated to business travel.

In order to Request a Payment, log on to the St. Lawrence University [Portal](#). A screen listing the following options will be displayed.

The screenshot displays the St. Lawrence University Portal interface. On the left, there is an 'Announcements' section with a message from 'tester - entire portalz' dated 1/25/2011 8:41 PM, posted by 'Tony Dashnaw'. Below this are tabs for 'My Feeds', 'Campus News', and 'Campus Events'. Further down are 'My Team Sites' and 'My Document Library' sections, with options to 'Expand All', 'Collapse All', and a link to 'Other'. On the right side, the 'Colleague Web Access' section is visible, containing a list of links: 'Employee Profile', 'Time Entry and Approval', 'Financial Information', 'Budgeting', 'Payments', 'Purchase Orders', and 'Requisitions'. Below this is a 'My Bookmarks' section and a 'Pictures of the Week' section. A white arrow with the text 'Select Payments.' points to the 'Payments' link in the 'Colleague Web Access' list.

ST. LAWRENCE UNIVERSITY portal

Welcome Carol Gable | My Site

All Sites

Lawrence University Portal > Faculty and Staff

have 123 unread messages.

Today's Date: Monday, February 14, 2011

February 2011

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

Monday, February 14

12:00 AM

12:00 PM give blood/ NC bank/lunch

Tuesday, February 15

9:00 AM Wkly with Carol

10:00 AM pci questionnaire

Announcements

Colleague Web Access - Upcoming Maintenance (02/16/11) 2/10/2011 11:58 AM

by Tony Dashnaw

Colleague Web Access will be unavailable starting on Monday, February 14, 2011 at approximately 6:30AM.

This should be a relatively short outage - we expect it to be available again by Tuesday, February 15, 2011 at approximately 6:30AM.

We apologize for the inconvenience and thank you for your patience!

My Team Sites

Expand All Collapse All

Other

Colleague Web Access

Main Menu

Payments

Request a Payment

View/Modify/Void Requests for Payments

Employee Links

Colleague

Note - this is a link to the main Datatel system. Employees who do NOT have access to this resource, please contact the help desk.

E-Saint

SLU Library

SLUWire

St. Lawrence University Home

My ToDo List

Expand All Collapse All

Due: Monday, March 22

Due: Monday, May 03

Select Request a Payment

Home - Faculty and Staff

ST. LAWRENCE UNIVERSITY portal

Welcome Carol Gable | My Site

All Sites

St. Lawrence University Portal > Faculty and Staff

Employee Profile

Time Entry and Approval

Budgeting

Payments

Purchase Orders

Requisitions

Request a Payment

To add new vendors or help with vendor lookup, please contact Ruta, x590

Reimburse Myself

Pay Vendor (enter ID or Name below)

SUBMIT

Select one of these options. If paying vendor, type in name or ID and click Submit.

If you simply type in the first few characters of the vendor name and click Submit, the system will list vendors with names that begin with those characters. If the vendor has not been paid by the university since July 1, 2010, however, it may not be listed. In order to have a vendor added to Colleague, departments must obtain a completed [W-9](#) form from the vendor and submit to Purchasing with a request that the vendor be added.

If the vendor is listed on the screen, check the box corresponding with the correct vendor and address and then click Submit. The screen will display several fields indicating the vendor's

In order to view whether a request has been approved, you may select as indicated below.

St. Lawrence University Portal > Faculty and Staff

You have 126 unread messages.

My Week

Today's Date: Monday, February 14, 2011

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
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Monday, February 14
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Select View/Modify/Void

The system will display Requests for Payments you have submitted and the Status Column indicates if a voucher has been approved. Approved vouchers will show the status “Outstanding”.