

How to enter a Mobile Communication Device (MCD) Allowance Request

The MCD Allowance Request should be used to request the annual MCD Allowance payments. Allowances are paid quarterly. See the Mobile Communication Device Policy 4.122 at <u>www.lcsc.edu/policies</u>

Use the Check Request form to request a one-time MCD payment to an employee. This form is not to be used to request payments to vendors.



Enter the employee name in the Enter Supplier field.

**Remember to use Object	: Code 55030
Supplier Information	
Existing Supplier	Enter Manually
Enter Supplier *	Select Supplier
Distribution Method *	
The system will distribute purc	chase orders using the method(s) indicated below:
😱 Custom Supplier Distribu	ution selected
Email (HTML Body)	
0.000	

Select the employee name.

Supplier Information		
Existing Supplier Er	nter Manually	
Enter Supplier *	diana h	×Q
Distribution Method *	Diaha L. Higgins	
The system will distribute purchase	orders using the method(s) indicated below: selected	
Email (HTML Body)		
coap@lcsc.edu		
Can't find your Supplier? Please	initiate a new sunnlier request form	

Enter a description, such as FY MCD Allowance. Enter a quantity of 12, and the monthly allowance amount from the approved MCD Agreement form.

5

Suppliers	The system will distribute purchase orders using Custom Supplier Distribution selected	the method(s) indicated below:	
Reporting	Email (HTML Body)		
Administer	coap@lcsc.edu		
Setup	Can't find your Supplier? Please initiate a new	v supplier request form.	
	Description *		
	Amount *		
	Quantity *		
	Attachments	Please attached the completed MCD agreement.	
Administer Setup	coap@lcsc.edu Can't find your Supplier? Please initiate a new Description * Amount * Quantity * Attachments	V supplier request form.	

6 Click "Add" to select the approved MCD Agreement to attach.

	Description *	FY24 MCD Stipend
	Amount *	100
	Quantity *	12
	Attachments	Please attached the completed MCD agreement.
	Internal Attachments *	Add
	Add in	itemai Attachments
u Search		
+		

3

Browse to select the file.

			All 👻	Search (A
	Add Attachments	×		
l	Attachment Type	● File ◯ Link		-
	File(s) *	Drop File or Browse Max. File Size: 5.0 MB		
	★ Required fields	Save Changes Close		

8 Click "Save Changes"

File(s) *	Drop File or Browse Max. File Size: 5.0 MB		
	MCD Agreement 2023.pdf	✓ 亩	
★ Required fields	Sive Chary as	Close	

9 Click "Add And Go To Car	rt"					
	All 👻	Search (Alt+Q)		0.00 USD	a او ا	1
			\$₽	Close	Add And Go To Ca	rt 💌

Click "Proceed To Checkout"

		1	All - Searci	(Alt+Q) 9. 1,200.00 USD	₩ ♥ •80 ↓ 53 £
				Assign Cart	Proced To Chickout
				Summary	→l
			Q	Details	~
				For	
			🗆	Name	
				2023-06-20 0322254 02	
се	Quantity	Ext. Price		T-1-1 (1 000 00 100)	
00	Qty: 12	1,200.00	🗆	Shipping, Handling, and Tax charges ar each supplier. The values shown here r	re calculated and charged by are for estimation purposes,

11 In the Requisition form, click on the pencil icon to edit the Accounting Codes section.

	United States			Subtotal	
	Billing Options				
	Accounting Date	no value			
				What's next for	my order?
				Next Step	Level 1 Approval
			× ~	Approvers	Higgins, Diana Waddington, Jessica
			Edit Accounting Codes Section	Workflow	
				Shows	skipped steps
Attachm	ents		× ~	O Draft Active Jessic	a Waddington
	no value				
pliers	Add			Level	1 Approval

12 Enter the appropriate cost center and object code.

â	Home LC	TEST						
	Edit Accounting (Codes						
=	Assessmentiane Conden							
ľo	Accounting Codes			_				
0	Cost Center *		Object Code	÷				
ATA	905101	2	55720	Ľ				
血								
北								
հր	* Required fields							
ត្ត	Administer	Ац-пос Арр	tover Se	elect				
		Buyer Code	04	ad433c0-e2de	4a72-ae2a-43e	f12b314aa	Delivery Options	
₿.	Setup		W	EB BUYER			Ship Via	Best Carrier-Best

13 Click "Save"

			-
		(sa)	Close
g Options			1,200.00
unting Date no value			
	What's next for	my order?	~
	Next Step	Level 1 Approval	
	Annrouare	Higgins, Diana	

14 Click "Place Order" to submit the request into the approval workflow.

	All 👻	Search (Alt+Q)		1,200.00 USD	i 🛆 han 🍖
		۲	- 🤋) ··· Assign C	art Clace Over
1	/ ···	. V Sumn	nary	00	
		Total	(1 200 00 1	SD)	
Clark State College iller's Office h Avenue ion, ID 83501 States		Shipp each budg	ving, Handling supplier. The et checking, a	, and Tax charges are c values shown here are ind workflow approvals.	alculated and charged by for estimation purposes,
Options		Subto	otal		1,200.00
nting Date no value					

Once the Requisition is approved and a PO generated, a receipt can be entered to request the first payment.

15 Locate the PO by navigating to Orders, My Orders, and clicking on My Purchase Orders.

í

ì	Home	IC TEST					
	Shop	Orders Search Purchase Orders My Purchase Orders					
5	Orders	Orders	Quick search Q	Quick search			
,	Contracte	Search	My Requisitions	×	×		
1	Contracts	My Orders >	My Purchase Orders	1-20 of 65 Re:	sults		
ì	Accounts Payable	Approvals	My Invoices My Receipts				
			My Change Requests		Created Date/Time		
le B	Reporting		Draft Change Requests My Procurement Requests	Higgins	6/20/2023 11:29:10 AM		
}	Administer			aving LLC 👁	6/14/2023 9:21:51 AM		
}	Setup			aving LLC O	6/13/2023 12:05:56 PM		

16 Or, use the search field to search for the PO. 81 **69** 0.00 USD 📜 All -Search (Alt+Q) ... Assign To Myself 1 of 66 Results 👻 < > ? Invoices Comments Attachments 1 History Summary → Pending Details \sim nding Supplier Status datio rPONumber Sent To Supplier er using the method(s) indicated below the last time it was Supplier Diana L. Higgins Dicsc.edu this PO Total (1,200.00 USD) V

17 Click "Receipts" 1662 Revision 0 Confirmations Shipments Change Requests Receipts Invoices Comments Attachments **Document Status** A/P status Open Workflow Completed a last revision (6/20/2023 12:06 PM) The system distributed the purchase order using the method(s) indicated below the last time it wa distributed: view Email (HTML Body) coap@lcsc.edu O Distribution options have been overridden for this PO Distribution Date/Time 6/00/0000 10/06 DM

Click this button.

			All 👻	Search (Alt+Q)		0.00 USD	Æ	♥ ×81
					0	⑦ …	1 of 1	Results 💌
ts	Invoices	Comments	Attachments 1	History				
			E	Summary		Complet	ed	
			Create rece	pt options Details				
				Supplier Stat	us			
				Supplier				
				Diana L. Higg	gins			
				Total (1,200	.00 USD)			

Click "Create Quantity Receipt"

			All 🕶	Search (Alt+Q)	Q 0.	00 USD 崔	♥ ¹ (81	ten T
					9	••• 1 of	1 Results 💌	$\langle \rangle$
Invoices	Comments	Attachments	1	History				
			+	Summary				→
			Ē	Create Quantity R	leceipt	Completed		
			_	Create Cost Rece	ipt			Ŷ
				Sent To Sup	oplier			
				Supplier				
				Diana L. Hig	ggins			
				Total (1,20	0.00 USD)			~

20 Enter any applicable notes in the Notes field, such as FY24 1st Quarter Payment.

no value
Add
1000 characters remaining
mm/dd/yyyy
mm/dd/yyyy

A receipt should be entered for each quarter that an employee is to receive the MCD allowance payment.

í

21 The quantity field will typically be updated to 3, to represent a quarter of the annual allowance.

difficat anowarice.		
Catalog No	Quantity	Clature
Catalog No.	Quantity	Status
12	12	Received 🗸

22 Click "Save	Updates"						
		All 🝷	Search (Alt+Q)		0.00 USD 📜	🛆 h	1
				0	Save Updates	Complete	-
						…□	Ξ.
						0	
	Quantity		Status				
12	3		Received		•	4 🕯 🗌	

23 Click "Complete"

		All 🕶	Search (Alt+Q)	Q.00 USD	₩ ♡ I 🖬 🖓 T
				0	Complete:
					🗌 🖹
					e 🗆
	Quantity		Status		
12	3		Received	~	4 🖬 🗌

(i) Entering the receipt will alert AP to process the payment.