

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

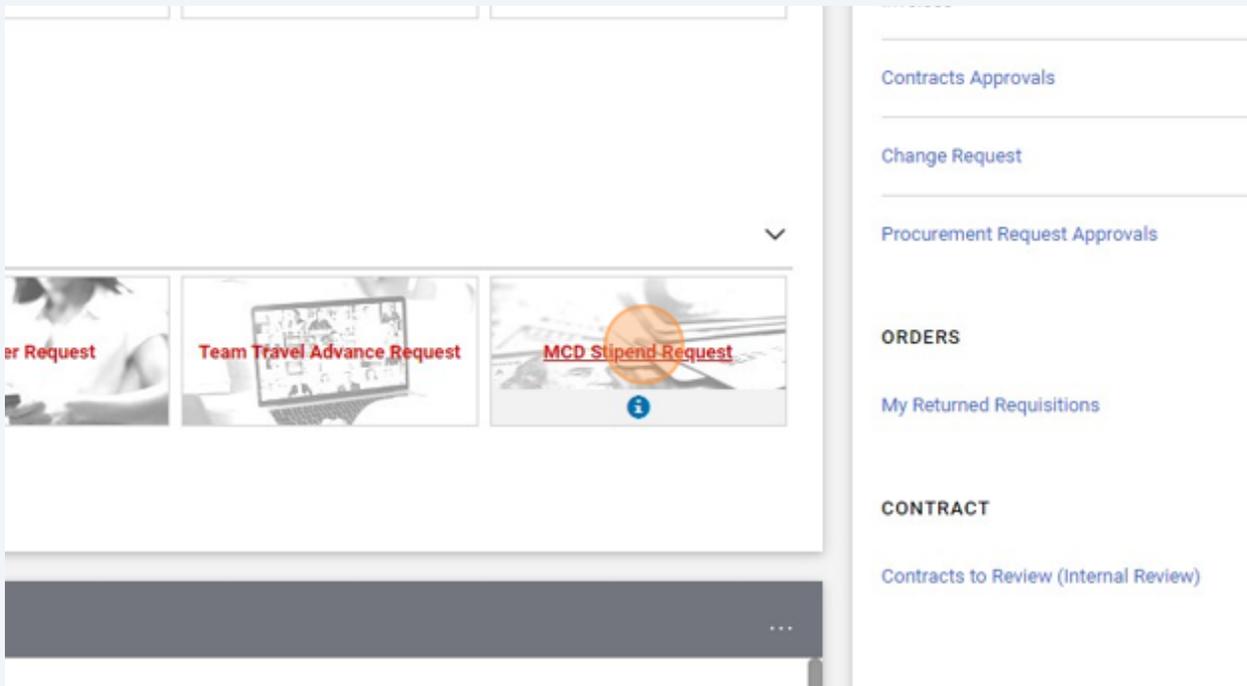
The MCD Allowance Request should be used to request the annual MCD Allowance payments. Allowances are paid quarterly.

See the Mobile Communication Device Policy 4.122 at www.lcsc.edu/policies

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.

1 Navigate to Jaggaer.

2 Click the "MCD Allowance Request" in the Forms section.



3 Enter the employee name in the Enter Supplier field.

****Remember to use Object Code 55030**

Supplier Information

Existing Supplier Enter Manually

Enter Supplier *

Distribution Method *
The system will distribute purchase orders using the method(s) indicated below:
Custom Supplier Distribution selected

Email (HTML Body)
coap@lcsc.edu

4 Select the employee name.

Contracts
Accounts Payable
Suppliers
Reporting
Administer
Help

Supplier Information

Existing Supplier Enter Manually

Enter Supplier *

Diana L. Higgins

Distribution Method *
The system will distribute purchase orders using the method(s) indicated below:
Custom Supplier Distribution selected

Email (HTML Body)
coap@lcsc.edu

Can't find your Supplier? Please initiate a new supplier request form

5

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

The system will distribute purchase orders using the method(s) indicated below:
Custom Supplier Distribution selected

Email (HTML Body)
coap@lcsc.edu

Can't find your Supplier? Please initiate a new supplier request form.

Description *

Amount *

Quantity *

Attachments Please attached the completed MCD agreement.

6

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

Description *

Amount *

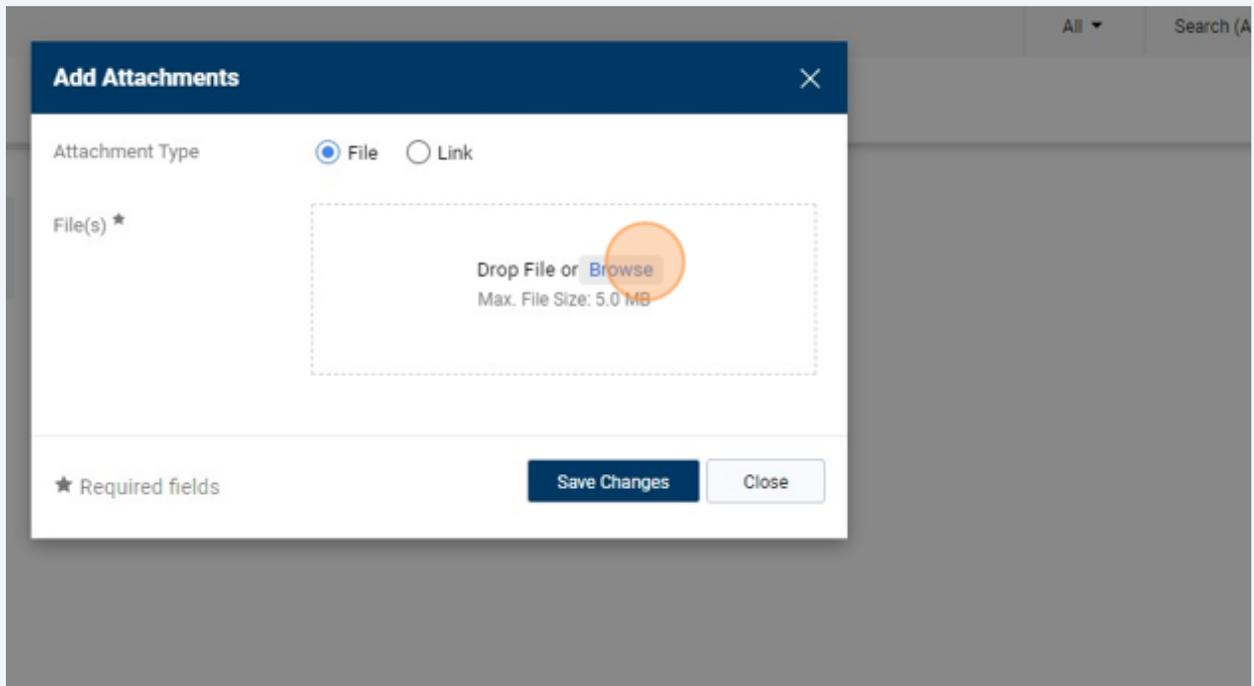
Quantity *

Attachments Please attached the completed MCD agreement.

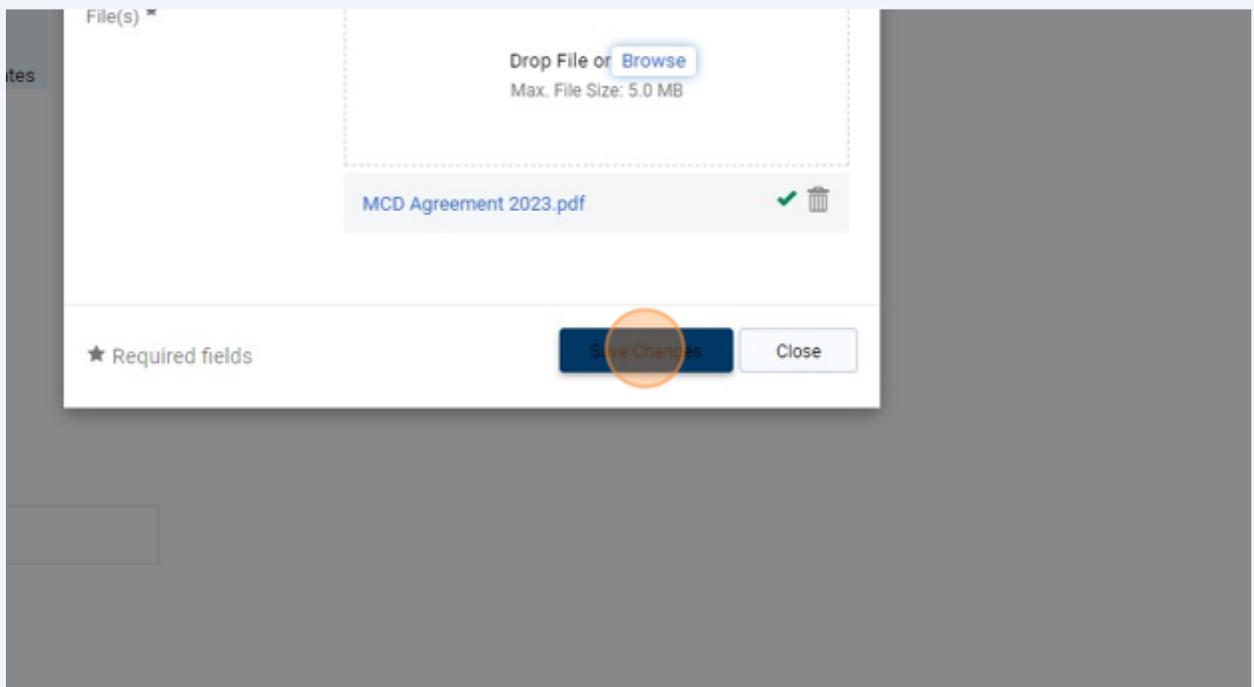
Internal Attachments *

Add Internal Attachments

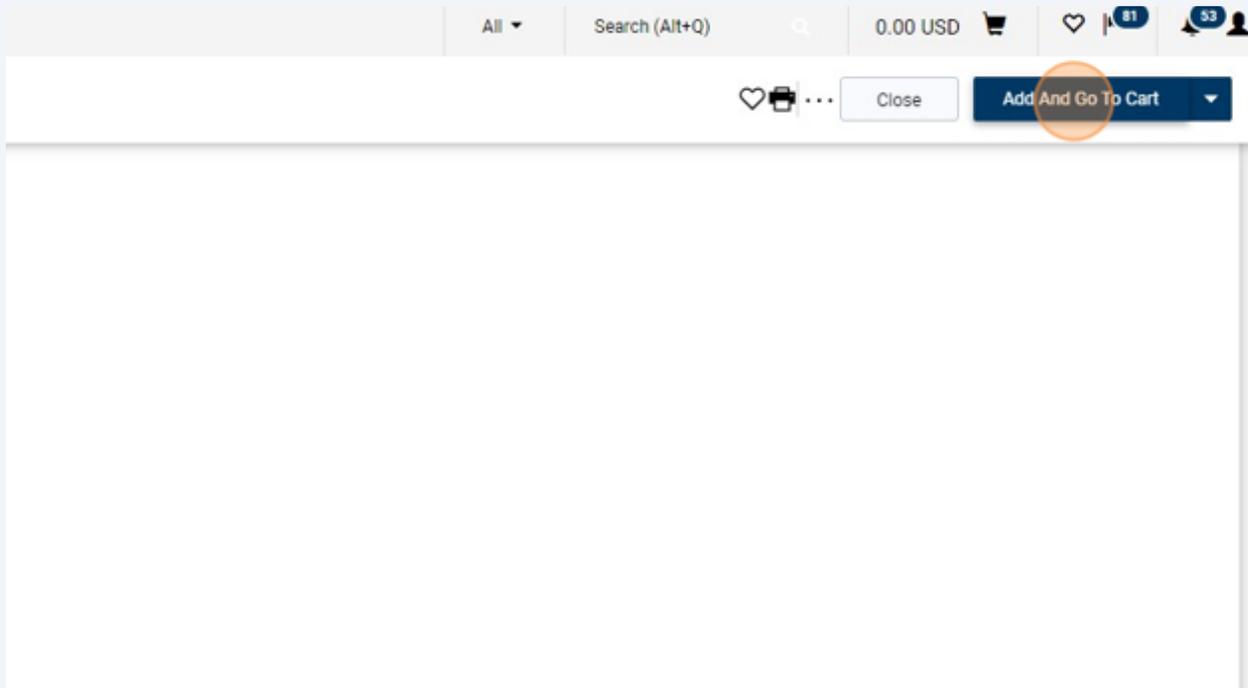
7 Browse to select the file.



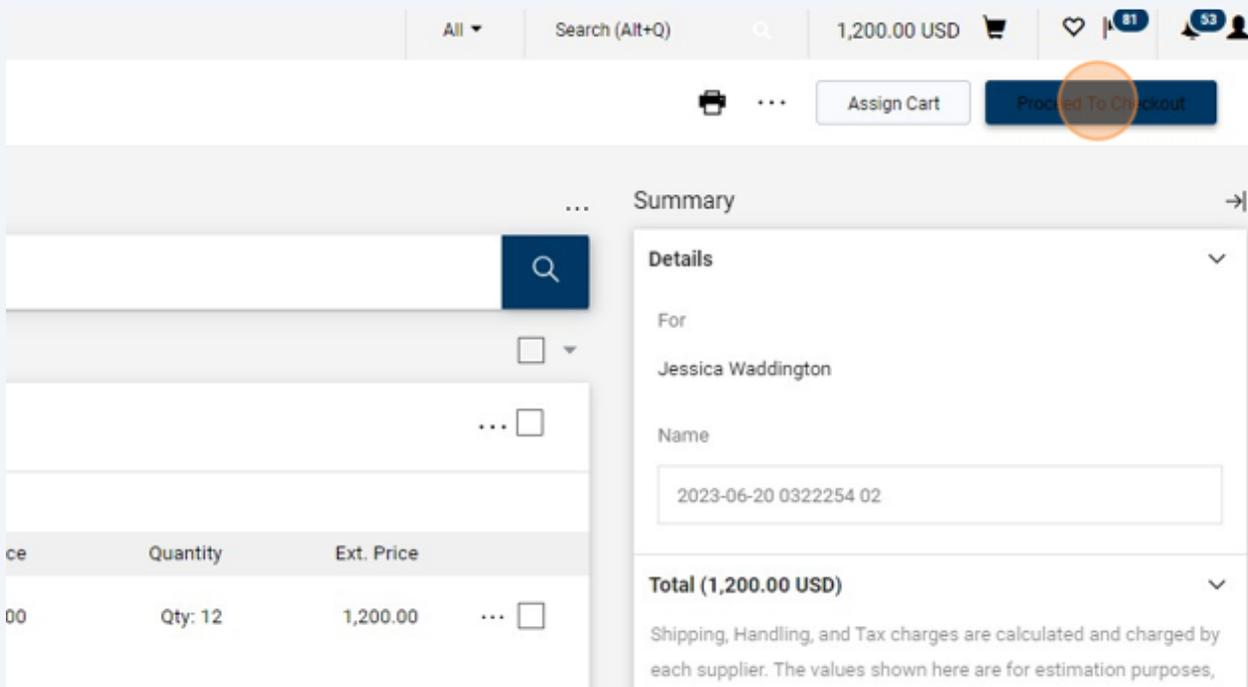
8 Click "Save Changes"



9 Click "Add And Go To Cart"

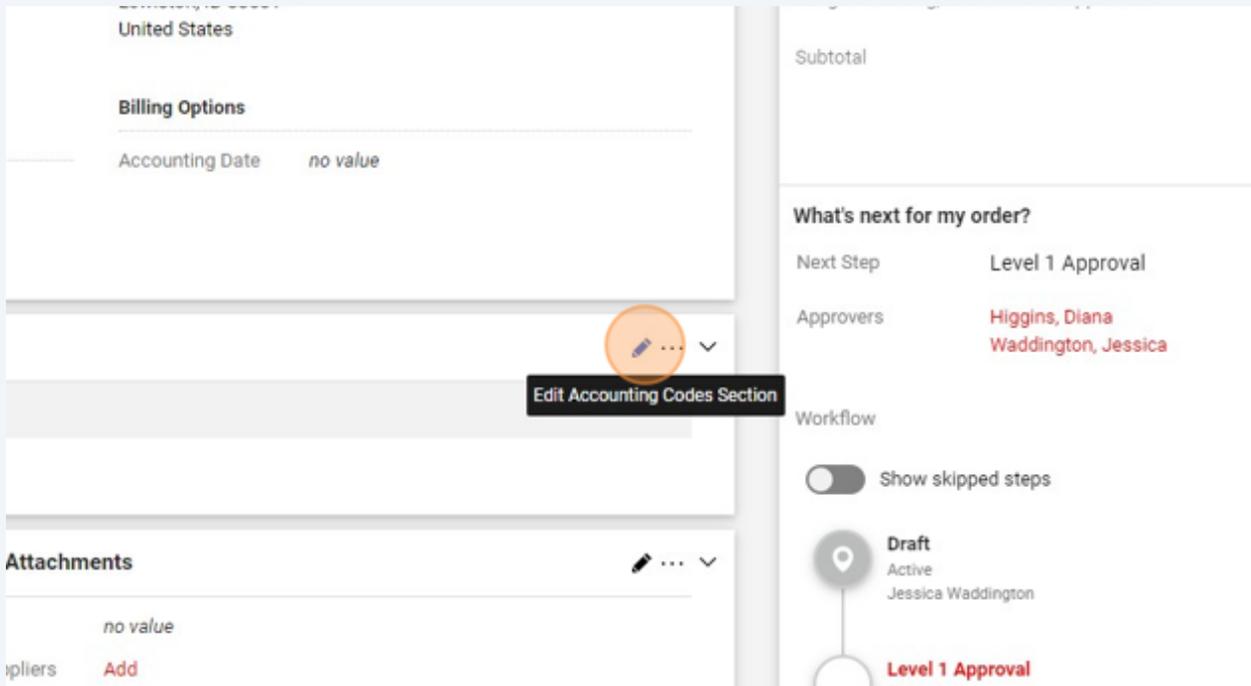


10 Click "Proceed To Checkout"



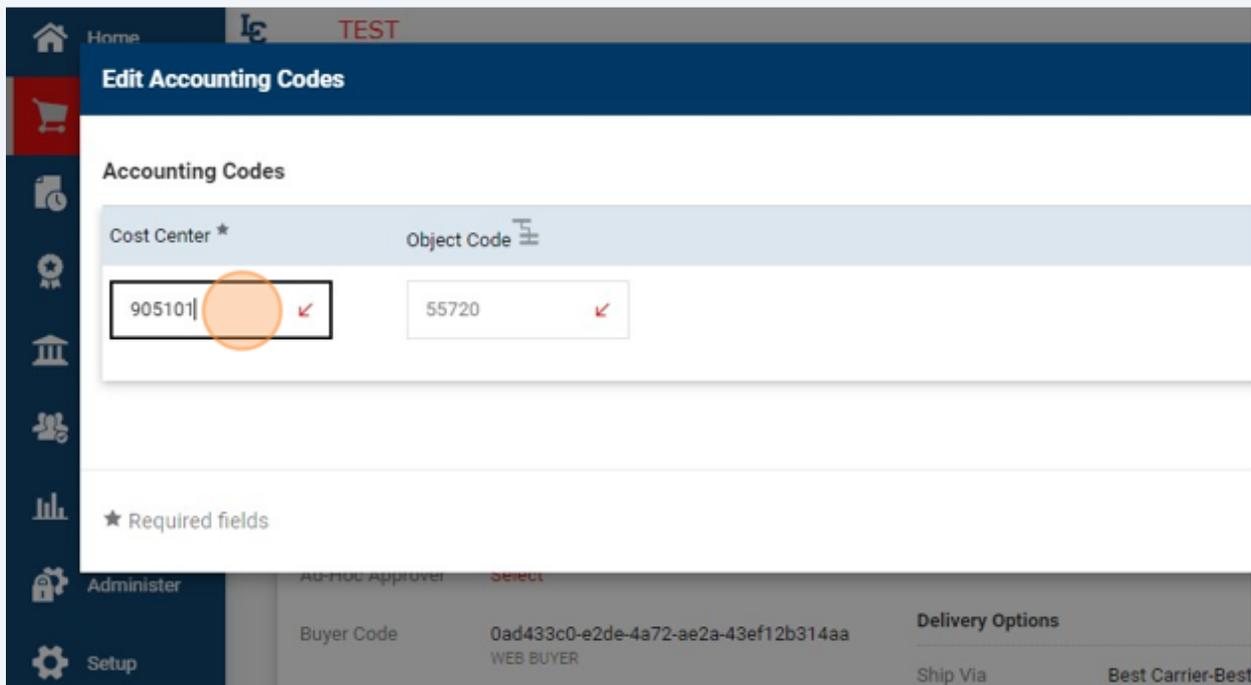
11

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

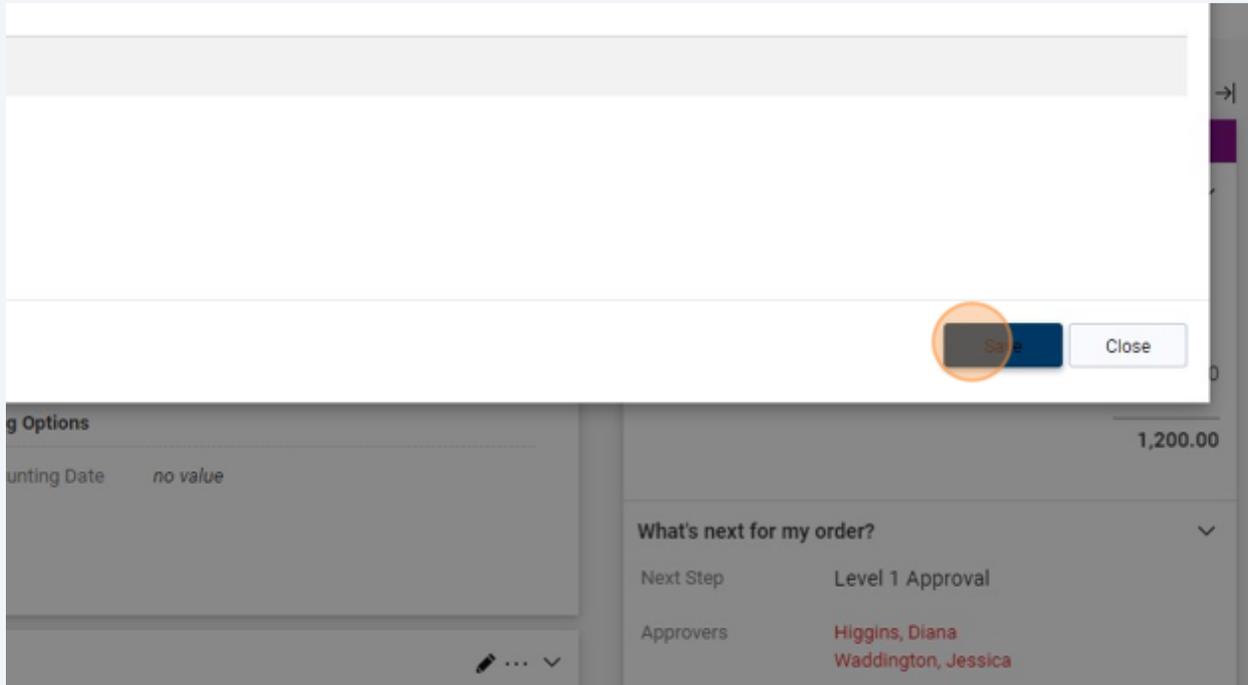


12

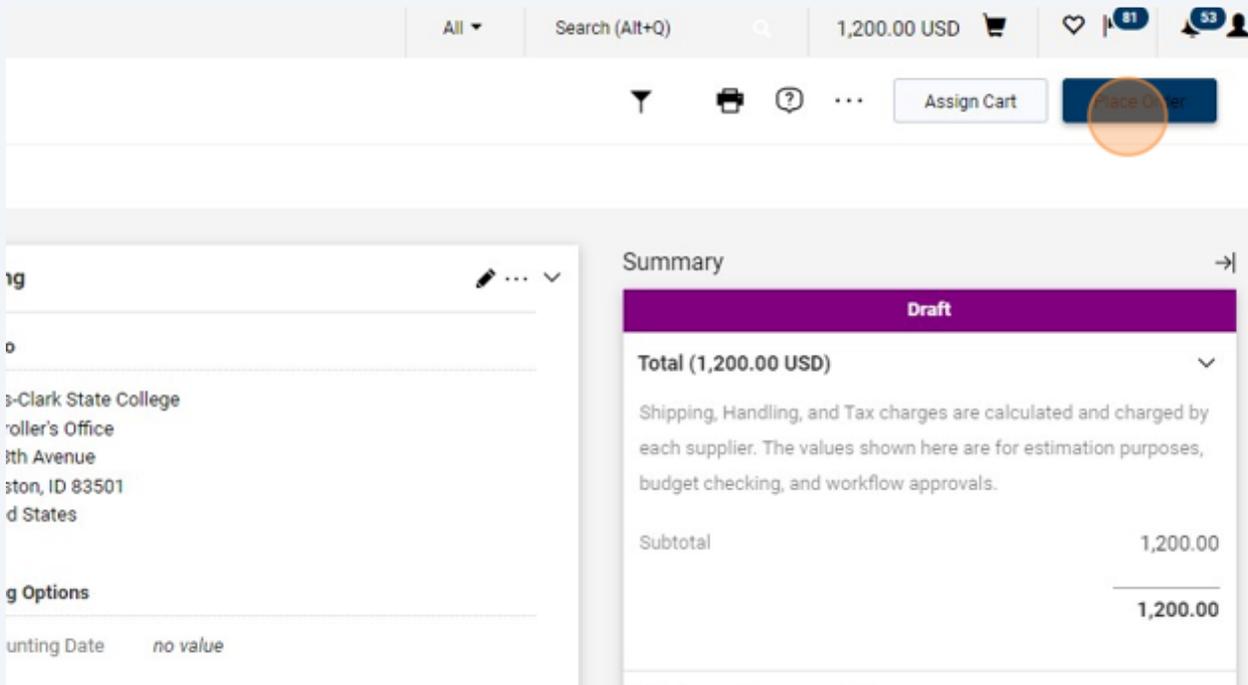
Enter the appropriate cost center and object code.



13 Click "Save"



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

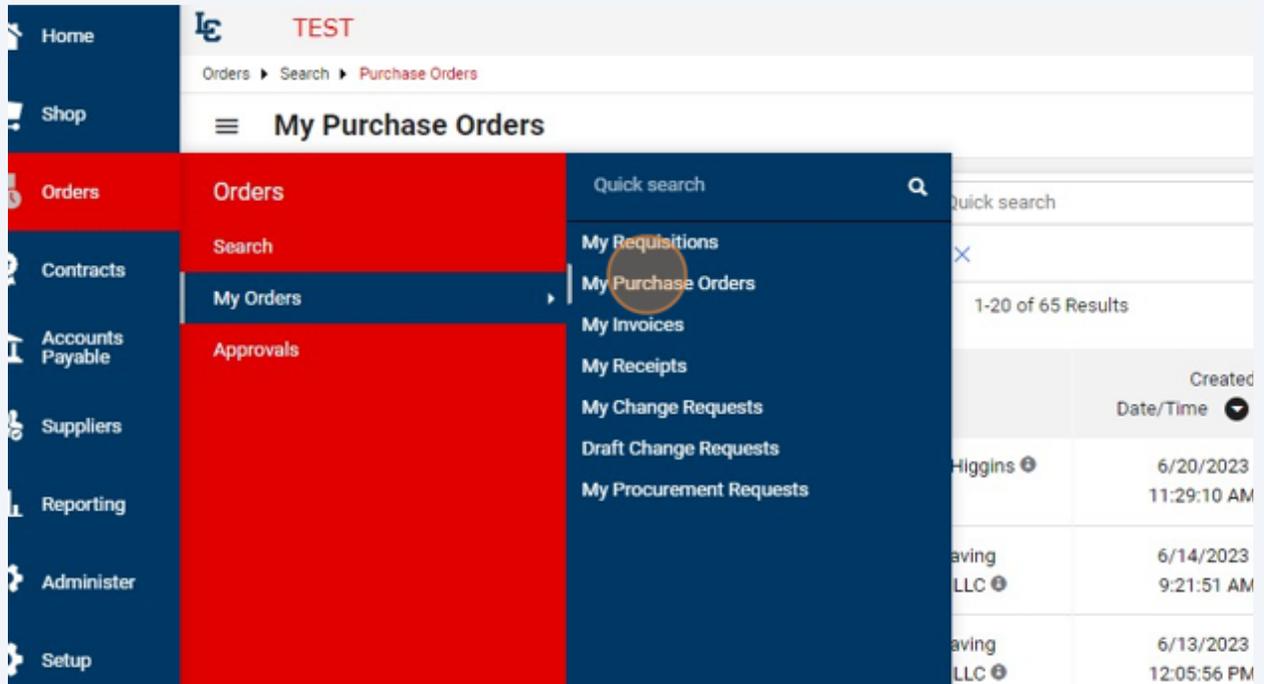




Once the Requisition is approved and a PO generated, a receipt can be entered to request the first payment.

15

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



16 Or, use the search field to search for the PO.

Search (Alt+Q) 0.00 USD 81 54

Assign To Myself 1 of 66 Results

Invoices Comments Attachments 1 History

Summary Pending

Details

Supplier Status

Sent To Supplier

Supplier
Diana L. Higgins

Total (1,200.00 USD)

17 Click "Receipts"

1662 Revision 0

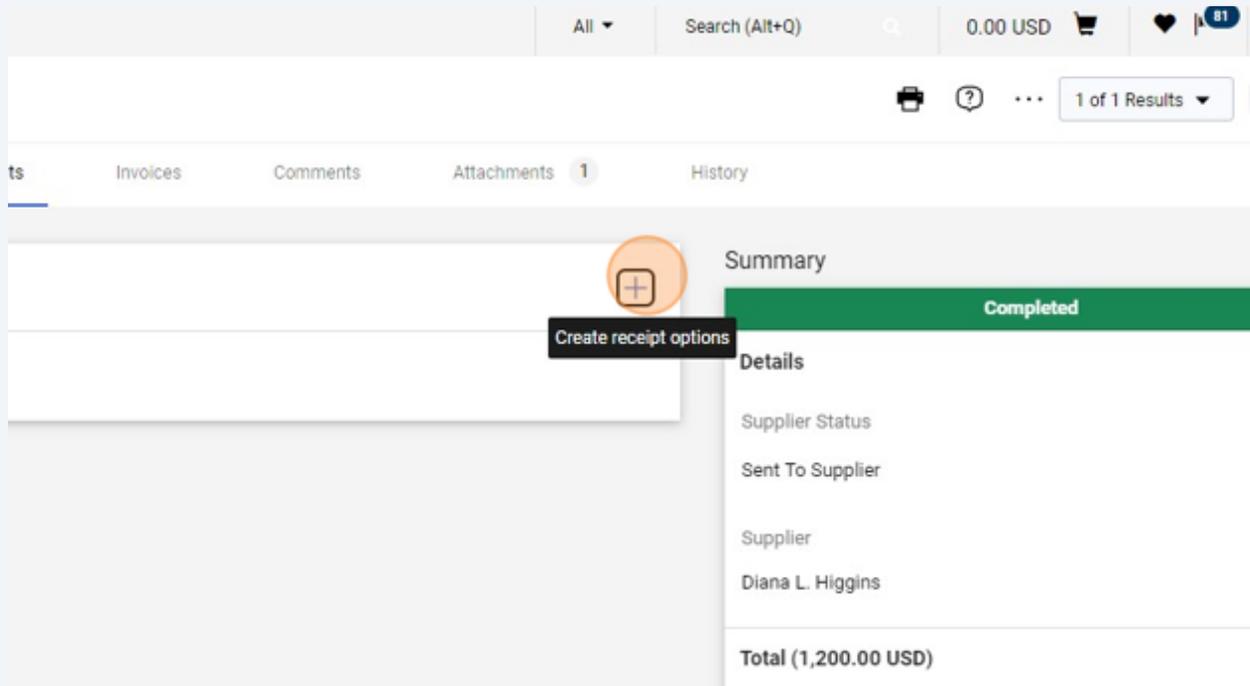
Confirmations Shipments Change Requests Receipts Invoices Comments Attachments

Document Status

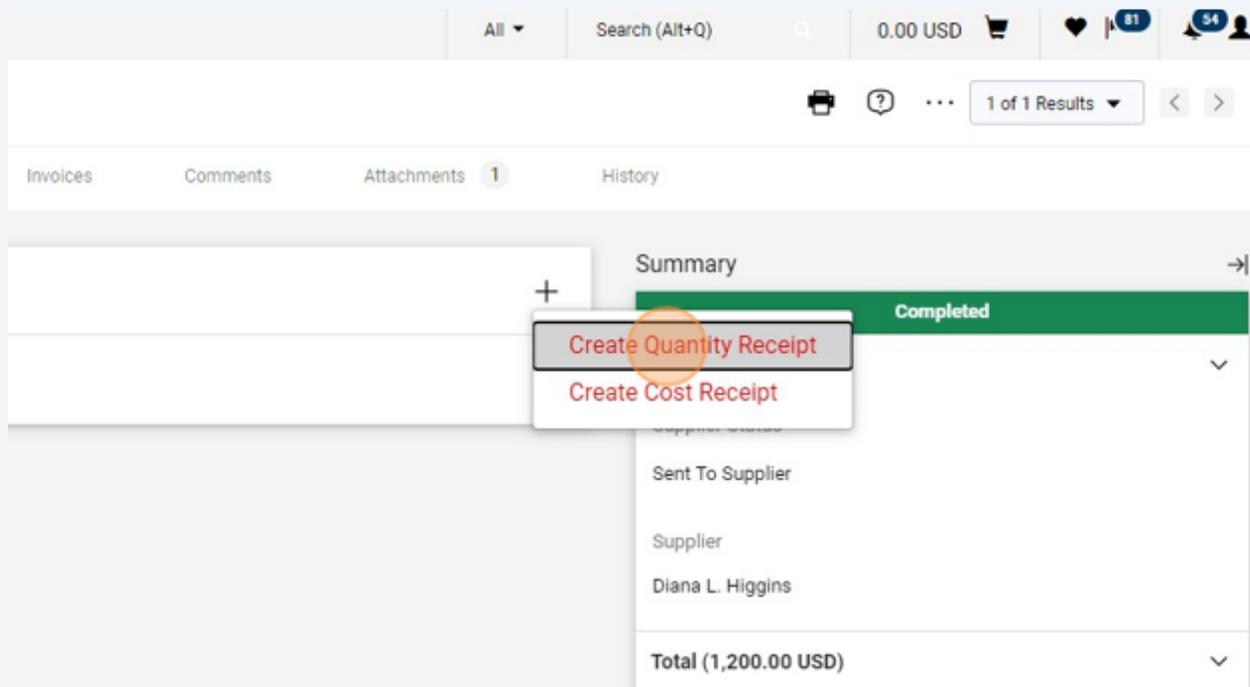
A/P status	Open
Workflow	✓ Completed (6/20/2023 12:06 PM)
Email (HTML Body)	coap@lcsc.edu

ⓘ Distribution options have been overridden for this PO

18 Click this button.



19 Click "Create Quantity Receipt"



20

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

The screenshot shows a web form interface. At the top, there are two text labels, each reading "no value". Below these is a red "Add" button. A large text input field is highlighted with a black border and contains a vertical cursor. An orange circle is overlaid on the right side of this input field. Below the input field, the text "1000 characters remaining" is displayed. Underneath are two date input fields, each with a calendar icon on the right and the placeholder text "mm/dd/yyyy".



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

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

Catalog No.	Quantity	Status
12	12	Received

22

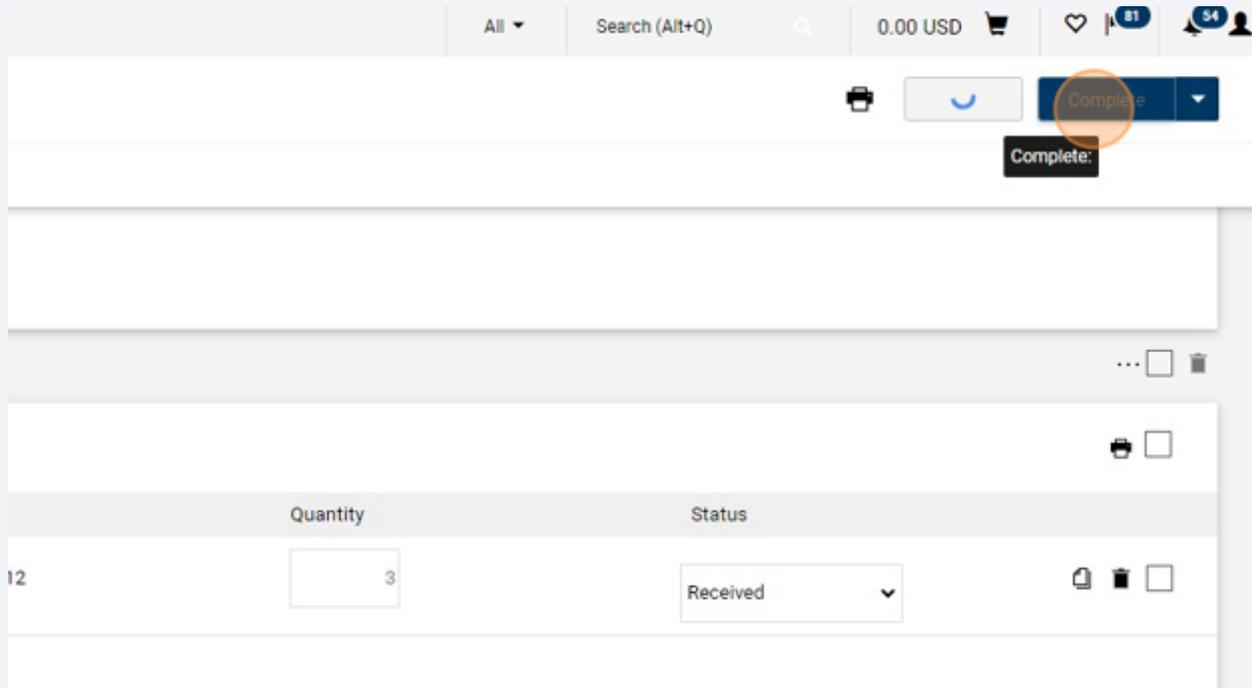
Click "Save Updates"

Navigation bar: All | Search (Alt+Q) | 0.00 USD | 81 | 54

Buttons: Save Updates | Complete

Quantity	Status
12	Received

23 Click "Complete"



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