

# Check Request Self-Service Process

Good accounting practices and our cyber insurance carrier require HCCC to record Check Request authorizations within Colleague. This is accomplished through the Self Service Payment Request process. Please note that all Procurement Procedures, including backup and approvals required must be followed. If you have questions, please contact the Accounts Payable Officer. For technical support, please reach out to the Ellucian Enterprise Applications team.

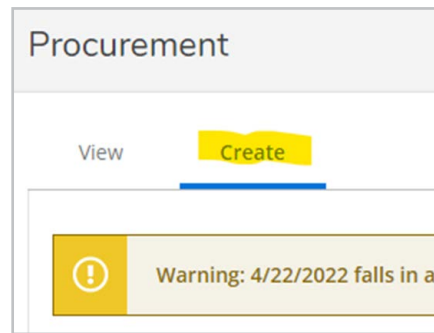


## Access Self-Service

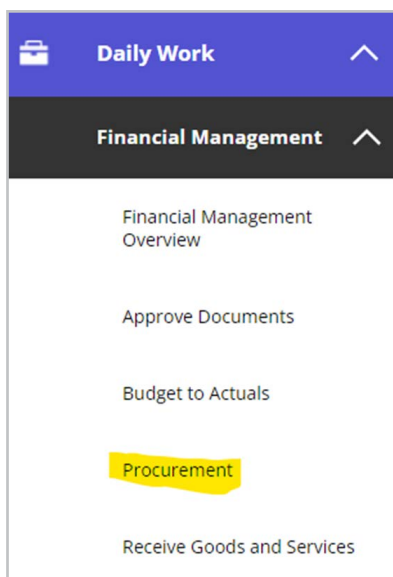
1. Access **Self Service via MyHudson**, links are in the Ellucian area:

<https://myhudson.hccc.edu/ellucian>.

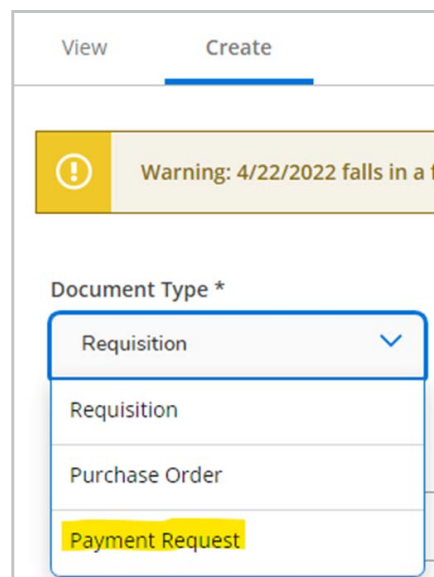
3. Choose the **Create** tab



2. Choose **Daily Work, Financial Management,** and then **Procurement**



4. From the **drop-down**, choose **Payment Request**



5. The most important information to complete on this form are the following: **Vendor** (with correct address), **Line Items** from the invoice, and **Approvers**. Complete the information as necessary, similar to the below:

Payment Request Number: V0269400      Request Date \*: 03/07/2022

Payment Request Date: 3/7/2022

Status: In Progress      Status Date: 3/7/2022

Invoice Number: 123456      Invoice Date: 3/7/2022

Needed By Date: 03/11/2022

Confirmation Email Address \*: pclej@hocc.edu

Add email addresses separated by commas

AP Type: AP Accounts Payable

Vendor:  
0242252 Educause  
P.O Box 910781  
DENVER CO 80291-0781  
(CK-Check-Address)

Attachments: Manage (1)

Approvers	Approval Date
Geoffrey Sims	Awaiting Approval

Next Approver: Next Approver Lookup

Internal Comments: Please cut a check for the following

Line Items	Description	Vendor Part	Quantity	Unit	Price	Extended Price
1	Annual subscription		1.000		\$77.0000	\$77.00

Add Item

Cancel Save

6. For the vendor field, type the **Vendor Name** and click **Search**, and you will be presented with relevant choices. Click to choose the **correct name and address combination**. The name and ID number will the appear with the address following.

Vendor ID


ellucian

Ellucian Inc 0242254  
Bank of America 100 West 33rd St New York NY 10001  
(CK-Check Address)

Ellucian Inc 0242254


Address  
Bank of America 100 West 33rd St New York NY 10001  
(CK-Check Address)

7. In the **approvers field**, type the name(s) of your approver(s) and click the **Search** icon or press enter, then select the appropriate person(s).






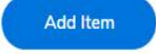
Approvers	Approval Date
Next Approvers	
<input type="text" value="geoffrey sims"/> 	
Geoffrey Sims GSIMS 0304691	

Approvers	Approval Date	
 Geoffrey Sims	Awaiting Approval	
 Veronica Zeichner	Awaiting Approval	

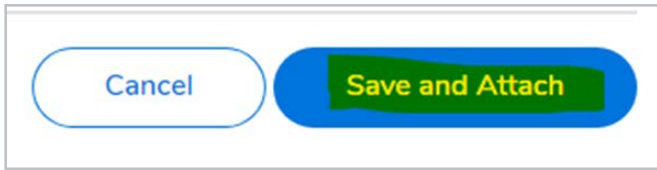
8. For **Line Items**, click the **Add Item button**.

Line Items	Description
	

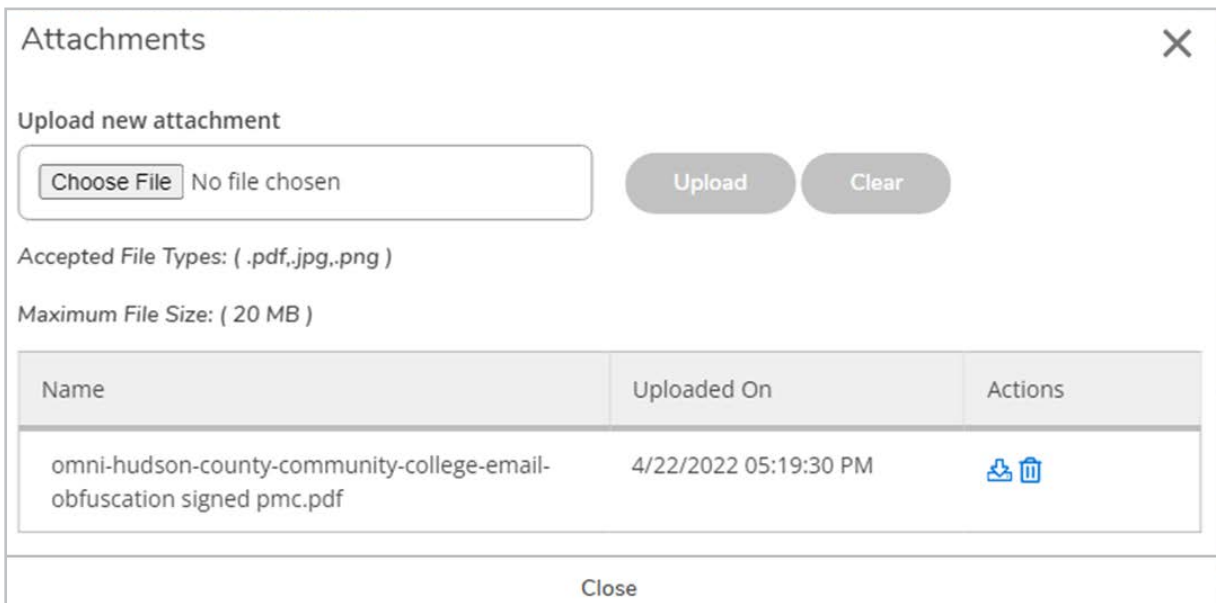
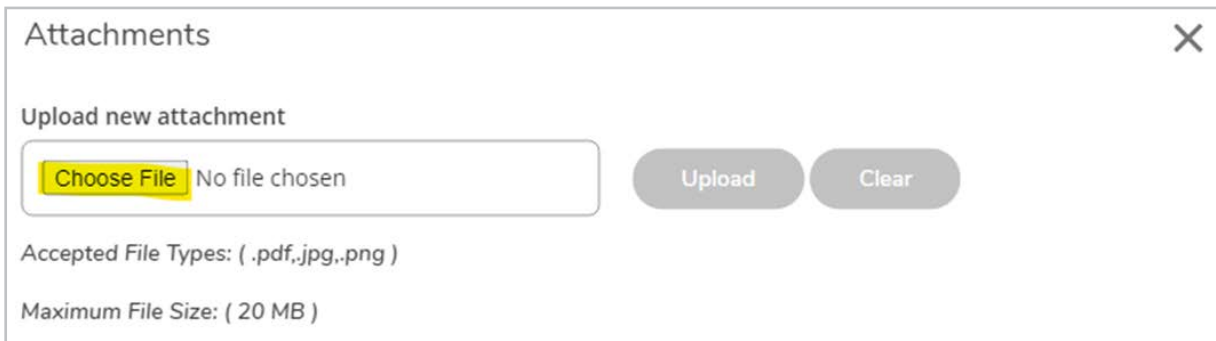
9. **Enter the information from the invoice** for each line item. You may search for authorized GL numbers by name or number. When finished with the line item, click the **blue Add Item button**.

New Item			
Description *			
<input type="text" value="Paper towels"/> 			
Quantity *	Price *	Extended Price	
<input type="text" value="1000"/>	<input type="text" value="0.0500"/>	<input type="text" value="\$50.00"/>	
GL Account *	Project	Amount *	
<input type="text" value="11-253025-525925"/> 	<input type="text" value="None"/>	<input type="text" value="50.00"/>	
11-253025-525925 OFFICE OF INF.TECH : MISCELLANEOUS/OTHER			
			
 			

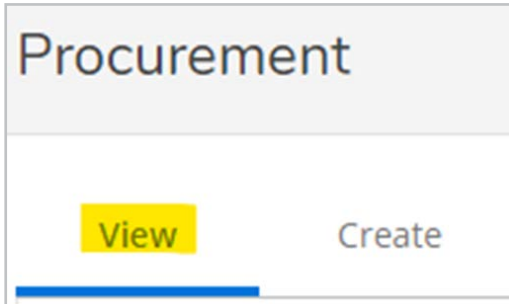
10. When all line items are entered, click the **Save** and **Attach blue button** at the bottom of the screen.



11. The system will prompt you to **upload attachment(s)** to backup the Check Request transaction. **Documents should be an image (JPG, PNG) or a PDF. Word and Excel files are not accepted.** Click **Choose File** to select a file from your computer, and then click **Upload**. Upload as many files as necessary to process your transaction. When all documents appear in the list, click the **Close button**.



12. Your Check Request has now been entered, and the transaction will be processed after it is approved, and then selected for payment. You can **review the status of your Check Requests in the View tab** of Self Service Procurement.



Payment Request			
Voucher Date	Voucher	Total	Approvers/Next Approvers
3/8/2022	<a href="#">V0269401</a> <span>In Progress</span> 0057080 Sandra Y. Aviles	\$70.00	
3/7/2022	<a href="#">V0269400</a> <span>In Progress</span> 0242292 Educause	\$77.00	
4/22/2022	<a href="#">V0269420</a> <span>Not Approved</span> 0242254 Ellucian Inc	\$50.00	Geoffrey Sims <span>+1</span>
4/20/2022	<a href="#">V0269419</a> <span>Not Approved</span> 0323174 Howard Computers	\$38,036.86	Sharon Wilson-Harriott <span>+1</span>
4/20/2022	<a href="#">V0269418</a> <span>Not Approved</span> 0323174 Howard Computers	\$2,960.65	Geoffrey Sims
3/8/2022	<a href="#">V0269405</a> <span>Outstanding</span> 0057080 Sandra Y. Aviles	\$70.00	Geoffrey Sims