crimson

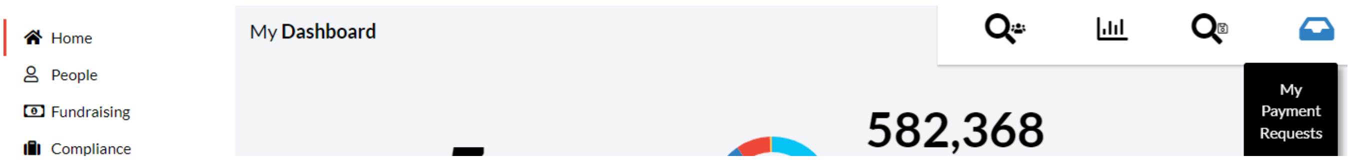
Treasury - My Payment Requests

Use this feature to request payments from your organization's Treasury department. Examples would be: expense reports, vendor expenses, contributions to political committees and donor contribution refunds. You will be able to create a request, attach documents, submit it for payment and view the payment status.

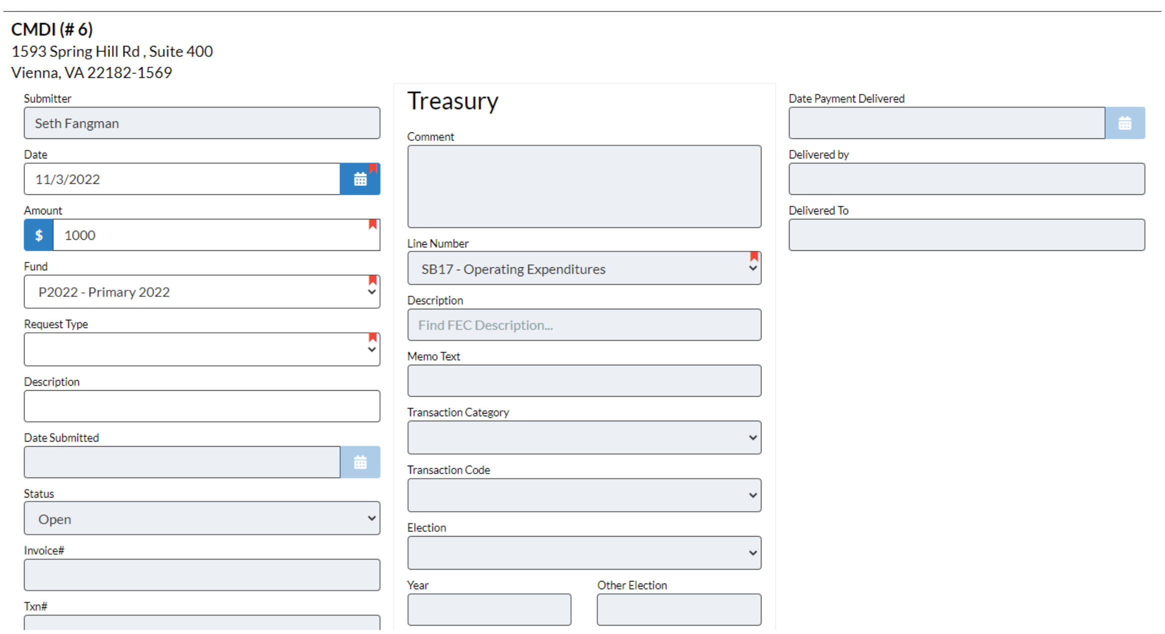
Note: Payment requests must be supported by your organization. Contact your Treasury team to confirm.

Add a Payment Request

1. Go to the **Home** Dashboard navigation bar, and select the **My Payment Requests** option. A "My Payment Request" search window will appear displaying results for all open requests.

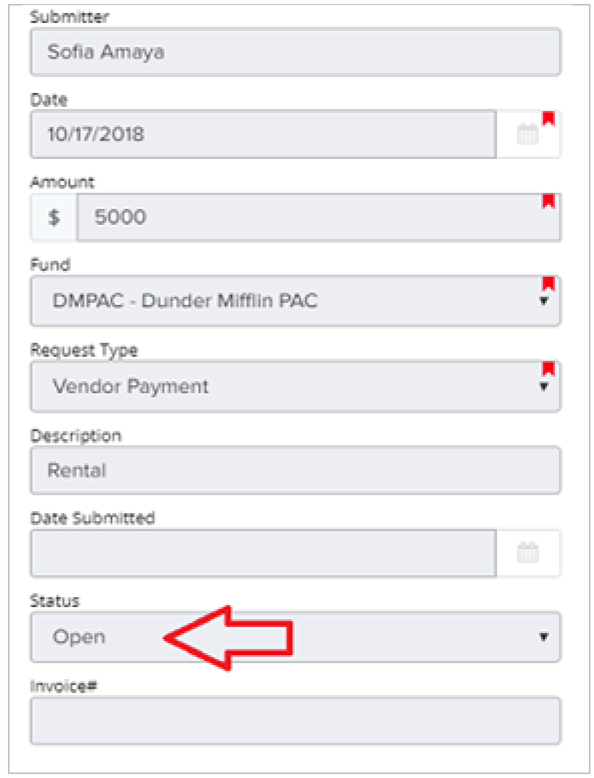


2. Click the **Add** button to create a new request.
3. Search for existing Payee/Vendor records. As you type, possible matches will display. Select one to begin the payment request. If no payee matches are found, click the **Add New Payee** button.
    - Record the following for a new Payee: **Entity Type**, **Payee name**, **Address**. Click **Save** when done. The other fields are optional. Some information may be completed by Treasury staff.
4. Once a Payee is selected, the Payment Request screen appears. You will only fill in items in the first column: **Date**, **Amount**, **Fund Code**, **Payment Request Type**, and **Description**.



5. When complete, click **Save** at the bottom of your screen.
6. Click **Edit**, at the footer of the screen, to make updates to the request before submitting.

7. When ready, click the **Submit for Payment** button. This will update the payment request status from "Open" to "Submitted". Below are the levels of status you may see:



- **Open** – You have started the request, but have not submitted it for review. Only you can see your requests that have an **Open** status until it has been submitted.

- **Submitted** – Both you and Treasury staff can now access the request. You can still make edits.

- **Under Review** – Treasury staff is currently reviewing the request. You can no longer make edits.

- **Approved – Invoice** – The request has been approved, and an invoice for payment is pending.

- **Paid** – The payment has been processed by Treasury staff.

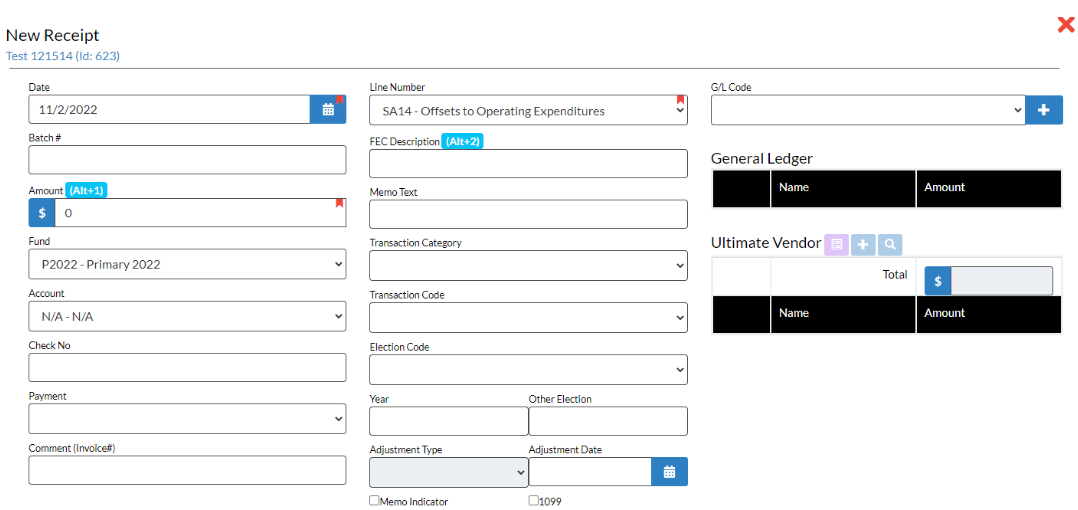
- **Rejected** – The request was not approved. You may edit the request and resubmit.

Rejected Payment Requests

The Treasury staff may reject the payment request. An explanation can appear in the **Comment** section. The status will appear as **Rejected** for the request. Make changes using the **Edit** button, and resubmit your request.

Adding Expenses

You can add **Ultimate Vendors** expenses**,** which are the transactions you are requesting be reimbursed by your organization. This option appears after your request has been saved.



1. Click Edit to begin adding expense information.
2. Click + in the **Ultimate Vendor** section to add or select an existing Payee.
3. The Date, Fund, and Request Type will prefill to match the Expense Report. Fill in the **Amount** and **Description** and click the Save button when done. **Note**: Click (press) Add(PgDn) to continue adding Ultimate Vendor expenses without leaving the entry page.

Adding Attachments

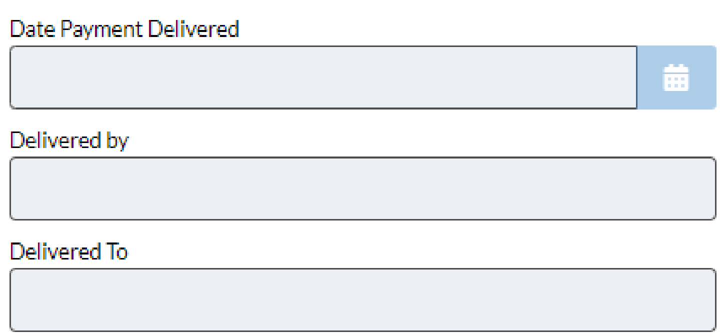
Include attachments for the request, like: receipts, purchase orders or other documents/images required by the Treasury department. The Payment Request must first be saved in order to add an attachment.

1. To add an attachment, click Edit.
2. Drag/drop a file or click and click the area at the bottom of the first column.
3. Choose the document for attachment.

Note: A receipt can be attached separately for each ultimate vendor, or you can scan/save your receipts together as a single document, and attach it to the main Payment Request.

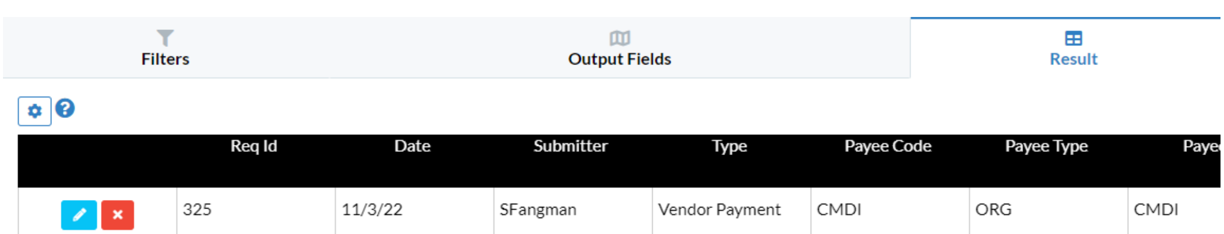
Payment Delivery

Once a payment request is paid, you have the option to go back to edit the request, and record the delivery of the payment. For example, a committee contribution check could be issued and held until you attend an event.



Search and Review Payment Requests

Filter requests by payees or categories. Filter by **Status** to monitor **Open**, **Submitted** or **Rejected** requests.

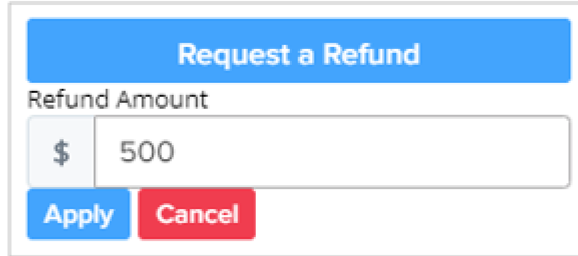


	Req Id	Date	Submitter	Type	Payee Code	Payee Type	Paye
	325	11/3/22	SFangman	Vendor Payment	CMDI	ORG	CMDI

Donor Refunds

Initiate a request for a donor refund directly from a donor's **contribution** record.

1. Open the contribution details.
2. Click **Request a Refund** in the third column.
3. Enter the amount of the refund and click **Request**.



You will be taken to a **Payment Request** form that can be saved and submitted as described above.
At that time, the **Refund** adjustment will be automatically applied to the contribution. **Note**: If there is a U1 – Refund Requested Exception Code, it will automatically be changed to U2 – Refund Issued.