

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**.

CMDI (# 6)  
1593 Spring Hill Rd , Suite 400  
Vienna, VA 22182-1569

Submitter Seth Fangman	Treasury	Date Payment Delivered
Date 11/3/2022	Comment	Delivered by
Amount \$ 1000	Line Number SB17 - Operating Expenditures	Delivered To
Fund P2022 - Primary 2022	Description Find FEC Description...	
Request Type	Memo Text	
Description	Transaction Category	
Date Submitted	Transaction Code	
Status Open	Election	
Invoice#	Year	Other Election
Txn#		

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.

The screenshot shows a payment request form with the following fields: Submitter (Sofia Amaya), Date (10/17/2018), Amount (\$ 5000), Fund (DMPAC - Dunder Mifflin PAC), Request Type (Vendor Payment), Description (Rental), Date Submitted, Status (Open), and Invoice#. A red arrow points to the 'Open' status dropdown menu.





## 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.

The screenshot shows a 'New Receipt' form with the following fields: Date (11/2/2022), Line Number (SA14 - Offsets to Operating Expenditures), G/L Code, Batch #, FEC Description, Memo Text, Amount (\$ 0), Fund (P2022 - Primary 2022), Transaction Category, Transaction Code, Account (N/A - N/A), Election Code, Check No, Payment, Comment (Invoice#), Year, Other Election, Adjustment Type, and Adjustment Date. There are also checkboxes for Memo Indicator and 1099. A red 'X' icon is in the top right corner.

1. Click  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  button when done. **Note:** Click (press)  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 .
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.



Date Payment Delivered  

Delivered by

Delivered To

## Search and Review Payment Requests

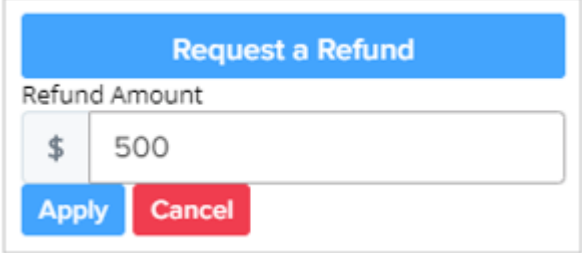
Filter requests by payees or categories. Filter by **Status** to monitor **Open**, **Submitted** or **Rejected** requests.

Filters		Output Fields			Result		
Req Id	Date	Submitter	Type	Payee Code	Payee Type	Payee	
  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**.



Request a Refund

Refund Amount

\$ 500

Apply Cancel

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.