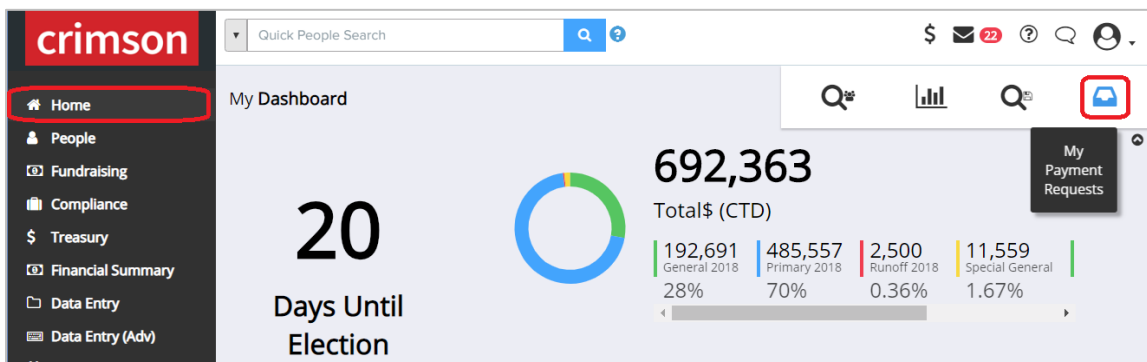


Use this feature to request payments from your organization’s Treasury department. Examples would be: expense reports, vendor expenses, contributions to political committees and donor contribution refunds. You will be able to create a request, attach documents, submit it for payment and view the payment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

The screenshot shows the Payment Request form. The left column contains fields for Submitter (Sofia Amaya), Date (10/17/2018), Amount (\$ 5000), Fund (DMPAC - Dunder Mifflin PAC), Request Type (Vendor Payment), and Description (Rental). The middle column is titled 'Treasury' and includes fields for Comment, FEC Line Number (SB21B - Other Federal Operating Expenditures), FEC Description (Find FEC Description...), Memo Text, and Transaction Category. The right column contains fields for Date Payment Delivered, Delivered by, and Delivered To.

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 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, Treasury (Comment, FEC Line Number (SB21B - Other Federal Operating Expenditures), FEC Description (Find FEC Description...), Memo Text, Transaction Category, Transaction Code), Date Payment Delivered, Delivered by, and Delivered To. The 'Ultimate Vendor' section is highlighted in red, showing a table with columns for Name and Amount.

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

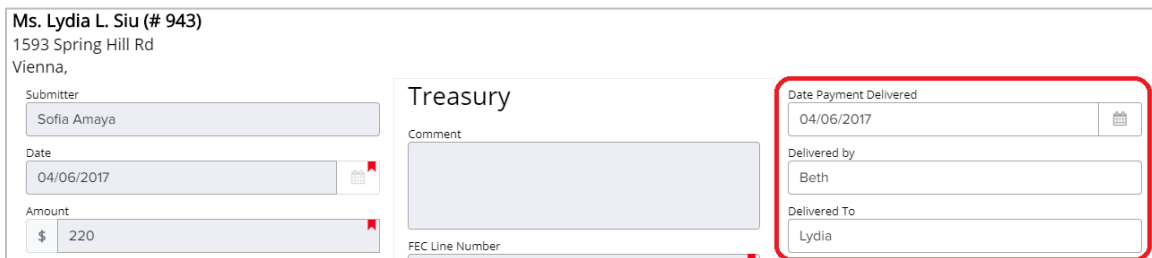
Include attachments for the request, like: receipts, purchase orders or other documents/images required by the Treasury department. The Payment Request must first be saved in order to add an attachment.

1. To add an attachment, click .
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

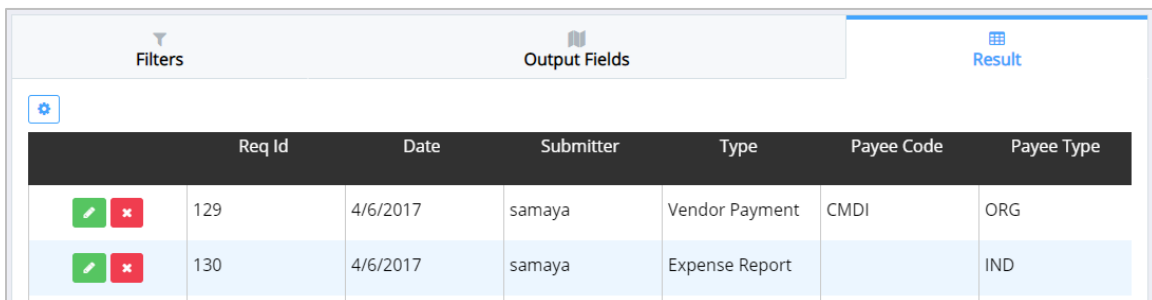
Once a payment request is paid, you have the option to go back to edit the request, and record the delivery of the payment. For example, a committee contribution check could be issued and held until you attend an event.



The screenshot shows a form for a payment request. The payee information is: Ms. Lydia L. Siu (# 943), 1593 Spring Hill Rd, Vienna. The submitter is Sofia Amaya, dated 04/06/2017, for an amount of \$220. The Treasury section has a comment field and an FEC Line Number field. A red box highlights the delivery information: Date Payment Delivered (04/06/2017), Delivered by (Beth), and Delivered To (Lydia).

Search and Review Payment Requests

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



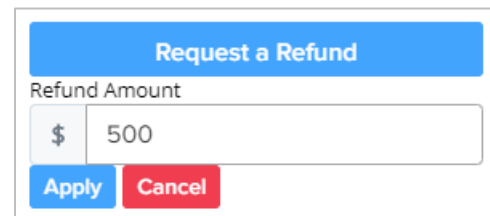
The screenshot shows a table with columns: Req Id, Date, Submitter, Type, Payee Code, and Payee Type. There are two rows of data.

Req Id	Date	Submitter	Type	Payee Code	Payee Type
129	4/6/2017	samaya	Vendor Payment	CMDI	ORG
130	4/6/2017	samaya	Expense Report		IND

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**.



The screenshot shows a form titled "Request a Refund". It has a "Refund Amount" field with a dollar sign icon and the value "500". Below the field are two buttons: "Apply" and "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.