crimson^3

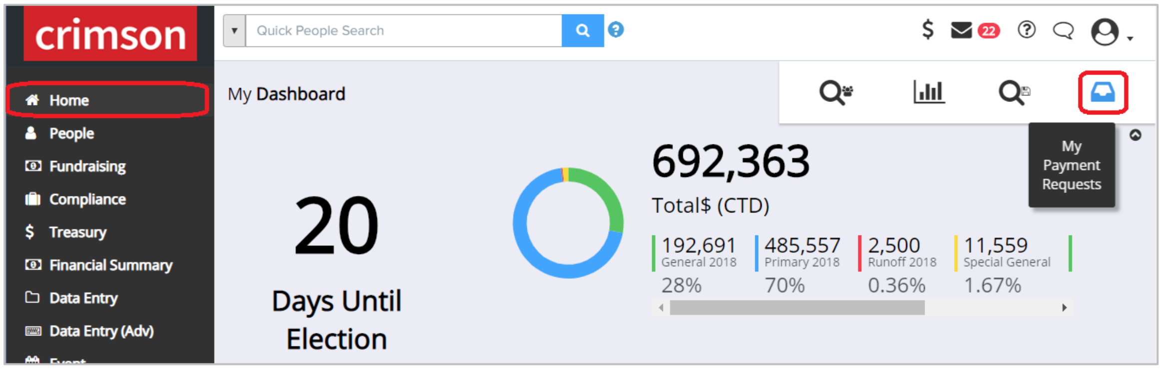
Treasury - My Payment Requests

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.

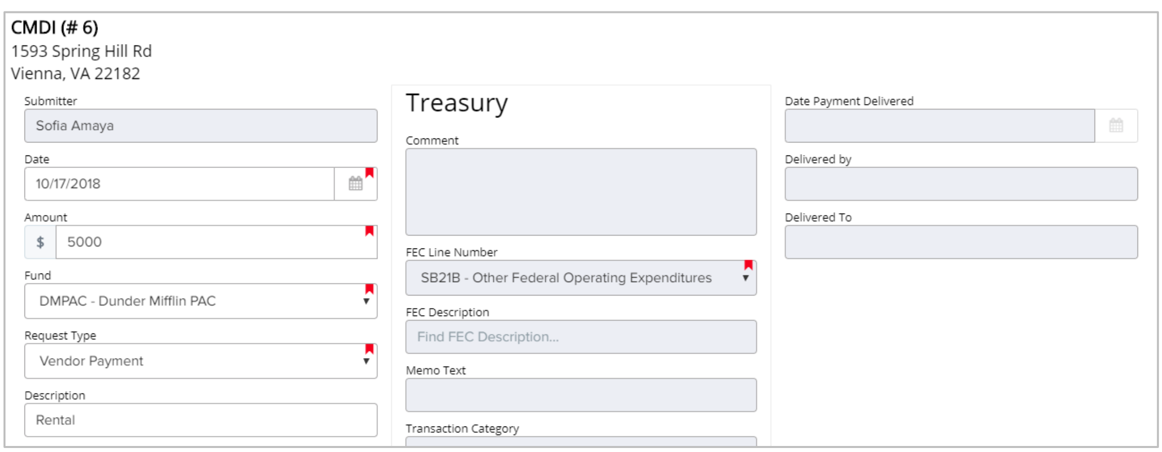
Note: Payment requests must be supported by your organization. Contact your Treasury team to confirm.

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.

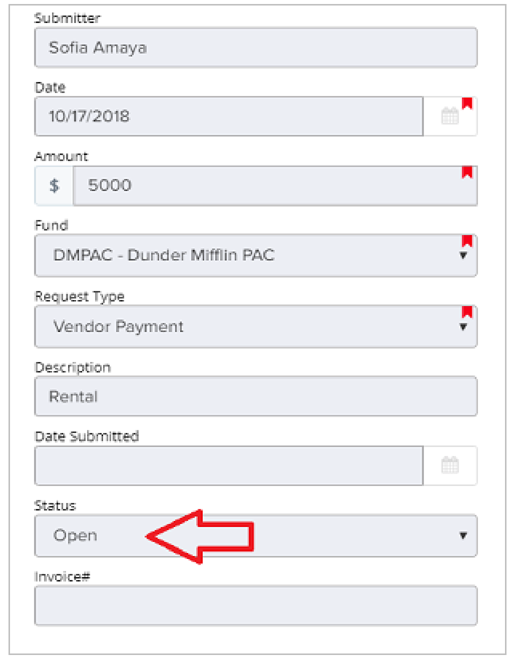


2. Click the **Add** button to create a new request.
3. Search for existing Payee/Vendor records. As you type, possible matches will display. Select one to begin the payment request. If no payee matches are found, click the **Add New Payee** button.
   - Record the following for a new Payee: **Entity 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.

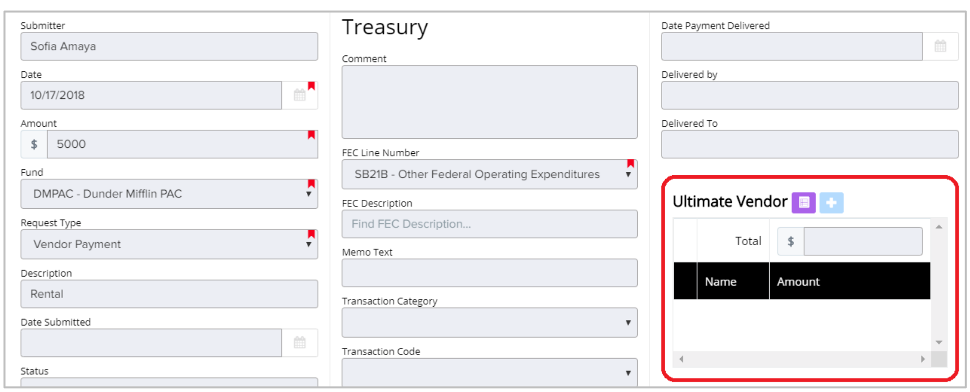
- **Rejected** – The request was not approved. You may edit the request and resubmit.

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

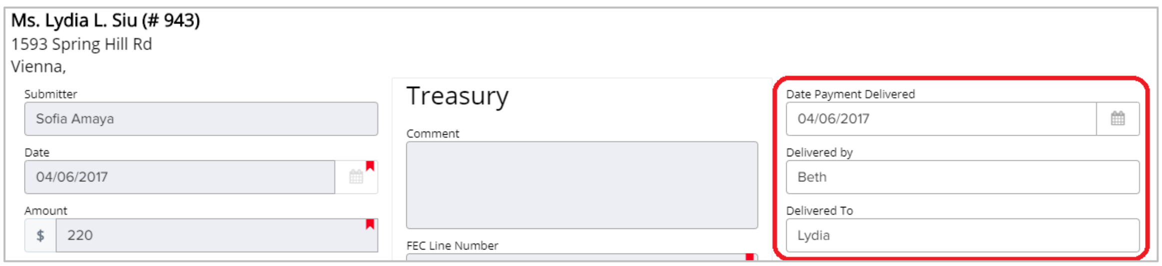
Include attachments for the request, like: receipts, purchase orders or other documents/images required by the Treasury department. The Payment Request must first be saved in order to add an attachment.

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.

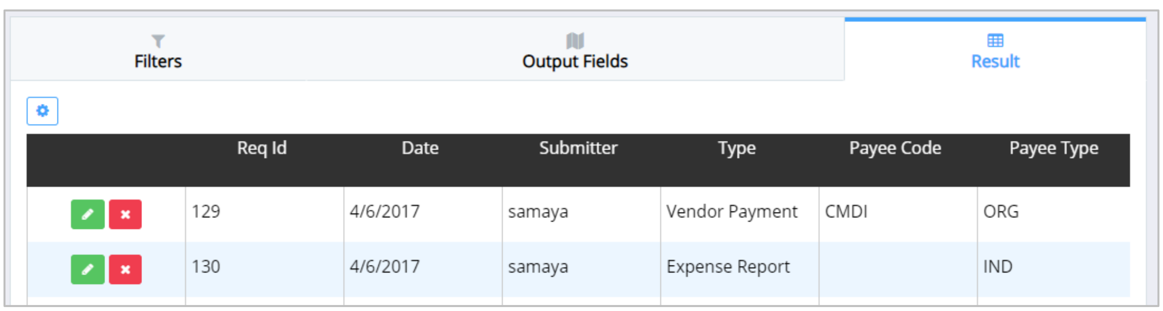
Payment Delivery

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

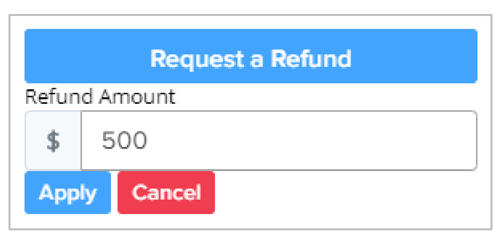
Filter requests by payees or categories. Filter by **Status** to monitor **Open**, **Submitted** or **Rejected** requests.



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.