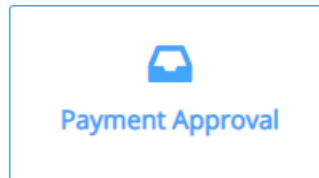




The **Payment Requests** feature allows staff to request payments from the Treasury department of their organization for several reasons – expense reports, vendor expenses, contributions to political committees and donor contribution refunds. The [My Payment Requests](#) guide explains the request process in detail. Treasury staff members can take action on the requests with options to **Approve**, **Pay** or **Reject** a Payment Request.

Getting Started

1. To review all submitted payment requests, open the **Financial Summary**, left-hand menu of Crimson.
2. Click on the **Payment Approval** dashboard button. **Note:** you must be enabled for these user rights
Contact [Customer Support](#) if you need help accessing this feature.



3. A list of requests that have been submitted by staff will display. Use the **Quick Search** field to find a payee/vendor or click the **Search Filters** button to view filters options to help narrow down the list.

| Payment Request Search | | Quick Payment Request Search | | | | | Q | » |
|---|---------------|------------------------------|-----------|------------------------|------------|------------|---|---|
| Filters | Output Fields | | | Result | | | | |
| | Req Id | Date | Submitter | Type | Payee Code | Payee Type | | |
|  | 8 | 3/20/2017 | LSIU | Political Contribution | CMDI | ORG | | |
|  | 9 | 3/20/2017 | LSIU | Political Contribution | CMDI | ORG | | |

Review and Completion

CMDI (# 6)
1593 Spring Hill Rd
Vienna, VA 22182


Submitter: Sofia Amaya
Date: 10/17/2018
Amount: \$ 5000
Fund: DMPAC - Dunder Mifflin PAC
Request Type: Vendor Payment
Description: Rental
Date Submitted: 10/17/2018
Status: Under Review

Treasury

Comment


FEC Line Number: SB21B - Other Federal Operating Expenditures
FEC Description: Find FEC Description...
Memo Text
Transaction Category
Transaction Code
Election
Year: Other Election:
 Memo Indicator is 1099

Date Payment Delivered
Delivered by
Delivered To

Ultimate Vendor 

| Name | Amount |
|-----------------------------|--------|
| Credit Card Receipts - AmEx | \$ 100 |

1. Open a payment request. This will change the requestor's status from **Submitted** to **Under Review**.

2. Edit the information needed for FEC reporting in the **Treasury** section of the request.
 - You can also view any attachments and/or details provided in the Ultimate Vendor section.
3. Click .
4. Once completed and saved, you can take one of three actions in the lower left corner.




Approved - Invoice

Approve with this option if you would like to create an invoice for the payment. See **Approved-Quick Pay** below if you prefer to immediately create the payment/disbursement for this request.

1. To create a new invoice for payment of the request, click **Approved-Invoice**.
2. The new invoice will automatically generate and reside with the other Accounts Payable invoices in the **Pay Invoice** area of Crimson for review and payment on a date you choose.

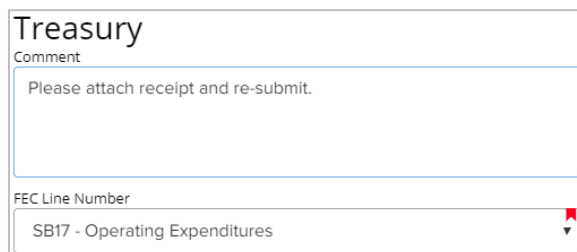
Approved – Quick Pay

Approve with this option if you are immediately issuing a payment for the request.

1. Click **Approved – Quick Pay** to automatically create a **Disbursement** record for the request.
2. You may **Edit** the disbursement that appears, for example to add **General Ledger** details.
3. You may use  to print at this time if needed.
4. The disbursement will now be viewable from the **Disbursements** menu of Crimson.

Reject

1. If a Payment Request needs to be rejected, we recommend adding a **Comment** with an explanation.



2. Then click the red **Reject** button.
3. This will automatically change the status from **Under Review** to **Rejected**. The submitter will see this status change in their **My Payment Requests** listing, and will receive a notification.
4. The submitter can then edit and re-submit the request.

Donor Refunds

When a Donor Refund Payment Request goes through the approval and payment process, a **Refund** or **Partial Refund adjustment** is automatically processed for that Contribution. If the Contribution has an Exception Code of U1 – Refund Requested, it will be changed automatically to U2 – Refund Issued.

Editing Payment Requests

Once a Payment Request has been approved, with either the Invoice or Quick Pay option, it cannot be edited from the Payment Request. New Crimson records for the invoice or disbursement have been created based on the information provided. Changes can be made to those records if their status allows it.