

How to Submit a Payment Request 2024-2025

Your Accounting Book will show the BALANCE of each budget you have available.
(To view - log into CampusGroups, log into your Org, then choose Money / Accounting Book)

All organizations must follow the Universal Funding Guidelines when using their budgets

The screenshot shows the 'Accounting Book' interface. At the top, there is a 'Show Archived' button. Below it is a table with the following data:

Budgets	Allocations/Revenues	Expenses	Balance
ALANA - FY25 Budget	\$1,500.00	\$0.00	\$1,500.00
ALANA LAL - FY25 Budget	\$500.00	\$0.00	\$500.00
SAFC - FY25 Budget and Public Events Funding	\$5,000.00	\$0.00	\$5,000.00
Total	\$7,000.00	\$0.00 (+ \$109.44 pending)	\$7,000.00

Below the table, there is a 'Transactions (8)' section and a 'Payment/Budget Request' button, which is circled in purple. A blue arrow points from the table area towards the button.

To use your budgets, click on Payment/Budget Request

Select the Budget that you want to use, making sure to use one that has enough funds.
(If necessary, it is possible to use more than one budget, but only as needed *)

The screenshot shows the 'Payment/Budget Request' form. A dropdown menu for 'Budget' is open, showing the following options: '- Select -', '- Select -', 'ALANA - FY25 Budget', 'ALANA LAL - FY25 Budget', and 'SAFC - FY25 Budget and Public Events Funding'. The 'Balance' column from the previous screenshot is visible in the background, with a purple box highlighting the values: \$1,500.00, \$500.00, and \$5,000.00. A purple arrow points from the dropdown menu to these values.

Fill out the rest of the form as applicable:

DETAILS

* Transaction Type: Payment Request

* Description: Supplies for organization program
Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense: Expense

* From Allocated: \$ 500
Numbers only

Close Next Hit Next...

Option to use more than one Budget to make a single payment

Welcome to the 2024-2025 Payment Request

Will you be using only one budget to pay for this expense?

Please choose Yes or No *

Yes - I only need to use one budget (used most of the time)

No - I need to use more than one budget to make the full payment (exception)

For details on how to use more than one budget to make a single payment, see appendix A*

Options to utilize your budget allocations

- Please read through all of the options below to make sure you are choosing the correct one. Those submitted incorrectly will be rejected.
- If you are unsure, the best thing to do is to start a Payment Request and it will walk you through the forms/backup needed for each option. You can hit the back button as needed and see each option until you find one that fits.
- If you start a Payment Request and determine you need more time to gather what is needed, you can save it as a draft and complete it later by clicking - Home / My Activity Menu / My Surveys/Forms and editing it.

**Read
This
Twice**

Please make selection and hit Next

- Reimburse a Person, Organization, or Cornell Account for something that was already paid for
- Order from a vendor (merchandise or take-out/delivery food) OR request travel (hotel, airfare, bus or group per diem) to be paid for ahead of time by Cornell
- Pay a vendor for services being performed on campus such as performers/artists, photographers, and full catering (setting up and serving food)
- Pay a Speaker, Sports Official, or other (non-service) vendor
- Pay a Cornell Department for space usage, facilities services, etc.
- Admin Update to the Accounting Book (advisor/staff use only)

It is very important to choose the appropriate selection at this step, so please pay attention to what you are asking to have done.

Failure to choose the correct option will result in the Payment Request being rejected and it will have to be re-submitted.

Other Important things to know

- If you plan your events ahead of time, there are multiple ways to have things paid for instead of students having to pay with their own money and wait for reimbursement.
 - To have food or merchandise paid for by Cornell (**Order from a Vendor...**) you must create an online order or place an order with a local restaurant first, and THEN submit a Payment Request with plenty of time for it to be prepared/delivered before it is needed
 - For local restaurant orders, a minimum of four (4) business days is required
 - For online orders, there is not a specific minimum number of days, but it is your responsibility to submit the Payment Requests with enough time for appropriate delivery
 - In both cases, those submitted too late will be rejected.
 - If received on time, SCL Purchasing and/or SOBO will contact you and make the purchase directly.
- Reimbursements to individuals do need to be submitted within 30 days of purchase per Cornell Policy. Those older can still be submitted, but there may be tax implications for the person being reimbursed
 - Please do NOT pay for services and expect to be reimbursed – those payments have to come from Cornell directly, this includes all services performed on campus as well as speakers and sports officials
 - If the person who paid the expense is not the one being reimbursed, there must be an email attached allowing the reimbursement to be made to someone else
- For any Cornell departmental charges (facilities, space rental, etc) you should get a quote or invoice from them and submit a Payment Request and they will be contacted with the Account # for payment to be processed. In any situation where they ask for an account #, you can enter “SOBO will provide”
- For travel to be pre-paid for your organization the Risk Management travel waiver must be included in the Payment Request.

Appendix A *

Using more than one Budget to make a purchase/payment

It is not common, but there is an option to use more than budget (same org or different) to pay for one large bill. It should only be done as necessary when there is not one funding source that has enough to make the payment.

If necessary, one org can use more than one of their budgets, or two orgs can collaborate, and make one large payment together.

To do so, when you are asked “Will you be using only one budget...” you would choose No and then instructions would explain how to do it (see below).

Will you be using only one budget to pay for this expense?

Please choose Yes or No *

- Yes - I only need to use one budget (used most of the time)
- No - I need to use more than one budget to make the full payment (exception)

It is not common, but if you need to use more than one budget to pay for a single purchase, payment or reimbursement, you will need submit a separate Payment Request from each budget.

This can come from your own Accounting Book or another Organization's if an expense is being split.

THIS IS HOW TO DO IT ---> On the first one you will include all of the information needed to make the payment, but on the rest you will be able to skip those sections and simply add the Transaction ID's and the Payee of the initial Payment Request that was submitted.

This will allow one payment to be made and charged to two (or more) separate budgets.

Is this the FIRST Payment Request that you are submitting to make THIS payment? *

- Yes - I will submit this with all of the required information and then note the Payment Request # on all additional requests
- No - I have already submitted the first Payment Request and am listing it below

Please enter the Payment Request Number of the first one submitted for this expense *

This can be found by looking in the Accounting Book in the Transaction section at the bottom of the page

Please enter the Payee (this should be the same for all) *