

Payment Request Form Quick Guide

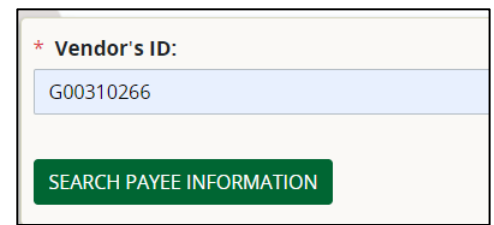
The Payment Request Workflow is designed to facilitate and expedite payment by departments in very specific situations (listed below) where the vendor will not accept a P-Card and an eVA order is impractical. This form is not used to reimburse employees, students, or non-Mason individuals. The form must be completed in one sitting to avoid losing data.

- Conference registration fees paid directly to the vendor
- U.S. Department of Homeland Security or U.S. Postal Service.
- Other: limited to non-routine transactions such as bank fees and transfers between state funds/orgs and local funds/orgs (requires pre-approval from the Purchasing staff, purch1@gmu.edu)

Process a Payment Request

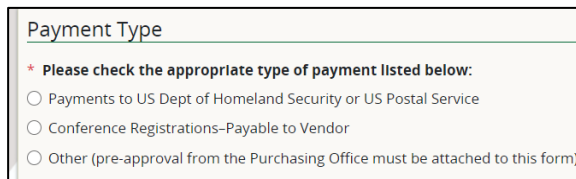
1. Open the [Payment Request Workflow](#), Click "Login with SAML", and complete the steps to login with your Mason Net ID and Patriot Password (2FA required).

2. To begin the Workflow, enter the Vendor ID G # and click "Search Payee Information." Use the [G# Lookup](#) as needed. If not G# is found, the Payee must follow the [Vendor Registration Portal](#) instructions to obtain a G#.



* Vendor's ID:
 G00310266
 SEARCH PAYEE INFORMATION

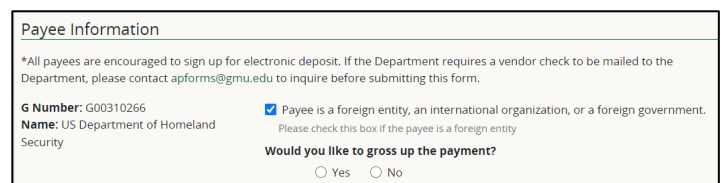
3. Select Payment Type



Payment Type
 * Please check the appropriate type of payment listed below:
☐ Payments to US Dept of Homeland Security or US Postal Service
☐ Conference Registrations--Payable to Vendor
☐ Other (pre-approval from the Purchasing Office must be attached to this form)

4. Check the box if the payee is a foreign entity, and select "Yes" or "No" as appropriate. If "Yes," the department may pay additional money to cover the taxes the payee will owe on the payment.

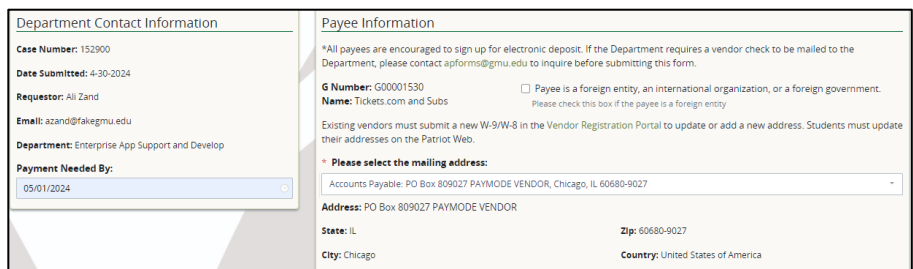
5. Select the Payee's mailing address. This is required even if the department plans to request the check be mailed directly to the department's campus address.



Payee Information
 *All payees are encouraged to sign up for electronic deposit. If the Department requires a vendor check to be mailed to the Department, please contact apforms@gmu.edu to inquire before submitting this form.
 G Number: G00310266
 Name: US Department of Homeland Security
☒ Payee is a foreign entity, an international organization, or a foreign government.
 Please check this box if the payee is a foreign entity
 Would you like to gross up the payment?
☐ Yes ☐ No

6. If the desired address is not listed, the Payee must follow the instructions on the [Vendor Registration Portal](#) to update the address.

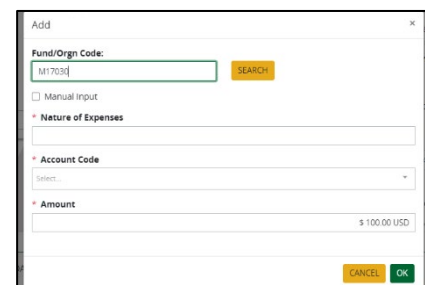
7. The **Department Contact Info** will default based on the user login. Enter a **Payment Needed by** date if applicable.



Department Contact Information
 Case Number: 152900
 Date Submitted: 4-30-2024
 Requestor: Ali Zand
 Email: azand@fakegmu.edu
 Department: Enterprise App Support and Develop
 Payment Needed By:
 05/01/2024

Payee Information
 *All payees are encouraged to sign up for electronic deposit. If the Department requires a vendor check to be mailed to the Department, please contact apforms@gmu.edu to inquire before submitting this form.
 G Number: G00001530
 Name: Tickets.com and Subs
☐ Payee is a foreign entity, an international organization, or a foreign government.
 Please check this box if the payee is a foreign entity
 Existing vendors must submit a new W-9/W-8 in the Vendor Registration Portal to update or add a new address. Students must update their addresses on the Patriot Web.
 * Please select the mailing address:
 Accounts Payable: PO Box 809027 PAYMODE VENDOR, Chicago, IL 60680-9027
 Address: PO Box 809027 PAYMODE VENDOR
 State: IL
 City: Chicago
 Zip: 60680-9027
 Country: United States of America

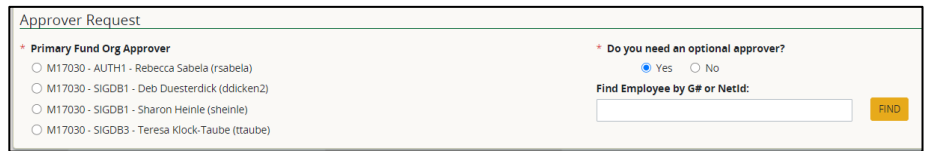
8. Under the **Expense Allocations**, Click the **Add** button to add the FOAPAL information. In the pop-up box, enter the desired Fund/Org and click *Search Fund/Org Code*. Enter the *Nature of Expenses*, select an *Account Code*, add an *Activity code* (if needed), and enter the *Amount* of the payment. Click the **OK** button to return to the Workflow page.



Add
 Fund/Org Code:
 M17030

☐ Manual Input
 * Nature of Expenses
 * Account Code
 Select...
 * Amount
 \$ 100.00 USD

9. To add additional allocational lines, repeat step 8 above.
10. Select the appropriate approver listed.
If no approver is listed, instructions will pop-up for the user.
11. **Supporting Documentation (Required,** except for the U.S. Dept of Homeland Security). Click *Select File* to upload the attachment or drop the attachment here.
12. Enter **Comments** (optional). *If the Dept. requires a check to be mailed to their campus address, please enter this information in the Comments section.*
13. **Optional Approver (Required).** Select yes or No. If Yes, enter the approver's Net ID and click "FIND".
14. When completed, click on **Submit** to begin the Workflow process. Users will receive an email from "GMU Workflow" with the details of the Payment Request. Approvers will be notified of their pending transactions. Users will receive an email status update when the payment has been approved and processes by Accounts Payable.
15. A "Final Decision" Workflow email is sent to the submitter when the Workflow is complete.
16. To print/save a copy of the completed form, open the "Final Decision" email and click on "View Case in Workflow" link at the bottom.
 - a. Login using your Mason Net ID and password.
 - b. Go to the "FORMS" tab and select the "Print" icon.



Approver Request

*** Primary Fund Org Approver**

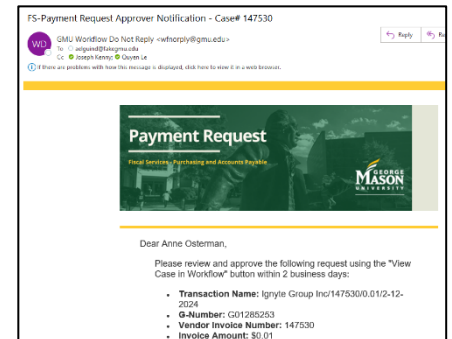
☐ M17030 - AUTH1 - Rebecca Sabela (rsabela)
☐ M17030 - SIGDB1 - Deb Dueterdick (ddicken2)
☐ M17030 - SIGDB1 - Sharon Heinle (sheinle)
☐ M17030 - SIGDB3 - Teresa Klock-Taube (ttaube)

*** Do you need an optional approver?**

☒ Yes ☐ No

Find Employee by G# or Netid:

FIND



FS-Payment Request Approver Notification - Case# 147530

GMU Workflow Do Not Reply - wfhorp@gmuedu

To: apgens@gmuedu
 C: joan.kenny@gmuedu

If there are problems with how this message is displayed, click here to view it in a web browser.

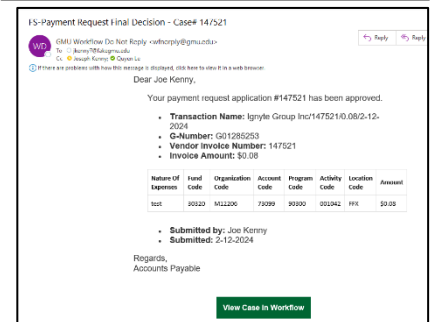
Payment Request

Fiscal Services, Payrolling and Accounts Payable

Dear Anne Osterman,

Please review and approve the following request using the "View Case in Workflow" button within 2 business days:

- Transaction Name: Ignyle Group Inc/147530/01/12-12-2024
- G-Number: G01285253
- Vendor Invoice Number: 147530
- Invoice Amount: \$0.01



FS-Payment Request Final Decision - Case# 147521

GMU Workflow Do Not Reply - wfhorp@gmuedu

To: joan.kenny@gmuedu
 C: joan.kenny@gmuedu

If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Joe Kenny,

Your payment request application #147521 has been approved.

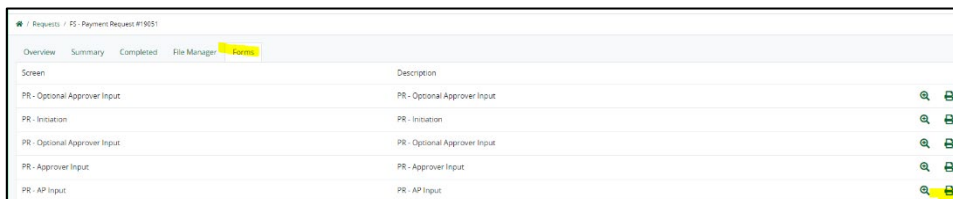
- Transaction Name: Ignyle Group Inc/147521/0.08/2-12-2024
- G-Number: G01285253
- Vendor Invoice Number: 147521
- Invoice Amount: \$0.08

Expense Code	Fund Code	Organization Code	Account Code	Program Code	Activity Code	Location Code	Amount
1001	90120	M12200	73000	90300	001242	FIN	\$0.08

Submitted by: Joe Kenny
 Submitted: 2-12-2024

Regards,
 Accounts Payable

View Case in Workflow

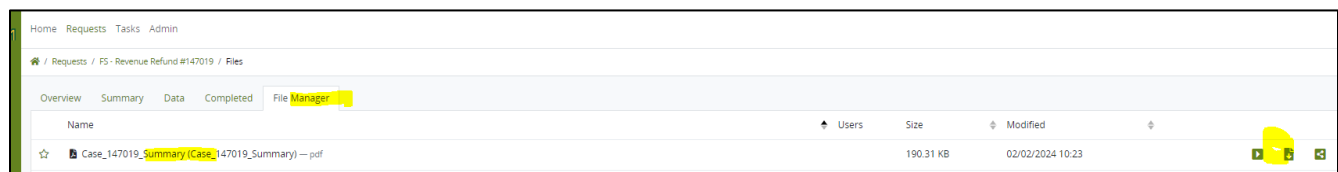


Requests / FS - Payment Request #19051

Overview Summary Completed File Manager **Forms**

Screen	Description	
PR - Optional Approver Input	PR - Optional Approver Input	
PR - Initiation	PR - Initiation	
PR - Optional Approver Input	PR - Optional Approver Input	
PR - Approver Input	PR - Approver Input	
PR - AP Input	PR - AP Input	

- c. Another option to print a PDF is to access the "File Manager" tab, and download and save the case summary page.



Home Requests Tasks Admin

Requests / FS - Revenue Refund #147019 / Files

Overview Summary Data Completed **File Manager**

Name	Users	Size	Modified	
Case_147019_Summary (Case) 147019_Summary) - pdf		190.31 KB	02/02/2024 10:23	

- d. Once the document is open, click on "PRINT." *Landscape orientation is best for Workflow documents*