FCPWeb

Payment Requests

Roles: Financial Manager, Financial Manager Assistant

Project Status: Design, Construction, Substantial Completion, Punchlist, Warranty

Step	Task
Step	*Task*
1.	Click the drop-down next to *Go To…* and select **Project Contracts.**
2.	Identify the contract against which the payment will be charged.
3.	Select the **Payments/Credits** link.
Enter Payments	
1.	Scroll to the bottom of the screen; click the **Enter New Payment** command button.
2.	In the *MAFBE Vendor* area, click the **Add Vendor** command button if the vendor has a sub-vendor that has a MAFBE certification.
3.	Enter the vendor name, or a portion of the name, in the *Search for vendors by name or number:* text box.
4.	Click the **Search** command button.
5.	Select the link for the correct vendor.
6.	Enter appropriate information in all fields to complete the payment request: Amount, Comments, Invoice No., Invoice Date, Receipt Date, Vendor Payment Site ID, and Description
7.	Select the **Show Splits** link to split a payment between multiple C-FOAPs; repeat for each line to be paid from the invoice.
8.	Select the **Hide Splits** link to hide the splits.
9.	Click the **Submit** command button.
10.	Click the **Confirm** command button.
Edit Payments	
1.	In the *Invoice No.* column, select the link to the payment to edit.
2.	Click the **Edit Payment** command button.
3.	Edit the payment.
4.	Click the **Submit** command button.
5.	Click the **Confirm** command button.
Reconcile Payments	
1.	Navigate to the payments screen for the contract to reconcile.
2.	Click the checkbox next to the payment for which to reconcile.
3.	Click the **Reconcile Selected Payments/Credits** command button; the payment will be marked as reconciled while an "R" replaces the checkbox.