

Non-Vendor Payment Process

1. All payments that do not have a purchase order or a vendor setup in BRASS will be paid through Cash Management
2. Each payment **must be accompanied** by an executed BRASS Payment Voucher Form with the NEW account dimensions (string) on it
3. The vendor numbers & types listed in Cash Management are the following:
 - a. **2. Employee Expense** (Reimbursement) - (to be routed per Department Dimension of Initiator)
 - b. **3. Property Tax – Board Payments** (Approved by Principal Accountant_Operating)
 - c. **4. Property Tax – Customer Refunds** (Approved by Principal Accountant_Operating)
 - d. **5. Documentary Tax Refunds** (Approved by Treasury Management - to be routed per Department Dimension of Initiator)
 - e. **6. Legal Settlements** (to be routed per Department Dimension of Initiator)
 - f. **7. Void & Reissue – Treasury** (Initiated by Treasury Accountant, Approved by Principal Accountant_Operating)
 - g. **8. EMS Refunds** (to be routed per Department Dimension of Initiator)
 - h. **9. Parks/Parkways Refunds** (to be routed per Department Dimension of Initiator)
 - i. **10. Miscellaneous Refunds** (to be routed per Department Dimension of Initiator)
 - j. **11. Mardi Gras Refunds (Revenue)** (to be routed per Department Dimension of Initiator)
 - k. **12. Police Confiscated Funds** (to be routed per Department Dimension of Initiator)
 - l. **13. Sales Tax Refund (Revenue)** (to be routed per Department Dimension of Initiator)
 - m. **16. Audit Payments (Revenue)** (to be routed per Department Dimension of Initiator)

4. The steps are as follows to enter in the Cash Ledger Payments:
 - a. Go into BRASS as the role of Cash Accountant
 - b. Click on “Cash Ledger Payments”
 - c. Click on “Create”
 - d. Fill out the information on the “Main” tab (see screenshot below)

Cash Ledger Payment Entry

Cash Code* Currency:
 Bank Transaction Code: Transaction Identifier:
 Reference Number: Status: **Unreleased** Payment Status:
 Amount: Applied Amount: 0.00 Balance: 0.00

Main

Company:
 Payables Process Level:
 Vendor:
 Pay Group: Pay Group Posting Company:
 Override Company:
 Currency Table:
 Bank Amount: Bank Currency:
 Post Date*:
 Description:
 Approval Cost Center:
 Approval Category:
 Reissue Original Reference:
 Reissue Original Identifier:
 Payment Processing Hold

Payment Attachment:
 Comment Text:

- e.
- f. Choose your respective Vendor# from Step 3
- g. Upload the signed documentation at the bottom of the “Main” tab for your Non-Vendor Payment, inclusive of BRASS PV Form, receipts, travel authorization form, etc.
- h. On the “Payee” tab (see snippet below), this is where the Non-Vendor information goes – including their ACH information, if that is how they choose to be reimbursed. If their choice of reimbursement is check, the address information must contain the following:
 1. If being mailed to their residence, please put their Mailing Address
 2. If being returned to the Department, the first line of address section must be the Department Name & Room number, and the Mailing Address must be “City Hall – 1300 Perdido Street”

3. This process will help our AP Manager/Accounting Admin, when sorting checks to know which checks to mail, and which checks to send back to the department.
4. Also, please be advised that **Employee Expenses no longer require a PO** in order to be paid, that’s why we are paying them through Cash Management.

i.

Cash Ledger Payment Entry

Actions Options Drill Around®

Cash Code: 1101102 Chase Disbursement Currency: USD
Bank Transaction Code: CHK System Check Transaction Identifier:
Reference Number: 1751 Status: Unreleased Payment Status:
Amount: 100.00 Applied Amount: 0.00 Balance: 100.00

Main
Payee Information
Defaults
Bank Information
Remittance
Transaction Data
Currency Amounts
User Fields
Distributions

Payee Name: * test

Payee Postal Address

Country: USA United States of America
Street Address: 123 Main St
City: New Orleans
State/Province: LA Louisiana
Zip Code: 70112
Type:
Latitude: Longitude: Altitude:
Mailing Name:
Locale:

- j. Now, click the “Save” button at top & the “Distributions” tab will appear for you on the left bottom; click the “Create” button:

- k. Now, you fill in your entire account dimension fields – Company/Fund/Department/Appropriation/Object and if necessary, Project/Grant/Account Category/Funding Source:

- l. Lastly, you need to press the back button, get back to the “Main” tab, click on drop down menu “Actions” and click on “Submit for Approval”