

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			

<div style="background-color: #f2f2f2; padding: 2px; margin-bottom: 2px;">Main</div> <div style="background-color: #e6f2ff; padding: 2px; margin-bottom: 2px;">Payee Information</div> <div style="background-color: #f2f2f2; padding: 2px; margin-bottom: 2px;">Defaults</div> <div style="background-color: #f2f2f2; padding: 2px; margin-bottom: 2px;">Bank Information</div> <div style="background-color: #f2f2f2; padding: 2px; margin-bottom: 2px;">Remittance</div> <div style="background-color: #f2f2f2; padding: 2px; margin-bottom: 2px;">Transaction Data</div> <div style="background-color: #f2f2f2; padding: 2px; margin-bottom: 2px;">Currency Amounts</div> <div style="background-color: #f2f2f2; padding: 2px; margin-bottom: 2px;">User Fields</div> <div style="background-color: #f2f2f2; padding: 2px;">Distributions</div>	<div>Payee Name: * test</div> <hr/> <div>Payee Postal Address</div> <div>Country: USA United States of America</div> <div>Street Address: 123 Main St</div> <div></div> <div></div> <div></div> <div>City: New Orleans</div> <div>State/Province: LA Louisiana</div> <div>Zip Code: 70112</div> <div>Type: ▼</div> <div>Latitude: <input type="text"/> Longitude: <input type="text"/> Altitude: <input type="text"/></div> <div>Mailing Name: <input type="text"/></div> <div>Locale: <input type="text"/> </div>
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- j. Now, click the “Save” button at top & the “Distributions” tab will appear for you on the left bottom; click the “Create” button:

Cash Ledger Payment Entry

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

Finance Structure: Sequence Number: Amount: Tax Code: Taxable Amount: Status:

Records Per Page: 10 No Records Found

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

Distribution

Cash Code: **1101102** Chase Disbursement Currency: USD
 Transaction Code: **CHK**
 Transaction Number: **1751**
 Company: **100** City of New Orleans
 Amount: **100.00**
 Applied Amount: **0.00** Balance: **100.00**

Distribution
 User Fields
 Currency Amounts

Ledger
 Amount:
 Finance Structure: **Ledger** • **~[To Company]~** • Fund • Department • Appropriation • Object • Project/Grant

Reference:
 Description:

Tax
 Tax Code:
 Tax Entity:
 Taxable Amount:

- 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”