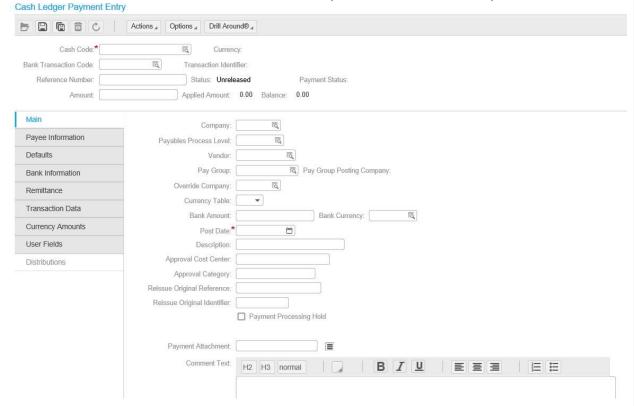
Non-Vendor Payment Process

- 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)
 - 1. **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"

e.

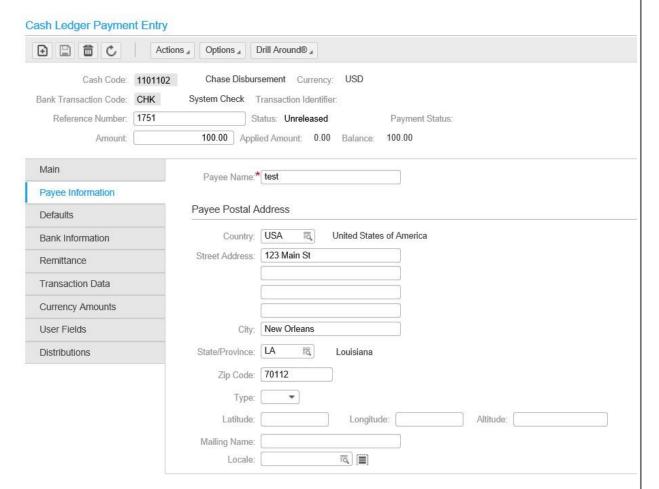
d. Fill out the information on the "Main" tab (see screenshot below)



- 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.

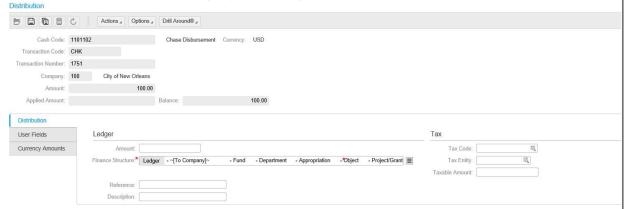


j. Now, click the "Save" button at top & the "Distributions" tab will appear for you on the left bottom; click the "Create" button:

BRASS Procedures - Revision 06/2020



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



1. 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"