How To:

Vendor Requested Payments *– Completing Payments on Approved Deliverables*

**NOTE: This is not a best practice guide for VR Staff. This is to document one way of accomplishing this task.**

The Vendor Requested Payments are submitted from the Vendor Portal. From Aware, VRC’s and SVRC’s can review the deliverables and update the payment request status (Superior, Satisfactory, Needs improvement, etc.). Then the finance office for each district can complete the payment. To complete the payment approval process of an approved deliverable within AWARE, you will take the following path:

1. Search for Superior Payments

2. Complete Payment Page

3. Verify Total Outstanding = $0.00

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| --- | --- |
| Activity Name | Notes |
| **Objective 1: Search for Superior Payments** |
| **1.01 Select Financial Module** | * Once you have logged into ***AWARE***, select the **Financial** module.

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| **1.02 Change Layout** | * Navigate to the **Layout** tab on the **Financial Search** page.
* Use the **Selected Layout** drop-down list to select and then **Apply** the **Participant Details in** **Vendor Requested Payments** layout.

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| **1.03 Filter Search Results** | * On the **Search** page, in the **Vendor Requested Payment Review Status** field, use the drop-down arrow to select **Superior (Payment Allowed)**.
* Note: You can select (all) to include all review status in your search.

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| **1.04 Filter Search Results** | * On the **Search** page, in the **Vendor Requested Payment Type** field, use the drop-down arrow to select **Invoice**.

* On the **Search** page, in the **Payment Request Created** field, use the drop-down arrow to select **No**.

 * Note: You can additionally filter your search results by Participant AND/OR Caseload.

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| **1.05 Filter Search Results** | * Once your search filters are set, use the **Find** button to see the results of your search.

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| **1.06 Select Payment Request**  | * Your search results will display.

* Select the **Create** link for the payment in the **Payment Request** column.

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| **Objective 2: Complete Payment Page**  |
| **2.01 Select Payment Action**  | * The **Payment** data page displays.

 * On the **Payment** page, in section 2: **Payment Information**, select **Final** from the drop-down list.

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| **2.02 Enter Invoice Date** | * On the **Payment** page, in section 2: Payment Information, enter a **Date** in the **Invoice Date** field.

* TIP: Make sure that your **Invoice Date** is *on or after* your **Service Start** date.

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| **2.03 Enter Payment Amount** | * On the **Payment** page, in **section 2: Payment Information**, enter an amount in the **Payment Amount** field.

* TIP: Make sure your **Payment Amount** matches your **Total Outstanding** amount.

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| **2.03 Check Attachments** | * On the **Payment** page, in **section 6: Attachments**, you can see a history of all the attached files associated with the request.

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| **2.04 Check Ready for Release** | * On the **Payment** page, back in **section 2: Payment Information**, check the box for, “Ready For Release”.

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| **Objective 3: Finish Payment & Verify Total Outstanding is Now $0.00** |
| **3.01 Finish to Save** | * From the **Main Menu** of the **Payment** datapage, select **Finish** to save and close the page.

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| **3.02 Verify Total Outstanding**  | * You will be taken back to the original search results.

* Notice the **Payment Request Column** now displays as “**View**”. This changes from “**Create**” once the payment is created.

 * Select the **View** link to go back into the Payment datapage.
* On the **Payment** page, in **Section 2: Payment Information**, verify that the **Total Outstanding** field is now **$0.00.**

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| **3.03 Finish**  | * From the **Main Menu**, select **Finish** to save and close the page.

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