

Outside Funding and Gift Account Payment Requests in CampusGroups

A few reminders:

- Funding can only be used if the [Cornell Coronavirus Guidelines for Meetings and the 2020-2021 Campus Activities Student Organization Social, Event and Meeting Requirements](#) are being followed.
- If an event is to be funded by multiple funding sources and/or perhaps multiple organizations, please send an [email to the Student Organization Business Office](#) and let them know. They can help you coordinate everything.
- The Outside Funding FY21 and Gift Account Funding FY21 Allocation/Revenue will be updated on a weekly basis if additional funding (applicable) is received

To Request Payments from your Gift and/or Outside Funding accounts:

Log in to CampusGroups and go to the Organization that you wish to submit a Payment Request for and go to the Accounting Book.

- You can see you're the balances for any Outside Funding or Gift Funding that you have as well as the left over balance in any other Funding Source if you've had any Allocation for the year.
- To request a payment (or reimbursement) be made from your Outside Funding or Gift Account Funding, hit Request Payment on the Accounting Book page.
- To request payments (or reimbursements) from the other Funding Sources, go into the Budgeting link and choose from each Funding Source individually.

The screenshot displays the 'Accounting Book' section of the CampusGroups interface. The table below shows the following data:

Budgets	Allocations/Revenues	Expenses	Balance
GPSAFC 2020-2021 September Budget Request	\$0.00	\$0.00	\$0.00
GPSAFC 2020-2021 August Budget Request	\$0.00	\$0.00	\$0.00
CU Tonight - 2020-2021 Academic Year	\$0.00	\$0.00	\$0.00
Law School FY21 First Budget - Deadline November xx, 2020 (Law School only--no other groups)	\$500.00	\$0.00	\$500.00
Outside Funding FY21	\$1,000.00	\$0.00	\$1,000.00
Gift Account Funding FY21	\$0.00	\$0.00	\$0.00
Group Funds	\$0.00	\$0.00	\$0.00
Total	\$1,500.00	\$0.00	\$1,500.00

Below the table, the 'Transactions (3)' section is visible, featuring a search bar and filters for Source, Transaction Type, Item Category, Payment Method, Status, and Date. A 'Generate Report' button is located at the bottom right of the transactions section.

To complete your Payment Request

- On the next screen, choose Outside Funding or Gift Account Funding.
- Choose Payment Request as the Type
- Enter a Description for what you are paying. If this is partial payment per funding source or organization, please note that here.
- Choose Expense in the Revenue/Expense box
- In the From Allocated, enter the amount that you desire to be paid/reimbursed from THIS funding source
 - Again, if this is a partial payment, it will be noted above
- Do not enter anything in Group Funds. We are not using that at this point.
- Hit Next

\$

Request Payment

X

* Budget

Outside Funding FY21

▼

DETAILS

- Select -

Outside Funding FY21

Gift Account Funding FY21

Payment Request

▼

* Payment Type

* Description

Payment for speaker for XYZ Event 10/11/20.

Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense

Expense

▼

* From Allocated

\$ 500

Numbers only

* From Group Funds

\$ 0

Numbers only

Use funds from your group money balance

Close

Next

- Complete the Payment Request
 - o Select YOUR Organization
 - o Enter the appropriate Source of Funding for this payment
 - o Complete the Payment Request in full. If necessary, see [How to Request Payments from Allocated Budgets in CampusGroups](#)



Payment Request Form DRAFT

[Edit](#)[Copy Link](#)[Manage](#)

Payment Details

Please know that original, detailed receipts are required for reimbursement. After uploading copy of the original receipt, you are required to keep the original receipt in your possession for 60 days in case of an Audit.

If you submit a Payment Request that is missing any required information or attachments, it will be returned to you to Resubmit using a Required Modification status. When it is returned, you will receive both a chat message and an E-Mail (unless you've inactivated either) noting what is missing as well.

Missing Information:

Admin Use Only - This will only be used if a Payment Request is returned for missing information.

Select YOUR Organization *

- Select Group -



Please make sure you are selecting the correct group that you are requesting a payment on behalf of.

Source of Funding *

- ☐ SAFC
- ☐ GPSAFC (Not Vet or Law School - See below)
- ☐ CUTonight
- ☐ GJAC
- ☐ Club Sports Council
- ☐ Law School Funded (not GPSAFC funded)
- ☐ Law School (GPSAFC funded)
- ☐ Vet School (GPSAFC funded)
- ☐ Hotel School Budget (This is not for SAFC funded budgets)
- ☐ Outside Funding (per Organization)
- ☐ Gift Funding (per Organization)