Vendor Payment Entry - Client

Description: In this topic, the user will learn about vendor payments as a client. Vendor Payments provide the ability to submit payments to approved vendors, per a client's authorization. Clients are unable to submit vendor payments using DCI. To submit a vendor payment, contact the employer or program. Clients must provide a copy of the receipt from the vendor, which should include the date and the dollar amount. The vendor must be authorized prior to being paid. Vendor payments should be discussed with the employer or program.

Role Required: Client

Permission Required: N/A

Related articles

- Authorizations - Overview
- Reimbursement - Client Creates Reimbursement Entry - FI Mode Only
- Reimbursements - Create Entries - FI Mode Only
- Manage Accrued Time Entries (FI Mode Only)
- Employee - Add / Edit Accrued Time Off Entry (FI Mode Only)