

Euna Payment Request Quick Reference

○ Create Expenses

- Navigate to Post-Award, Financial, Expenses
- Click the (+) located on the middle-left side of the page to create an expense
 - Complete the required information on each tab making sure the expense date is within the payment request timeframe and attach backup
- Mark expenses in reviewed status

○ Create the Reporting Period

- Navigate to Post-Award, Management, Reporting Periods
- Click the (+) located in the upper right-hand corner to create a new reporting period
 - If the reporting period has already been created click on the reporting period start date and the reporting period will open
- Click the box for Expenses
- Click on the dropdown arrow and select the Reporting Period dates, Click Save
- Verify that there are no unreviewed expenses
- Scroll to the bottom of the page and Click Close

○ Create the Payment Request

- Navigate to Post Award, Cash Flow, Payment Requests
- Click the (+) located in the upper right-hand corner to create a new payment request
 - If a payment request for a reporting period has already been created, click on the pencil to edit the payment request
- Update the Payment request name to be the Grant name, period ending and date.
 - Example: 26-V01-1234 Period Ending 10.31.25
- Attach the Related Reporting Period by clicking in the field and selecting the Reporting Period from the drop down
 - ***The reporting period must be closed, or you will not be able to attach it to the payment request***
- Enter the Requested Amount
 - The requested amount must match the grant funded amount from the line above
- Scroll to the bottom of the page and Click Submit