Payment Request Status Job Aid

From the Financial Edge NXT home screen, hover over **Expenses** and click on **manage expenses**.

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Manage appropries
Welcome to Financial Edge NXT!
EFT Resources
(Persures) 03/01/2023
To get the most out of EFF, we suggest you get familiar with all the EFF resources available to you.
Financial Edge NXT Customer Success Resources
Check out the product adoption videos Customer Success has for Financial Edge NXT. New videos added monthly/
Blackbaud Customer Success
Electronic Funds Transfer (Video)
Watch this video for an overview of the EFT process in Financial Edge NXT.
New Blackbaud Marketplace applications for Financial Edge NXT Brackbaud Marketplace 02/01/2021
Learn about new apps that aim to help with budgeting, automation, and fund allocations.
Upgrade Your Training Subscription Online Resource: 01/27/2021
Here Instituctuation improves instantian to Philosophys (PMI) and Get unlimited access to over 60 instructoried CPE eligible courses.

Under My invoice requests click Work with my invoice requests

My invoice requests		^	
O New request			
🛕 4 Open			
219 Approved			
▲ 6 Rejected			
Work with my invoice requests			
Edit my settings		^	111
Edit			
Email	Iharr187@kennesaw.edu		
Invoice request notifications	Rejected	Instantly	y
Credit card notifications	Rejected	Instantly	Y
Out of office forwarding	Disabled		

Remove any filters that may be applied by clicking the **x** on the blue filter cell

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Filter: Status is Submitted 🗙										
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No items found										

Locate the request by scrolling on the leftside of the screen and click on the request to open

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Approved	Invoice Number	022243	2/1/2022						
\$708.45	Changes Required to Vendor Record	No							
1/18/2022 Sabultan Ward & Turner & Waiss 11.0	Payment Type	Payment Type Check - Mail to Vendor							
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Hover mouse over the **i** next to the **Approval rule** at the top of the of request to view the order of approvers

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Next, scroll towards the bottom of screen to review the approval timeline. If the timeline only shows you submitted the request, then the first person has not approved yet.

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