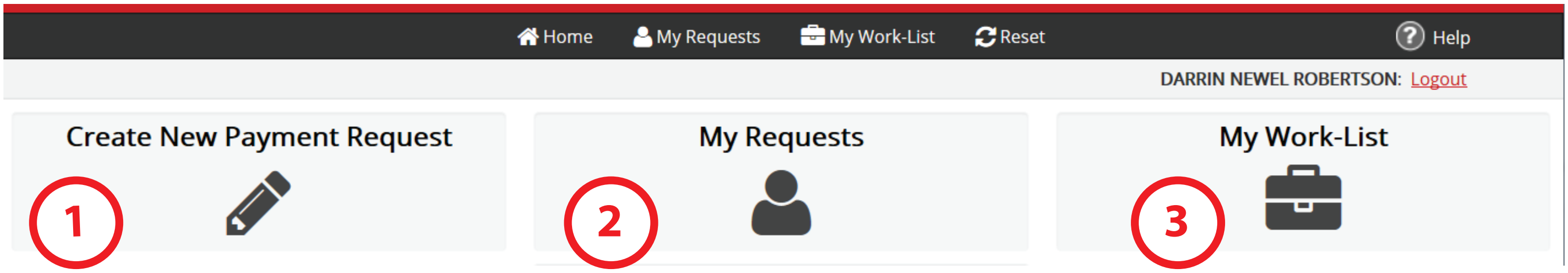
How-to Guide: Preparer

Home Page



1. Create New Payment Request

- Initiate a new PR form

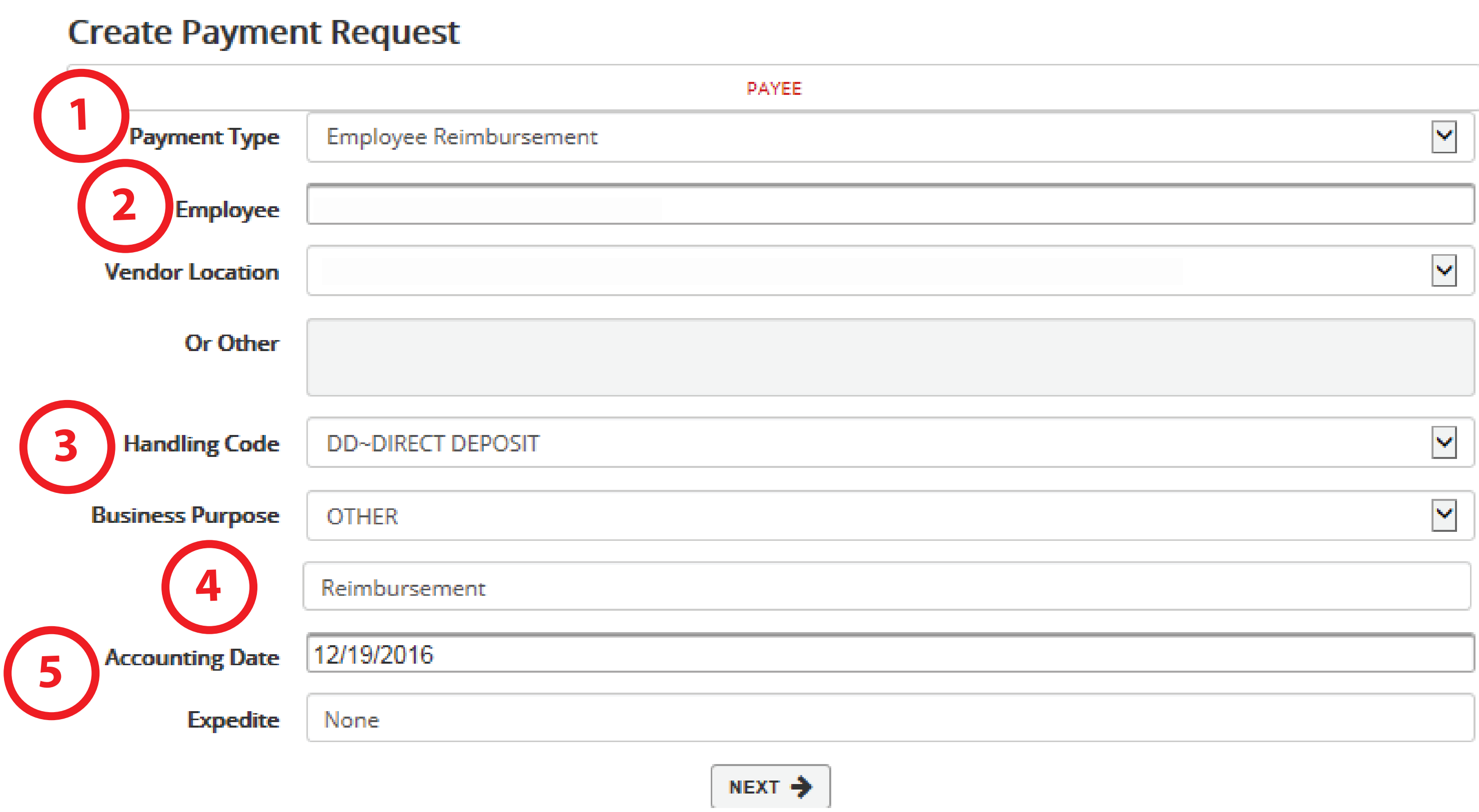
2. My Requests

- The payee or the preparer's lists

3. My Work-List

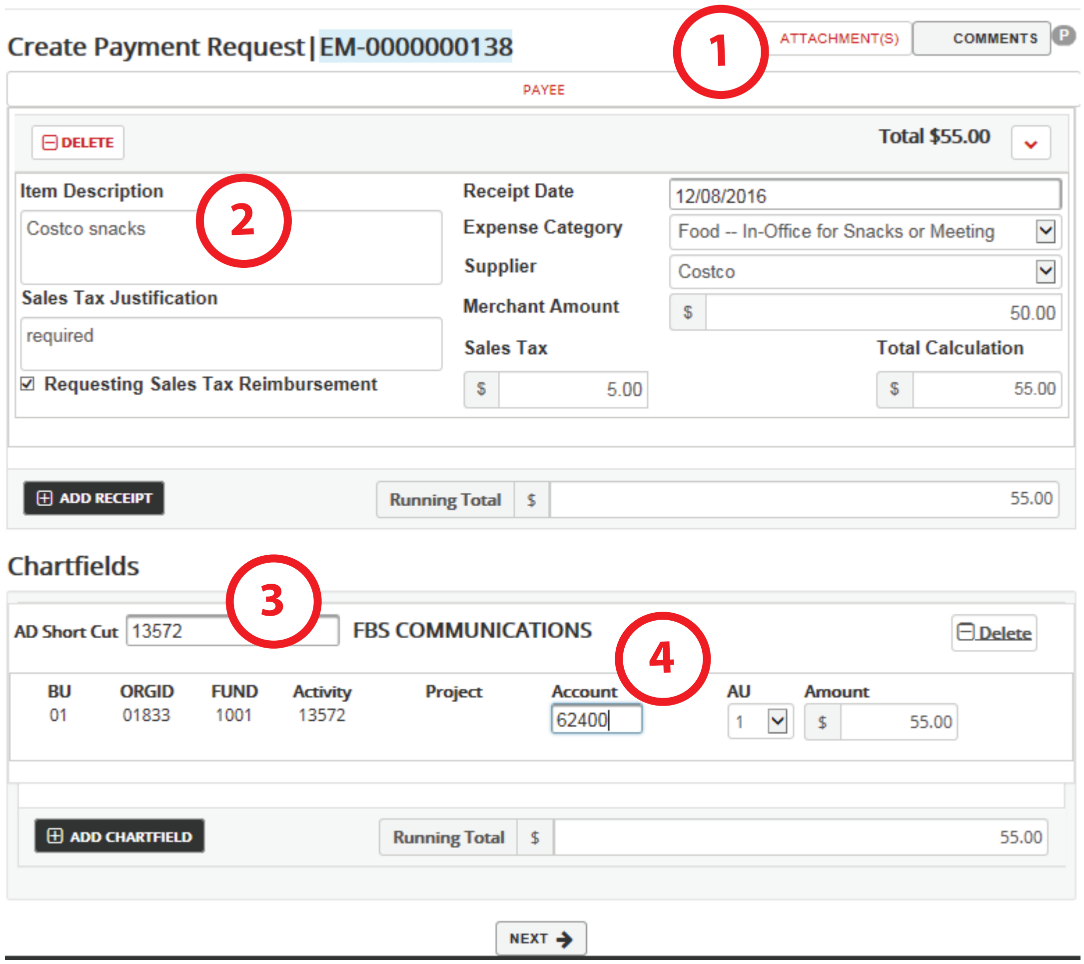
- List of items you need to approve or reject

Create Payment Request: Payee Data



1. Select Employee Reimbursement
2. Enter Payee's UNID or Name (Last, First)
3. Select Handling Code, if necessary. (Direct Deposit, Hold, Campus Mail)
4. Provide Business Purpose
5. Select Accounting Date

Line Data



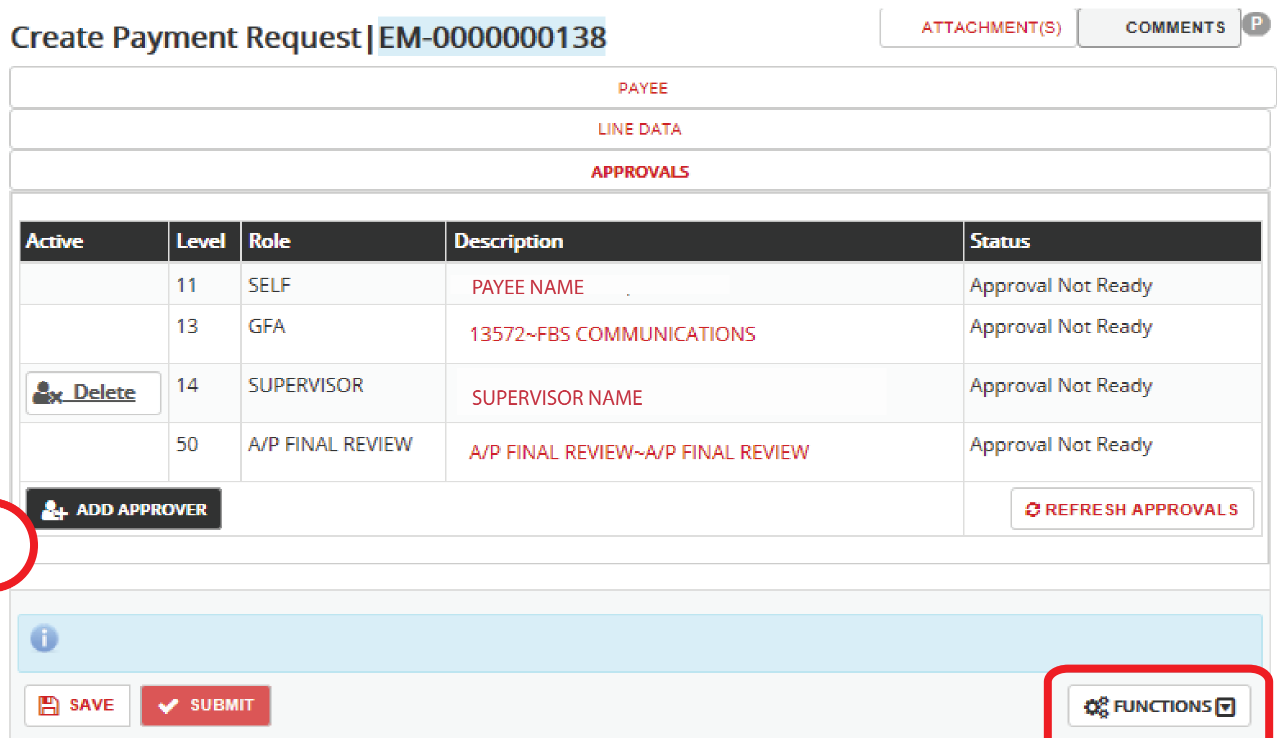
1. Attach receipt (required) and add comments (if needed)
– You may add multiple receipts, if necessary

2. Provide Item Description, Receipt Date, Expense Category, Supplier, Merchant Amount, Sales Tax info

3. Search select activity/project shortcut

4. Enter Account number and AU
– You may add multiple Chartfields (if needed)

Approvals



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1. The following approvals are required for employee reimbursements:

- Self - Payee
- GFA - Authorized financial transactions on activity/project
- Supplier Setup, when necessary
- GCA - If appropriate, based upon funding
- Supervisor - Payee's supervisor

You may add the following additional approvers if needed:

- GFA Email Override * (Control GFA Notifications)
- Dean/VP
- Chair/ORG Head
- Other

* May use this option to select ONE of many alternates to approve GFA level without system notifying ALL GFA signors.

- **Validate** - Reviews for required data
- **Save** - Saves Payment Request
- **Trash** - Delete Payment Request
- **Attachment** - Add receipts or other items to form
- **Comment** - leave comments for other people
- **Remove Approver** - Remove approver from list
- **Share** - Share the Payment Request to others