

How-to Guide: Preparer

	——— Home Page —	
	🕋 Home 🛛 🐣 My Requests 🖶 My Work-List	CReset 🕜 Help
		DARRIN NEWEL ROBERTSON: Logout
Create New Payment Request	My Requests	My Work-List
 Create New Payment Request Initiate a new PR form My Requests The payment or the propage 	sr's lists	
 The payee of the prepare 3. My Work-List List of items you need to 	approve or reject	

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Create Payment Request: Payee Data

Create Payment Request

\bigcirc	PAYEE	
Payment Type	Employee Reimbursement	~
2 Employee		
Vendor Location		~
Or Other		
3 Handling Code	DD~DIRECT DEPOSIT	~
Business Purpose	OTHER	~
(4)	Reimbursement	
5 Accounting Date	12/19/2016	
Expedite	None	
	NEXT ->	

- 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

	0000130	- \' /			
	PAYEE				
				Total \$55.00	~
Item Description	Receipt Date	12/08/2016	3		
Costco snacks	Expense Category	Food In-	Office for Sna	cks or Meeting	
	Supplier	Costco			
Sales Tax Justification	Merchant Amount	\$			50.0
required	Salos Tax			Total Calculat	ion
	Sales Tax				
Requesting Sales Tax Reimbursement ADD RECEIPT Run	sales Tax			\$	55.0
Requesting Sales Tax Reimbursement	sales Tax]		\$	55.0
Requesting Sales Tax Reimbursement ADD RECEIPT Run hartfields 3 FBS CO	Sales Tax S 5.00 mning Total S DMMUNICATIONS			s E.D.	55.0 55.0
Requesting Sales Tax Reimbursement ADD RECEIPT Run hartfields D Short Cut 13572 FBS CC BU ORGID FUND Activity 01 01833 1001 13572	Sales Tax \$ \$ \$ \$ \$ DMMUNICATIONS Project Account 62400	4 <u>AU</u>	Amount \$	\$ 55.00	55.0 55.0

- 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 -

LINE DATA APPROVALS Active Role Role Description Status Approval Not Ready 13 GFA 13572-FBS COMMUNICATIONS Approval Not Ready 30 APPROVALS C C C C C C C C C C C C C				PAYEE	
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50 A/P FINAL REVIEW A/P FINAL REVIEW-A/P FINAL REVIEW Approval Not Ready Image: ADD APPROVER Image: Refree SH APPROVALS Image: Refree SH APPROVALS <td></td> <td>14</td> <td>SUPERVISOR</td> <td>SUPERVISOR NAME</td> <td>Approval Not Ready</td>		14	SUPERVISOR	SUPERVISOR NAME	Approval Not Ready
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 SAVE SUBMIT 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 Save - Saves Payment Reque Trash - Delete Payment Reque Trash - Delete Payment Reque Trash - Delete Payment Reque Attachment - Add receipts o other items to form Chair/ORG Head Other 	🛃 ADD APP	ROVER			CREFRE SH APPROVAL S
 • Trash - Delete Payment Require • GFA Email Override * (Control GFA Notifications) • Dean/VP • Chair/ORG Head • Other 		ing ap	oprovals are req	uired for employee reimbursemen	ts:
 - GFA Email Override * (Control GFA Notifications) - Dean/VP - Chair/ORG Head - Other - Comment - leave comments 	- Self - Pay - GFA - Au - Supplien - GCA - If - Supervis	yee Ithoriz Setup appro Sor - Pa	oprovals are req zed financial tran o, when necessa priate, based up avee's superviso	uired for employee reimbursemen nsactions on activity/project ary pon funding or	ts: • Validate - Reviews for requir data • Save - Saves Payment Reque
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