



EMPLOYEE REIMBURSEMENT

How-to Guide: Preparer

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[Home](#)[My Requests](#)[My Work-List](#)[Reset](#)[? Help](#)DARRIN NEWEL ROBERTSON: [Logout](#)

Create New Payment Request

1

My Requests

2

My Work-List

3

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 (person logged in)

Create Payment Request: Payee Data

Create Payment Request

1

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

Line Data

Create Payment Request | EM-0000000138

ATTACHMENT(S)
COMMENTS
P

PAYEE

DELETE
Total \$55.00 ▼

<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Item Description</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Costco snacks</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Sales Tax Justification</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">required</div> <div style="display: flex; align-items: flex-start;"> <input checked="" type="checkbox"/> Requesting Sales Tax Reimbursement </div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Receipt Date</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">12/08/2016</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Expense Category</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Food -- In-Office for Snacks or Meeting</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Supplier</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Costco</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Merchant Amount</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">\$ 50.00</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Sales Tax</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">\$ 5.00</div>
Total Calculation <div style="display: flex; align-items: center;"> \$ <div style="border: 1px solid #ccc; width: 100px; text-align: center;">55.00</div> </div>	

ADD RECEIPT

Running Total \$ 55.00

Chartfields

AD Short Cut 13572
FBS COMMUNICATIONS
Delete

BU	ORGID	FUND	Activity	Project	Account	AU	Amount
01	01833	1001	13572		62400	1 ▼	\$ 55.00

ADD CHARTFIELD

Running Total \$ 55.00

NEXT ➔

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

Create Payment Request | EM-0000000138

ATTACHMENT(S)

COMMENTS

P

PAYEE				
LINE DATA				
APPROVALS				
Active	Level	Role	Description	Status
	11	SELF	PAYEE NAME	Approval Not Ready
	13	GFA	13572~FBS COMMUNICATIONS	Approval Not Ready
Delete	14	SUPERVISOR	SUPERVISOR NAME	Approval Not Ready
	50	A/P FINAL REVIEW	A/P FINAL REVIEW~A/P FINAL REVIEW	Approval Not Ready

ADD APPROVER
 REFRESH APPROVALS

SAVE
 SUBMIT
 FUNCTIONS

In the Preparing Workflow State:

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

In the Approval Workflow State

Home Find Requests All Requests My Work-List Reset

Preparing Request Paid → Approval Workflow → Approvals All Complete → Pending Payment →

EM-0000006636

Payment Request | EM-0000006636

Created by :00522852-VOMBAUR,BRENNEN ALEXANDER Created On :July 17, 2020

PAYEE

Payment Type Employee Reimbursement

Employee 00326013-ROBERTSON,DARRIN NEWEL

Vendor 0000200368-DARRIN N ROBERTSON

Home Department 00357 - TRAVEL

Campus Address 201 PRESIDENTS CIR RM 402 SALT LAKE CITY, UT 84112

Handling Code DD-DIRECT DEPOSIT Handling Fee

Business Purpose OTHER

FUNCTIONS

- EXPAND ALL
- COLLAPSE ALL
- REFRESH APPROVALS
- NEXT IN LIST
- VIEW ATTACHMENT(S)
- EMAIL COVER SHEET
- APPROVE
- NUDGE
- RETURN
- TRASH
- RECYCLE
- CORRECT
- ATTACHMENT(S)
- COMMENTS

There are two additions to the Functions menu:

1. **Email Cover Sheet** - This function resends system summary email to preparer. Many departments attach original documentation to this summary for in-department retention. (Recommendation: 3 fiscal years)
2. **Nudge** - Preparer can resend notification to approve