



## 3.0 Pay Back Advance



**KIDS HOPE ALLIANCE**  
The Jacksonville Partnership  
for Children, Youth & Families

**PAY BACK ADVANCE**

- Once you have specified the amounts for your salaries and expenses for your reimbursement, you will need to go to the top of the page and click on **Advance/Adjustment**.

|  |         |                |                    |          |
|--|---------|----------------|--------------------|----------|
|  | Summary | <b>Forward</b> | Advance/Adjustment | Add Note |
|--|---------|----------------|--------------------|----------|

- Another page will load, showing you the Advance information. Go to the **Amount to Apply** box and input the amount you would like to apply or pay back.

| Balance     | Amount to Apply ⓘ              | Balance     | Amount to Apply ⓘ                |
|-------------|--------------------------------|-------------|----------------------------------|
| \$13,090.00 | <input type="text" value="0"/> | \$13,090.00 | <input type="text" value="500"/> |

- When you input the amount in the Amount to Apply, it will automatically fill in the **Total Amount to Pay via this Reimbursement**.

| Total Amount to Pay via this Reimbursement |                                     |
|--|-------------------------------------|
| \$   | <input type="text" value="500.00"/> |

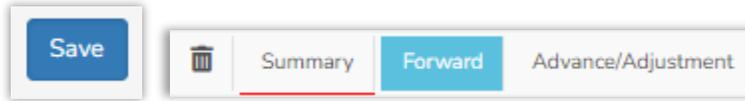
- Click on Save.

|             |                                     |                 |
|-------------|-------------------------------------|-----------------|
| <b>Save</b> | <b>Save &amp; Return to Summary</b> | Back to Summary |
|-------------|-------------------------------------|-----------------|

- Once your input has been Saved you will be taken back to the Reimbursement page. Here you will be able to see that the Advance has been applied.

| YTD AMOUNTS                            |                    |
|--|--------------------|
| UP TO AND INCLUDING THIS REIMBURSEMENT |                    |
| YTD Salary                             | \$0.00             |
| YTD Expense                            | \$17,501.00        |
| YTD Salary & Expense                   | \$17,501.00        |
| YTD Adjustments Debits ⓘ               | \$18,700.00        |
| YTD Adjustments Credits ⓘ              | \$6,110.00         |
| <b>YTD Adjustments Balance</b>         | <b>\$12,590.00</b> |
| YTD Non-UOS Third-Party Payment ⓘ      | \$0.00             |
| YTD Non-UOS Match Amount ⓘ             | \$0.00             |
| YTD UOS Third-Party Payment ⓘ          | \$0.00             |
| YTD UOS Match Amount ⓘ                 | \$0.00             |
| <b>YTD Net Reimbursed ⓘ</b>            | <b>\$30,091.00</b> |

6. After reviewing all the information, click on **Save** at the bottom of the page. This will then take you back to the top of the Reimbursement page. Here you will click on the **Forward** button.



7. This will send the Reimbursement to the Submitter's queue. The Submitter will verify the information is correct and will then click on the **Submit** button or if the information needs to be changed, they will click on the **Reject** button.



8. When the Reimbursement is rejected back to the Creator. The Creator will correct or add the additional information and save, then forward to Submitter.
  - a. Until the Submitter clicks on the Submit button the Reimbursement will stay on the Provider's side.
  - b. When the Submitter clicks on the Submit button the Reimbursement will go to the Contract Manager's queue at KHA.
  - c. The Contract Manager will look over the Reimbursement and verify that all information is correct and then will either click on the Forward button or the Reject button.
  - d. If the Contract Manager clicks on the Forward button, it will then go to the Finance Dept., where they will complete the process to pay the Reimbursement.
  - e. If the Contract Manager clicks the Reject button it will then go back to the Creator of the Reimbursement.