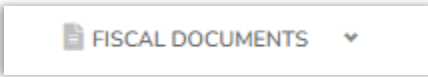




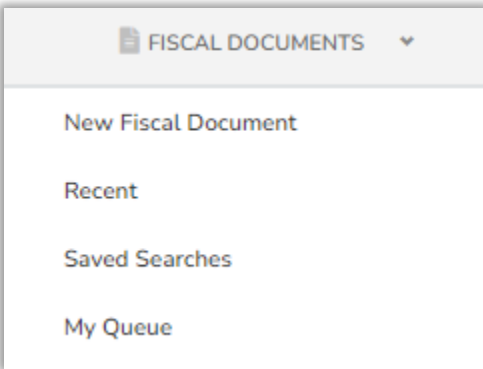
3.0 CREATING A REIMBURSEMENT

Create a Reimbursement

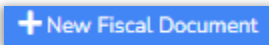
- 1) Go to **Fiscal Documents** from the Dashboard.



- 2) Click **My Queue**.



- 3) Choose the **New Fiscal Document**



- 4) Choose the applicable **Fiscal Year** from the dropdown list.

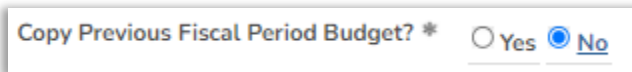
- 5) Choose the **Agency/Program** title from the Program dropdown list

A screenshot of a form titled "NEW APPROVAL REQUEST". It contains two dropdown menus: "Fiscal Year *" with the value "21/22 City Fiscal" and "Agency/Program *" with the value "Select Program".

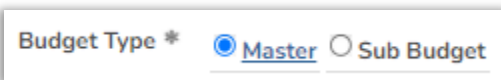
- 6) Choose the **Document Type** (Reimbursement) from the dropdown list.

A screenshot of a dropdown menu labeled "Document Type *" with the text "Select Document Type" and a downward arrow.

- 7) Choose if you want to copy previous period budget.

A screenshot of a form element with the text "Copy Previous Fiscal Period Budget? *" and two radio buttons: "Yes" and "No". The "No" radio button is selected.

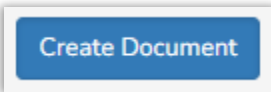
- 8) Choose **Master** as your budget type.

A screenshot of a form element with the text "Budget Type *" and two radio buttons: "Master" and "Sub Budget". The "Master" radio button is selected.

- 9) **Period Start Date** - This date always must be the 1st day of the month. (August 1, 2020). **Period End Date** - This date always must be the last day of the month you are requesting Reimbursement for (Example: August 31st, 2020). Even if your Reimbursement is for three months, you use the first month and the last day of the ending month. (Example: August 1 – Oct 31st, 2020)

Period Start *	08/01/2021
Period End *	08/31/2021

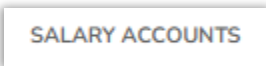
- 10) Click on **Create Document**.



- 11) If you have Salaries, input the totals for each staff member for this selected period.

- Fill in all areas that you have Budgeted for.
- Example:
 - Salary
 - FICA
 - Retirement

- 12) Click on the **Salary Accounts** line item you want to input data for.

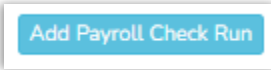


Title
Regular Salaries and Wages
FICA
Retirement Contributions
Life and Health Insurance
Workers Compensation
Unemployment Compensation

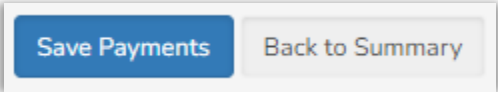
- 13) Click on the position name you want to input information for.

Position
CEO
Data Clerk
Data Manager
Program Manager

14) Click on **Add Payroll Check Run**, add each Payroll Run that covers the period that you are requesting Reimbursement.



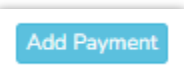
15) Click on SAVE and then Click on Back to Summary.



16) Now you are ready to input your Expenses for this period. Go down to the line items that you have expenses for. Click on the line item. Another page will come up and you will input the Payment or Payments you have for this line item.

Title
— Expense Items
Program Consultants and Contractual
Office Expenses - Postage, Shipping, Delivery
Office Expenses - Supplies
Office Expenses - Copying
Lease/Rent - Equipment
Maintenance - Equipment
Insurance - Insurance other
Conferences and Staff Development
Local Mileage Reimbursement
Other Allowable Costs
Allocated Management and & General (Indirect) Expenses (Admin.)

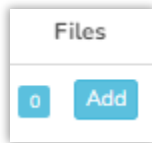
17) Go down to the bottom of the page where you see the button Add Payment. Click on the **Add Payment** button.



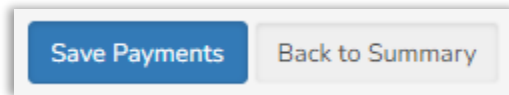
18) Now you can input the Check information, the Transaction Date, Vendor Name, Transaction Amount (Amount of the Check), and the Reimbursement Amount (This is the amount you are request KHA to pay you for). **Don't forget that sales taxes cannot be reimbursed.**

Payments			Transaction Amount	Reimbursement Amount	Files
Transaction #	Transaction Date	Vendor Name			<input type="button" value="Add"/> <input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>			
			Total	\$0.00	

- 19) You will see the area Files also on this line. Click on **Add** and upload your back up for this line item.
- The Documents to upload will be the Check (Front and Back), the bank statement that shows this item has cleared and the invoice for this item.



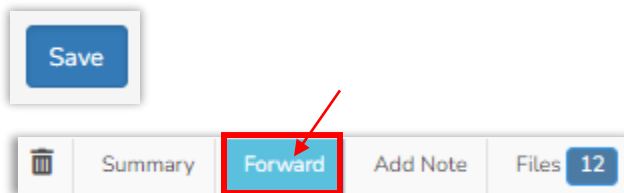
- 20) After adding all the payments for this area click on Save Payments and then Back to Summary.



- 21) Once you have completed the input of your expenses you will then want to pay back on your Advance. Please follow the instructions on how to pay back your Advance.

YTD AMOUNTS	
UP TO AND INCLUDING THIS REIMBURSEMENT	
YTD Salary	\$1,000.00
YTD Expense	\$11,000.00
YTD Salary & Expense	\$12,000.00
YTD Adjustments Debits ⓘ	\$5,000.00
YTD Adjustments Credits ⓘ	\$1,000.00
<u>YTD Adjustments Balance</u>	\$4,000.00

- 22) 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.



- 23) 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 the **Reject** button if the information needs to be changed.



- 24) If 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 for corrections.