EX-03 Process Expense Reimbursements and Cash Advances to AP for Payment

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of Processing Expense Reimbursements and Cash Advances to Accounts Payable (**AP**) for Payment in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of processing expense reimbursements and cash advances in NCFS to transfer audited expenses and cash advances to AP for invoicing and payment. **The below steps are optional if Expense Reimbursements/ Cash Advances need to be sent to AP before the next batch process runs**.

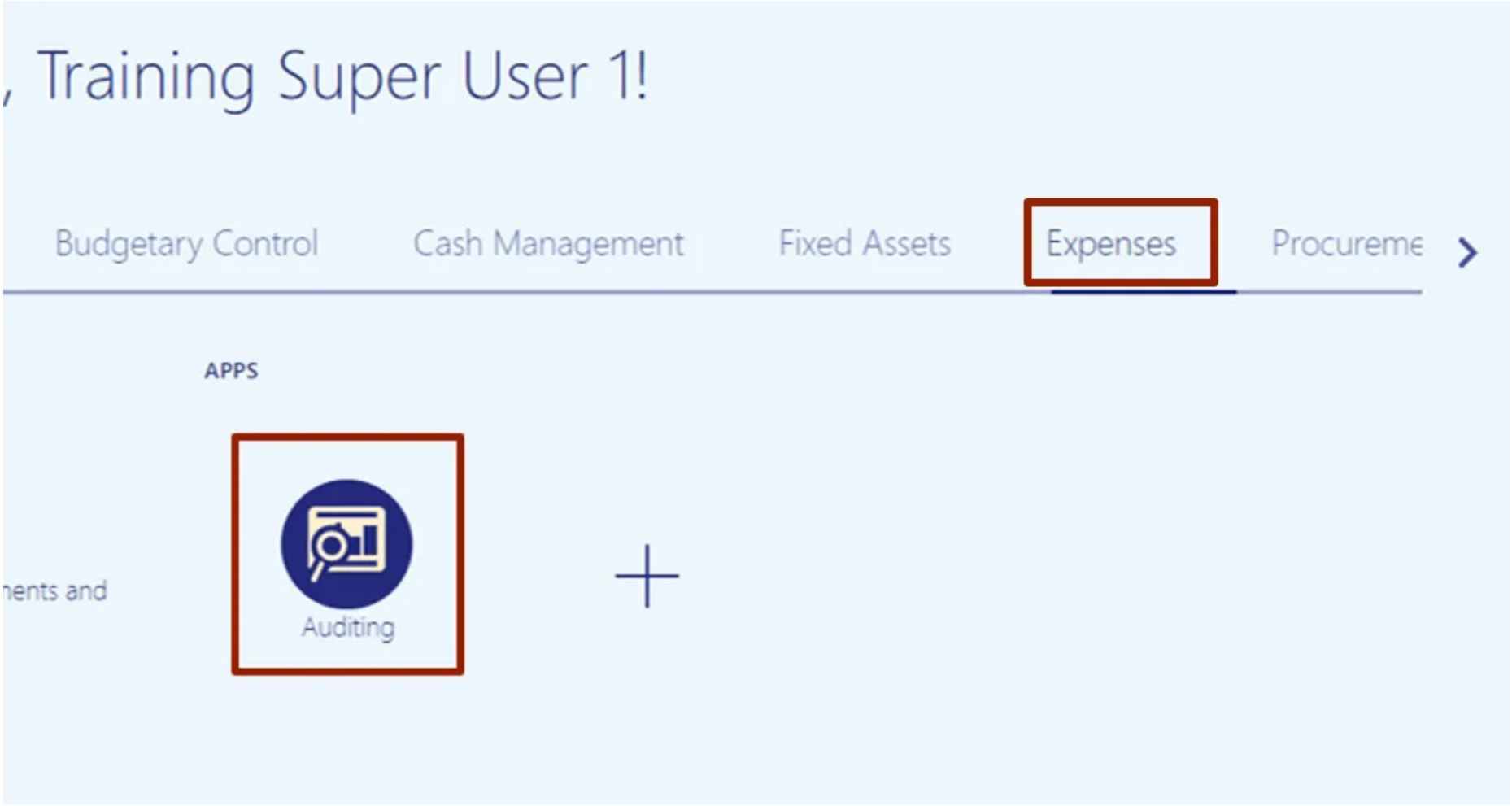
Process Expense Reimbursements and Cash Advances to AP for Payment

To process Expense Reimbursements and Cash Advances to AP for Payment in NCFS, please follow the steps below. There are 8 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

Step 2. On the **Home** page, click the **Expenses** tab and then click the **Auditing** app.

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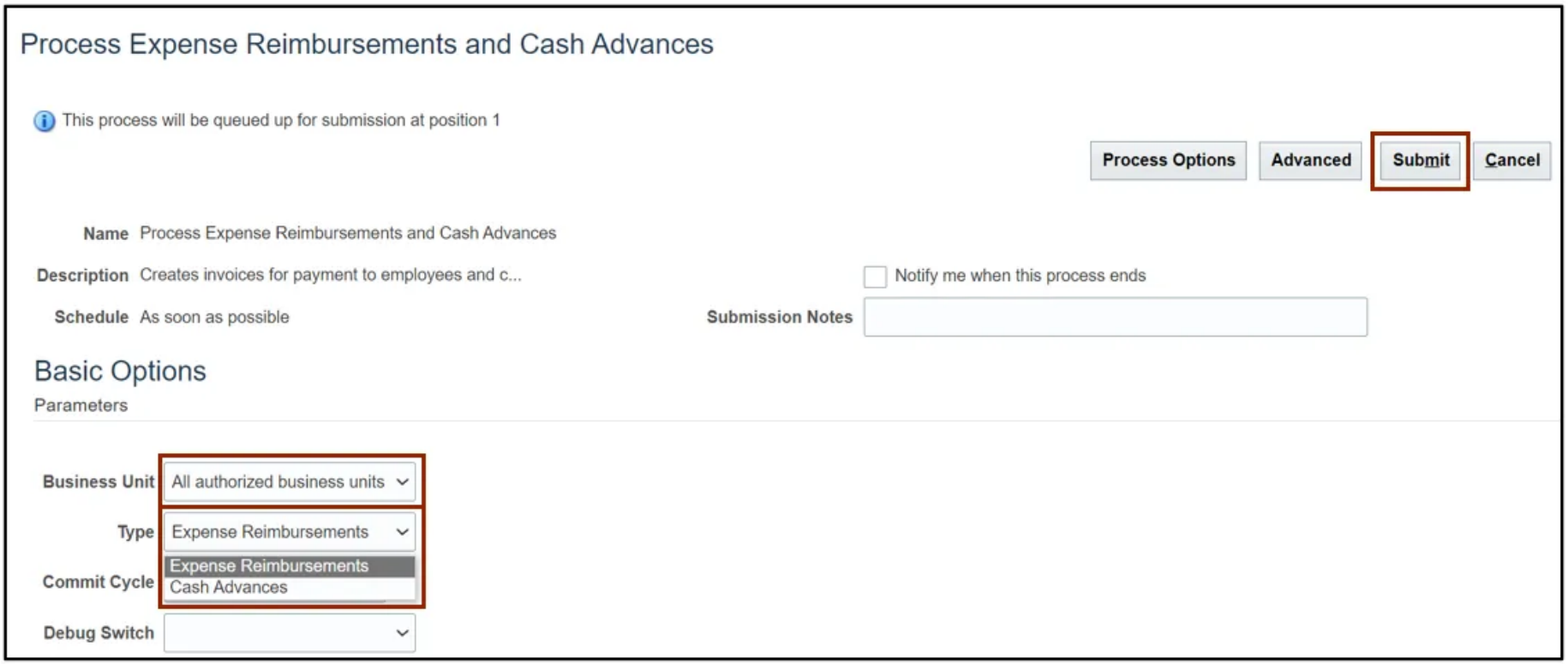
Step 3. On the **Auditing** page, click the **Tasks** icon and then click **Process Expense Reimbursements and Cash Advances**.

Image



Step 4. To process Expense Reports to AP for reimbursement, select the desired *Business Unit* from the drop-down choice list. In this example, we choose **All authorized business units** for *Business Unit*. Next, select the *Type* from the drop-down choice list. Select **Expense Reimbursements** to process expense reports to AP for expense reimbursement invoice creation or select **Cash Advances** to process cash advances to AP for cash advance invoice creation. In this example, we choose **Expense Reimbursements** for the *Type*. Now, click the **Submit** button.

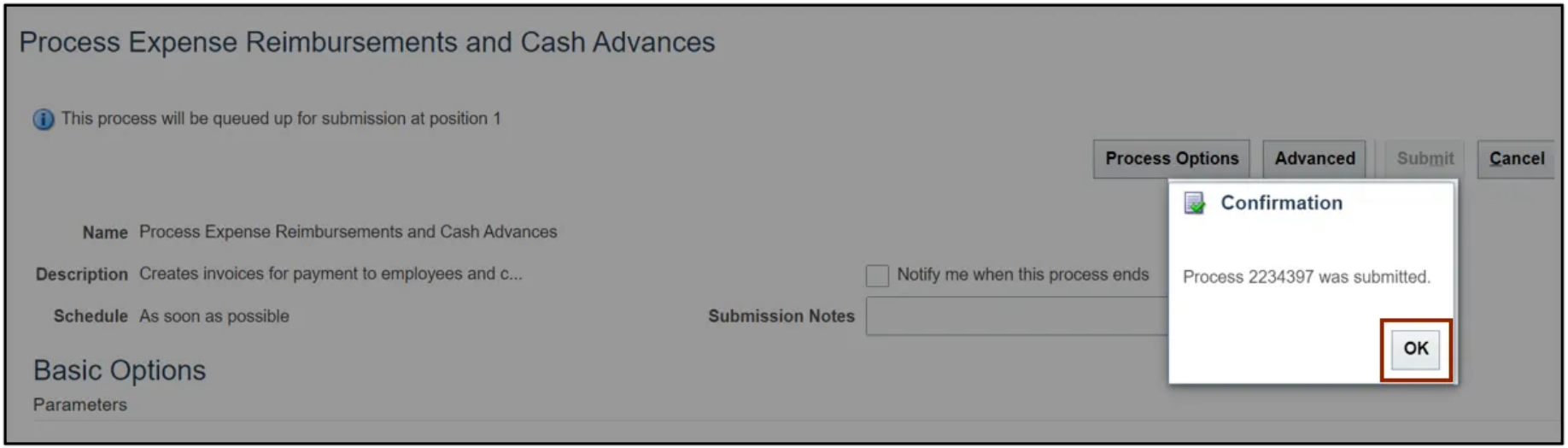
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Step 5. The *Confirmation* pop up appears. Click the **OK** button.

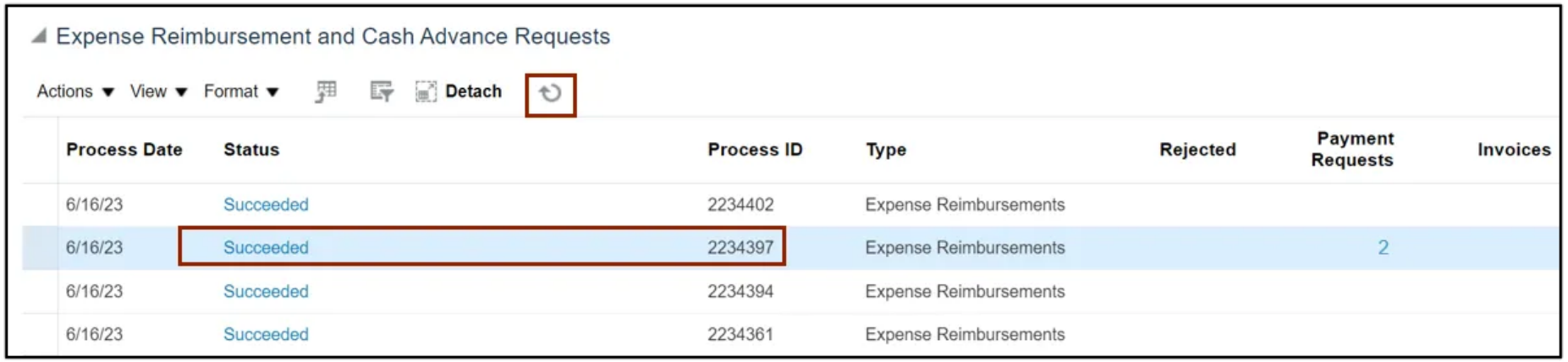
Note: This step will redirect you to the **Auditing** dashboard.

Image



Step 6. Click the **Refresh** icon under the ***Expense Reimbursement and Cash Advances Requests*** section. This will show the process date and status of Cash Advances/Expense Reimbursements submitted. The ***Status*** should be **Succeeded**.

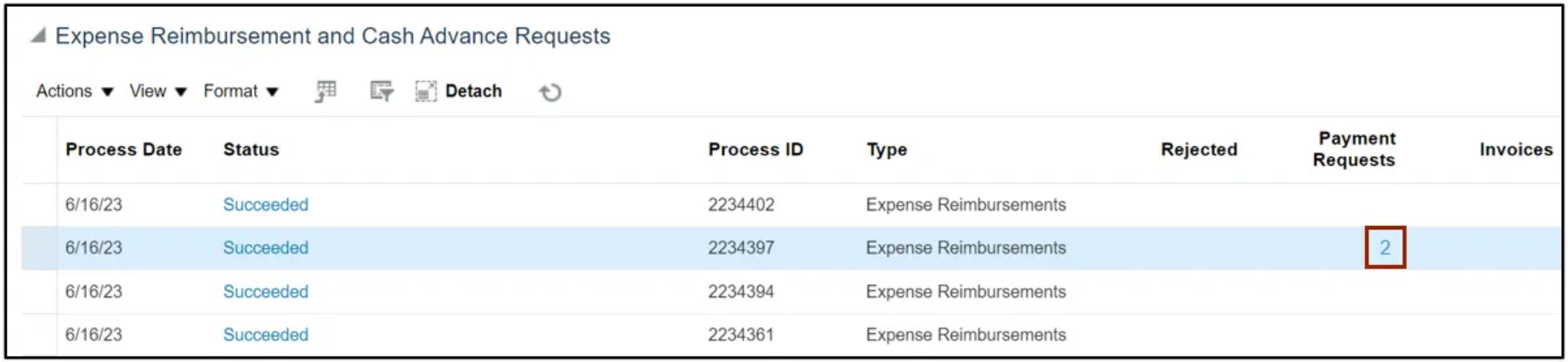
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Step 7. The ***Payment Request*** column should generate with the number of **Cash Advances/Expense Reimbursements** processed.

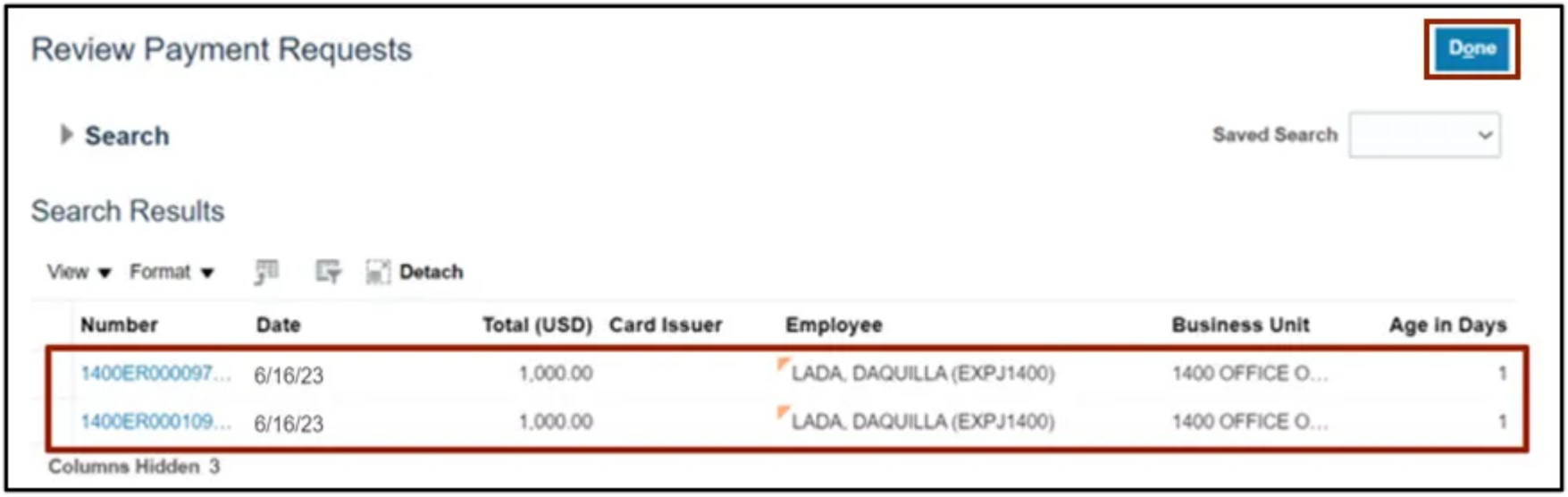
In this example it is **2 Expense reimbursements**. Click the **Payment Requests** number link to validate the Invoices created and the amounts.

Image



Step 8. The **Review Payment Request** page opens. The Expense Report invoices are created, and its amounts are displayed here. Click the **Done** button to return to the **Auditing** page.

Image



Note: Follow the same steps to process Cash Advances.

Note: After Expense Reports/Cash Advances have manually been processed to Accounts Payable, an AP manager must validate the corresponding invoices before the invoices can be paid.

Wrap-Up

Process expense reimbursements and cash advances to AP for Payment using the steps above, to allow for all Expense Reports and Cash Advances which are audited and approved can be paid in a timely manner.

Additional Resources

- Virtual Instructor-Led Training (VILT)
  - EX101: Expense Auditor

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