

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.**

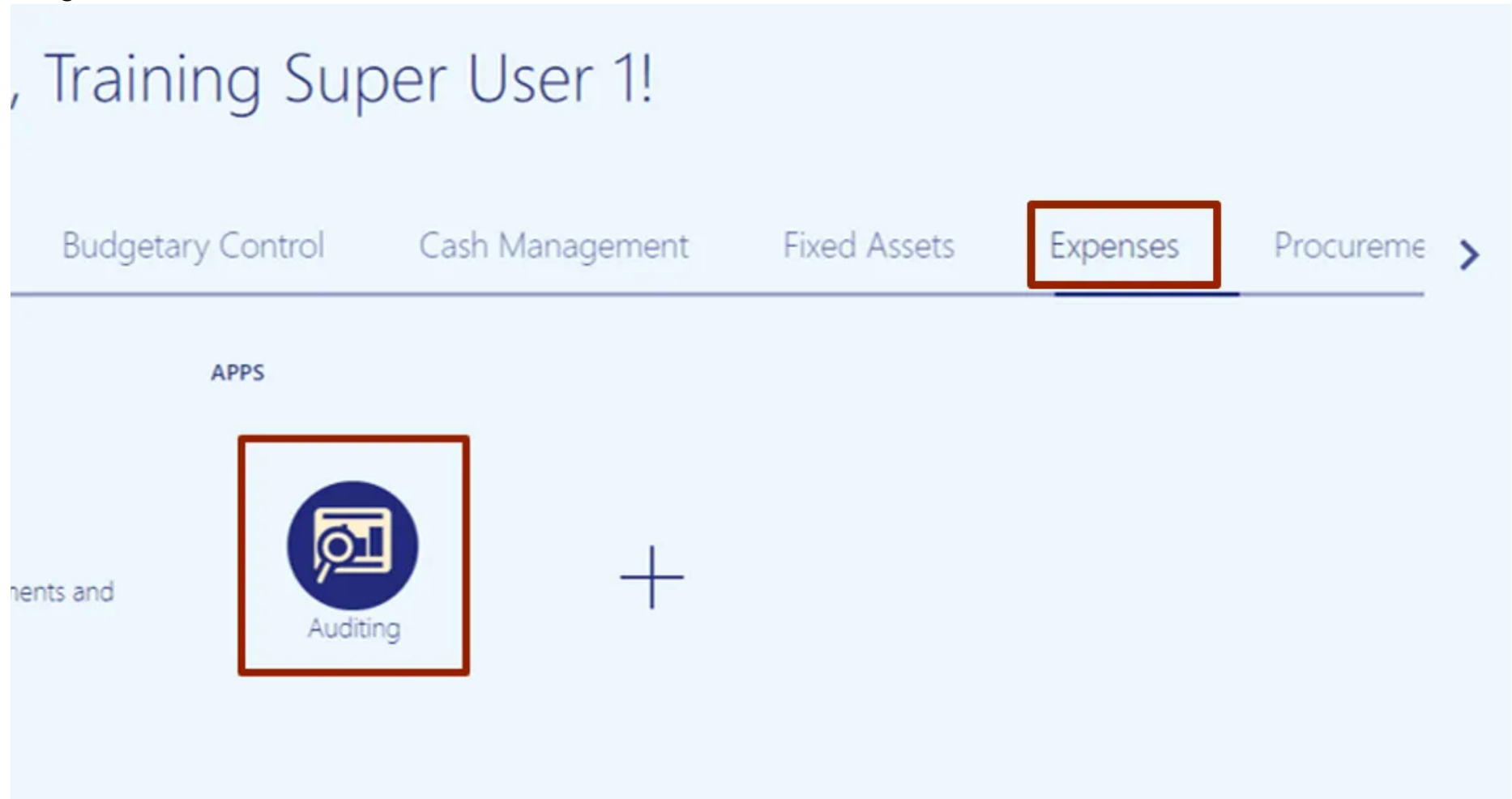
Process Expense Reimbursements and Cash Advances to AP for Payment

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.

Image



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

Image

Auditing

Expense Reports Pending Review

View

Format

Detach

Wrap

Audit Expense Report

Report Number	Person	Business Unit	Date	Report Total	Audit Reasons	Audit
0800ER000097...	BUCKNER, DA...	0800 DEPARTM...	12/7/22	500.00 USD	Amount over thr...	Imaged
1400ER000097...	LADA, DAQUIL...	1400 OFFICE O...	12/2/22	500.00 USD	Amount over thr...	Imaged receipts
1400ER000097...	LADA, DAQUIL...	1400 OFFICE O...	12/5/22	700.00 USD	Amount over thr...	Imaged receipts

Audit Expense Report

- Manage Expense Reports
- Manage Receipt Packages
- Manage Expense Audit List Membership
- Manage Cash Advances
- Manage Expense Contingent Worker

Process Expense Reimbursements and Cash Advances

- Process Expense Reimbursements and Cash Advances
- Review Rejected Expense Reports and Cash Advances
- Review Payment Requests
- Review Invoices
- Process Overdue and Missing Receipts

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.

Image

Process Expense Reimbursements and Cash Advances

 This process will be queued up for submission at position 1

Process Options **Advanced** **Submit** **Cancel**

Name Process Expense Reimbursements and Cash Advances

Description Creates invoices for payment to employees and c...

Schedule As soon as possible

☐ Notify me when this process ends

Submission Notes

Basic Options

Parameters

Business Unit All authorized business units ▼

Type Expense Reimbursements ▼

Commit Cycle Expense Reimbursements
Cash Advances

Debug Switch ▼

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

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

Image

Process Expense Reimbursements and Cash Advances

This process will be queued up for submission at position 1

Name Process Expense Reimbursements and Cash Advances

Description Creates invoices for payment to employees and c...

Schedule As soon as possible

Basic Options

Parameters

☐ Notify me when this process ends

Submission Notes

Process Options

Advanced

Submit

Cancel

Confirmation

Process 2234397 was submitted.

OK

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**.

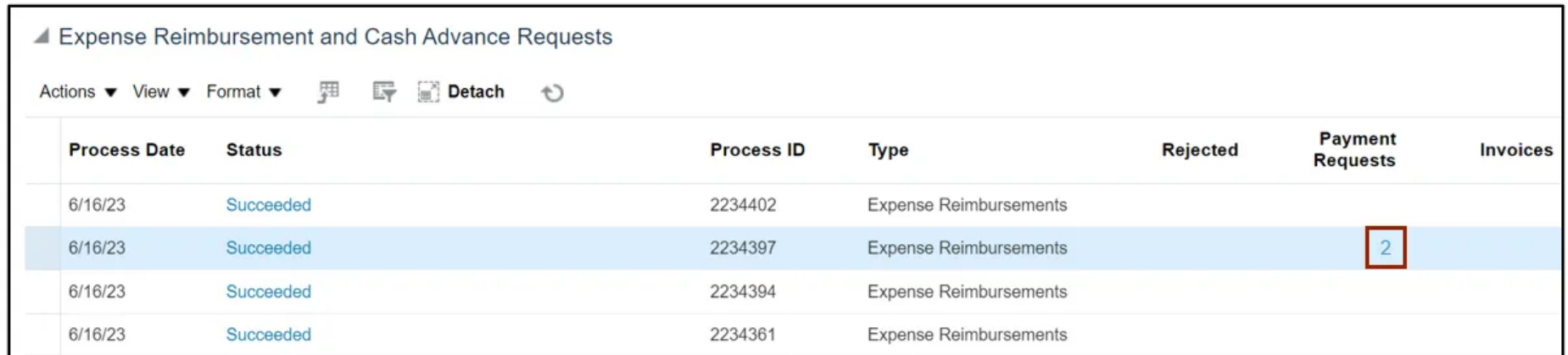
Image

Expense Reimbursement and Cash Advance Requests							
Actions ▼ View ▼ Format ▼ Detach							
Process Date	Status	Process ID	Type	Rejected	Payment Requests	Invoices	
6/16/23	Succeeded	2234402	Expense Reimbursements				
6/16/23	Succeeded	2234397	Expense Reimbursements		2		
6/16/23	Succeeded	2234394	Expense Reimbursements				
6/16/23	Succeeded	2234361	Expense Reimbursements				

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



Process Date	Status	Process ID	Type	Rejected	Payment Requests	Invoices
6/16/23	Succeeded	2234402	Expense Reimbursements			
6/16/23	Succeeded	2234397	Expense Reimbursements		2	
6/16/23	Succeeded	2234394	Expense Reimbursements			
6/16/23	Succeeded	2234361	Expense Reimbursements			

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

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