

# EX-03 PROCESS EXPENSE REIMBURSEMENTS AND CASH

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## **ADVANCES TO AP FOR PAYMENT**

**QUICK REFERENCE GUIDE EX-03** 

#### 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:

- 1. Log in to the NCFS portal with your credentials to access the system.
- Budgetary Control Cash Management Fixed Assets Expenses Procureme >
- 2. On the **Home** page, click the **Expenses** tab and then click the **Auditing** app.



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

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	Report Number	Person	Business Unit	Date	Report Total	Audit Reasons	Audit 📃	Process Expense Reimbursements and Cash Advances  • Process Expense Reimbursements and Cash Advances
	0800ER000097	BUCKNER, DA	0800 DEPARTM	12/7/22	500.00 USD	Amount over thr	Imaged Q	Review Rejected Expense Reports and Cash Advances     Review Regression
	1400ER000097	LADA, DAQUIL	1400 OFFICE O	12/2/22	500.00 USD	Amount over thr	Imaged receipts	Review Invoices
	1400ER000097	LADA. DAQUIL	1400 OFFICE O	12/5/22	700.00 USD	Amount over thr	Imaged receipts	Process Overdue and Missing Receipts

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.

Process Expense Reimbursements and Cash Advar	nces		
This process will be queued up for submission at position 1		Process Options Advanced	Submit <u>C</u> ancel
Name Process Expense Reimbursements and Cash Advances			
Description Creates invoices for payment to employees and c	Notify	me when this process ends	
Schedule As soon as possible	Submission Notes		
Basic Options Parameters			
Business Unit       All authorized business units       ✓         Type       Expense Reimbursements       ✓         Commit Cycle       Cash Advances       ✓			
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5. The *Confirmation* pop up appears. Click the **OK** button. Note: This step will redirect you to the **Auditing** dashboard.

Process Expense Reimbursements and Cash Advance	es				
This process will be queued up for submission at position 1		Process	s Options Advar	iced Submit	<u>C</u> ancel
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 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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	Process Date	Status	Process ID	Туре	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			

 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.

Ad	Expense Reim tions ▼ View ▼	bursement and Cash Advance Requests Format 👻 🎟 🖙 📓 Detach 🛛					
	Process Date	Status	Process ID	Туре	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			



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.

Review Payme	nt Requests				D <u>o</u> ne
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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
- EX102: Expense Audit Manager

