



# Employee Advance/ Reimbursement Requests

With TEAMS, employees can request to be reimbursed or given advanced payments. Once the request is submitted, it must be approved. This document describes this process.

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# Create Employee Advance/Reimbursement Request

Use the Create Employee Advance/Reimbursement Request function to create advance/reimbursement requests so that they can be submitted for approval.

1. Navigate to the TEAMS Home page and locate the AP / Cash Disbursement menu.


**Note:** The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.


2. Select the **Create Employee Advance/Reimbursement Request** link. The Maintain Employee Advance/Reimbursement Request tab is displayed.

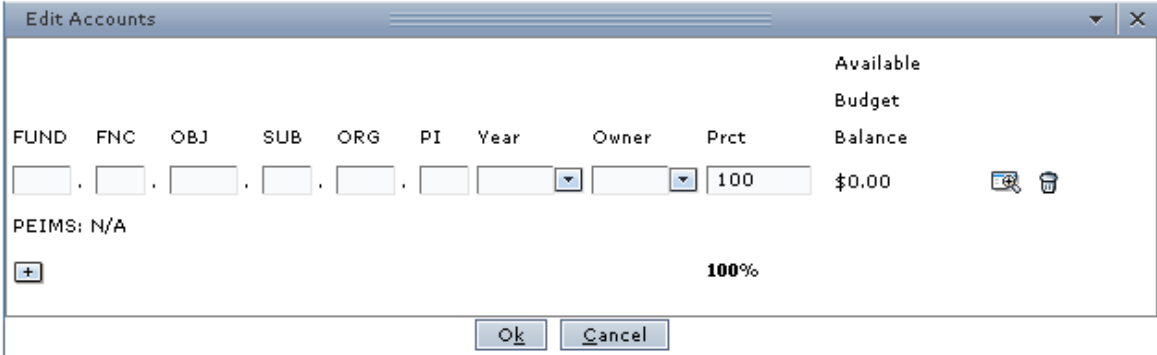
**Figure 3.1: Maintain Employee Advance/Reimbursement Request tab**

3. The **Fiscal Year** defaults to the current year, but you can change this, if necessary.
4. The **Requestor** defaults to the person who is signed into the system, but you can change this, if necessary.
5. Select the **Request Type** from the drop-down list.
6. Select an item from the **Supporting Documentation** drop-down list.

**Note:** If you select Attachment, the tab is redisplayed to show the Browse and Type fields in the Employee Advance/Reimbursement Request Attachments panel.

7. Select the **Payment Type** from the drop down list.
8. Select an item from the **Route Check** drop-down list to indicate how the check will be routed.
9. Enter a **Justification** for the request.
10. Use the **Needed By** field to enter a date by which the check is needed, or click the  icon to select one from the calendar.

11. In the Employee Advance/Reimbursement Request Attachments panel, enter the **Amount** of the request.
12. Enter a **Description** of the request.
13. In the **Accounts** field, click the  icon to locate an account. The Edit Accounts dialog box is displayed as in the following illustration.





FUND	FNC	OBJ	SUB	ORG	PI	Year	Owner	Prct	Available Budget Balance
								100	\$0.00

PEIMS: N/A


100%

**Figure 3.2: Edit Accounts dialog box**

14. Enter the account number in the account element boxes, or click the  icon to select one from the Account Numbers tab.

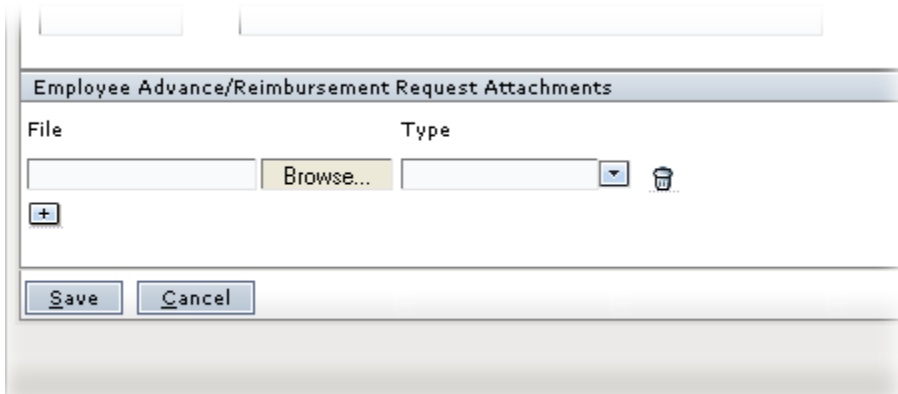
**Tip:** Enter at least one digit into any of the account element boxes and click the  icon to filter the search.

15. Select the **Year** from the drop-down list.
16. Select the **Owner** from the drop-down list.
17. The **Prct** (Percent) field is 100 by default. If you are adding one account number, leave 100 in the Percentage field. Enter another percent if you are adding two or more accounts.

**Tip:** Click the  icon to delete an account.


18. **Optional.** Click the + icon to add another account number for the request. Repeat steps 14 through 17, and ensure that the Percentage fields for all accounts equals 100.
19. Click the **Ok** button. The account is added to the panel.
20. In the Employee Advance/Reimbursement Request Attachments panel, click the + icon to add an attachment to the request. The tab is redisplayed with the File and Type fields displayed, as shown in the following illustration.


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*Figure 3.3: Employee Advance/Reimbursement Request Attachments panel*

21. Click the **Browse** button to navigate to the file location. Select the type of attachment from the **Type** drop-down list and click the **Add** button. The file type and file name are displayed for the document.

**Note:** Click the + icon to add another attachment and click the  icon to delete an attachment.

**Tip:** Once the attachment is added, you can open it by clicking the  icon.

22. Click the **Save** button. The request is submitted for approval.

# Approve Employee Advance/Reimbursement Requests

Use the Approve Employee Advance/Reimbursement Requests function to approve advance and reimbursement requests so that an invoice can be created for them.

## How to Submit an Employee Advance/Reimbursement Request for Approval

1. Navigate to the TEAMS Home page and locate the AP / Cash Disbursement menu.

**Note:** The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.

2. Select the **Approve Employee Advance/Reimbursement Request** link. The Employee Reimbursement Request Workflow Approval tab is displayed, as in the following illustration.



The screenshot shows a web interface for 'Employee Reimbursement Request Workflow Approval'. It features a table titled 'Approvable Employee Reimbursement Requests' with columns for Fiscal Year, Description, Total Amount, Requestor, Accounts, and Status. The table contains three rows of data. Below the table are buttons for 'View', 'Select All', 'Approve', 'Approve All', and 'Deny'. A note at the top right of the table area states: 'This approval list was compiled for you on 08-26-2009 10:26. Refresh this list with the most current approval candidates?'

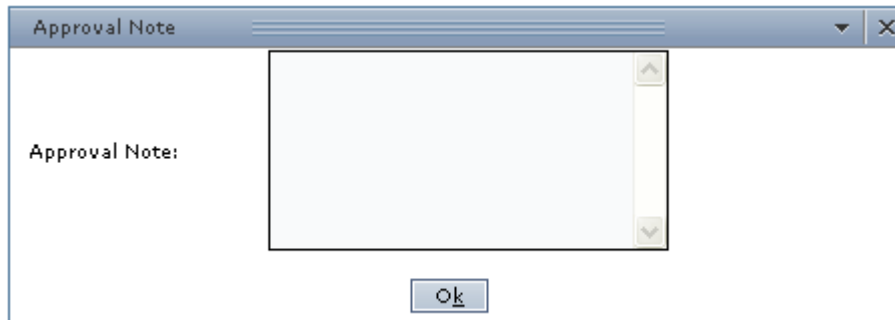
Fiscal Year	Description	Total Amount	Requestor	Accounts	Status
2009	EMPL REIMB 0816	13.13	Dawson, (Grecia) Grecia & Dawson, (Maria) Maria F & Barzsky, Prologic & Harper, (Regino) Regino Jr	199.51.6319.00.001.99	Approval in progress
2009	0816	11.11	Dawson, (Grecia) Grecia & Dawson, (Maria) Maria F & Barzsky, Prologic & Harper, (Regino) Regino Jr	199.51.6319.00.001.99	Approval in progress
2009	TASBO meeting	175.22	Dawson, (Grecia) Grecia & Dawson, (Maria) Maria F & Barzsky, Prologic & Harper, (Regino) Regino Jr	199.51.6319.00.101.99	Approval in progress

Figure 3.4: Employee Reimbursement Request Workflow Approval tab

3. Highlight to select the request, and click the **Approve** button.

**Tip:** If you want to approve all of the requests in the Approvable Employee Reimbursement Requests list, click the **Approve All** button. If you want to approve most of the items in the list, click the **Select All** button, deselect the item(s) you do not want to approve, and click the **Approve** button.

The Approval Note box is displayed.



**Figure 3.5: Approval Note box**

4. Enter a brief note in the **Approval Note** field.
5. Click the **Ok** button. A message is displayed which tells you that the request was submitted for approval.

**Note:** Use the History tab to track the progress of this action.

## How to Deny Employee Advance/Reimbursement Requests

1. Highlight to select the request, and click the **Deny** button. The Denial Note box is displayed.
2. Enter a brief note in the **Denial Note** field.
3. Click the **Ok** button. A message is displayed which tells you that the request was submitted for denial.

**Note:** Use the History tab to track the progress of this action.

# My Employee Advance/Reimbursement Requests

Use the My Employee Advance/Reimbursement Requests function to view information about employee advances and reimbursements that have been submitted for approval.



1. Navigate to the TEAMS Home page and locate the AP / Cash Disbursement menu.

**Note:** The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.

2. Select the **My Employee Advance/Reimbursement Requests** link. The Employee Advance/Reimbursement Request Search tab is displayed.

Figure 3.6: Employee Advance/Reimbursement Request Search tab

3. Enter information into any of the following fields to search for employee advance/reimbursement requests:

Field	Action
<b>Fiscal Year</b>	This field defaults to the current year, but you can change this, if necessary.
<b>Request Number</b>	Enter the number for the request.
<b>Requestor</b>	This field defaults to the person who is signed into the system, but you can change this, if necessary.
<b>Status</b>	Select an item from the drop-down list.
<b>Description</b>	Enter a short description for the invoice.
<b>Account Number</b>	Enter the account number.
<b>Needed By Date Min</b>	Enter the earliest date by which the item is needed, or click the  icon to select a date from the calendar.
<b>Needed By Date Max</b>	Enter the latest date by which the item is needed, or click the  icon to select a date from the calendar.

Field	Action
Amount Min	Enter the minimum amount by which to search.
Amount Max	Enter the maximum amount by which to search.

- Click the **Search** button. The Results tab is displayed, as in the following illustration.

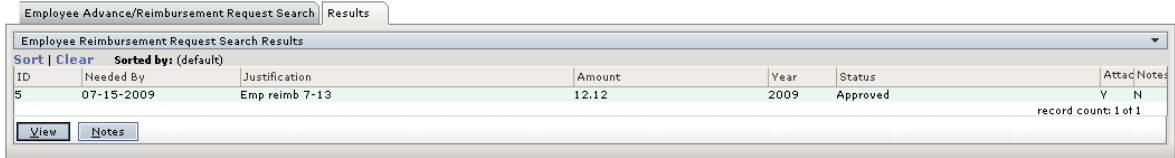


Figure 3.7: Results tab

- Highlight to select an item from the Employee Reimbursement Request Search Results panel, and click the **View** button. The Maintain Employee Advance/Reimbursement Request tab is displayed, as in the following illustration.

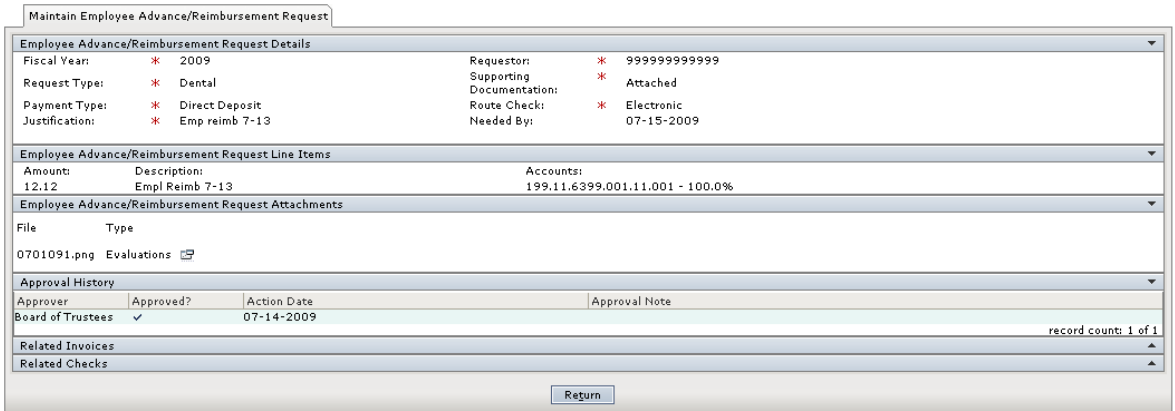



Figure 3.8: Maintain Employee Advance/Reimbursement Request tab

- Review the information on the tab.

**Note:** Click the  to expand the Related Invoices and Related Checks panels.

## How to Enter a Note for an Employee Advance/Reimbursement Request

- On the Results tab, highlight to select an item from the Employee Reimbursement Request Search Results panel, and click the **Notes** button. The Notes tab is displayed, as in the following illustration.



The screenshot shows a web interface for adding notes. At the top, there's a tab labeled 'Notes'. Below it is a form with a text area for the note, a character count of 500 remaining, and radio buttons for 'Private' and 'Internal Only'. The 'Internal Only' radio button is selected. Below the form are 'Add' and 'Clear' buttons. Underneath is a table with columns: 'Added On', 'Last Modified', 'Note', 'Added By', 'Private', 'Internal Only', and 'Note Operation'. The table is empty, and the record count is '0 of 0'. At the bottom of the table are 'Edit' and 'Delete' buttons. A 'Return' button is located at the bottom center of the interface.

Figure 3.9: Notes tab

2. In the **Notes** field, enter any free-text comments, up to 500 characters.
3. In the **Private** field, select Yes to indicate that this note is private; select No if the note is not private. No is the system default.

**Note:** If a note is designated as Private, then only the person entering the note has access to it. No information about the note is displayed for other users.

4. In the **Internal Only** field, select Yes to indicate that this note is for internal use only; select No if the note is not only for internal use. Yes is the system default.

**Note:** Selecting Yes in the Internal Only field indicates that only district employees have access to the note.

5. Select the **Communication Method** by which you received the information.
6. Click the **Add** button. The note is added to the Notes list.
7. Click the **Return** button to return to the tab on which you were working.

## How to Edit an Existing Note

Highlight it in the Notes list and click the **Edit** button. Make any changes, and click the **Save** button.

## How to Delete a Note

Highlight it in the notes list and click the **Delete** button. The system displays a message asking you to confirm the deletion action. Click **Yes** to delete the note.

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