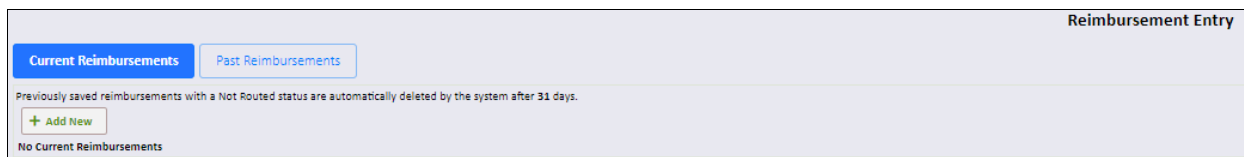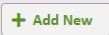## Reimbursement Entry

The **Reimbursement Entry** webpage allows the user to create an electronic reimbursement. A Reimbursement will be in No Route status until the creator routes it for processing. If the account code field is NOT filled in, it will change to a Routed status until an employee with a higher security access completes it. Once that field is filled in, the Reimbursement will change to a Validated status. The Reimbursement will continue through the SMART eR approval process until it is approved.

Current Reimbursements tab

This tab will display active in process Reimbursements at No Route, Routed, Validated and Approved statuses. It will list in most current date required order and be filtered by User ID.   This tab will provide access to create a new Reimbursement, edit an existing Reimbursement or sign and route a Reimbursement. The system will cleanup any unfinished/unneeded entries as of the date the district chooses which is shown at the top.

Add a New Reimbursement Row

1. Click on **+ Add New** button to add a new Reimbursement. Fields with a colored background are required fields and need to be entered before the reimbursement can be saved.
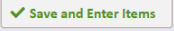
    Note: The field description headings display in red. Hover with the cursor over the field description to view details of what should be entered into each field.

a. **Request Date.** Defaults to today's date. Another date can be keyed or selected from the drop-down calendar. Enter the date the items are required.

b. **Fiscal Year.** Defaults to current fiscal year. Enter the fiscal year this reimbursement applies to.

c. **Reason.** This is an optional field. The list is created by the employer in SMART HR. If there is nothing listed in the drop-down list box it can be left blank.

   Note: It requires setup from the district in the HR | Setup Validation Codes window, REIMB_REASON code.

d. **Purpose.** This is a required field. Enter the reason for the reimbursement.

e. **Comments.** This is an optional field allowing additional information about the reimbursement request to be entered if needed.

2. **Save and Enter Items.** Click on the [Save and Enter Items] button to save the heading information and advance to the next webpage to enter reimbursement details.

3. **New Rows to Be Added (Current Reimbursements tab).** Enter additional detail using these fields.
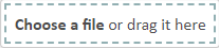

a. **Expense Date**. Enter the date the expense occurred. This is a required field.

b. **Category**. Choose from the list of options. User can type into the field to quickly filter to the correct option. This is a required field.

c. **Limit**. This is a view only field. This field displays the value set by the district if applicable. If using per diems, the amount field will automatically be set with this value.

d. **Amount**. Enter the amount of the reimbursement. In some instances, the system will automatically calculate the Amount. ***Example:*** *Mileage and if there are limits in place, then it will adjust it.* This field is required.

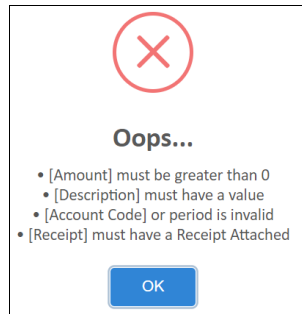> *NOTE: If any of the detail rows are zero, the detail row will not be routed.*

e. **Description**. Enter in a description for the expense. This is a required field.
f. **Account Code.** Enter the 17-digit account code if known. This is an optional field.
   i. Enter 17-digits; do not enter any dashes or user will be prompted with an invalid format error. Otherwise, begin by keying in the fund.
   ii. The first 5 relevant account codes in the user's permission range will be listed *(or less if they don't have access to 5 codes).* As you key more, the list will be refined.
   iii. The account code description from the Finance Chart of Account record will display below the field. The description field can only hold so many characters so if this description is cut off, hover over the description to see the full account code description.
g. **Receipt**. Depending on the **Category** selected, a receipt may be required. Preapprovals receipts are not required because they may not be available yet.
h. **File**. Click on the [Choose a file or drag it here] button to open a browse option to attach the receipt. User can also drag and drop the receipt into the [Choose a file or drag it here] button.

> **Note:** The allowable file types that can be attached follows the Custom Settings>Binary attachments setting.

i. **Comments.** Enter if desired.
j. **Dist button.** To distribute a receipt into multiple items or to distribute the amount to multiple account codes, click on the [Dist] button at the left side of the page. This will bring up the **Reimbursement Distribution** page.
   i. If user forgets to enter an amount or description, the user is prompted with the 'Oops' message box.
   ii. If the account code was entered with dashes or spaces the user is prompted with the 'Oops' message box.
   iii. If the Category selected requires a receipt and one was not attached the user is prompted with the 'Oops' message box.

k. Click on the **+ Add/Save Row** button to distribute by amount (optional by account code).

l. Click on the **+ Add/Save Row** button to save the distribution row. As items are saved, they will display under the Detail Items section at the bottom.

Note: rows will sort by date descending, category ascending (most recent dates to the top).

Edit a Reimbursement Row

1. **Tab Sort**. By default, both tabs sort by Required Date. To change the sort temporarily, click on the blue underlined column heading. *Example: If you want to change the sort to Purpose, click on the column heading and column will sort alpha by Purpose.* Click back on the menu item **Requests| Reimbursement Entry** to reset the sort back to the orginal default sort.

2. **Edit an existing Reimbursement**. Click on the **Edit** button to edit an existing reimbursement row.

Detail Items

a. **Comments.** Click on the [Edit] button. This displays an 'Add' under the File header. Click on 'Add' to browse to open the [Choose a file or drag it here] button. Click on this button to browse for a file to attach or to drag and drop a file. Additioanl information that may be helpful in processing the reimbursement can be added in the Comments field.

b. Click the [Save] button to update the reimbursement when finished making changes.

c. To add another note or attachment click on [Add New] button and repeat this process.

d. If complete, click on the [Go Back] button to exit the Notes page and return to the **Reimbursement Entry** page.

e. Click on the [Edit] button to modify the row, if needed.

f. Repeat the process of adding and saving any additional rows until the Remaining Balance is 0.00.

g. If after distribution of items and there is a remaining balance, it can be overwritten by using the Override Balance button. A warning will appear in case it should not have been clicked:

> This will override the Remaining Balance and replace the Distribution Amount with the current total for your detail items.
>
> OK   Cancel
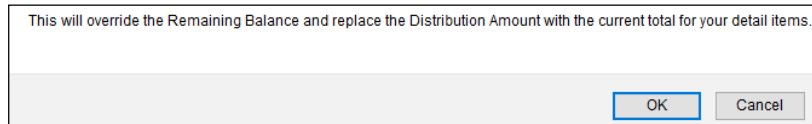
h. Click the ◄◄ Go Back button at the top left to return to the Reimbursement Entry page. The Distributed rows will auto appear at the bottom half of the Reimbursement Entry page and the Dist button now will highlight in blue to indicate there are distribution rows ⬚Dist. It will also say 'Split Transaction' so that it is easier to see.

Detail Items

Edit	Expense Date	Category	Limit	Amount	Description	Account Code
Dist	07/31/2019	Hotel or Lodging		515.00	hotel bill for conference	
Delete	Receipt: Orig Req File		Comments			
	Yes	doc00497120190516143059.pdf				

Split Transaction

3. When coming from approver page: **Change reason.** This field is available to REIMB/REIMBADMIN users to make a note on a detail line about why they might be altering a row so the original requester can see why or what happened.

4. Click on the ✚ Add/Save Row button to save the detail of the Reimbursement. The saved row will move to the bottom portion of the webpage. If another row of detail is needed, enter the data on the ✚ Add/Save Row line. Continue to add rows as needed.

5. If the reimbursement is no longer needed, the creator is allowed to delete it. Click the 🗑 Delete button at the top of the page to return back to the list of Reimbursements under the **Current Reimbursement** tab.

6. When finished adding detail rows, click on the ✔ Save button at the top of the page to return back to the list of reimbursements under the Current Reimbursement tab.

Note: If the page finds a row that has been started, but not saved a warning will display (it should look similar to the following, but will depend on the browser being used. This is Edge.)

> ✕
>
> This site says…
>
> There is an unsaved row in the New Row to be Added section.
> To keep the row, click Cancel and use the Add/Save Row
> button, otherwise click OK to continue and discard the row.
>
> OK   Cancel

Reimbursement Entry

	Current Reimbursements	Past Reimbursements

Previously saved reimbursements with a Not Routed status are automatically deleted by the system after two weeks.

	Reimb #	Type	Timeframe	Purpose	Created By	Reimb Date	Status	Reimb Total	Approved Total	Signed	Unless you sign and route, your reimbursement is not submitted.
Edit	5	Reimbursement	August 1-30	August bills	DOREEN 8. CASTRO - 899	07/31/2019	Not Routed	515.00			Sign
Edit	3	Reimbursement	June	Test distribution	DOREEN 8. CASTRO - 899	07/12/2019	Not Routed	23.54			Sign
View	2	Preapproval	July	Testing Preapproval	DOREEN 8. CASTRO - 899	07/12/2019	Routed	155.45	155.45		

1. The Reimbursements can be edited as many times as needed if they are in pending mode. Each edit will require signature again.

> Editing this reimbursement will require you to sign it again before it can be routed.
>
> **OK**   Cancel

2. **Sign the reimbursement.** Click on the **Sign** [Sign] button if you are finished with the Reimbursement to authorize that it is correct and has not been submitted before. Signatures are not required for preapprovals. Instead it will immediately show the route button.

Reimbursement Entry

Current Reimbursements	Past Reimbursements

☐ I declare under penalty of law that this claim is just and correct and that no part of it has been paid. I understand that my applicable taxes will be withheld from a future payroll check according to IRS regulations. Please check the box to authorize the transaction.

Sign Reimbursement   ← Cancel

   a. The authorization message displays. Check the box to authorize.
   b. Click on the [Sign Reimbursement] button.
   c. If digital signatures are required the following window displays:

Signatures

If you are not on a mobile device you can use your mouse to sign. If you are on a mobile device you can use your finger to sign.

Save Signature   ◆ Clear Signature   ← Cancel

Please sign in box below...

d. If signature is not required it will advance to the next step.
e. The user will be prompted to verify information to ensure it is them.

Please complete the following information and click Verify to validate your identity.

Current Password: [   ]

Last four digits of your SSN: [   ]

✔ Verify   ← Cancel

Fields with a colored background need to be entered before saving.

f. Enter the SMART eR password and last four-digits of your SSN. Click on the ✔ Verify button.
g. If the wrong password or SSN is entered, the user will see the 'Oops' message:

⊗

Oops...

• Incorrect Password or SSN.

OK
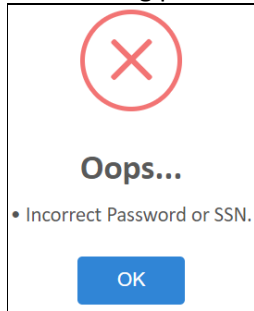
h. If successful, the page will return back to the Reimbursement Entry window.

3. **View a processing Reimbursement.** Click on the ⊟ View button to open up the Reimbursement Detail Summary. This report displays the detail for the reimbursement request after it has been routed for approval and processing. The view button is not available until after the reimbursement has been routed.

Reimbursement Entry

Current Reimbursements	Past Reimbursements

Previously saved reimbursements with a Not Routed status are automatically deleted by the system after **60** days.

+ Add New

	Reimb #	Type	Purpose	Created By	Request Date	Status	Reimb Total	Approved Total	Signed	Unless you sign and route, your reimbursement is not submitted.
📎 View	105	Reimbursement	MASBO	VINCENT 3. KLINE - 37	06/25/2020	Routed	620.29	0.00	06/25/2020	

District:			Whizbang Public Schools Reimbursement Detail Summary					Page 1 of 1

Status	Reimb No	Reimb Date	Created By		Purpose	Timeframe	Type	
	Exp Date	Category	Description	Orig Amt	Appr Amt	Account Code	Change Reason	
Routed	105	06/25/2020	VINCENT 3. KLINE		MASBO		Reimbursement	
	05/04/2020	Mileage	Mileage	$242.07	$0.00			
		Comments:	Took personal vehicle per Mr. Larson			Changed By:		
	05/04/2020	Hotel or Lodging	MASBO 2 nights	$378.22	$0.00			
		Comments:	Duluth Towers lodging receipt			Changed By:		
	(* denotes distributed rows)		Reimbursement Total:	$620.29	$0.00			

I declare under penalty of law that this claim is just and correct and that no part of it has been paid. I understand that my applicable taxes will be withheld from a future payroll check according to IRS regulations.

Signed By: VINCENT 3. KLINE   Date Signed: 06/25/2020

Approved By: _____   Date Signed: _____

4. Click on the [Route] button if you are finished with the Reimbursement to send it to be proofed and processed.
    a. Enter the SMART eR password and last four-digits of your SSN. Click on the [✓ Verify] button.
    b. If the wrong password or SSN is entered, the user will see the 'Oops' message:
    c. User is prompted with the following message:

> You are about to route this reimbursement and will be unable to edit this reimbursement again.
>
> [OK]   [Cancel]

        i. Click on [OK] to continue.
        ii. Click on [Cancel] to cancel the routing process and return to the window.

5. If the district is requiring account codes to be entered, this message may appear. The system will not allow the Reimbursement to continue in the process until the account code(s) are entered on the Reimbursement.

Please Correct the following errors or else this page will NOT save.

- Account code(s) are required on this requisition to proceed in the route process.

NOTE: *If a person has more than one supervisor OR if a supervisor is in charge of more than one building, a message will open asking the user to choose which one to route to:*

Approver Select
Please select a row and click Select

Approver	Fund Desc	Org Desc	Program Desc	Finance Desc	Object Desc	Course Desc
WILEY, BOB 3 - 3013			Boys Athletics			
HAWKINS, DARRIN 9 - 9678		F iddle School				

[✓ Select]   [← Cancel]

6. The reimbursement will move to either a Route or Validated Status for further processing and will only be viewable from that point forward.

7. If you wish to place another reimbursement, repeat the above steps. Otherwise click the **Logout** link in the top right corner under your logged in name.

8. If the approvers have an email setup in SMART HR, a notification will be sent overnight to tell the first approver they have something to approve in case they didn't see it in SMART eR.

> Reimbursements are ready for approval.
>
> Reimbursements were entered and need to be approved. Please log into SMART eR to Responsibilities|Approvals to process them.
>
> This is a non-monitored email account. Please do not reply to this account.

Past Reimbursements tab

If there are existing denied or paid Reimbursements, they will be listed under the Past Reimbursements tab. These are filtered per your login user ID. This screen is used for reference and to copy a completed status Reimbursement.

Reimbursement Entry

| Current Reimbursements | **Past Reimbursements** |

Filter Options

| Purpose | Start | Stop |

[Filter]

First   Previous   **1**   2   3   4   5   6   7   8   9   10   Next   Last

	Reimb #	Type	Purpose	Created By	Required	Reimb Total	Final Appr Status	Type of Copy	
⊞	97	Reimbursement	purpose	LYNETTE 1. WHITE - 110	3/2/2020	500.00	Paid	Reimbursement▾	Copy
⊞	94	Reimbursement	trip	LYNETTE 1. WHITE - 110	2/19/2020	33.00	Paid	Reimbursement▾	Copy
⊞	93	Reimbursement	Teacher Edition Book and SPED Beverages	RITA 2. MUELLER - 264	2/11/2020	88.02	Paid	Reimbursement▾	Copy
⊞	91	Reimbursement	Sourcewell Advisory Meeting	ROLANDO 1. SIMS - 158	2/10/2020	46.00	Paid	Reimbursement▾	Copy

1. **Filter.** Enter the Purpose or Start/Stop dates to filter processed reimbursements. Click on the [Filter] button.

2. View Completed Reimbursement Details. Click on the ⊞ sign to the left of the Reimbursement to be viewed. This will expand the detail on the Reimbursement. Click on the ⊟ to close the detail.

	Reimb #	Type	Purpose	Created By	Required	Reimb Total	Final Appr Status	Type of Copy	
⊟	94	Reimbursement	trip	LYNETTE 1. WHITE - 110	2/19/2020	33.00	Paid	Reimbursement ⌄	🗐 Copy

Expense Date	Category	Description	Account Code	Amount	Comments
02/19/2020	Meals-Lunch	desc	01-005-010-000-000-305	13.00	
02/19/2020	Company Vehicle Gas	lunch	01-030-270-000-000-430	20.00	
(* denotes a distributed row)					

3. **Copy a Reimbursement.** To make a copy of a previously completed reimbursement, click on the 🗐 Copy button. This will automatically open the Reimbursement Entry window, prefilled with the copied data for the current date. The system will edit the data to verify it is still active for the period. Make changes as needed and save.

> You are copying a reimbursement with the copied type set to Reimbursement.
>
> **OK**   Cancel

4. **Copy a Reimbursement as Preapproval.** To make a copy of a previously completed reimbursement as a Preapproval, change **Type of Copy** to Preapproval and click on the 🗐 Copy button. This will automatically open the Reimbursement Entry window, prefilled with the copied data for the current date. The system will edit the data to verify it is still active for the period. Make changes as needed and save.

> You are copying a reimbursement with the copied type set to Preapproval.
>
> **OK**   Cancel