Non-Employee Advance/Reimbursements

This document is an overview of functionality in TEAMS for creating, approving, and processing requests for non-employee advance/reimbursements.

In this document:

Create Non-Employee Advance/ Reimbursement Request Function

The Create Non-Employee Advance/Reimbursement Request function is used to enter advance/ reimbursement requests as necessary for people, such as parents, grandparents, or substitutes, who are affiliated with the district but who are not district employees. The requests created are submitted for approval.

On the TEAMS Home page, users click the **Create Non-Employee Advance/Reimbursement Request** link to display the Maintain Non-Employee Advance/Reimbursement Request tab, as shown below.

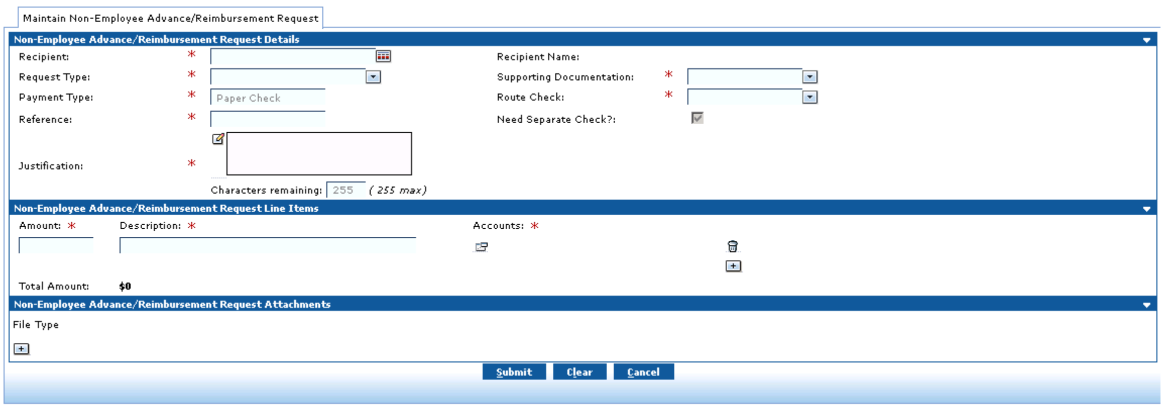

Figure 1: Maintain Non-Employee Advance/Reimbursement Request tab

Users follow the steps below to create an non-employee advance/reimbursement request:

1. In the **Recipient** field, enter the Person ID for the non-employee for whom the request is being created, or click the  icon to open the Search Person tab and locate the recipient.

   Note: *The system populates the Recipient Name field based on the selected recipient.*

2. In the **Request Type** field, select the type of non-employee advance/request you are creating.

   Note: *Request Types are configured in the Maintain Non-Employee Advance/ Reimbursement Types function.*

3. In the **Supporting Documentation** field, select one of the following options: Attached, Not Needed, or Inter-Office Mail.

   Note: *The Payment Type defaults to Paper Check and cannot be changed.*

4. In the **Route Check** field, select one of the following options: Return to Requestor, Mail to Recipient, or Hold for Pickup.

5. Enter a **Reference** for the request. The reference is used as the invoice number for the request.

   Note: *The Need Separate Check options defaults as selected and cannot be changed.*

6. Enter a **Justification** for the request.

7. In the Non-Employee Advance/Reimbursement Request Line Items panel, enter the **Amount** of the request.
8. Enter the **Description** of the request.
9. In the **Accounts** field, click the icon to display the Edit Accounts box and complete the account element boxes, **Year**, **Owner**, and **Prct** (percentage) fields for the account to be used. If you are using multiple accounts, click + to add another account number for the request, and ensure that the Percentage fields for all accounts equals 100. Click the **Ok** button. The account information is added to the panel.
10. If you are adding an attachment to the request, click + in the Non-Employee Advance/ Reimbursement Request Attachments panel to display the File and Type fields, as shown below.

Figure 2: Maintain Non-Employee Advance/Reimbursement Request tab (partially illustrated) with fields for adding an attachment

11. In the **File** field, click the **Browse** button to navigate to the file location.
12. In the **Type** field, select the type of attachment from drop-down.
13. Click the **Add** button. The file type and file name are displayed for the document.

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

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

A sample configured Maintain Non-Employee Advance/Reimbursement Request tab is shown in the following figure.

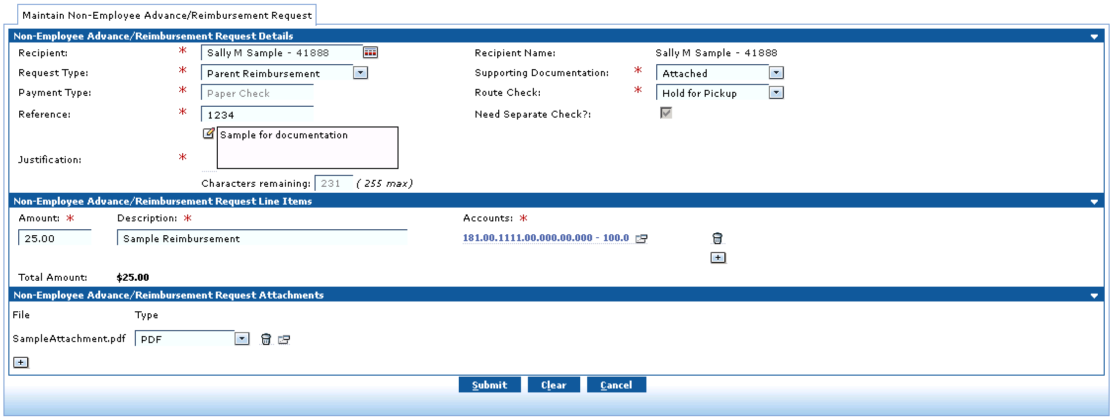

Figure 3: Sample configured Maintain Non-Employee Advance/Reimbursement Request tab

14. Click the **Submit** button. A message is displayed that your non-employee advance/ reimbursement request has been submitted, and the Create Another Request button is displayed on the Maintain Non-Employee Advance/Reimbursement Request tab. The submit process assigns a Request Number to the record.
15. **Optional.** To enter another request, click the **Create Another Request** button and repeat Step 1 through Step 14. Otherwise, use the menu bar at the top of the browser window to select to go back to the TEAMS Home page or to another menu item.

All Non-Employee Advance/Reimbursement Requests Function

The All Non-Employee Advance/Reimbursement function is used to search for non-employee advance/reimbursement requests in TEAMS. Users click the **All Non-Employee Advance/ Reimbursement** link on the TEAMS Home page to display the Non-Employee Advance/ Reimbursement Request Search tab, as shown below.

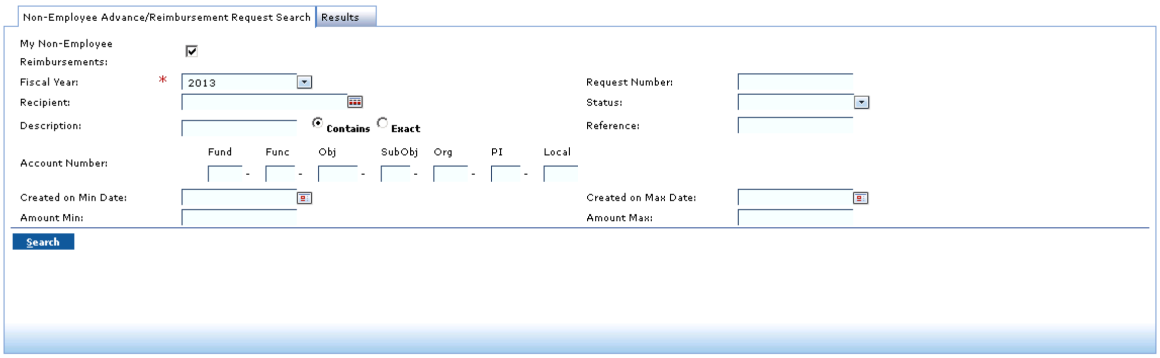

Figure 4: Non-Employee Advance/Reimbursement Request Search tab

Users follow the steps below to locate and work with non-employee advance/reimbursement requests.

1. To narrow your search results, complete any of the following fields on the Non-Employee Advance/Reimbursement Request Search tab:

   - **My Non-Employee Reimbursements:** This option defaults as selected (checkmarked), which means results will be filtered to show only those for which you are the requestor. To expand the search results to include those submitted by other requestors, click to remove the checkmark.
   - **Fiscal Year:** The Fiscal Year field defaults to the current fiscal year, but you can change the selection if necessary.
   - **Request Number:** Complete this field to search by the request number. The request number is assigned when the request is created.
   - **Recipient:** To locate requests for a specific recipient, enter the Person ID or click the icon to display the Search Person tab and locate the person.
   - **Status:** Select a specific request status for which to search.
   - **Description:** Enter all or part of the description for the request. Select whether you want the system to return results with descriptions that include the description you enter (**Contains**) or only the description you enter (**Exact**).
   - **Account Number:** Enter a specific account number for which to search.
   - **Created on Min. Date:** Enter the earliest date on which a request was created for which you would like TEAMS to return search results or click the icon to select it from the calendar.

- **Created on Max Date:** Enter the latest date on which a request was created for which you would like TEAMS to return search results or click the icon to select it from the calendar.
- **Amount Min:** Enter the minimum request amount for which you would like TEAMS to return search results.
- **Amount Max:** Enter the maximum request amount for which you would like TEAMS to return search results.

2. Click the **Search** button. The Results tab is displayed as shown in the following figure.

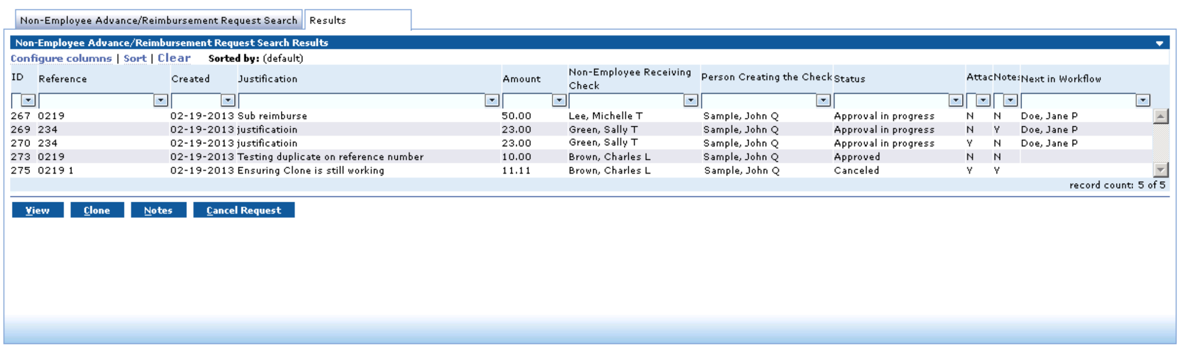

Figure 5: Results tab

Tip: *You can click the **Configure columns** link to open the Configure columns box and rearrange and/or hide the columns that are displayed in the matrix. In the Configure columns box, the columns listed in the **Selected columns** list will be displayed on the matrix in the order shown. To rearrange the order, drag a column to reposition it. To hide a column, drag it to the **Available** columns list. To add a column back to the display, drag it from the Available columns list to the Selected columns list. You can click the **Reset** button to return the columns to their original display. When you are finished arranging columns, click the **OK** button to close the box and return to the tab.*

3. You now have the following button options for working with requests on the Results tab:

- **View:** Click the **View** button to display the View Non-Employee Advance/Reimbursement Request tab and review details about the request. Click the **Return** button to go back to the Results tab.
- **Clone:** To create a new non-employee advance/reimbursement request for the same recipient by copying details from a previous request, select the request to be copied and click the **Clone** button. The Maintain Non-Employee Advance/Reimbursement Request tab is displayed with information from the request to be cloned. The new request must have an entry in the **Reference** field that is different from the original request you are cloning. The Recipient, Need Separate Check, and Payment Type fields cannot be modified, but other information on the tab can be modified as necessary. When you are finished configuring the tab, click the **Submit** button.

Note: *You can only clone non-employee advance/reimbursement requests that you created.*

Note: *For more information about the fields on the Maintain Non-Employee Advance/Reimbursement Request tab, see* *"Create Non-Employee Advance/Reimbursement Request Function" on page 2.*

- **Notes:** Click the **Notes** button to display the Notes tab, which you can use to view or add a note for the request. When you are finished working with the Notes tab, click the **Return** button. (For more information about the Notes tab, see page 11.)
- **Cancel Request:** To cancel a request, select it and click the **Cancel Request** button. The system displays a message that the selected request has been canceled.

Approve Non-Employee Reimbursement Requests

The Approve Non-Employee Reimbursement Requests function is used to approve submitted advance/reimbursement requests for non-employees.

Users click the **Approve Non-Employee Reimbursement Requests** link on the TEAMS Home page to display the Non-Employee Reimbursement Request Workflow Approval tab with requests awaiting approval, as shown in the following figure.

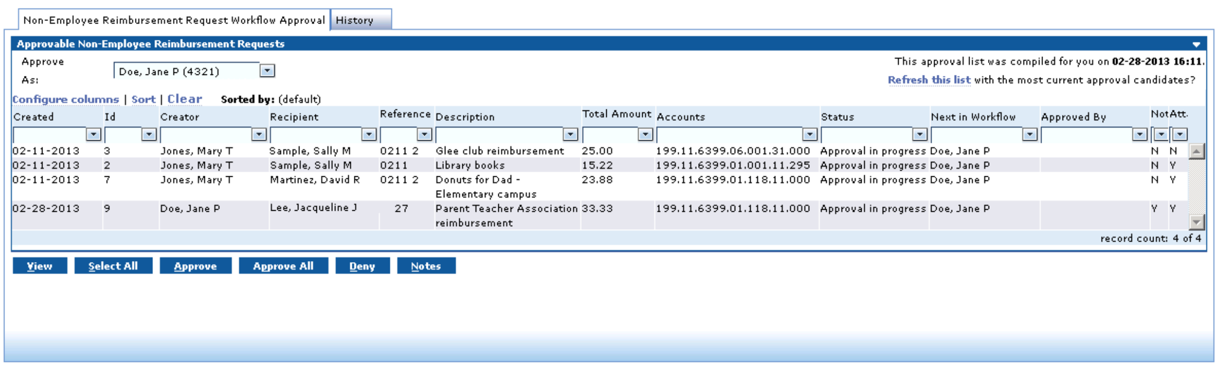

Figure 6: Non-Employee Reimbursement Request Workflow Approval tab

***Tip:** Clicking the **Refresh this list** link will redisplay the tab with all current requests awaiting approval.*

Working With the Non-Employee Reimbursement Request Workflow Approval Tab

Approvers have the following options for working with the Non-Employee Reimbursement Request Workflow Approval tab.

Tip: *You can click the **Configure columns** link to open the Configure columns box and rearrange and/or hide the columns that are displayed in the matrix. In the Configure columns box, the columns listed in the **Selected columns** list will be displayed on the matrix in the order shown. To rearrange the order, drag a column to reposition it. To hide a column, drag it to the **Available** columns list. To add a column back to the display, drag it from the Available columns list to the Selected columns list. You can click the **Reset** button to return the columns to their original display. When you are finished arranging columns, click the **OK** button to close the box and return to the tab.*

Note: *The **Approve as** field defaults to your name. If you are supporting another approver, select his or her name from the drop-down list.*

Viewing a Request

To view details for a request, select it and click the **View** button to display the View Non-Employee Advance/Reimbursement Request tab. As the approver, you can modify the entry fields on the tab, except for the Recipient field.

Note: *The entry fields on the View Non-Employee Advance/Reimbursement Request tab are the same as the entry fields on the Maintain Non-Employee Advance/Reimbursement Request tab. For more information, see* *"Create Non-Employee Advance/Reimbursement Request Function" on page 2.*

You have the following button options on the View Non-Employee Advance/Reimbursement Request tab:

- **Save:** To save your changes to the tab without approving the request, click the **Save** button. A message is displayed that your request has been submitted.
- **Return:** When you are finished working with the View Non-Employee Advance/ Reimbursement Request tab, click the **Return** button to go back to the Non-Employee Reimbursement Request Workflow Approval tab.
- **Save and Approve:** To save your changes to the tab and approve it, click the **Save and Approve** button. The Approval Note box is displayed (as shown in Figure 7). Enter a brief note in the **Approval Note** field, and click the **Ok** button. A message is displayed that tells you that the request was submitted for approval.

  Note: *The approval note will be displayed on the View Non-Employee Advance/ Reimbursement Request tab in the Approval Note column of the Approval History panel.*

Approving a Request

To approve a request, select it and click the **Approve** button. The Approval Note box is displayed.

Tip: *If you want to approve all of the requests in the Approvable Non-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.*

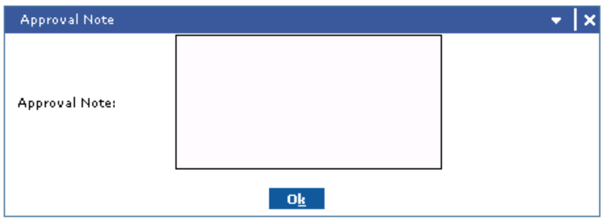

Figure 7: Approval Note box

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

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

Denying a Request

To deny a request, select it and click the **Deny** button. The Denial Note box is displayed.

Tip: *You can click the* ***Select All*** *button to select all requests. If you do not want to deny all the selected items, you can deselect the item(s) you do not want to deny before you click the* ***Deny*** *button.*

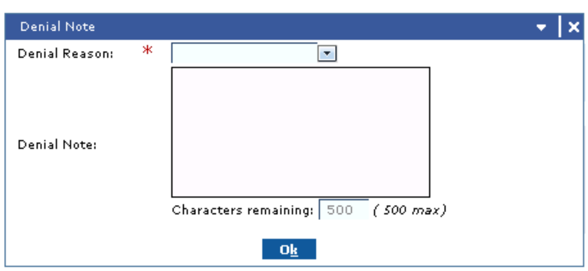

Figure 8: Denial Note box

Select a **Denial Reason**, enter a brief note in the **Denial Note** field, and 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.*

Using the Notes Tab

To view or add notes for the request, click the **Notes** button to display the Notes tab.

How to Add Notes

1. In the **Notes** field, enter any free-text comments, up to 500 characters.
2. 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.*

3. 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.*

4. Select the **Communication Method** by which you received the information.
5. Click the **Add** button. The note is added to the Notes list.
6. 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.