

After logging on to AptaFund, you will click on the drop down My AptaFund tab at the top and then click on My Reimbursements to add a new reimbursement.

MY APTAFUND

My AptaFund

Budget & G/L

Banking & COA

Purchasing & Payables

Receivables

HR, Payroll & ESS

Administration

MY REPORTS

- Issued and Closed POs Report
- Account Journal Activity Detail Report
- Account Summary Report
- Voucher Summary Report
- Budget Summary Of Funds Report
- Voucher by Vendor Report
- Account Activity By Purchase Order

EMPLOYEE SELF-SERVICE

- My Information
- My Paychecks
- My W-2 Forms
- My W-2 Consent Elections
- My Year to Date Totals
- My Documents
- My Deductions
- My Signature

USER

- My Dashboard
- Change Password
- Security Question
- My Job Queue

PURCHASING

- My Budget Accounts
- My Purchase Requisitions

REIMBURSEMENTS

- My Reimbursements

Submit an Idea

Configure

On the next screen, you will click on Add to add a new reimbursement request.

MY APTAFUND

FY22-23 KS Turner castillol@turnerusd202.org Log Out

Home -> Reimbursements

My Reimbursements

+ Add Edit Delete Submit Undo Submit

Search

My Approvers: ALL Requires Attention Of: ALL Fiscal Year: ALL

Fiscal Year	Request No	Attache...	Requisitioner	Amo...	Expense D...	Approval Status	Next Approval Level	Last Approval Level	Departme...	Comments	My Approve...
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Items per page: 20

No items to display

Total records selected: 0 (Unselect All)

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AptaFund Version: 2023.5.2.3113 Last Updated: 5/2/2023 1:54:08 PM

If you don't see your name automatically or if it isn't an option in the drop down, please email Laura Castillo and she can update your permissions in AptaFund. You will need to enter a comment for this reimbursement, then click on Save and a new screen will populate.

Add Employee Reimbursement

New Employee Reimbursement

Status: New
Total: \$0.00

General

*Requisitioner: Castillo, Laura J
Department: 12M
Site: ASC
*Comments: Reimbursement
*Expense Date: 05/05/2023

Save Save and Add Cancel

On the next screen that populates, click on Add to add the items to your reimbursement. **You can and it is preferred that you add multiple items and receipts to one single reimbursement request.**

Edit Employee Reimbursement

1187 - Castillo, Laura J (FY22-23)

Status: New
Total: \$0.00

General

Requisitioner: Castillo, Laura J
Department: 12M
Site: ASC
*Comments: Reimbursement
*Expense Date: 05/05/2023

REQUESTED ITEMS ATTACHED FILES APPROVAL HISTORY

+ Add Edit Edit All Delete

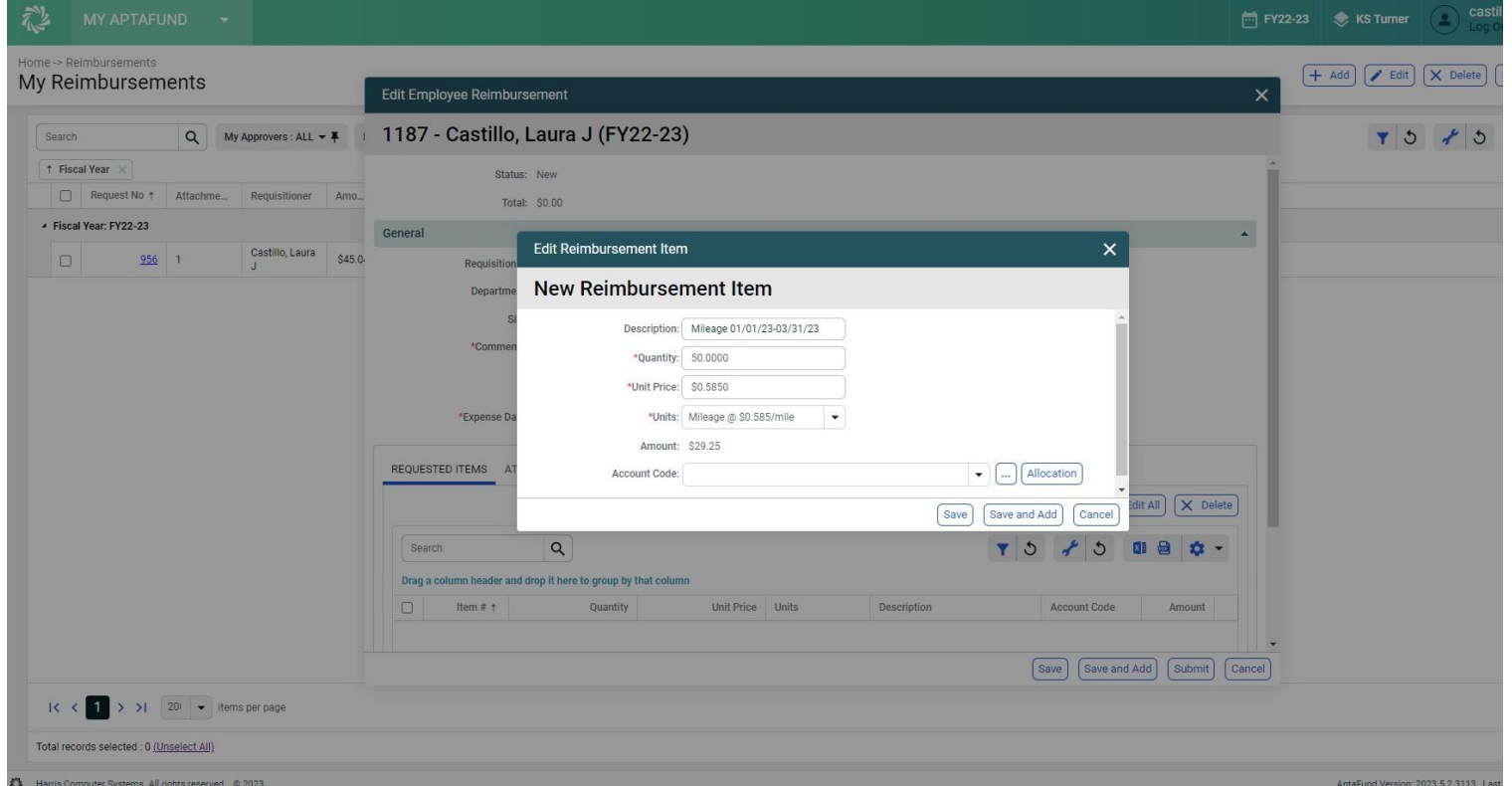
Search

Drag a column header and drop it here to group by that column

Item #	Quantity	Unit Price	Units	Description	Account Code	Amount
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Save Save and Add Submit Cancel

If you are entering a reimbursement for multiple receipts or items, please enter a new item for each receipt so that you can include a description for each receipt. You will enter the description, quantity, unit price, units, and the amount will be calculated for you. If you do not know the account code to use, please reach out to your supervisor. Once all of this is entered, click Save to finish or Save and Add if you have multiple items to enter.



Lastly, once you save, it will take you back to this page. Click on the Attached Files tab and this is where you will upload your supporting documents for your reimbursements. Some examples of supporting documents are mileage logs, toll receipts, and meal receipts. Meal receipts MUST include the itemized receipt that shows what was purchased. You must include your supporting documents or your reimbursement could be delayed in the approval chain. If possible, please combine multiple receipts into one PDF. Once you have attached all documents or receipts needed, you can click on Submit to submit your reimbursement for approval.

