

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

USER

My Dashboard

Change Password

Security Question

My Job Queue

HELP

User Guide

Create a new AptaFund Support Ticket

Access the AptaFund Support Website

Submit an Idea

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

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

Attachme...

Requisitioner

Amo...

Expense D...

Approval Status

Next Approval Level

Last Approval Level

Departme...

Comments

My Approve...

<< 0 >>

20

Items per page

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

Q

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.

The screenshot shows the 'Edit Employee Reimbursement' form for Laura J. Castillo (FY22-23). A modal window titled 'New Reimbursement Item' is open, allowing the user to enter details for a new item. The form includes fields for Description, Quantity, Unit Price, Units, Amount, and Account Code. The 'Requested Items' table is visible in the background, showing one item with a quantity of 50.0000 and a unit price of \$0.5850.

Item #	Quantity	Unit Price	Units	Description	Account Code	Amount
1	50.0000	\$0.5850	Mileage @ \$0.585/mile	Mileage 01/01/23-03/31/23		\$29.25

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.

The screenshot shows the 'Edit Employee Reimbursement' form for Laura J. Castillo (FY22-23). The 'Attached Files' tab is selected, and the 'Submit' button is circled. The 'Requested Items' table is visible in the background, showing one item with a quantity of 50.0000 and a unit price of \$0.5850.

Item #	Quantity	Unit Price	Units	Description	Account Code	Amount
1	50.0000	\$0.5850	Mileage @ \$0.585/mile	Mileage 01/01/23-03/31/23		\$29.25