



EX-03 PROCESS EXPENSE REIMBURSEMENTS AND CASH ADVANCES TO AP FOR PAYMENT

EX

QUICK REFERENCE GUIDE EX-03

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation of Processing Expense Reimbursements and Cash Advances to Accounts Payable (AP) for Payment in the North Carolina Financial System (NCFS).

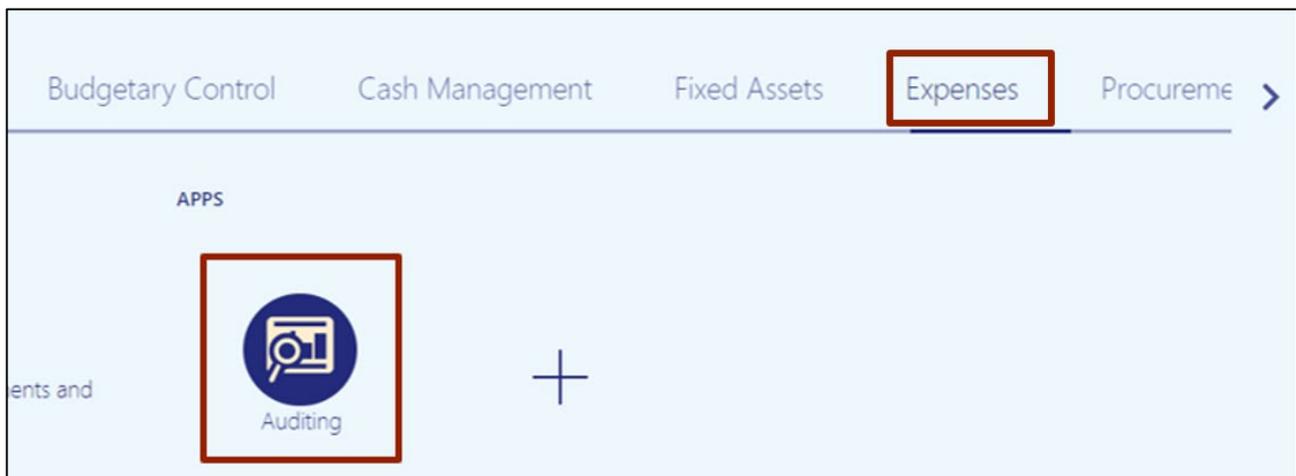
Introduction and Overview

This QRG covers the process of processing expense reimbursements and cash advances in NCFS to transfer audited expenses and cash advances to AP for invoicing and payment. **The below steps are optional if Expense Reimbursements/ Cash Advances need to be sent to AP before the next batch process runs.**

Process Expense Reimbursements and Cash Advances to AP for Payment

To process Expense Reimbursements and Cash Advances to AP for Payment in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Expenses** tab and then click the **Auditing** app.



- The *Confirmation* pop up appears. Click the **OK** button. Note: This step will redirect you to the **Auditing** dashboard.

Process Expense Reimbursements and Cash Advances

This process will be queued up for submission at position 1

Name: Process Expense Reimbursements and Cash Advances
 Description: Creates invoices for payment to employees and c...
 Schedule: As soon as possible

Buttons: Process Options, Advanced, Submit, Cancel

Confirmation pop-up: Process 2234397 was submitted. OK

- Click the **Refresh** [↻] icon under the **Expense Reimbursement and Cash Advances Requests** section. This will show the process date and status of Cash Advances/Expense Reimbursements submitted. The **Status** should be **Succeeded**.

Expense Reimbursement and Cash Advance Requests

Actions View Format Detach ↻

Process Date	Status	Process ID	Type	Rejected	Payment Requests	Invoices
6/16/23	Succeeded	2234402	Expense Reimbursements			
6/16/23	Succeeded	2234397	Expense Reimbursements		2	
6/16/23	Succeeded	2234394	Expense Reimbursements			
6/16/23	Succeeded	2234361	Expense Reimbursements			

- The **Payment Request** column should generate with the number of **Cash Advances/Expense Reimbursements** processed. In this example it is **2 Expense reimbursements**. Click the **Payment Requests** number link to validate the Invoices created and the amounts.

Expense Reimbursement and Cash Advance Requests

Actions View Format Detach ↻

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- The **Review Payment Request** page opens. The Expense Report invoices are created, and its amounts are displayed here. Click the **Done** button to return to the **Auditing** page.

The screenshot shows the 'Review Payment Requests' page. At the top right is a 'Done' button. Below it is a search bar and a 'Saved Search' dropdown. The main section is titled 'Search Results' and includes options for 'View', 'Format', and 'Detach'. A table displays the search results with the following data:

Number	Date	Total (USD)	Card Issuer	Employee	Business Unit	Age in Days
1400ER000097...	6/16/23	1,000.00		LADA, DAQUILLA (EXPJ1400)	1400 OFFICE O...	1
1400ER000109...	6/16/23	1,000.00		LADA, DAQUILLA (EXPJ1400)	1400 OFFICE O...	1

Columns Hidden 3

Note: Follow the same steps to process Cash Advances.

Note: After Expense Reports/Cash Advances have manually been processed to Accounts Payable, an AP manager must validate the corresponding invoices before the invoices can be paid.

Wrap-Up

Process expense reimbursements and cash advances to AP for Payment using the steps above, to allow for all Expense Reports and Cash Advances which are audited and approved can be paid in a timely manner.

Additional Resources

Virtual Instructor-Led Training (VILT)

- EX101: Expense Auditor
- EX102: Expense Audit Manager