

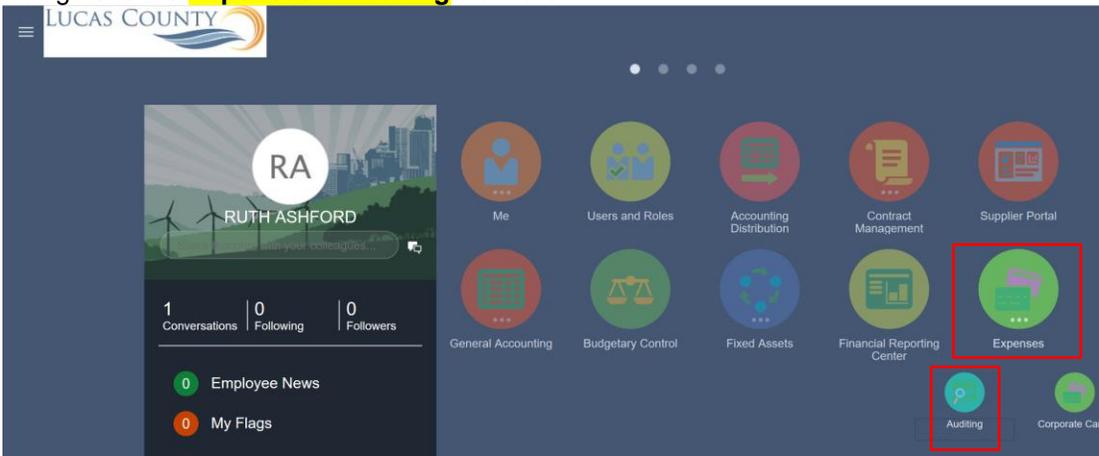
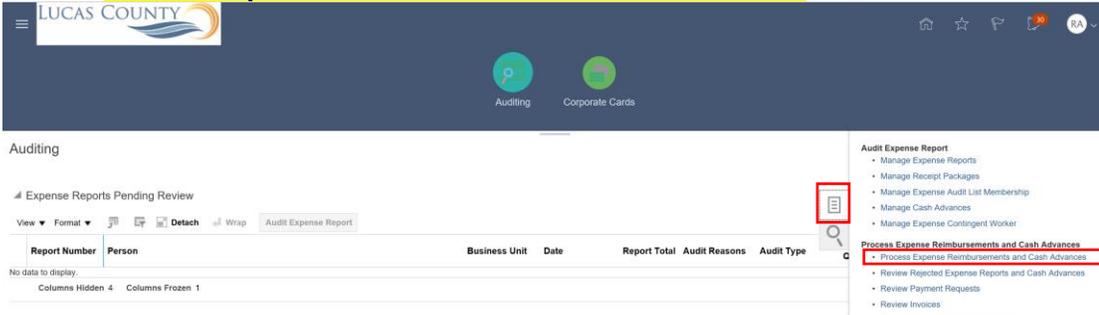
Process Expense Reimbursements

Audience: Expense Auditor

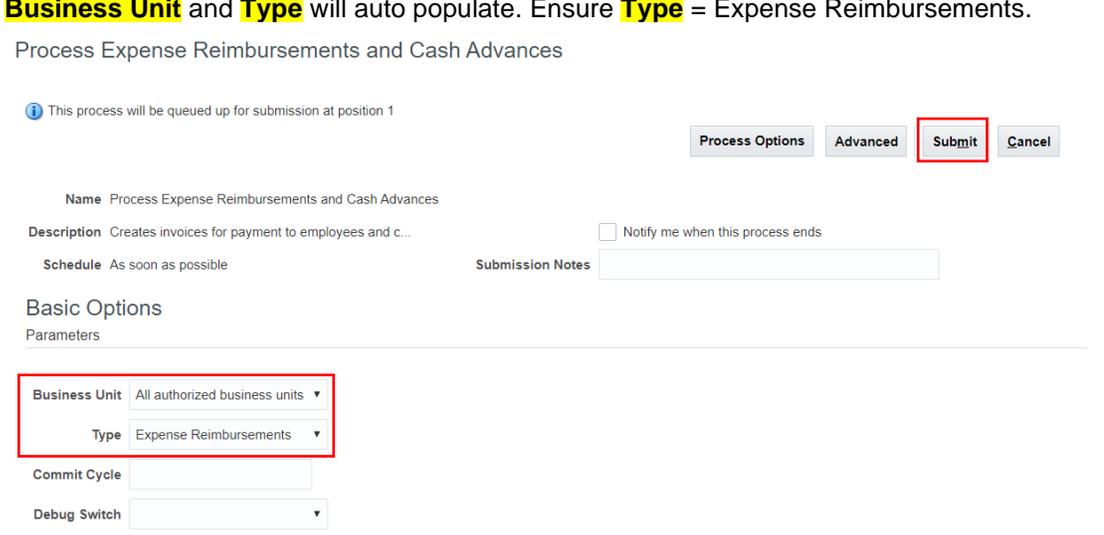
Purpose: Expense auditors run the Process Expense Reimbursement program to process Expense Reports to create payment requests in Payables. This process includes the following actions:

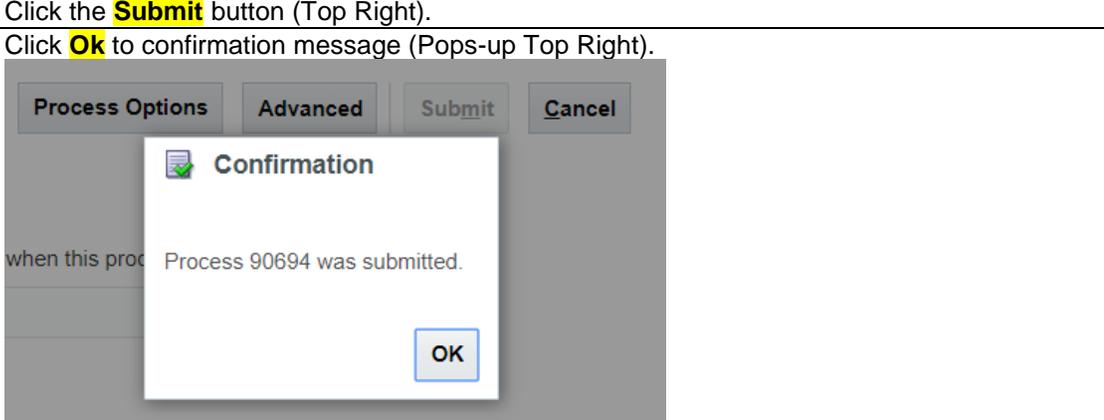
- Populates Payables Open Invoice Interface tables
- Creates employee and corporate card issuer payment requests
- Handles processed and rejected expense reports

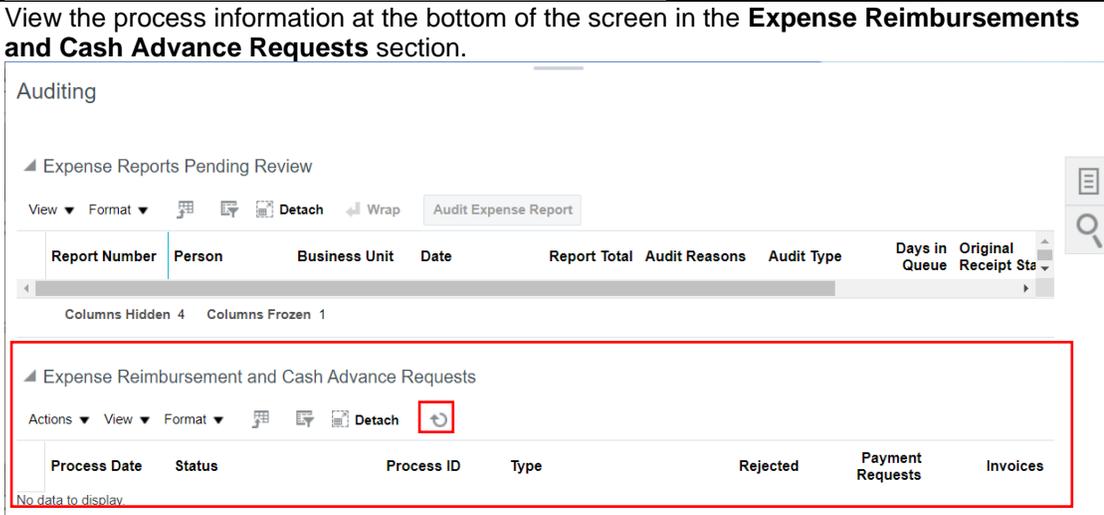
The Process Expense Reimbursement program selects all Expense Reports that are ready for reimbursement and creates header and line records for each report in the Open Invoice Interface tables. Only business expenses are eligible for reimbursement to the employee and they are categorized as Business or Business - Employee Paid.

| Step | Action |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>Navigate to the Expenses > Auditing work area.</p>  |
| 2 | <p>Click the Tasks icon (on the right). Click on Process Expense Reimbursements and Cash Advances.</p>  |

- 3 **Business Unit** and **Type** will auto populate. Ensure **Type** = Expense Reimbursements.
Process Expense Reimbursements and Cash Advances


- 4 Click the **Submit** button (Top Right).
- 5 Click **Ok** to confirmation message (Pops-up Top Right).


- 6 View the process information at the bottom of the screen in the **Expense Reimbursements and Cash Advance Requests** section.


- 7 Use the **Refresh** icon to show the process that was submitted and continue to refresh until the process shows as 'Succeeded'.

| | <p>Expense Reimbursement and Cash Advance Requests</p> <p>Actions View Format </p> <table border="1"> <thead> <tr> <th>Process Date</th> <th>Status</th> <th>Process ID</th> <th>Type</th> <th>Rejected</th> <th>Payment Requests</th> <th>Invoices</th> </tr> </thead> <tbody> <tr> <td>11-27-2019</td> <td>Succeeded</td> <td>90694</td> <td>Expense Reimbursements</td> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> | Process Date | Status | Process ID | Type | Rejected | Payment Requests | Invoices | 11-27-2019 | Succeeded | 90694 | Expense Reimbursements | 1 | | |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------|-------------|---------------------------|-------------|------------------|---------------------------------------|------------|------------------|---------------------|------------------------|---------------------------|--|--|
| Process Date | Status | Process ID | Type | Rejected | Payment Requests | Invoices | | | | | | | | | |
| 11-27-2019 | Succeeded | 90694 | Expense Reimbursements | 1 | | | | | | | | | | | |
| 8 | Click the 'Succeeded' hyperlink to Open/View Process Details. | | | | | | | | | | | | | | |
| 9 | <p>Scroll to the right if needed and click on the log file under View Output.</p> <div style="border: 1px solid gray; padding: 5px;"> <p>View Process Details: 90694</p> <p>View <input checked="" type="radio"/> Flat List <input type="radio"/> Hierarchy</p> <p>View Resubmit Status All Time Range Last 72 hours </p> <table border="1"> <thead> <tr> <th>Process Name</th> <th>Process ID</th> <th>Status</th> <th>Scheduled Time</th> <th>View Output</th> <th>Parameters</th> </tr> </thead> <tbody> <tr> <td>Process Expense Reimbursements and...</td> <td>90694</td> <td>Succeeded</td> <td>11-26-2019 7:45 ...</td> <td></td> <td>EXPENSE_REIMBURSEMENTS, Y</td> </tr> </tbody> </table> <p>Columns Hidden 9</p> <p style="text-align: right;">OK</p> </div> | Process Name | Process ID | Status | Scheduled Time | View Output | Parameters | Process Expense Reimbursements and... | 90694 | Succeeded | 11-26-2019 7:45 ... | | EXPENSE_REIMBURSEMENTS, Y | | |
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| Process Expense Reimbursements and... | 90694 | Succeeded | 11-26-2019 7:45 ... | | EXPENSE_REIMBURSEMENTS, Y | | | | | | | | | | |
| 10 | Open in WordPad and view the number of Transactions processed. | | | | | | | | | | | | | | |
| 11 | Close the WordPad and Close the Log and Process pop-up windows (Click Ok to close). | | | | | | | | | | | | | | |