

## RECONCILING AN ADVANCE

- 1) Click EMPLOYEE REIMBURSEMENT.
- 2) Select Approval Path (it is likely you will see only one path).
- 3) Choose appropriate Payee. If you are an Administrative Initiator, you will be able to see the names of other individuals for whom you can prepare a request.
- 4) Select the appropriate "Remit To" destination. Enter new address information if necessary, or preferred destination for checks. If you have direct deposit (ACH) that information will default.
- 5) Select the advance amount to be reconciled.
  - a) The Workflow system will automatically subtract the advance amount from your total expenses and include the appropriate accounting line entry.
- 6) Enter a brief explanation in the Detailed Description field.
- 7) Enter the appropriate chartfield.
- 8) Enter the Total Amount you are requesting.
- 9) Enter the amount to be sent directly to you and/or the amount to be credited to the American Express card (if applicable).
- 10) Select the appropriate breakdown sheet(s) and detail expenses accordingly.
  - a) Travel
  - b) Business Meals
  - c) Miscellaneous
- 11) Click here to preview your request before submitting it. (To save your request for submission at a later time, click SAVE.)
  - a) In the PREVIEW & SUBMIT screen (not shown), review the information you have entered. (Click BACK if you wish to edit.)
- 12) Within the preview screen, attach your supporting documentation. Skip to Step 14 if mailing paper support to AP:
  - a) Click the yellow folder icon, (you will get a pop up) and select the appropriate file.
  - b) Click Open (in the pop up) to attach the file
  - c) Enter a brief description of the documentation.
- 13) Click SUBMIT when satisfied that request details are correct. Click OK to confirm.
  - a) Use this transaction ID when tracking your request.
- 14) **Do this only when mailing documentation to AP:** Click PREVIEW (12) and print the REQUEST BAR CODE page. Attach this as the cover to your supporting documentation and give them to your Approver. Send all to AP upon approval.
- 15) If total expenses are **greater** than the advance amount, enter the amount to be sent directly to you and/or the amount to be credited to the American Express card.
- 16) If total expenses are **less than** the advance amount, you must reimburse the difference to New York University. Follow instructions to print the barcode sheet and forward to Accounts Payable along with your personal check payable to New York University.

Account	Fund	Org	Program	Project	Amount	Status
12660	10	19130		5a	-\$500.00	
65182	10	19130	7		8 650.00	<input checked="" type="checkbox"/>
Total Expenses					\$650.00	
Total Advance					-\$500.00	
GRAND TOTAL					\$150.00	

