



PROCEDURE 30A:

ENTERING AN EMPLOYEE REIMBURSEMENT (NOT AGAINST AN ADVANCE)

Job Aid AP01-30A

AP01

The purpose of this job aid is to explain how to enter an employee reimbursement (not against an advance) in NCAS.

NOTE 1: Ensure there is a completed Control Group Header sheet.

NOTE 2: Before processing the expense, access the *Outstanding Employee Advances* report to verify that there are no open temporary advances for this employee.

After completing the *Control Document Entry (CDE)* screen and accessing the *Employee Worksheet 1 (EWS-1T)* screen:

1. Type the **expense invoice number** in the EMP VOUCHER NBR field.
 - a. This field may be any range of numbers or dates that the agency chooses. However, entering the dates of the expense (preceded by “exp”) is suggested. (Example: EXP030107-030207)
2. Type the **current date** in the DATE field to indicate the date the expense is entered into the system.
3. Type the **employee number** (obtained from the reimbursement request form) in the EMPLOYEE NUMBER field.
 - a. The EMP SHORT NAME field or the *Vendor Short Name Lookup VSL*) screen can be used to search for the employee’s name.
4. Press **ENTER** to verify that the employee number (or short name) is correct. The employee name and number should both be displayed.
5. At the 0001 line, type the **amount** of the requested reimbursement in the AMOUNT/PERCENT field to indicate the amount of the first line of the document.
6. Type **your company number** in the CO field.
7. Type **the account number** in the ACCOUNT field.
8. Type **the center number** in the CENTER field.
9. Repeat steps 5-8 for additional lines.
10. Type the **total invoice amount** in the GROSS AMOUNT field.