PROCEDURE 30B:

ENTERING AN EMPLOYEE REIMBURSEMENT
(AGAINST AN ADVANCE)

AP01

Job Aid AP01-30B

The purpose of this job aid is to explain how to enter an employee reimbursement (against an advance) in NCAS.

NOTE 1: Ensure that a completed Control Group Header sheet has been received.

NOTE 2: Before processing the expense, access the *Outstanding Employee Advances* report to verify if the required advance has a temporary status.

If the required advance has a permanent status, change it to a temporary status before processing the expense reimbursement:

1. Type **EAR** in the NEXT FUNCTION field and press **ENTER** to access the *Employee Advance Request (EAR)* field.

2. Type **C** in the REQUEST field to *change* this record.

3. Type the **employee number** (obtained from the advance request form) in the EMPLOYEE NUMBER field.

4. Type the **advance number** in the ADVANCE VOUCHER NBR field and press **ENTER** to retrieve the advance information.

5. Type **T** in the ADVANCE TYPE field to change the status of this advance to *temporary* and press **ENTER** to process the change.

   a. Note that the advance status must be correct *before* you process the expense. If the status of an advance is changed after the expense is entered, the system does *not* change the way the expense was processed.

6. Type **CGS** in the NEXT FUNCTION field and press **ENTER** to access the *Control Group Status (CGS)* screen.

7. Type the **employee paying entity** in the PAY ENTITY field and press **ENTER** to access a list of control groups.

8. Type **S** in the S (SELECT) field to select the desired control group.

9. Type **5** in the REQUEST field and press **ENTER** to access a blank *Employee Worksheet (EWS-1T)* screen.

10. Type the **expense number** in the EMP VOUCHER NBR field.

11. Type the **current date** in the DATE field.

13. Type the **employee number** (obtained from the request form) in the EMPLOYEE NUMBER field.

14. Press **ENTER** to verify that the employee number (or short name) is correct. Both the employee name and number should be displayed.

15. 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.

16. Type the **company number** in the CO field.

17. Type **the account number** in the ACCOUNT field.

18. Type **the center number** in the CENTER field.

19. Repeat steps 14-17 for additional lines.

20. Type the **total invoice amount** in the GROSS AMOUNT field.

21. Type **NEXT** or **N** in the REQUEST field and press **ENTER** to balance the document. A blank *Employee Expense Worksheet 1 (EWS-1T)* screen is displayed, indicating that the employee reimbursement balanced successfully.