PROCEDURE 34:

ENTERING AN EMPLOYEE REIMBURSEMENT
WITH GRANT AND AWARD IDENTIFIERS

AP01

Job Aid AP01-34

The purpose of this job aid is to explain how to enter an employee reimbursement with Grant and Award Identifiers in NCAS.

After completing the *CDE* screen for the control group header information and accessing the *EWS-1T* screen.

1. Type the **employee reimbursement number** in the EMP VOUCHER NBR field.

2. Type the **reimbursement date** in the DATE field.

3. Type the **employee number** in the EMPLOYEE NUMBER field.

4. Press **ENTER** to verify the reimbursement and employee number.

At the 0001 line, type the amount in the AMOUNT/PERCENT field to indicate the amount of the first line of the reimbursement.

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

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

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

8. Type the **four-digit BID identifier** in the BID field.

9. Type the **four-digit NCG identifier** in the NCG field if a NC Grant account is entered.

10. Type the **four-digit statewide FED identifier or agency-specific NON-ARRA FED identifier** in the FED field. **(If the company/fund entered is for ARRA, the FED identifier will default automatically)**

11. Type the **total reimbursement amount** in the GROSS AMOUNT field.

12. Press **ENTER** to display defaults.

13. Type **NEXT** in the NEXT FUNCTION field to process the reimbursement.

> If a reimbursement is keyed to an NC Grant account, NCAS will not allow navigating to the *GBL* screen to lookup a NCG identifier. Navigating to the *GBL* screen while processing a reimbursement is allowed for all other accounts.