

# Convert Expenses to a Reimbursement Request

1. Navigate to the **Project Details** Summary screen for the desired **Project** and select **"Expenses."**

Project #15 - Test (L, Cat E)

Summary

Project Details

Grant

Applicant

Number:	F# 15
Title:	Test
Type:	E - Public Buildings & Equipment
Reference Number:	Test
Eligible Obligated:	\$143,368.84 (L) <a href="#">Expand</a>
Federal Obligated:	\$107,526.63 (75.00%) <a href="#">Expand</a>
State Obligated:	\$0.00 (0.00%)
Local Share:	\$35,842.21 (25.00%)
Advances Requested:	\$0.00 <a href="#">Expand</a>
Work Complete %:	98.00% Quarterly Report is 0.00% complete. Project Version 0 is 98.00% complete.
Work Deadline:	February 25, 2019 <b>Overdue by 231 days</b>
In Process Requests:	Quarterly Report (1) <a href="#">Expand</a>

2. Select the **"Expense"** that you wish to convert to a **Request for Reimbursement (RFR)** (*lines are hyperlinked*).

Project #15 - Test (L, Cat E)

Expenses

#	Type	Contractor	Reference #	Amount	Eligible A...	RFR #	Workflow Step
5	Contract W...	ABC Consulting	123	\$500.00	\$0.00	Draft ...	1) Submission
6	Debris Re...	Vendor 123	587	\$1,000.00	\$0.00		
				\$1,500.00	\$0.00		

3. This will open the **Expense**. Click the **“Convert to RFR”** button.

9999 Public Assistance Test Grant > Any Texas County > Account for 9999 (PA) - Any Texas > Project #15 - Test (L, Call E)

### Project #15: Expense #5

Back to Project Save **Convert to RFR** New Expense Copy Expense

Form

Notes Documents History

Type: Contract Work Summary

Vendor/Contractor: ABC Consulting (edit)

Invoice Number: 123

Invoice Date: Feb 1, 2019

Amount Requested: \$ 500.00

Comments: Enter Comments

4. The following message will display asking if you are sure you want to convert the expense to an RFR. Click **“Yes”** to convert the Expense to an RFR. The RFR will still be in draft format until you **“Submit”** it.

Convert to an RFR

Are you sure you want to convert this expense to an RFR?

Yes Cancel

5. At this point you can choose to **Link** the other Expense (*listed in Step 2*) to this RFR. Click **“Expense Options,”** and select **“Link Existing”** from the drop down menu. The other options are to create a **“New Expense”** to link to this RFR. You can also select to **“Move Expenses,”** or **“Copy Expenses”** to another project.

**Note:** A reimbursement Request can have multiple expenses linked to it.

9999 Public Assistance Test Grant > Any Texas County > Account for 9999 (PA) - Any Texas > Project #15 - Test (L, Call E)

### Project #15: Reimbursement Request

Draft

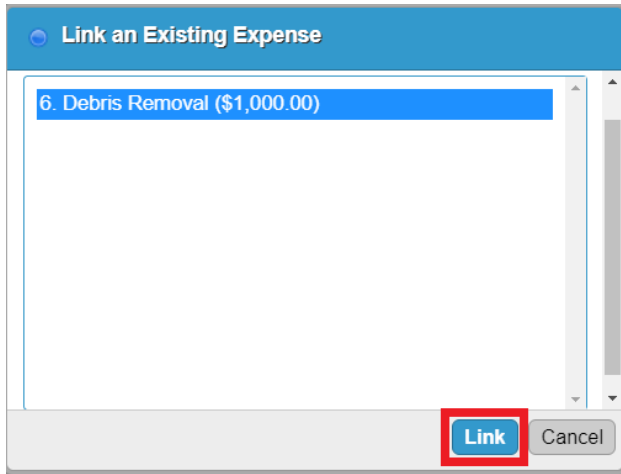
Submit Delete Expense Options More

Summary Expenses Notes Documents

New Expense Link Existing Move Expenses Copy Expenses

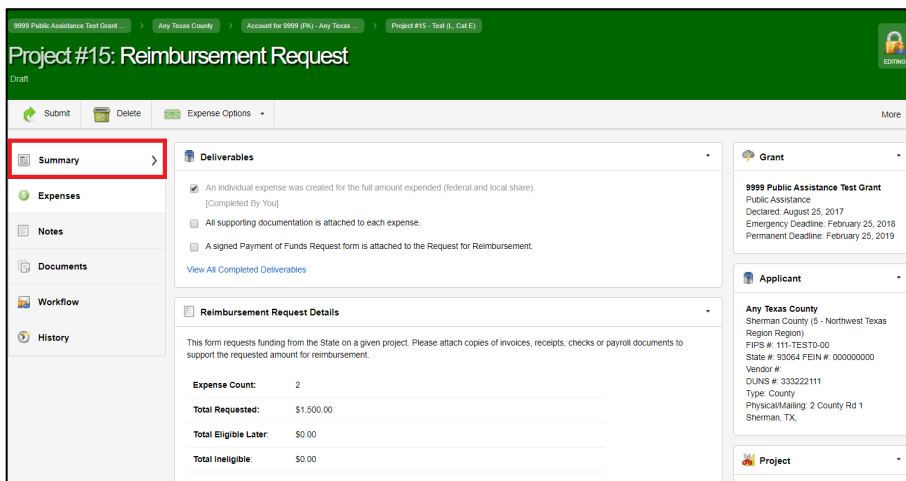
Reference #	Amount
123	\$500.00

6. Select all expenses associated with the current **Reimbursement Request (RFR)** (*the Ctrl key allows selection of multiple expenses*). Once all expenses to be converted to the **Reimbursement Request** have been selected, click the **“Link”** button.



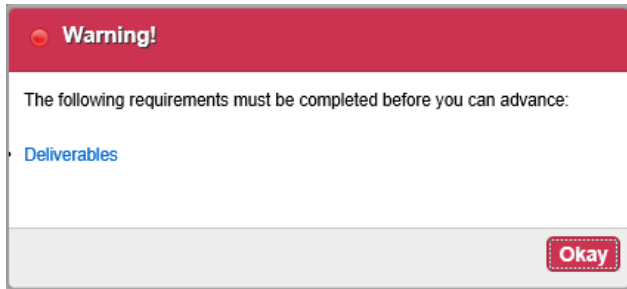
7. Click the **“Summary”** tab on the left side menu to view the **Deliverables**. Verify that you have completed all deliverables by clicking on the box next to the **Deliverable**. This will place a check mark in the box to indicate that you completed that specific deliverable.

**Note:** Each **Deliverable** must be checked off/completed before the form can be submitted.

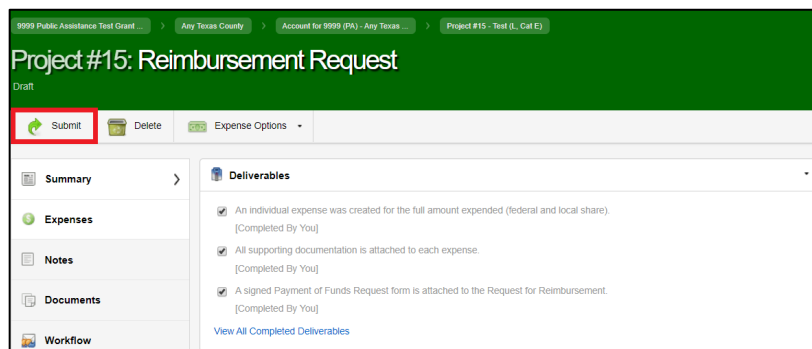


Expense Count:	Amount
Total Requested:	\$1,500.00
Total Eligible Later:	\$0.00
Total Ineligible:	\$0.00

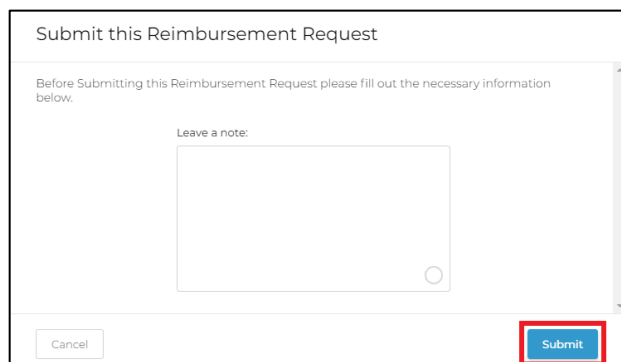
8. If you click the **“Submit”** button prior to verifying that all Deliverables have been completed, the following warning will display. Click the **“Okay”** button to return to the **Deliverables**.



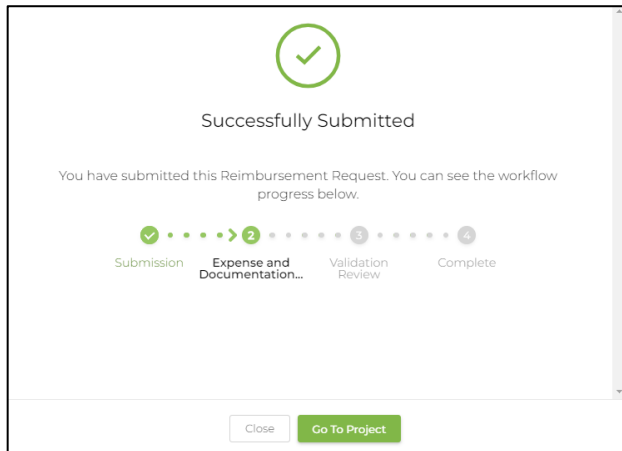
9. Click the **“Submit”** button when all of the **Deliverables** have been completed.



10. You may leave a note when this window is displayed. Click the **“Submit”** button when done.



11. A notification will display letting you know that the **Reimbursement Request** was successfully submitted. You may **“Close”** the window or **“Go to Project.”**



**Note:** *If you made an error and need to unlink or delete an expense, submit a Support Ticket.*

The following is a list of **Reimbursement Request** documents that will be needed:

Compliance Review / Audit Report  
Direct Deposit Authorization or RTI  
Account Balance Report  
Compliance Sample Selection Log  
Compliance Test Sample

Compliance Testing Results  
FEMA Correspondence  
Quality Assurance Testing Worksheet  
Reimbursement Request Summary