## **Convert Expenses to a Reimbursement Request**

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

Project #15 - Test     proi     Create New Request		9999 (PA) - Any Texas Coun		
Summary >	Project Details		•	🧇 Grant
Funding	Number:	F# 15		9999 Public Assistance Test Grant Public Assistance Declared: August 25, 2017
Expenses	Title: Type:	Test E - Public Buildings & Equipment		Emergency Deadline: February 25, 2018 Permanent Deadline: February 25, 2019
😽 Payments	Reference Number:	Test		Applicant
Progress Monitoring	Eligible Obligated:	\$143,368.84 (L)	Expand	
in rogress monitoring	Federal Obligated:	\$107,526.63 (75.00%)	Expand	Any Texas County Sherman County (5 - Northwest Texas
Contacts	State Obligated:	\$0.00 (0.00%)		Region Region) FIPS #. 111-TEST0-00
Notes	Local Share:	\$35,842.21 (25.00%)		State #: 93064 FEIN #: 000000000 Vendor #:
Documents	Advances Requested:	\$0.00	Expand	DUNS #: 333222111 Type: County
	Work Complete %:	98.00% Quarterly Report is 0.00% complete. Project Version 0 is 98.00% complete.		Physical/Mailing: 2 County Rd 1 Sherman, TX,
	Work Deadline:	February 25, 2019 Overdue by 231 days		
	In Process Requests:	Quarterly Report (1)	Expand	

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

9999 PANIc Assistance Treal Count (PA) >> Any Texas County >> Account for 999 (PA): Any Texas Count.									
Project #15 - Test (L, Cat E)						READ ONLY			
C frede Expense         C frede New Request         More						More •			
Summary		Expenses							
Funding		Quick Search: 2 results 🗸 🍸 🛃					• 🛛 🖻 📇		
		• #	Туре	Contractor	Reference #	Amount	Eligible A	RFR #	Workflow Step
Expenses	>	5	Contract W	ABC Consulting	123	\$500.00	\$0.00	Draft	1) Submission
Rayments		6	Debris Re	Vendor 123	987	\$1,000.00	\$0.00		
						\$1,500.00	\$0.00		

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

999 Pake Assistance Text Card				
Back to Project 🔚 Sa	ve 👔 Convert to RFR 📄 New Ex	pense 📑 Copy Expense		
Form >	Form			
Notes	Туре:	Contract Work Summary		
Documents	Vendor/Contractor:	ABC Consulting (edit)		
③ History	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 covert 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.

<ul> <li>Convert to an RFR</li> </ul>	
Are you sure you want to convert this expense to an RFR?	
Yes Can	cel

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.

Image Product Anderderware Treat Careft       > Arey Trease Careft       > Propert #15.: Text ID. Carl T2         Project #15: Reimbursement Request       Data				
👌 Submit 🛛 📷 Delete	Expense Options -			More -
	Rew Expense			
Summary	Link Existing			
Expenses	Move Expenses			7 🗿 🚍
		tor	Reference #	Amount
Notes	Copy Expenses	nsulting	123	\$500.00
Documents				

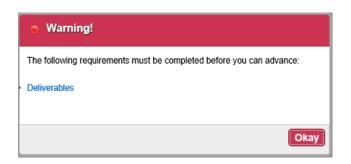
6. Select all expenses associated with the current Reimbursement Request (RFR) (the Ctrl key allows selection of multiple expenses). Once all expenses to be converted to the Reimbursement Request have been selected, click the "Link" button.

Link an Existing Expense	
6. Debris Removal (\$1,000.00)	Â
	Link Cancel

- Click the *"Summary"* tab on the left side menu to view the Deliverables. Verify that you have completed <u>all</u> 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.

	> Xey Tasar Gawly > Account to 1999 (PA) - Any Tasar >> Project PIS - Task (), Cal () leimbursement Request		
👌 Submit 🛛 📅 Dele	te 📷 Expense Options •	More	
Summary	> Beliverables -	🧇 Grant 🔹	
<ul> <li>Expenses</li> <li>Notes</li> </ul>	An individual expense was created for the full amount expended (federal and local states).     [Complete by You]     All supporting documentation is attached to each expense.     All supporting documentation is attached to the Request for Reimbursement.	9999 Public Assistance Test Grant Public Assistance Declared: August 25, 2017 Emergency Deadline: February 25, 2018 Permanent Deadline: February 25, 2019	
Documents	View All Completed Deliverables	Applicant	
Workflow	Reimbursement Request Details -	Any Texas County Sherman County (5 - Northwest Texas	
3 History	This form requests funding from the State on a given project. Please attach copies of invoices, recepts, checks or payroll documents to support the requested amount for reindusement.	Region Region) FIPS #: 111-TEST0-00 State #: 93064 FEIN #: 000000000 Vendor #:	
	Expense Count: 2	DUNS #: 333222111 Type: County	
	Total Requested: \$1,500.00	Physical/Mailing: 2 County Rd 1 Sherman, TX,	
	Total Eligible Later: \$0.00		
	Total Ineligible: \$0.00	🔏 Project -	

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**.



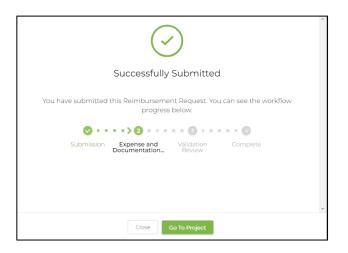
9. Click the *"Submit"* button when all of the **Deliverables** have been completed.

Project #15: Reimbursement Request         Draft				
👌 Submit 📷 Delete	Expense Options •			
Summary	>      Peliverables			
S Expenses	<ul> <li>An individual expense was created for the full amount expended (federal and local share).</li> <li>[Completed By You]</li> </ul>			
Notes	All supporting documentation is attached to each expense.     [Completed By You]			
Documents	A signed Payment of Funds Request form is attached to the Request for Reimbursement. [Completed By You]			
🔜 Workflow	View All Completed Deliverables			

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

Submit this R	eimbursement Request	
Before Submitting th below.	is Reimbursement Request please fill out the necessary information	^
	Leave a note:	
		w
Cancel	Submit	

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