



## Business Intelligence Center FS Index Reimbursement System

### How to create a Reimbursement Request

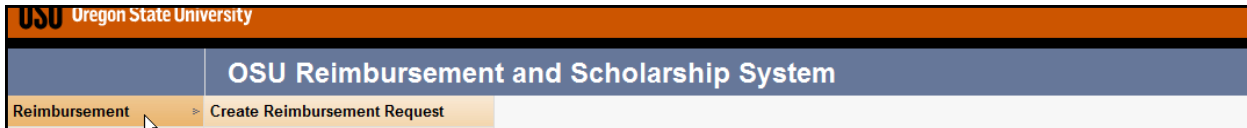
## OSU Reimbursement System—Creating a Reimbursement

The reimbursement system is utilized for processing OSU Foundation reimbursements to Oregon State University for costs associated with fulfillment and administration of OSU's mission. These expenses are initially paid and processed through OSU's account systems and recorded using the following Index/Fund types:

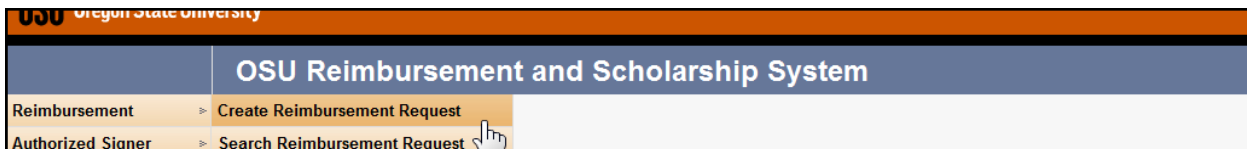
- FSxxxx—OSU Foundation pass-through funds
- FExxxx and 438xxx—Endowment Earnings
- 8xxxxx—Plant Construction Funds

For more information, reference [FIS 507](#) in the OSU Policy & Procedure Manual located on the Finance & Administration website or the OSU Foundation [Distribution Policy](#) located on the OSU Foundation website.

1) Login and Locate the OSU Reimbursement System page.



2) Next move your cursor over "Create Reimbursement Request" and click.



*This action opens the OSU Index Reimbursement Request page.*

OSU INDEX REIMBURSEMENT REQUEST

Index:  Index Title:  Retrieve

Activity:  Activity Title:

[Show FOP details](#)

3) Enter the Index you want to reimburse including an Activity Code if applicable.

OSU INDEX REIMBURSEMENT REQUEST

Index: FS1234 Index Title:  Retrieve

Activity: TFDN Activity Title:

4) Tap Enter on the keyboard or click “Retrieve” on the right hand side.

Index: FS1234      Index Title:

Activity: TFDN      Activity Title:

5) If you enter an invalid Banner Index the following message will display. Reenter valid Index.

**Index 'FS1234' is not valid.**

Index: FS1234      Index Title:

*If you have not been assigned access to an Index, the following message will display. Contact your Business Manager responsible for Index assignments/approvals.*

**You are not currently authorized to access index 'FS1234'. Please contact your business manager.**

6) If you click on “Show FOP Details” the Fund, Org and Program codes populate for the Index.

Index: FS1234      Index Title:

Activity: TFDN      Activity Title:

[Hide FOP details](#)

Fund:       Fund Title:

Org:       Org Title:

7) Next complete the Business Purpose block.

**Business Purpose**

**Summary:**

**Details:** [\(Hide details\)](#)

**Who:**

**What:**

**Where:**

**When:**

**Why:**

**Summary** statement for the transaction being reimbursed.

**Who:** Name of person or people for whom the expense was incurred.

**What** identifies the event or activity.

**Location** of the event or activity.

**Date** the expense was incurred.

**Why:** Statement explaining how donor intent was met.

- 8) Now select transactions from the OSU Data Warehouse (DW) block to process for reimbursement. Click the + (green plus sign) next to the transaction to select.

OSU DW Transactions <a href="#">(Hide details)</a>							
Acct	Acct Title	Actv	Actv Title	Amount	Doc Code	Description	Trans Date
+ 39415	In-St Empl Program Travel			\$88.00			08-Oct-2012
+ 20168	Awards			\$125.00	I239	Fred Meyer Inc	09-Oct-2012
20168	Awards			\$21.00	J0512259	7-9x7 diploma cases@ \$3 each (cost)	16-Oct-2012

The selected transactions will populate in the OSUF Reimbursements block below the DW block.

OSUF Reimbursements (1 item)											
	Acct <a href="#">(X-walk)</a>	Acct Title	Actv	Actv Title	Project ID <a href="#">(My Projects)</a>	Org Title	Prog <a href="#">(Sample)</a>	Prog Title	Amount	Doc Code	Preferred Signer
✖	50400	Recognition and Awards					61000	Institutional Management	\$125.00	I2398339	
TOTAL:									\$125.00		

**NOTE:** Transactions can be split between Project ID's by using the scissors symbol next to the transactions symbol.

	Acct <a href="#">(X-walk)</a>	Acct Title	Actv	Actv Title	Project ID <a href="#">(My Projects)</a>	Org Title	Prog <a href="#">(Sample)</a>	Prog Title	Amount	Doc Code	Preferred Signer
✂	50400	Recognition and Awards					61000	Institutional Management	\$125.00	I2398339	

- 9) Identify the OSU Foundation funding source by entering the OSUF Project ID. The Account and Program fields will automatically populate with the default values. Do not change these default values unless you have been instructed to do by the OSU Foundation.

OSUF Reimbursements (1 item)											
	Acct <a href="#">(X-walk)</a>	Acct Title	Actv	Actv Title	Project ID <a href="#">(My Projects)</a>	Org Title	Prog <a href="#">(Sample)</a>	Prog Title	Amount	Doc Code	Preferred Signer
✂	50400	Recognition and Awards					61000	Institutional Management	\$125.00	I2398339	

- 10) Next select the Preferred Signer from the dropdown list on the right.

OSUF Reimbursements (1 item)											
	Acct <a href="#">(X-walk)</a>	Acct Title	Actv	Actv Title	Project ID <a href="#">(My Projects)</a>	Org Title	Prog <a href="#">(Sample)</a>	Prog Title	Amount	Doc Code	Preferred Signer
✂	50400	Recognition and Awards					61000	Institutional Management	\$125.00	I2398339	

- 11) When done adding transactions and selecting the signers, click Next.



- 12) The next screen populates the information you have entered, providing the opportunity to review for accuracy.

**OSU INDEX REIMBURSEMENT REQUEST**

Please review this request for accuracy

Index: FS2380 Index Title: QFA - OSUF Finance & Administration

**Business Purpose**

**Summary:**  
Student Art Award, Program October 22, 2012

**Details:**  
Who: Art Smith  
What: Award for Excellence in Art  
Where: LaSells Stewart Center, Corvallis  
When: Monday, October 22, 2012  
Why: Annual student artwork award for best depiction of learning

- 13) After review and edits to your reimbursement, click submit. The Reimbursement System automatically sends an email to the Preferred Signer selected, including a link to the Signer's Approval Queue and a list of reimbursements pending approval.

Note: If the information on this page is correct, click the submit button to forward to the approver(s) >

#### Additional Information and Helpful Hints:

- Banner/FIS Transactions are posted to the Reimbursement System every two hours during regular business hours, Monday through Friday, 8:00 am-5:00 pm.
- Business Managers assign Indexes. Access will only be granted for indexes within your Business Center's Org code assignments.
- By clicking the + (green plus sign) or X (red x) transactions can be moved between the DW Transactions block and the OSUF Reimbursement block.
- Project ID's can be added using the dropdown menu displayed by clicking on [My Projects](#).
- Single reimbursements can be divided among multiple Project ID's (funding sources).
- If a signer does not appear on the drop down list but is listed as a signer for the account, their account access may have been disabled by the security audit. Please contact the Budget Office for assistance.
- Project Signers are added through the Authorized Signer menu option. See *How to Create a Signer Request* for more information.
- Project Approvers receive email notifications each Monday or when there are 10 or more reimbursements pending their approval in their queue.