

OSU Reimbursement System—Disapproved Reimbursements & Error Messages

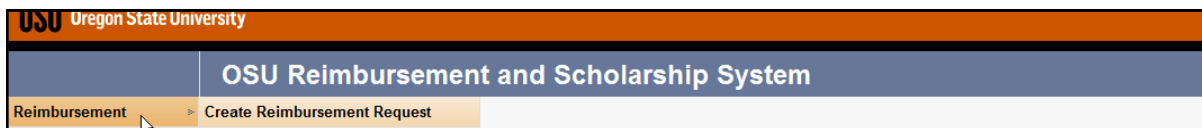
Reimbursements may be disapproved at several points in the reimbursement process.

OSU Status Approver/signer set the OSU Status to **DISAPPROVED**. Contact the signer directly for more information regarding the reasons for disapproval of the reimbursement.

OSUF Status OSU Foundation (OSUF) **DISAPPROVED** the reimbursement request. The originator of the reimbursement request will receive an email notification that the Foundation has disapproved the reimbursement request, and action is needed.

HOW TO DETERMINE WHY A REIMBURSEMENT REQUEST WAS DISAPPROVED

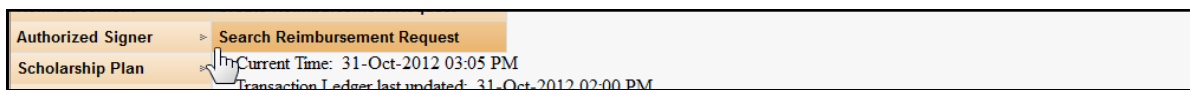
- 1) Login and Locate the OSU Reimbursement System page.



- 2) A list of disapproved reimbursements, originated by you, may be displayed on the main screen. You can access the disapproved reimbursement by clicking on the Doc ID.

Reimbursement Requests Originated By You (in process)						
233	FS1280	Debyg	\$71.10	21-Sep-2009 11:10 AM		PENDING
231	FS1280	Summers Schol/Ag HONORS	\$2,000.00	21-Jul-2009 04:41 PM		OSUF DISAPPR
230	FS1280	Reimbursement Schol/Ag	\$10,150.00	21-Jul-2009 04:41 PM		Approved

OR move your cursor over “Search Reimbursement Requests” and click.



This action opens the OSU Index Reimbursement Request Search page.

OSU Index Reimbursement Request Search

Please enter the search criteria. Asterisk denotes that wildcard characters are accepted: '%' matches any string of zero or more characters; '_' matches any single character.

Document ID: Advanced Search

- 3) Enter the Document ID, if known **OR** From the “Req Status” pull down box select **OSUF_DISAPPROVED** or **DISAPPROVED** (by signer) then click **Search**.

OSU Index Reimbursement Request Search

Please enter the search criteria. Asterisk denotes

Document ID:

Org*:

Req Status:

Include OSUF PAID:

Include OSUF VOID:

Scholarship Only:

- PENDING
- APPROVED
- DISAPPROVED
- OSUF_VOID
- OSUF_HOLD
- OSUF_APPROVED
- OSUF_DISAPPROVED**
- OSUF PAID

A list of disapproved documents will appear in the Search Results block

Search Results:									
Doc ID	Org	Org Title	Index	Business Purpose	Total Amount	Req Date	Originator	OSU Status	OSUF Status
142	008001	UPR - Office of the President	FS1900	New Test	\$261.33	28-Apr-2008		OSUF DISAPPR	OSUF DISAPPR
231	160010	MSA - Off of Vice Prov Stdt Affairs	FS1280	Summers Schol/Ag HONORS	\$2,000.00	21-Jul-2009		OSUF DISAPPR	OSUF DISAPPR
99	300610	ENIG - Deans Office	ES017N	Viden equipment rental	\$34.00	29-Nov-2007		OSUF DISAPPR	OSUF DISAPPR

4) From the Search Results, select your document from the Doc ID list, and click to open.

The reason for the Reimbursement disapproval is indicated at the top of the page. This is a general message with the time, date, and reason for disapproval of the reimbursement. In some cases, the Foundation will give the user specific information on how to resolve the issue.

This reimbursement request was disapproved by OSUF on 23-Sep-2010 11:18:23 AM for the following reason:
 Current Cash Balance exceeds approved retained Cash Balance - Please use Unit CLRF-xxxx fund to clear transactions and resubmit.

There may be Reimbursements, as in the example below, where some line items are approved but others are not. Below each disapproved line item a reason is given.

OSUF Reimbursements										
Acct	Acct Description	Actv	Actv Title	Project ID	Org Title	Prog	Prog Title	Amount	Doc Code	Status
56530	Travel - Miscellaneous			4000-999990	BFP Testing Reimbursement	61000	Institutional Management	\$698.53	IC005510	OSUF DISAPPR
OSUF Disapproval Reason: Current Cash Balance exceeds approved retained Cash Balance - Please use Unit CLRF-xxxx fund to clear transactions										
56510	Travel - Miscellaneous			4000-999990	BFP Testing Reimbursement	61000	Institutional Management	(\$218.60)	JO400548	APPROVED
56510	Travel - Miscellaneous			4000-999990	BFP Testing Reimbursement	61000	Institutional Management	(\$218.60)	JO400548	APPROVED
TOTAL:								\$261.33		

For more information on how to revise or delete reimbursement request, please refer to the instructions for these actions.

COMMON DISAPPROVAL MESSAGES

System Disapprovals:

- **System: Line Item Disapproved: See Line Item detail**
 - ⇒ Reason is listed below the line item in the body of the reimbursement
- **System: Pending Transfer from Endowment**
 - ⇒ Caused by Insufficient Funds to cover the expense. In the case of Project ID funding coming from an endowment, the Reimbursement Request is placed on HOLD until the next endowment quarterly funding cycle.
- **System: Insufficient Funds**
 - ⇒ Reimbursement is disapproved if funding is insufficient to cover the total expenses submitted on the reimbursement. Partial reimbursements are not permitted.

- **System: Invalid Signer**
 - ⇒ An updated Signer Sheet has been submitted since the reimbursement was approved at OSU and that particular signer has been removed from the Authorized List of Signers.
- **System: Invalid Fund ORG**
 - ⇒ Invalid Project ID is used for the reimbursement request.

Examples—OSU Foundation Disapproval Messages

- **Disapproved by: Winburn, Kim for: Per call to Cal Conrad on 10/17/11 he will change OSUF acct #56603 for the \$72.85 to #56600 Public Rel and then resubmit-Kim**
 - ⇒ Incorrect Foundation account code used
- **Disapproved by: Winburn, Kim for: Change funding source to CLRF-XXXXXX and resubmit -Kim**
 - ⇒ Cash Balance exceeds approved balance
- **OSUF Hold Reason: Cash Balance exceeds the approved balance – Use CLRF_xxxx clearing fund to offset the expense**
 - ⇒ Cash Balance exceeds approve balance
- **Disapproved by: Winburn, Kim for: Invalid expenditure – expense not approved per Gift Agreement.**
 - ⇒ Change funding source and resubmit.

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.
- There is not an option for partial reimbursement of a request. There must be sufficient funding in the Project ID to cover the total expense amount.
- Disapproved Reimbursement Requests can either be deleted or revised and resubmitted for approval/payment.
- Reimbursements cannot be edited or deleted unless in **PENDING** or **DISAPPROVED** status.
- Disapproved transactions in a reimbursement are not released until the reimbursement is deleted or the individual line items are removed.
- The **DELETE** button may not appear if the reimbursement request is currently in the process of authorization. You can only delete a reimbursement when the status is either set to **PENDING** or **DISAPPROVED**.