OSU
Oregon State
UNIVERSITY

Office of Budget & Fiscal Planning
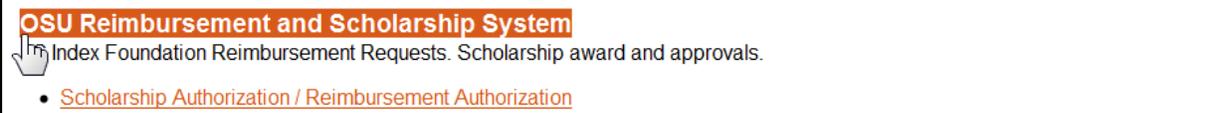Grant Reporting & Reimbursement Systems (GRRS)
GRRS Simple

OSU Reimbursement System—Revise (Edit) a Reimbursement

A completed reimbursement can be edited prior to a Signer's APPROVAL or after DISAPPROVAL by either the Signer or the Foundation. **Only** the originator of the reimbursement can edit or delete it. If a reimbursement has been DISAPPROVED, the originator must edit their original entry and resubmit for approval or delete the reimbursement. If the originator is no longer available, contact the OSU Office of Budget & Fiscal Planning.

NOTE: DW Transactions included in a DISAPPROVED reimbursement are not available for inclusion in another reimbursement until the original transaction has been deleted.

1) **Login and Locate the OSU Reimbursement & System Title and click.**

OSU Reimbursement and Scholarship System
Index Foundation Reimbursement Requests. Scholarship award and approvals.
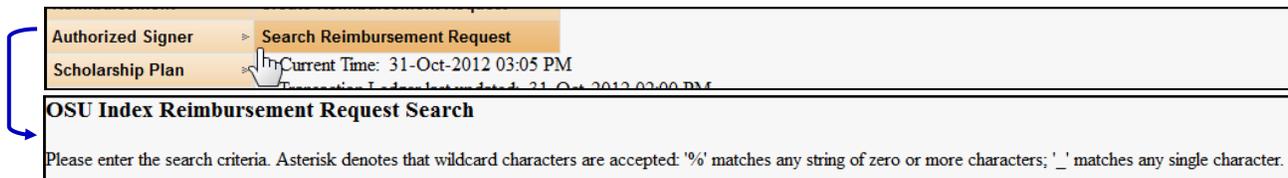• Scholarship Authorization / Reimbursement Authorization

For assistance with login & locate, see GRRS Simple, **OSU Foundation Reimbursement System-Locate & Login**

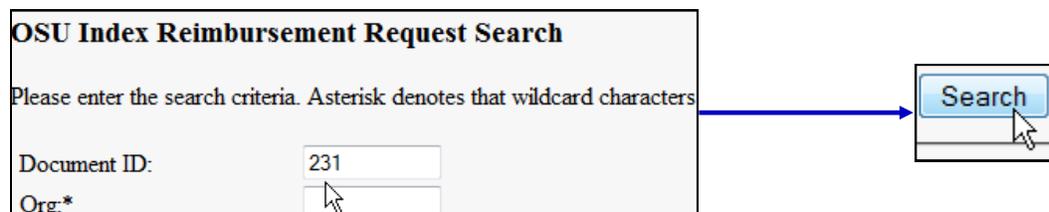2) **Next locate the *Reimbursement Request Originated by You* section on the page.**

Reimbursement Requests Originated By You (in process)

Doc ID	Index	Business Purpose	Total Amount	Req Date	Status

OR Open the OSU Index Reimbursement Request Search page.

Authorized Signer	▷ Search Reimbursement Request
Scholarship Plan	Current Time: 31-Oct-2012 03:05 PM

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.

3) **From the Reimbursement Requests List, locate the Doc ID**

255	FS01ID	Debug	$74.10	21-Sep-2009 11:10 AM
231	FS1280	Summers Schol/Ag HONORS	$2,000.00	21-Jul-2009 04:41 PM
2	FS1280	Burlingham Schol/AG	$19,150.00	21-Jul-2009 04:41 PM
148	FS1900	FOID less Test	$319.00	03 Apr 2009 12:15 PM

OR enter your Document ID number and then click Search to search for the reimbursement.

OSU Index Reimbursement Request Search

Please enter the search criteria. Asterisk denotes that wildcard characters
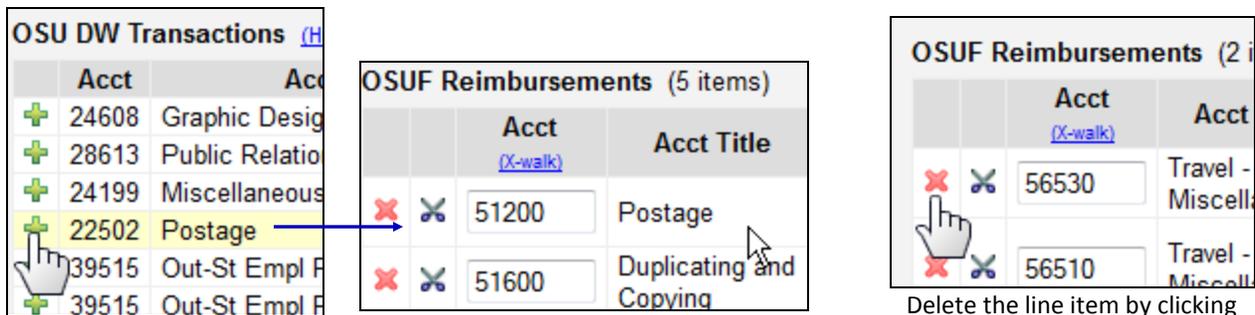
Document ID: 231
Org:*

[Search]

If you do not remember the Document ID, in the Req Status field, from the dropdown menu, select DISAPPROVED or OSUF_DISAPPROVED and click Search.
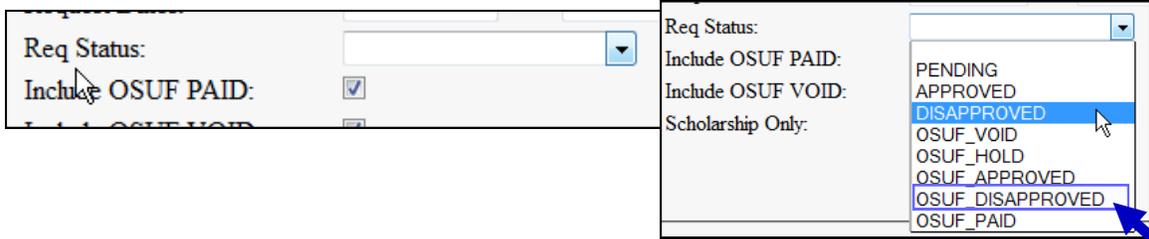
4) After the document has been located and opened, scroll down to the bottom of the page and click Revise.
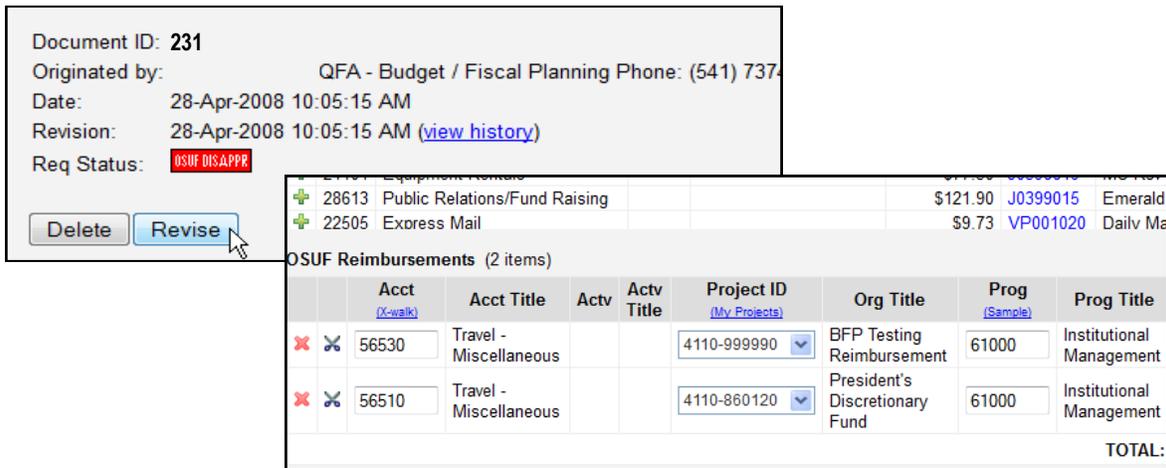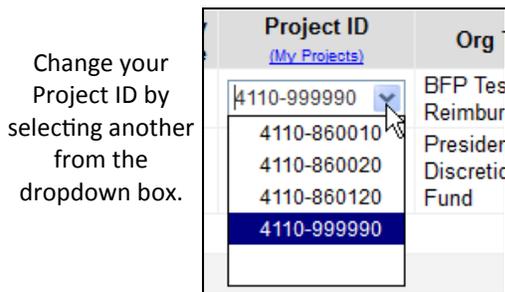

5) Next make the necessary revisions to your reimbursement document.

Add items from the DW Transactions list by clicking the green plus sign, and moving them to the OSUF Reimbursements section.

Delete the line item by clicking on the red X, and returning it to the DW Transactions List.

Change your Project ID by selecting another from the dropdown box.

Select the wrong signer? Choose another from the dropdown list.

6) **When your revision is complete, click** Cancel Next

7) **If the revisions were accepted by the System, the following message will appear. Click submit to send the reimbursement for approval.**

Note: If the information on this page is correct, click the submit button to forward to the approver(s) ›   Edit Cancel Submit
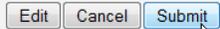
NOTE: If there is an error in your revised reimbursement, the System will require you to correct your entry before moving forward.

8) **The Reimbursement request is added to the Approver's approval queue. The System sends an email message to the Signer with a link to the Signer's approval queue and a list of the reimbursements pending their approval.**

Common Reasons for OSU Foundation Disapproval of Reimbursement Requests:

- Insufficient Funds—The Project ID does not have a sufficient fund balance to cover the expense submitted for reimbursement.

- Pending Transfer from an Endowment—Same as Insufficient Funds.

- Cash Balance exceeds the Approved Balance. Use Clearing Fund to off-set the Expense—The OSU fund cash balance exceeds the allowable balance, greater of $2,500 or one month Payroll Encumbrance.

- Insufficient Information provided in the Business Purpose block.

- Invalid Expense—Expense is not reimbursable under the Gift Agreement.

- Scholarship Expense—Scholarships are not reimbursable through the Reimbursement System process. See Scholarship System.

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.

- Reimbursements can only be edited or deleted when in **PENDING, DISAPPROVED or OSUF_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.