

Here is an example to walk through the system

- This is a receipt for the class of 2024 Halloween Party
- It cost \$263.11 total and has examples of all three natural classes (Alcohol, Food/Non-alcoholic drinks, supplies) involved in the receipt
- The following slides will show screenshots of how to fill out the form if you would like to be reimbursed for this expenditure
- You do not need to highlight/edit your receipts (that's just me trying to help you visualize how to break down receipts), all you need to do is accurately calculate the amounts, how to do so will be explained more in detail below



Initial Steps

Yellow box with a caption indicates areas you need to fill out

I would write down the Request # (1235966 here) for your own records

* indicates a required field

PAYMENT REQUEST Request 1235966

Date Submitted	Submitter	Department	Finance Center
11/03/2023	Koo, Michael		Geisel Finance Center

Date Not Necessary

Invoice Date	Expenditure Date (for PTAE0 validation)	Business Purpose (will display on check)*	Finance Center
10/22/2023		Write a quick description of what you were spending for	Geisel Finance Center

Make sure to click "Geisel Finance Center"

Legal Payee Name*	Business Purpose (will display on check)*
koo	

Linds koog , Carl	INDIVIDUAL	TEANECKNJ		Teaneck	NJ
Mick kool , Daniel	EMPLOYEE	HOME	f003gkg	Hanover	NH
Yim, Ryan Hyun koo				HANOVER	NH
Che, Yeon- Koo				NEW YORK	NY
Koo , Andrew L	EMPLOYEE	HOME	d38574z	Hanover	NH
Koo , Michael	STUDENT	HINMAN	f004nvh	HANOVER	NH
Koo , Michael	STUDENT	HOME	f004nvh	NORWICH	VT
Koo , Michael	STUDENT	LOCAL	f004nvh	NORWICH	VT
Koo , Olivia Na-Young	STUDENT	HINMAN	f006h8r	HANOVER	NH
Koo , Olivia Na-Young	STUDENT	HOME	f006h8r	LOS ALAMOS	NM
Koob , Andrew O	EMPLOYEE	HOME	d19942e	White River Junction	VT

Type your LAST NAME into the box to cause the menu of names to pop up. Pick the address you want your check to be sent to, I usually default local. If you have direct deposit set up that will auto population once you select local

Next Steps

Invoice Date

10/22/2023

As you can see, putting in local auto populated with "JPM-Digital" indicating that my reimbursement will come into direct deposit, if you have never gotten a reimbursement before, you will get an email for the option to set up direct deposit afterwards

Write a quick description of what you were spending for

Legal Payee Name*

Koo, Michael

Business Purpose (will display on check)*

Food and Drink for Halloween Party

LOCAL

STUDENT

307692

GL/OGA Description (if different from Business Purpose)

Michael Koo

JPM-DIGITAL

Payment Type

Travel/Business Expense

Payment Amount

263.11

Anticipated Pay Date

Populates when processed in AP

I have expenses to report that are for (select all that apply):

Non-Travel

Travel

Payab

Accon

Click travel/business expense and then check "non-travel"

Consult the Bu
obtain current

Total amount on receipt

► Address

New Payee/Address

Natural Classes and How to Break it Down

- Natural classes are a way to categorize spending, students will be responsible for accurately calculating the amounts of their reimbursement in each of the following three natural classes: Alcohol (8202), Food/Non-alcoholic drinks (8151), Supplies (7511)
- **Alcohol** can only be beer/wine, no liquor/hard alcohol can be reimbursed
- **Food/Non alcoholic drink** will be the majority of reimbursements, this includes food from restaurants and catering. Please add tax/tip for orders under this category as well
- **Supplies** are EVERYTHING else that doesn't fit into one of the previous two categories
- Please add up the amounts of each line-item on the receipt to calculate totals for each of the three categories, for example, in this receipt, the **Alcohol** category was calculated as 26.99 + 17.49 + 16.99 + 10.99 + 10.99 = 83.45

Supplies = 30.98
 Food/Drink = 148.68
 Alcohol = 83.45



30.98
 83.45
 + 148.68
 263.11

262 PLAINFIELD ROAD
 W. LEBANON, NH
 Club Mgr. Steven Bernash
 has to add up

Club:320 Reg:9 Trans:2537
 Cashier:486422 10/22/23 03:53pm

 *** MEMBERSHIP ID. 32043081257 ***
 *** MEMBERSHIP EXPIRES ON 07/24 ***

 CASH CREDIT DBIT ONLY
 85025100425 SPO140Z 20.37 N
 3 @ 6.79
 3400099758 HSY FAC FAVS 19.99 N
 88867016531 HLLWEEN PACK 18.99 N
 2163352 CCPN-HLLWEEN 3.00-N
 88867014073 WF MANGO 8.49 N
 3120020114 OS 100% CRAN 10.49 N
 78113871922 DTBTC220Z 8.98 N
 2 @ 4.49
 88867011378 WFSEASWAFF4 7.99 N
 6456322685 DINOBUENUG 15.99 N
 88867001324 WF Y ONION3# 2.49 N
 88867004600 WF LIMES 4.99 N
 88867001322 WF REDONION3 2.99 N
 81804202151 CILANTRO 5.98 N
 2 @ 2.99
 88867011075 AVOCADO 5 CT 12.98 N
 2 @ 6.49
 7096900243 ORG GARLIC 2.99 N
 5783602079 ROMATOMATO 4.99 N
 88867003297 BJ RED CUP 14.99 N
 1299381237 LACROIX VAR 9.99 N
 2840005140 PICK N' PACK 8.98 N
 8769200971 TRULY 24PK 26.99 N
 8500003609 HGHNOONTEQ8P 17.49 N
 4182780124 DKNSPKTEA 12 16.99 N
 8500001819 ALAMOS MALBC 10.99 N
 89465500109 90+ P NOIR 10.99 N

 **** SUBTOTAL 263.11
 **** TOTAL 263.11

*****0879 ENTRY: H
 Purchase 00 APPROVED
 AUTH 032676
 TERMINAL NUMBER 7807303209
 10/22/23 03:59pm 320 9 2537 486422
 VISA CREDIT
 AID: A0000000031010

Visa 263.11
 CHANGE 0.00
 Date of Birth = xx/xx/xx KEYED
 TOTAL ITEMS = 28

As a BJ's Member I JUST SAVED: \$39.53
 BJ's Member Savings 36.53

Applying Natural Classes to GL Strings

▶ Address

New Payee/Address

Chart Strings
 General SG/discretionary fund - 30.207.283012.740150.0000
 Joe O'Donnell Fund - 30.207.768569.740000.0000
 Fran Field Fund - 30.207.761563.111550.0000

Click GL string and "add additional string" for each natural class being used, I needed three total as I'm using all three natural classes

Use the appropriate GL string based on where funding is coming from. JOD/FF have different chart strings from the general student government chart string. Any discretionary funding should use the general SG string

Put in each natural class and the amounts for each

▼ Chart Strings

#	Chart Type*	Chart String*		Amount*	
1	GL String	30.207.283012.740150.0000	7511	30.98	Remove
		Geisel School of Medicine . DMS Student Affairs . Student Activity Government . Student Activities Programming . Default	SUPPLIES Office		
2	GL String	30.207.283012.740150.0000	8202	83.45	Remove
		Geisel School of Medicine . DMS Student Affairs . Student Activity Government . Student Activities Programming . Default	ENTERTAINMENT Fed Unallow Alcohol		
3	GL String	30.207.283012.740150.0000	8151	148.68	Remove
		Geisel School of Medicine . DMS Student Affairs . Student Activity Government . Student Activities Programming . Default	NONTRAVEL Meals Local		
				Total:	263.11

Add Additional String

Department Administrator Access

Department Administrator Additional Access

Check box if chart strings above are outside your Department or if this request does not use any chart strings

Special Handling

Reason

This total is auto calculated by the amounts you type in, it MUST equal the total put above or else your reimbursement will not be approved, it might still be submittable but it will greatly delay your reimbursement

External funding example with multiple different GL strings

Let's say that you had a \$400 receipts for an event that was partially covered by the Joe O'Donnell fund, you were approved for up to \$250 in funding from the JOD fund.

The receipt has \$300 worth of food/drink and \$100 worth of alcohol for the event. This is how you would fill out the GL strings.

The SG GL string should cover \$150 of the total spending that was not approved for by the JOD fund. Use the GL string twice to cover the \$100 in alcohol (natural class 8202) and \$50 of the \$300 in food (8151)

Chart Strings

#	Chart Type*	Chart String*		Amount*	
1	GL String	30.207.283012.740150.0000	8202	100.00	Remove
		Geisel School of Medicine . DMS Student Affairs . Student Activity Government . Student Activities Programming . Default	ENTERTAINME NT Fed Unallow Alcohol		
2	GL String	30.207.283012.740150.0000	8151	50.00	Remove
		Geisel School of Medicine . DMS Student Affairs . Student Activity Government . Student Activities Programming . Default	NONTRAVEL Meals Local		
3	GL String	30.207.768569.740000.0000	8151	250.00	Remove
		Geisel School of Medicine . DMS Student Affairs . ODonnell J MD 71 Fund for Students . Student Activities Administration . Default	NONTRAVEL Meals Local		
				Total:	400.00

Add Additional String

Department Administrator Access

Department Administrator Additional Access

Check box if chart strings above are outside your Department or if this request does not use any chart strings

JOD GL string should be used for the \$250 that you were approved for. Use one natural class for this

Attaching your receipt

- You can submit multiple receipts onto one reimbursement, just make sure all the numbers and breakdown of natural classes adds up


- The single most frustrating part is receipts need to be under 7.1 MB, this means your airdrops from your phone are too much data, I just take a screenshot onto a word document and save as a pdf

The screenshot shows a web form for submitting a reimbursement. The 'Document Type' dropdown menu is open, displaying a list of document types. 'AP - Receipt' is highlighted in blue, and a yellow box with the text 'Select AP - Receipt' and a downward arrow points to it. Below the dropdown, the 'Add Attachment' button is visible, with a yellow box pointing to it containing the text 'Clicking this makes this whole screen pop up'. The background shows parts of the form, including 'Department Administrator Access', 'Special Handling', 'Attachments', and 'Approvals' sections. At the bottom, there are fields for 'Approver Last, First', 'Add This Approver', and 'I Approve' buttons. A note at the bottom right states: 'I approve this expense and attest that the charges are allowable, allocable, necessary, and reasonable.'

Final Steps and Submission

Special Handling Reason

This was where the receipts were attached to



Add Attachment

Attachments

No Documents are attached to this form.

Approvals

Make sure to put "Buzzell, Courtney" as the first approver

Then click "add this approver" and add "Hoisington, Tina" as a second approver

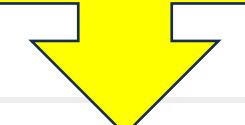
No Approvers are currently on this form.

Add This Approver **I Approve**

I approve this expense and attest that the charges are allowable, allocable, necessary, and reasonable.

Other Instructions/Comments

THEN SUBMIT BECAUSE YOU'RE DONE!!!!



Save Without Submitting **Submit** **Close Without Saving**