

**Overview & Objective** – The purpose of this I M & U is to demonstrate reimbursement selection and check printing from the Employee Expense Module. These procedures are completed by the Staff Accountant.

**Initial Navigation** – To navigate to Select to Reimburse / Print Checks (from the Accounting Console):

1. Go to the Applications dropdown (upper right hand corner)
2. Select the Employee Expense Module
3. Once in the Employee Expense Module go to the Activities dropdown (upper left hand corner)
4. Select the Activity “Select to Reimburse” or “Print Checks”

**Reimbursement Selection** – The title “Select Expense Reports to Reimburse” should appear in the upper left hand corner. Unless the User wants to filter, click the “List” link in the upper right hand corner (presents all reimbursements). The title “Select to Pay” should appear in the upper left hand corner, entry as follows:

- **Pay Method** – Choose the payment method to be used. The selection should be “Check” if checks will be printed, or “Cash” if the employee will be reimbursed through payroll (generally direct deposit).
- **Bank** – Choose the applicable bank account that checks will be drawn from or the account that cash will be drawn on (in the case of reimbursement through payroll).
- **Payment Request** – If ALL reimbursements for a select employee will be printed on a single check then choose “One per Employee (per payment date)” radio button. If each individual reimbursement for a select employee will be printed on separate checks then choose, “One per expense report.”
- **Set Payment Date To** – If ALL payment selections will have the same date then input that date in the “Set Payment Date To” field. If a date is not supplied in either this field or the “Payment Date (defaults to today)” field (see below), then today’s date will be used for all selections.

**Note:** It is imperative that if the “Cash” Pay Method is selected then the date of the bank auto-debit is recorded in the “Payment Date (defaults to today)” field (see below). This is true because it is unlikely that bank auto-debit activity occurred the same day as the Intacct default date (I.E. today).

- **Pay Full** – For any payment selection mark the check-box “Pay Full.”
- **Payment Date (defaults to today)** – If individual payment date selections are required input the date in this field.

**Note:** It is imperative that if the “Cash” Pay Method is selected then the date of the bank auto-debit is recorded in the “Payment Date (defaults to today)” field (I.E. this field). This is true because it is unlikely that bank auto-debit activity occurred the same day as the Intacct default date (I.E. today).

⇒ When all reimbursement selections have been made click “Save” (upper right hand corner).

**Check Printing** – The title, “Print Checks” should appear in the upper left hand corner, entry as follows:

- **Select to Print** – To confirm the printing of any check mark the check-box “Select to Print.”
- **Print Details** – To include the line-item details on any printed check mark the check-box “Print Details.”
- **Check Memo** – For any account #'s to be printed on the check enter them in the field “Check Memo.”

⇒ Once selections are made as above, load check stock into printer and click “View PDF.”

- **Confirm Check(s) Printed Correctly** – If the checks printed correctly then mark the check-box “Select to Confirm/Void,” and click the [Confirm] button (middle of the screen).
- **Void Check(s) Not Printed Correctly** – If the checks did not print correctly then mark the check-box “Select to Confirm/Void,” and click the [Void] button (middle-right of the screen).

**Overview of Process** – An overview of expense entry, approval, select to reimburse, and check printing:  
Enter Expense Report (Expense Batch) => Approval => Select to Reimburse => Print Checks

**Further Instruction & Use** – For further information regarding select to reimburse and check printing contact your Account Executive or call The NDH Group, Ltd. at 312.461.0505.