

PRACTICE LESSON 2

Reimbursement Requests Training Site Only

1. Using PTD's "Grant Reimbursement Request" form and your imagination as your data sources, create a reimbursement request for your agency. (Practice adding comments and attachments too.)
2. Write down the 8 digit OPTIS document number for the reimbursement request and the central file number (agreement number) it pertains to.

Document Number _____ Agreement Number _____

3. Submit the request to PTD. (If the agency you're using for practice is missing APRs for the quarter you choose, you will not be able to complete the final step. When this happens in **Production**, save your request and complete your outstanding APRs and/or contact PTD to resolve. For today's practice, just save and close.) Close the reimbursement request if it's still open and return to the home page.
4. Using "Document Search by Number", find and open the reimbursement request you just created using the document number from 2. above.
5. From the reimbursement request, find the overview screen for your entire agency. Notice that the reimbursement request just submitted is complete, and the corresponding payment request has been created.
6. From the overview screen, open the sub-grant agreement for the reimbursement request (select the agreement no. you recorded in step 2.)
7. By checking the "Payments Pending" field on the sub-grant agreement you can see the new reimbursement request amount pending.
8. Check the available balance for this agreement. (Notice it does not include pending payments.)
9. Find the reimbursement request again and forward it to someone else. Refresh the screen and open the Work Flow History to see who has the document now.

