

Request for Reimbursement (RFP)



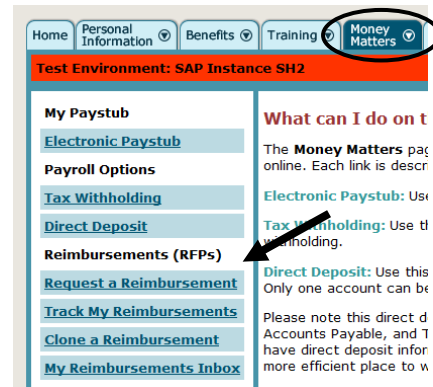
Quick Reference Card

Use the online RFP form to request a reimbursement for yourself for non-taxable purchases. Route the RFP to a reviewer or approver. Your Approver will route the completed RFP to Accounts Payable. Access the Online Help for full details on how to complete the RFP form.

Step One: Access SAPweb Self Service > Money Matters > Reimbursements (RFPs)

1. Go to: <http://web.mit.edu/sapwebss>
2. Select the **Money Matters** tab.
3. Select **Request a Reimbursement**.

A blank **Request a Reimbursement** form opens with your name as the Payee.



Step Two: Enter Required Information on the Request a Reimbursement Form

1. Your name is displayed as the Payee. You may assign a name of your choice to an RFP to make it easier to locate and sort.
2. Enter Line Item information – **G/L Account** and **Cost Object** may be left blank for a reviewer or approver to complete. Enter the **Amount** of all receipts. An **Explanation** is required.

Click to **Add Line** if costs are to be split among multiple G/Ls or Cost Objects.

3. Add a **Note to Central Office** (optional) for Accounts Payable or OSP. Be sure to follow up with a phone call.
4. The **Save and Continue** button creates your RFP record in SAP and assigns it a number. **Your RFP is “parked” until it is Sent to your reviewer or approver or to Accounts Payable.**

Required fields are marked by an asterisk *

Request a Reimbursement (RFP)

Save & Continue

Reimbursement details

Payee	Jeffrey D Pankin
Charge to	MIT
Name this RFP	Available for your use.

Line items

1.	* Date of Service	* G/L Account	* Cost Object	* Amount
	mm/dd/yyyy			\$
* Explanation				
<input type="text"/>				
Add Line				

Note to Central Office

Requests to Accounts Payable must be confirmed with a phone call (3-2750).

Save & Continue

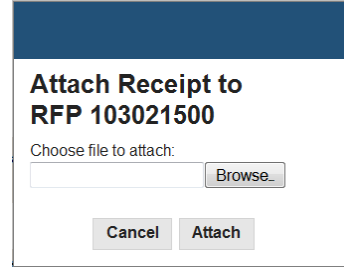
Step Three: Attach Receipts

Receipts should be scanned into a file to be attached to the RFP online document. Acceptable file formats include jpg, txt, gif, pdf, png, tiff, or bmp. The files size must be less than 2MB.

The dialog box shown at the right will appear right after you click **Save and Continue**. You may choose cancel to attach receipts at a later time. To attach receipts:

1. Click the **Attach Receipt** button.
2. Click **Browse** and locate the file with your scanned receipts.
3. Click **Attach** to link the scanned receipts file to the RFP.
4. Click **View Receipts** on the RFP form to open attached files. These may be viewed but not edited.

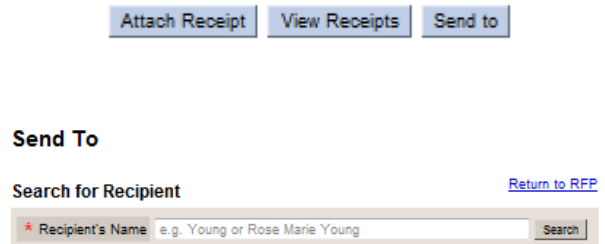
Note: You may attach receipt files at any point in the process.



Step Four: Send to

When an RFP is complete it **must be sent** to the next person in the process. This is essential to move the RFP to the next step. **Send to** allows you to forward your RFP to a reviewer or approver. Your DLC approver will send the RFP to Accounts Payable for final approval and payment.

1. Click the **Send to** button.
2. Enter the recipient's name in the **Search for Recipient** box.
3. From the list of results, click on the desired recipient's name
4. Add any optional **Note to Recipient**.
5. Click the **Send** button.



When an RFP is sent to another person or office a **Confirmation** screen is displayed with a read-only version of your RFP. To access an editable version of your RFP you must open it from your **Inbox**.

Track My Reimbursements

Track My Reimbursements allows you to view an existing RFP in a read-only view. You can search for your RFP based on a date range. Go to: <http://web.mit.edu/sapwebs> and select the **Money Matters** tab. Select **Track My Reimbursements**.

1. Default search is for all unpaid RFPs. Choose a date range using the pop-up menu under Select RFPs to Display and click Change Range.
2. Click an RFP# to open a read-only view.
3. Click a column head to sort by that column.

RFP Status

Select RFPs to display

Unpaid (all dates) Change Range

Search Results

RFP #	Creation Date	Payee	Amount	RFP Name	Location/Status	Last Action
0104096887	3/21/2010	Jeffrey D Pankin	\$40.00	test 9	pankin	3/21/2010
0104096816	3/17/2010	Jeffrey D Pankin	\$46.75	test 7	pankin	3/17/2010
0104096817	3/17/2010	Jeffrey D Pankin	\$25.00	test 8	pankin	3/17/2010
0104096653	3/12/2010	Jeffrey D Pankin	\$45.00	test 3	pankin	3/12/2010
0104096676	3/12/2010	Jeffrey D Pankin	\$19.28	test 4	pankin	3/12/2010
0104096680	3/12/2010	William F McAviney	\$46.75	test 5	rcasey	3/12/2010
0104096627	3/11/2010	Jeffrey D Pankin	\$10.18		bmcavin	3/18/2010
0104096515	3/9/2010	Jeffrey D Pankin	\$35.00	test 2	bmcavin	3/9/2010

My Reimbursements Inbox

To access your RFP Inbox go to: <http://web.mit.edu/sapwebs> and select the **Money Matters** tab. Select **My Reimbursements Inbox**.

1. The **Status** column shows whether an RFP has been Saved, Sent for Approval or Rejected. Note the icon glossary in the upper right corner of the page.
2. Click an RFP# to view it. It will be editable unless someone else currently has it open.
3. Click the check box in the far right column and click **Delete Selected** to delete checked RFPs.
4. Click **Clone** to create a new RFP based on the RFP you clone (see below).

RFP Inbox

Action	State	Receipt	RFP #	Creation Date	Payee	Created By	Cost Object	Amount	
			104096643	3/12/2010	Robert P Casey	bmcavin	6915257	\$1,224.24	<input type="checkbox"/>
		Yes	104096651	3/12/2010	Louis Milton	bmcavin	2737199	\$212.00	<input type="checkbox"/>
		Yes	104096887	3/21/2010	Jeffrey D Pankin	pankin	2737199	\$40.00	<input type="checkbox"/>
Clone		Yes	104096816	3/17/2010	Jeffrey D Pankin	pankin		\$46.75	<input type="checkbox"/>
Clone			104096817	3/17/2010	Jeffrey D Pankin	pankin		\$25.00	<input type="checkbox"/>
Clone			104096888	3/21/2010	Jeffrey D Pankin	pankin	2737197	\$50.00	<input type="checkbox"/>
Clone			104096889	3/21/2010	Jeffrey D Pankin	pankin		\$25.00	<input type="checkbox"/>
		Yes	104096676	3/12/2010	Jeffrey D Pankin	pankin		\$19.29	n/a

Clone a Reimbursement

Clone a Reimbursement allows you to create a new RFP based on an existing RFP which has some usable information. You may choose Clone from your Inbox or use the method described below. Go to: <http://web.mit.edu/sapwebs> and select the **Money Matters** tab. Select **Clone a Reimbursement**.

1. Use Search for RFPs to locate the desired RFP to clone.
2. Enter search criteria in any field or fields.
3. Narrow the Date Range if possible for a faster search.

After the search click the Clone button in the search results to clone that RFP.

Clone an RFP

Search for RFPs

RFP Name	<input type="text"/>
Charged to	MIT
RFP Number	<input type="text"/>
* Creation Date(s)	1/21/10 to 3/21/10
Payee	<input type="text"/>
Created by	kerbid
Cost Object #	<input type="text"/>
G/L Account #	<input type="text"/>

Search

Search Results

Action	RFP #	RFP Name ▲	Payee	Cost Object	Created by	Cre
Clone	0104098627		Jeffrey D Pankin	6915257	pankin	3/1
Clone	0104098893		Jeffrey D Pankin		pankin	3/2
Clone	0104098901		Jeffrey D Pankin		pankin	3/2

See the online Help documentation for more complete information on RFPs. Visit the VPF Payments web page for clarification on appropriate uses of the RFP form.
vpf.mit.edu/site/accounts_payable/policies_procedures/requests_for_payment