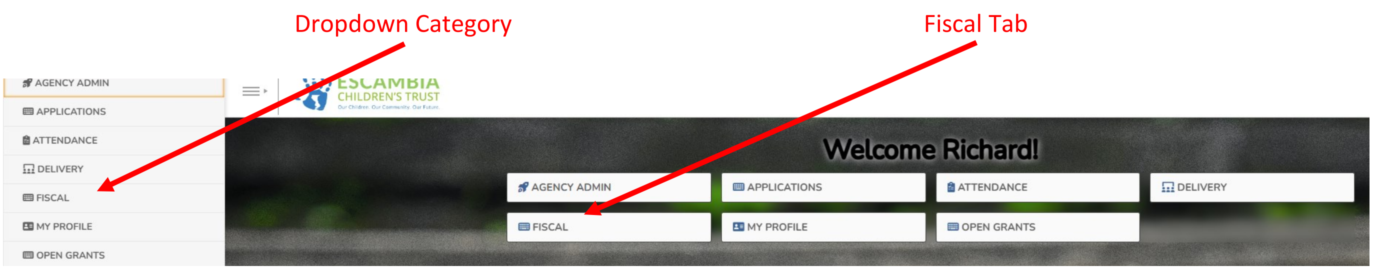
SAMIS

Provider: Financial Group

Creating and Submitting a Reimbursement

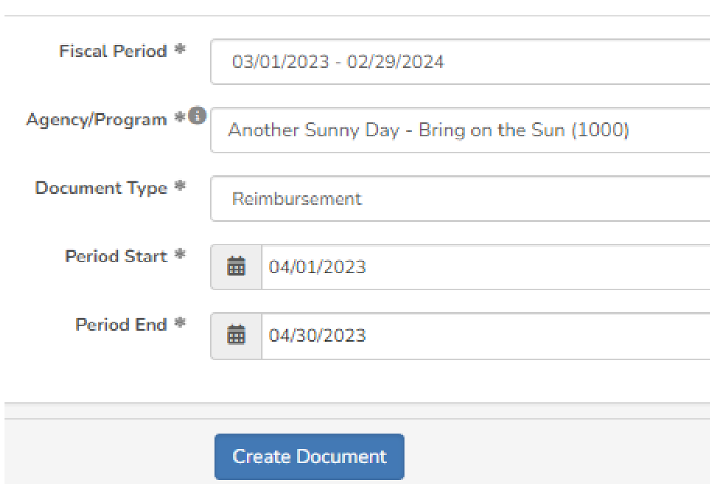
SAMIS Navigation

1. The SAMIS homepage can be found using the following link: **https://escambia.samis.io/**
2. You will then be asked to enter your email address (user name) and SAMIS password.
3. Go to the “Fiscal” section by either clicking on the dropdown category and selecting “Fiscal ” or selecting the “Fiscal” tab.



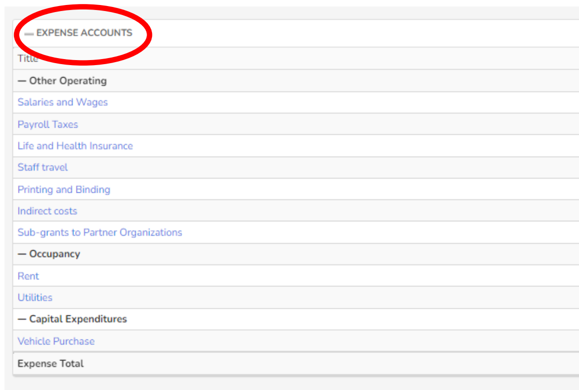
Creating a Reimbursement in SAMIS

1. In the “Fiscal” section hover your mouse over the down arrow next to “Fiscal Documents” and select “New Fiscal Document”.
2. Click on the down arrow next to “Fiscal Period” and select the fiscal period associated with the reimbursement.
3. Select the “Agency/Program” that is submitting a reimbursement from the dropdown list.
4. Select “Reimbursement” as the “Document Type”. Enter your reimbursement’s “Period Start” and “Period End” dates.
5. Click “Create Document” once all field have been completed.

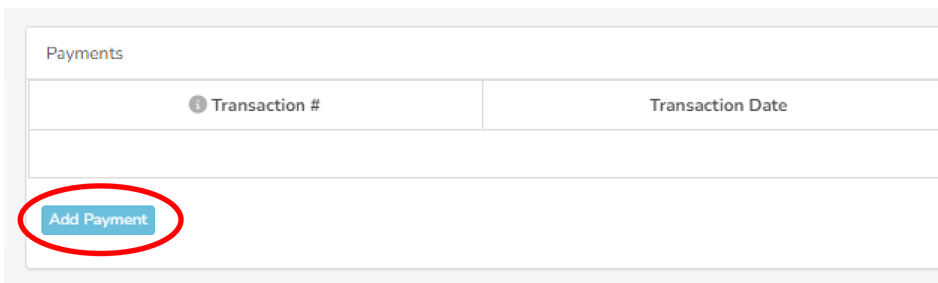


Creating a Reimbursement in SAMIS (cont.)

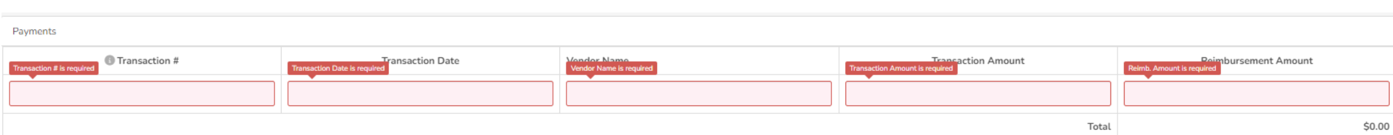
6. The next page contains multiple sections related to your programs budget. Scroll down to the "Expense Accounts" section to begin entering reimbursement information.



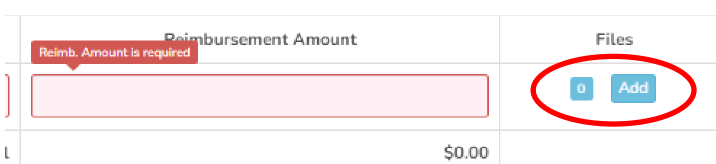
7. Each of your program's budget line items are colored in blue. Each reimbursement request should be filed under its corresponding line item. Using the above example, a rent reimbursement request should be filed under the rent line item.
8. Click on the blue colored line item to begin your reimbursement request.
9. Select "Add Payment" to enter the reimbursement information.



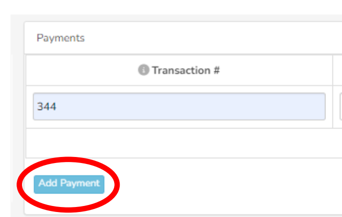
10. Complete the following fields: "Transaction #", "Transaction Date", "Vendor Name", "Transaction Amount", and "Reimbursement Amount".



11. Click the "Add" button under "Files" to attach your reimbursement's supporting documentation.



12. To add multiple reimbursement requests under a line item, click the "Add Payment" button. For example, if your organization has multiple staff members whose salaries are funded by ECT then each member's salary reimbursement request will need its own row.



Creating a Reimbursement in SAMIS (cont.)

13. Click “Save Payments” after all reimbursement transactions have been entered for the budget line item.
14. Once all budget line item requests have been completed, check your work using the “Reimb. Request” table column.

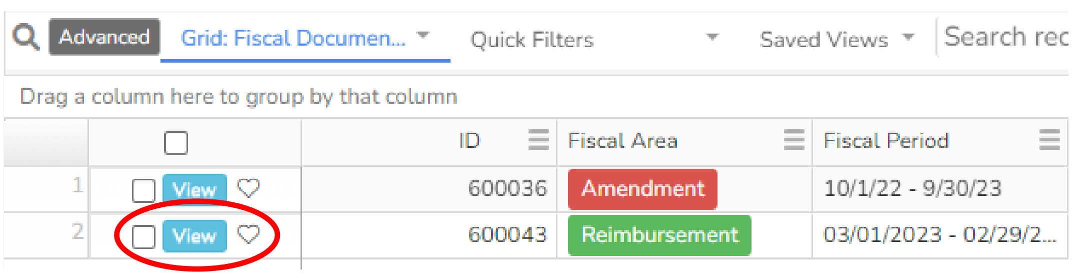
Submitting a Reimbursement in SAMIS

1. Click “Forward”, near the top of the “Fiscal Documents” page. This will initiate the next step in your reimbursement workflow.

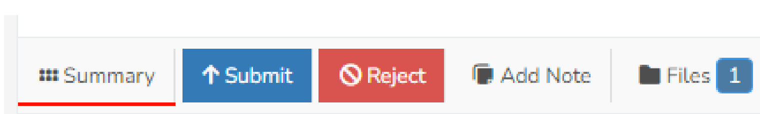
Helpful Hint

Referring back to the “Creating Financial Workflows” guide, clicking “Forward” sends the reimbursement request to either your program’s “Reviewer” or “Submitter”. Clicking “Forward” at this stage will not submit the document to Escambia Children’s Trust (ECT).

2. The forwarded document will then end up in the fiscal queue of either the “Reviewer” or “Submitter”.
3. The “Reviewer” or “Submitter” can access their queue by hovering the mouse over the down arrow next to “Fiscal Documents” and selecting “My Queue”.
4. They will then click the “View” button next to the document they are going to review or submit.



5. “Reviewers” have the option to “Forward” or “Reject”.
6. “Submitters” have the option to “Submit” or “Reject”.



7. After submitting the reimbursement the submitter will check the box certifying the request and click the “Confirm Submission” button.