

# SAMIS

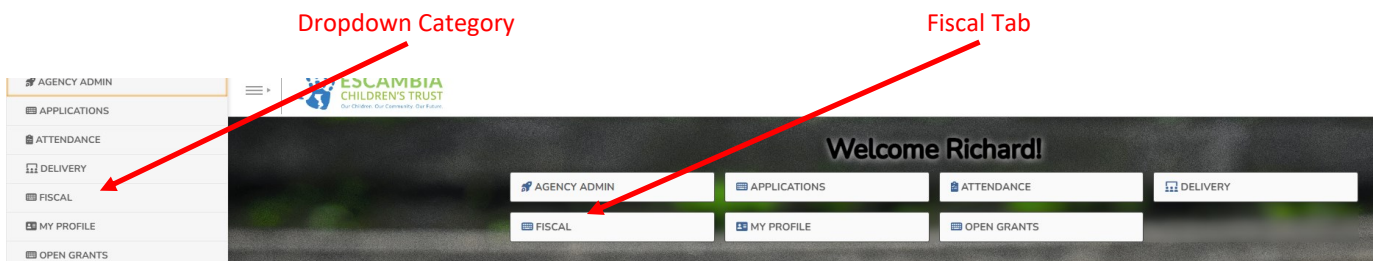
Provider: Financial Group



## 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.

A screenshot of a web form for creating a document. The form has five rows of input fields, each with a label and an asterisk indicating it is required. The first row is "Fiscal Period" with the value "03/01/2023 - 02/29/2024". The second row is "Agency/Program" with a small information icon and the value "Another Sunny Day - Bring on the Sun (1000)". The third row is "Document Type" with the value "Reimbursement". The fourth row is "Period Start" with a calendar icon and the value "04/01/2023". The fifth row is "Period End" with a calendar icon and the value "04/30/2023". At the bottom of the form is a blue button with the text "Create Document".

## 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.

EXPENSE ACCOUNTS
Other Operating
Salaries and Wages
Payroll Taxes
Life and Health Insurance
Staff travel
Printing and Binding
Indirect costs
Sub-grants to Partner Organizations
Occupancy
Rent
Utilities
Capital Expenditures
Vehicle Purchase
Expense Total

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.

Payments	
Transaction #	Transaction Date

[Add Payment](#)

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

Transaction #	Transaction Date	Vendor Name	Transaction Amount	Reimbursement Amount	Total
					\$0.00

11. Click the “Add” button under “Files” to attach your reimbursement’s supporting documentation.

Reimbursement Amount	Files
	<a href="#">Add</a>

Total: \$0.00

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.

Payments	
Transaction #	
344	05

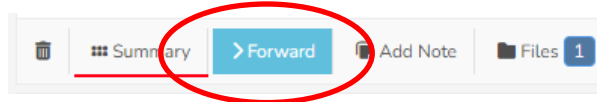
[Add Payment](#)

### 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

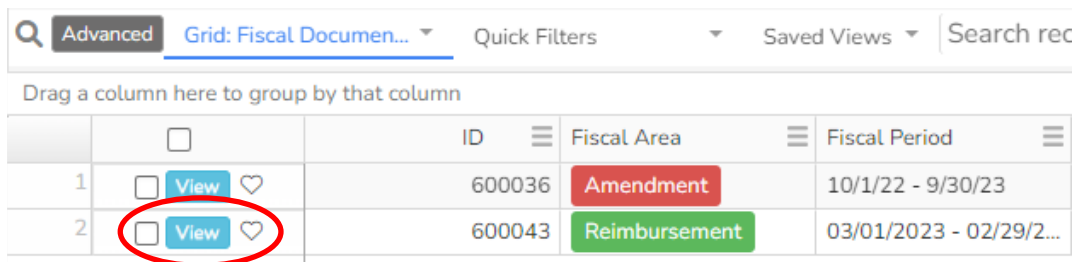
1. Click “Forward”, near the top of the “Fiscal Documents” page. This will initiate the next step in your reimbursement workflow.



### 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.

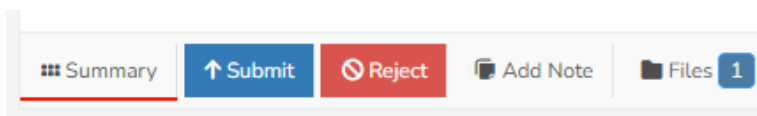


Advanced Grid: Fiscal Documen... Quick Filters Saved Views Search rec

Drag a column here to group by that column

	<input type="checkbox"/>	ID	Fiscal Area	Fiscal Period
1	<input type="checkbox"/> View	600036	Amendment	10/1/22 - 9/30/23
2	<input type="checkbox"/> View	600043	Reimbursement	03/01/2023 - 02/29/2...

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.