OSU Reimbursement System—Disapproved Reimbursements & Error Messages

Reimbursements may be disapproved at several points in the reimbursement process.

**OSU Status**
Approver/signer set the OSU Status to DISAPPROVED. Contact the signer directly for more information regarding the reasons for disapproval of the reimbursement.

**OSUF Status**
OSU Foundation (OSUF) DISAPPROVED the reimbursement request. The originator of the reimbursement request will receive an email notification that the Foundation has disapproved the reimbursement request, and action is needed.

HOW TO DETERMINE WHY A REIMBURSEMENT REQUEST WAS DISAPPROVED

1) Login and Locate the OSU Reimbursement System page.

2) A list of disapproved reimbursements, originated by you, may be displayed on the main screen. You can access the disapproved reimbursement by clicking on the Doc ID.

3) Enter the Document ID, if known OR From the “Req Status” pull down box select OSUF_DISAPPROVED or DISAPPROVED (by signer) then click Search.
A list of disapproved documents will appear in the Search Results block

4) From the Search Results, select your document from the Doc ID list, and click to open.

The reason for the Reimbursement disapproval is indicated at the top of the page. This is a general message with the time, date, and reason for disapproval of the reimbursement. In some cases, the Foundation will give the user specific information on how to resolve the issue.

```
This reimbursement request was disapproved by OSUF on 23-Sep-2018 11:10:23 AM for the following reason:
Current Cash Balance exceeds approved retained Cash Balance - Please use Unit CLRF-xxxx fund to clear transactions and resubmit.
```

There may be Reimbursements, as in the example below, where some line items are approved but others are not. Below each disapproved line item a reason is given.

```
<table>
<thead>
<tr>
<th>Acct</th>
<th>Acct Description</th>
<th>Acct Title</th>
<th>Project ID</th>
<th>Org Title</th>
<th>Prog</th>
<th>Prog Title</th>
<th>Amount</th>
<th>Doc Code</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>56530</td>
<td>Travel - Miscellaneous</td>
<td>4000-999990</td>
<td>BFP Testing Reimbursement</td>
<td>61000</td>
<td>Institutional Management</td>
<td>$289.53</td>
<td>10005610</td>
<td></td>
<td></td>
</tr>
<tr>
<td>56510</td>
<td>Travel - Miscellaneous</td>
<td>4000-999990</td>
<td>BFP Testing Reimbursement</td>
<td>61000</td>
<td>Institutional Management</td>
<td>($218.60)</td>
<td>10005610</td>
<td></td>
<td></td>
</tr>
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<td>56510</td>
<td>Travel - Miscellaneous</td>
<td>4000-999990</td>
<td>BFP Testing Reimbursement</td>
<td>61000</td>
<td>Institutional Management</td>
<td>($218.60)</td>
<td>10005610</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL: $361.33
```

For more information on how to revise or delete reimbursement request, please refer to the instructions for these actions.

**COMMON DISAPPROVAL MESSAGES**

System Disapprovals:

- **System: Line Item Disapproved: See Line Item detail**
  - Reason is listed below the line item in the body of the reimbursement

- **System: Pending Transfer from Endowment**
  - Caused by Insufficient Funds to cover the expense. In the case of Project ID funding coming from an endowment, the Reimbursement Request is placed on HOLD until the next endowment quarterly funding cycle.

- **System: Insufficient Funds**
  - Reimbursement is disapproved if funding is insufficient to cover the total expenses submitted on the reimbursement. Partial reimbursements are not permitted.
- **System: Invalid Signer**
  - An updated Signer Sheet has been submitted since the reimbursement was approved at OSU and that particular signer has been removed from the Authorized List of Signers.

- **System: Invalid Fund ORG**
  - Invalid Project ID is used for the reimbursement request.

**Examples—OSU Foundation Disapproval Messages**

- Disapproved by: Winburn, Kim for: Per call to Cal Conrad on 10/17/11 he will change OSUF acct #56603 for the $72.85 to #56600 Public Rel and then resubmit - Kim
  - Incorrect Foundation account code used

- Disapproved by: Winburn, Kim for: Change funding source to CLRF-XXXXXX and resubmit - Kim
  - Cash Balance exceeds approved balance

- OSUF Hold Reason: Cash Balance exceeds the approved balance – Use CLRF_xxxx clearing fund to offset the expense
  - Cash Balance exceeds approve balance

- Disapproved by: Winburn, Kim for: Invalid expenditure – expense not approved per Gift Agreement.
  - Change funding source and resubmit.

**Additional Information and Helpful Hints:**

- Banner/FIS Transactions are posted to the Reimbursement System every two hours during regular business hours, Monday through Friday, 8:00 am-5:00 pm.

- There is not an option for partial reimbursement of a request. There must be sufficient funding in the Project ID to cover the total expense amount.

- Disapproved Reimbursement Requests can either be deleted or revised and resubmitted for approval/payment.

- Reimbursements cannot be edited or deleted unless in PENDING or DISAPPROVED status.

- Disapproved transactions in a reimbursement are not released until the reimbursement is deleted or the individual line items are removed.

- The DELETE button may not appear if the reimbursement request is currently in the process of authorization. You can only delete a reimbursement when the status is either set to PENDING or DISAPPROVED.