Online Form 5 Instructions

The following are step-by-step instructions on entering data from a sample invoice into the Online Form 5 Reimbursement system. This sample includes the purchase of two separate line items from Newegg.

1. Select: Vendor (Steve Kriz)
2. Select UC Employee: (Yes)
3. Enter Short Description: (Newegg RAM Sticks)
4. Enter Requested Amount: ($433.23) This is the amount paid by the employee to the merchant
5. Enter Business Purpose for Reimbursement: (2 video cards and 4 RAM sticks for lab)
6. Enter Relationship to University: Is the Payee a UC Employee? (Yes)
7. Enter Primary Approver: (Jim Corkill)
8. Enter Title: (Controller)
9. Enter Store/Vendor Name: (Newegg)
10. Enter Date of Purchase: (2/08/2017)
11. Enter Taxable: (Yes) Yes indicates item purchased is subject to sales tax- No indicates item is not subject to sales tax.
12. Enter Total Receipt Amount: ($235.93) Enter amount for each line item purchased.
13. Enter Sales Tax Amount: ($15.95)
14. Enter Account-Fund-Sub-Object: (8-482550-25803-3-8000)
Dear Steve Kritz,

Thank you for shopping at Newegg.

We're delighted we had what you were looking for.

Your order should be processed and ready to be shipped within 1-2 business days. In some cases, we will also contact your bank for further verification. To prevent delays, please ensure that your billing address and phone number match with the information your card issuer has on file. Newegg takes these measures to protect our customers from debit/credit card fraud and identity theft. Below is your order confirmation. Please keep a copy for your records.

Order Summary

Order 1
Sales Order Number: 282184343
Sales Order Date: 2/8/2017 11:12:15 AM
Shipping Method: Super Saver (4-7 bus. days)

2 x [$109.99] EVGA GeForce GTX 1050 GAMING, 07G-P4-6150-KR, 2GB GDDR5, 1X12
OSD Support (PRO)
Subtotal: $219.98
Tax: $15.95
Shipping and Handling: $0.00
Total Amount: $235.93

Order 2
Sales Order Number: 2821842363
Sales Order Date: 2/8/2017 11:12:15 AM
Shipping Method: Super Saver (4-7 bus. days)

4 x [$15.99] Kingston ValueRAM 4GB (1 x 4GB) DDR4 2400 RAM (SODIMM: Memory) ECC Free DVD 256MB (2GB-P8) KVR24S17S6/4G8 (Micron B)
Subtotal: $183.96
Tax: $13.34
Shipping and Handling: $0.00
Total Amount: $197.30

Billing Information

Total

$433.23
15. Enter Store/Vendor Name: (Newegg)
16. Enter Date of Purchase: (2/08/2017)
17. Enter Taxable: (Yes) Yes indicates item purchased is subject to sales tax- No indicates item is not subject to sales tax.
18. Enter Total Receipt Amount: ($197.30) Enter amount for each line item purchased.
19. Enter Sales Tax Amount: ($13.34)
20. Enter Account-Fund-Sub-Object: (8-482550-25803-3-8000)
21. Select: Save Voucher

22. Select: Pass on for Departmental Approval

23. Main Menu: Select Out-Basket
24. **Out-Basket-Show Status: PendApprov** means that the voucher has been sent for approval.

<table>
<thead>
<tr>
<th>Voucher Number</th>
<th>Prepared Date</th>
<th>Payee's Name</th>
<th>Requested Date</th>
<th>Voucher Type</th>
<th>Short Description</th>
<th>Status</th>
<th>Preparer</th>
<th>Preparer Department</th>
<th>Voucher Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>130383</td>
<td>05/15/2018</td>
<td>STEVEN JOHN KRIZ</td>
<td>05/15/2018</td>
<td>Miscellaneous Reimbursement</td>
<td>Newegg RAM Sticks</td>
<td>PendApprov</td>
<td>Kriz, Steven J</td>
<td>ACTG</td>
<td>ACTG</td>
</tr>
</tbody>
</table>