



Imprest Claim On Line Data Entry Fields

Field Name	Data To Enter
1. Vendor	Enter the 10-digit Imprest vendor number. The vendor number should start with "4".
2. Invoice Date	Enter the date of the Imprest claim request.
3. Reference	Enter your self-assigned Imprest Claim number that should include the 2-digit fiscal year, 7-digit Cost Center, and 3-digit sequential number. Example: 17-1082301-001 where 17 is FY 2017-18, 1082301 is the cost center, and 001 is the first claim in the fiscal year. NOTE: Each claim number should be unique. Error will be encountered if a previously used reference number is entered.
4. Document Type	This field should be defaulted to "KI (AP - Imprest Replenishment)". If not defaulted to KI, see pages 8-11 for one time set-up instructions.
5. Amount	Enter the overall total of the Imprest claim.
6. Text	Click dropdown arrow to choose the appropriate claim type a) Regular Imprest Claim b) Title I Imprest Claim, or c) Closing Imprest Claim
7. G/L Account	Enter the GL code that is appropriate for the type of expense. Example: 430001 for supplies, etc.
8. D/C	Select Debit for expenses or Credit for adjustment. Example of adjustment: Duplicate claim or over reimbursement from previous claim(s) that you want to deduct from the current claim.
9. Amount in Doc Cur	Enter the amount for that line item



Imprest Claim On Line Data Entry Fields

Field Name	Data To Enter
10. Fund	Enter the fund for the program you are charging for that line item. Example: "010-0000" or leave it blank as this will be derived once your enter the Functional area in #11
11. Functional area	Enter the Functional Area for the program you are charging the line item.
12. Cost Center	Enter the cost center that owns the program where the line item is charged. If the cost center is other than your own, the authorization of the Cost Center Administrator being charged is required to be attached to the this document for Accounts Payable to pay the claim.
13. Text	Enter brief description of the item purchased.
14. Assignment	Enter the Imprest check number issued for that line item.