



Reimbursements

Note: Updates to the guide due to Trust Central Enhancements as of December are highlighted in yellow.

Trust Central Fiscal module allows an Agency, through the role of Creator, to initiate a reimbursement request. The Children's Trust uses the request for reimbursements to reimburse the agency for expenses paid by the Agency during the billing period that will be reported. All expenses must be billed in accordance with the approved budget. As a reminder, reimbursements are due by the 15th of each month following the invoiced period. Refer the Attachment B of your contract for more details.

Before you create a reimbursement

- A budget needs to be approved before creating a reimbursement
- Update Positions for any change in staff assignment. (For example, if reimbursement is requested for a position where a temporary TBD Staff was setup, the staff assignment must be updated before position can be reimbursed.

Fiscal Reimbursements: Business Rules

- Reimbursements are due on the 15th of every month following the invoice period, and they must be submitted by or before the due date.
- Only one (1) fiscal document can be processed at a time per program.
- Always keep original receipts, packing slips and any supporting documentation related to any expense incurred as required in your contract.
- The expenditures that are being requested for reimbursement agree with your executed budget.
- Changes in staff assignment must be recorded in Positions as soon as they occur. Add a comment to the reimbursement using **Note/Activity Log**, to denote any temporary substitution, that has occurred during the billing period and for which reimbursement is being requested. For example, "teacher A replaced teacher B for (enter date) in (program name).
- Trust Central FISCAL module adheres to a cost reimbursement method of payment contract. Therefore, reimbursement request should include only those expenditures paid within the billing period that is being reported.
- FICA/MICA is the only Fringe Benefit calculated by Position/Staff. All other fringe benefits (retirement, insurance, worker's compensation, unemployment) are entered as a total amount in the position named "Fringe Benefits".
- The Children's Trust requires that the contents in the Vendor Name field are substantial enough to connect each charge to the approved budget.
- Use the **Note/Activity Log** to add comment that may serve to clarify any item for which reimbursement is being requested.
- If the document is rejected, rejection comments can be found in the **Workflow Log**.

- For all contracts involving services provided by a subcontractor, the Attestation of Payment (Form D) must be uploaded directly from the reimbursement, using the **Files** button.

How to create a Reimbursement

Important: Fiscal module will not let the Creator to create a fiscal document if any other fiscal document is in the system pending for approval. In addition, **there must be an approved budget for the selected fiscal year to create a reimbursement.**

1. From the **Fiscal Dashboard** screen, hover over the **Fiscal Documents** tab and select **New Fiscal Document**.

2. Select the appropriate **Fiscal Period** from the dropdown list.
3. Select the appropriate **Agency / Program** from the dropdown list.

4. Select **Reimbursements** from the **Document Type** dropdown list.
5. Enter the first day of the month that will be reported in the **Period Start** field.
6. Enter the last day of the month that will be reported in the **Period End** field.
7. Select **Create Document**.

The system has now created a **Reimbursement** and is ready for you to enter expenses.

Understanding the Reimbursement Summary Screen

REIMBURSEMENT #600063: UNI XX12-4657 - TRAINING PROGRAM - MY SUNNY TRAINING AGENCY
My Sunny Training Agency

Summary Forward Advance/Adjustment Add Note Files 0 Workflow Log Note/Activity Log 0 Related Fiscal Documents Reports


THIS REIMBURSEMENT
(3) OUT OF (3) REIMBURSEMENTS FOR THIS BUDGET

Salary Request	\$11,673.20
Expense Request	\$1,633.00
Total Request	\$13,306.20
Net Adjustment	\$10,000.00
Net Reimbursement	\$3,306.20

YTD AMOUNTS
UP TO AND INCLUDING THIS REIMBURSEMENT

YTD Salary	\$24,695.20
YTD Expense	\$2,833.00
YTD Salary & Expense	\$27,528.20
YTD Adjustments Debits	\$15,000.00
YTD Adjustments Credits	\$10,000.00
YTD Adjustments Balance	\$5,000.00
YTD Net Reimbursed	\$32,528.20

BUDGET USED



Original Budget	\$100,000.00
Amended Budget	\$100,000.00
Remaining Balance	\$72,471.80

— SALARY ACCOUNTS

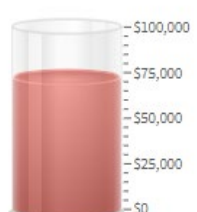
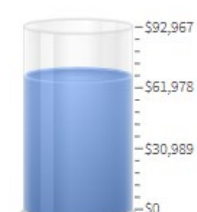
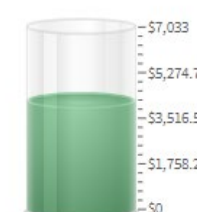
Title	Original Budget	Amended Budget	Reimb. Request	YTD Request	Balance	% Spent
Regular Salaries and Wages	\$78,000.00	\$78,000.00	↑ \$8,800.00	\$17,800.00	\$60,200.00	22.82%
FICA/MICA	\$5,967.00	\$5,967.00	↑ \$673.20	\$1,595.20	\$4,371.80	26.73%
Retirement Contributions	\$2,500.00	\$2,500.00	↓ \$0.00	\$850.00	\$1,650.00	34.00%
Life and Health Insurance	\$5,000.00	\$5,000.00	\$2,000.00	\$4,100.00	\$900.00	82.00%
Workers Compensation	\$500.00	\$500.00	↑ \$100.00	\$200.00	\$300.00	40.00%
Unemployment Compensation	\$1,000.00	\$1,000.00	↑ \$100.00	\$150.00	\$850.00	15.00%
Total	\$92,967.00	\$92,967.00	\$11,673.20	\$24,695.20	\$68,271.80	26.56%

Expense Accounts: Provides the total expenses related to Salaries and Fringe Benefits accounts

— EXPENSE ACCOUNTS

Title	Original Budget	Amended Budget	Reimb. Request	YTD Request	Balance	% Spent
— Operating Expenses	\$7,033.00	\$7,033.00	\$1,633.00	\$2,833.00	\$4,200.00	40.28%
Supplies (program)	\$1,033.00	\$1,033.00	↓ \$50.00	\$750.00	\$283.00	72.60%
Indirect Cost	\$1,000.00	\$1,000.00	↑ \$83.00	\$583.00	\$417.00	58.30%
Subcontractor	\$5,000.00	\$5,000.00	↑ \$1,500.00	\$1,500.00	\$3,500.00	30.00%
Expense Total	\$7,033.00	\$7,033.00	\$1,633.00	\$2,833.00	\$4,200.00	40.28%

OVERALL: 28% SALARY: 27% EXPENSE: 40%

Totals and Balances

Budget Usage

Use this icon to delete the fiscal document

Use Summary to return to the main screen of the fiscal document

Use add note to provide additional information related to the fiscal document. All notes are recorded in Note/Activity Log.

Use Files to add supporting documentation related to the fiscal document (if required).

Workflow Log records all approval actions related to the fiscal document. In **reimbursement only**, it records the rejection comments.

Use Related Fiscal Document to access other fiscal documents related to the program.

Reimbursement reports can be accessed from the reimbursement screen.

If applicable, use **Advance/Adjustment** to repay the advanced amount.

User assigned to the creator role can modify the reimbursement period.

Provides information related to the approval workflow and manage workflow setup.

Arrows denote a change in the amount requested from a prior period.

When entering payment information use the following guideline to assist in recording your expenses in FISCAL:

Payment made using:

Credit Card Enter information of the payment made to the credit card company. Include credit card company name in the Vendor Name field. Include the vendor’s name where the purchase was made in the field **Notes**.

For example, a check paid to Capital One for office supplies would be listed in FISCAL as follows:

Transaction #	Transaction Date	Vendor Name	Notes	Transaction Amount	Reimbursement Amount
18373	12/01/2022	Capital One	Office Depot - Supplies	425.40	5.65
				Total	\$5.65

Debit Card Enter the confirmation or transaction id in the **Transaction#** field. This number can be found in the receipt.

Example: Debit card transaction that paid for student books. The **Notes** field can be used to provide additional information related to the transaction, if needed.

Transaction #	Transaction Date	Vendor Name	Notes	Transaction Amount	Reimbursement Amount
2546814	12/15/2022	Barnes and Nobles	Student Books	150.45	150.45

EFT or ACH Enter “EFT” or “ACH”, and include the confirmation number in the Transaction # field.

Example of EFT transaction

Category	Transaction #	Transaction Date	Payee	Amount
Salary	EFT 123456	12/16/2022	ADP Payroll	25,025.23

Example of ACH transaction

Transaction #	Transaction Date	Vendor Name	Notes	Transaction Amount	Reimbursement Amount
ACH 58625-5825-89625	12/15/2022	AT&T		930.01	130.00

Petty Cash Enter ‘PC’ for petty cash and the receipt number in the **Transaction#** field. Enter the vendor name. Enter a brief description of the purchase in the **Notes** field.

Transaction #	Transaction Date	Vendor Name	Notes	Transaction Amount	Reimbursement Amount
PC - Receipt 654	12/15/2022	Petty Cash - Dollar Store	Supplies	10	8

Staff Reimbursement When reporting a staff reimbursement, enter a brief description of the purpose of the reimbursement in the **Notes** field.

Transaction #	Transaction Date	Vendor Name	Notes	Transaction Amount	Reimbursement Amount
18367	12/15/2022	John Doe	Mileage Dec 2022	35.60	35.60

Refunds from a vendor If the agency receives a credit or refund for expenses already reimbursed by The Children’s Trust, the credit must be entered under Reimbursement Amount field as a negative number. The payment information should be the same as originally reported.

For example: Cost of a field trip was reported originally as follows:

Transaction #	Transaction Date	Vendor Name	Notes	Transaction Amount	Reimbursement Amount
122563	12/15/2022	Miami Science Museum	12/18/2022 Fieldtrip	250.00	250.00

Agency received a refund for \$150.00, the transaction should be recorded as follows:

Transaction #	Transaction Date	Vendor Name	Notes	Transaction Amount	Reimbursement Amount
122563	12/15/2022	Miami Science Museum	12/18/2022 Fieldtrip	250.00	-150.00

Indirect Cost Enter “0000” in the **Transaction#** field. The **Transaction Date** should be the last day of the reimbursement month.

Transaction #	Transaction Date	Vendor Name	Notes	Transaction Amount	Reimbursement Amount
0000	12/31/2022	Indirect Cost		1500.00	1500.00

Reimbursement Salary Accounts

1. Select the **Regular Salaries and Wages** link from the Reimbursement screen.

SALARY ACCOUNTS						
Title	Original Budget	Amended Budget	Reimb. Request	YTD Request	Balance	% S...
Regular Salaries and Wages	\$78,000.00	\$78,000.00	↓ \$0.00	\$9,000.00	\$69,000.00	11.54%
FICA/MICA	\$5,967.00	\$5,967.00	↓ \$0.00	\$922.00	\$5,045.00	15.45%
Retirement Contributions	\$2,500.00	\$2,500.00	↓ \$0.00	\$850.00	\$1,650.00	34.00%
Life and Health Insurance	\$5,000.00	\$5,000.00	↓ \$0.00	\$2,100.00	\$2,900.00	42.00%
Workers Compensation	\$500.00	\$500.00	\$0.00	\$100.00	\$400.00	20.00%
Unemployment Compensation	\$1,000.00	\$1,000.00	\$0.00	\$50.00	\$950.00	5.00%
	\$92,967.00	\$92,967.00	0	\$13,022.00	\$79,945.00	14.01%

2. For each applicable position, enter the portion of the **Salary** and **FICA/MICA** for which reimbursement is being requested.

ID	Position	Period	Staff	Salary	FICA	Retirement	Insurance	Workers' C...	Unemploy...
	Fringe Benefits	10/01/22 - Open		\$0.00	\$0.00	↓ \$0.00	↓ \$0.00	\$0.00	\$0.00
42048	Test Position 1	10/01/22 - Open	Jane Doe (50532)	↓ \$0.00	↓ \$0.00	\$0.00	\$0.00	\$0.00	\$0.00
42049	Test Position 2	10/01/22 - Open	James Smith (50533)	↓ \$0.00	↓ \$0.00	\$0.00	\$0.00	\$0.00	\$0.00

3. Enter the expenses related to Retirement Contributions, Life and Health Insurances, Workers Compensation, or Unemployment Compensation into the **Fringe Benefits** category.

ID	Position	Period	Staff	Salary	FICA	Retirement	Insurance	Workers' Co...	Unemploye...
	Fringe Benefits	10/01/22 - Open		\$0.00	\$0.00	↓ \$0.00	↓ \$0.00	\$0.00	\$0.00
42048	Test Position 1	10/01/22 - Open	Jane Doe (50532)	↓ \$0.00	↓ \$0.00	\$0.00	\$0.00	\$0.00	\$0.00
42049	Test Position 2	10/01/22 - Open	James Smith (50533)	↓ \$0.00	↓ \$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

4. Select **Add Payment** to record information in the **Payments made for payroll taxes and fringe benefits** section. This section is to support the information related to salary and fringe benefits for which reimbursement is being requested.

Category	Transaction #	Transaction Date	Payee	Amount
				\$0.00
Total				

Add Payment

- a. Select a category from the **Category** dropdown list.

Category	Transaction #	Transaction Date	Payee	Amount
Salary				
FICA				
Retirement				
Insurance				
Workers' Comp				
Unemployment				
Total				

- b. **Enter the check number in the Transaction# field.** If the payment was made using EFT, enter “EFT” and enter the confirmation number in the **Transaction #** field. When entering a check number, you can use a range of check numbers to group the payments made for the payroll that is being recorded.
 - c. Select a date from the calendar or enter a date in the **Transaction Date** field.
 - d. Enter the name of the payee in the **Payee** field.
 - e. Enter the amount of the check in the **Amount** field. Please note that salaries are reported in the Salary section as the Gross Salary, but payments are recorded in this section as the Agency’s “net payment.”
 - f. Select **Add Payment** until all payments are recorded.
5. Select **Add Payroll Check Run** to enter the payroll check run dates and pay periods in the **Payroll Check Run** section. Enter the start date and end date of the pay period that is being reported. The Check Run Date refers to actual date of the check. For example: The pay period runs from 12/05/2022 – 12/16/2022 was paid on 12/23/22.

Start Date	End Date	Check Run Date	Reference	Delete
12/05/2022	12/16/2022	12/23/2022		Delete

[Add Payroll Check Run](#)

6. Select **Save** to save your changes and to return to the **Reimbursement** screen.

Category	Transaction #	Transaction Date	Payee	Amount
Salary	1235	12/23/2022	Salary Vendor Payment	70,000.00

[Add Payment](#)

Start Date	End Date	Check Run Date	Reference
12/05/2022	12/16/2022	12/23/2022	

[Save](#) [Save & Return to Summary](#) [Back to Summary](#)

Reimbursement Operating Expense Accounts

1. Select the appropriate **Expense Account** link from the **Reimbursement** screen.

Title	Original Budget	Amended Budget	Reimb. Request	YTD Request	Balance	% Spent
Operating Expenses	\$7,033.00	\$7,033.00	\$1,433.00	\$2,633.00	\$4,400.00	37.44%
Supplies (program)	\$1,033.00	\$1,033.00	-\$150.00	\$550.00	\$483.00	53.24%
Indirect Cost	\$1,000.00	\$1,000.00	+\$83.00	\$583.00	\$417.00	58.30%
Subcontractor	\$5,000.00	\$5,000.00	+\$1,500.00	\$1,500.00	\$3,500.00	80.00%
Expense Total	\$7,033.00	\$7,033.00	\$1,433.00	\$2,633.00	\$4,400.00	37.44%

2. Select **Add Payment** to record payments made related to the account selected for which reimbursement is being requested.

Transaction #	Transaction Date	Vendor Name	Notes	Transaction Amount	Reimbursement Amount	Files
				Total	\$0	

[Add Payment](#)

- Enter the check or transaction number in the **Transaction #** field. If the payment was made using EFT or ACH, enter “EFT” or “ACH” and the confirmation number in the Transaction # field.
- Select a date from the calendar or enter a date in the **Transaction Date** field.
- Enter the vendor’s name in the **Vendor Name** field. (This should be who the check was written, or payment disbursed to). The **Notes** field can be used to provide additional information related to the transaction, if needed.
- Enter the amount of the check in the **Transaction Amount** field.
- Enter the amount being requested to The Children’s Trust under the **Reimbursement Amount** column.
- Continue to select **Add Payment** until all payments are recorded.
- Select **Save Payments** to save your changes and to return to the **Reimbursement** screen.

- Repeat step 1-2 until all applicable costs for the operating expenses accounts are reported.
- Once all **Salary Account** and **Expense Account** information has been entered, click **Forward** at the top of the **Reimbursement Summary** page to forward the reimbursement to the next reviewer.

Advances/Adjustments

If the agency has received funds in advance, the money is owed back to The Children’s Trust. The **Advance/Adjustment** button allows the agency to apply the expenditures that are being requested for reimbursement to repay the advanced amount.

To apply expenditures to repay an advance:

- Press the **Advance/Adjustment** button on the **Reimbursement** screen.

2. Enter the amount into the **Amount to Apply** field. (Do not enter negative numbers)
3. Click **Save** to apply this advance re-payment to the current reimbursement.

Advance/Adjustment Owed

Funds owed to CSC that can be paid via this reimbursement.

Debit ID	Debit Description	Balance	Amount to Apply
11754	Advance - Funds Provided To Agency (Orig: \$15,000.00, Bal: \$15,000.00)	\$15,000.00	10000

Total Amount to Pay via this Reimbursement

\$ 10000.00

Save Save & Return to Summary Back to Summary

Adding Files

If applicable, use the **Files** button to upload a document into **File Attachments** from the reimbursement screen, and click **Add File**.

REIMBURSEMENT #600063: UNI XX12-4657 - TRAINING PROGRAM - MY SUNNY TRAINING AGENCY
My Sunny Training Agency

Summary Forward Advance/Adjustment Add Note Files 0 Workflow Log Note/Activity Log 0 Related Fiscal Documents Reports

Reimb Period	Fiscal Period (2003)	Contract #	Org. Budget	This Request	Net Reimbursement	Workflow Level	Status
12/01/22 - 12/31/22	22-23 (10/01/22 - 9/30/23) - Testing	1234-1235	\$100,000.00	\$13,306.20	\$3,306.20	Agency Creator	Save

DOCUMENTS Add File

Add New Document

Title *

Description

File *

After Saving, Go To

Upload File Cancel

1. Type a title in the **Title** field. (Avoid special characters such as : / , @ # % & ' \$)
2. Type a description of the document in the **Description** field.
3. Click the **Choose File** button to select the file from your computer.
4. Click the **Upload File** button to upload the document.