


Supervisor Approvals - Chemistry Travel & Conference Reimbursements

1. In a web browser go to the Chemistry Department FileMaker page:
<http://chem-acct-svr.chem.rochester.edu/fmi/webd>
2. Click on the icon for “Chemistry FM Database” and click on “Sign In as Guest”. Do NOT put your user ID and password here.
3. Click on “Existing User”
4. Put in your user ID and password and click “Login”.
5. Click on “Approvals” button in the “Supervisor Section”.
6. This will cycle you through all approvals you may have waiting for you. (New Users, New Orders, New Expense Requests)

- a) **New Users:** Are new to the entire system. If you have a new user waiting for approval, this page will give you the person’s name, the type of appointment, a dollar limit (of -\$1) and that they are waiting for approval in the system.


New Users can add reimbursement requests without being approved. However, you will not be able to approve their reimbursement request or a request for an order until they have been approved on this screen.

Change the dollar limit to be > or = zero and then click on the green “Submit Approval of New User” button.



- b) **New Orders:** The next approval screen will be for orders which need your approval if you have any waiting for you.

Review the orders and click on the "Waiting Approval" to change the approval status using the pop-up list. Add comments in the white box below if desired. Scroll down to see/approve the next order awaiting approval. When finished approving, click on the Green Submit Approval Button below.



- c) **Reimbursements:** If you have any reimbursements waiting for approval, you will eventually come to the Supervisor Approvals page for reimbursement requests. Look over the information. If necessary, make any changes.

Scroll down to the bottom of the page.

Under “Supervisor Input” click on the approval status. A pop-up list appears. Choose the appropriate line.

Put any comments in the “Comment” field.

Click on “Submit Approval Status” button.

Employee Business Expense Reimbursement Site

Supervisor Approvals

Firstname Lastname Brief Description for Future Searches etc

EEUserNumber
EESerialNumber
FinalStep

Supervisor Name
Supervisor Title Supervisor Phone

General Justification

Note: If "CB" (Check Box) is checked for a row below, the "General Justification" in the above text box applies but the specific Business Purpose still needs to filled out. For example, the Brief Description might be "San Francisco ACS Mtg" with the General Justification of "ACS Meeting to present research from my NSF Grant/NI2" and the Business Purpose for airline tickets "Airline Travel to and from the Conference"

Row	Receipt Date	Expense Category	CB	Business Purpose	Amount
1			<input type="checkbox"/>		
2			<input type="checkbox"/>		
3			<input type="checkbox"/>		
4			<input type="checkbox"/>		
5			<input type="checkbox"/>		
6			<input type="checkbox"/>		
7			<input type="checkbox"/>		
8			<input type="checkbox"/>		
9			<input type="checkbox"/>		
10			<input type="checkbox"/>		

Total Amount

Accounts to be Charged

FAO # (ex: 312548)	Spend Category	Amount

Total Amount
Less Total Advance of
Balance Due from University to Employee

Notes (if any)

Supervisor Input

Approval: Select the appropriate approval status: Waiting Approval

Comment:

Submit Approval Status