

Creating and Submitting an Expense Report in Banktel

Contact for assistance:

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1. Access Banktel (Pre-Conversion)

- o Click Here to Access Banktel
- Enter the Username and Password assigned by Accounting & Finance
 - First Initial, Last Name, PW=Password1
 - > You will be prompted to change your password

2. Access Banktel (Post-Conversion)

- Go to the GBC intranet (the Vault)
- Select "Popular Links" from the menu tab
- Click on "Applications" and select BankTel use Single Sign On (SSO)

3. Start a New Expense Report:

- From the Home Screen, select "Expense Reimbursement"
- Click on the "+" at the top left of the screen
- Choose "Create New Expense Report"

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Apps		Home Georgia Banking Company 👻
() Accounts Payable	Fixed Assets	Prepaids & Accruals
OFAC Scenning	Approval	Expense Reimbursement
Remote Scanning	්රී G/L Setup	System Setup
Administration		



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ashboard xpense Reimbursements		Home / Expense Reimbursement / Dashboar Georgia Banking Company
Overview Expenses Reports		
My Smart Receipts		-
Add New Smart Receipt	Processing	Unreported
	0	3
My Expense Reports		-
Unsubmitted	Unprocessed	Unapproved
0	0	0
Approved	Declined	OnHold
0	0	0
		Search all expense reports Start a new expense report

4. Name Your Report:

- Use a simple format like your first initial, last name, and the date (e.g., JSmith010123)
- Save the report

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Expense Report Edit Create New	Home / Expense Reimbursement / Expense Reports Georgia Banking Company 👻
Expense Report Details	
Report Name [First Initial, Last Name, Date]	
Corporate Card?	
	D Save



5. Add Expenses:

- Select either "Add Mileage" or "Add Expense"
- Fill out the expense details and attach the scanned receipt in PDF form

6. Submit for Approval:

- Save the report
- Select "Submit for Approval"
- The Accounts Payable department will process it for supervisor/manager approval

7. Direct Payment Setup:

 Contact Caira Wilkins, <u>cwilkins@georgiabanking.com</u> to provide your bank account information for direct payment to a GBC DDA account or an outside bank account

