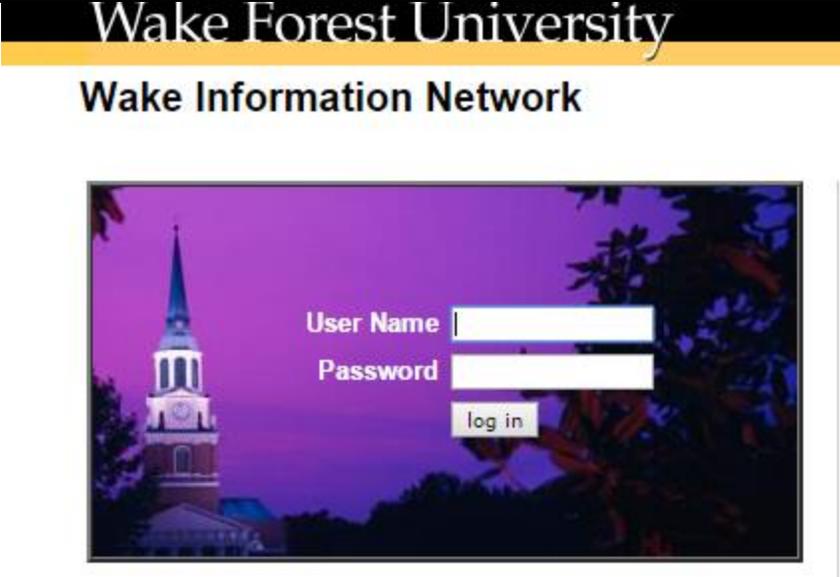


## Reimbursement and Refund Inquiry in WIN

<p>Log-in to WIN using your University username and password</p>	
<p>Click 'Personal' link</p>	
<p>Click 'Expense Reimbursement &amp; Student Account Refunds'</p>	<p><b>Personal</b></p> <ul style="list-style-type: none"><li><b>Personal Information</b><ul style="list-style-type: none"><li><a href="#">Change WIN Password and Clue</a></li><li><a href="#">Register Your Vehicle for a WFU Parking Decal</a></li><li><a href="#">Your Personal Information</a></li></ul></li><li><b>Employee &amp; Student Payment Inquiry</b><ul style="list-style-type: none"><li><a href="#">Expense Reimbursements &amp; Student Account Refunds</a></li></ul></li><li><b>Tax Forms</b><ul style="list-style-type: none"><li><a href="#">1098-T Electronic Consent</a></li><li><a href="#">1098-T Tax Form</a></li></ul></li><li><b>WFU Agreements</b><ul style="list-style-type: none"><li><a href="#">My Agreements</a></li><li><a href="#">WFU Agreements</a></li></ul></li><li><b>Online Bills</b><ul style="list-style-type: none"><li><a href="#">Telecommunication</a></li></ul></li></ul> <p>Copyright © Wake Information Network 2005</p>

A new page will open with your information displayed

**Expense Reimbursements & Student Account Refunds**

Expense Reimbursements & Student Account Refunds

**Important Information About Direct Deposit**

For employees and students in direct deposit, you may update your banking information on the [Direct Deposit Authorization & Maintenance](#) page.

For students wanting to enroll in direct deposit, you may use the [Direct Deposit Authorization & Maintenance](#) page to enroll in the direct deposit program at WFU. Benefits of direct deposit include having payments sent directly to your bank account of choice sustainable way.

Want to know more about direct deposit? Email Accounts Payable at [ap@wfu.edu](mailto:ap@wfu.edu).

Transaction Date	Banner Document Number	Invoice Number	Description	Amount	Payment Status
11/30/2014	I0654875	TRIP10/26-29/14	Las Vegas NV-IOFM Conf and Expo meal and mileage	35.64	Paid
06/18/2014	I0628224	MILE 4/5-15/14	Anaheim CA/San Antonio TX-mileage for conference t	49.28	Paid

The information displayed contains:

**Transaction Date**—the financial posting date AP used to process your request

**Banner Document Number**—the system generated number that Banner assigns to your request. This is the number that AP will need if you have questions regarding your request.

**Invoice Number**—a number assigned by AP to describe your request

**Description**—the business purpose for the request

**Amount**—the amount paid

**Payment Status**—the state your request is in according to the system:

- Paid—your request has been paid either by direct deposit or check
- Cancelled—your request was cancelled and not processed
- Open—your request has been processed and is awaiting payment

**Expected / Paid Date**—the date your request will be paid or has already been paid

If you travel frequently or have multiple requests, there is search functionality built in the solution

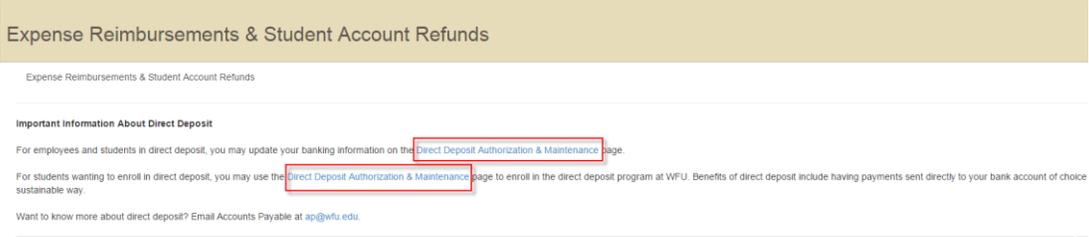
Transaction Date	Banner Document Number	Invoice Number	Description	Amount	Payment Status

Hover over the column headers and a set of search boxes will appear under the column headers

You can type any information you have in order to find the request you are looking for

If you want more information, such as payment number or how a request was paid, you can click 'Payment Status'

Transaction Date	Banner Document Number	Invoice Number	Description	Amount	Payment Status
11/30/2014	I0654875	TRIP10/26-29/14	Las Vegas NV-IOFM Conf and Expo meal and mileage	35.64	Paid
06/18/2014	I0628224	MILE 4/5-15/14	Anaheim CA/San Antonio TX-mileage for conference t	49.28	Paid

<p>The additional information found on the Payment Status page is:</p>	<p>Payment Date—the date the payment was processed</p> <p>Payment Number—the payment number assigned by Banner</p> <p>Type—the payment type, such as direct deposit or check</p> <p>Payment Amount—the amount paid to the faculty, staff, or student</p> <p>Payment Status—shows whether the payment is paid or cancelled</p> <ul style="list-style-type: none"> <li>• If the payment is shown as cancelled and the request was reissued, this page will show the reissued payment associated with the request—if the same document number was used to reissue the payment (generally requests reissued within the same year can retain the same document number)</li> </ul> <p>Cleared Bank—shows if the payment has cleared the bank</p>
<p>For convenience, we provided a link to the following:</p> <p>Update your direct deposit information</p> <p>Elect to sign-up for direct deposit—if you are a student</p> <p><i>Note: Direct Deposit is mandatory for employees</i></p>	
	<p>If you need assistance or have questions, please contact Accounts Payable at <a href="mailto:ap@wfu.edu">ap@wfu.edu</a></p>