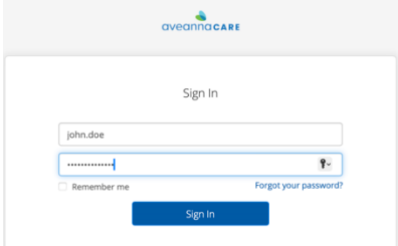# Creating a Purchase Reimbursement Punch
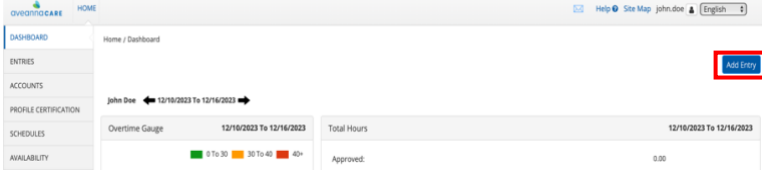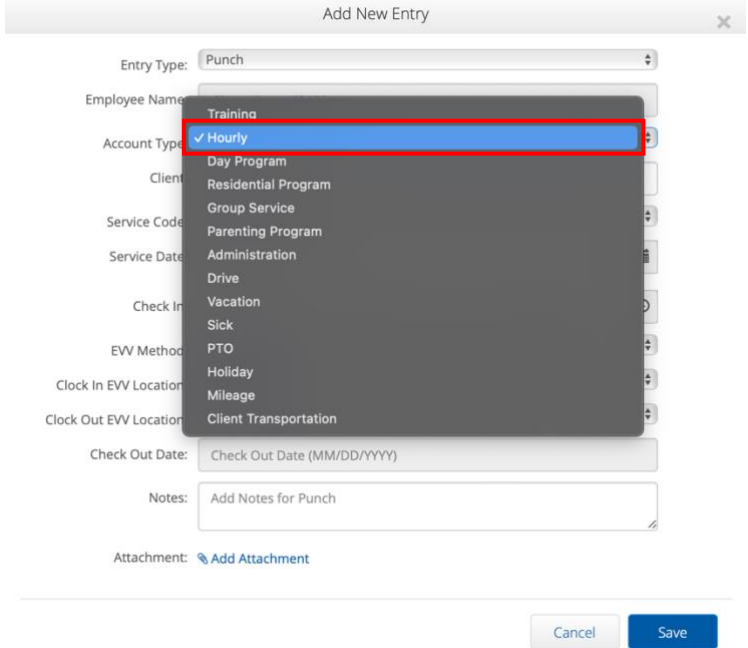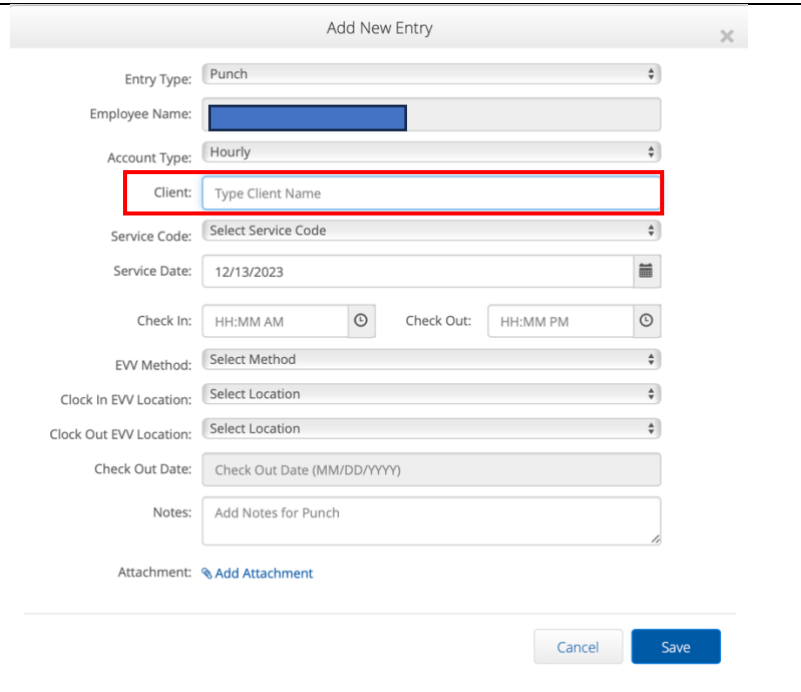
This guide can be used to create a Purchase Reimbursement punch in the AveannaCare Portal online.

1. Log in to https://aveanna.dcisoftware.com/ using your AveannaCare username and password.	
2. Click on the **Add Entry** button.	
Complete all required fields in the **Add New Entry** window. **Entry Type** and **Employee Name** will default. 3. Use **Account Type** drop-down menu to select **Hourly**.	

4. Type Client's name in **Client** field.	
5. Use **Service Code** drop-down menu to select appropriate service being provided. **NOTE**: The correct service code is provided in the authorization email sent by Aveanna for reference. **For example:** "Purchase Reimbursement", " Purchase Reimbursement 2, " Purchase Reimbursement 3".	
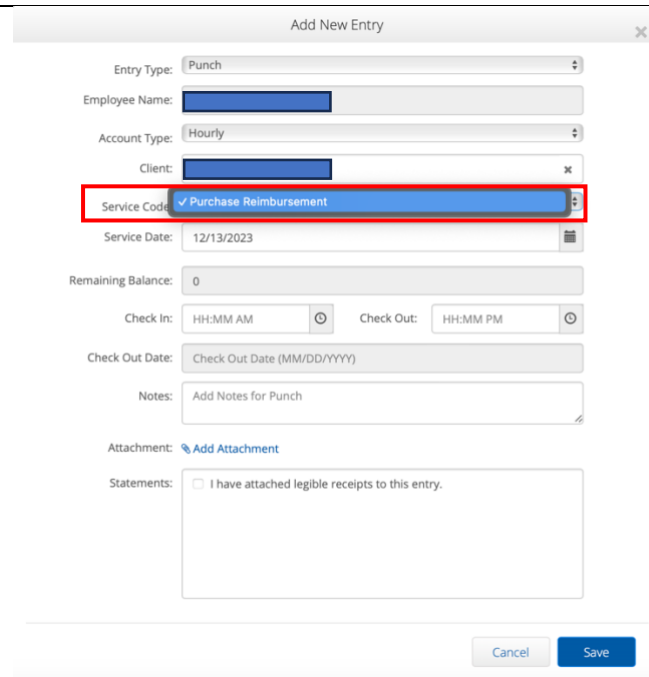
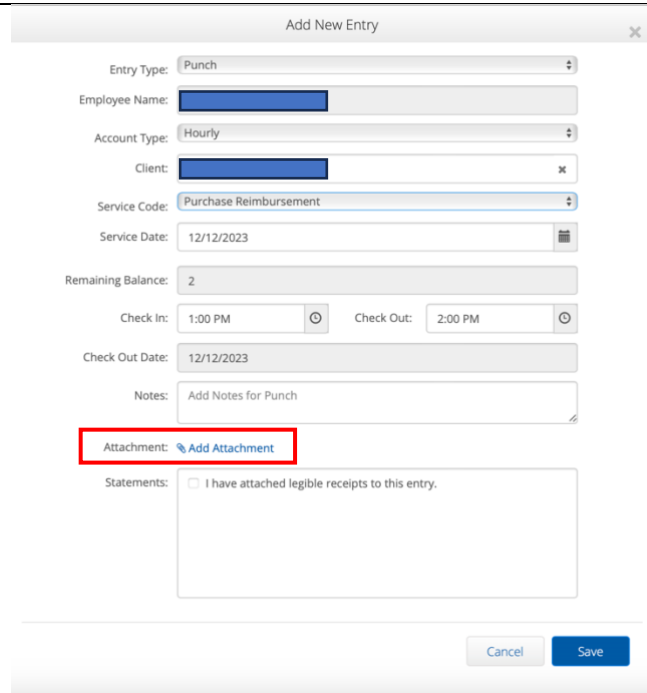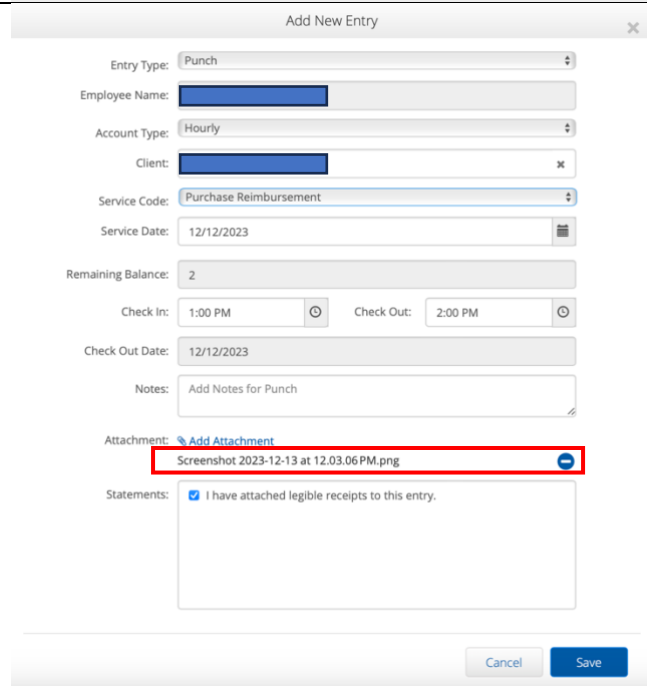|	
6. Select date the service was provided in the **Service Date** field.	
7. Input the time range for the service in the **Check In** and **Check Out** fields. **NOTE:** Check in and out time does not matter, as long as it equals the number of "hours" provided in the authorization email provided by Aveanna.	

8. Click **Add Attachment** to attach receipt of service. **NOTE:** A photo or file of the receipt confirming the purchase was made will need to be used.	
NOTE: Attachment information will show under the **Add Attachement** link when uploaded successfully.	

9. **Apply a check mark** to the statement, click **Save**.	
10. Click **Yes**, on the alert. **NOTE**: Confirm the number of hours is the same as provided in the authorization email provided by Aveanna.	
NOTE: The entry can be found under the **ENTRIES** tab. The punch/entry will be saved and marked as unvalidated if done correctly.	

For any issues or questions, please email flrc@aveanna.com.