PROCAS Web-Enabled Expense Reporting System User Instructions

Table of Contents

Logging on to the Web-Enabled Expense Reporting System

The Web-Enabled Expense Reporting System is accessed using the same web address, user name and password as the Web-Enabled Timekeeping System.

- Use your web browser to go to the following web address:

  http://www.procastime.com/bbs

- Enter your user name and password.

- Click the “Log In” button.

Creating an Expense Report

- Click the “Expenses” menu.
  - ➢ The “Expenses” menu options should be displayed.

- Click the “Go” button next to the “Create a New Expense Report” menu option.
  - ➢ The “Create/Edit Expense Report” screen should be displayed with the following fields:
    - “Expense Report Name (Required)” – Enter a name for the expense report, e.g., October 2007.
    - “Expense Report Purpose/Remarks” – Enter description (optional), e.g. Trip to San Diego.
    - “Advance Amount” – Enter the amount of advance received if applicable, otherwise leave blank.

- Click the “Save & Edit Expense Report” button.
  - ➢ The Expense Report should be displayed.

Recording Mileage Expense for Business Use of Personally Owned Vehicles (POVs)

- From the Expense Report, click the “Add/Edit Mileage” button.
  - The “Mileage Entries” screen should be displayed.

- Select a mileage expense “Type” from the drop down list on the left side of the screen, e.g., “Mileage – Automobile” or “Mileage – Motorcycle.”

- Enter a task name or an account description in the “Keyword” field in order to filter the search (optional).

  NOTE: Filtering is usually only done when the list of authorized charge codes is very long.

- Click the “Search” button.
  - A list of charge codes should be displayed.

- Click the “Use” button beside the appropriate charge code.

  NOTE: Please inform your expense report administrator if additional charge codes need to be authorized for your expense report.

  - Data entry fields for the chosen charge code should be displayed on the right side of the screen.
    - “Mileage Date” – Enter the date for the mileage in MM/DD/YYYY format.
    - “Miles” or “Start Odometer/End Odometer” – Enter either the number of miles or the starting and ending odometer readings.

      NOTE: The system will calculate the number of miles if odometer readings are entered.

    - “Descript” – Enter the purpose of the mileage.

  NOTE: Multiple trips can be added to the “Mileage Entries” screen by repeating the process starting with selecting a mileage expense “Type” from the drop down list on the left side of the screen or by pressing the “Use” button multiple times next to the charge codes displayed for the previously selected mileage expense type.

- Click the “Save & View Expense Report” button.
  - The Expense Report should be displayed with mileage expense information.

Recording Out of Town Travel Expenses - Itinerary

An itinerary *must* be completed if per diem for lodging and/or meals and incidental expenses (M&IE) will be claimed on the expense report. Based on the itinerary, the system will automatically determine the maximum amount available for lodging and M&IE for each day of travel. The itinerary for each trip must start and end in the employee's home city.

- From the Expense Report, click the "Add/Edit Itinerary" button.
  - The "Itinerary Locations" screen should be displayed.

Adding a Home City

- Enter your home city in the "Per Diem City Lookup" field.
- Select "Continental United States" (CONUS), "Alaska, Hawaii & US Territories" (OCONUS) or "Foreign" from the drop down list on the left side of the screen.
- Click the "Search" button.
  - A list of cities/counties should be displayed.
- Click the "Use" button beside the appropriate home city.

  NOTE: If the home city is not listed, try searching for the home county by entering the home county or state or country in the "Per Diem City Lookup" field and clicking the "Search" button again. If the home county is not listed, select "All Places Not Listed," and then enter the actual home city and state in the appropriate fields on the right side of the screen.

  - The City, State and Country fields should be populated on the right side of the screen.
- Select "Yes" in the "Home City" field.
- Click the "Add This Location" button.
  - The home city should be displayed under "Locations on This Expense Report."

Adding a Destination City

- Enter a destination city in the "Per Diem City Lookup" field.
- Select "Continental United States" (CONUS), "Alaska, Hawaii & US Territories" (OCONUS) or "Foreign" from the drop down list on the left side of the screen.
- Click the "Search" button.
  - A list of cities/counties should be displayed.
- Click the "Use" button beside the appropriate destination city.

  NOTE: If the destination city is not listed, try searching for the county by entering the destination county, state or country in the "Per Diem City Lookup" field. If the county is not listed, select "All Places Not Listed," and then enter your actual destination city and state in the appropriate fields on the right side of the screen.

  - The City, State and Country fields should be populated on the right side of the screen.
- Select "No" in the "Home City" field.
- Click the "Add This Location" button.
  - Both the home and destination cities should be displayed under "Locations on This Expense Report."
- Repeat steps for adding additional destination cities as necessary.

Adding Itinerary Details

- From the “Itinerary Locations” screen, click the “Add/Edit Itinerary” button.
  - ➢ The “Itinerary” screen should be displayed.
- Select the “Departure” city, date, and time for the first leg of the trip.
- Select the “Destination” city, date, and time for the first leg of the trip.
- Click the “Add This Itinerary Item” button.
  - ➢ Information for the first leg of the trip should be displayed under “Itinerary for this Expense Report.”
- Select the “Departure” city, date, and time for the second leg of the trip.
- Select the “Destination” city, date, and time for the second leg of the trip.
- Click the “Add This Itinerary Item” button.
  - ➢ Information for both the first and the second legs of the trip should now be displayed under “Itinerary for this Expense Report.”
- Add additional legs of the trip as necessary.
- Click the “Save & View Expense Report” button.
  - ➢ The Expense Report should be displayed with the itinerary information.
- Click the “View Per Diem” link on the upper right-hand corner of the screen to confirm the cities and date(s).

Recording Out of Town Travel Expenses – Meals & Incidental Expenses (M&IE) Per Diem

An itinerary *must* be completed if per diem for lodging and/or meals and incidental expenses (M&IE) will be claimed on the expense report.

If meal(s) are provided by the government or as part of a registration fee

- From the Expense Report, click the "Add/Edit Furnished Meals" button.
- Enter the "Travel Date" for the day that the meal(s) were provided in MM/DD/YYYY format.
- Select which meal(s) were provided.
- Click the "Add Meal(s)" button.
  - Information for the provided meal(s) should be displayed below the "Add Meal(s)" button.
- Repeat for each day that meal(s) were provided.
- Click the "Save & View Expense Report" button.
  - The Expense Report should be displayed.
- Click the "View Per Diem" link on the upper right-hand corner of the screen to confirm that the appropriate meal(s) have been deducted.
  - The Per Diem List should be displayed in a separate window.
- Close the Per Diem List.

If receipts are not required for reimbursement of M&IE

- From the Expense Report, click the "Add M&IE Per Diem" link on upper right-hand corner of the screen.
  - The "Meals and Incidentals Selection" should be displayed.
- Click the "Use" button beside the appropriate charge code on the left side of the screen.
  - The chosen charge code should be displayed on the right side of the screen.
- Enter the applicable date range for which the charge code is appropriate in MM/DD/YYYY format.

  NOTE: The dates can be left blank if the selected charge code is appropriate for all of the days included in the itinerary.
- Click the "Add" button.
  - The "Entries have been updated." message should be displayed in red on the left side of the screen.
- Click the "View Expense Report" button.
  - The Expense Report should be displayed with M&IE information.

If receipts are required for reimbursement of M&IE

NOTE: The "Add Expense" button should be used to create a new "Purchase/Receipt" for each receipt received from a vendor, e.g., you may have a separate receipt for each meal.

- From the Expense Report, click the "Add Expense" button.
  - The "Add/Edit Purchase/Receipt" screen should be displayed.
    - "Receipt Attached" – Choose "Yes" if you will be submitting a receipt for this purchase with the expense report and choose "No" if you will not be submitting a receipt.
    - "Vendor" – Enter the name of the vendor for the purchase.
    - "Payment Type" – Choose the payment method from the drop down list, e.g., "Company Credit Card", "Employee Paid", etc.
    - "Receipt Date" – Enter the receipt date in MM/DD/YYYY format.
    - "Company Credit/Debit Card Description" – Enter the company card if applicable, e.g., Visa.
    - "Missing Receipt Explanation" – Provide an explanation if a receipt is not going to be provided.
    - "Remarks" (Optional)
- Click "Save & Add/Edit Details"
  - The "Purchase/Receipt Details" screen should be displayed.

- Select an expense “Type” from the drop down list on the left side of the screen, e.g., “M&IE Per Diem.”
- Enter a task name or an account description in the “Keyword” field in order to filter the search (optional).

  NOTE: Filtering is usually only done when the list of authorized charge codes is very long.

- Click the “Search” button.
  - ➢ A list of charge codes should be displayed.
- Click the “Use” button beside the appropriate charge code.

  NOTE: Please inform your expense report administrator if additional charge codes need to be authorized for your expense report.

  - ➢ Data entry fields for the chosen charge code should be displayed on the right side of the screen.
    - “Expense Date” – Enter the date that the expense was incurred if not automatically populated from the Receipt Date.
    - “Pre Tax Amount” – Enter the pre-tax amount of the purchase.
    - “Tax Amt.” – Enter the tax amount of the purchase.

      NOTE: Segregating the purchase amount between the pre-tax and tax amounts is required to properly calculate the daily per diem for lodging in the United States and U.S. Territories. Segregating the pre-tax and tax amounts is not required but is subject to company policy for foreign lodging or any other purchase.

    - “Descript” – Enter a description of the purchase.

      NOTE: If a pre-authorized overage has occurred, an overage justification must be entered in the description field for the date that the overage occurred.

  NOTE: Multiple detail items can be added to a receipt by repeating the process starting with selecting an expense “Type” from the drop down list on the left side of the screen or by pressing the “Use” button multiple times next to the charge codes displayed for the previously selected expense type.

- Click the “Save & View Expense Report” button.
  - ➢ The Expense Report should be displayed with M&IE information.

<u>If the M&IE expense is in excess of the M&IE per diem rate and is not an allowable cost</u>

- Make note of pre-tax overage and tax overage amounts and dates, which have been displayed in red on the upper right-hand corner of the expense report in the Overages Section.
- Click the charge code (link) for the day the overage occurred.
  - ➢ The “Purchase/Receipt Details” screen should be displayed.
- Select the same expense “Type” that was used originally from the drop down list on the left side of the screen, e.g., M&IE Per Diem.
- Click the “Search” button.
  - ➢ A list of charge codes should be displayed.
- Click the “Use” button beside the same charge code that was used originally.
  - ➢ Data entry fields for the chosen charge code should be displayed on the right side of the screen.
    - “Expense Date” – Enter date of M&IE overage in MM/DD/YYYY format.
    - “Pre Tax Amount” – Enter pre-tax overage amount as a NEGATIVE number.
    - “Tax Amt.” – Enter tax overage amount as a NEGATIVE number.

      NOTE: Entering the pre-tax and tax overage amounts as NEGATIVE numbers reverses the overage from the allowable account.

    - “Descript” (Optional)

  NOTE: Multiple overage amounts can be reversed by repeating the process starting with selecting the same expense “Type” from the drop down list on the left side of the screen or by pressing the “Use” button multiple times next to the charge codes displayed for the previously selected expense type.

One of the following three actions will be necessary:

<u>If the M&IE expense was paid by the employee, and the M&IE expense in excess of the allowable per diem rate is not reimbursable to the employee</u>

- No further adjustment is required.
- Click the “Save & View Expense Report” button.
  - The Expense Report should be displayed with M&IE expense information.
  - The Expense Report should not display overage information for the day(s) adjusted.

<u>If the M&IE expense was paid by the company, and the M&IE expense in excess of the allowable per diem rate is not reimbursable to the employee</u>

- Select an expense “Type” from the drop down list on the left side of the screen, e.g., “Personal Paid by Company.”
- Click the “Search” button.
  - A list of charge codes should be displayed.
- Click the “Use” button beside the appropriate charge code, e.g., “Accounts Payable” – this reduces the amount due to the employee.
  - Data entry fields for the chosen charge code should be displayed on the right side of the screen.
    - “Expense Date” – Enter the date of the M&IE overage in MM/DD/YYYY format.
    - “Pre Tax Amount” – Enter the pre-tax overage amount as a POSITIVE number.
    - “Tax Amt.” – Enter the tax overage amount as a POSITIVE number.

      NOTE: Entering the pre-tax and tax overage amounts as POSITIVE numbers records the overage to the appropriate account.

    - “Descript” (Optional)
- Repeat for each date, where applicable.
- Click the “Save & View Expense Report” button.
  - The Expense Report should be displayed with M&IE expense information.
  - The Expense Report should not display overage information for the day(s) adjusted.

<u>If the M&IE expense in excess of the allowable per diem rate is reimbursable to the employee</u>

- Select an expense “Type” from the drop down list on the left side of the screen, e.g., “M&IE Per Diem – Unallowable.”
- Click the “Search” button.
  - A list of charge codes should be displayed.
- Click the “Use” button beside the appropriate unallowable charge code.
  - Data entry fields for the chosen charge code should be displayed on the right side of the screen.
    - “Expense Date” – Enter the date of the M&IE overage in MM/DD/YYYY format.
    - “Pre Tax Amount” – Enter the pre-tax overage amount as a POSITIVE number.
    - “Tax Amt.” – Enter the tax overage amount as a POSITIVE number.

      NOTE: Entering the pre-tax and tax overage amounts as POSITIVE numbers records the overage to the appropriate unallowable account.

    - “Descript” (Optional)
- Repeat for each date, where applicable.
- Click the “Save & View Expense Report” button.
  - The Expense Report should be displayed with allowable and unallowable M&IE expense information.
  - The Expense Report should not display overage information for the day(s) adjusted.

Please contact your expense report administrator’s office if you need additional assistance.

Recording Out of Town Travel Expenses – Lodging Per Diem

An itinerary *must* be completed if per diem for lodging and/or meals and incidental expenses (M&IE) will be claimed on the expense report.

- From the Expense Report, click the “Add Expense” button.

  NOTE: The “Add Expense” button should be used to create a new “Purchase/Receipt” for each receipt received from a vendor, e.g., you may have a hotel receipt for each hotel stay.

  - The “Add/Edit Purchase/Receipt” screen should be displayed.
    - “Receipt Attached” – Choose “Yes” if you will be submitting a receipt for this purchase with the expense report and choose “No” if you will not be submitting a receipt.
    - “Vendor” – Enter the name of the vendor for the purchase.
    - “Payment Type” – Choose the payment method from the drop down list, e.g., “Company Credit Card.”
    - “Receipt Date” – Enter the receipt date in MM/DD/YYYY format.
    - “Company Credit/Debit Card Description” – Enter the company card if applicable, e.g., Visa.
    - “Missing Receipt Explanation” – Provide an explanation if a receipt is not going to be provided.
    - “Remarks” (Optional)

- Click “Save & Add/Edit Details”
  - The “Purchase/Receipt Details” screen should be displayed.

- Select an expense “Type” from the drop down list on the left side of the screen, e.g., “Lodging Per Diem.”

- Enter a task name or an account description in the “Keyword” field in order to filter the search (optional).

  NOTE: Filtering is usually only done when the list of authorized charge codes is very long.

- Click the “Search” button.
  - A list of charge codes should be displayed.

- Click the “Use” button beside the appropriate charge code.
  - Data entry fields for the chosen charge code should be displayed on the right side of the screen.
    - “Expense Date” – Enter date of first day of lodging in MM/DD/YYYY format.
    - “Pre Tax Amount” – Enter the pre-tax amount of the lodging expense incurred.
    - “Tax Amt.” – Enter the tax amount of the lodging expense incurred.

      NOTE: Segregating the purchase amount between the pre-tax and tax amounts is required to properly calculate the daily per diem for lodging in the United States and U.S. Territories. Segregating the pre-tax and tax amounts is not required but is subject to company policy for foreign lodging or any other purchase.

    - “Descript” – Enter a description of the lodging expense incurred.

      NOTE: If a pre-authorized overage has occurred, an overage justification must be entered in the description field for the date that the overage occurred.

  NOTE: Multiple detail items can be added to a receipt by repeating the process starting with selecting an expense “Type” from the drop down list on the left side of the screen or by pressing the “Use” button multiple times next to the charge codes displayed for the previously selected mileage expense type.

When lodging is one day

- Click the “Save & View Expense Report” button.
  - The Expense Report should be displayed with lodging expense information.

When lodging is more than one day

- Click the “Copy” button.
  - The “Copy Detail Item” should be displayed.
    - “Number of Copies” – Enter the number of days of *additional* lodging.
    - “Use Date Increment” – Select “Yes” to increment copies by date.
    - “Date Increment Type” – Select “Daily” to increment copies by day.
    - “Start Date” – Enter the date of the second day of lodging in MM/DD/YYYY format.
- Click the “Copy” button.
  - Additional days of lodging expense should be displayed.
- Edit the pre-tax and tax amounts per day, if necessary.
- Click the “Save & View Expense Report” button.
  - The Expense Report should be displayed with lodging expense information.

If the lodging expense is in excess of the lodging per diem rate and is not an allowable cost

- Make note of pre-tax overage and tax overage amounts and dates, which have been displayed in red on the upper right-hand corner of the expense report in the Overages Section.
- Click the charge code (link) for the day the overage occurred.
  - The “Purchase/Receipt Details” screen should be displayed.
- Select the same expense “Type” that was used originally from the drop down list on the left side of the screen, e.g., Lodging Per Diem.
- Click the “Search” button.
  - A list of charge codes should be displayed.
- Click the “Use” button beside the same charge code that was used originally.
  - Data entry fields for the chosen charge code should be displayed on the right side of the screen.
    - “Expense Date” – Enter date of lodging overage in MM/DD/YYYY format.
    - “Pre Tax Amount” – Enter pre-tax overage amount as a NEGATIVE number.
    - “Tax Amt.” – Enter tax overage amount as a NEGATIVE number.

      NOTE: Entering the pre-tax and tax overage amounts as NEGATIVE numbers reverses the overage from the allowable account.

    - “Descript” (Optional)

  NOTE: Multiple overage amounts can be reversed by repeating the process starting with selecting the same expense “Type” from the drop down list on the left side of the screen or by pressing the “Use” button multiple times next to the charge codes displayed for the previously selected expense type.

One of the following three actions will be necessary:

<u>If the lodging expense was paid by the employee, and the lodging expense in excess of the allowable per diem rate is not reimbursable to the employee</u>

- No further adjustment is required.
- Click the “Save & View Expense Report” button.
  - ➢ The Expense Report should be displayed with lodging expense information.
  - ➢ The Expense Report should not display overage information for the day(s) adjusted.

<u>If the lodging expense was paid by the company, and the lodging expense in excess of the allowable per diem rate is not reimbursable to the employee</u>

- Select an expense “Type” from the drop down list on the left side of the screen, e.g., “Personal Paid by Company.”
- Click the “Search” button.
  - ➢ A list of charge codes should be displayed.
- Click the “Use” button beside the appropriate charge code, e.g., “Accounts Payable” – this reduces the amount due to the employee.
  - ➢ Data entry fields for the chosen charge code should be displayed on the right side of the screen.
    - “Expense Date” – Enter the date of the lodging overage in MM/DD/YYYY format.
    - “Pre Tax Amount” – Enter the pre-tax overage amount as a POSITIVE number.
    - “Tax Amt.” – Enter the tax overage amount as a POSITIVE number.

      NOTE: Entering the pre-tax and tax overage amounts as POSITIVE numbers records the overage to the appropriate account.

    - “Descript” (Optional)
- Repeat for each date, where applicable.
- Click the “Save & View Expense Report” button.
  - ➢ The Expense Report should be displayed with lodging expense information.
  - ➢ The Expense Report should not display overage information for the day(s) adjusted.

<u>If the lodging expense in excess of the allowable per diem rate is reimbursable to the employee</u>

- Select an expense “Type” from the drop down list on the left side of the screen, e.g., “Lodging Per Diem – Unallowable.”
- Click the “Search” button.
  - ➢ A list of charge codes should be displayed.
- Click the “Use” button beside the appropriate unallowable charge code.
  - ➢ Data entry fields for the chosen charge code should be displayed on the right side of the screen.
    - “Expense Date” – Enter the date of the lodging overage in MM/DD/YYYY format.
    - “Pre Tax Amount” – Enter the pre-tax overage amount as a POSITIVE number.
    - “Tax Amt.” – Enter the tax overage amount as a POSITIVE number.

      NOTE: Entering the pre-tax and tax overage amounts as POSITIVE numbers records the overage to the appropriate unallowable account.

    - “Descript” (Optional)
- Repeat for each date, where applicable.
- Click the “Save & View Expense Report” button.
  - ➢ The Expense Report should be displayed with allowable and unallowable lodging expense information.
  - ➢ The Expense Report should not display overage information for the day(s) adjusted.

Please contact your expense report administrator’s office if you need additional assistance.

Recording Other Expenses

Recording per diem expenses for out of town lodging and meals and incidentals is described later in this document.

- Click the “Add Expense” button.

  NOTE: The “Add Expense” button should be used to create a new “Purchase/Receipt” for each receipt received from a vendor, e.g., you may have a receipt for the purchase of office supplies for each visit to the office supply store.

  - The “Add/Edit Purchase/Receipt” screen should be displayed.
    - “Receipt Attached” – Choose “Yes” if you will be submitting a receipt for this purchase with the expense report and choose “No” if you will not be submitting a receipt.
    - “Vendor” – Enter the name of the vendor for the purchase.
    - “Payment Type” – Choose the payment method from the drop down list, e.g., “Company Credit Card”, “Employee Paid”, etc.
    - “Receipt Date” – Enter the receipt date in MM/DD/YYYY format.
    - “Company Credit/Debit Card Description” – Enter the company card if applicable, e.g., Visa.
    - “Missing Receipt Explanation” – Provide an explanation if a receipt is not going to be provided.
    - “Remarks” (Optional)

- Click “Save & Add/Edit Details”
  - The “Purchase/Receipt Details” screen should be displayed.

- Select an expense “Type” from the drop down list on the left side of the screen, e.g., “Office Supplies.”

- Enter a task name or an account description in the “Keyword” field in order to filter the search (optional).

  NOTE: Filtering is usually only done when the list of authorized charge codes is very long.

- Click the “Search” button.
  - A list of charge codes should be displayed.

- Click the “Use” button beside the appropriate charge code.

  NOTE: Please inform your expense report administrator if additional charge codes need to be authorized for your expense report.

  - Data entry fields for the chosen charge code should be displayed on the right side of the screen.
    - “Expense Date” – Enter the date that the expense was incurred in MM/DD/YYYY format if not automatically populated from the Receipt Date.
    - “Pre Tax Amount” – Enter the pre-tax amount of the purchase.
    - “Tax Amt.” – Enter the tax amount of the purchase.

      NOTE: Segregating the pre-tax and tax amounts is not required but is subject to company policy for most purchase(s). Segregating the purchase amount between the pre-tax and tax amounts is required to properly calculate the daily per diem for lodging in the United States and U.S. Territories. Segregating the pre-tax and tax amounts is not required but is subject to company policy for foreign lodging.

    - “Descript” – Enter a description of the purchase.

  NOTE: Multiple detail items can be added to a receipt by repeating the process starting with selecting an expense “Type” from the drop down list on the left side of the screen or by pressing the “Use” button multiple times next to the charge codes displayed for the previously selected expense type.

- Click the “Save & View Expense Report” button.
  - The Expense Report should be displayed with expense information.

Correcting an Error on an Expense Report

Editing a Purchase/Receipt Header Record

- From the Expense Report, click on the underlined vendor name of the Purchase/Receipt.
  - ➢ The “Add/Edit Purchase/Receipt” screen should be displayed.
- Make all necessary adjustments.
- Click the “Save & View Expense Report” button.
  - ➢ The Expense Report should be displayed with updated Purchase/Receipt information.

Deleting a Purchase/Receipt Header Record

- From the Expense Report, click on the underlined vendor name of the Purchase/Receipt.
  - ➢ The “Add/Edit Purchase/Receipt” screen should be displayed.
- Click the “Delete” button.

  NOTE: Deleting the Purchase/Receipt header record will also delete the Purchase/Receipt detail records associated with the Purchase/Receipt header record.

  - ➢ The “Delete Receipt” confirmation screen should be displayed.
- Click the “Yes” button.
  - ➢ The Expense Report should be displayed with updated Purchase/Receipt information.

Editing a Purchase/Receipt Detail Record

- From the Expense Report, click on an underlined task name or account description of the Purchase/Receipt detail.
  - ➢ The “Purchase/Receipt Details” screen should be displayed.
- Make all necessary adjustments.

  NOTE: In order to edit a charge code, the detail record must be deleted, and a new detail record must be added with the correct charge code. See “Delete Purchase/Receipt Detail Record” below.
- Click the “Save & View Expense Report” button.
  - ➢ The Expense Report should be displayed with updated Purchase/Receipt information.

Deleting a Purchase/Receipt Detail Record

- From the Expense Report, click on an underlined task name or account description of the Purchase/Receipt detail.
  - ➢ The “Purchase/Receipt Details” screen should be displayed.
- Click the checkbox(s) to the right of the detail record(s).
- Click the “DEL” button above the checkbox(s).
  - ➢ The selected Purchase/Receipt detail records should no longer be displayed.
- Click the “Save & View Expense Report” button.
  - ➢ The Expense Report should be displayed with updated Purchase/Receipt information.

Editing an Itinerary

- From the Expense Report, click the “Add/Edit Itinerary” button.
  - ➢ The “Itinerary Locations” screen should be displayed.
- Make all necessary adjustments to Itinerary Locations.

  NOTE: Deleting an Itinerary Location will automatically delete any Itinerary detail records associated with the deleted Itinerary Location.
- To edit Itinerary detail records, from the “Itinerary Locations” screen, click the “Add/Edit Itinerary” button.
  - ➢ The “Itinerary” screen should be displayed.
- Make all necessary adjustments to Itinerary detail records.
- Click the “Save & View Expense Report” button.
  - ➢ The Expense Report should be displayed with updated Itinerary information.

Editing Furnished Meal(s)

- From the Expense Report, click the “Add/Edit Furnished Meals” button.
  - ➢ The “Add/Edit Furnished Meals” screen should be displayed.
- Click the "Edit" button next to a record you wish to edit.
  - ➢ The record you wish to edit should be displayed above the “Add Meal(s)” button.
- Edit the record.
- Click the "Add Meal(s)" button after editing the record.
  - ➢ The record should be displayed below the “Add Meal(s)” button with updated information.
- Click the “Save & View Expense Report” button.
  - ➢ The Expense Report should be displayed.
- Click the “View Per Diem” link on the upper right-hand corner of the screen to confirm that the appropriate adjustments have been made.
  - ➢ The Per Diem List should be displayed in a separate window.
- Close the Per Diem List.

Submitting an Expense Report for Approval

An expense report should be submitted for approval after it has been completed.

For expense reports that do not require original receipts

- From the Expense Report, click the "Submit for Approval" button.
  - ➢ The "Submit Expense Report" screen should be displayed.
- Click the "Submit" button.
  - ➢ The "Submit Successful" message should be displayed above the menu.

For expense reports requiring original receipts

- From the Expense Report, click the "Printer-Friendly Version" link on the lower left-hand corner of the screen.
  - ➢ A printer-friendly version of the expense report should be displayed in a new window.
- Print the expense report.
- Close the printer-friendly version of the expense report window.
- Click the "Submit for Approval" button.
  - ➢ The "Submit Expense Report" screen should be displayed.
- Click the "Submit" button.
  - ➢ The "Submit Successful" message should be displayed above the menu.
- Mail the printed expense report and original receipts to the accounting office.

Editing an Open Expense Report

Expense reports do not need to be completed during a single session. To edit an expense report that has not yet been submitted:

- Click the "Expenses" menu.
  - ➢ The "Expenses" menu options should be displayed.
- Select the appropriate expense report from the "Edit an Open Expense Report" drop down list.
- Click the "Go" button next to the "Edit an Open Expense Report" menu option.
  - ➢ The selected "Expense Report" should be displayed and can be edited.

Retrieving a Submitted Expense Report

If an expense report has been submitted for approval by mistake or if it is discovered that there are one or more errors on the expense report, it can be retrieved until it has been approved and locked by the administrator. After an expense report has been retrieved, it will need to be resubmitted for approval. Supervisors and Project Approvers will each receive an e-mail notification when an expense report that had been previously submitted has been retrieved, and they will also receive an e-mail notification when the expense report is resubmitted.

- Click the "Expenses" menu.
  - ➢ The "Expenses" menu options should be displayed.
- Select the appropriate expense report from the "Retrieve a Submitted Expense Report" drop down list.
- Click the "Go" button next to the "Retrieve a Submitted Expense Report" menu option.
  - ➢ An "Expense Report Has Been Retrieved" message should be displayed above the menu.
- Use the "<u>Editing an Open Expense Report</u>" procedure (above) to make changes to the retrieved expense report.

Editing a Disapproved Expense Report

An e-mail notification will be sent to you if an expense report has been disapproved.

- Click the "Expenses" menu.
  - ➢ The "Expenses" menu options should be displayed.
- Select the appropriate expense report from the "Edit a Disapproved Expense Report" drop down list.
- Click the "Go" button next to the "Edit a Disapproved Expense Report" menu option.
  - ➢ The selected "Expense Report" should be displayed and can be edited and resubmitted.

Viewing an Expense Report (Read Only)

Both open expense reports and expense reports that have previously been submitted can be selected and viewed from the "View an Expense Report (Read Only)" menu.

- Click the "Expenses" menu.
  - ➢ The "Expenses" menu options should be displayed.
- Click the "Go" button next to the "View an Expense Report (Read Only)" menu option.
  - ➢ The "View an Expense Report" screen should be displayed.
- Filter the list of expense reports (optional).
  - "Keyword" – Enter part of an expense report description in the "Keyword" field.
  - "Status" – Select a "Status" from the drop down list, e.g., "Open" or "Approved."
  - "Submitted (Start Date)/(End Date)" – Enter the starting and/or ending "Submitted" dates.
- Click the "Search" button.
  - ➢ A list of expense reports should be displayed.
- Click the "Name" link for the appropriate expense report.
  - ➢ A read-only version of the expense report should be displayed.

Making an Open Expense Report Inactive

An open expense report can be made inactive which for practical purposes means deleting the expense report with an audit trail. An expense report cannot be reactivated once it has been made inactive but a new expense report can be created for the same period or trip if necessary.

- Click the "Expenses" menu.
  - ➢ The "Expenses" menu should be displayed.
- Select the appropriate expense report from the "Make an Open Expense Report Inactive" drop down list.
- Click the "Go" button next to the "Making an Open Expense Report Inactive" menu.

  NOTE: Once an expense report is deactivated, it CANNOT be reactivated.

  - ➢ The "Deactivate Expense Report" confirmation screen should be displayed.
- Click the "Yes" button.
  - ➢ An "Expense Report Has Been Deactivated" message should be displayed above the menu.