Managing Employee Expense Reports & Advances

This is a training guide to step you through managing Expense Reports, Travel Authorizations and Cash Advances.

Before you begin . . .

Upon completion of this guide you will be able to:

- View the status of a submitted transaction.
- Check the status of approvals.
- Modify a Pending transaction that was saved for later.
- Modify a Pending transaction sent back for revision and resubmit.
- Reprint a transaction.

What rules govern expenses?

- NU Travel, Purchasing, ASRSP policies and Entertainment and Courtesy Guidelines
- The individual requesting the reimbursement or advance must be listed in the HRIS database.
- Expenses must be charged to the proper source of funds within 90 days of occurrence.
- Expenses must not be altered in any way which violates University Policies.

Additional Resources

Project Café Training website http://cafe.northwestern.edu/training/
Expense Policies website http://www.northwestern.edu/financial-operations/policies-procedures/policies/PoliciesLinks.pdf

Where to get help? Contact the Help Desk at 847-491-HELP (4357) or email consultant@northwestern.edu
Step 1: Navigate to the Transaction

**Navigation:** NUFinancials → Employee Self Service → Travel and Expense Center

Select the transaction type you wish to check the status of: **Expense Report**, **Travel Authorization**, or **Cash Advance** by clicking on the transaction name.
Step 2: View the Status of a Transaction & Check the Status of Approvals

The steps to view a transaction are the same. This example uses an Expense Report.
Step 3: View the Transaction

NUFinancials may display the most recent transaction you created. If this is not the transaction you wish to view, click Return to Search. If this is the transaction you wish to view, proceed to step 5.
Step 4: Search for Transactions and View Status

Enter search criteria or leave blank and click search to see a list of all transactions for yourself and proxies.

**Statuses**

1. **Pending** – saved for later or sent back (only pending transactions can be modified)
2. **Submitted** – submitted for approval
3. **In Process** – approvals in process
4. **Approved** – fully approved, not paid
5. **Staged** – payment in process
6. **Paid** – payment has been issued
### Step 5: Review Approval Status; scroll to bottom of page

#### Totals

<table>
<thead>
<tr>
<th></th>
<th>USD</th>
<th></th>
<th></th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses:</td>
<td>339.67</td>
<td>Due Employee:</td>
<td>339.67</td>
<td></td>
</tr>
<tr>
<td>Non.Reimbursable Expenses:</td>
<td>0.00</td>
<td>Due Vendor:</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Prepaid Expenses:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Credits:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Credits:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Advances Applied:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Pending Actions

<table>
<thead>
<tr>
<th>Profile</th>
<th>Name</th>
<th>Action</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepay Auditor</td>
<td>(Pooled)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Action History

<table>
<thead>
<tr>
<th>Profile</th>
<th>Name</th>
<th>Action</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ott.Hindrek</td>
<td>Submitted</td>
<td>01/15/2009 12:58:34PM</td>
</tr>
<tr>
<td>Department Level 1 Approvers</td>
<td>Smith, Jeffery</td>
<td>Approved</td>
<td>01/15/2009 1:01:20PM</td>
</tr>
</tbody>
</table>

- **Pending Actions** are what approvals are still needed.
- **Action History** shows what approvals have taken place.
- Prepay Auditor is Accounts Payable.
- Optional, click **Printable View** to re-print.

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Modify a Pending Transaction

Use this process to modify a Pending transaction that was saved for later or sent back for revision.
Select the transaction type you wish to modify: Expense Report, Travel Authorization, or Cash Advance by clicking Modify under the transaction name.

Step 1: Locate the Transaction

The steps to modify a transaction are the same. This example uses an Expense Report.
Step 2: Locate a Transaction to Modify

The search results will include Pending transactions for yourself and those you have proxy access for (only transactions with a Pending status can be modified). You will receive “no search results” if there are no pending transactions.

If there is only one transaction in a pending status, it will open automatically open after clicking Modify.
Deleting lines

1. To delete a line, **Select** the desired line and click **Delete Selected**.
2. Click **OK** to the resulting confirmation:

```
Create Expense Report
Delete Confirmation
Raymond Bieniasz

You have selected one or more expense lines to delete. To continue and delete the expense lines, press OK; otherwise, press Cancel.
```

**OK**  **Cancel**
# Adding lines

Click **Add** next to **New Expense** for a new line.

<table>
<thead>
<tr>
<th>Details</th>
<th>*Overview</th>
<th>*Expense Type</th>
<th>*Expense Date</th>
<th>*Amount Spent</th>
<th>*Currency</th>
<th>*Payment Type</th>
<th>*Billing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Domestic Travel-Mtg &amp; Conf</td>
<td>01/01/2009</td>
<td>100.00</td>
<td>USD</td>
<td>Cash</td>
<td>NU Expe</td>
<td></td>
</tr>
</tbody>
</table>

- **Copy Selected**
- **Delete Selected**
- **New Expense**
- **Add**
- **Check For Er**
Follow Approvers Send-back instructions

**Expense Report**

**Expense Report Entry**

Raymond Bieniasz

**User Defaults**

**Report ID:** 0000004804

**EmpId:**

**Sent Back For Revision By:** Khadem, May

**Incorrect chartstring. Please charge to 110-4001200**

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**General Information**

- **Description:** Reimbursement for Conference
- **Business Purpose:** Professional Development
- **Status:** Pending
- **Default Location:**
- **Post State:** Not Applied

**Comment:**

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**Accounting Defaults**

**Apply Cash Advance(s)**

**More Options:**

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**Details**

- **Expense Type:** Domestic Travel-Mtg & Conf
- **Expense Date:** 01/01/2009
- **Amount Spent:** 100.00
- **Currency:** USD
- **Payment Type:** Cash
- **Billing Type:** NU Expe

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**Copy Selected**

**Delete Selected**

**New Expense**

**Add**

**Check For Er**
Step 3: Check Budget after making any changes.

Click **Check Budget** to save changes.
Step 4a: Submit

If the Budget Checking Status is Valid, click Submit.

- Correct Budget Checking errors as instructed in the “Common Errors for Expense Transactions” job aid.
  
  http://cafe.northwestern.edu/documents/training/supplychain/807/CommonErrorsExpenseTransactions.pdf

- Print the transaction as needed using Printable View.
Step 4b: Confirm Submission

![Save Confirmation](image)

Expense Report Totals

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Currency</th>
<th>Description</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses</td>
<td>$960.10</td>
<td>USD</td>
<td>Due Employee</td>
<td>$410.10</td>
<td>USD</td>
</tr>
<tr>
<td>Non-Reimbursable Expenses</td>
<td>$0.00</td>
<td>USD</td>
<td>Due Vendor</td>
<td>$0.00</td>
<td>USD</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>$550.00</td>
<td>USD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Credits</td>
<td>$0.00</td>
<td>USD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Credits</td>
<td>$0.00</td>
<td>USD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Advances Applied</td>
<td>$0.00</td>
<td>USD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Report ID: 0000000108

✔ Click OK to submit, or click Cancel to return to the expense report without submitting.

After submitting (or canceling), you are returned to the transaction entry Page.