How to Create, Submit and View an Expense Report

Non-Travel-Related Expenses

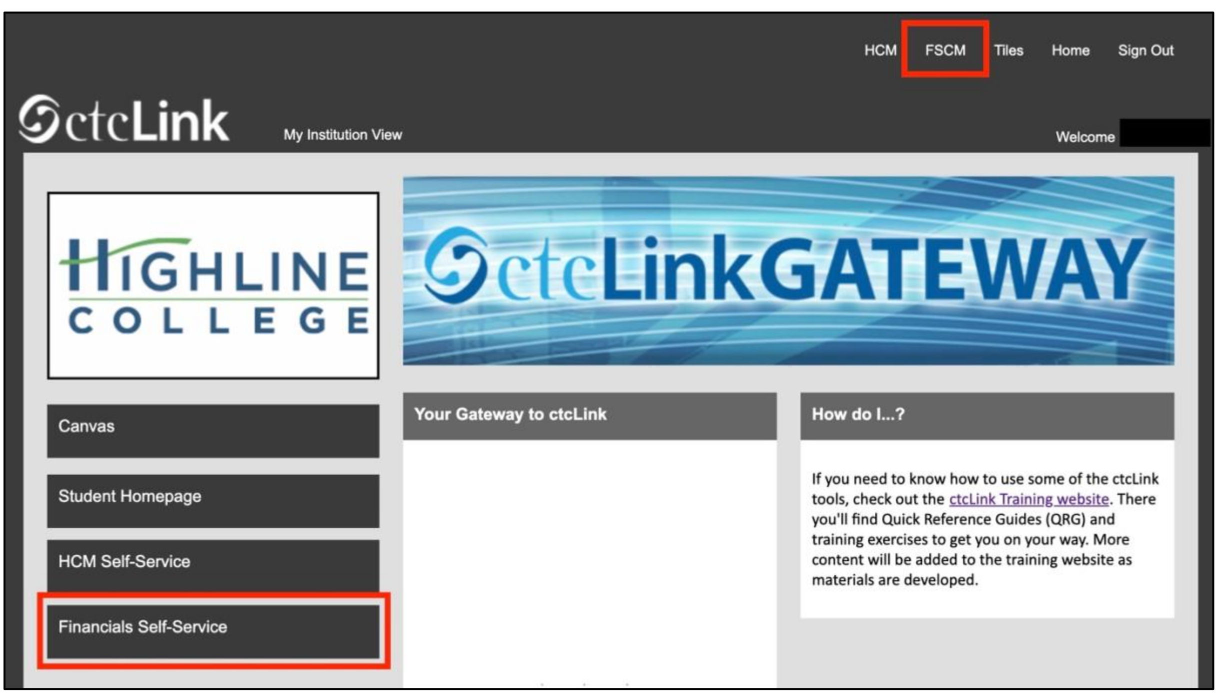
This guide will show you how to create and submit an expense report in Part 1. An expense report is a college employee's method of being reimbursed for approved expenses they paid for out of pocket. In Part 2, you will see how to view the status of an expense report after submitting. First, a few tips:

- This guide is for expenses not related to travel. To create a travel-related expense report, see "How to Create an Expense Report: Travel-Related Expenses."
- You will need an electronic copy of your receipt. If you don't have an electronic receipt, you can take a picture with your phone and email it to yourself as a JPEG or PDF.
- Your screen may look different than the images you see in the directions below. The number of tiles you see and the options you have in menus will depend on your role at the college.
- The Highline ITS Help Desk can help if you have problems with sign-in credentials, usernames or passwords.

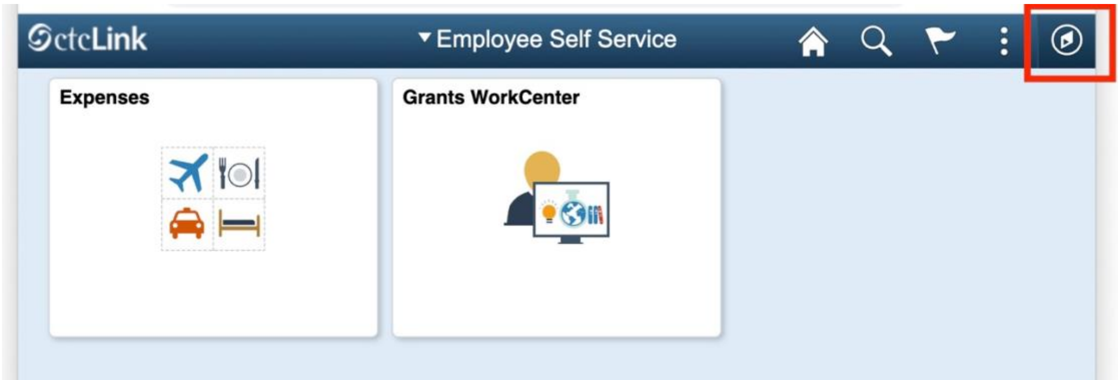
Directions

Part 1: Create and Submit an Expense Report

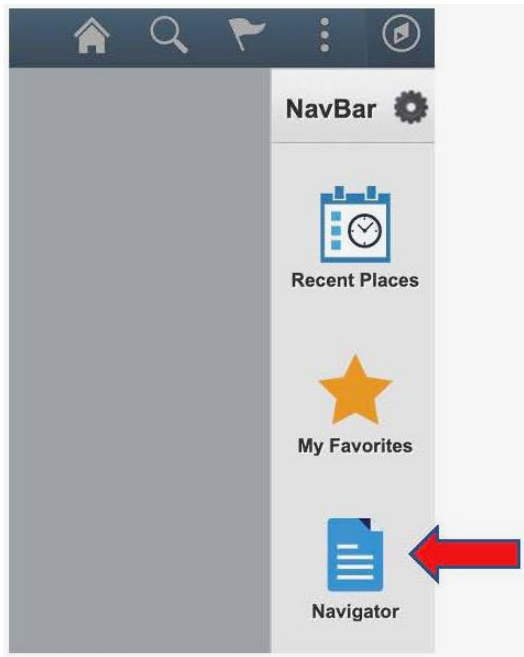
1. Log in to ctcLink.
2. Click **FSCM (Financial Supply Chain Management)** from the top of the window or **Financials Self-Service** on the left navigation.



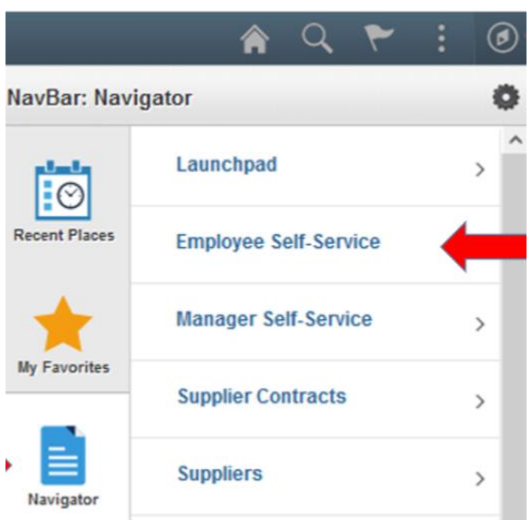
3. Click the **Navigation Bar (NavBar)** button in the top right corner — indicated by the compass icon — to view the NavBar tiles.



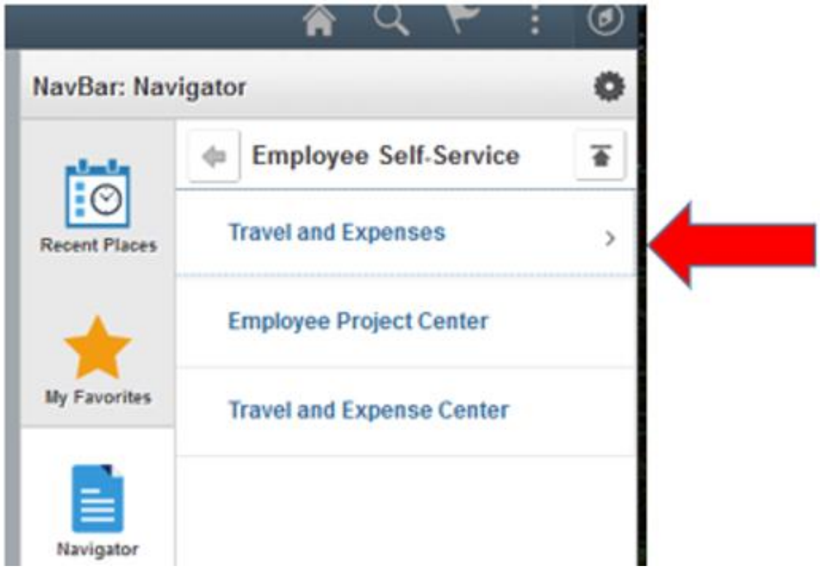
4. The **NavBar** tiles will display. Click the **Navigator** tile.



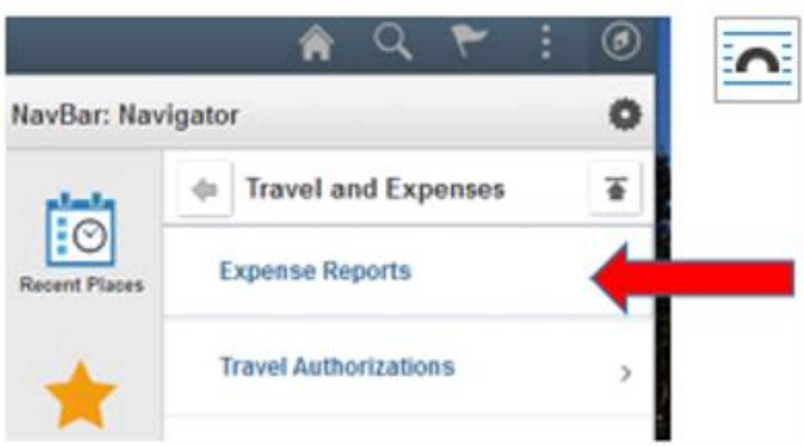
5. The **Secondary Level Content** menu will display. Click **Employee Self-Service**.



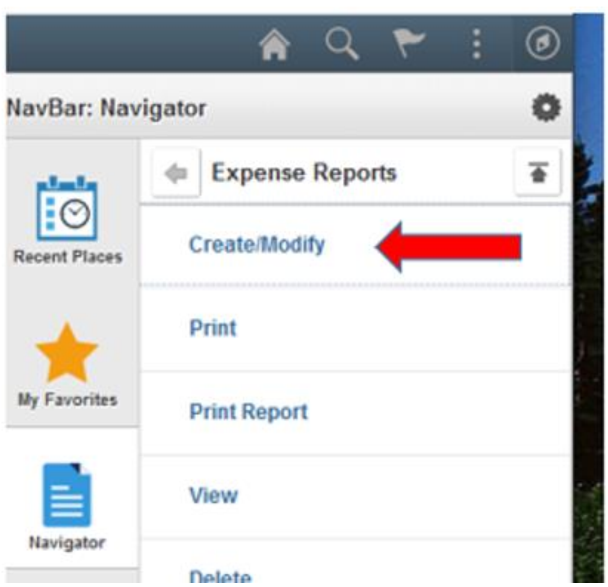
6. The **Employee Self-Service** menu will display. Click **Travel and Expenses**.



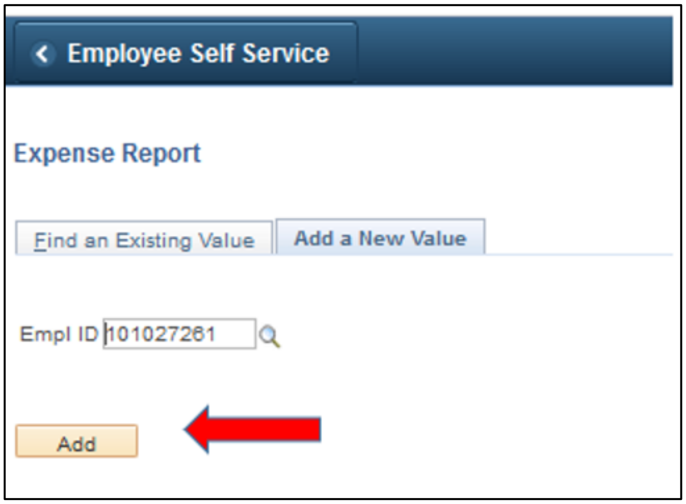
7. The **Travel and Expenses** menu will display. Click **Expense Reports**.



8. The **Expense Reports** menu will display. Click **Create/Modify**.



9. With the **Add a New Value** tab selected, enter your **Empl ID**, which is another name for your ctcLink ID. Click the **Add** button.

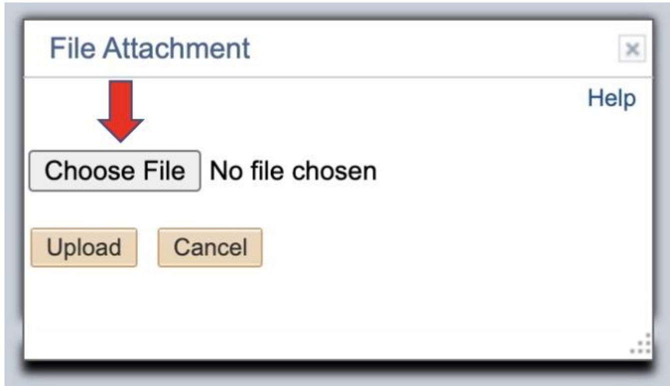


10. Fill in the form header:

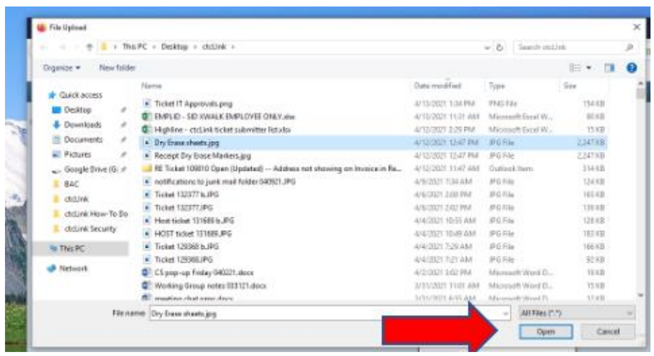
- **Business Purpose** field: For this example, we selected **Miscellaneous** from the drop-down menu.
- **Report Description** field: Enter information to describe your request for reimbursement. For this example, we entered **Dry erase sheets**.
- **Reference** field: *leave blank*
- **Default Location** field: *leave blank*
- Click **Attachments** link.

11. The **Expense Report Attachments** page will display. Click **Add Attachment** button.

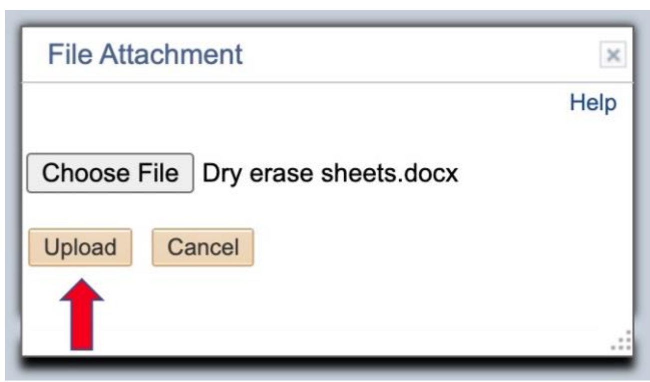
12. The **File Attachment** pop-up will display. Click **Choose File**.



13. Find the file on your computer, click on it, and click the **Open** button.



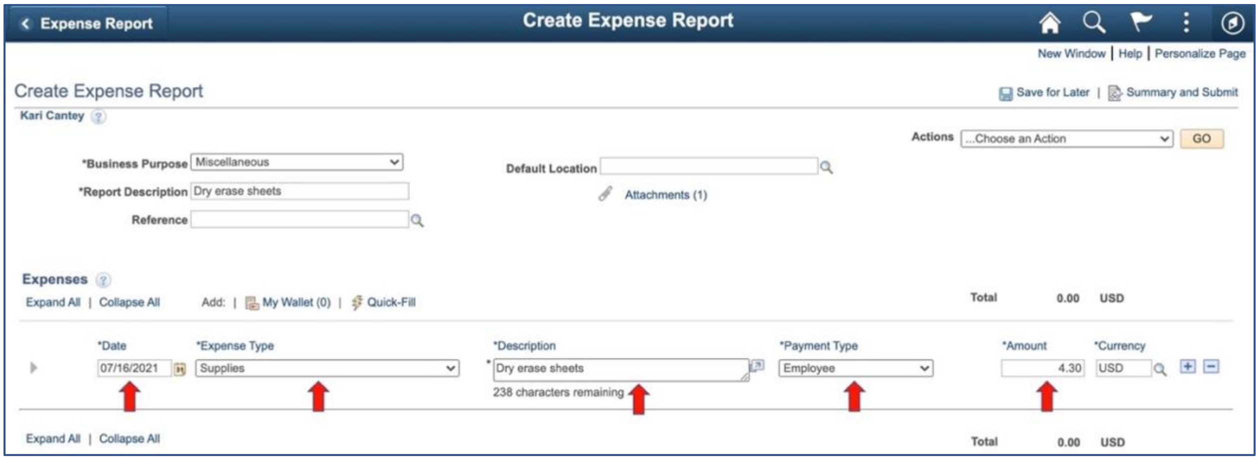
14. The file name will appear in the **Choose File** field. Click the **Upload** button.



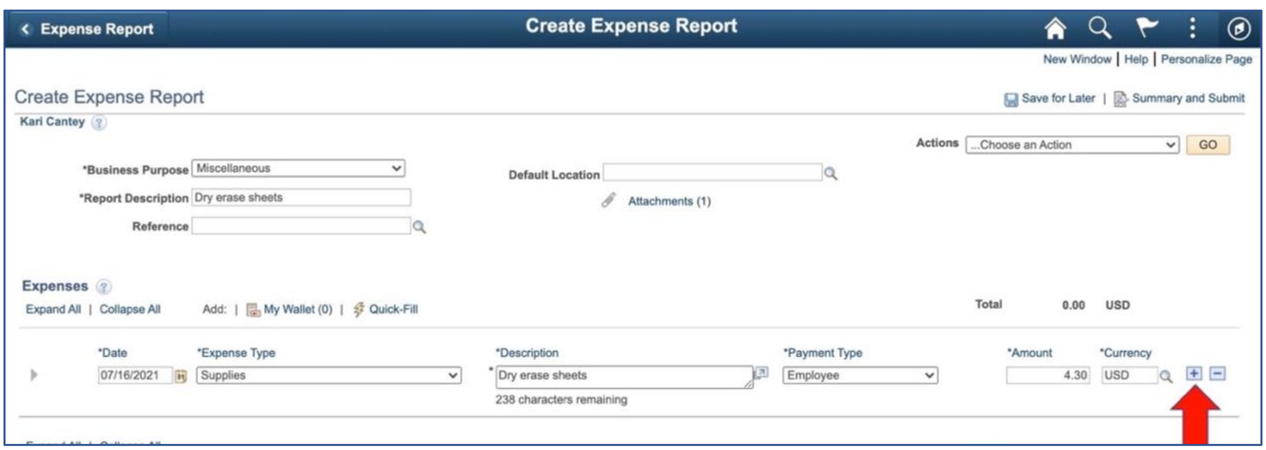
15. The file name will appear in the **File Name** column. In the **Description** column, enter a brief description. Click **OK**.

16. The **Create Expense Report** page will display. Complete the **Expenses** section:

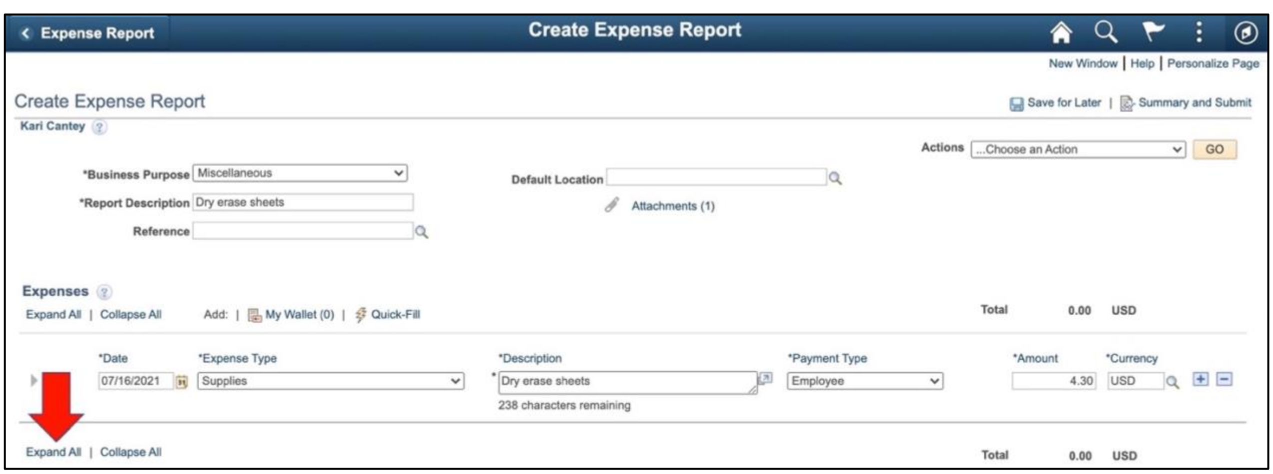
- **Date**: Enter the date of purchase as shown on your receipt.
- **Expense Type**: From the drop-down menu, select a non-travel expense category.
- **Description**: Enter a short description.
- **Payment Type**: Select **Employee** from the drop-down menu
- **Amount**: Enter the amount of reimbursement including tax.



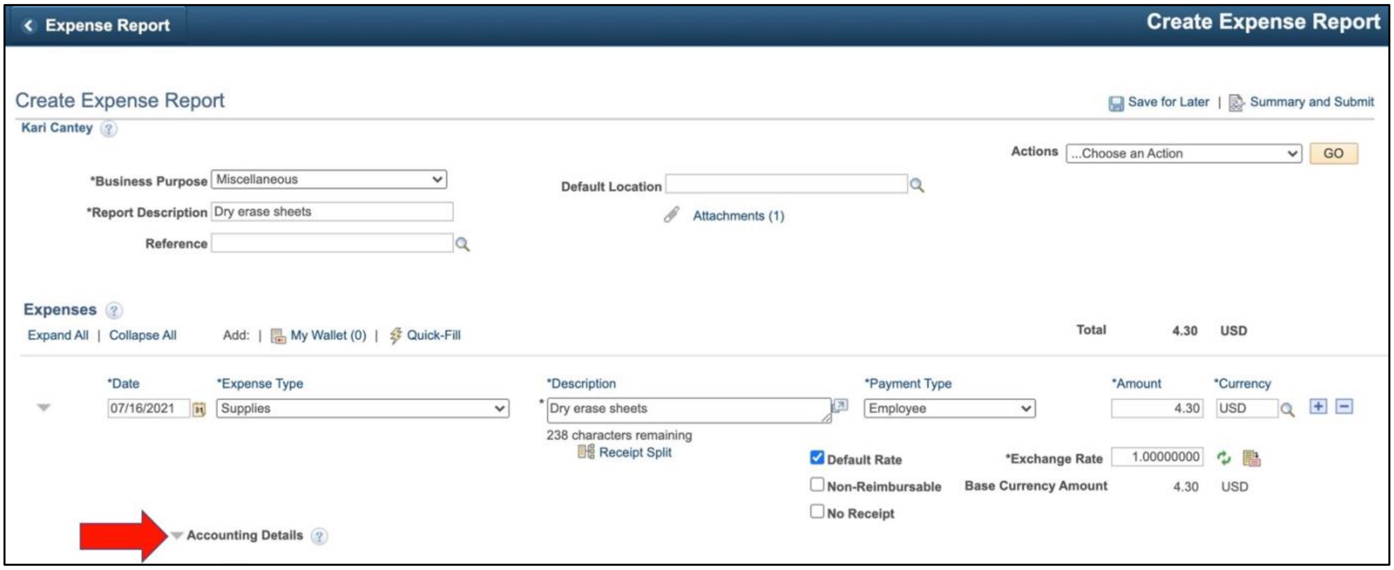
16. If you need to add another expense, click the **Add a New Row [+]** icon on the right side of the row and complete step 15 again.



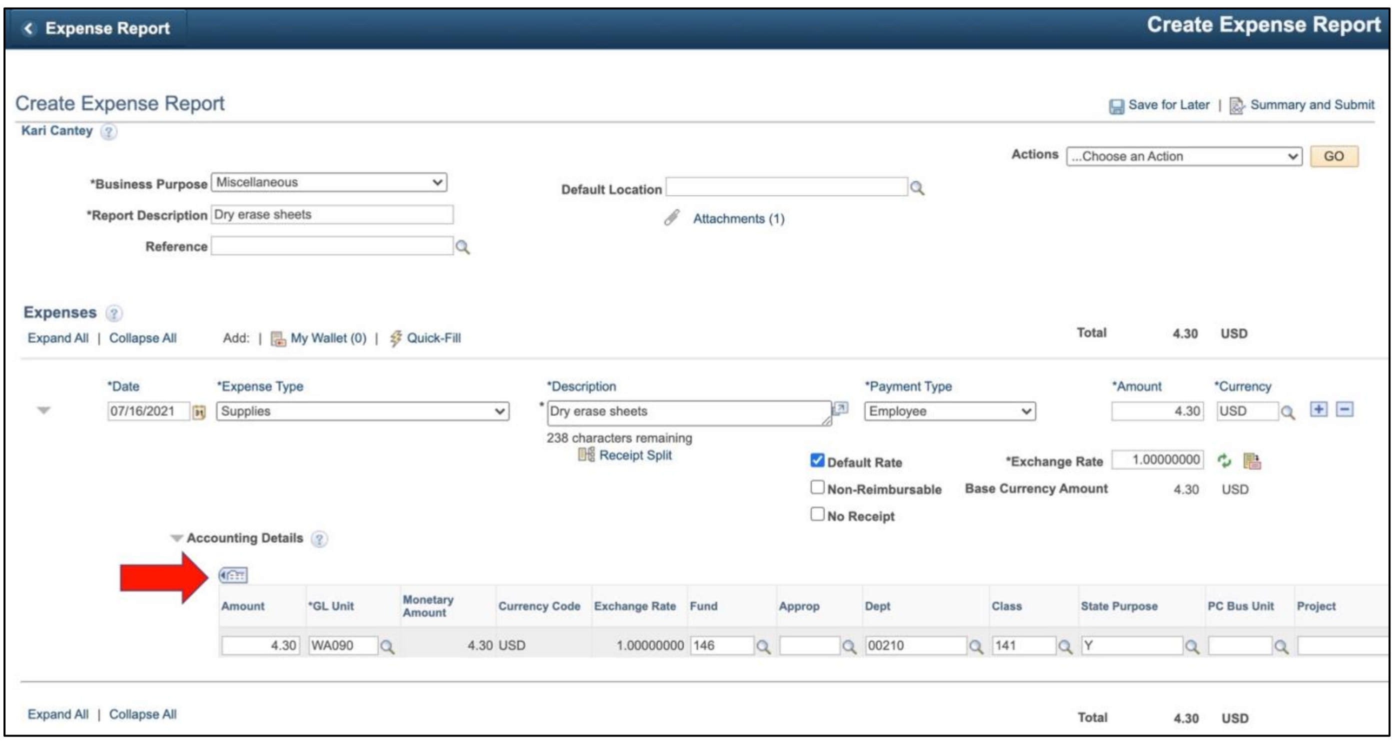
17. Click **Expand All** on the bottom left.



18. Click the **Caret** icon (in the shape of a triangle) next to **Accounting Details** link to view and enter budget information



19. Click the **Expand** icon next to **Chartfields** to reveal all available fields.

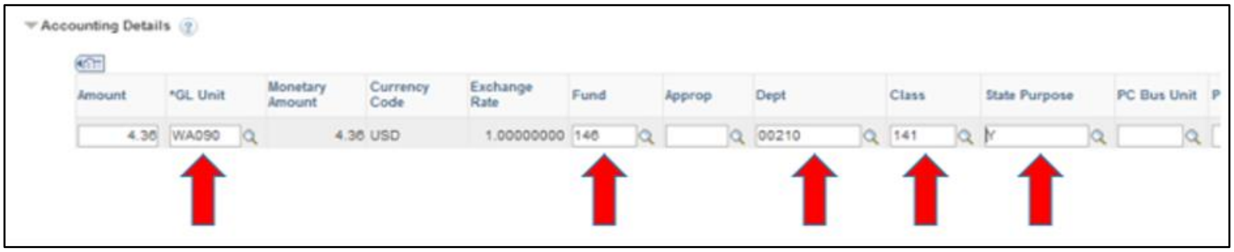


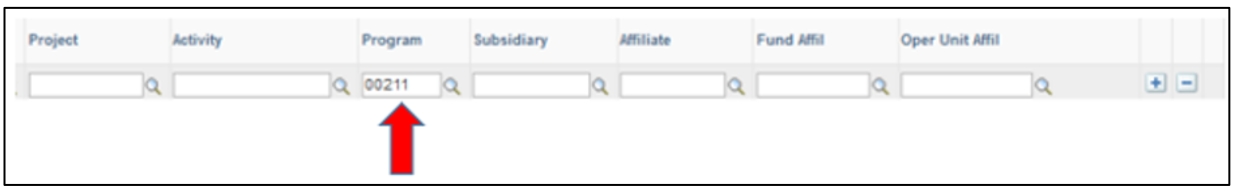
20. Fill in the following required fields:

- **GL Unit**
- **Fund**
- **Dept:** A number might already be entered. Verify that it is correct.
- **Class**
- **State Purpose:** If the expense is related to IT — such as software, hardware, IT training, cloud services or subscription, or other IT-related items — the State Purpose field must be either Y or X. For questions, contact IT and/or the Finance office.
- **Program**

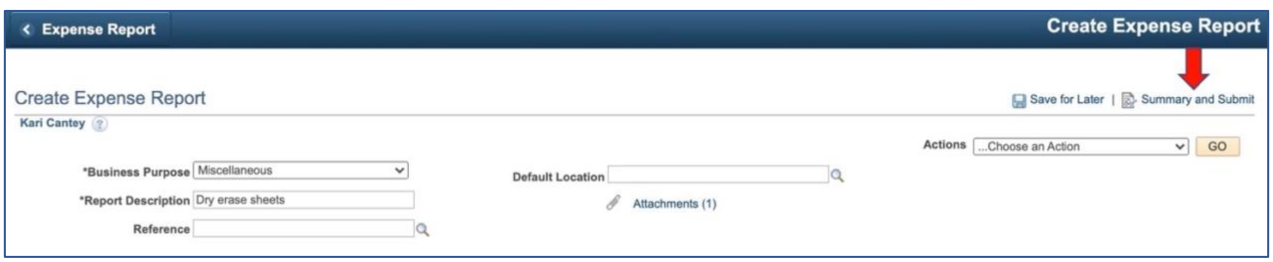
If your expenses are related to a grant, then also fill in these additional fields:

- **PC Bus Unit**
- **Project**
- **Activity**





21. Click on the **Summary and Submit** link at the top right of the Expense Report



22. Review the information for accuracy and check the box under **Amount Due to Employee**. Click the **Submit Expense Report** button.

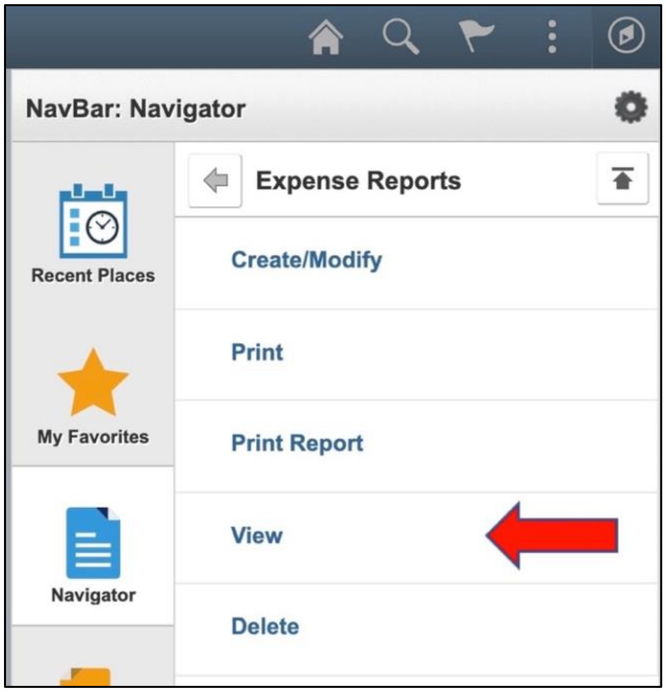
23. The expense report is now submitted and is in the workflow. The budget manager will need to approve the request before it moves on to the next steps for processing.

Part 2: View an Expense Report

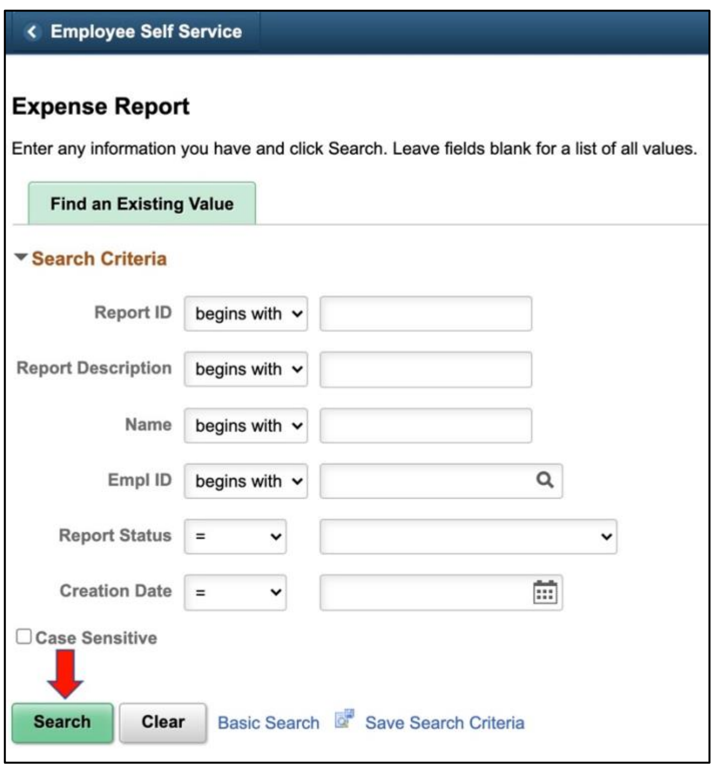
If you would like to see where your expense report is in the approval process, you can view the status.

24. Follow steps 1-7 in Part 1.

25. From the **Expense Reports** menu, click **View.**



26. The **Expense Report** search page will display. You can enter search criteria or simply click the **Search** button.



27. You should see a list of your submitted expense reports with the date and status included. To see the details, click on any field in the row.

28. You will see the summary information, including the **Approval History.** If the history is not showing, click the **Caret** icon (in the shape of a triangle) to expand the view.