

End-User Expense Training

This document provides an overview of creating, editing and submitting an expense voucher. A description of the approval process and expense statuses is also provided.

What’s covered in this document:

- Expense Report Creation
 - Expense Summary Screen
 - Expense Report Detail
 - Credit Card Charge Entry
 - Expense Wizards
 - Attach Receipts
- Completing an Expense Report
- Expense Report Status

Expense Report Creation

Unanet will be used to create expense reports. To create an Expense Report, click on the “+ Report” icon on the Home or Expense Dashboard.



The screenshot shows the Unanet Expense Dashboard. At the top, there is a navigation bar with tabs for Home, Project, People, Forecast, Time, Expense, Billing, Admin, and Reports. Below this is a sub-navigation bar with 'List' and 'My Projects'. The main content area is titled 'Expense – Dashboard [config]'. On the left, there are two sidebar boxes: 'My Reports [config]' with a link to 'How to save reports', and 'Quick Reports' with links for 'Assignments' and 'Detail Report'. The main area contains a table titled 'Active Expense Reports'. The table has columns for Voucher, Expense, Reimburse, Status, and Purpose. The 'Status' column header has a red circle around a '+ Expense' button. Below the table, there are two rows of data representing active reports.

	Voucher	Expense	Reimburse	Status	Purpose
 	14	\$400.00	\$0.00	INUSE	1/17/2013 1:24 PM
 	13	\$0.00	\$0.00	INUSE	12/26/2012 8:27 PM 11

Expense Summary Screen

The Expense Request/Report is a two-page form and starts the process. The Summary page captures information about the trip or expense report as a whole. Once you “save” your information on the summary page, then click on the “Details” button to enter expenses by line item.

Project		Task Allocation (%)
1.	COMPANY1 PROJECT3	100
1		100

Purpose and Location

The purpose box will be where you type the label for your expense report, so it is best to use a descriptor that will be easily distinguished from other expense reports in the future. On this screen you will also add the location where the expenses were incurred.

Project and Task

Choose a project and Task (where applicable) from the drop down list to report the expenses. The list will include all assigned projects available for the expense user.

Allocation

If this expense report is for one project, the “Allocation (%)” field should be 100%. But if the expenses are for more than one project, user can define how to allocate the expenses to each project. If you need to allocate your expenses to more than one project, call our Accounting Department for assistance.

Expense Report Detail

“**Expense Report Details**” is used to record the items that need to be expensed. You will need to start by importing any applicable credit card charges, and then add new rows for any additional expenses.

There are two ways to enter new expenses; 1) Importing charges from the corporate cards; 2) Adding expenses and new rows manually.

Importing Corporate Credit Card Charges

It is sometimes easiest to start by entering the charges put on your corporate credit card first. Corporate credit card charges will be uploaded into Unanet administratively for each person to import onto an expense report and submit for approval. Credit card charges can be accessed via the “Import” option at the bottom of the expense report details screen:

Expense – Expense Report Details for Admin, Unanet

RSDC Group (RSDC)
Purpose: test
Location: test

Project #	Project	Task	Allocation	Default Project Type
1.	10024.001.00.105 Program Management - TO 001 (TM)		100%	BILLCMPNY

Date	Expense Type	Amount (USD)	Payment Method
1.		0.00	
Total Expenses:		0.00	
(-) Non Reimbursable:		0.00	
(-) Advances:		0.00	
Cash Returned:		0.00	
Total Reimbursement:		0.00	

Wizard Summary Comments

Save Submit Preview Allocate Purpose Threshold **Import** Attach

From the Import Screen, users will select which credit card charges to “Import” onto the expense report. When a charge is selected for import, an expense type must be assigned. Once the user clicks “Save” and goes back to the expense report with the imported credit card charges, the Payment Method for credit card charges should be the employee’s individual **corporate** credit card.



Expense – Import Expenses for Admin, Unanet (unanetadmin)

RSDC Group (RSDC)
Purpose: test
Location: test


Import	Imported Expense Date	Imported Expense Type	Source	Imported Vendor	Imported Amount
<input type="checkbox"/>	1/7/2018		AMEX(...TEST)	LAWDEPOT.COM 877-509EDMONTON	(\$33.00)
<input type="checkbox"/>	1/8/2018		AMEX(...TEST)	AMAZON.COM AMZN.COM/BILL WA	(\$50.00)
<input type="checkbox"/>	1/8/2018		AMEX(...TEST)	AMEXGBT TAMPA FL	(\$693.10)
<input type="checkbox"/>	1/8/2018		AMEX(...TEST)	BOINGO WIRELESS 8008804117 CA	(\$9.95)
<input type="checkbox"/>	1/9/2018		AMEX(...TEST)	KIZUNA RESTAURANT VIENNA VA	(\$55.64)

Save Cancel

If you are trying to complete your expense report and your expenses have not imported yet, you can add these expenses manually. Just be sure that the amount you enter matches your receipt exactly to ease in the reconciliation process.

Adding Expenses Manually and Adding New Rows

If you do not have any Credit Card Charges to import, or you need to add additional items not charged to a corporate credit card during travel or other expense occasion (such as mileage or MI&E) – you will need to add rows to your expense report.

Click on the add row icon  to add more expense detail rows. The number in the center identifies the number of rows to add. A sample details screen is shown below. Expense items are entered as individual rows on this screen. Required fields include the Date, Expense Type, Amount, and Payment Method.

Native American Technology Corp (NATECH)
Purpose: Test Project
Location: Ft Hood, Texas

Project #	Project	Task	Allocation	Default Project Type
1.	NORTHROP MCTP (TM)	5. Nonbillable - Expenses	100%	NONBILL

Date	Expense Type	Amount (USD)	Payment Method
1. 3/5/2019	Travel - Airfare	543.21	*Company Paid
2. 3/5/2019	Travel - Baggage Fee	20.00	*Company Paid
3. 3/8/2019	Travel - Lodging Per Diem	282.00	*Company Paid
4. 3/8/2019	Travel - MIE Per Diem	55.00	**Employee
Total Expenses:		900.21	
(-) Non Reimbursable:		845.21	
(-) Advances:		0.00	
Cash Returned:		0.00	
Total Reimbursement:		55.00	

Wizard Summary

Location: HOOD COUNTY, TEXAS
Per Diem Allowance: 55.00

Comments

Save Submit Preview Allocate Purpose Threshold Import Attach

Expense Details Columns

- **Date** – the date the expense was incurred.
- **Expense Type** – the type of expense incurred – select from a list.
- **Amount Field** – based on the Expense Type field, the Amount field accepts either a monetary amount or invokes a wizard data entry screen. The wizard data entry screen is invoked when the cursor is placed in the Amount field. The wizard data entry screen collects the required and optional information associated with the expense type.
- **Payment Method** – available payment methods include Employee, Corp. Card and Company Paid based on who is expected to be charged for the expense item.

Expense Details Buttons (across the bottom)

- **Preview** – displays a read-only view of the expense report.
- **Allocate** – you will not need to use this button
- **Purpose** – Displays the expense summary screen at the beginning.
- **Threshold** – you will not need to use this button
- **Attach** – this button allows files to be attached to the expense report such as receipts or pre-approvals for deviations from travel policies.

Expense Wizards

Once you have all of your items entered, you may notice some errors at the top of the screen. This is normal and often means you need to add additional detail which is done with the Wizard tool. 🛠️


Many of the Expense Types are associated with an Expense Wizard, which will also pop up when you click on the “Amount” field. Each wizard is unique and should be populated with as much information as possible. Additionally, the wizard allows you to enter the paid currency and exchange rate, a vendor, and to check if a receipt is provided. Per diem wizards use your provided location to calculate the amount of M&IE or lodging based on current government rates.

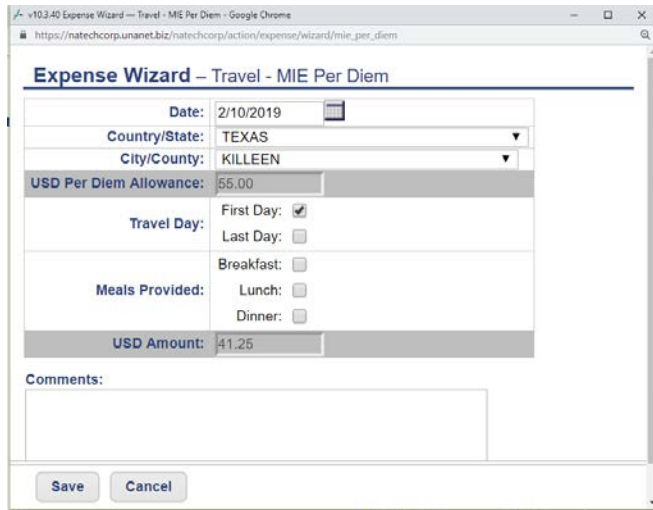
Expense Wizard – Airfare	
• Vendor is required • Threshold is \$2,500.00 (USD)	
Receipt Provided:	<input checked="" type="checkbox"/>
If Not Provided, Why:	
Vendor Name:	American Airlines
Departed From:	IAD
Arrived At:	SAN
Departure Date:	10/15/2012
Return Date (if round trip):	10/31/2012
Ticket Number:	
Expense Amount:	250.00
Currency Used:	USD - (US Dollar)
Exchange Rate to USD:	1.000000
USD Amount:	250.00
Comments:	
<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

M&IE Wizard and Copy Row feature

Meals and Incidental Expenses (M&IE) require a separate line for each day of your trip. However, there is a shortcut to help you enter this information more easily. Start by creating a new line for one day of M&IE. Enter the date, in the Expense Type column select "Travel – MIE Per Diem" in the Payment Method column, select "***Employee".

	Date	Expense Type	Amount (USD)	Payment Method
1	2/10/2019	Travel - MIE Per Diem	41.25	**Employee
Total Expenses:			41.25	

Then you will click on the wizard tool icon  to open up the Expense Wizard for MIE Per Diem.



The Expense Wizard form contains the following fields and options:

- Date: 2/10/2019
- Country/State: TEXAS
- City/County: KILLEEN
- USD Per Diem Allowance: 55.00
- Travel Day: First Day: Last Day:
- Meals Provided: Breakfast: Lunch: Dinner:
- USD Amount: 41.25
- Comments: (empty text area)
- Buttons: Save, Cancel

Country/State: Select or type in the state you traveled

City County: Click on the magnifying glass OR start by typing the city name and select your city

USD per Diem Allowance: will auto-populate based on GSA per diem data loaded into Unanet


Travel Day: you will check First Day or Last Day only on those days and leave all others blank
NOTE on Travel Day: If you are going to enter multiple days, I recommend you go back and click this after you duplicate the row, it will make it much easier

Meals Provided: you would only check these boxes if you were provided a meal by NATECH or through another mechanism paid for under the contract

USD Amount: will auto-populate based on your selections

Click Save

This will take you back to the main expense report window so that you can enter your next line of travel.

Click on the copy button 

1	2/10/2019	Travel - MIE Per Diem	41.25	**Employee
2	2/10/2019	Travel - MIE Per Diem	41.25	**Employee
Total Expenses:			82.50	

On the copied line, click on the date – you will get a popup for the expense wizard again. Change the date (and if you selected “first day” or “last day” you will need to de-select this option to return the full amount). Click save when complete.

	Date	Expense Type	Amount (USD)	Payment Method
X	1. 2/10/2019	Travel - MIE Per Diem	41.25	**Employee
X	2. 2/11/2019	Travel - MIE Per Diem	55.00	**Employee
X	3. 2/12/2019	Travel - MIE Per Diem	55.00	**Employee
X	4. 2/13/2019	Travel - MIE Per Diem	41.25	**Employee
Total Expenses:			192.50	
(-) Non Reimbursable:			0.00	
(-) Advances:			0.00	
Cash Returned:			0.00	
Total Reimbursement:			192.50	

Copy and change the information for as many days as you travel. Make sure your First and Last Days of travel are listed appropriately.

Attach Receipts

You need to attach all applicable receipts supporting your expense report by clicking the “Attach” button at the bottom of the screen. From the attachments screen you will select “choose file” and add each file to attach. When complete with all attachments, click the “Save” button to return to your expense report.

Attachments:

	File Name
X	Airfare.msg
X	Baggage Fee.jpg
X	Hotel.pdf
X	<input type="button" value="Choose File"/> No file chosen

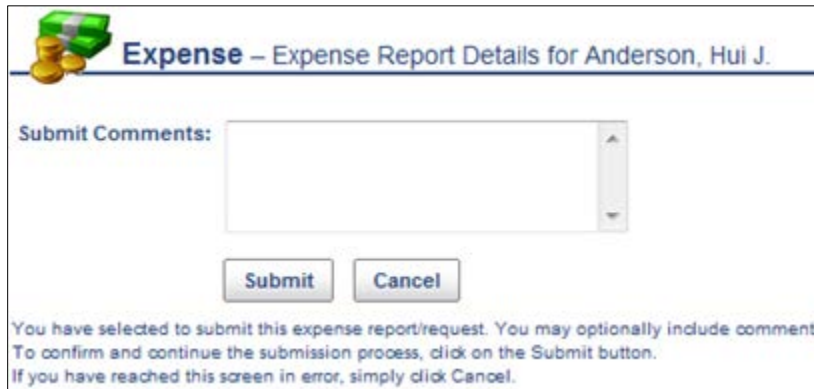
1

Completing an Expense Report

Once all the details are in, the user can save the expense report by clicking the Save button. This saves the expense report in the user's queue for future modification. **It will not be submitted for approval and reimbursement unless Submit is chosen.**

Submitting Expense Reports

Click on the Submit button to submit the report. It is critical to review your expense report for accuracy prior to submitting it. Expense Reports are submitted by clicking on the Submit button. A text dialog is displayed; user can enter optional comments for this expense report.



Expense - Expense Report Details for Anderson, Hui J.

Submit Comments:

You have selected to submit this expense report/request. You may optionally include comments. To confirm and continue the submission process, click on the Submit button. If you have reached this screen in error, simply click Cancel.

The approval of an Expense Report is required from Finance and the Project Lead(s) of each charge numbers associated with the expense. These approvals are allowed to proceed in parallel, as either approver can act before the other.

Expense Report Status

User can review the status of the Expense Reports by clicking the top menu "**Expense**" and choosing the "List" sub-menu.

- **INUSE** – the expense report is in use by the expense user. It has been saved but not submitted for approval.
- **SUBMITTED** – the expense report has been submitted by the user and is waiting for the first approval to be made.
- **APPROVING** – the expense report has been approved by one or more approvers, but has not been through all levels of approval. You can choose to view the expense report using the eye glasses next to the report, and choose Approval History to see who has approved the report.
- **COMPLETED** – when all approvals have been made. When the expense report enters this state, it is no longer visible in the Active Expenses list. The user is required to navigate to the link, "Completed Expenses" list to retrieve it.
- **EXTRACTED** – when the expense report has been extracted from Unanet to be paid through the accounting or payroll system. At this point, no further corrections are possible in the report.