

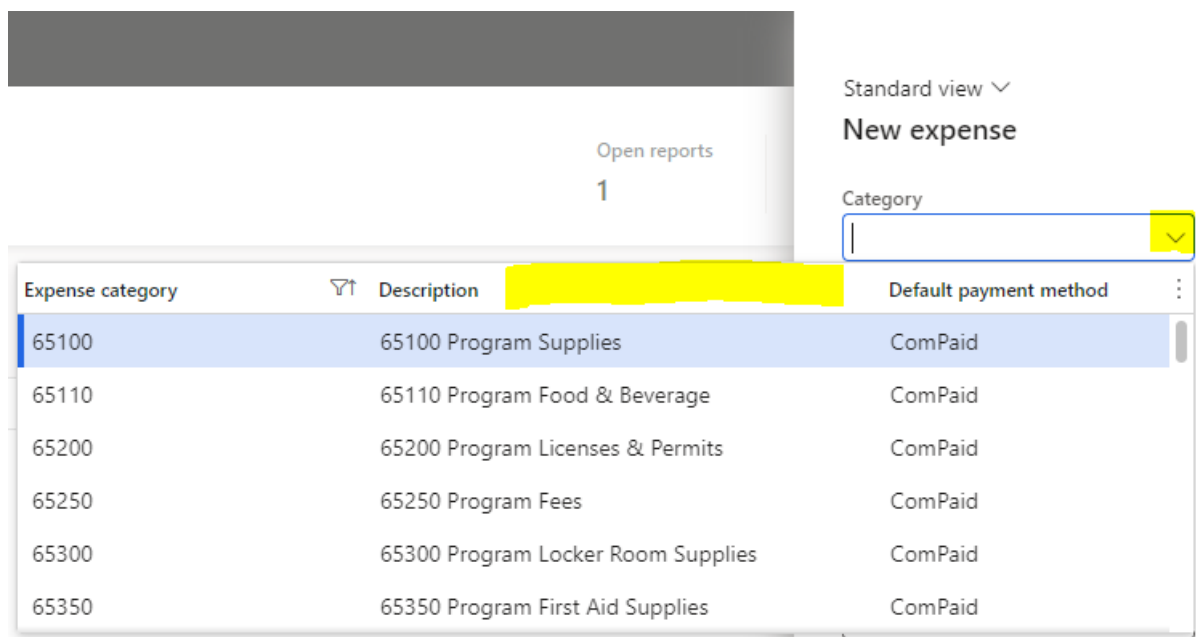
Expense Report training

Navigation

1. Go to Expense management > Workspaces > Expense management.
1. You can click the star on the right side of the “expense management” option under workspaces and add the link to your favorites for easy access.

Entering Expenses

2. Click the Expenses tab.
3. Click New expense.
4. In the Category field, enter or select a value. This is the expense account to charge.
5. You can either type in the account number, you can scroll through the options to find your account number or you can search by account name. You would do that by clicking in the description column of the drop down, then search for the account name.



The screenshot shows the 'New expense' form. At the top, there is a 'Standard view' dropdown and a 'New expense' title. Below the title is a 'Category' dropdown menu. The dropdown menu is open, showing a list of expense categories. The first category, '65100', is highlighted. The list includes the following categories:

Expense category	Description	Default payment method
65100	65100 Program Supplies	ComPaid
65110	65110 Program Food & Beverage	ComPaid
65200	65200 Program Licenses & Permits	ComPaid
65250	65250 Program Fees	ComPaid
65300	65300 Program Locker Room Supplies	ComPaid
65350	65350 Program First Aid Supplies	ComPaid

You have several search options, if you click on the down arrow by “contains” you can change your search criteria.

Expense category	Description	Default payment method
55100	↑ Sort A to Z	ComPaid
55110	↓ Sort Z to A	ComPaid
55200	Description	ComPaid
55250	contains	ComPaid
55300		ComPaid
55350		ComPaid

6. Put in the dollar amount of the expense.
7. In the Payment method field, enter or select a value.
 1. ComPaid = expenses put on company credit card, EmpPaid = expenses employee needs to be reimbursed for.
8. In the Merchant field, type a value.
9. In the Additional information field, type a value.
10. Click Save and new. – Continue until you are done entering expenses

For Mileage,

11. In the Category field, enter or select the value for mileage (72110, or you can search for it).
12. Vehicle type is optional.
13. Enter the number of miles traveled for the day.
14. In the Additional information field, enter your mileage destination to and from.
 1. i.e. “Downtown to North for Business manager meeting”, or vendor name and address if traveling to vendor sites.
15. Click Save and new.

For Hotel bills

16. Open Description column filter.
17. Enter a filter value of "Lodging" on the "Description" field using the "contains" filter operator (or enter account 72200).
18. Set Amount to the amount of the hotel bill.
19. In the Merchant field, type the name of the hotel.
20. In the Additional information field, enter the reason for the hotel bill.
21. Click Save and new.
22. Once you add your hotel bill to an expense report, you will be required to itemize the hotel folio by subcategory of expense. Helpful tip: Attach your receipt before you start itemizing. That way the receipt will attach to each line of the detail
23. You will also be asked to put in the check in and out dates, the guest name, the number of guests, and the number of nights.
24. After this, click on the ACTION button at the bottom (to the left of "save and continue")
25. Choose the Itemize button
26. Enter the subcategory from the bill (room rate, telephone charges, room service, etc) and itemize the bill appropriately.
27. Close

Uploading Receipts

28. Receipts > Add Receipts > Browse to find the receipt on your computer > Upload > OK
 1. You can do this daily as you get receipts, or you can attach them to your expenses as you create the report.
29. To tie a receipt to the expense, click on an expense line and choose Receipts – Edit
30. Click Add receipts.
31. You can either choose new receipt (and drag and drop a receipt from your computer) or if you have already done that, you can choose existing receipts, find the receipt that matches the expense and choose that. If you have several receipts, you can hover over the receipts to see the receipt details.

32. Click OK.

Putting it all together on an expense report

33. Click New expense report.
34. In the Title/Purpose field, type a value.
35. You can either enter the financial dimensions on the report level or on a line level. If you add it on the report level, the dimensions will automatically populate to each expense, then you can change the lines that go to a different financial dimension. If you choose not to enter financial dimensions on the report level, you can add your expenses, then there will be an “action” drop down, and the financial dimensions will be an option there. I prefer the report level, but either way works. If adding on the report level:
 36. In the Department value field, type a value
 37. In the Fund value field, type a value.
 38. In the Location value field, enter or select a value.
 39. No need to add the main account as that is entered on the line level as the “category”.
 40. In the Program value field, enter or select a value.
 41. Click Create.
 42. If there is an error (red x in a circle to the left of a report line), then click on the line and you will see “check policy”. At the top of the page it should show you what the policy exception is, but if not, open the expense line and click the “see policy” dropdown option.

Finance and Operations Preview

Expense management > Workspaces > Expense management

Receipts are required for purchases over \$25. Please attach the receipt.

Dyer-Training

2/28/2024

Training on Expense Reports

To be paid

830.58 USD

Receipts

8

Expenses

Receipts

+ New expense

+ Unattached expenses


Remove

Bulk edit

Copy

	Date	Expense category	Merchant	Amount	Amount in USD	Payment method	Receipts attached		
<input type="radio"/>	<input checked="" type="checkbox"/>	2/28/2024	65100	Copy Experts	14.90 USD	14.90	EmpPaid	Yes	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/28/2024	70300	Copy Experts	89.00 USD	89.00	EmpPaid	Yes	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/28/2024	72110		9.83 USD	9.83	EmpPaid	No	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> ⓘ	2/28/2024	72200	No Tell Motel	150.00 USD	150.00	EmpPaid	Yes	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> ⓘ	2/28/2024	Daily room rate	No Tell Motel	150.00 USD	150.00	EmpPaid	Yes	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/28/2024	72300	Chick-Fil-A	67.21 USD	67.21	EmpPaid	Yes	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/28/2024	72100	American Airlines	315.40 USD	315.40	EmpPaid	Yes	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/28/2024	72110		98.25 USD	98.25	EmpPaid	Yes	
<input type="radio"/>	<input checked="" type="checkbox"/>	2/28/2024	65100	walmart	85.99 USD	85.99	EmpPaid	No	

43. Click SEE POLICY (1) to open the drop dialog.





85.99 USD

2/28/2024 | 65100

walmart

EmpPaid

 Edit




Details


SEE POLICY (1) ✓

Category description

65100 Program Supplies

Optional fields

Receipts  Edit

Financial dimensions  Edit

Department: 900 (Administration)


Fund: 10 (Unrestricted Operating Fund)

Location: 155601 (West Cook)

Program: 155600000 (General Program)

44. At this point you can add the receipt by clicking the edit pencil by receipt.
45. Click Edit.
46. Click Add receipts.
47. Click the Select existing tab.
48. In the list, find and select the desired record.
49. Click Add.

50. On any of these expenses, you will see the financial dimensions showing (if you did the dimensions on the report level). You can click the edit button here and change the dimensions for the line.
51. In the Department value field, enter or select a value.
52. In the Fund value field, enter 10
53. In the Location value field, enter or select a value.
54. In the Program value field, enter or select a value.
55. Click Save and Continue
56. At this point you will also have a policy exception on the hotel bill as it requires itemization.
 1. Click on the “actions” down arrow





2,078.16 USD

3/4/2024 | 72200

hotel hell

EmpPaid

 Edit



Details

SEE POLICY (2) ▾

Check in date

Check out date

Guest name

Number of guests


Number of nights

Category description

72200 Lodging

Optional fields

Receipts

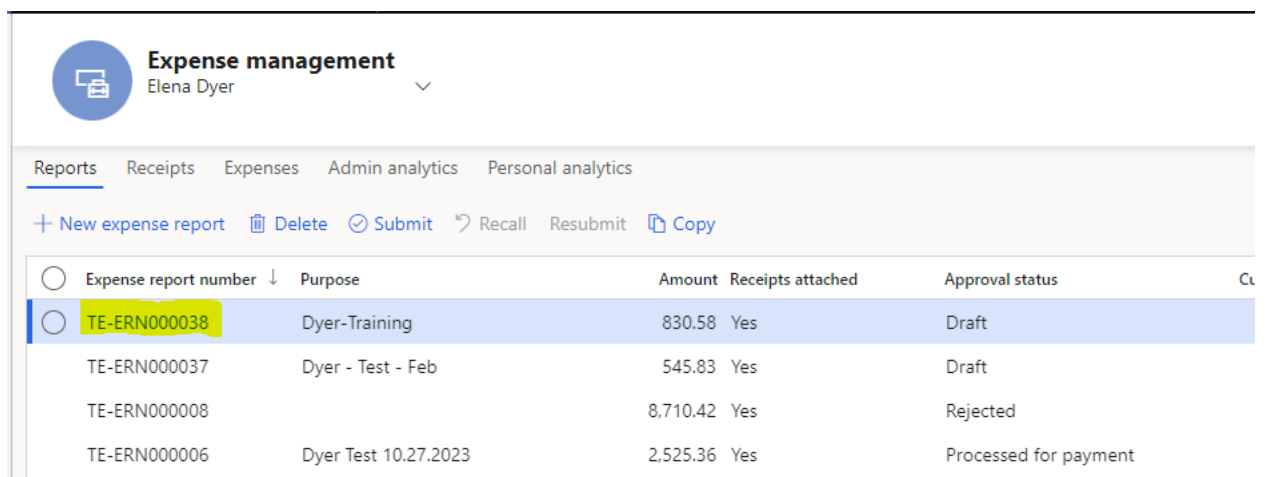
 Edit

Actions ▾

Save and continue

57. Choose Itemize
58. Choose the subcategory and enter the data
 1. Room / Tax – daily rate – number of days

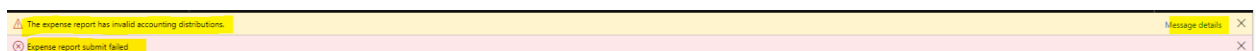
2. Restaurant – only one allowed per day, so combine all charges in the same day into one total
 3. Continue until bill is completely itemized.
59. You can save the report and come back to it later if you want to do this throughout the month. All you would need to do is save, then when you come back into the Expense Management module, you will see your report in “Draft”.
60. You will see your expense report listed. If you click on the blue TE-ERN hyperlink, it will take you back to the expense report.



The screenshot shows the 'Expense management' interface for user 'Elena Dyer'. It features a navigation bar with tabs for 'Reports', 'Receipts', 'Expenses', 'Admin analytics', and 'Personal analytics'. Below the tabs are action buttons: '+ New expense report', 'Delete', 'Submit', 'Recall', 'Resubmit', and 'Copy'. A table lists expense reports with columns for 'Expense report number', 'Purpose', 'Amount', 'Receipts attached', and 'Approval status'. The first row is highlighted in blue.

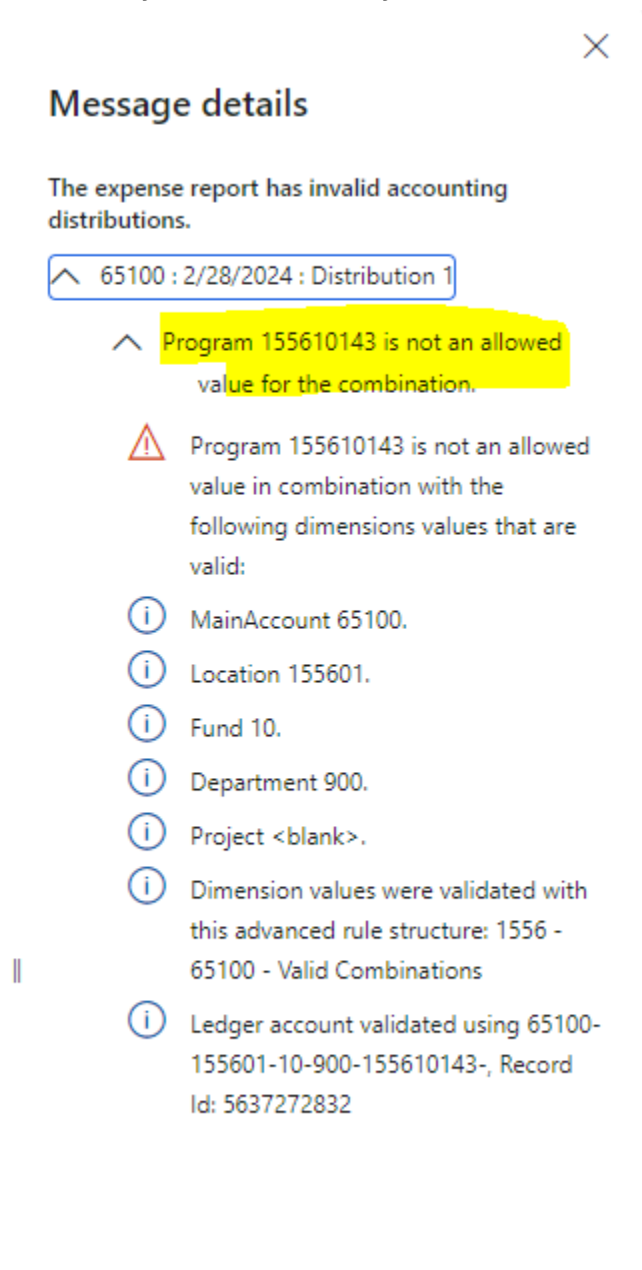
Expense report number	Purpose	Amount	Receipts attached	Approval status
TE-ERN000038	Dyer-Training	830.58	Yes	Draft
TE-ERN000037	Dyer - Test - Feb	545.83	Yes	Draft
TE-ERN000008		8,710.42	Yes	Rejected
TE-ERN000006	Dyer Test 10.27.2023	2,525.36	Yes	Processed for payment

61. At this point you can add new expenses, new receipts, you can edit your lines, or you can remove lines.
62. Once you are done with all your expenses and receipts, you have checked to make sure you have correctly identified Employee Paid vs. Company paid expenses, and made sure you don't have any policy exceptions, you can Click Submit.
63. BEWARE...Only certain combinations of department, location, fund and program will work. If you get an error, it will tell you which combination doesn't work.



64. This is really hard to see, but the yellow line says “The expense report has invalid accounting distributions” and to the far right of that line, is a “Message Details”

button. If you click on that, you will see something similar to this:

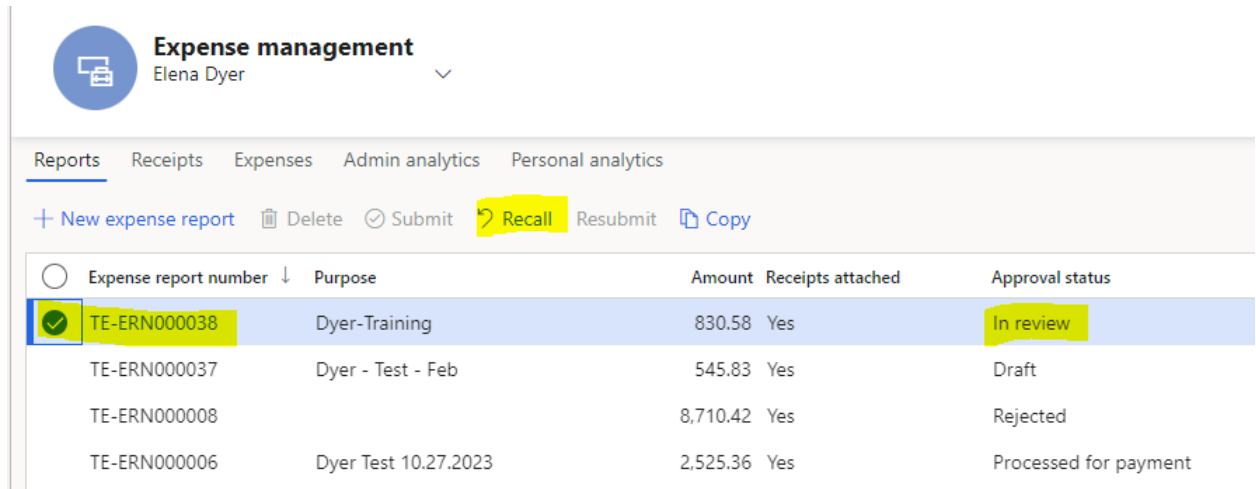


65. You will find the line that corresponds to the account combination that doesn't work, and edit the financial dimensions to a valid combination.
66. Again, once you are done making any adjustments, you can save and close or go ahead and submit the expense report.

Recalling an expense report

67. Once submitted you can recall the report until it is approved by your supervisor.

68. Just choose the correct expense report line, and click “Recall”. This will re-open the report to draft for you to adjust.



The screenshot shows the 'Expense management' interface for Elena Dyer. The top navigation bar includes 'Reports', 'Receipts', 'Expenses', 'Admin analytics', and 'Personal analytics'. Below this, there are action buttons: '+ New expense report', 'Delete', 'Submit', 'Recall' (highlighted in yellow), 'Resubmit', and 'Copy'. A table lists expense reports with columns for 'Expense report number', 'Purpose', 'Amount', 'Receipts attached', and 'Approval status'. The first row, 'TE-ERN000038' with purpose 'Dyer-Training' and amount '830.58', is highlighted in yellow and has a green checkmark in the 'Expense report number' column. Its 'Approval status' is 'In review' (highlighted in yellow). Other rows include 'TE-ERN000037' (Draft), 'TE-ERN000008' (Rejected), and 'TE-ERN000006' (Processed for payment).

Expense report number	Purpose	Amount	Receipts attached	Approval status
TE-ERN000038	Dyer-Training	830.58	Yes	In review
TE-ERN000037	Dyer - Test - Feb	545.83	Yes	Draft
TE-ERN000008		8,710.42	Yes	Rejected
TE-ERN000006	Dyer Test 10.27.2023	2,525.36	Yes	Processed for payment

If you made a mistake and didn't realize it until after the expense report was approved by your supervisor, someone from the YESS Finance team can recall the expense report back to a draft state.

At this point, you are done. Your supervisor will get notified that there is an expense report awaiting approval. They can either approve or reject the report. If they reject it, it will come back to you for editing. If approved, it will be processed by YESS Finance on a weekly basis.

Your expenses will be paid via ACH into the account from the YESS UKG payroll system. If your association is not utilizing the UKG payroll platform, then you will receive instructions on how to send an encrypted email with your banking information into the YESS Finance team for your payments.