







AFSC Expense Report Supervisor Training

2800 S. Shirlington Rd. Suite 350, Arlington, VA 22206 ■ 703.379.9311 ■ AFSC.com

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Click Time & Expense > Expense Reports > Manage/Approve Expense Reports

 Accounting	 Time	Expense Authorizations	Manage Expense Report
	 Expense	Expense Reports	Manage/Approve Expense Reports
	 Configuration	Expense Reports/Inquiries	Print Expense Report
		Batch Expenses	
		Expense Interfaces	
		Expense Controls	
		Expense Utilities	



Filter By:

“Outstanding Tasks” – to view those expense reports that are ready for approval

“Status” – to view all expense reports, regardless of their status

Manage/Approve Expense Reports

Filter By * **Outstanding Tasks**

Criteria

Function: []
 Group: []
 Type: []
 Filter: []
 Filter Value: []
 Special Filter: []
 Start Date: [] End Date: []

Status

Draft
 Submitted
 Under Review
 Approved
 Rejected
 Processed
 Voided

Task Type

Approve
 Review
 Attach
 Record

Counts

Draft: []
 Submitted: []
 Under Review: []
 Approved: []
 Rejected: []
 Processed: []
 Voided: []

Manage Expense Report

Expense Report ID	Description *	Employee	Employee Name	Date *	Revision	Status	From *	To *	Purpose
ER0000057	LVT	A003331	BLASI-BELT, DALENE A.	01/02/2018	1	Submitted	12/01/2017	12/31/2017	to record mileage accrued providing direct
ER0000088	December Cell Phone Stipend	A003951	BOONE, STEPHANIE E.	01/02/2018	0	Submitted	11/22/2017	12/21/2017	Cell phone stipend for NPSP
ER0000075	NPSP HV Mileage Reimbursement	A003104	BROUSSARD, MEAGAN J.	01/02/2018	0	Submitted	12/01/2017	12/31/2017	To Conduct NPSP HV
ER0000083	AFC CERTIFICATION FEE	A002282	DAVIS, DEBORAH D.	01/02/2018	0	Submitted	01/02/2018	01/02/2018	AFC CERTIFICATION FEE
ER0000081	BUMED Monthly Parking JAN 2018	A000720	DAWOOD, NANCY D.	01/02/2018	0	Submitted	01/02/2018	01/02/2018	Monthly parking
ER0000054	2017 Regional Trials	A002633	DOODY, BRYCE P.	01/02/2018	0	Submitted	11/28/2017	12/08/2017	2017 Atlantic Regional Trials

Correct Submit Void Launch

[Billable](#) [Charge Distribution](#) [Company Paid](#) [Labor Support](#) [Non Reimbursable](#) [Payment](#) [Revision History](#) [Voucher Distribution](#) [Locations](#) [Default Charges](#)
[Category View](#) [Date View](#) [Workflow](#)



Reviewing Expense Reports



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Select the Expense Report > Click on the Workflow Link

FILE LINE OPTIONS PROCESS HELP Deltek Costpoint

Filter Value Rejected
 Special Filter Processed
 Start Date End Date Voided

[Select employee groups](#)

Manage Expense Report New Delete Form Query

Expense Report ID	Description*	Employee	Employee Name	Date*	Revision	Status	From*	To*	Purpose
ER0000057	LVT	A003331	BLASI-BELT, DALENE A.	01/02/2018	1	Submitted	12/01/2017	12/31/2017	to record mileage accrued providing direct
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Click on Attachment Line > View Attachment

Sequence	Primary Role	Task	Task Item	Expense/Charge	Amount	Currency	Rule	Status	Rejection/Missing Reason	(Can be) Completed By
0	EMPLOYEE	Create	Overall				Required	Completed		BLASI-BELT, DALENE A. (A003331) Tue
1	EMPLOYEE	Submit	Overall				Required	Completed		BLASI-BELT, DALENE A. (A003331) Tue
2	EMPLOYEE	Attach	Attachment	Expense Receipt(s)	650.93000	USD	Required	Pending		BLASI-BELT, DALENE A. (A003331)
2	EMPLOYEE	Attach	Attachment	Expense Receipt(s)	40.00000	USD	Required	Completed		BLASI-BELT, DALENE A. (A003331) Tue
3	PRIMARY SUPERVISOR	Approve	Overall				Required			
4	Business Office	Approve	Overall				Required			

[Workflow Assignments](#)

- Ensure all required forms/attachments are included for all expenses that require receipts.
- If the employee does not have receipts for all expenses, the system may not allow you to approve the expense report. Each Attachment line should be in “Completed” Status.
- Please ensure that employees’ receipts match the claimed amounts on their expense reports.
- Employees should include any contract specific requirements, such as fully-executed pre-and-post travel forms, with these attachments.



Additional ER Details to Review > Default Charges

Verify correct Charge Code is being utilized, paying close attention to periods of performance.

FILE LINE OPTIONS PROCESS HELP MAGELLAN FEDERAL Deltek Costpoint

Browse Applications > Time & Expense > Expense > Expense Reports > **Manage/Approve Expense Reports**

Special Filter: -None-
 Start Date: [] End Date: []
 Processed Include Optional Tasks
 Voiced
 Requested: []
 Processed: [7]
 Voiced: [0]
[Select employee groups](#)

Manage Expense Report 4 of 7 Existing

ID: ER00002167 Description: March 2018 Local Mileage Total To Me: 93.74
 Date: 03/30/2018 Payment Received: 0.00
 Status: Processed Currency: USD

Purpose: **Default Charges** Details New Delete Form Query

Add to Favorites

ID	Charge Type *	Charge *	Description	Default Allocation %
1	PROJECT	1180.02.02.03.01	NFFSP- ODC WEST-OY2	100.00

Correct Submit



Additional ER Details to Review > Claimed Expenses

Claimed Expenses

Claimed Expenses New Copy Delete 1 of 8 Existing Table Query

Report ID: ER00040163 Description: 2018 NPSHVP Training Charlesto Report Start: 06/25/2018 Report End: 06/29/2018
 Expense ID: 1 Expense Type: Airfare Expense Date: 06/25/2018 Expense Amount: 546.34

Details | **Amount**

Payment Method	Company Paid	Ceiling	0.00
Transaction Currency	US Dollar (USD)	[+] Adjustment	0.00
Exchange Rate *	1.00	Adjusted Ceiling	0.00
Expense Incurred	546.34	Over Ceiling	0.00
[-] Personal	0.00		
Unallowable	0.00		
[-] Non-Reimbursable	0.00		
Reimbursable Expense	546.34	Reimbursable Pay Amount	546.34 USD
Other Expenses	0.00		

[Charge Allocations Under Ceiling](#) [Charge Allocations Over Ceiling](#) [Charge Allocations Unallowable](#)

Claimed Expenses > Charge Allocations Under Ceiling Query

Allocate By Amount

Allocation ID	Percentage	Amount	Charge Type	PROJECT	Description	ACCOUNT	ORG	Expense Reference Code
1	100.00	546.34	Airfare - Billable	1180.03.03.03.01	NFFSP- SE - ODC-OY3	51-30-001	1.01.02.03.01	

- Please ensure that the amount claimed for each expense matches the amount on the receipts attached to the expense report.
- Ensure any company paid expenses are recorded properly. The payment method should be Company Paid when the BTA was used as payment through Egencia.
- Check that the appropriate charge types (billable/nonbillable) are being used for the type of expense report and expenses the employee is claiming.

- For lodging, ensure that “Charge Allocations Over Ceiling” has an amount of \$0. If not, there is an overage of the per diem maximum for lodging. The process for addressing this varies by contract.



Approving Expense Reports



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In the workflow section, select the "Primary Supervisor" line

Sequence	Primary Role	Task	Task Item	Expense/Charge	Amount	Currency	Rule	Status	Rejection/Missing Reason	(Can be) Completed By
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3	PRIMARY SUPERVISOR	Approve	Overall				Required			
4	Business Office	Approve	Overall				Required			

Perform Selected Task Reject Selected Task Upload Attachment File View Attachment Attachment Missing Unrecord Attachment

[Workflow Assignments](#)

Ok

- To approve an expense report click "Perform Selected Task"
- To reject an expense report click "Reject Selected Task"
 - If you are rejecting an expense report, you will be prompted to provide a thorough reason for rejection.





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