Complete My Expenses

Please follow the below steps to create and submit a personal expense claim. **Please remember expense claims should be submitted within 30 days of incurring the expense.** If this is not practical, written approval for any extension will be required from the colleague's line manager.

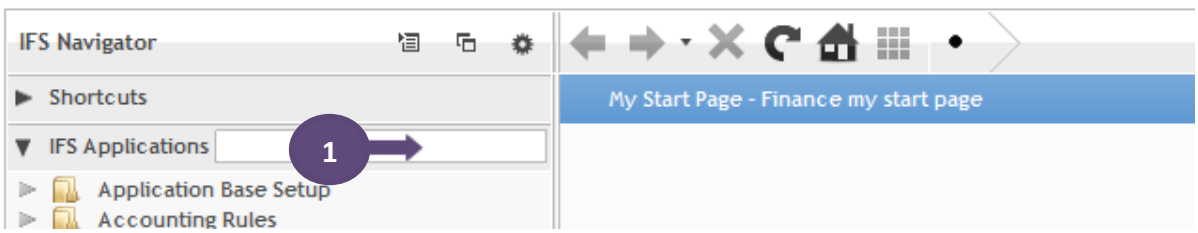
For further support colleagues should enrol in and complete the IFS Module 4: Expenses i.Learn course.

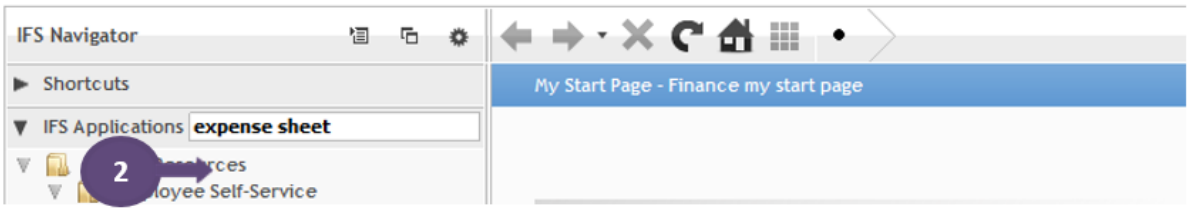
Steps

1. Please log into IFS

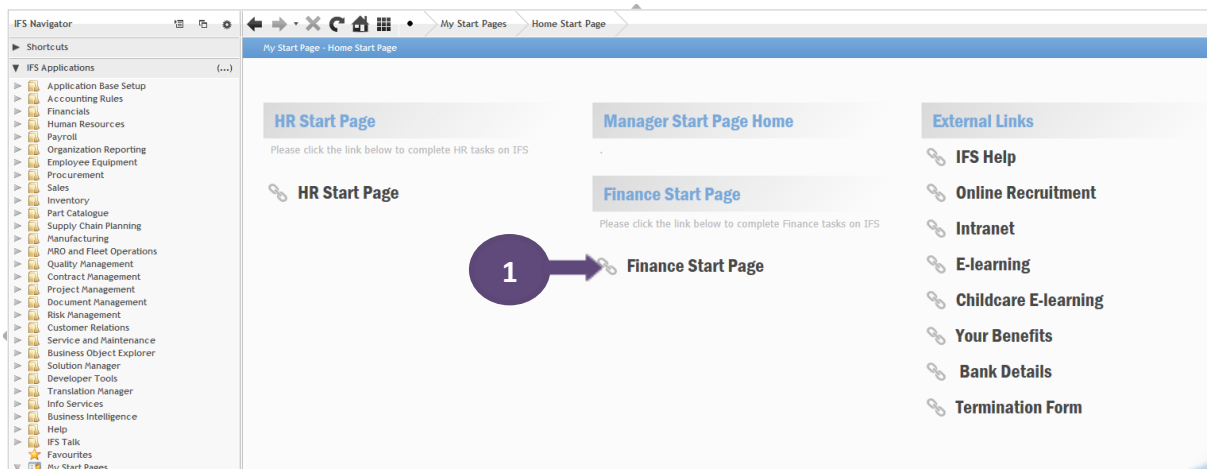
2. Click on Finance Start Page

   If you **do not have a manager start page** please click on the left hand side of the screen as per below and type in "expense sheet" and click enter. It will take you to the "expense sheet" screen.

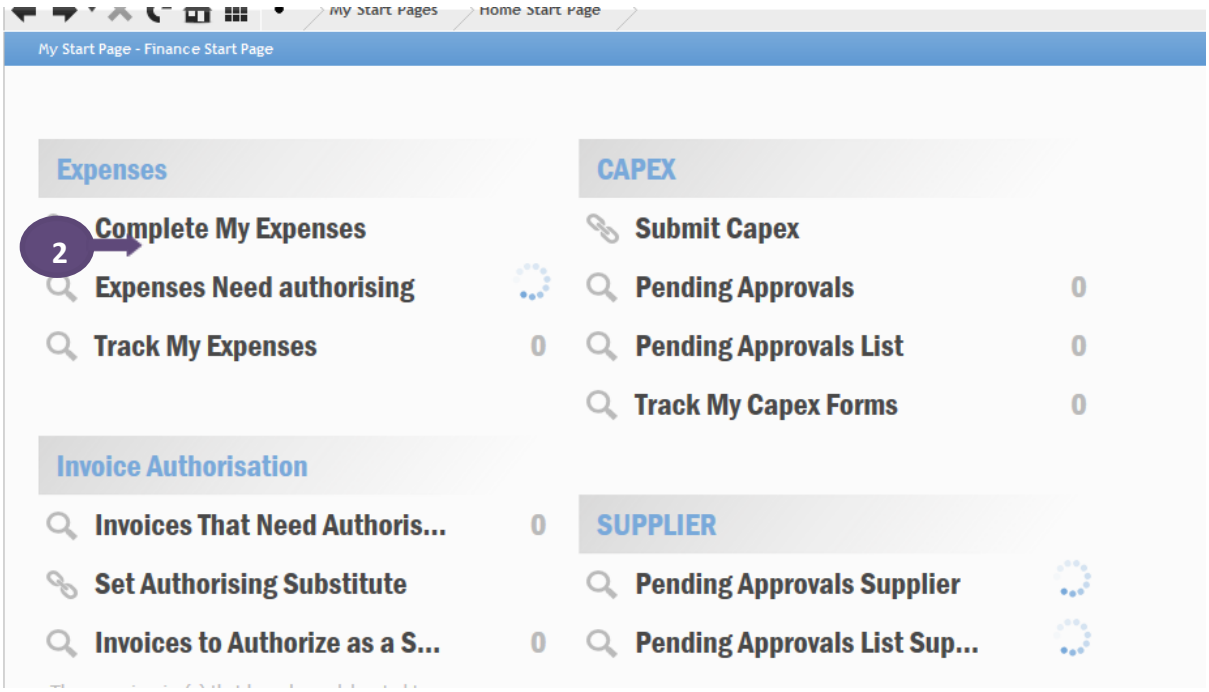




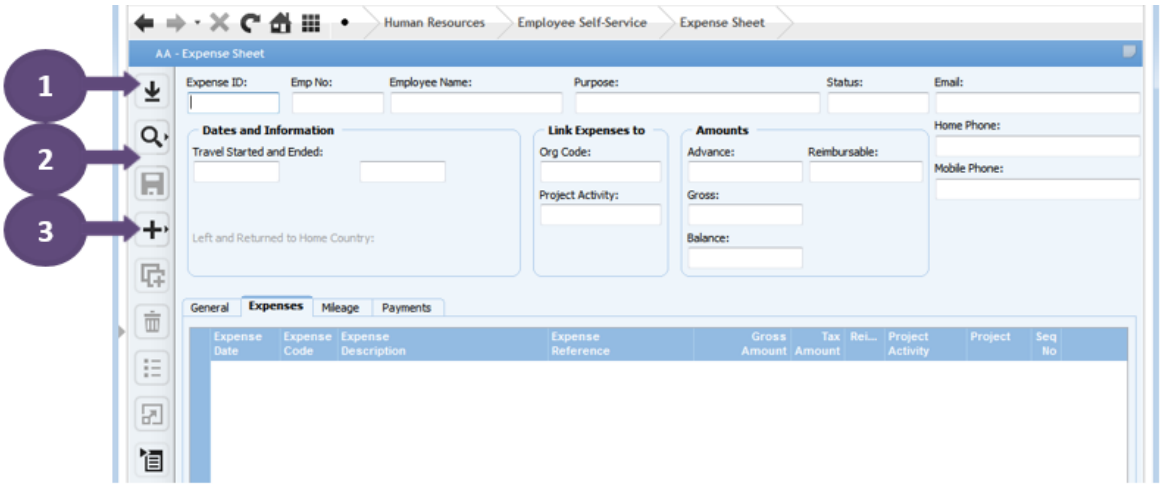
If you do have the manager start page please click "Finance Start Page", then "Complete My Expenses" which will take you to an "expense sheet" screen.



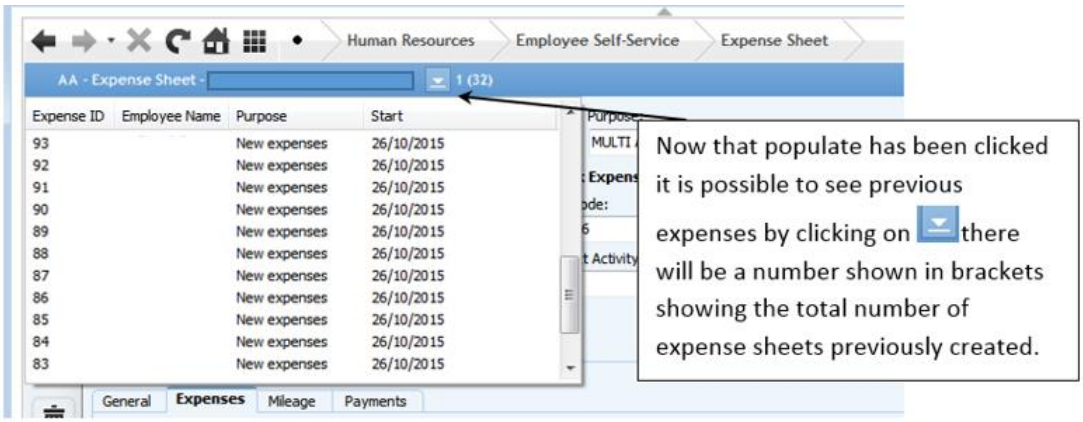
3. Click on complete my expenses



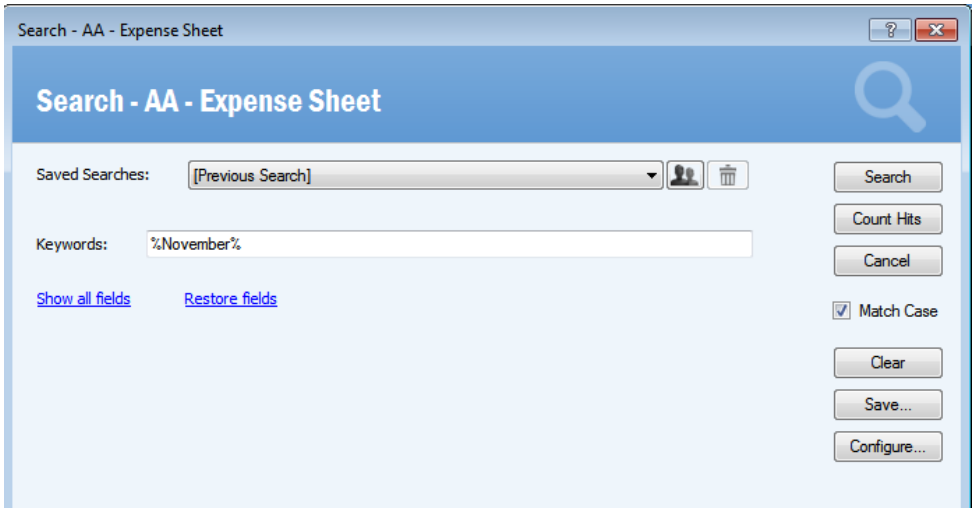
4. Click on + for a blank expense sheet to create “My expenses”



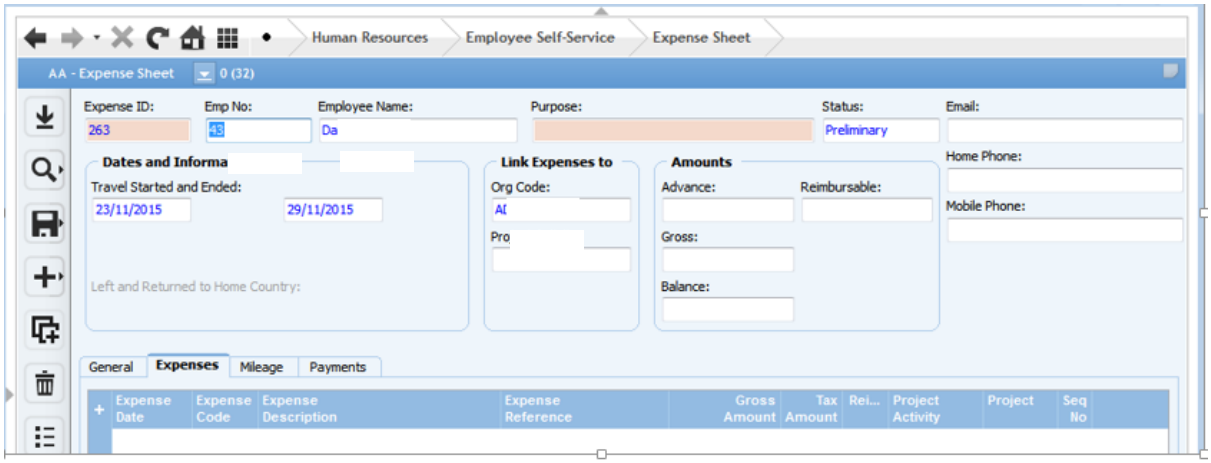
Populate this will collate all previous expense sheets from here you can quickly navigate to previous expense sheets.



Search for a particular expense previously submitted expense sheets. Use the % sign either side of keywords to search for a particular expense submitted (unticking Match Case will get better results). To narrow searches down you can select more fields by clicking show all fields.

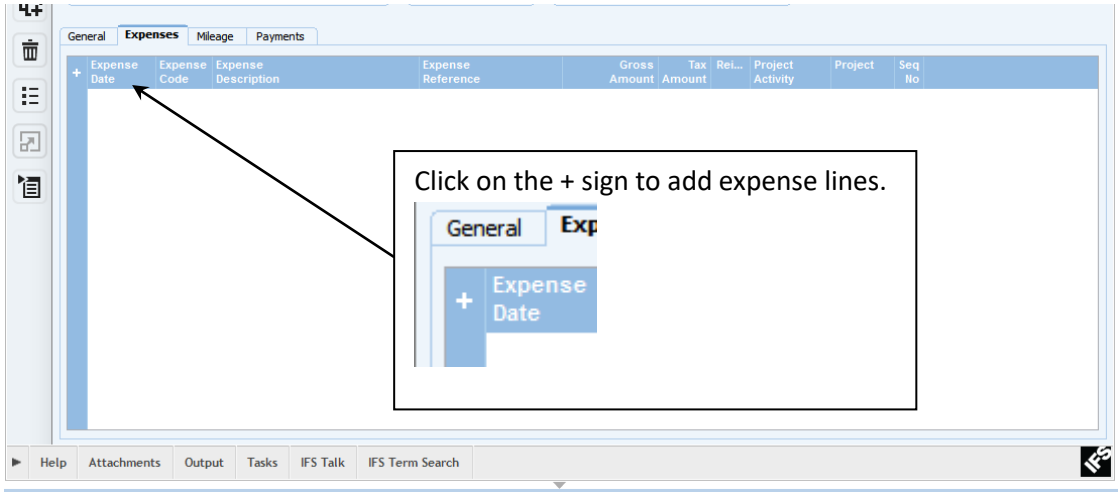


5. Double click on the travel started and ended fields and click on the correct date. Please note the date range must cover all expenses on the expenses claim.

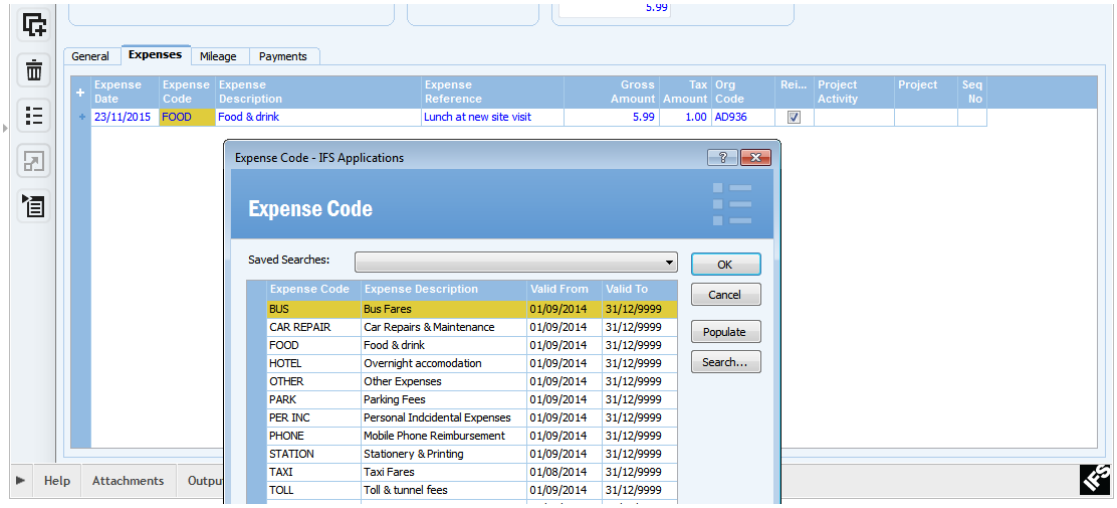


6. Enter the purpose for the expense sheet, then click save .

7. Adding new expenses in the Detailed Information Area 'Expense Tab'. Click on the + to add a new detail line

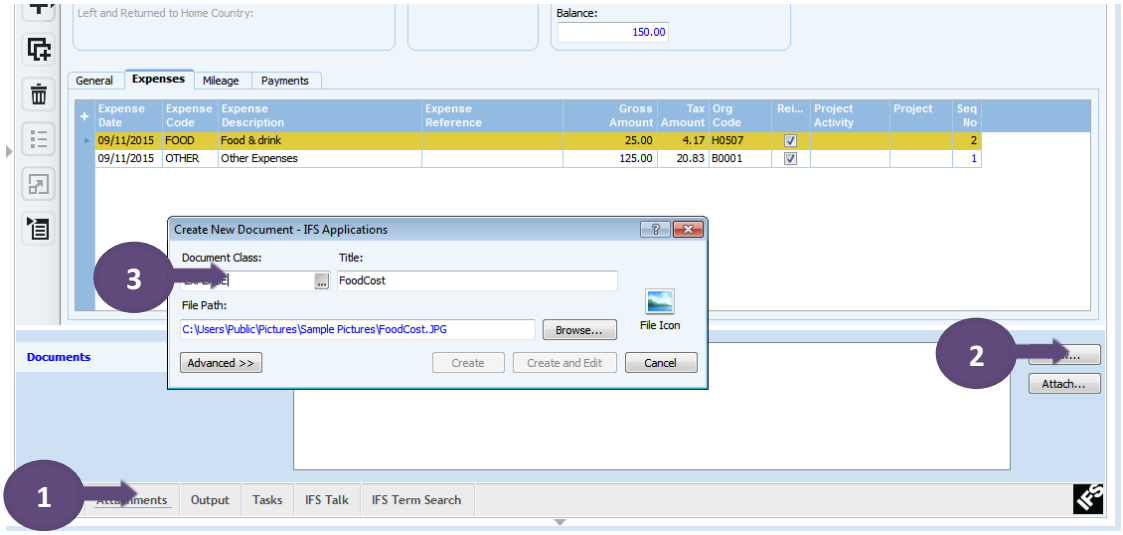


8. Filling out the expense line.
    a. Change the date to correspond to the date of the expense.
    b. In the ‘Expense Code’ click list of values from the navigation bar pick the type of expense that describes what is being claimed, this will also populate the ‘Expense Description’.
    c. For ‘Expense Reference’ enter your own description.
    d. Enter the ‘Gross Amount’ for the cost of the expense.
    e. If this cost is to be charged to another cost centre ONLY then change the ‘Org Code’ to the cost centre for where the expense is to be charged to.
    f. Click on save



9. Continue to add as many lines as required in the expenses tab for the date period in the ‘Header’ of the expense sheet

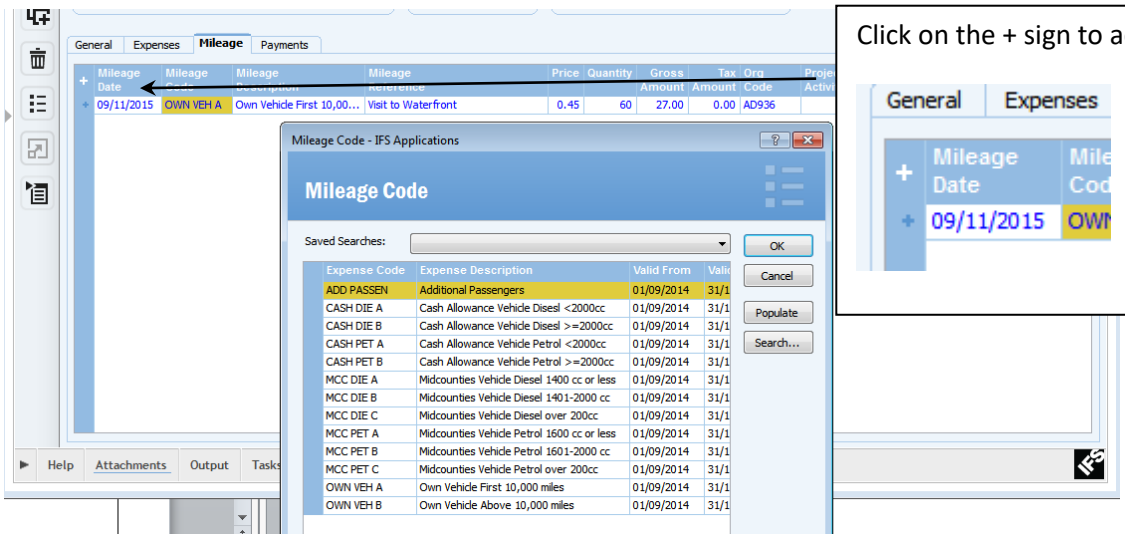
10. Attaching Scanned Receipts to the expense claim



a. Click on attachments to bring up the attachments window.
b. Click on new to attach the scanned receipt to the expense record.
c. In the 'Create New Document' dialogue box, for Document Class click on ... and select EMP_EXPENSE from the list. Browse for where the scanned receipt has been saved on your computer and select the image file. The 'Title' will populate with the name of the attached file this can be overwritten.

This process can be repeated many times for each expense line added to the expense sheet. Click on Save at any point to come back to the expense sheet. Saving the expense sheet does not submit the expense to be claimed.

11. Adding a mileage claim, click on the mileage tab, and then click on + sign to add expense lines



Click on the + sign to add expense lines.

12. Filling out the mileage claim line.

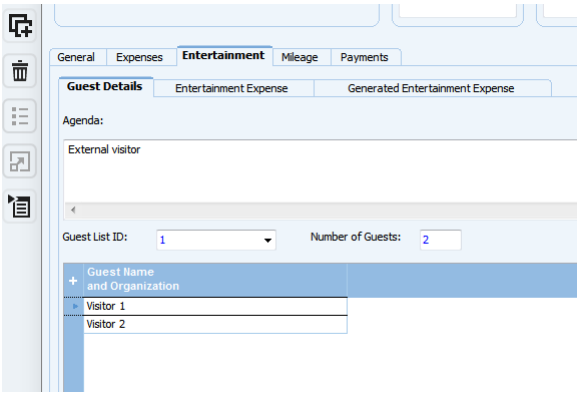
a. Change the date to correspond to the date of the mileage claim.
b. In the 'Mileage Code' click list of values from the navigation bar pick the type of vehicle being used for the mileage claim, this will also populate the 'Mileage Description'.
c. For 'Mileage Reference' enter your own description.
d. Enter the mileage travelled in the 'Quantity' column, IFS will work out the amount for the claim being submitted. **Colleagues must deduct the mileage they would have travelled in their normal journey to work.** (Please refer to the travel and expenses policy for more details.)
e. If this cost is to be charged to another cost centre ONLY then change the 'Org Code' to the cost centre for where the expense is to be charged to.

This process can be repeated many times for each expense line added to the expense sheet. Click on Save at any point to come back to the expense sheet. Saving the expense sheet does not submit the expense to be claimed.

13. Entertainment – External Guests/Visitors

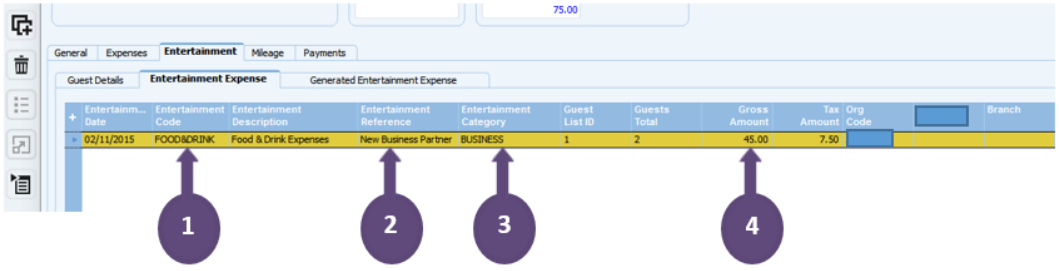
This tab will only be specific to very few colleagues and is to be used when entertaining external visitors/guests.

Guest Details – Tab



a. In 'Guest Details' tab, in the agenda area, enter the reason for entertaining.
b. To create a guest list for attendees for the expense, click in the Guest List ID field and click the new icon enter a name for the list and save.
c. Click on the + icon and keep adding the names of the guests that were entertained and then save .

Entertainment Expense - Tab

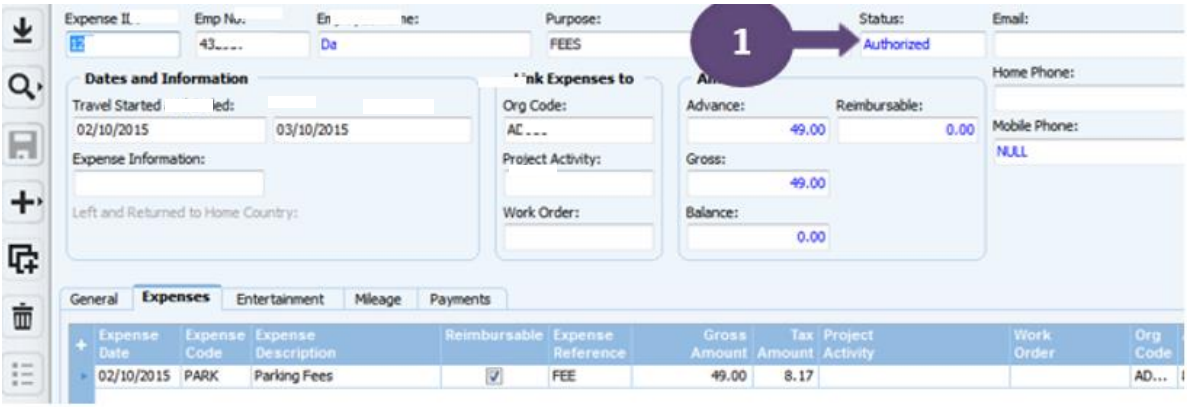


d. Click into the 'Description Code' field and click on list of values and select expense code.
e. Enter a description for the cost which is relevant in 'Entertainment Reference'.
f. Click into the 'Entertainment Category' field and click on list of values and select the relevant category.
g. Enter the gross value of the cost incurred.

Only change the 'Org code' if this cost is to be charged to a different cost centre. **Attaching Scanned Receipts to the expense claim** as explained in the previous section for when claiming for personal expenses do the same for entertainment receipts. Click save when the section has been completed.

14. Expense Sheet Status

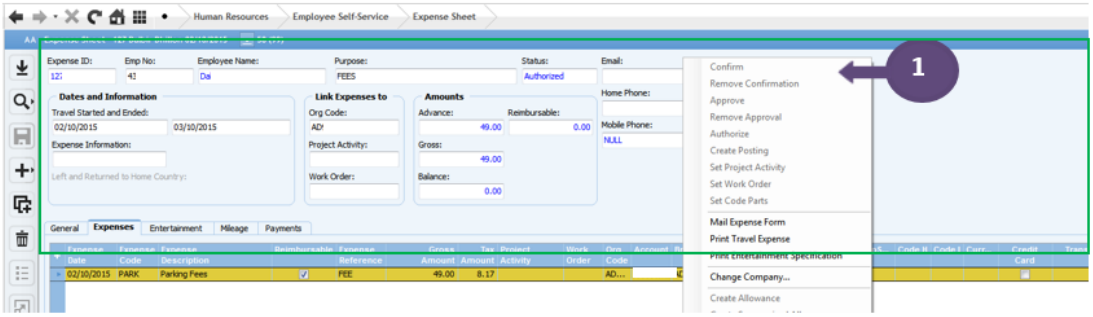
The status of the expense sheet can be seen in the Header as shown below.



The status of an expense can be any of the following;

a. **Preliminary** – Expense sheet has not been submitted for approval and is the process of being completed and submitted for approval.
b. **Confirmed** – The expense sheet is complete and has been submitted to the line manager for approval.
c. **Approved** – Line manager has approved the expense sheet so that the colleague can be reimbursed.
d. **Authorised** – Accounts payable have processed the expense claim and it will be paid to the colleague on the next payment run.

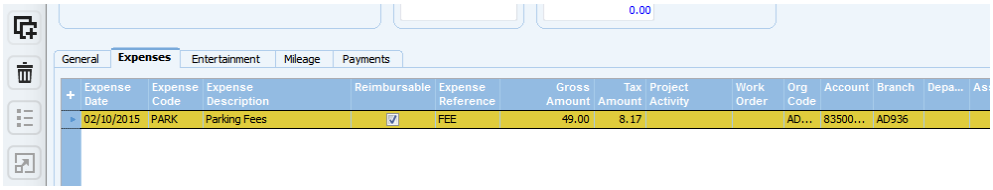
15. Submitting the claim to be approved by line manager



a. When the personal expense sheet has been completed and is ready to be submitted in the header area click the right mouse button this will bring up an additional menu with various options.
b. From the options select 'Confirm' this will submit the expense to be approved.

Deleting a line

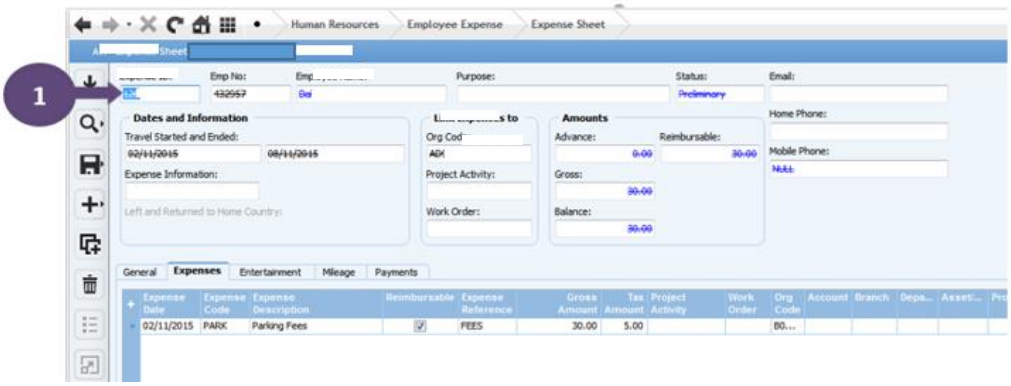
To remove a line from the expense sheet if incorrectly entered.



1. Click on the line to be deleted, or in a cell on the row.
2. Click the delete icon to delete the line.
3. Click the save icon to save the change or press the delete icon again to cancel the delete if pressed in error.

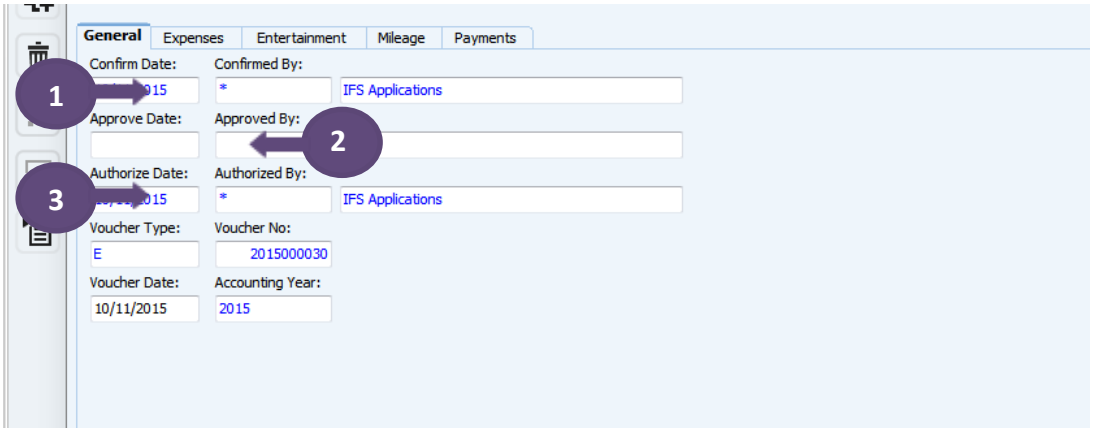
Deleting an Expense sheet

If the expense sheet is in 'Preliminary' status, only then can the expense sheet be deleted if it is in any other status it is not possible to delete the sheet.



1. Click into the ‘Expense ID’ field and then select delete from the navigation bar and save the expense sheet has now been deleted.

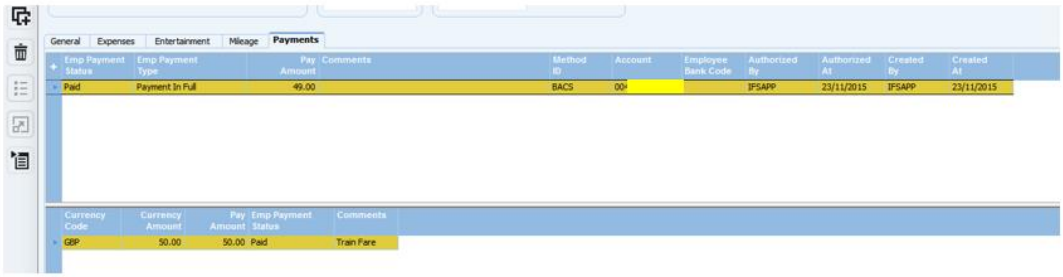
Purpose of the General tab



1. The date the colleague submitted the personal expenses to be approved.
2. The date the line manager approved the expense.
3. The date Accounts Payable has processed the claim ready to be paid on the next payment run (there is a payment run each week).

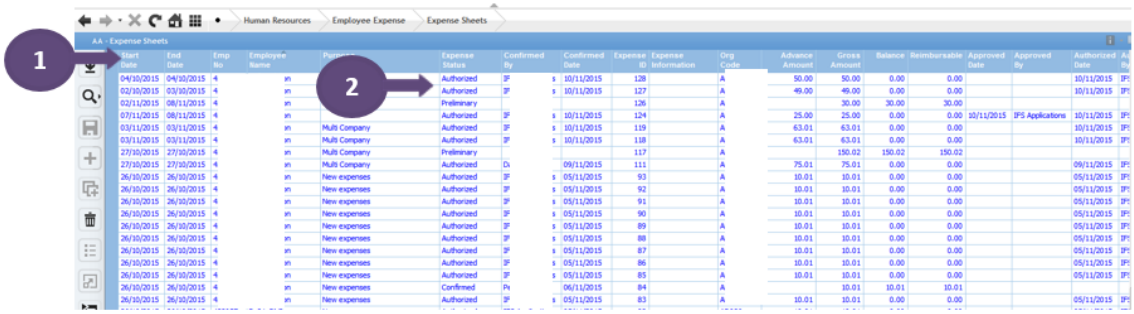
Payment tab

This shows when the payment was made to the colleague.



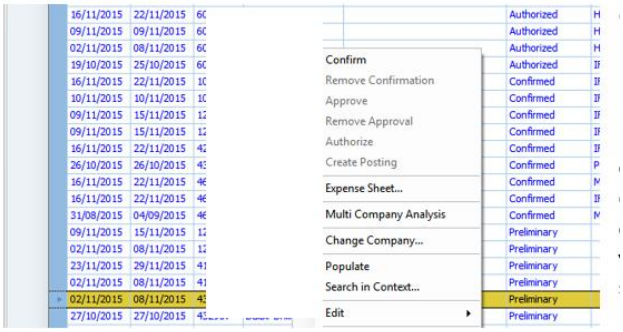
Track my Expenses

Clicking on this link from the Finance Start page will show the status of all expense sheets created. If the status is Preliminary of an expense sheet then expenses can still be added to the expense sheet.



1. How expenses are overviewed can be adjusted by clicking on a column header to sort by ascending or descending this is normally quite useful on the Date column or Expense status column this can make it easier to find a particular expense.
2. ‘Expense Status’ there are various states for an expense sheet therefore making it easier to know what the current state is for any expense.

To view an expense from this view



Click on the line of the particular expense sheet. Click right mouse button and select 'Expense Sheet' from the menu. This will take you to the expense sheet from here you can see the detail of the expense as you would see when creating the expense sheet.