

10 Steps to Getting Started with iExpense

Step 1: Log into iExpense

Log into iExpense from the RF portal page. Be sure to have all your receipts, agendas, etc. Also, please have your PTAO (Project/Task/Award/Organization) on hand so that you can charge your expense report to it.

Step 2: Set up Time Preference (Optional)

iExpense is set for military time as a default. You can change the setting to standard time through preferences in the left hand corner of the iExpense page. This is only required once.

Hit Preferences > Under Expense preferences hit General > under Date Entry Preferences click on 12-hour > Hit save.

Step 3: Set up Allocations (Optional)

This is optional. By setting up allocations right away it will eliminate the need to set it up while filling out your expense report. You can also enter them in the expense report.

Hit Preferences > My Allocations > Fill in Allocation Name (will display in a list of values when entering expense report) > Project > Task > Award > Project Organization

Functionality exists for split criteria, duplicate and remove (see Job Aids or 'Watch It' simulations for more detailed information).

Step 4: Complete General Information

Now you are ready to enter an expense report.

Hit Create Expense Report > Enter Destination and/or Purpose > Travel Start Date (tip: use calendar icon) > Travel End Date > Next

Step 5: Complete Receipt-Based Expenses

Tip: Always hit the details tab, use global policy tab to review rates, expense types and policy rules. Enter one expense per line. Aggregating expenses may cause a policy violation, i.e. 3 cab rides totaling \$80 will require a receipt but each cab ride is under the \$75 receipted cap.

Enter date (if multiple day trip use the beginning date) > Receipt amount > Choose expense type from list of values > Justification (needed for all expenses over \$75 or expenses that violate policies) > hit details tab and enter all information (required information is identified by the asterisk).

Step 6: Complete Per Diem Expenses (meals)

Enter start date, start time (this is where the military vs. standard time comes in), End date, End time > Expense Type Per Diem Meal Rates – Method 2 (receipted lodging), Per Diem Lodging & Meals-Method

1 (unreceipted lodging) > Destination (enter county) If you don't know the county use lookup in the details tab > Hit details button > Enter County Location> Hit Generate Per Diem> Check off boxes for any meals provided. Please note that non-overnight meals cannot be processed through iExpense – they need to go through your Payroll department.

Step 7: Complete Mileage

The current mileage rates are imbedded in the tool. The prior rates are also available for travel from the period 10/1/2009 and forward. Simply fill in the date, Trip Distance (total miles) and the tool will calculate the miles for you. Hit the Details tab and fill in the Location From and Location To fields.

Step 8: Complete Allocations

Choose the allocations from the drop down list (if you have previously set one up) or enter the project, task, award and make any changes that are necessary to the Org. Check the Select All button. Hit the save and the next button.

Tip: You can also create an allocation set from this page by hitting the update allocations button.

Step 9: Apply Advances

This step will only appear if you have an outstanding advance. You must apply any outstanding advances or document the reason for not applying the advance. Choose the advance from the list of values by hitting the Flashlight icon and then the Go button. You can change the amount to apply in the Advance Amount Applied area or the whole amount will be applied. If this advance does not pertain to the trip you can enter a reason in the "Unapplied Advance Reason box". Hit Next.

Step 10: Review, Attach Receipts and Submit

Review expense report to make sure all expenses are included. Attach receipts at the header level by clicking the add button in the attachment section (see below) for all areas indicated receipt required on the expense report summary. Be sure to click Apply and then the Save button after attaching. Also, if you had additional information to state, you can click on the Type of Text under Definite Attachment and enter your notes there. Example – "Train tickets purchased on p-card."

The screenshot shows the 'Review' step of an expense report in the iExpense system. The page header includes 'THE RESEARCH FOUNDATION The State University of New York' and 'Expense Reports'. A navigation bar shows 'Expenses Home | Expense Reports | Access Authorizations | Projects and Tasks | Payments Search'. Below this is a progress indicator with four steps: 'General Information', 'Cash and Other Expenses', 'Expense Allocations', and 'Review' (which is the active step). The main content area is titled 'Create Expense Report: Review' and contains a certification statement: 'I hereby certify that the above trip was taken for the purpose indicated; that the above accounting is accurate; that no portion has been paid, except as stated on this form and that the balance indicated is due or reimbursable in accordance with Research Foundation Travel Policy. Review the expense report below before submission.' Below the certification are buttons for 'Save', 'Cancel', 'Back', 'Step 4 of 4', and 'Submit'. The 'General Information' section displays the following data: Name: Reagan, Ms. Mary E (1815); Expense Dates: 05-OCT-2011 - 05-OCT-2011; Travel Start Date: 05-Oct-2011; Travel End Date: 07-Oct-2011; Cost Center: 650; Report Total: 10.00 USD; Destination and Purpose: Stony Brook, Campus Visit for Sciquest; Reimbursement Amount: 10.00 USD. The 'Receipts Status' is 'Not Required' and the 'Attachments' are 'None'. A red circle highlights the 'Add' button next to 'None'. At the bottom, there are tabs for 'Expense Lines', 'Expense Allocations', 'Weekly Summary', 'Approval Notes [0]', and 'Approvers'. The page also shows 'Business Expenses' at the bottom.