Financial Management Using Compass: Expense Reports

Participant Guide
Compass Financials Training
Financial Management Using Compass: Expense Reports

This course provides practical knowledge of how to use the Compass financial management system to create Expense Reports for yourself as well as other employees and guests of Emory.

Course Objectives
By the end of the course, you will be able to

- Enter and submit an Expense Report in Compass
- Set up a proxy
- Enter an Expense Report as a proxy
- Add multiple expense lines
- Copy Expense Report lines
- Split a receipt on an Expense Report
- Explain the Expense Report approval process
- Modify a denied Expense Report
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Lesson 1: Expense Report Basics

This lesson includes the following topics:

- Creating a New Expense Report
- Completing the General Information Section
- Selecting Account Defaults
- Manually Adding an Expense Item
- Importing Credit Card Expenses
- Completing the Expense Report
- Direct Billed Airfare

During this lesson, we will walk through the steps for entering an Expense Report in Compass.

For this activity, you will create an Expense Report for a conference in Miami.

Creating a New Expense Report

From the Compass main menu, use the following navigation path:

Employee Self-Service > Travel and Expense Center > Create (in the Expense Report section)

1. On the Add a New Value page, validate your EmplID or enter the EMPLID of the person for whom you are entering the report.

2. Click Add.

3. Verify the system message. Take appropriate action/make note as required.

4. Click Continue.

The Expense Report Entry page displays.
Notes

Completing the General Information Section

This section provides general information about the expenses on this report.

The General Information fields you complete may vary based on the business purpose for the Expense Report.

1. Enter Miami ABC Conf in the Description field.

2. Select Travel – Conference/Seminar from the Business Purpose drop-down list.

3. Enter Miami ABC conference to present paper in the Comment field.

4. Enter MIA in the Destination field.

5. Enter last Monday’s date in the Begin Date field.

6. Enter last Wednesday’s date in the End Date field.
Selecting Accounting Defaults

Expense items are charged to the SmartKey shown on the Accounting Defaults page. To save data entry time, you can enter a SmartKey at the Accounting Defaults link so each expense line will default to that SmartKey.

1. Click the **Accounting Defaults** link.

   *The Accounting Defaults page displays. The Dept field defaults based on your HR information.*

2. Click the magnifying glass to the right of the **SmartKey** field.

   *The Look Up Smart Key page displays.*

3. Select **Department** from the “Search by” drop-down list.

4. Enter your **Department number** in the “begins with” field.

5. Click the Look Up button.

   *A list of SmartKeys for your department displays.*

6. Click the department link that corresponds to the appropriate SmartKey for this Expense Report.

   *If you know the SmartKey for your department, you can enter directly into the SmartKey field instead of looking up the number.*

   *The selected SmartKey displays on the Accounting Defaults page.*

7. Click **OK**.

   *The SmartKey you entered is NOT saved for future Expense Reports.*
Notes

Manually Adding an Expense Item

There are two ways to enter expense items that are dependent on how the expense was paid for. This topic explains how to manually enter expenses when personal funds were used.

1. Select **REGISTRATION** from the Expense Type drop-down list.

   **Note:** There are multiple Expense Types and all map to specific GL Account codes.

2. Enter **last Monday’s date** in the Expense Date field.

3. Enter **200.00** in the Amount Spent field.

   *The Payment Type defaults to Personal Funds.*

4. Click the **Detail** link.

   *The Expense Detail page displays.*

5. Enter **Conference Registration** in the **Description** field.

   The required information on the Details page varies based on the type of expense you are entering.

6. Click the **Accounting Detail** link.

   Review the values on the Accounting Detail page and edit if necessary. Notice the SmartKey defaulted to the value you entered earlier on the Accounting Defaults page.

   The Account field defaults based on the Expense Type you selected. You can change the default if another account is more suitable for your Expense Report.

7. Click **OK**.

8. Click the **Check for Errors** button.

9. If errors exist, click the red flag to view an explanation of the problem.

10. Take the necessary action to correct the error.
11. Click the **Return to Expense Report** link.

12. Repeat steps 1-10 on different lines for additional expense types.

### Importing Credit Card Expenses

My Wallet provides a second way to enter expenses into Compass. This feature allows you to import Emory AMEX Corporate Card expenses so your AMEX card gets paid.

Emory Healthcare does not use the My Wallet feature.

1. Below the Expense Type grid, click the drop-down list to the right of the **New Expense** reference and select **Expenses from My Wallet** from the drop-down list.

2. Click the **Add** button.

   *A list of credit card transactions displays.*

3. Click the **Select All** button to import all transactions.

   *Be sure to import all transactions to keep late fees from being charged.*

4. Click the **Done** button.

   *The selected transactions are added to the Expense Report.*

5. Click the **Detail** link for each imported transaction and enter the required information.

   *Tip:* When creating an Expense Report, always check "My Wallet" to make sure charges are pulled in and paid promptly to keep late fees from being charged by the credit card company.
Completing the Expense Report

In order to complete the Expense Report, you must indicate whether the expenses are being paid to a foreign national and you must check the report for errors.

1. Click the **No** option for the foreign national question.

   If you select **Yes**, a Web page displays with information about payments to foreign nationals. Read the information to determine whether additional documentation is required, and then click **Close**. You must then answer two additional questions – whether the activity took place outside the U.S. and whether the payment should be “grossed up” if taxable.

2. Read the Expense Entry check list closely. Perform actions or research items as necessary.

   Refer to this list frequently. It will be updated periodically. Messages for University Expense reports and University might vary.

3. Click the **Save** button.

   Prior to submitting the Expense Report, you must save it. 
   *After you save the Expense Report, the Wrkflw Preview button and the Submit button display.*

   To verify the account distribution for the expense report, click the **Expense Report Accounting Summary** link.
### Attaching Receipts to the Expense Report

To expedite the process and reduce the overall paper flow of expense reports, you are required to scan your expense receipts and “attach” them to your expense report. As reports move electronically through the approval process further documents may be attached to the report. Any preparer or approver may view the attachments at any time.

According to individual departmental policies and procedures, make sure that your expense receipts are previously scanned. After the documents are scanned, they should reside on a shared drive, portable jump drive, or locally on your PC in order to perform the attachment process.

1. Click the **Add Attachment** button
2. Click the **Browse** button to locate the scanned documents, continue to navigate as needed
3. Select the documents and click the **Open** button to import the document.
4. Click the **Upload** button.

*The selected transactions are attached to the Expense Report and are ready for immediate viewing.*
Notes

Submitting the Expense Report

Prior to submitting the Expense Report, you must save it.

1. Click the **Save** button.

   *After you save the Expense Report, the *Wrkflw Preview* button and the *Submit* button display.*

2. University only: Click the **Wrkflw Preview** button.

   This step is optional. If you click the **Wrkflw Preview** button, the Approval Map displays for your review.

3. Click the **Submit** button.

   *The Expense Report is now electronically submitted for approval.*

   After electronically submitting the Expense Report, store the report and associated physical receipt copies according to departmental procedures. It is important to retain the physical copies for one year.

   **Healthcare only:** Also print the expense Line Detail page associated to the transaction. This is found by clicking the **Expense Report Accounting Summary** link. To generate the summary, use any of these methods:

   Use the delivered download function.

   *Print the report screen using the Print Screen button on your keyboard.*

   Use imbedded print functions within the Internet browser.

   Have your manager approve the Expense Report before sending it to Accounts Payable.

4. Click the **Close** button.
<table>
<thead>
<tr>
<th>Notes</th>
<th>Direct Billed Airfare</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If you arrange for airfare via one of Emory’s three agencies and designate it to be</td>
</tr>
<tr>
<td></td>
<td>direct billed to your SmartKey, it will automatically be charged to the SmartKey</td>
</tr>
<tr>
<td></td>
<td>provided at the time of booking. This charge will not be found in your wallet and</td>
</tr>
<tr>
<td></td>
<td>you should not enter it manually as an expense line item.</td>
</tr>
</tbody>
</table>
Lesson 1 Exercises

Use the Compass Reference Guide as needed to complete the tasks listed below.

1. Create an Expense Report for the following expenses:
   a. Business miles driven – 425
   b. Supplies purchased – $75.62

   Save the Expense Report, but do not submit it.

2. Create an error on the Expense Report you entered. For example, do not add the description on one of the Detail pages.

   Check for errors and make the correction. Then complete the Expense Report and submit it.

3. Answer the following questions about the Expense Report you just submitted.

   What is the total amount of the Expense Report?
   ______________________________________________________

   What did you enter in the Destination field in the General Information section?
   ______________________________________________________

   What visual clue did you see to indicate the Expense Report had a error?
   ______________________________________________________
### Lesson 2: Expense Reports for Others

This lesson includes the following topics:

- Authorizing a Proxy
- Entering an Expense Report as a Proxy
- Setting Up a Guest Account

### Authorizing a Proxy

Only an employee has access to his or her Expense Reports in Compass. If needed, the employee can grant access to a proxy, who is then given the authority to enter expense data on behalf of the employee.

#### Activity: Authorize a Proxy

For this activity, you will authorize another member of the class as your proxy. Before completing the steps below, find out the User ID for the person who will be your proxy.

From the Compass main menu, use the following navigation path:

Employee Self-Service > Travel and Expenses > User Preferences > Delegate Entry Authority

1. Click the **plus** button.
2. Enter the proxy’s **Compass User ID** in the Authorize User ID field in all caps.
3. Click the **magnifying glass** next to the proxy’s User ID.
4. Click the **User ID** link.
   
   *The Authorize Users page redisplay with the proxy’s name populated.*

5. Click **Save**.
6. Click **OK**.
**Notes**

**Entering Expenses as a Proxy**

For this topic, we will walk through the steps for adding an Expense Report in Compass as a proxy.

**Activity: Entering an Expense Report as a Proxy**

For this activity, you will create an Expense Report for the class member who assigned you as his or her proxy.

From the Compass main menu, use the following navigation path:

Employee Self-Service > Travel and Expense Center > Create (in the Expense Report section)

1. Click the magnifying glass next to the **EmplID** field.

   *A list of employees displays.*

2. Click the link for the employee whose expenses you are adding.

3. Click **Add**.

   *The Expense Report Entry page displays.*

4. Complete the Expense Report and submit it.

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As a proxy, once you add an Expense Report, you complete it the same way you would complete your own Expense Report.
Notes

Setting Up a Guest Account

In addition to acting as a proxy for another employee, you can also create Expense Reports for guests of Emory University.

It is not necessary to set up a guest account if you have already entered a separate payment request and, within that process, indicated you would pay expenses for the individual. In this case, the guest account has already been set up for you.

Emory Healthcare does not use guest accounts.

Activity: Setting up a Guest Account

For this activity, you will set up a guest account for an individual who traveled to Atlanta at Emory’s expense for a job interview.

From the Compass main menu, use the following navigation path:

Employee Self-Service > Travel and Expense Center > Profiles and Preferences > Guest Profile

Click the Add button.

*The Employee Data page displays.*

1. Enter the guest’s name and address.

2. Click Save.

You are now a proxy for the guest and can enter Expense Reports on the guest’s behalf.
Lesson 3: Additional Expense Report Tasks

This lesson includes the following topics:

- Adding Multiple Expense Lines
- Copying Expense Report Lines
- Splitting Receipts

Adding Multiple Expense Lines

In order to save time, the Compass system also allows you to select multiple lines for a single expense type to add to an Expense Report. You then enter the remaining information pertaining to each item.

Watch as your instructor demonstrates how to add multiple expense lines using the following steps.

- Set your SmarkKey defaults (see page 7 Selecting Accounting Defaults).
- Click the drop-down arrow to the right of the New Expense field and select Multiple Expenses.
- Click Add.
- Enter the Date Range for the expenses you are adding.
- For each expense type to be included on the Expense Report, click the check box for either All Days or One Day.
- Click Continue.
- Complete the remaining fields (Amount Spent and required fields on *Detail page) for each expense line and edit the date if needed.
<table>
<thead>
<tr>
<th>Notes</th>
<th>Copying Expense Report Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>As another time-saving measure, the Compass system allows you to copy one or more selected expense lines for a single day or a range of dates.</td>
<td></td>
</tr>
<tr>
<td>Watch as your instructor demonstrates how to copy an expense report line using the following steps.</td>
<td></td>
</tr>
<tr>
<td>- Add an expense line to the Expense Report.</td>
<td></td>
</tr>
<tr>
<td>- Click the <strong>Select</strong> check box to the left of the expense line you want to copy.</td>
<td></td>
</tr>
<tr>
<td>- Click the <strong>Copy Selected</strong> button.</td>
<td></td>
</tr>
<tr>
<td>- Select either the <strong>Copy to One Date</strong> or the <strong>Copy to Range of Dates</strong> radio button.</td>
<td></td>
</tr>
<tr>
<td>- Enter a date or a range of dates.</td>
<td></td>
</tr>
<tr>
<td>- Click <strong>OK</strong>.</td>
<td></td>
</tr>
<tr>
<td>- Edit any information that is different for the copied expense line.</td>
<td></td>
</tr>
</tbody>
</table>
Notes

Splitting Receipts

The Compass system allows you to divide a single receipt into multiple expense lines after importing it from “My Wallet”. There are several reasons why this step might be needed.

1. You have a meal charge on your AMEX Corporate Card and it contains alcohol.

2. You have a single charge on your AMEX Corporate Card but it needs to be split into two expense types; for example, a hotel charge that contains a meal.

3. You have a single charge on your AMEX Corporate Card but it contains something personal; for example, a hotel charge that contains a movie.

Watch as your instructor demonstrates how to split a receipt using the following steps.

- Use My Wallet to import AMEX charges to the Expense Report
- Click the Detail link for the line that needs to be split.
- Click the Receipt Split link.
- In the Split With Another Expense section, select the next expense type on the receipt from the Expense Type dropdown list.
- Click the Split button.
- Enter the amount for this expense type into the Amount Spent field in the Expense Information section.
- Enter a Description and any other required fields for the expense type, including the fields on the Accounting Detail page.
- Click the Update button.

To view the expense information for another expense type, use the links in the Current Expenses on Receipt section.

- When you are finished splitting the receipt, click the Done button.
- Click the Return to Expense Report link.
Lesson 3 Exercise

Use the Compass Reference Guide as needed to complete the tasks listed below.

Create an Expense Report for training expenses. The training was held in New Orleans from the 15th until the 18th of last month.

Enter a relevant SmartKey on the Accounting Defaults page.

Use the Multiple Expense Lines functionality to enter expenses for a rental car ($450), parking for the rental car ($58.00), and gas for the rental car ($25.85). The first two receipts are dated the 18th of last month; the gas receipt is dated the 15th of last month.

Use the Copy Expense Lines functionality to enter gas for the 18th of last month ($28.15).

Answer the Foreign Nationals question, and then check your Expense Report for errors. Correct any errors you find.

Save and submit the Expense Report.

What is the total amount of your Expense Report?
__________________________________________________________________________

What is the third item on the Expense Check List?
__________________________________________________________________________
Lesson 4: Expense Report Approvals

This lesson includes the following topics:

- Understanding the Approval Process
- Modifying a Denied Expense Report

Understanding the Approval Process

All Expense Reports go through a workflow approval process prior to being paid. This topic explains the approval process for Expense Reports.

Emory Healthcare does not use the Compass department workflow approval process.

Once an Expense Report is submitted, the first level in the Approval Map displays a status of Pending. The designated first-level approvers now have access to the Expense Report and should either approve or deny it.

The department associated to the SmartKey is considered the first level of approval for Expense Reports. It is the task of the approver to verify that the expense report complies with Emory policy.

(Topic continues on the following page.)
Understanding the Approval Process (continued)

Once the first level approver approves the Expense Report, it is routed either to the Expense Department or additional departmental approvers, depending on the dollar amount of the expense report to the second approval level, which is the designated Approver(s) for the SmartKey(s) being charged.

At a minimum, Expense Reports route through two levels of approvers. An Expense Report may route to additional approvers based on certain criteria, such as the dollar amount of the Expense Report, whether the Expense Report is being made by an Emory club, and whether the payment is being made to a Foreign National.

You will receive an email notification when the Expense Report has successfully completed all levels on the Approval Map.

**Note:** When a guest Expense Report is approved, the employee receives email notification, but the guest does not. When a proxy submits an Expense Report, both the employee and the proxy receive email notification.

Departmental general responsibilities and concerns that needed to be verified include but are not limited to:

- Is the request compliant with University policy?
- Is the required documentation attached and clearly imaged?
- Is the person requesting reimbursement correct?
- Is the accounting used correct?
- Are there funds available?
- Is the amount requested reasonable for the activity?
- Is the business purpose properly and adequately documented?
- When applicable, are there any special requirements for sponsored research activity?
Central Accounting responsibilities include but are not limited to:

Review and audit selected transactions - pre payment and post payment (focus on high risk transactions)

- Is the request compliant with University policy?
- Is the required documentation attached and clearly imaged?
- Does the documented business purpose clearly explain the benefit received by the University?
- Is the amount requested reasonable for the activity?
- Issue payment
Modifying a Denied Expense Report

You will receive an email notification if your Expense Report is denied. You can then modify and resubmit the Expense Report.

Watch as your instructor demonstrates how to modify a denied Expense Report using the following steps.

- Navigation path: Employee Self-Service > Travel and Expense Center > Modify (in the Expense Report section)
- Enter the Report ID.

You can search by other criteria if you don’t know the Report ID.

- Click Search.
- Scroll to the bottom of the Expense Report Entry page.
- Click the Expand button (right pointing arrow) to view the Approver’s comments.
- Make the corrections indicated by the Approver’s comments.
- Click the Check for Errors button.
- Save and resubmit the Expense Report.