SELF-ASSIGN EXPENSE REPORTS

EX

QUICK REFERENCE GUIDE EX-01

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Self-Assign Expense Reports in the North Carolina Financial System (**NCFS**).

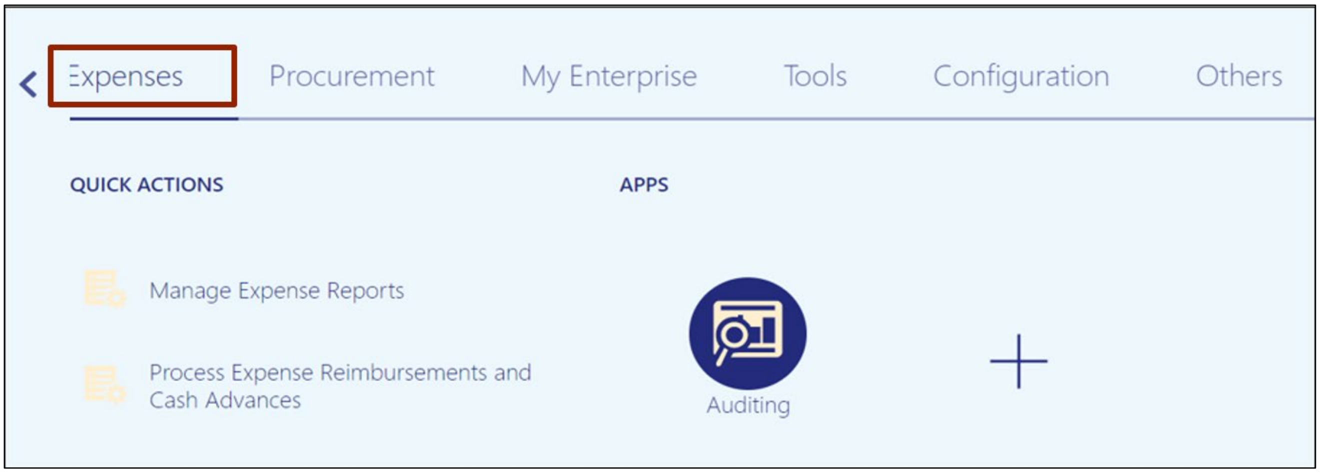
Introduction and Overview

This QRG covers the steps to self-assign expense reports for audit. You can search and assign available reports to yourself after searching for reports under Pending expense auditor approval.

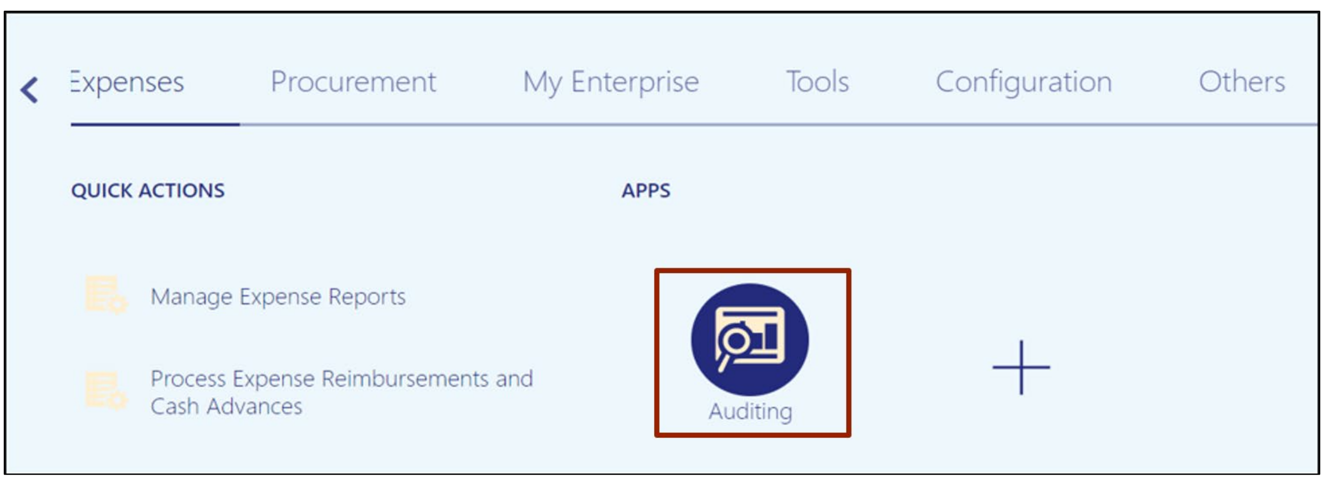
Self-Assign Expense Reports

To Self-Assign Expense Reports in NCFS, please follow the steps below:

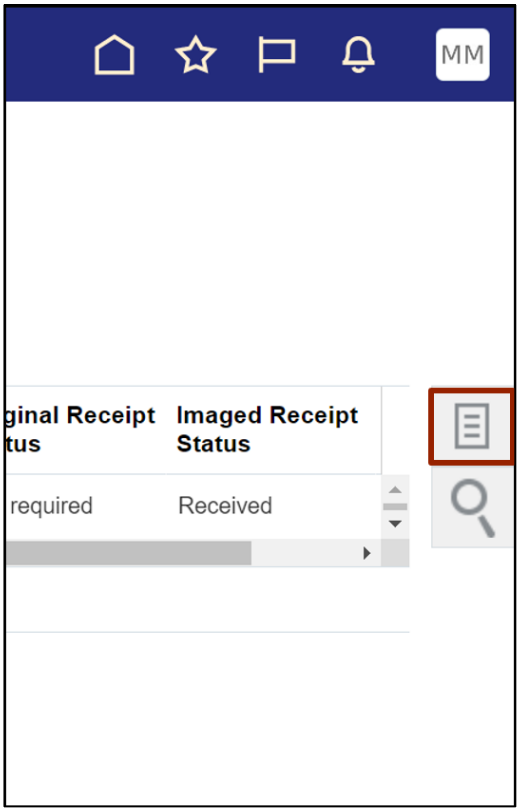
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Expenses** tab.



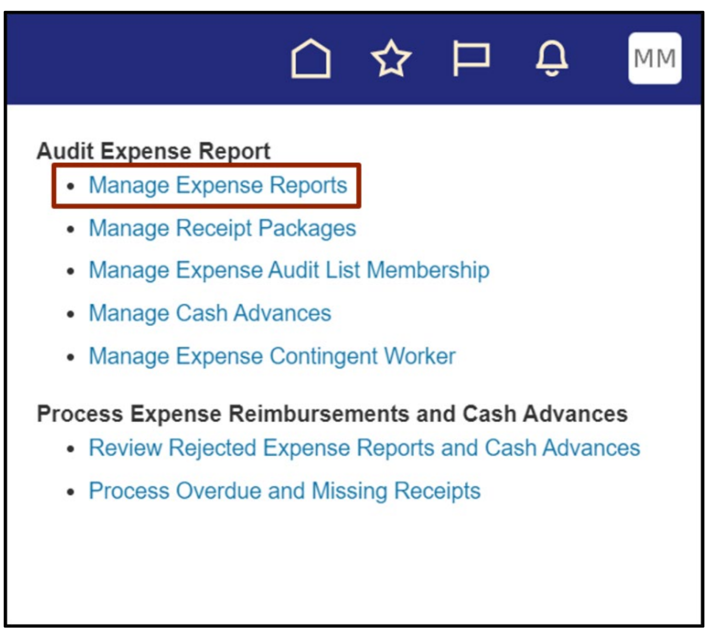
3. Click the **Auditing** app.



4. On the **Auditing Work Area** page, click the [] **Tasks** icon.

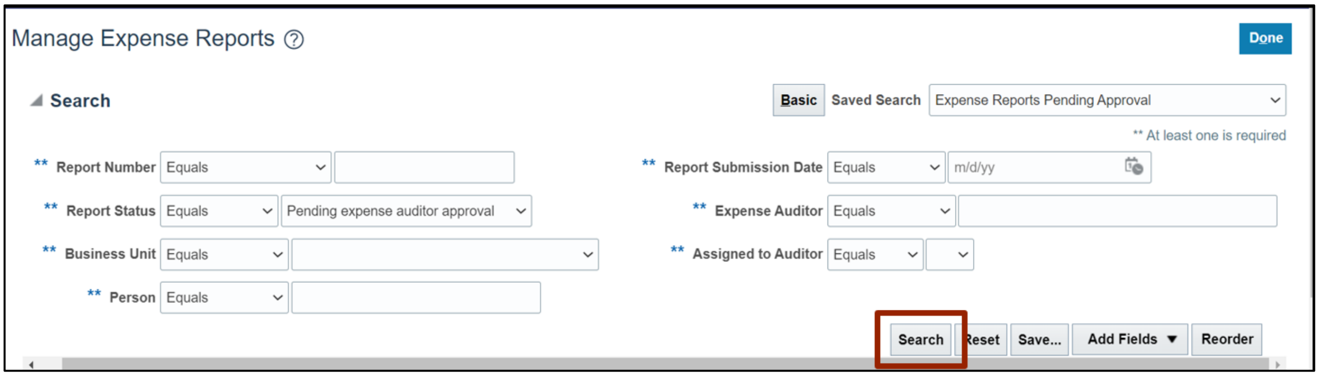


5. On the Tasks pane, click **Manage Expense Reports.**

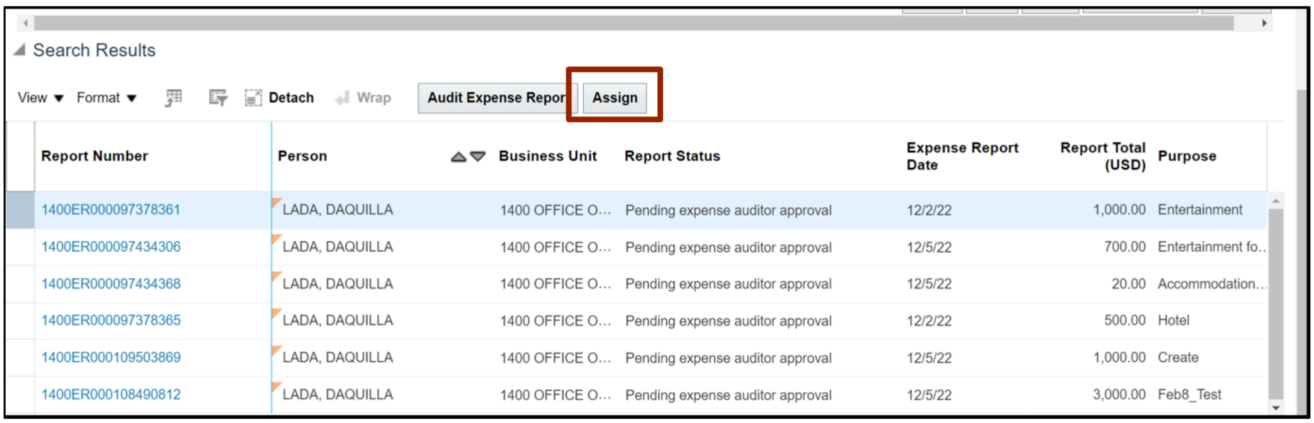


6. On the **Manage Expense Reports** page, verify the ****Report Status*** field.

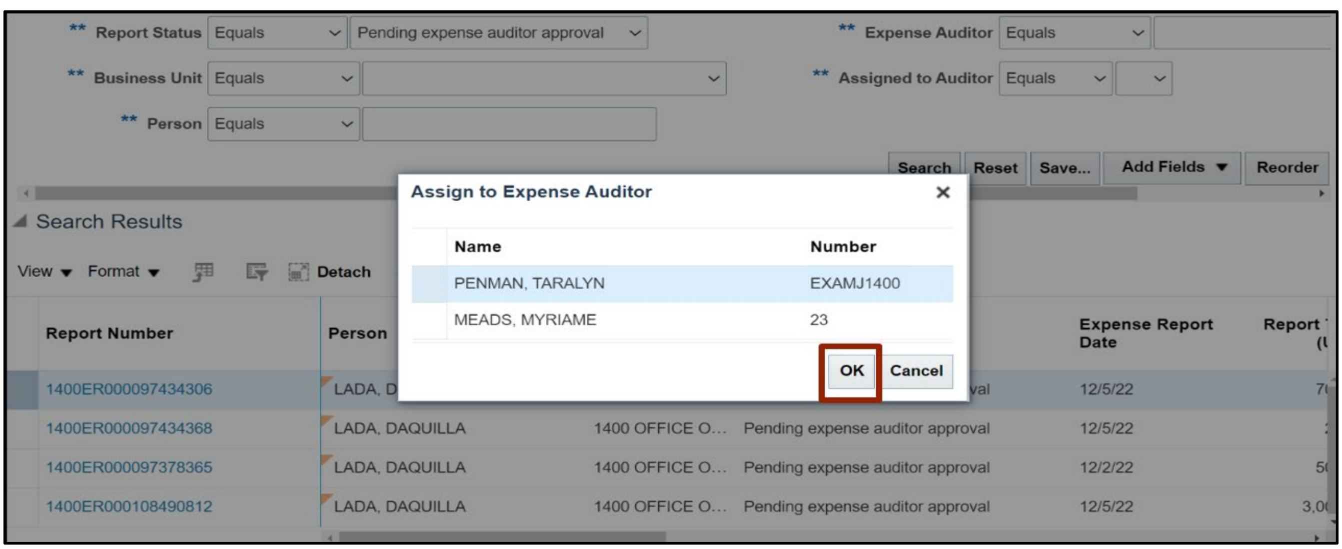
   In this example, we choose **Equals** and **Pending Expense Auditor Approval** from the drop-down choice lists. Then, click the **Search** button.



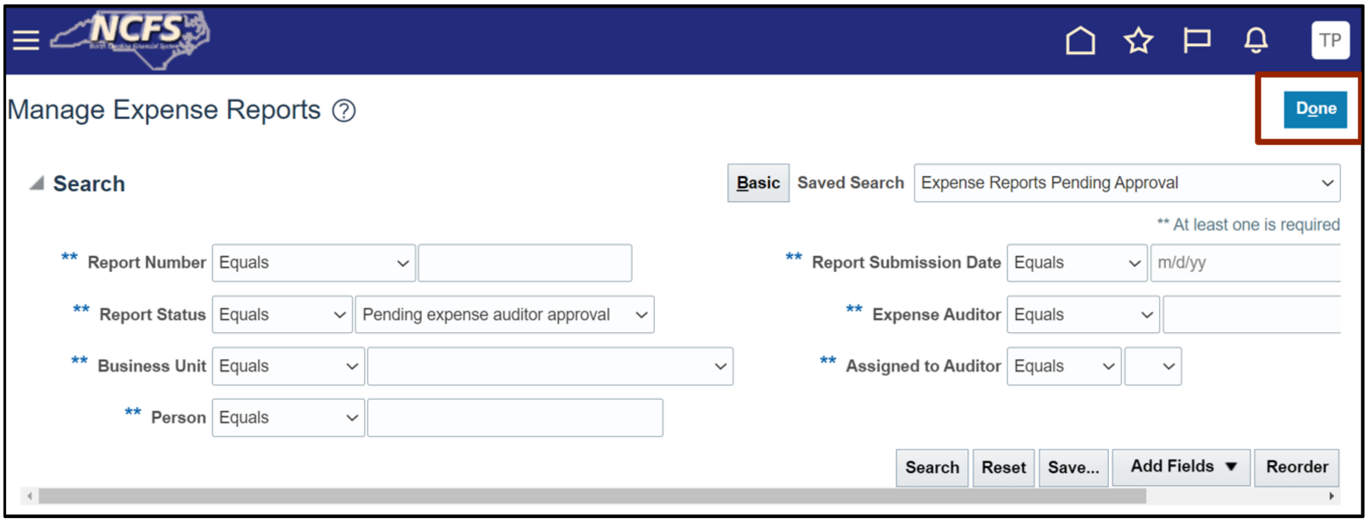
7. The search results appear under the ***Search Results*** section. Click the **Report** row to be assigned, then click the **Assign** button.



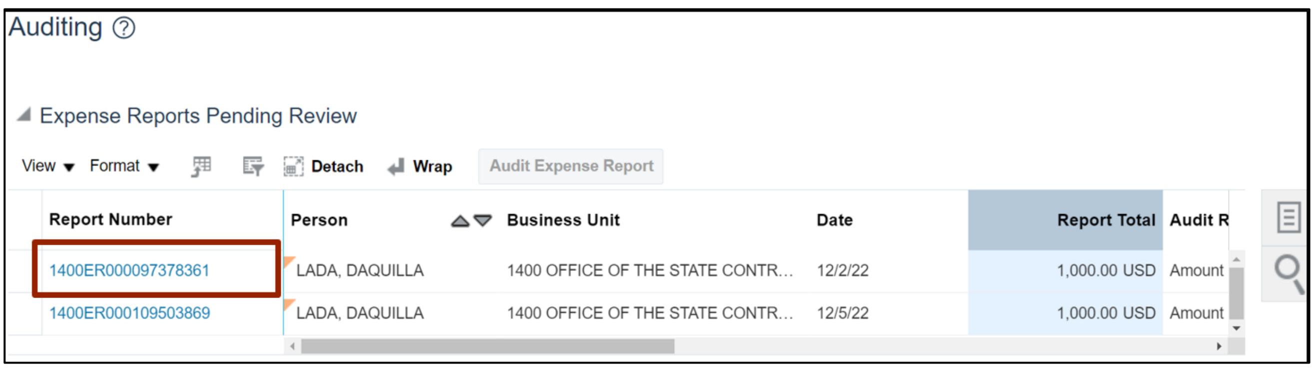
8. Select your name and click the **OK** button.



9. Click the **Done** button to navigate back to the **Expense Auditor** page.



10. The self-assigned expense report now shows in the ***Expense Reports Pending Review*** section.



Wrap-Up

Use your ability to self-assign expense reports to audit expense reports for user(s) who are out of office or need help completing their audits in time.

Additional Resources

Virtual Instructor-Led Training (vILT)

- EX101: Expense Auditor
- EX102: Expense Audit Manager