



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**).

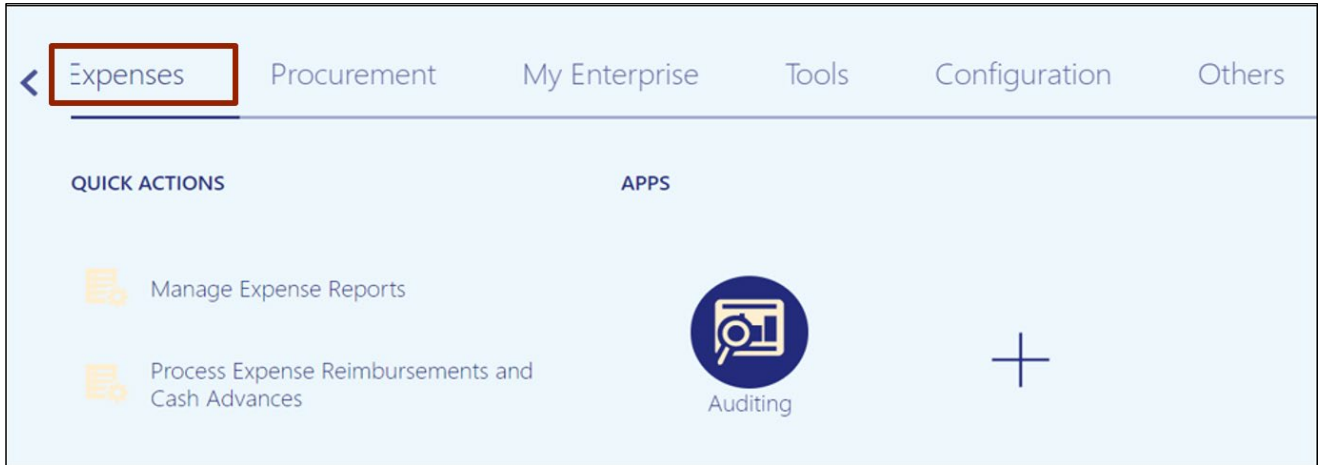
Introduction and Overview

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.

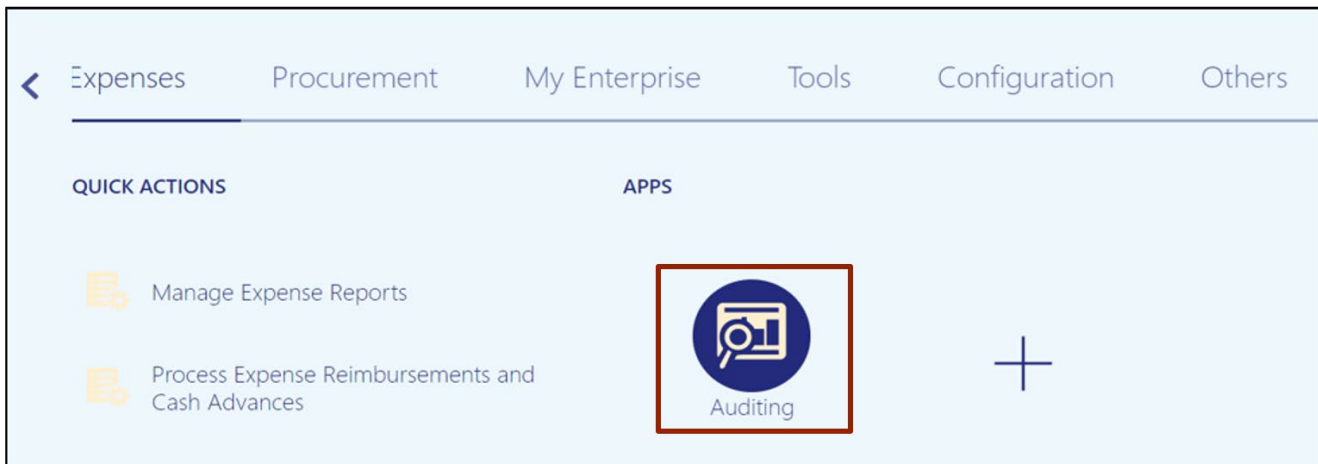
Self-Assign Expense Reports


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

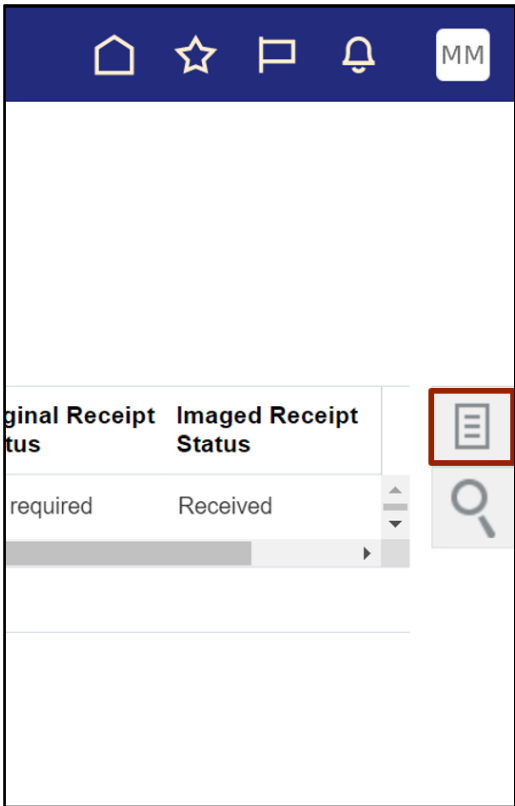
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Expenses** tab.



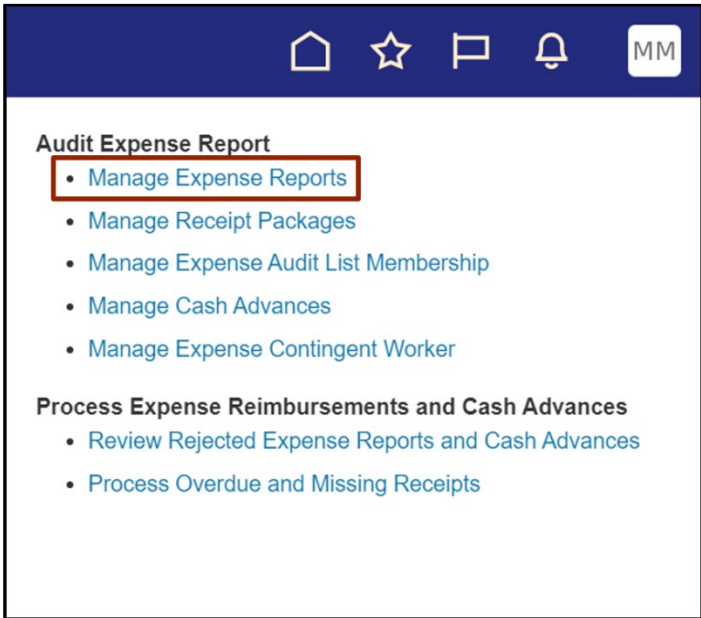
3. Click the **Auditing** app.



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.

Manage Expense Reports Done

Search Basic Saved Search Expense Reports Pending Approval At least one is required

** Report Number Equals

** Report Status Equals Pending expense auditor approval

** Business Unit Equals

** Person Equals

** Report Submission Date Equals m/d/yy

** Expense Auditor Equals

** Assigned to Auditor Equals

Search Reset Save... Add Fields Reorder

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

Search Results Audit Expense Report Assign

Report Number	Person	Business Unit	Report Status	Expense Report Date	Report Total (USD)	Purpose
1400ER000097378361	LADA, DAQUILLA	1400 OFFICE O...	Pending expense auditor approval	12/2/22	1,000.00	Entertainment
1400ER000097434306	LADA, DAQUILLA	1400 OFFICE O...	Pending expense auditor approval	12/5/22	700.00	Entertainment fo...
1400ER000097434368	LADA, DAQUILLA	1400 OFFICE O...	Pending expense auditor approval	12/5/22	20.00	Accommodation...
1400ER000097378365	LADA, DAQUILLA	1400 OFFICE O...	Pending expense auditor approval	12/2/22	500.00	Hotel
1400ER000109503869	LADA, DAQUILLA	1400 OFFICE O...	Pending expense auditor approval	12/5/22	1,000.00	Create
1400ER000108490812	LADA, DAQUILLA	1400 OFFICE O...	Pending expense auditor approval	12/5/22	3,000.00	Feb8_Test

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

Assign to Expense Auditor

Name	Number
PENMAN, TARALYN	EXAMJ1400
MEADS, MYRIAME	23

OK Cancel

