



# EXPENSE MODULE SETUP INCLUDING MANAGE EXPENSE POLICIES, TEMPLATES, OR DELEGATES

EX

QUICK REFERENCE GUIDE EX-05

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## Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of Expense Module Setup Including Manage Expense Policies, Templates, or Delegates in the North Carolina Financial System (**NCFS**).

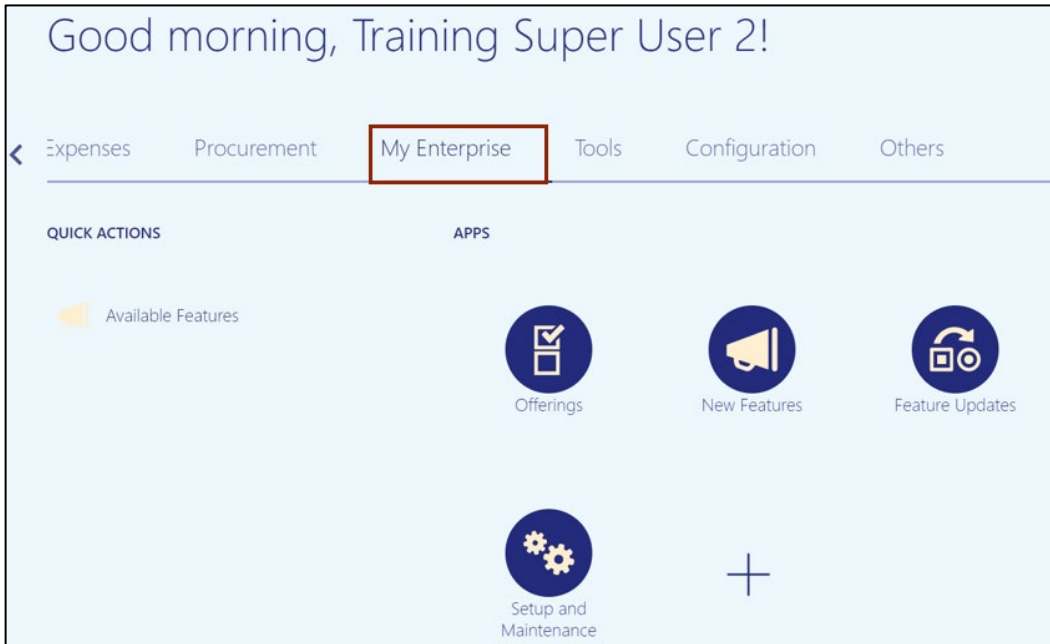
## Introduction and Overview

This QRG covers the process of Expense Module Setup Including Manage Expense Policies, Templates, or Delegates in the NCFS. This will enable users to edit Expense Report templates to accommodate modifications in Expense Policies.

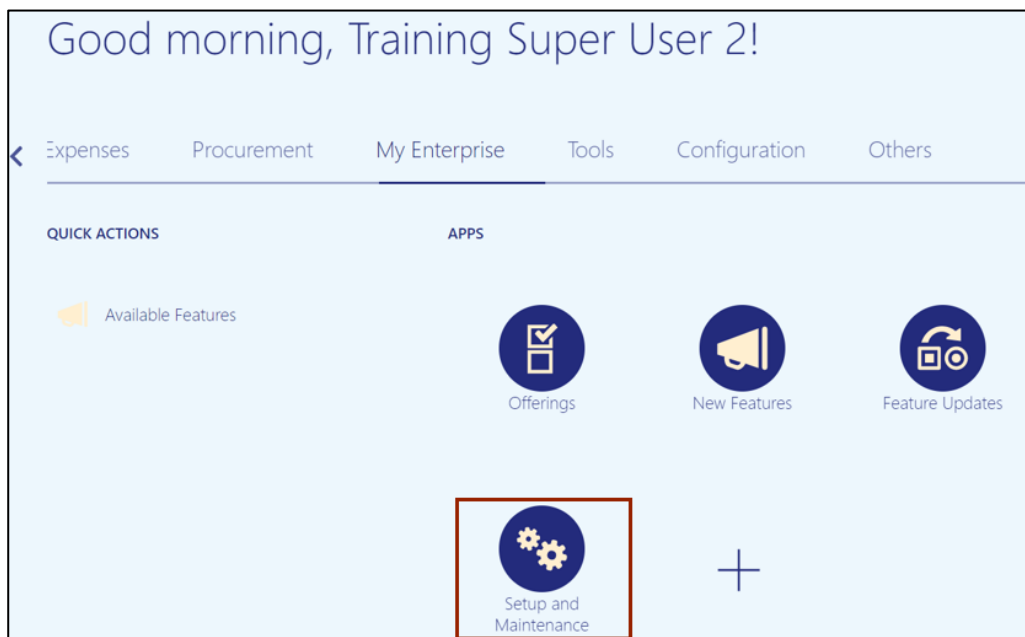
## Expense Module Setup – Manage Expense Policies


To perform Expense Module Setup – Manage Expense Policies in the NCFS, please follow the steps below:

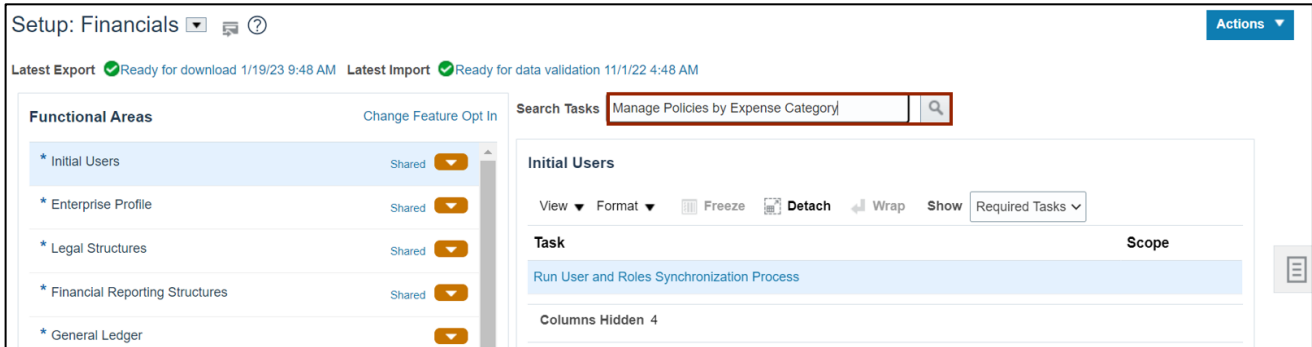
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **My Enterprise** tab.



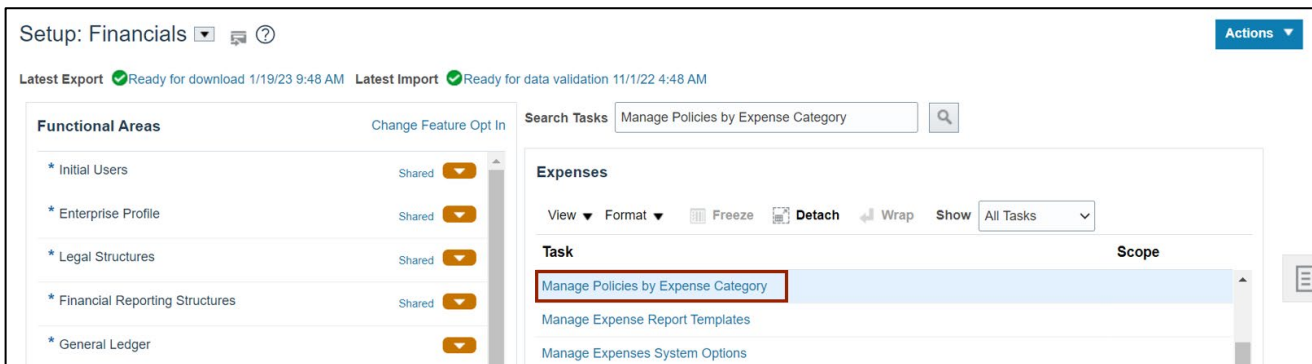
3. Click the **Setup and Maintenance** app. The **Setup** page opens.



4. On the **Setup: Financials** page, in the **Search Tasks** section, enter **Manage Policies by Expense Category** and click the **Search** [  ] icon.



5. From the **Task** section, select **Manage Policies by Expense Category**. The **Manage Policies by Expense Category** page opens.



- 6. On the **Manage Policies by Expense Category** page, select the Policy that needs to be modified from the **Search Results** section.

In this example, we choose **Accomodation\_10\_20**. The **Edit Accommodations Policy** page opens.

Manage Policies by Expense Category

Search

Advanced Saved Search All Policies

Name

Status

Expense Category

Search Reset Save...

Search Results

Actions View Format Detach Create Policy Activate

Name	Description	Status	Expense Category
Accommodations_10_20	Accommodations_10_20	Active	Accommodations
Car Rental_EXP-SCN-002	Car Rental_EXP-SCN-002	Active	Car Rental
Mileage_10_20	Mileage_10_20	Active	Mileage
Per_Diem_10_20	Per_Diem_10_20	Active	Per Diem

- 7. On the **Edit Accommodations Policy** page, click the **Edit Rates** button. The **Downloads** pop-up appears.

Edit Accommodations Policy

Edit Rates Save Save and Close Cancel

Policy Name Accommodations\_10\_20

Description Accommodations\_10\_20

Status Active

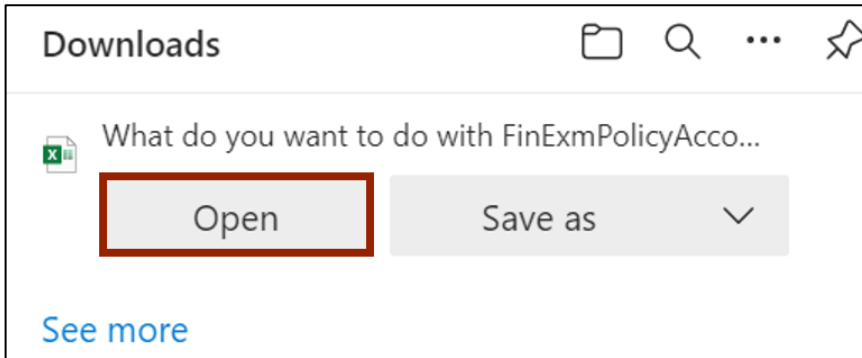
Rate Definition

\* Rate Limit  Daily limit

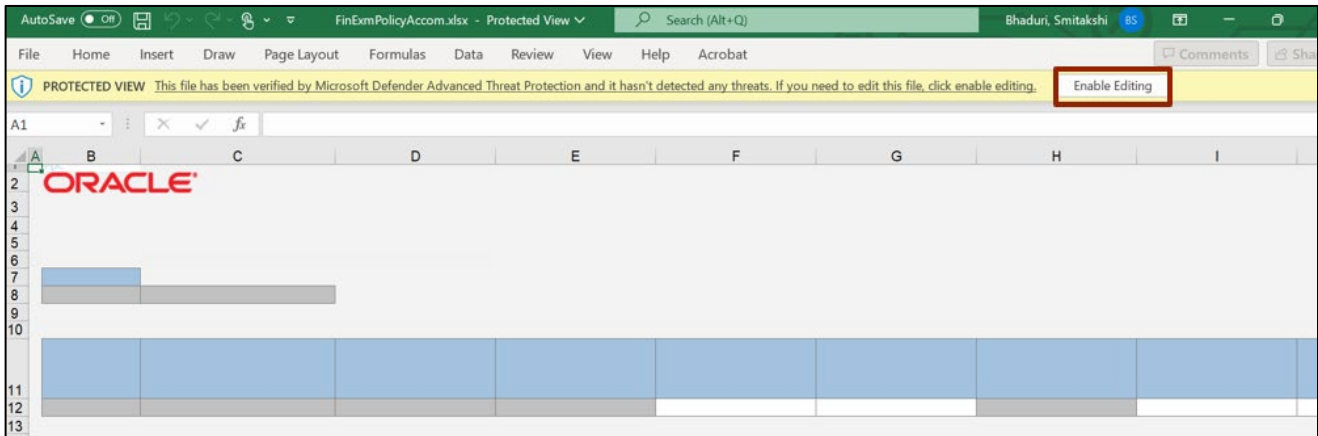
Rate Currency  Multiple currencies  Single currency

Currency USD - US Dollar

8. On the **Downloads** pop-up, click the **Open** button.



9. The **Create Accommodations Rates** spreadsheet opens. Click the **Enabling Editing** button.





13. On the spreadsheet, click the **ADF Desktop Integration** tab.

The screenshot shows the top menu bar of the spreadsheet application. The 'ADF Desktop Integration' tab is highlighted with a red box. Below the menu bar, there are instructions for using the spreadsheet, and a table with columns for Geographical Location, Country, State, County, City, Daily limit, and Start Date.

*Geographical Location[...]	Country	State	County	City	*Daily limit	*Start Date
United States, NC	United States	NC			78.9	1/1/1951
All Others					93.2	1/1/1951

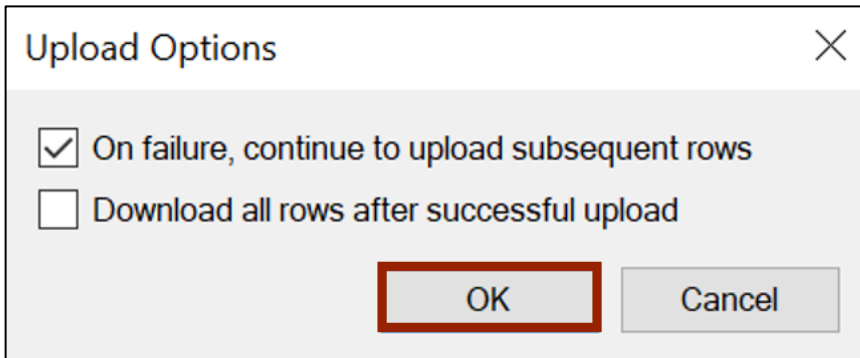
14. Click the **Upload Rates** button. The *Upload Options* pop-up appears.

The screenshot shows the top menu bar of the spreadsheet application. The 'Upload Rates' button is highlighted with a red box. Below the menu bar, there are instructions for using the spreadsheet, and a table with columns for Geographical Location, Country, State, County, City, Daily limit, and Start Date.

*Geographical Location[...]	Country	State	County	City	*Daily limit	*Start Date
United States, NC	United States	NC			78.9	1/1/1951
All Others					93.2	1/1/1951

15. The *Upload Options* pop-up appears. Select the checkboxes as per the requirement.

In this example, we choose the **On failure, continue to upload subsequent rows** checkbox. Now, click the **OK** button.



Upload Options

On failure, continue to upload subsequent rows

Download all rows after successful upload

OK Cancel

16. Go back to the **Edit Accommodations Policy** page and click the **Save and Close** button. You are redirected to the **Manage Policies by Expense Category** page.



Edit Accommodations Policy ?

Edit Rates Save Save and Close Cancel

Policy Name Accommodations\_10\_20

Description Accommodations\_10\_20

Status Active

Rate Definition

\* Rate Limit  Daily limit

Rate Currency  Multiple currencies  Single currency

Currency USD - US Dollar



17. On the **Manage Policies by Expense Category** page, the **Expense Policies** are displayed with the changes.

Manage Policies by Expense Category Done ▾

Advanced Saved Search All Policies ▾

Search  
 Name   
 Status ▾  
 Expense Category ▾

Search Reset Save...

Search Results  
 Actions ▾ View ▾ Format ▾ Detach Create Policy ▾ Activate

Name	Description	Status	Expense Category
Accommodations_10_20	Accommodations_10_20	Active	Accommodations
Car Rental_EXP-SCN-002	Car Rental_EXP-SCN-002	Active	Car Rental
Mileage_10_20	Mileage_10_20	Active	Mileage
Per Diem_10_20	Per Diem_10_20	Active	Per Diem

## Expense Module Setup – Manage Expense Templates

To perform Expense Module Setup – Manage Expense Templates in NCFS, please follow the steps below:

1. Follow steps 1-3 above to navigate to the **Setup: Financials** page.
2. On the **Setup: Financials** page, in the **Search Tasks** section, enter **Manage Expense Report Templates** and click the [ ] icon.

Setup: Financials ▾ Actions ▾

Latest Export Ready for download 1/19/23 9:48 AM    Latest Import Ready for data validation 11/1/22 4:48 AM

Functional Areas Change Feature Opt In

* Initial Users	Shared ▾
* Enterprise Profile	Shared ▾
* Legal Structures	Shared ▾
* Financial Reporting Structures	Shared ▾
* General Ledger	▾

Search Tasks

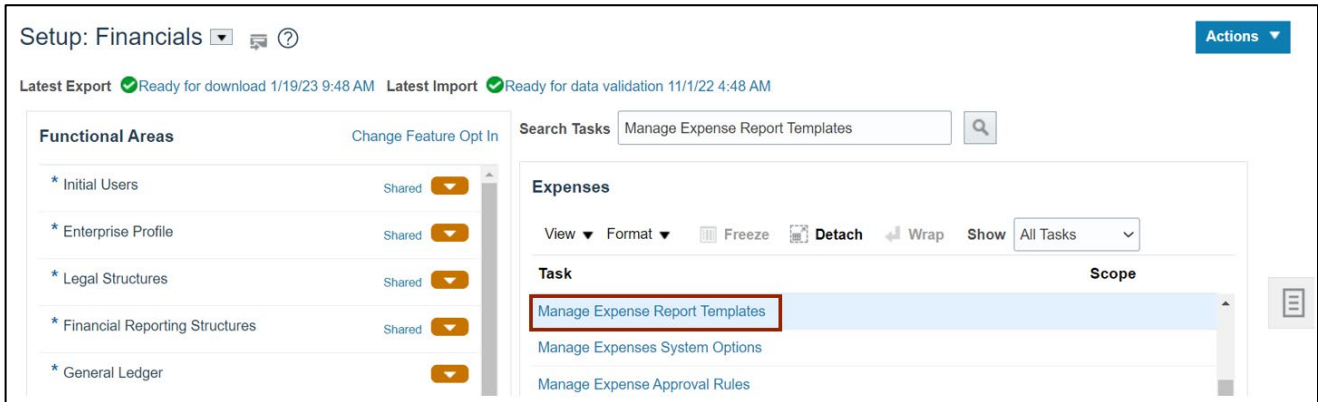
Initial Users  
 View ▾ Format ▾ Freeze Detach Wrap Show Required Tasks ▾

Task Scope

Run User and Roles Synchronization Process

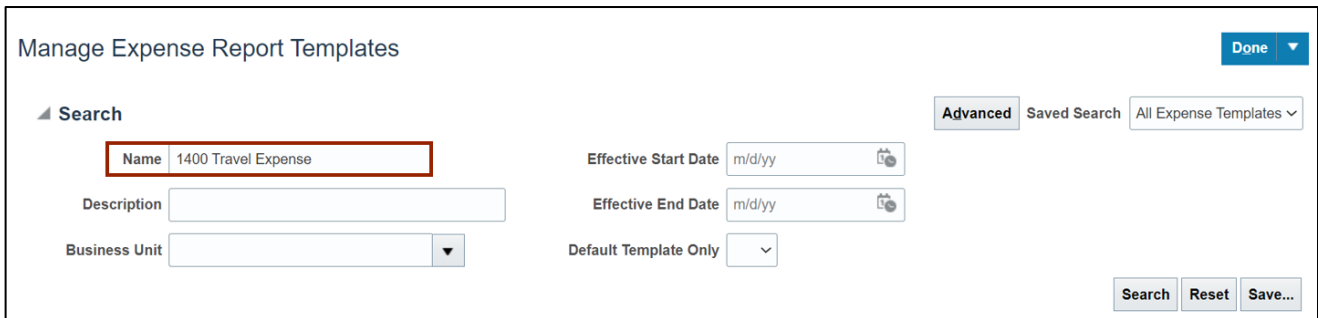
Columns Hidden 4

- From the **Task** section, select **Manage Expense Report Templates**. The **Manage Expense Report Templates** page opens.

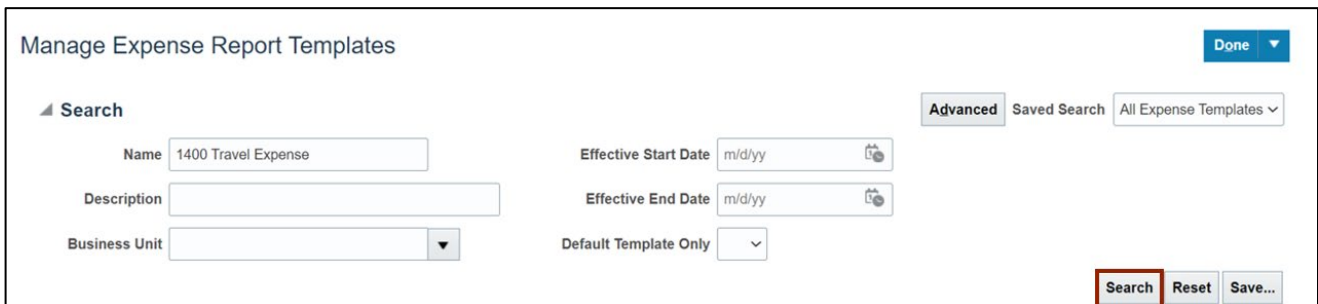


- On the **Manage Expense Report Templates** page, enter data in any one of the fields to search for a template.

In this example, we choose **1400 Travel Expense** for the **Name** field.



- Click the **Search** button.



- Select the name of the **Expense Report Template** from the **Search Results**. The **Edit Expense Report Template** page opens.

Manage Expense Report Templates Done ▾

All Expense Templates ▾

**Search**  
 Name: 
 Effective Start Date:

Description:   
 Effective End Date:

Business Unit: 
 Default Template Only:

**Search Results**

Actions ▾ View ▾ Format ▾

Name	Description	Business Unit	Default Template	Effective Start Date	Effective End Date	Last Updated Date
1400 Travel Expense Template - EXP-SCN-001	1400 Travel Expense Template - EXP-SCN-001	1400 OFFICE OF THE STATE CONTROLLER	✔	1/1/51		11/30/22

- On the **Edit Expense Report Template** page enter **\*Name**, **Effective Start Date**, and **Description**.

In this example, we choose **1400 Travel Expense Test** for **\*Name**, **1400 Travel Expense Test** for **Description**, and **1/1/51** for **Effective Start Date**.

Edit Expense Report Template: 1400 Travel Expense ...

\* Name: 
 \* Effective Start Date:

Description: 
 Effective End Date:

Business Unit: 1400 OFFICE OF THE STATE CONTROLLER
  Set as default

8. Scroll down to the bottom section of the page and review the types of expenses under the **Expense Types** tab. Select an expense type from the available options.

In this example, we choose **Miscellaneous – Out of State**.

Expense Types							
Card Expense Type Mapping Receipt Requirement Expense Fields							
View Format +   Detach ?							
Name	Description	Category	Itemization Behavior	Itemization Only Type	Effective Start Date	Effective End Date	
Miscellaneous - In State	Miscellaneous - In State	Miscellaneous	Disabled		1/1/51		
Miscellaneous - In State - Gener...	Miscellaneous - In State - General A...	Miscellaneous	Disabled		1/1/51		
Miscellaneous - In State - Judge...	Miscellaneous - In State - Judges Al...	Miscellaneous	Disabled		1/1/51		
Miscellaneous - In State - Training	Miscellaneous - In State - Training	Miscellaneous	Disabled		1/1/51		
<b>Miscellaneous - Out of State</b>	Miscellaneous - Out of State	Miscellaneous	Disabled		1/1/51		
Miscellaneous - Out of State - G...	Miscellaneous - Out of State - Gene...	Miscellaneous	Disabled		1/1/51		
Miscellaneous - Workshop/Conf...	Miscellaneous - Workshop/Conferen...	Miscellaneous	Disabled		1/1/51		
Other - In State	Other - In State	Airfare	Disabled		1/1/51		
Other - Out of State	Other - Out of State	Airfare	Disabled		1/1/51		

9. The **Edit Expense Type: Miscellaneous – Out of State** page appears. Click the **Receipt Requirement** tab.

Edit Expense Type: Miscellaneous - Out of State

Miscellaneous - Out of State [Save] [Save and Close] [Cancel]

\* Name: Miscellaneous - Out of State

Description: Miscellaneous - Out of State

Category: Miscellaneous

Tax Classification Code: [ ]

Tax Product Category: [ ]

\* Effective Start Date: 1/1/51

Effective End Date: m/d/yy

\* Account: 52728000

This expense type used in itemization only

Allow prepaid expense items

Itemization: Disabled


Itemization Project Expenditure Type Mapping **Receipt Requirement** Policies Expense Fields

10. Under the **Receipt Reimbursement** tab, validate that the Receipt Requirements are accurate for the specific expense type being viewed. If required to change, update as needed.

11. Click the **Save and Close** button. You are redirected to the **Edit Expense Report Template** page.

12. Click the **Save and Close** button to save the edits. You are redirected to the **Manage Expense Report Templates** page.

13. A *Warning* pop-up appears. Click the **Yes** button.

 **Warning**

Corporate card mapping isn't set up. Without this mapping, expense types for corporate card transactions won't be defaulted. Do you want to continue?

14. On the **Manage Expense Report Templates** page, you can search for the Expense Report template using the edited *Name* or *Description Name*.

**Manage Expense Report Templates** Done ▾

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**Search** Advanced Saved Search All Expense Templates ▾

Name

Description

Business Unit

Effective Start Date

Effective End Date

Default Template Only

Search Reset Save...

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**Search Results**

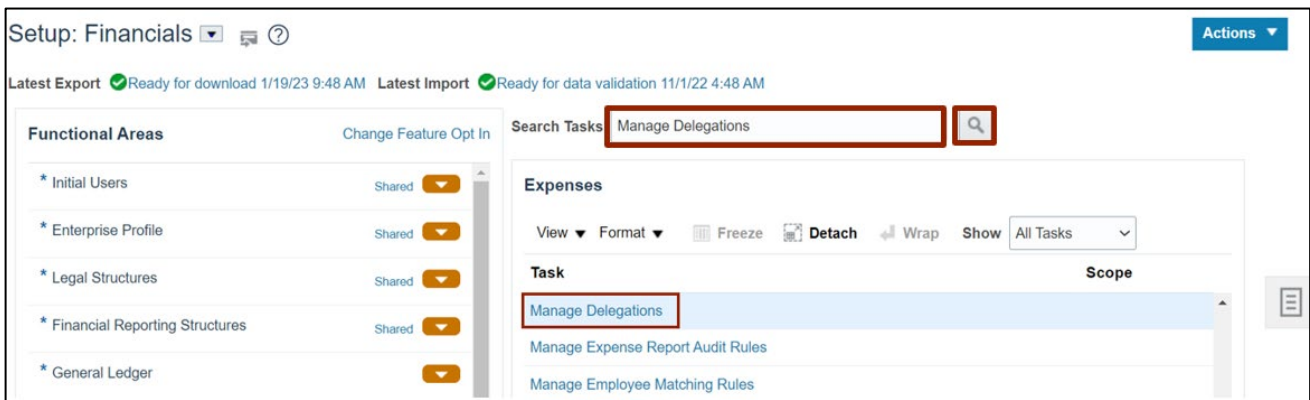
Actions ▾ View ▾ Format ▾ + ✎ ✕ 📄 📄 📄 Detach

Name	Description	Business Unit	Default Template	Effective Start Date	Effective End Date	Last Updated Date
1400 Travel Expense Test	1400 Travel Expense Test	1400 OFFICE OF THE STATE CONTROLLER	✔	1/1/51		5/26/23

## Expense Module Setup – Manage Delegates

To perform Expense Module Setup – Manage Delegates in NCFS, please follow the steps below:


1. Follow steps 1-3 above to navigate to the **Setup: Financials** page.
2. On the **Setup: Financials** page, in the **Search Tasks** section, enter **Manage Delegations** and click the **Search** [  ] icon and from the **Task** section, select **Manage Delegations**. The **Manage Delegations** page opens.



3. On the **Manage Delegations** page, select the **Delegate** from the list displayed. In this example, we choose **DAQUILLA LADA**.


The screenshot shows the 'Manage Delegations' page. At the top right, there is a 'Done' button. Below the header, there is a search bar and a 'Basic' tab. A table displays a list of delegates with columns for Delegate, Assignment, Comments, Start Date, and End Date. The first row, 'DAQUILLA LADA', is highlighted with a red box.

Delegate	Assignment	Comments	Start Date	End Date
DAQUILLA LADA	CLYDE MARTINEZ-RAMIREZ		1/19/23	
DAQUILLA LADA	DAQUILLA STEPHENSON		12/19/22	
DAQUILLA LADA	BETTY ANN MCCRARY		12/9/22	
DAQUILLA LADA	STEFAN BELL		1/19/23	
DAQUILLA LADA	DEBORA HOLT		1/19/23	

4. On the *Delegation: DAQUILLA LADA for Individual CLYDE MARTINEZ-RAMIREZ* pop-up, select the **End Date** by clicking on the **Calendar** [  ] icon.

**Delegation: DAQUILLA LADA for Individual CLYDE MARTINEZ-RAMIREZ**

**Delegate** DAQUILLA LADA      **Start Date** 1/19/23

**Assignment** CLYDE MARTINEZ-RAMIREZ      **End Date** 6/2/23 

Accounting access

Project access


**Comment**

**Save and Close**   **Cancel**

5. Click the **Save and Close** button. You are redirected to the **Manage Delegations** page.

**Delegation: DAQUILLA LADA for Individual CLYDE MARTINEZ-RAMIREZ**

**Delegate** DAQUILLA LADA      **Start Date** 1/19/23

**Assignment** CLYDE MARTINEZ-RAMIREZ      **End Date** 6/2/23 

Accounting access

Project access

**Comment**




**Save and Close**   **Cancel**



- 6. On the **Manage Delegations** page, the Delegate **End Date** column is updated.  
Click the **Add [ + ]** icon to add a new delegation relationship.

Manage Delegations Done ▾

Search Basic Saved Search Delegations Created in the Last 6 Months ▾


View ▾ +   


Delegate	Assignment	Comments	Start Date	End Date
DAQUILLA LADA	CLYDE MARTINEZ-RAMIREZ		1/19/23	6/2/23
DAQUILLA LADA	DAQUILLA STEPHENSON		12/19/22	
DAQUILLA LADA	BETTY ANN MCCRARY		12/9/22	
DAQUILLA LADA	STEFAN BELL		1/19/23	
DAQUILLA LADA	DEBORA HOLT		1/19/23	

- 7. A *Create Delegation* pop-up appears. Enter the required details in the fields displayed.

In this example, we choose **ERICH ANDERSON** for *\*Delegate*, **ERICH BITTLE** for *\*Assignment*, and **6/16/23** for *\*Start Date*. Select the **Accounting access** checkbox and click the **Save and Close** button.

**Create Delegation**

**\* Delegate** ERICH ANDERSON ▾ \* **\* Start Date** 6/16/23 

**\* Assignment** ERICH BITTLE ▾ \* **End Date** m/d/yy 

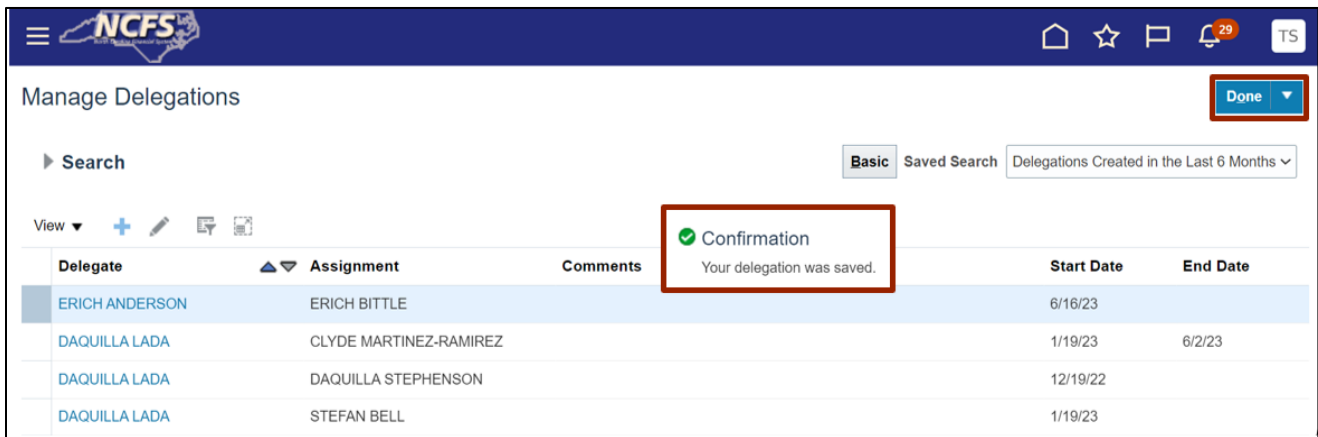
Accounting access

Project access

**Comment**

Save and Close Cancel

- 8. On the **Manage Delegations** page, a *Confirmation* pop-up appears. Click the **Done** button. You are redirected to the **Setup: Financials** page.



## Wrap-Up

Setup an Expense Module, Including Manage Expense Policies, Templates, or Delegates in NCFS using the steps above.

## Additional Resources

### Virtual Instructor Led Training (vILT)

- EX 100: Expense Reports & Cash Advances