



ASSIGN EXPENSE REPORTS TO AUDITORS

EX

QUICK REFERENCE GUIDE EX-06

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation of how a user with Audit Manager role will Assign Expense Reports to Auditors in the North Carolina Financial System (NCFS).

Introduction and Overview

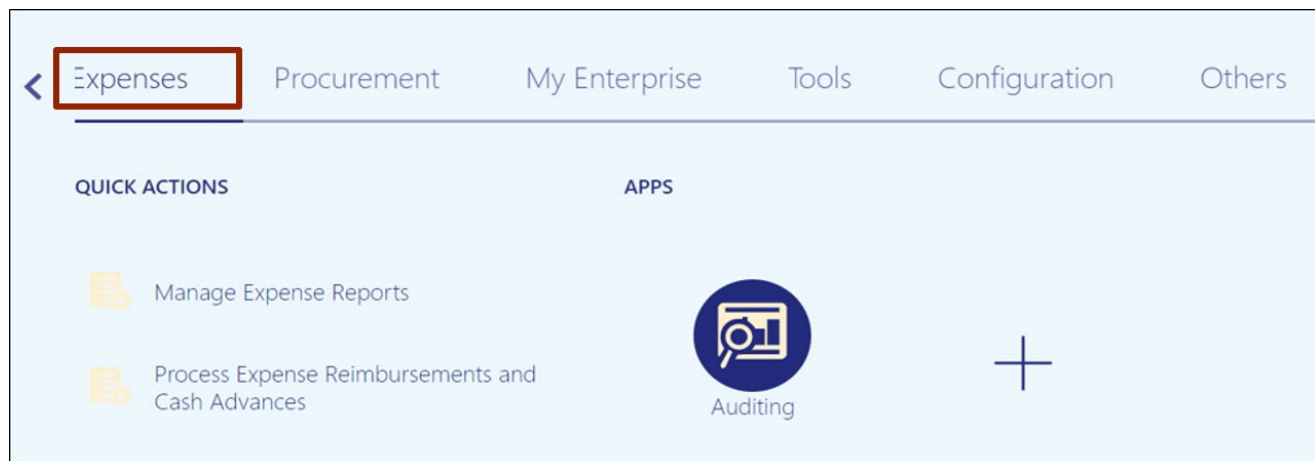
This QRG covers the steps to Assign Expense Reports to Auditors. The Auditor reviews and audits expense reports daily to ensure compliance with the company's reimbursement policy.

Note: Auditors can only be assigned expense reports by their supervisor on the employees personnel record, who would also need the Audit manager role in NCFS.

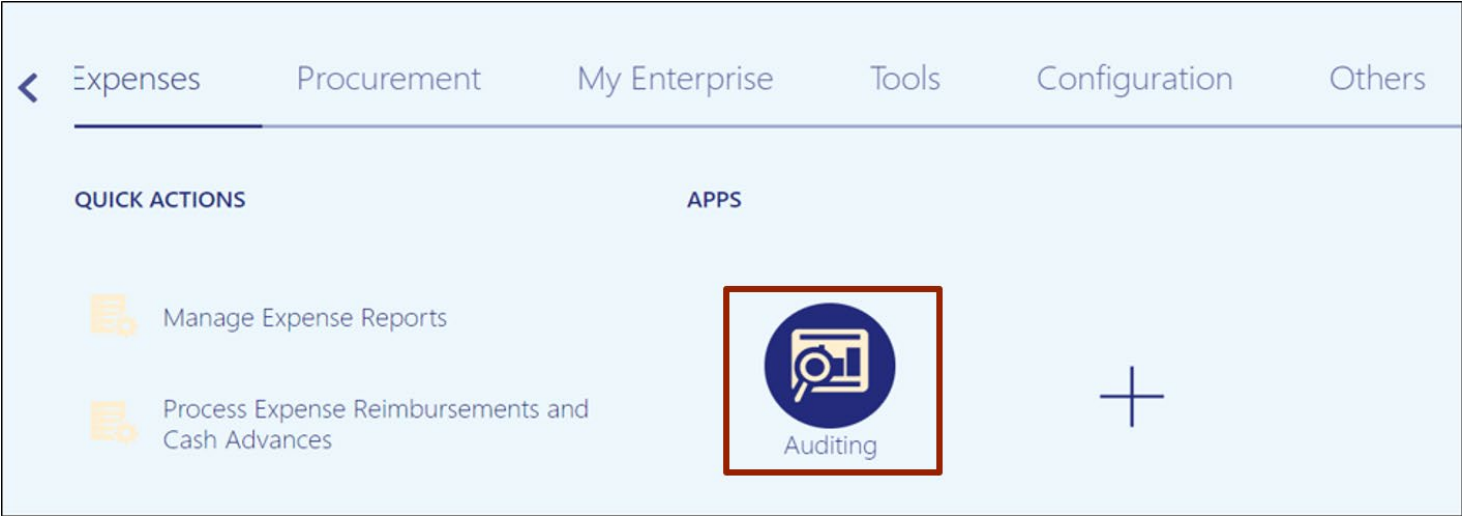
Self-Assign Expense Reports

To View Requisition Lines in NCFS, please follow the steps below:

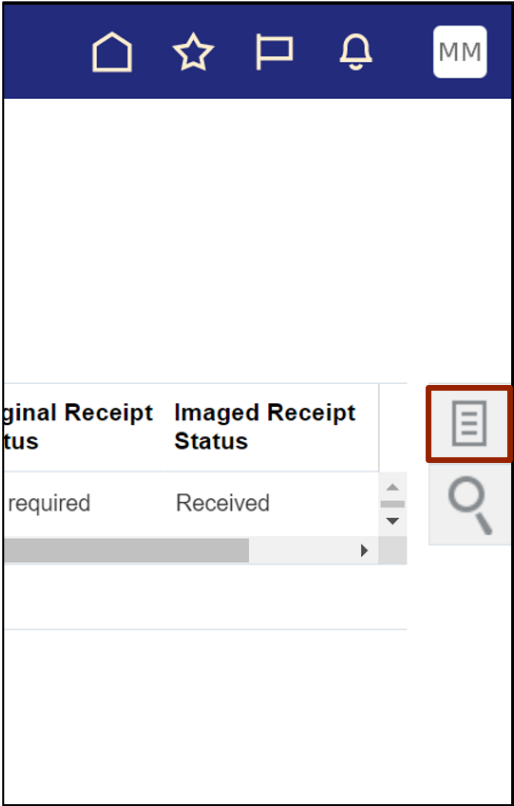
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Expenses** tab.



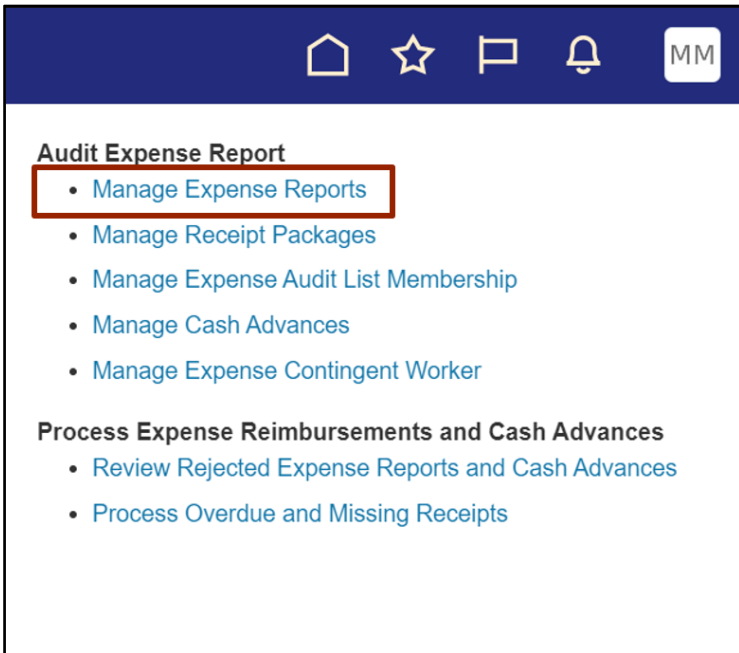
3. Click the **Auditing** app.



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

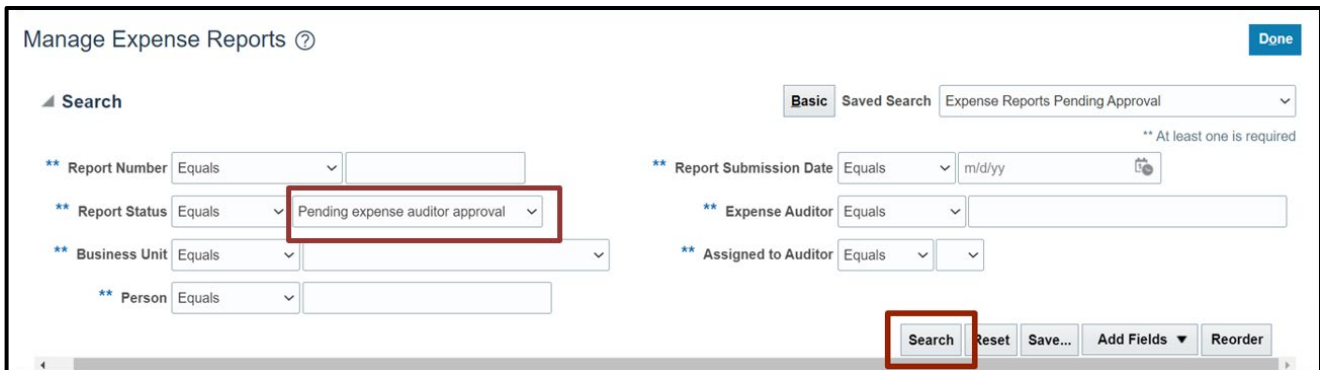


5. On the Tasks pane, click **Manage Expense Reports**.



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

In this example, we choose **Pending Expense Auditor Approval** for ***Report Status**. Then, click the **Search** button.



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

Search Results

View Format Detach Wrap 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

- Click the **Name** row that needs assignment to the Expense Auditor, then click the **OK** button.

Assign to Expense Auditor

Name	Number
PENMAN, TARALYN	EXAMJ1400
MEADS, MYRIAME	23

OK Cancel

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

Manage Expense Reports

Done

Search Basic Saved Search Expense Reports Pending Approval

** At least one is required

** Report Number Equals

** Report Submission Date Equals m/d/yy

** Report Status Equals Pending expense auditor approval

** Expense Auditor Equals

** Business Unit Equals

** Assigned to Auditor Equals

** Person Equals

Search Reset Save... Add Fields Reorder

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

Auditing ⓘ

Expense Reports Pending Review

View ▾ Format ▾ Detach Wrap Audit Expense Report

Report Number	Person	Business Unit	Date	Report Total	Audit R
1400ER000097378361	LADA, DAQUILLA	1400 OFFICE OF THE STATE CONTR...	12/2/22	1,000.00 USD	Amount
1400ER000109503869	LADA, DAQUILLA	1400 OFFICE OF THE STATE CONTR...	12/5/22	1,000.00 USD	Amount

Wrap-Up

The auditor reviews and audits expense reports daily to ensure compliance with the company's reimbursement policy, assigning to an auditor allows for other auditors to help with the workload.

Additional Resources

Virtual Instructor-Led Training (vILT)

- EX101: Expense Auditor
- EX102: Expense Audit Manager