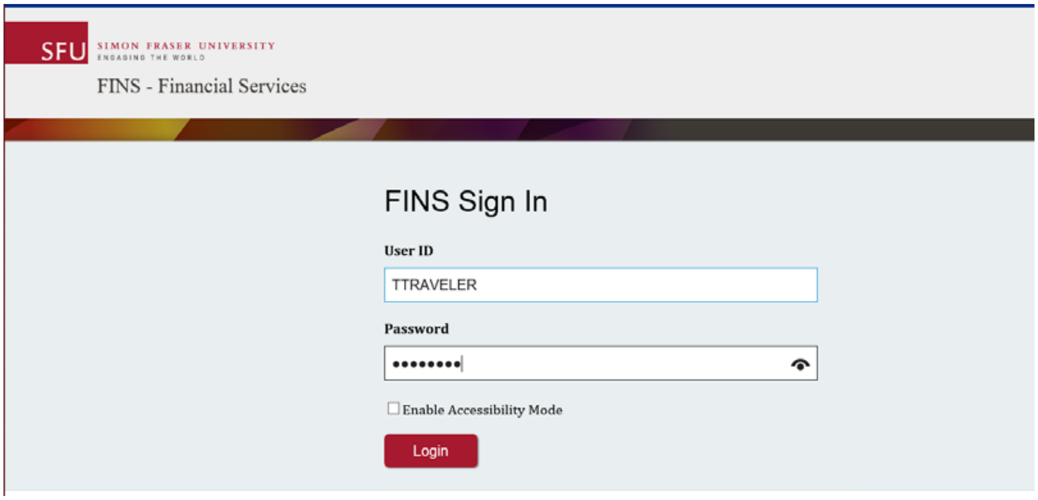
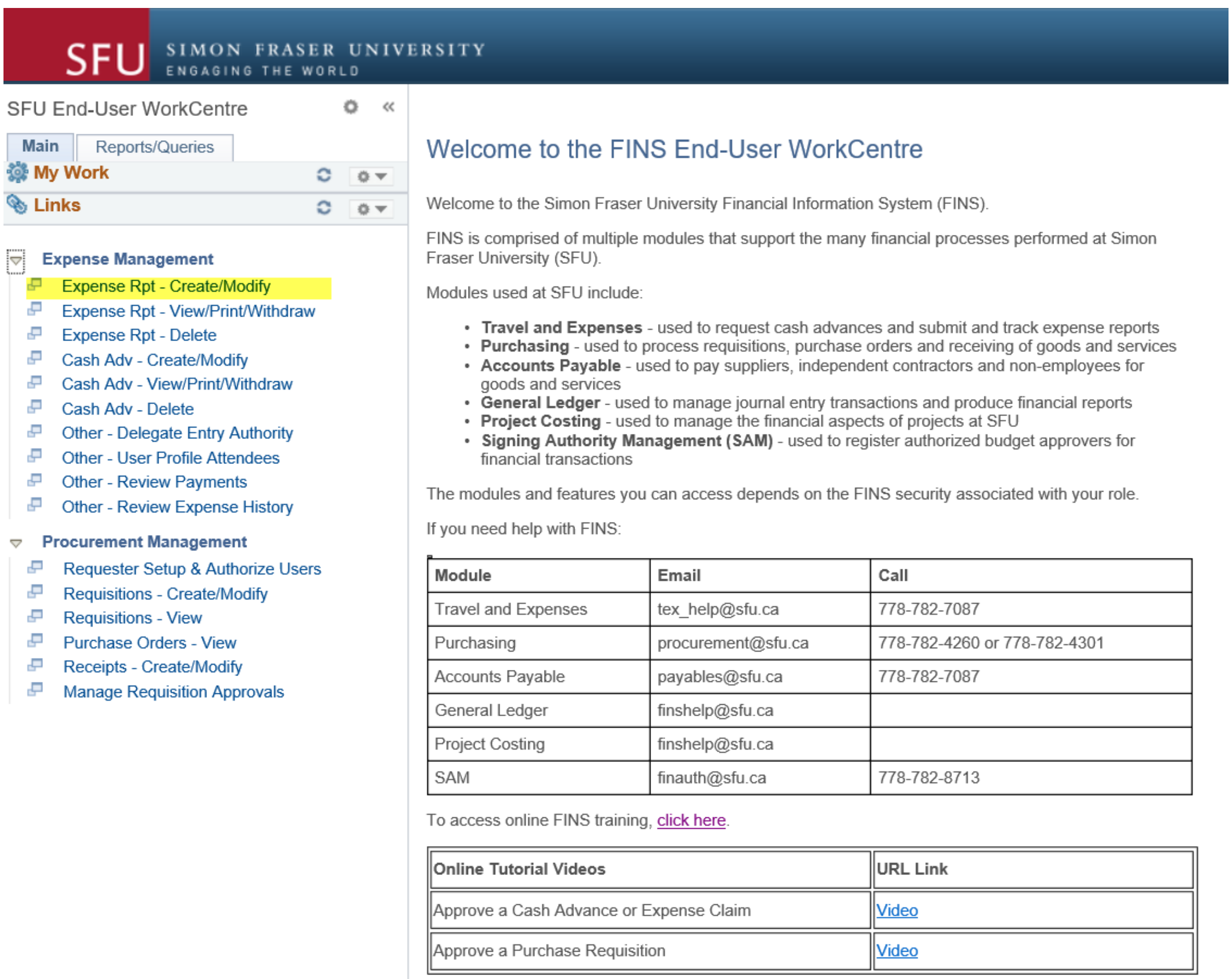
How to create an Expense Report for non-research funds for ONLINE approvals

NOTE: **Before you begin** know your chartfield codes or ask your Department Manager.

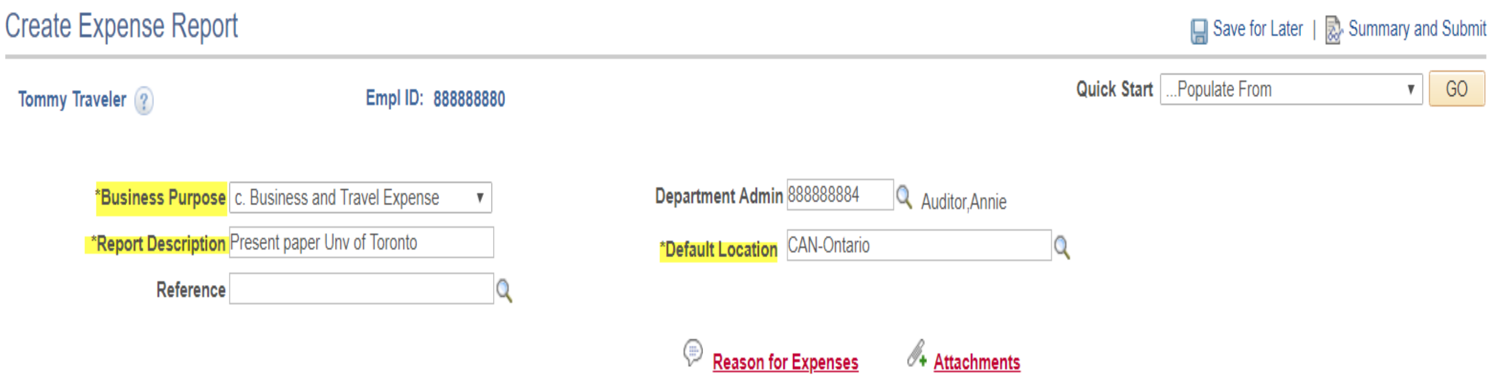
1) fins.sfu.ca - Log into your FINS account with your SFU computing ID and password



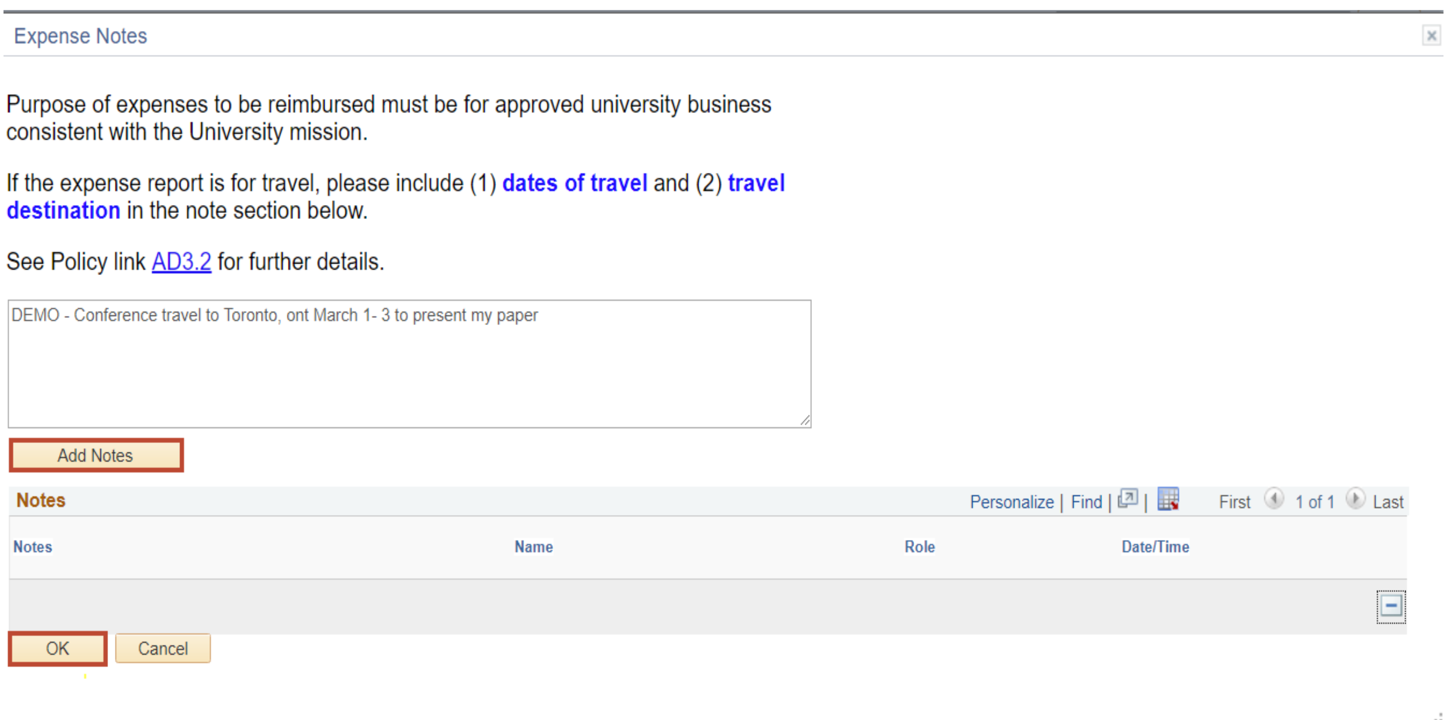
2) From your End-User WorkCentre choose Expense Rpt – Create/Modify



3) Complete **Create Expenses Header** Section by Choosing *Business Purpose, filling in * Report Description and *Default location if your expenses were outside of British Columbia. IMPORTANT! Location drives the Tax Calculations and Per Diem Rates. Fields with an asterisks* are required fields all others optional.



4) Fill in Reason for Expenses by clicking on Reason for Expenses link, enter detailed reason, click on Add Notes button and then OK to return to report page.

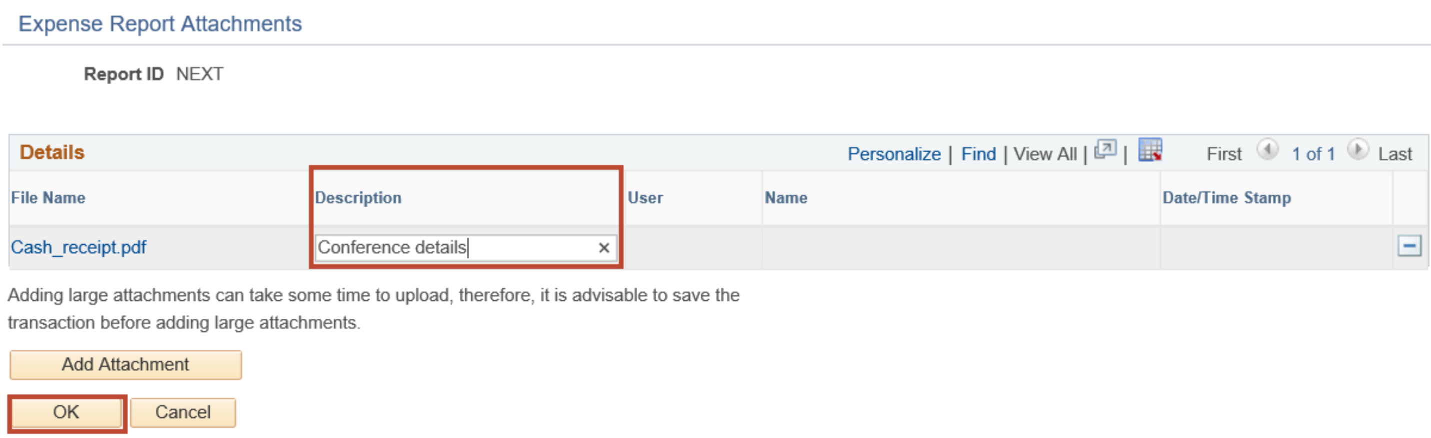


5) Attach your scanned receipts by clicking on the Attachments link – **NOTE** – Attachments may also be uploaded after you have entered your saved claim and before you push the submit button.

Browse files and upload.

You may add a description or name your attached file. Add more attachments by clicking 

again.

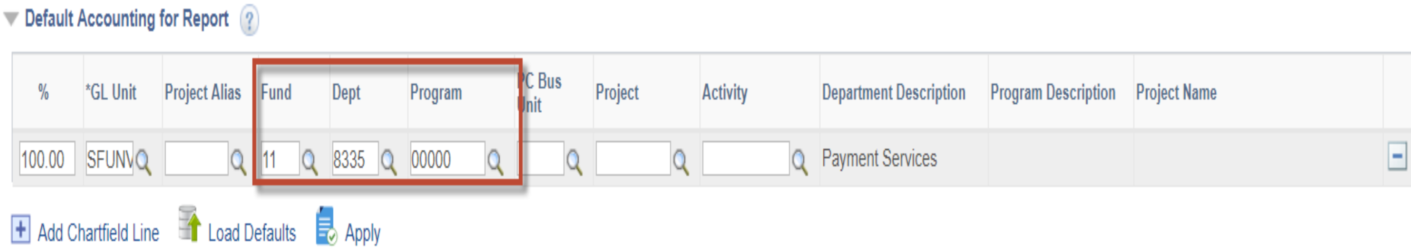


6) Verify/Enter Default Accounting for Report - **Before you begin**, know your chartfield codes or ask your Department Manager.

You may click the 

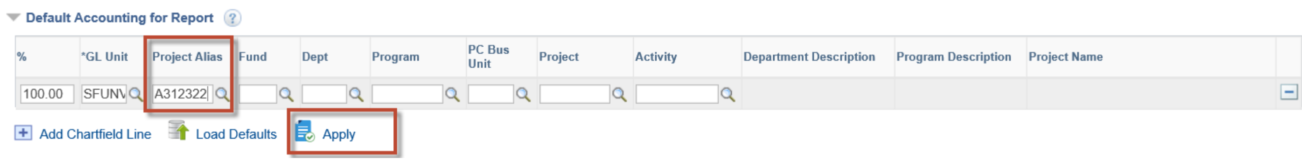
button OR enter **Fund, DeptID and Program.** Click the 

button to apply accounting details to each expense line below. Accounting details can be overridden at the line level.

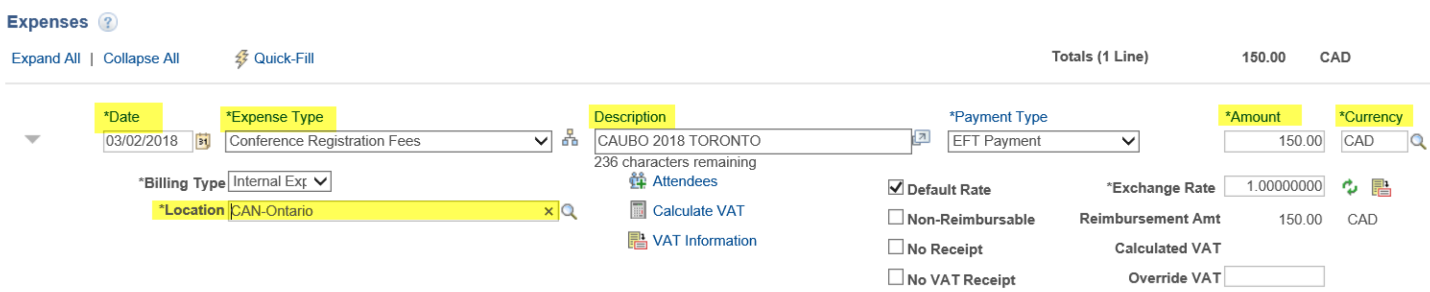


OR if…

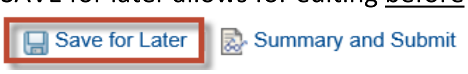
Charging to a Project – enter project code into Project Alias and **push Enter or Tab button**. This will automatically populate the full chartfield combination for you. Then push the Apply button.



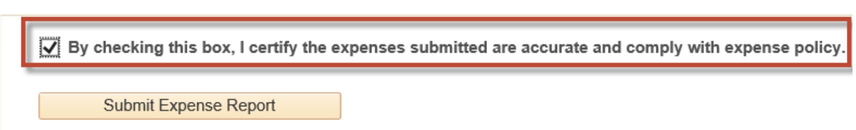
7) Enter Expense line by first selecting *Date of receipt. Choose *Expense Type from the drop down menu. Fill out the required fields and change *Location and *Currency if necessary.



SAVE for later allows for editing before final submit, if necessary. **NOTE:** Save often to avoid losing data entered.

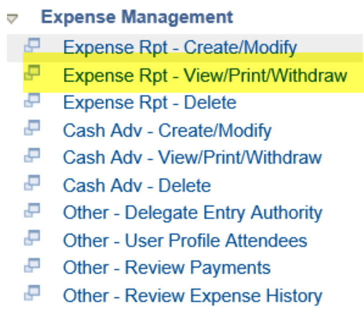


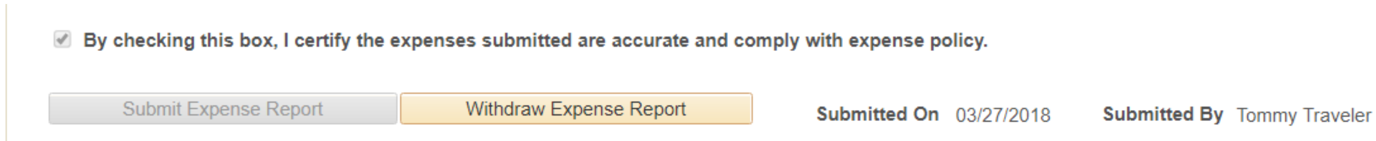
8) When ready, go to your summary and submit page  and Submit Expense Report for online approvals.



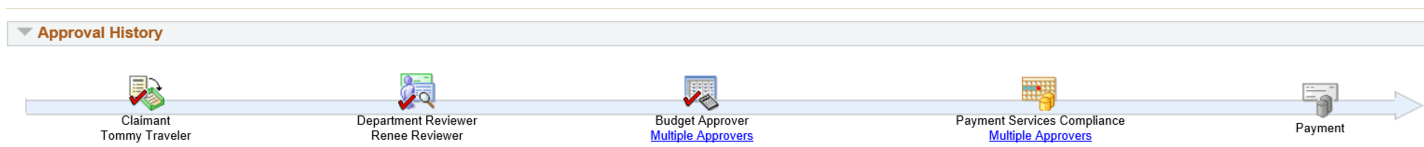
9) Once Submitted the claim will automatically be routed for electronic approval. You may follow the workflow process anytime through your **Expense Rpt-View/Print/Withdraw** function. If you need to modify your claim or delete it, you may use the **Withdraw** function to put your claim back into pending status as long as the next step has not been actioned by pushing the  . Make your edits by choosing

Expense Rpt-Create/Modify – find an existing value – search. Submit claim again for approval process.





10) On the bottom of the claims summary page, you will have full visibility on the status of your claim. This example shows the claim is now with the Payment Services Department for processing.



For more detailed instructions please see the Finance website http://www.sfu.ca/finance/departments/payments.html

Any questions, please email Tex_Help@sfu.ca or call the Help line at **778-782 7087**