

# 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

**Welcome to the FINS End-User WorkCentre**

Welcome to the Simon Fraser University Financial Information System (FINS).  
 FINS is comprised of multiple modules that support the many financial processes performed at Simon Fraser University (SFU).

Modules used at SFU include:

- **Travel and Expenses** - used to request cash advances and submit and track expense reports
- **Purchasing** - used to process requisitions, purchase orders and receiving of goods and services
- **Accounts Payable** - used to pay suppliers, independent contractors and non-employees for goods and services
- **General Ledger** - used to manage journal entry transactions and produce financial reports
- **Project Costing** - used to manage the financial aspects of projects at SFU
- **Signing Authority Management (SAM)** - used to register authorized budget approvers for financial transactions

The modules and features you can access depends on the FINS security associated with your role.

If you need help with FINS:

Module	Email	Call
Travel and Expenses	tex_help@sfu.ca	778-782-7087
Purchasing	procurement@sfu.ca	778-782-4260 or 778-782-4301
Accounts Payable	payables@sfu.ca	778-782-7087
General Ledger	finshelp@sfu.ca	
Project Costing	finshelp@sfu.ca	
SAM	finauth@sfu.ca	778-782-8713

To access online FINS training, [click here](#).

Online Tutorial Videos	URL Link
Approve a Cash Advance or Expense Claim	<a href="#">Video</a>
Approve a Purchase Requisition	<a href="#">Video</a>

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.

## Create Expense Report

Save for Later | Summary and Submit

Tommy Traveler

Empl ID: 888888880

Quick Start

\*Business Purpose

Department Admin  Auditor, Annie

\*Report Description

\*Default Location

Reference

[Reason for Expenses](#) [Attachments](#)

4) Fill in Reason for Expenses by clicking on [Reason for Expenses](#) link, enter detailed reason, click on  button and then  to return to report page.

Expense Notes

Purpose of expenses to be reimbursed must be for approved university business consistent with the University mission.

If the expense report is for travel, please include (1) **dates of travel** and (2) **travel destination** in the note section below.

See Policy link [AD3.2](#) for further details.

Notes <span style="float: right;">Personalize   Find     First 1 of 1 Last</span>			
Notes	Name	Role	Date/Time

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.

## Expense Report Attachments

Report ID NEXT

Details					Personalize	Find	View All	First	1 of 1	Last
File Name	Description	User	Name	Date/Time Stamp						
View										

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

-

Browse files and upload.

File Attachment Help

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


## Expense Report Attachments

Report ID NEXT

Details					Personalize	Find	View All	First	1 of 1	Last
File Name	Description	User	Name	Date/Time Stamp						
Cash_receipt.pdf	Conference details									

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

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

You may click the  [Load Defaults](#) button OR enter **Fund, DeptID and Program**. Click the  [Apply](#) button to apply accounting details to each expense line below. Accounting details can be overridden at the line level.

▼ Default Accounting for Report ?

%	*GL Unit	Project Alias	Fund	Dept	Program	PC Bus Unit	Project	Activity	Department Description	Program Description	Project Name
100.00	SFUNV		11	8335	00000				Payment Services		

Add Chartfield Line
 Load Defaults
 Apply

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.

▼ Default Accounting for Report ?

%	*GL Unit	Project Alias	Fund	Dept	Program	PC Bus Unit	Project	Activity	Department Description	Program Description	Project Name
100.00	SFUNV	A312322									

Add Chartfield Line
 Load Defaults
 Apply

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.

Expenses ?

Expand All | Collapse All Quick-Fill Totals (1 Line) 150.00 CAD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
03/02/2018	Conference Registration Fees	CAUBO 2018 TORONTO 236 characters remaining	EFT Payment	150.00	CAD

\*Billing Type: Internal Exp  
 \*Location: CAN-Ontario

Default Rate      \*Exchange Rate: 1.00000000  
 Non-Reimbursable      Reimbursement Amt: 150.00 CAD  
 No Receipt      Calculated VAT  
 No VAT Receipt      Override VAT

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

Save for Later
 Summary and Submit

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

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

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 Withdraw Expense Report. Make your edits by choosing

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

Expense Management

- Expense Rpt - Create/Modify
- Expense Rpt - View/Print/Withdraw
- Expense Rpt - Delete
- Cash Adv - Create/Modify
- Cash Adv - View/Print/Withdraw
- Cash Adv - Delete
- Other - Delegate Entry Authority
- Other - User Profile Attendees
- Other - Review Payments
- Other - Review Expense History

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

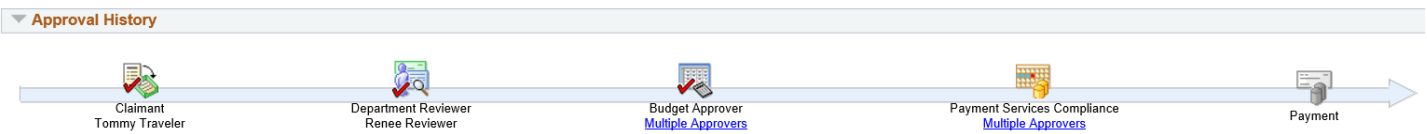
Submit Expense Report

Withdraw Expense Report

Submitted On 03/27/2018

Submitted By Tommy Traveler

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](mailto:Tex_Help@sfu.ca) or call the Help line at **778-782 7087**