

# Filing Expense Reports for Reimbursements

Last updated on: Aug 2018

Last updated by: Sarah

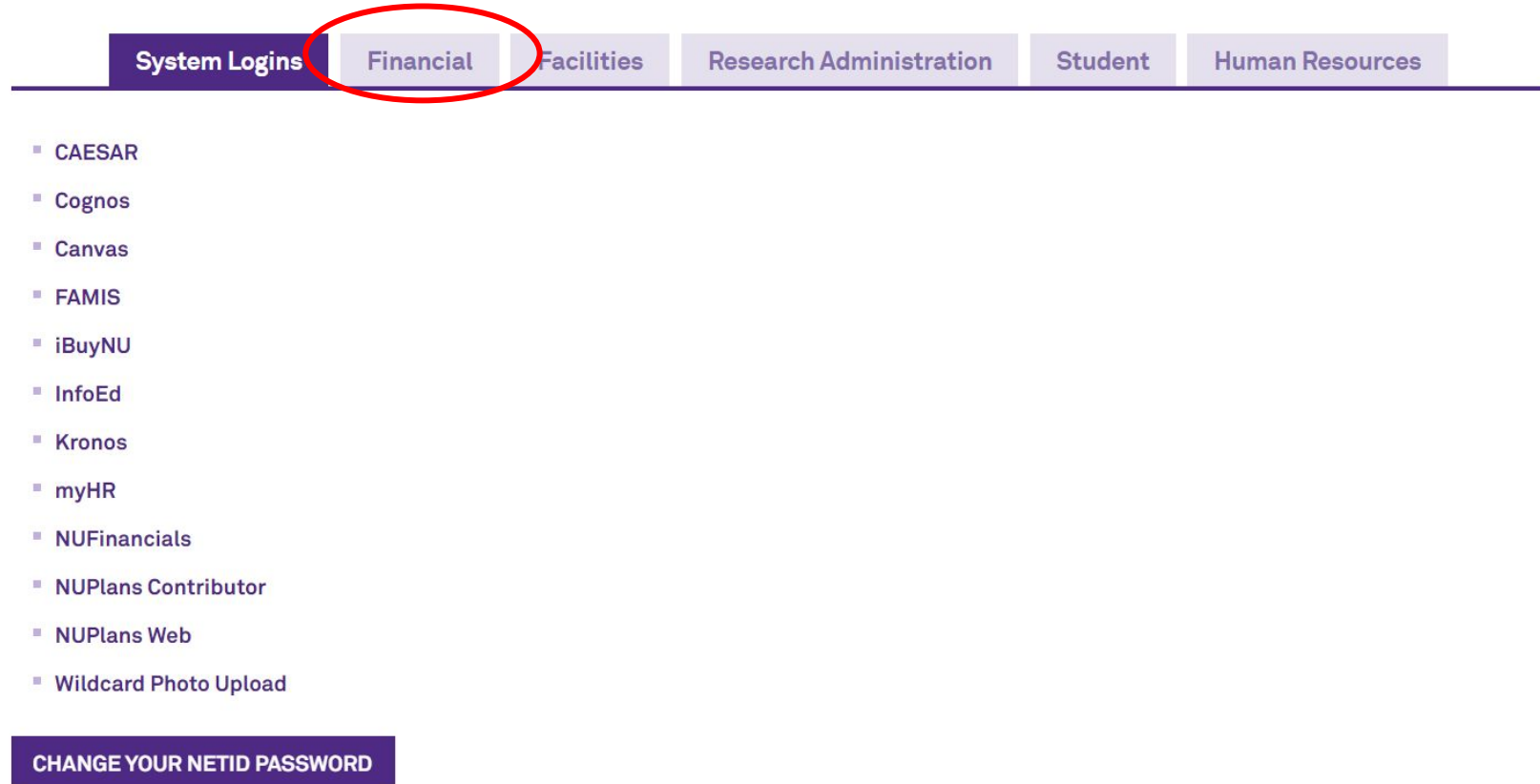
# Guidelines Before you Begin

- You must have an **ITEMIZED** receipt.
- The receipt must indicate you have paid (if you used a credit/debit card the last 4 digits of the card should be displayed).
- Any tips must also be included on this receipt (can be written in).
- We cannot reimburse alcohol so if ordering alcohol at a restaurant ask for a separate receipt for alcohol.
- You must include a list of all attendees. If the attendee list isn't finalized, put in the info that you already know and write that the rest is TBD.
- You need a digital and paper copy of your receipt to turn in. Keep a copy for yourself.
- Use the Northwestern tax exemption number to avoid sales tax.
- Step 22 involves contacting Kelly Williams in the MSE Office for an account number. Keep this in mind when submitting reports off-campus or at the last minute.

1. Go to NUPortal (<https://nuportal.northwestern.edu/>) and login using your netID and password. (When you click on “Log in” it will take to NU Online Password, this is fine)
2. On the top of the screen click on Financial

# NUPortal

Your point of entry for Northwestern's Administrative Systems



The screenshot shows the NUPortal interface. At the top, there is a horizontal navigation bar with six tabs: "System Logins", "Financial", "Facilities", "Research Administration", "Student", and "Human Resources". The "Financial" tab is highlighted with a red circle. Below this bar, on the left side, is a list of administrative systems, each preceded by a small square icon:

- CAESAR
- Cognos
- Canvas
- FAMIS
- iBuyNU
- InfoEd
- Kronos
- myHR
- NUFinancials
- NUPlans Contributor
- NUPlans Web
- Wildcard Photo Upload

At the bottom left of the page, there is a dark purple button with the text "CHANGE YOUR NETID PASSWORD" in white capital letters.

### 3. Under Payments, click on NUFinancials under “Create Expense Report.”

System Logins

Financial

Facilities

Research Administration

Student

Human Resources

> Accounting

> Approvals

> Assets

> Budgeting

> Deposit & Bank Transactions


▼ Payments

Procurement and Payment Services, part of Financial Operations, is the single point of contact for all centralized procurement and payment activities.

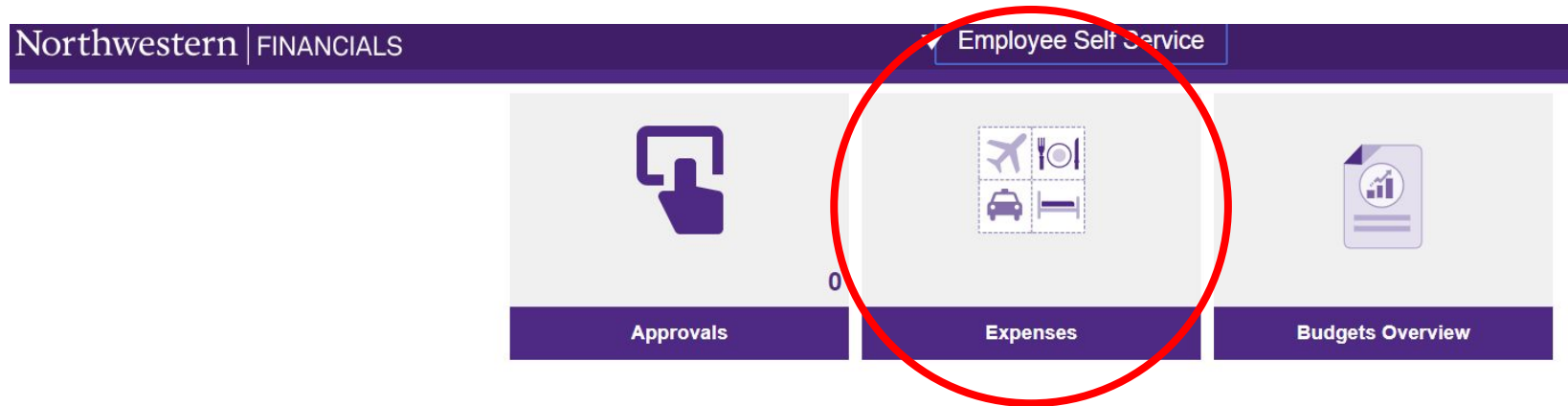
For more information visit [Procurement and Payment Services](#)

To submit a new supplier request or initiate a Requisition, Payment Request or Expense Report, log into [NUFinancials](#).

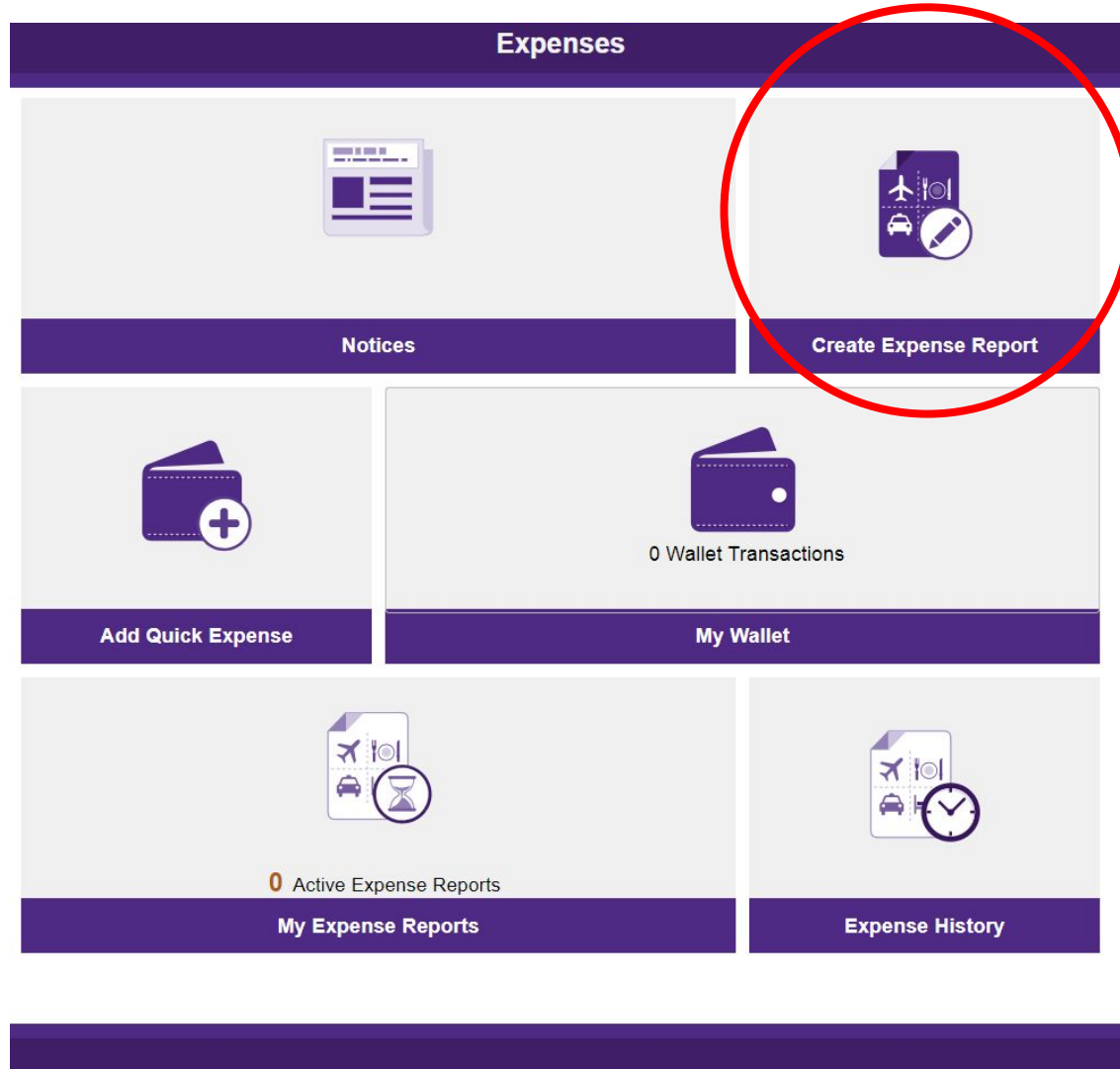
■ Create Expense Report

◦ [NUFinancials](#) > Employee Self Service Homepage > Expenses Tile  > Create Expense Report

4. Click “Expenses” Tile.








5. Click “Create Expense Report.”



6. Select a relevant activity from the “Business Purpose” dropdown.
7. Fill in “Description.”
8. Click the circle next to “Expenses Supervisor.”

< Expense Report

Expense Report



Report **NEXT**  
Sarah Schlossberg  
Empl ID [REDACTED]

### General Information

\*Business Purpose

Department Gatherings


← 6

\*Description


MSSA Outing to the Cubs Game

← 7


Default Location





Reference



\*Expenses Supervisor

 8

 Attach Receipt >

 Accounting Defaults >


Creation Date 08/30/2018 Sarah Schlossberg

Updated on 08/30/2018

### Expense Details

No expenses have been entered.

+ Add Expense

 Quick-Fill

9. A box will pop up to lookup the relevant supervisor.
10. If Alice or another member of the MSE office comes up, select that row.  
Your PI may come up as an option. That is an okay selection, but they will have to “approve” the expense, though it will still be charged to MSSA.

Cancel

Lookup

Search for: Expenses Supervisor

► Search Criteria

▼ Search Results

1 n






Search Scope Record	Business Title	Description	Supervisor Emplid	Name	Template Position Description	NU Employee ID Backup 1	NU Name Backup 1	Supervisor Backup 1 Position	NU Employee ID Backup 2	NU Name Backup 2	Supervisor Backup 2 Position
1	Research Assistant TGS	MCC Materials Science & Engg	1058474	Camacho, Alice	Business Admin 5	1084758	Boe Chen Welter	Financial Coordinator			



11. Attach receipt. There should be a number inside this circle, when the receipt(s) is/are attached.
12. Click “Accounting Defaults” to add your chartstring.

< Expense Report

Expense Report



Report **NEXT**  
Sarah Schlossberg  
Empl ID [REDACTED]

General Information

\*Business Purpose

Department Gatherings

\*Description

MSSA Outing to the Cubs Game

Default Location

Reference

\*Expenses Supervisor

11 →

12 →

Attach Receipt

Accounting Defaults


Creation Date 08/30/2018 Sarah Schlossberg

Updated on 08/30/2018

Expense Details

No expenses have been entered.

+ Add Expense

 Quick-Fill

### 13. Fill out chart string information from left to right for “GL ChartFields.”

Example chart string:     123 4735000 10001234 01 12345  
                                 Fund   Department   Project   Activity   Account

Filling out the chart string:

1. Put NWUNV for “GL Unit.”
2. Add Fund number.
3. Add Department (“Dept”) number.
4. leave “Program” blank
5. Leave “ChartField 1” blank

Expense Report Defaults

Description MSSA Outing to the Cubs Game

Accounting Details

GL ChartFields   Project ChartFields   Show All

%	*GL Unit	*Fund	*Dept	Program	ChartField 1
100.00	NWUNV	171	4735000		

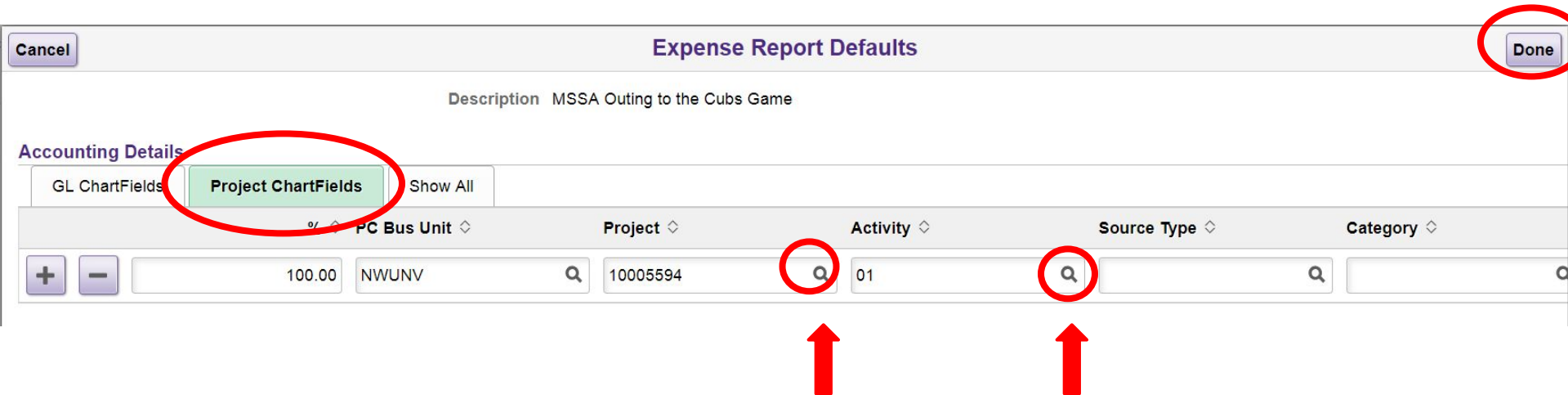
Click on the magnifying glasses to look up information.

13. Fill out chart string information from left to right for “Project ChartFields.”

Example chart string:     123 4735000 10001234 01 12345  
                                 Fund Department Project Activity Account

Filling out the chart string:

1. Put NWUNV for “PC Bus Unit.”
2. Add Project number.
3. Add Activity number (default 01).
4. Leave following boxes blank.
5. Press Done.



The image shows a screenshot of the "Expense Report Defaults" form. The form has a header bar with "Cancel" on the left, "Expense Report Defaults" in the center, and "Done" on the right. Below the header, the "Description" field contains "MSSA Outing to the Cubs Game". Under the "Accounting Details" section, there are three tabs: "GL ChartFields", "Project ChartFields" (which is selected and circled in red), and "Show All". Below the tabs, there is a row of fields with dropdown menus and search icons. The fields are: "PC Bus Unit" (with a dropdown arrow), "Project" (with a dropdown arrow), "Activity" (with a dropdown arrow), "Source Type" (with a dropdown arrow), and "Category" (with a dropdown arrow). The "PC Bus Unit" field contains "100.00" and "NWUNV". The "Project" field contains "10005594". The "Activity" field contains "01". The "Source Type" and "Category" fields are empty. Red circles are drawn around the "Project ChartFields" tab, the "Project" field, the "Activity" field, and the "Done" button. Red arrows point to the magnifying glass icons in the "Project" and "Activity" fields.

Accounting Details		
GL ChartFields	Project ChartFields	Show All
Description MSSA Outing to the Cubs Game		
PC Bus Unit ▾		
Project ▾		
Activity ▾		
Source Type ▾		
Category ▾		
+	-	100.00
NWUNV		10005594
01		

Click on the magnifying glasses to look up information.

## 14. Click “Add Expense.”

< Expense ReportExpense Report🏠🔍🚩☰🔄

Report **NEXT**  
Sarah Schlossberg  
Empl ID

### General Information

\*Business Purpose

Department Gatherings

\*Description

MSSA Outing to the Cubs Game

Default Location

Reference

\*Expenses Supervisor

📎 Attach Receipt

📅 Accounting Defaults

Creation Date

08/30/2018

Sarah Schlossberg

Updated on

08/30/2018

### Expense Details

No expenses have been entered.

+ Add Expense

⚡ + Quick-Fill

15. Fill in Expense type, (16) Description, and (17) Payment type.
18. Fill in reimbursement amount.
19. Select “NU Expense.” If this is automatically selected, click it anyway. Your reimbursement amount should auto-fill into the circle at left (20).
21. Select “Accounting.”

Expense Report

MSSA Outing to Second City

Sarah Schlossberg

Empl ID

Save

Review and Submit

Last Saved 08/30/2018 2:59PM

Total (1 Item) 0.00 USD

Add

Delete

Filter

More

Thursday, August 30, 2018

Other Expenses

MSSA Outing to the Second City on September 24th

0.00

Other Expenses - 08/30/2018

\*Date 08/30/2018

\*Expense Type Other Expenses

Description MSSA Outing to the Second City on September 24th

\*Payment Cash or Personal Credit Card

\*Amount 575.00 USD

Additional Information

\*Billing Type NU Expense

Accounting

Receipt Split

Exceptions

Personal Expense No

Notes:

- Gas is classified as 'Domestic Incidental'
- You need receipts for parking
- If you do not have a toll receipt select "No receipt"

22. Add the Account number. This is specific to the type of purchase made. The list of account numbers is held by Kelly Williams in the MSE Office. Contact her for help determining what to put in this field.

Cancel

Expense Report Distributions

Done

Expense Type

Other Expenses

Amount

575.00

USD

Accounting Details

GL ChartFields

Project ChartFields

Show All

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	*Account	*Fund	*Dept
<div>+ -</div> <div>575.00</div>	<div>NWUNV</div> <div></div>	575.00	USD	1.00000000	<div>73005</div> <div></div>	<div></div> <div></div>	<div>9999999</div> <div></div>

23. Select “Review and Submit.”

Expense Report

MSSA Outing to Second City

Sarah Schlossberg

Empl ID

Save

Review and Submit

Last saved 08/30/2018 2:59PM

Total (1 Item) 0.00 USD

Add

Delete

Filter

More

Thursday, August 30, 2018

Other Expenses

MSSA Outing to the Second City on September 24th

0.00 USD

Other Expenses - 08/30/2018

\*Date08/30/2018

\*Expense TypeOther Expenses

DescriptionMSSA Outing to the Second City on September 24th

Payment Details

\*PaymentCash or Personal Credit Card

\*Amount575.00 USD

Additional Information

\*Billing TypeNU Expense

Accounting1

Receipt Split






Exceptions


Personal ExpenseNo

24. Click “View Printable Report.” It will open in another tab.
25. Print this report and attach a paper copy of your receipt.
26. DO NOT sign the bottom of the report where it asks for your signature.
27. Attach a list of attendees to the event, or put as much attendee info as you have.
28. Turn this in to Kelly Williams in the MSE office.

< Expense Summary

Expense Summary





MSSA Outing to the Cubs Game 

Update Details

~~Submit~~

Budget Validation

Sarah Schlossberg 

Empl ID 

Last Saved 08/30/2018 1:52PM

Expense Report Summary


Total (1 Item)	582.40 USD
Due to Employee	582.40 USD
Budget Status: Prov Valid	


Approval Status


Report ID 0000541262 Pending

Approval Chain

Additional Information

 View Analytics >

 Notes >

 View Printable Report >



29. You will receive an email when the report has been submitted to the system, it will then ask you to validate that your information is correct.



**accounts-payable@northwestern.edu**

to me ▾

3:52 PM (2 minutes ago)



Dear Colleague,

We are pleased to let you know that the following expense report is ready for your approval, certifying that the expenses are appropriate and accurate.

[Visit NUFinancials to approve the following expense report.](#)

**Expense Report Details:**

Employee ID: 3044580

Employee Name: Schlossberg, Sarah

Report Description: MSSA Outing to Second City

Report ID: 0000541333

Business Purpose: Department Gatherings

Total Amount: 575.00 USD

Reimbursement Amount: 575.00 USD

Approval Level: ER Employee Certification Step

Please visit the [Expense Report Roles and Responsibilities](#) webpage to learn more about your role in the expense report process. For general questions on expense reports, please contact Accounts Payable at [accounts-payable@northwestern.edu](mailto:accounts-payable@northwestern.edu) or 847.491.7339.

You are welcome to contact me if you have any questions about this message.

Thank you.

**Guy Wilson**

Manager, Accounts Payable

Financial Operations, Procurement and Payment Services

Northwestern University

[gwilson@northwestern.edu](mailto:gwilson@northwestern.edu)

847.491.4445

30. Click "Budget Validation." It should change to "Valid." You must do this before step 31.
31. Click "Approve" and insert a comment.
32. Wait for your expense report to travel through the process.

Sarah Schlossberg

575.00 USD

Approve

Send Back

Hold

☐ Header is pending your approval

### Summary

Name Sarah Schlossberg

Report ID 0000541333 Submitted for Approval

Total Due Employee 575.00 USD

#### Reference

Report Description MSSA Outing to Second City

Submission Date 08/30/18

Business Purpose Department Gatherings

Updated on 08/30/18 - 3:52 PM

Location

Empl ID 3044580

Accounting Date 08/30/18

Budget Status Not Budget Checked [Budget Validation](#)

31

[Additional Information](#)

### ▼ Attachments and Notes

View Attachments >

### ▼ Distribution Lines

1 row

Trans Date	08/30/18	Ex Type	Other Expenses	Project	10005594	Activity	01	Distribution Amount	575	Currency	USD
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Approver Comments

33. You can track your report's progress by returning to the main "NU Financial" page → "Expenses" → "My Expense Report."

< My Expense Reports

Expense Summary

MSSA Outing to the Cubs Game

Sarah Schlossberg

Empl ID

View Details

Last Saved 08/30/2018 2:54

Expense Report Summary

Total (1 Item)	582.40 USD
Due to Employee	582.40 USD

Additional Information

View Analytics >

Notes 1 >

View Printable Report >

Approval Status

Report ID 0000541262 Approvals in Process

Submitted  
Kelly Williams  
Employee 08/30/2018 2:49:56PM

Approved  
Sarah Schlossberg  
Employee Certification 08/30/2018 2:54:51PM  
Approved.

Pending Approval  
(Pooled)  
Department Level 1 Approvers

Not Routed  
(Pooled)  
Expenses Supervisor

Not Routed  
(Pooled)  
Prepay Auditor