Filing Expense Reports for Reimbursements

Last updated on: Aug 2018
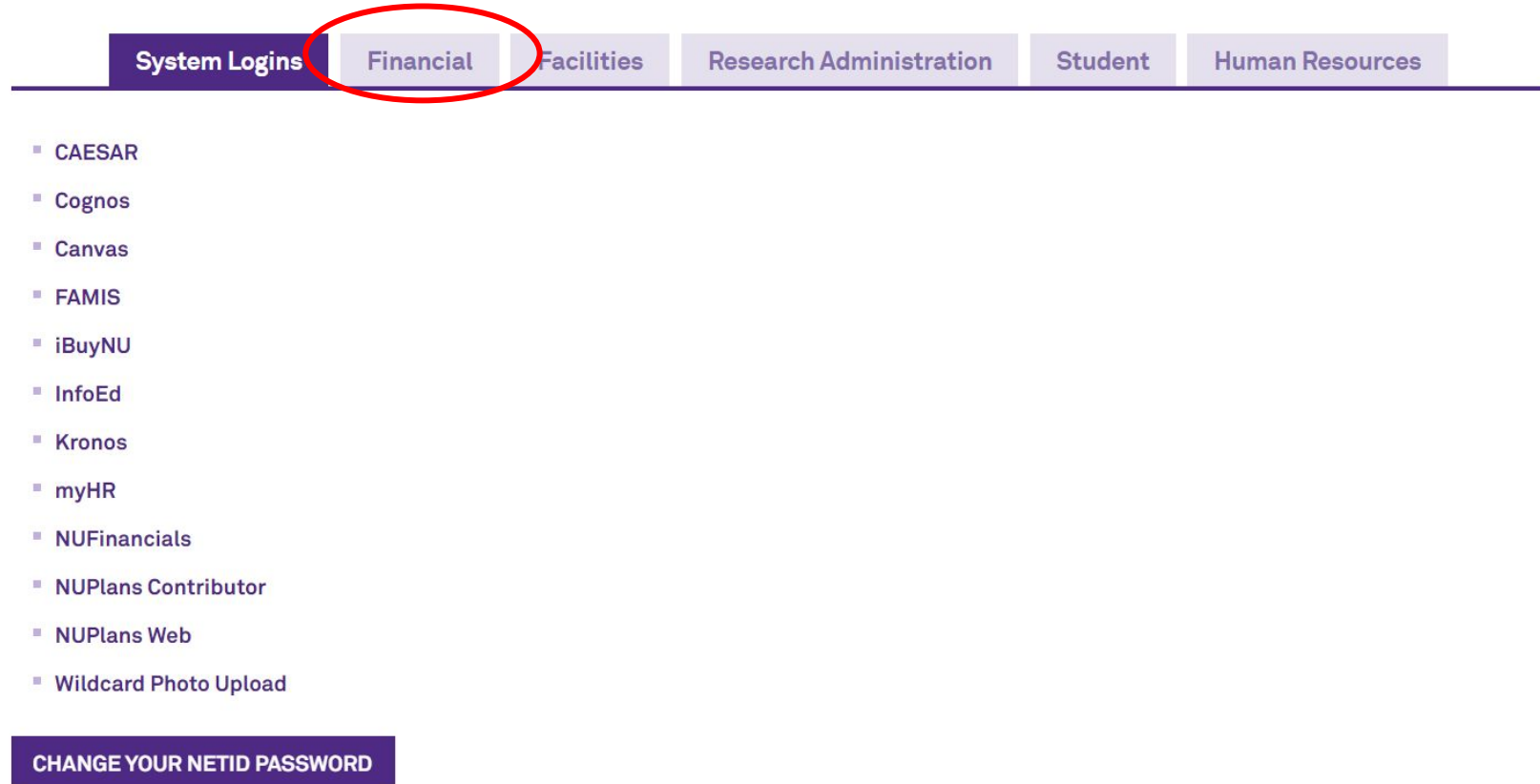
Last updated by: Sarah

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

| **System Logins** | Financial | Facilities | Research Administration | Student | Human Resources |

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

CHANGE YOUR NETID PASSWORD

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.

Northwestern | FINANCIALS

Employee Self Service

Approvals

Expenses

Budgets Overview
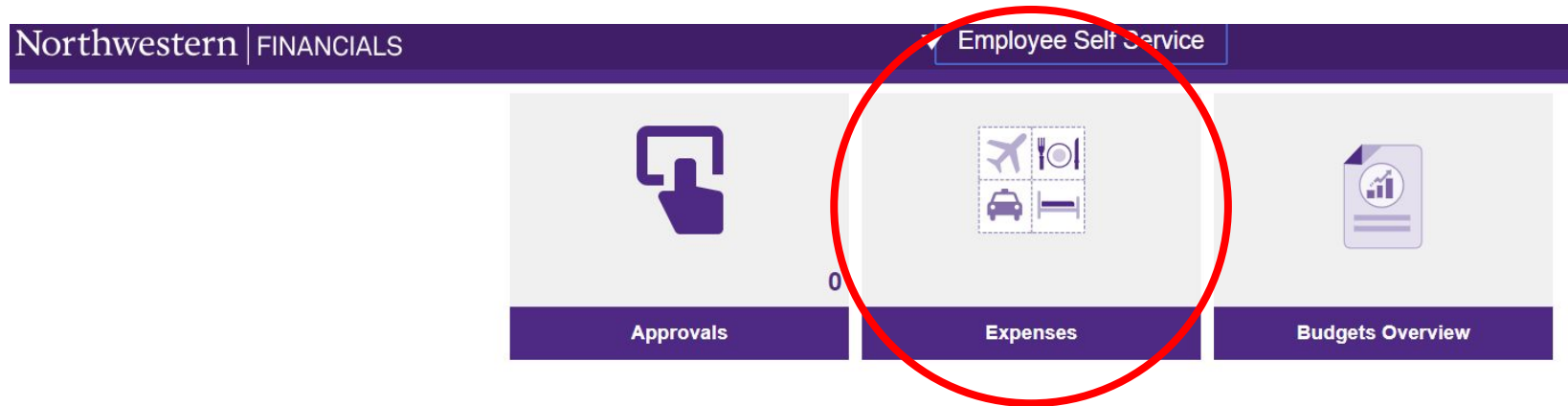
5. Click "Create Expense Report."
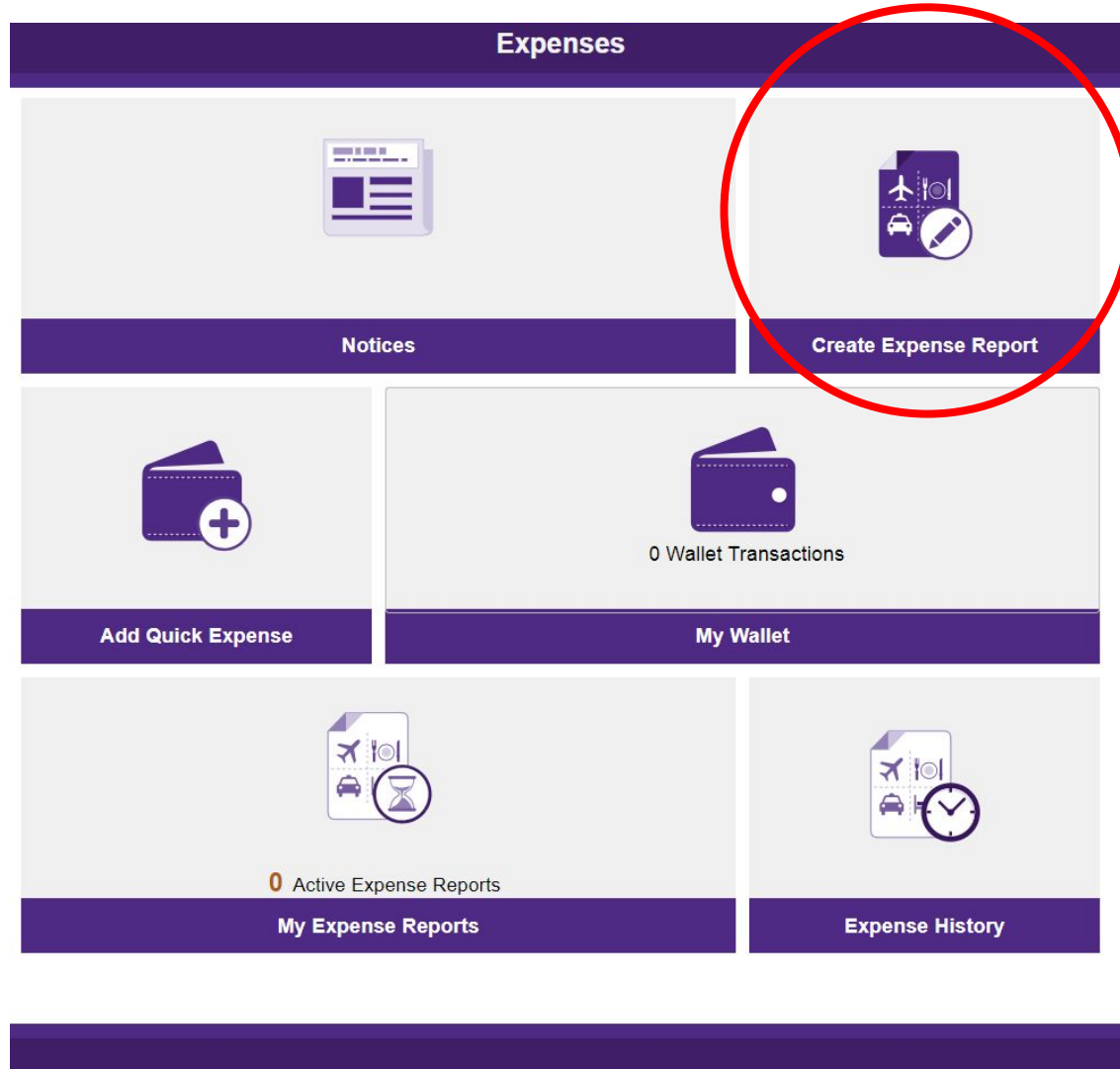
6. Select a relevant activity from the "Business Purpose" dropdown.
7. Fill in "Description."
8. Click the circle next to "Expenses Supervisor."

Report **NEXT**
Sarah Schlossberg ⌄
Empl ID ▮▮▮▮

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.

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.

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

Cancel		Expense Report Defaults				Done

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.

| Cancel | | Expense Report Defaults | | | | Done |

Description MSSA Outing to the Cubs Game

Accounting Details

| GL ChartFields | **Project ChartFields** | Show All |

	%	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."

Report **NEXT**
Sarah Schlossberg ⌄
Empl ID ▮▮▮▮

General Information

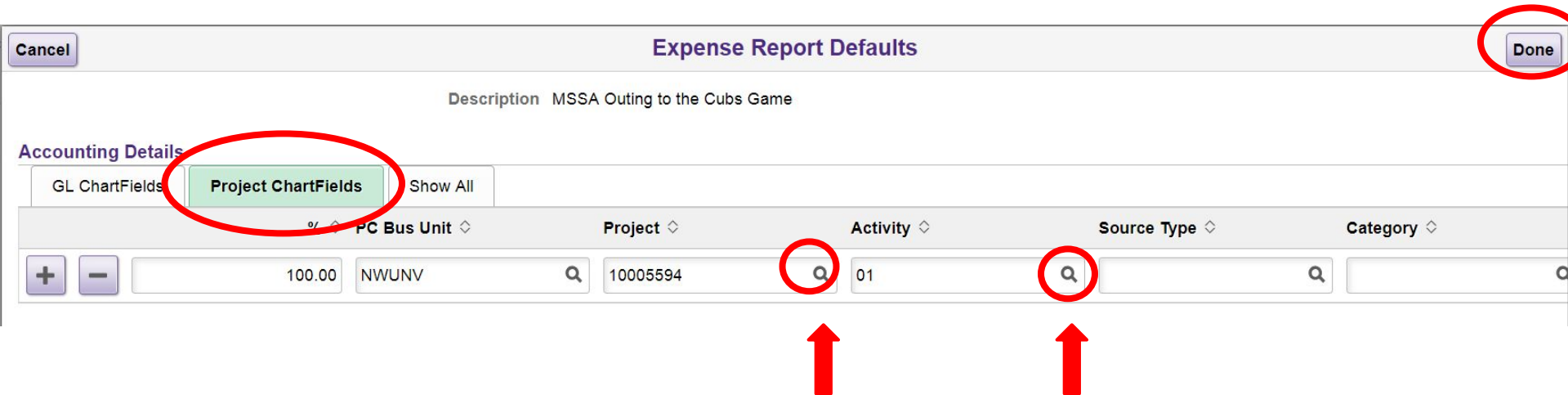|	
*Business Purpose	Department Gatherings ▾
*Description	MSSA Outing to the Cubs Game
Default Location	🔍
Reference	🔍
*Expenses Supervisor	🔍

📎 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."

Notes:
1. Gas is classified as 'Domestic Incidental'
2. You need receipts for parking
3. 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 ◇
+ −	575.00	NWUNV 🔍	575.00	USD	1.00000000	73005 🔍	🔍	9999999

23. Select "Review and Submit."

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   0.00
MSSA Outing to the Second City on   USD
September 24th

Other Expenses - 08/30/2018

*Date   08/30/2018   📅

*Expense Type   Other Expenses   🔍

Description   MSSA Outing to the Second City on September 24th

Payment Details

*Payment   Cash or Personal Credit Card ▾

*Amount   575.00   USD 🔍

Additional Information

*Billing Type   NU Expense ▾

🗎 Accounting   1 >

🗎 Receipt Split

Exceptions

Personal Expense   ◯   No

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.

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 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
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   >

Approver Comments

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

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