Company 13 Expense Report Guide

How to Correct an Expense Report as an Employee and a Proxy

This guide contains steps and information to correct an expense report as an employee and a proxy.

Contents

Correcting a Processed Expense Report as an Employee.

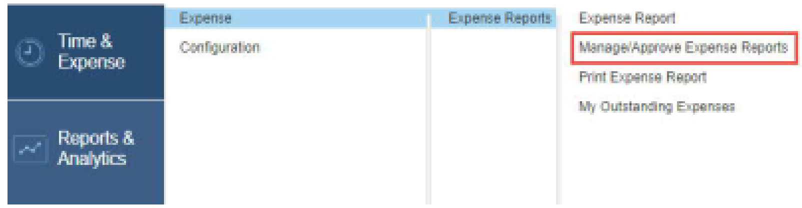
1. After logging into Costpoint, select the **Home** button.
   Expense reports are listed under **My Expense Reports.**

2. Select the description to view expense report.

3. Select the **correct** button.

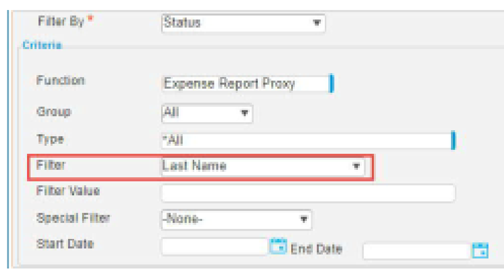
Correcting a Processed Expense Report as a Proxy

1. After logging into Costpoint, select **Time and Expense > Expense > Expense Reports > Manage/Approve Expense Reports.**

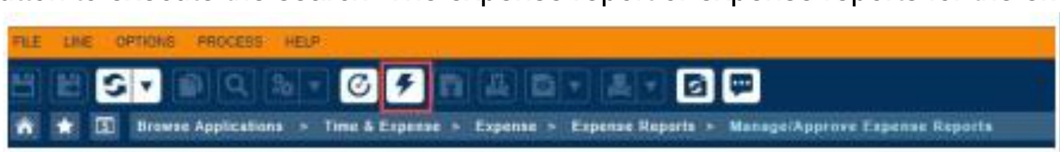


2. Change **Filter By** from Outstanding Tasks to Status.

3. Change **Filter to** Last name or Expense Report Number.



4. Select the Lightning Bolt button to execute the search. The expense report or expense reports for the employee will appear on the screen.



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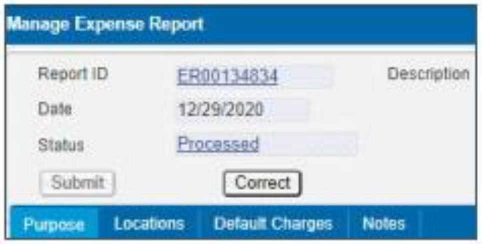
Correcting a Processed Expense Report

⚠ *The Correct Button is available on expense reports with a Status of Processed. Processed expense reports have been approved by Accounts Payable and are paid or being paid.*

1. Select the Correct button to make changes



2. Correct the expense report. Corrections may include:
    - Adding **additional expenses** to the expense report.
    - **Deleting expenses** from the expense report.
    - **Charge type** corrections.
    - Changing the **charge number** if a charge number should be updated.
    - Change the **account number**.
    - Changing the **expense type.**

⚠ *If an expense is deleted, the amount od the deleted expense must be replaced within the expense report before it is resubmitted. If the expense amount is not replaced, the employee may owe the difference between the submitted amount and the amount eligible to be expenses.*

3. Resubmit the expense report.

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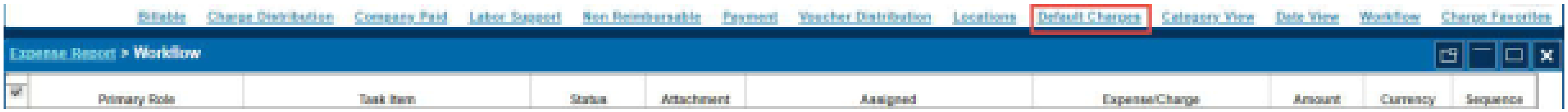
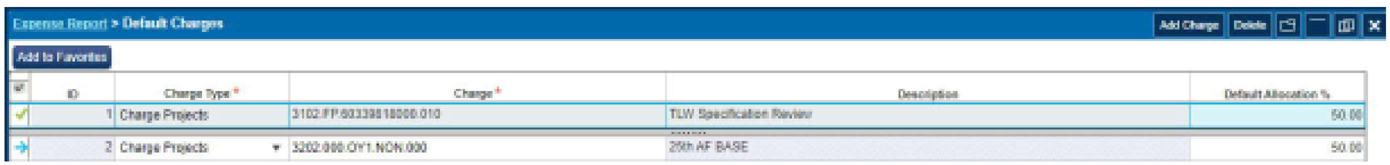
Correcting a Charge Number

1. In the Manage Expense Report section, select the **Default Charges** tab. Select **New** to add a new line.



2. In the **Charge * field**, type some of the charge number and wait for options to appear or select the correct **Charge number** from the Charge Tree.
   Change the **Default Allocation %** to the appropriate %. If the new charge number will replace an existing number, change the allocation % on the old charge number to 0 and the new charge number should be 100.



3. Select **Continue.**
4. Select Update Report to proceed to the Expenses tab. Then, select the expense that requires the change and click Edit Expense.
5. Select Continue to the **Charge Allocations Under Ceiling tab.**
6. Select Continue to the **Charge Allocations Under Ceiling tab.**
   In Charge Allocations Under Ceiling, change allocations as necessary. Change the percentages by project/charge number to match those on the Default Charges tab.
   Confirm the correct Percentage is applied to the correct Charge number. The default will be 100% to the original Charge number until it is manually changed.
   Select the appropriate **Charge Type** for the expense.
7. After the necessary updates have been made, select **Update Expense** to continue.

⚠ *Repeat Steps 5-7 for each expense that requires the new charge number.*

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Correcting an Incorrect Charge Type/Account Number

1. Select **Edit Expense** to make changes. The Expense Details screen will appear. Select Continue to proceed to the next screen. The Expense Amount screen will appear. Select Continue to proceed to the next screen.

2. The **Charge Allocations Under Ceiling** screen will appear. This is the screen where the expense charge type needs to be changed. Select the appropriate **Expense Charge Type** from the list of available charge types.

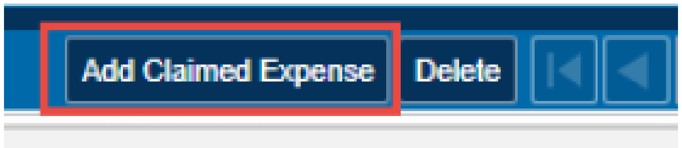
3. Select **Update Expense.**

4. An **Explanation** box will appear. Enter the reason for the change and select **Apply.**

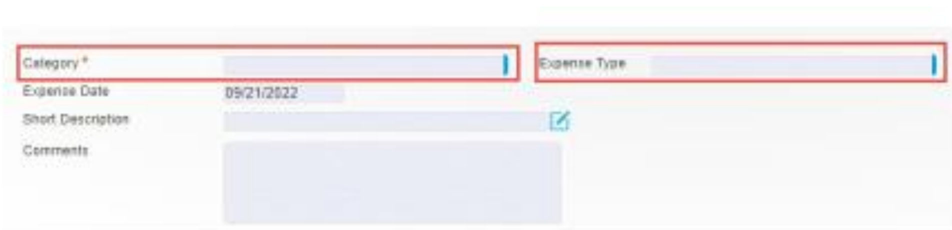
⚠ *Repeat steps for each expense that requires the new charge number.*

Add an Additional Expense

1. Select **Add Claimed Expense** to add a new expense.



2. Select the **Category** and **Expense Type** for the new expense.



3. Select **Continue** to proceed to Expense Details tab.

4. The **Expense Details** tab will open. Enter all required information on this screen. All fields with * are required. Select Continue to proceed to Expense amount tab.

5. Enter the **Incurred Amount** on this screen. Select **Continue** to proceed to the Charge Allocations Under Ceiling tab.

6. In the **Charge Allocations Under Ceiling** tab, select the appropriate **Expense Charge Type.** Select **Continue** to proceed to the **Expense Attachments tab**.

7. Attach the appropriate receipt by click on **Attach** and following the steps above to complete the process. Select **Save Expense** to continue.

8. An **Explanation box** will pop-up. Enter the necessary explanation for the correction.

9. Select **Save Expense** to continue.

Updating Expense Amount: Existing Expense

1. In the Expenses tab, select the expense to edit and select Edit Expense.
   The Expense Details tab will open. Select Continue to proceed to the Expense Amount tab.

2. In the Expense Amount tab change the **Expense Incurred** to the correct amount.
   Select **Continue** to proceed to the Charge Allocations Under Ceiling tab.

   ⚠ *Note: If new amount is less than original entry; this difference will be due back to company for an overpayment.*

3. In Charge Allocations Under Ceiling change the **Expense Charge Type** if necessary.
   Select **Continue** to proceed to Expense Attachments.

4. Select **Update Expense** to continue.

5. Enter an explanation in the **Explanation** box that pops-up and select **Apply.**

6. Select **Save Expense** to continue.

Deleting Expenses/Correcting Expense Type

⚠ *If expenses are deleted from a processed expense report a new line must be added back in same amount. If the new entry is missing, the deleted amount will be due back to company for an overpayment.*

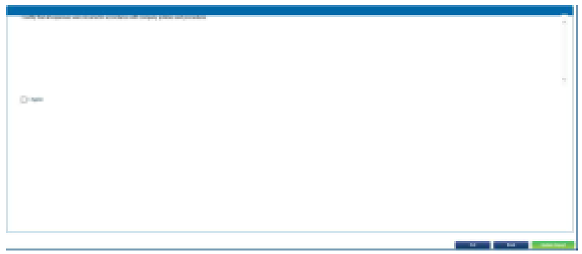
1. **Delete existing expenses.**
    - Select the expense to be deleted.
    - Select **Delete** to remove expense.
    - Select **Save and Continue.**
2. Select **Update Expense** to continue.
    - Select **Add Claimed Expense** to add a new expense.
    - Select the Category and Expense Type for the new expense to be added.
    - Select **Continue** to proceed in Expense Details tab
    - The **Expense Details** tab will be open. Enter all required information on this screen. All fields with * are required.
    - Select **Continue** to proceed to Expense Amount tab.
    - Ener the **Incurred Amount** on this screen.
    - Select **Continue** to proceed to the Charge Allocations Under Ceiling tab.
    - In the **Charge Allocations Under Ceiling** tab, select the appropriate **Expense Charge Type**.
    - Select **Continue** to proceed to the **Expense Attachments** tab.
    - Attach the appropriate receipt by selecting **Attach** and following the steps above to complete the process.
    - Select **Save Expense** to continue.
    - An **Explanation box** will pop-up. Enter the necessary explanation for the correction.
    - Select **Save Expense** to continue.

Submit Expense Report After Changes Are Made

1. Select **Save Expense.**

2. Enter an explanation in the Explanation box and select **Apply.**

3. Select **Submit.**



4. Check the **I agree** box to certify the expense were incurred in accordance with company policies and procedures. Select **Update Report.**

   The status of the expense report will now show as **Submitted.**