SOP

Expense and P Card claims

Purpose

This procedure covers how to create expense claims for reimbursements and how to code PCard transactions.

For expense claims there are three scenarios covered in this document:

a. Creating an expense claim for reimbursement
b. Creating a PCard return
c. Editing an existing expense claim / return

Expense and PCard processes are submitted via the Expense Portal by the employee, the approval workflow happens within NAXT. This includes the manager approving (or rejecting) the expense report and accounts payable posting the report. In NAXT the system refers to both types of claims / returns as "Expense Returns".

Each employee has default financial dimensions assigned to them in NAXT, these dimensions (department, cost centre, location salesperson etc) will auto populate into a standard expense return line. The expense returns lines may be linked to a Project or a Service Call in which case the Project ID or Service call number need to be entered on the expense line. When this occurs the Project/Service Call dimensions will overwrite the employee dimensions.

Anyone who has a delegate for their expense returns should refer to appropriate section.

A tax receipt is required for each item of expenditure. Receipts should be scanned and attached to an expense return. If this does not happen the claim will be automatically rejected by the approval team. It is group policy that the original receipts are retained by the employee for 12 months.

Use of icons

★	**Business rule**	!	**Key point / Tips**	i	**Information**

What is covered in this guide

Terminology

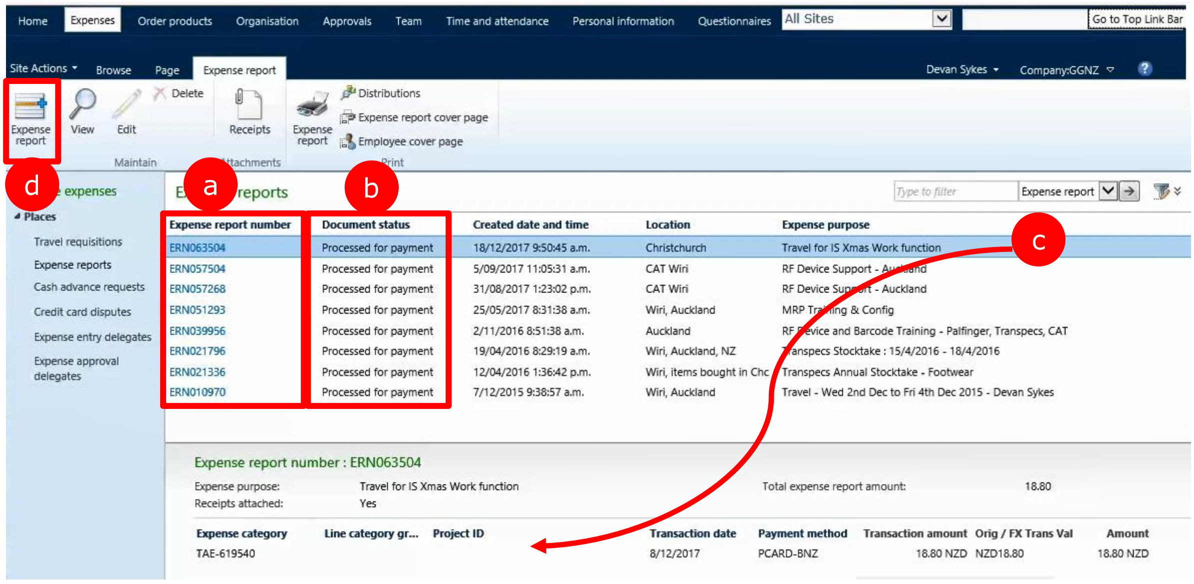
Expense claim	Request reimbursement of business expenses paid for via personal funds
PCard	Company Purchasing Card (i.e. credit card)
PCard claim	Business expenses paid for via Company Purchasing Card (PCard)
Expense report	Report containing personal reimbursements and/or PCard expenses to be submitted to your manager for approval
Worker card	Contains financial dimensions and expense workflow details
Expense Report Status: Draft	The report has been saved by you and is awaiting edits
Expense Report Status: Submitted	The report has been sent through to your manager
Expense Report Status: In Review	The report is sitting with your manager
Expense Report Status: Approved	The report has been approved by your manager
Expense Report Status: Rejected	The report has been rejected by your manager
Expense Report Status: Processed for Payment	The report has been approved and posted by Accounts Payable

Task 1. Overview expense report window

1. From the Group Intranet portal login section, select **NAXT Expense Portal**

2. Key items to note on this screen

   a. The **Expense report number** column will display the report ID number
   b. The **Document status** column will display what stage your report is at in the approval process
   c. The individual lines of the highlighted report
   d. Select **Expense report** to enter a new claim



Task 2. Code PCard Transactions

Pcard expenses and expenses where you have spent your personal money must be claimed for separately

PCard transactions for Service Calls on separate claim, as they will automatically be approved, enabling them to go straight to the Service Call.

3. From the Group Intranet portal login section, select **NAXT Expense Portal**

4. Select **Expense report**

   The **Unreconciled expenses** window displays, displaying any transactions on your PCard

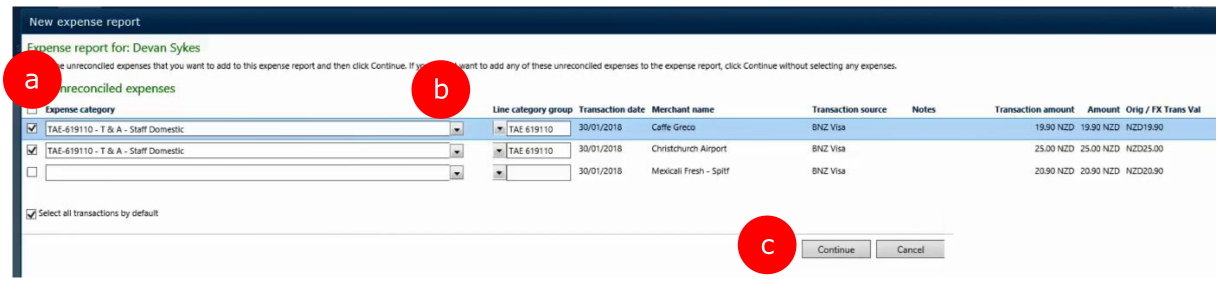
P Card expenses may take up to 7 working days to appear in this list, if it takes longer contact **P Card administrator** who will follow up with the bank. Take the following action;

a. Submit any claims that appear on your list.
b. **Wait** for missing expenses to appear before submitting an expense claim for them.

5. Maximise **Unreconciled expense** window, take the following actions

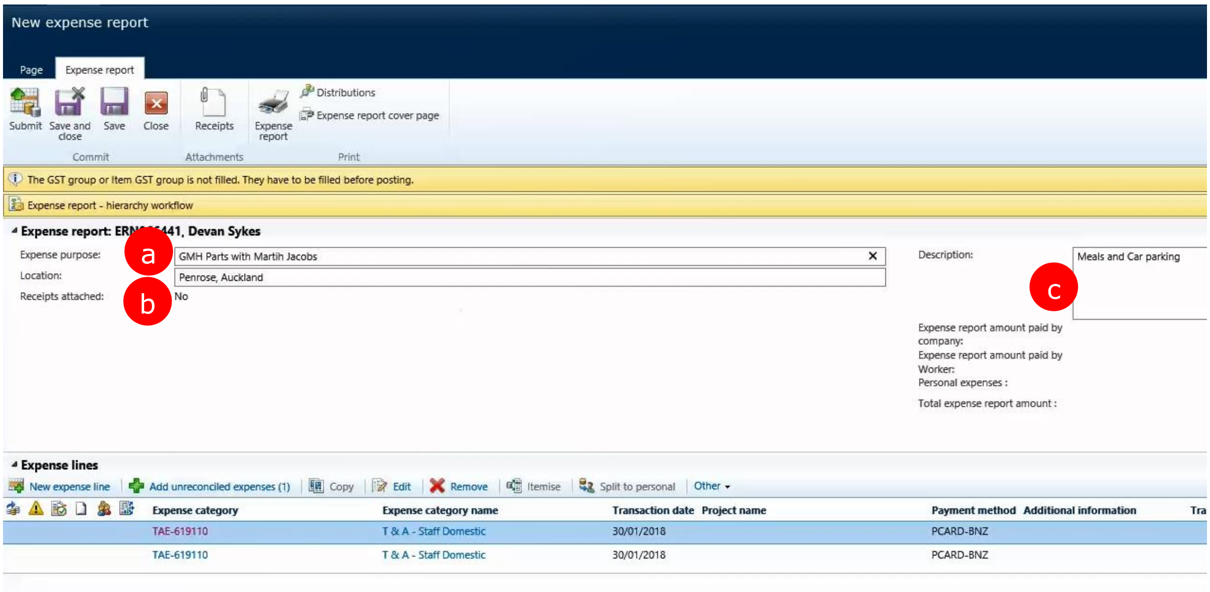
   a. Untick any checkboxes that you are not ready to claim for yet. By default, all transaction are selected
   b. Choose appropriate expense category for each expense line that is ticked
   c. Select **Continue**

   A new expense report will display



6. Complete the following fields:

   a. **Expense purpose** Enter a brief reason for the travel/expense report
   b. **Location** Enter the travel destination (if appropriate)
   c. **Description** Enter more details that provide clarity on expense purpose

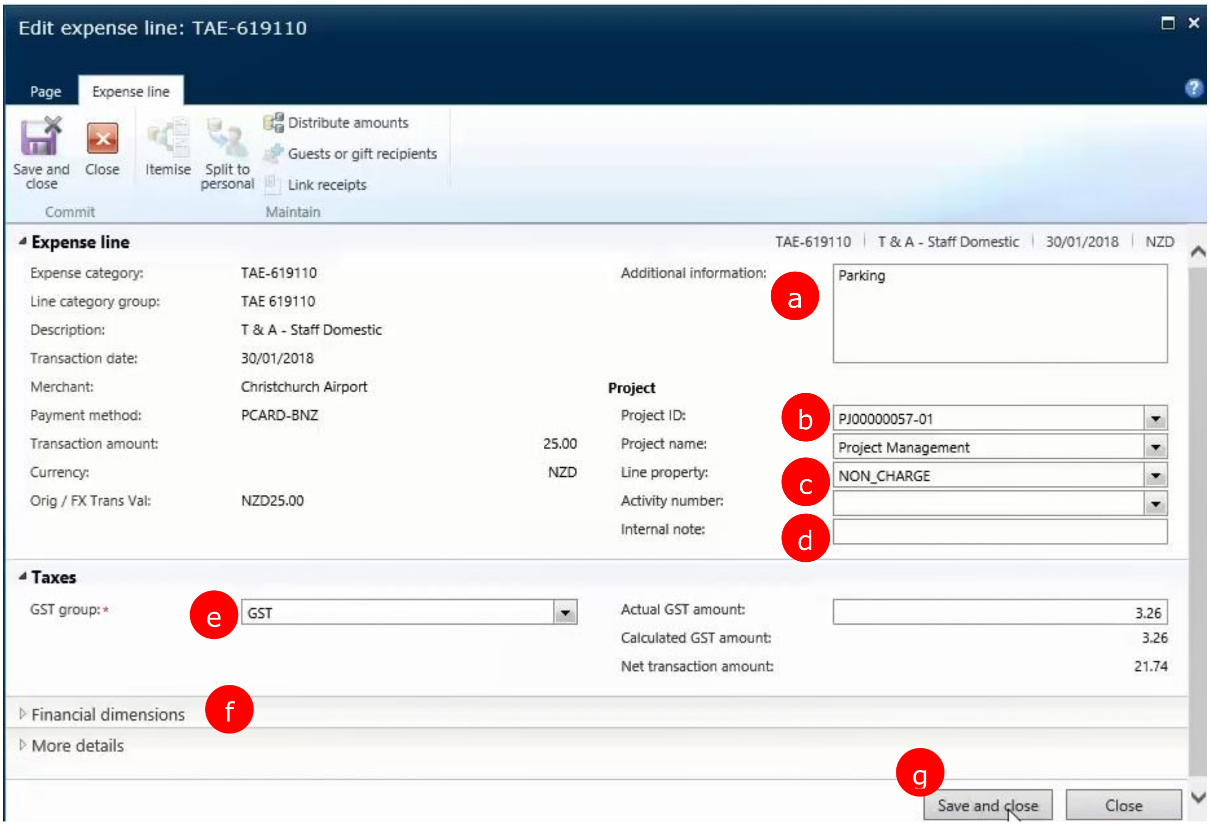


7. Select **expense category** hyperlink

   A new expense line window will display

8. Complete the following fields:

a. **Additional information**	If required. Make a note here if the original amount was in foreign currency
b. **Project ID**	Enter the number of the Service Call, or Project, or leave blank if not applicable
c. **Line property**	**non_charge** if the charges are not to be passed on the customer **Chargeable** if the charges are to be passed on to the customer
d. **Internal note**	a note to appear on customer's service invoice if required
e. **Taxes**	enter a **GST Group** select the most appropriate option, most of the time it will be GST, unless the purchase was made overseas or was GST exempt.
f. **Financial dimensions**	confirm that the correct options have been selected.



A Service Call must have an 'open' **Status** for any expenses to be assigned to it.

Dimensions from the Project or Service Call will overwrite the financial dimensions in your Workers Card for that expense line

9. Repeat steps 7 and 8 as necessary

10. Select **Save and close**

If a PCard needs to be split across 2 expense codes this is completed later, just select one code initially then see Task 6 Split cost of line between projects & cost centres

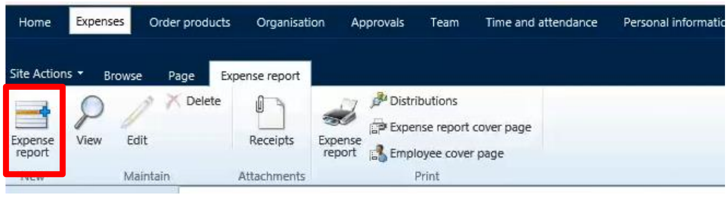
Task 3. Enter an Expense Claim

Pcard expenses and expenses where you have spent your personal money must be claimed for separately

11. From the Group Intranet portal login section, select **NAXT Expense Portal**

12. Select **Expense report**

    The **Unreconciled expenses** window displays

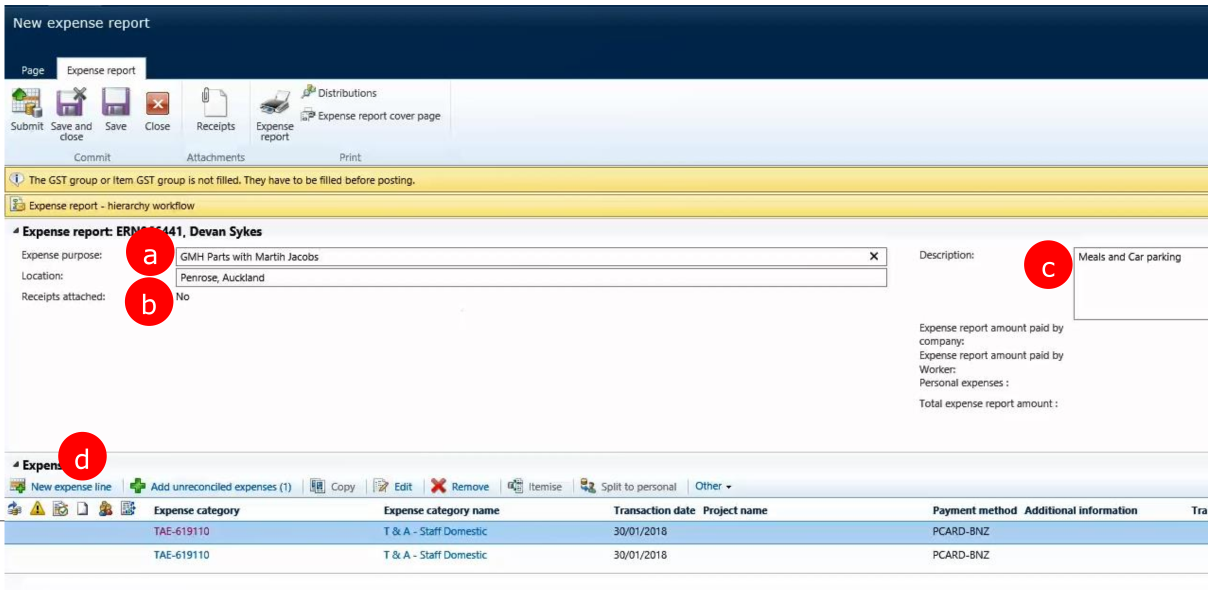


13. Select **Continue**

14. Complete the following fields:

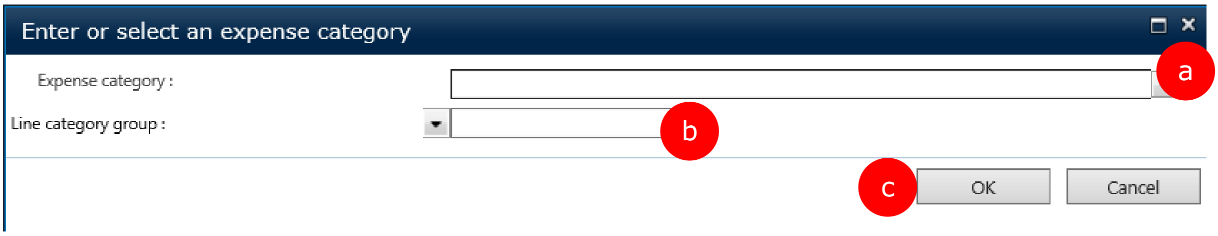
    a. **Expense purpose** Enter a reason for the travel/expense report, your manager will review and approve these
    b. **Location** Enter the travel destination (if appropriate), your manager will review and approve these
    c. **Description** Enter more details that provide clarity on expense purpose
    d. Select **new expense line**

    A new expense line window will display



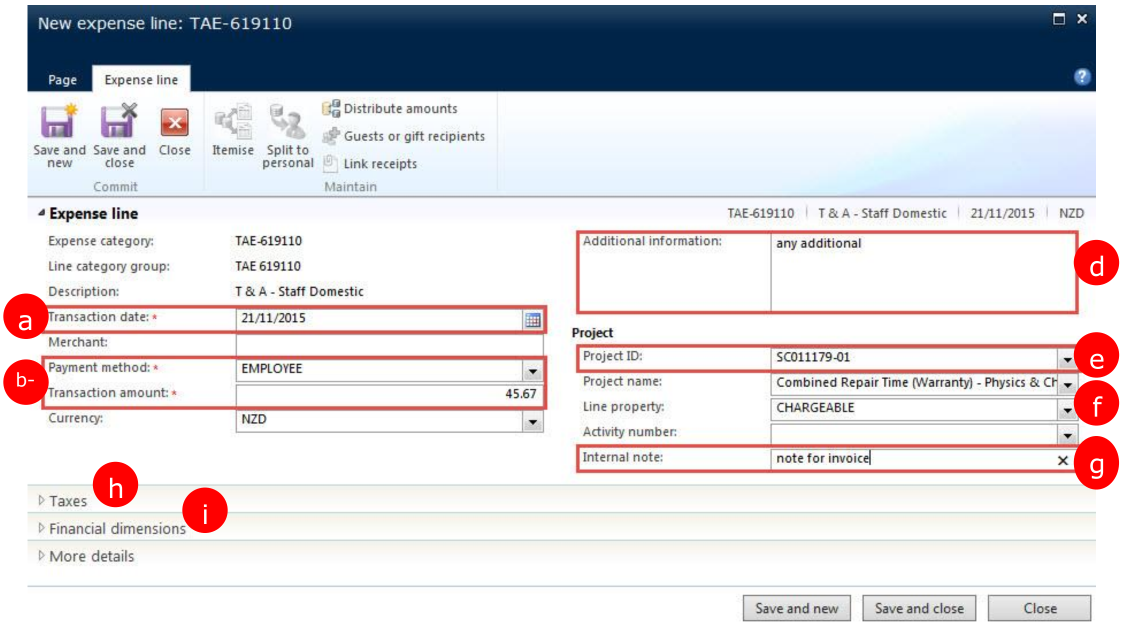
15. Enter or select an expense category

   a. Select appropriate **expense category**,
   b. Line category group remains blank,
   c. Select ok



16. Complete the following fields:

a. **Transaction date**	the date of the purchase
b. **Payment Method**	Defaults to 'EMPLOYEE' for an employee expense claim. Do not alter
c. **Transaction amount**	Total amount on the receipt including GST. This must be entered as NZD
d. **Additional information**	If required. Make a note here if the original amount was in foreign currency
e. **Project ID**	Enter the number of the Service Call, or Project, or leave blank if not applicable
f. **Line property**	**non_charge** if the charges are not to be passed on the customer **Chargable** if the charges are to be passed on to the customer
g. **Internal note**	a note to appear on customer's service invoice if required (if applicable)
h. **Taxes**	enter a **GST Group** select the most appropriate option, most of the time it will be GST, unless the purchase was made overseas or was GST exempt.
i. **Financial dimensions**	confirm that the correct options have been selected



17. Repeat steps 14 to 16

18. Select **Save and close** if you have no more receipts to claim for.

19. See following sections:

- Task 4 Attach receipts
- Task 5 Submit report

If a PCard needs to be split across 2 expense codes this is completed later, just select one code initially then see Task 6 Split cost of line between projects & cost centres

Task 4. Attach receipts

A tax receipt showing the items purchased needs to be provided for each item of expenditure. An eftpos receipt is not a tax receipt.

Receipts need to be scanned and saved and attached to your expense report for your manager to review, to be able to upload the receipts in NAXT they must be saved to a network location (in most cases this is the U drive), if you are unsure of your network location check with your manager or the IS Service Desk.

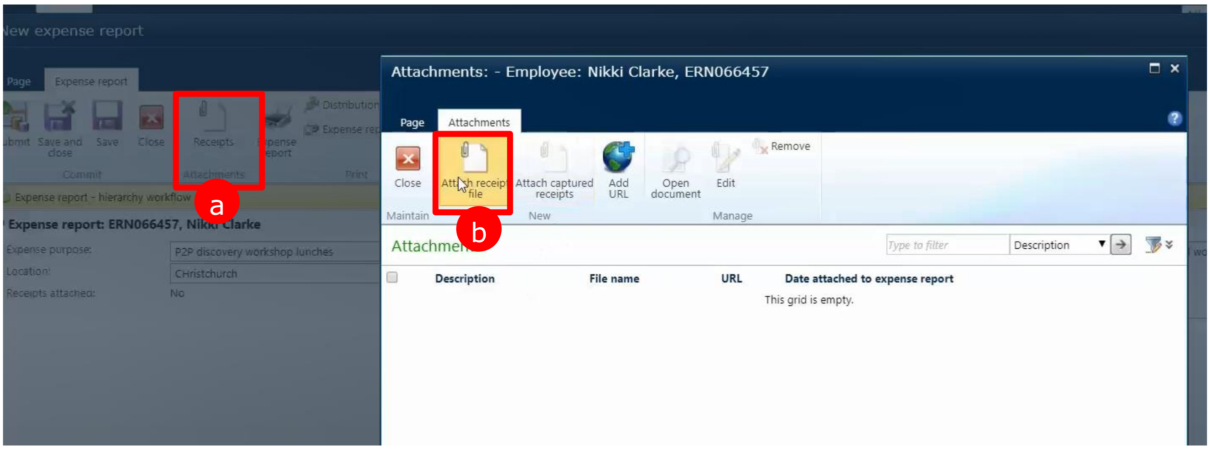
In rare case of no receipt, you must attach the '**PCard/Employee Expense Lost Receipts'** form instead.

All receipts for one expense claim can be scanned into one document.

As a courtesy to your approving manager scan and attach in date order.

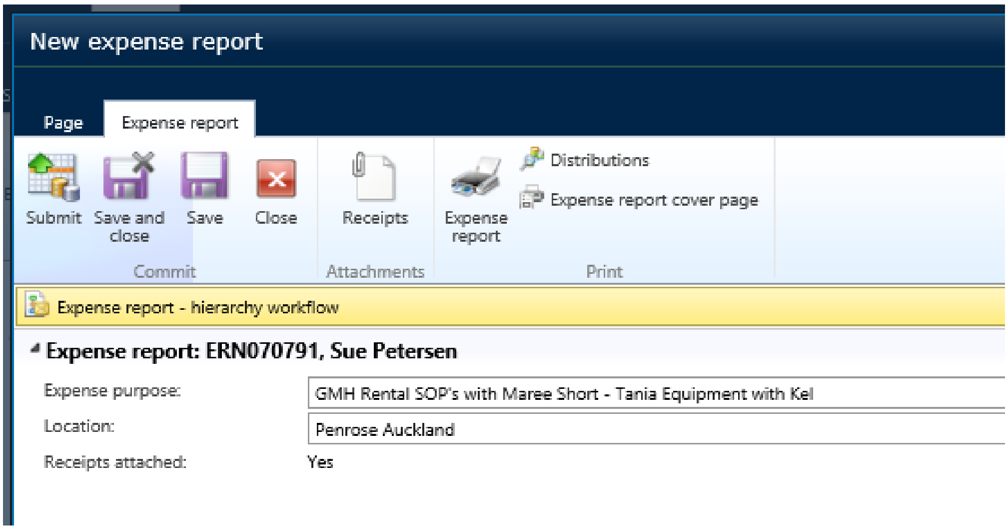
20. Attach receipts to your claim

    a. Select receipts
    b. Select **Attach receipts file**



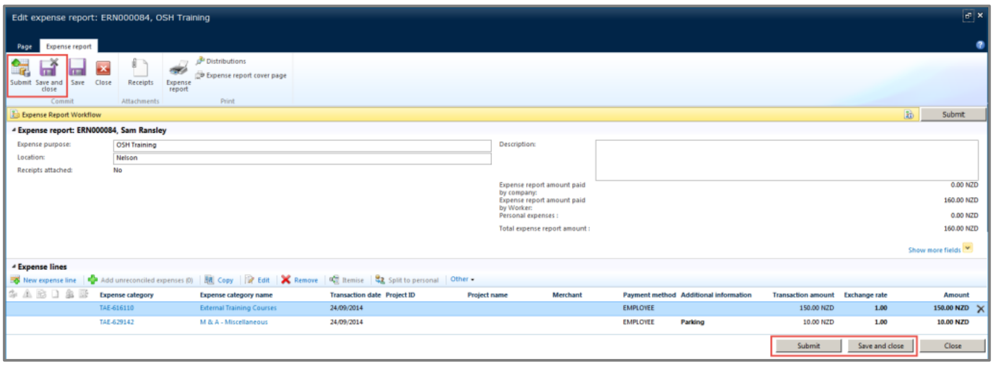
21. Follow the prompts to upload a copy of your saved receipts

Receipts attached will to **yes** after you have completed the process.



Task 5. Submit report

22. After adding all items to be claimed and attached all receipts, select **Submit**
23. To save the report to add more items later, select **Save and close**

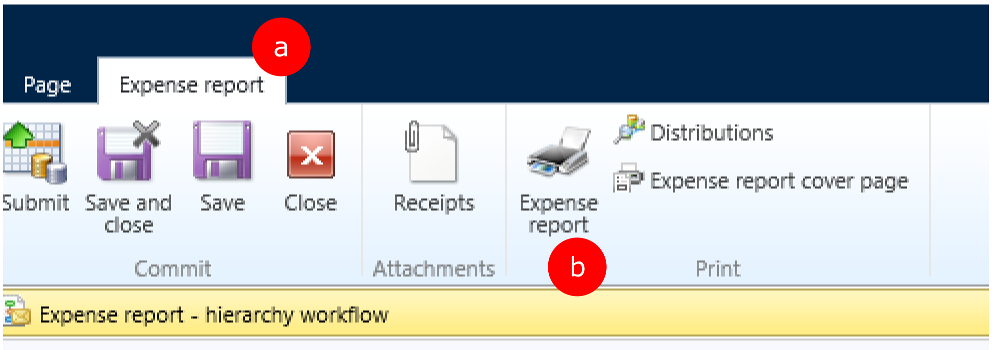


24. **Print out your claim and attach your hard copy receipts** –

    You need to **retain your hard copy for 12 months**

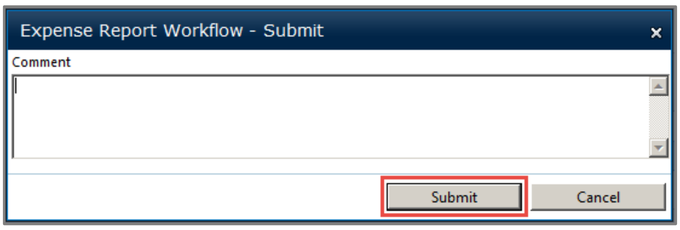
To print a copy of the claim

a. Open **Expense report** tab
b. Select **Expense report**
c. Select print



The **Expense Report Workflow - Submit** window displays

25. You have the option to include any additional comments, but this is not mandatory
26. Select **Submit**



Steps that follow submitting your expense report:

a. Report is picked up by a central administrator, and checked to ensure that there are receipt attachments
b. If receipts are attached, your manager is advised by e-mail that the expense report needs to be reviewed
c. If no receipts are attached, the report will be REJECTED
d. If your claim is in review, you can see the communications between your Line Manager and Central Admin through the Receipts icon
e. Report is approved by your manager (the Status will change to 'Approved'). See ETC_1.2(SOP)Approving Expenses in NAXT – Managers for more detail
f. Report is posted by Accounts Payable (the Status will change to 'Process for Payment')
g. Approved expense claims are paid every Friday

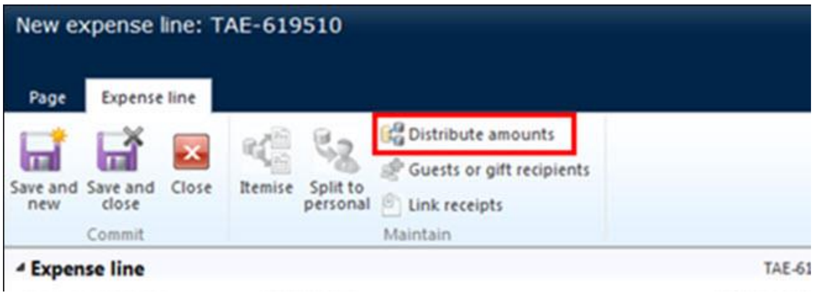
Task 6. Split cost of line between projects & cost centres

Costs can't be split between a project and cost centre. They are either split between projects or between cost centres.

27. From the expense line window

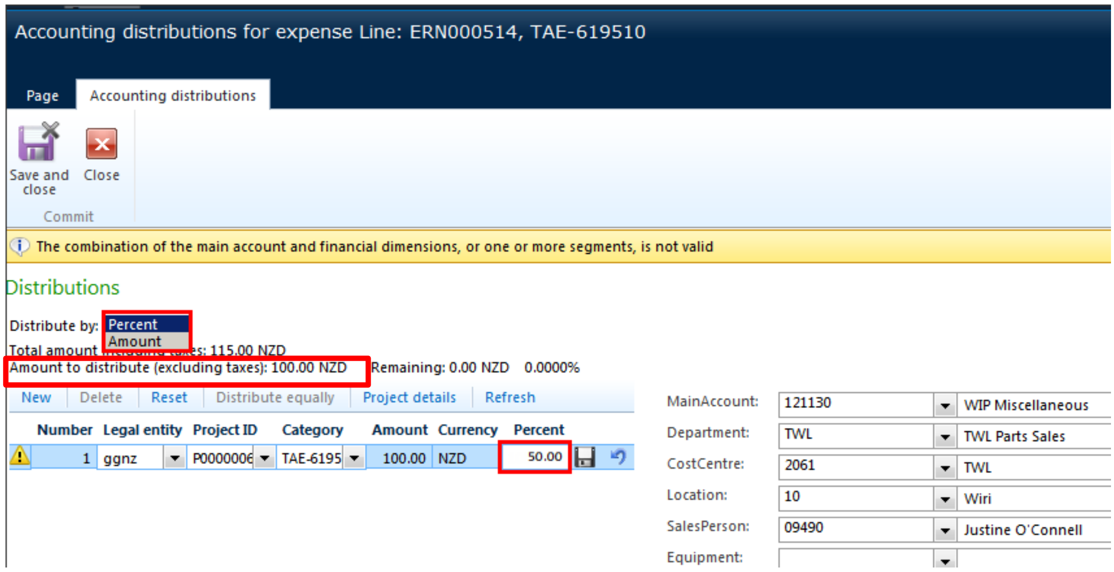
    Select **Distribute amounts**

    The **Accounting distributions by amounts or percentage** window will display.



28. Select whether the amounts are **Distributed by** Amount or by Percentage

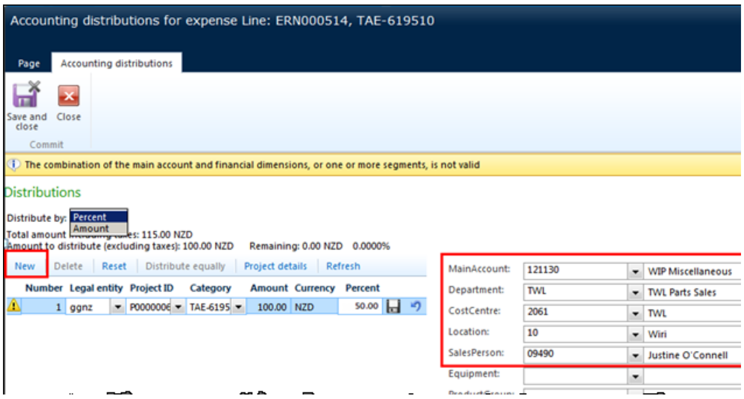
    Enter the **Amount** or **Percent** for the first distribution



Include the GST in the total figure when you distribute by **amount**.

29. Update the financial dimensions for the line as required

    Select **New** to add a new line



30. Enter in the **Amount** or **Percent** of the next part of the distribution split

31. To exit without saving select **Close**
32. To save changes select **Save and close**

Financial dimension will default to your department, if you have completed work on behalf of someone else / other department, you may need to check with your manager or the manager who requested goods.

Managers might need to check these details with their business unit accountants.

Once the new project is selected do not alter the **MainAccount** or dimensions – these come directly from the Service Call/project.

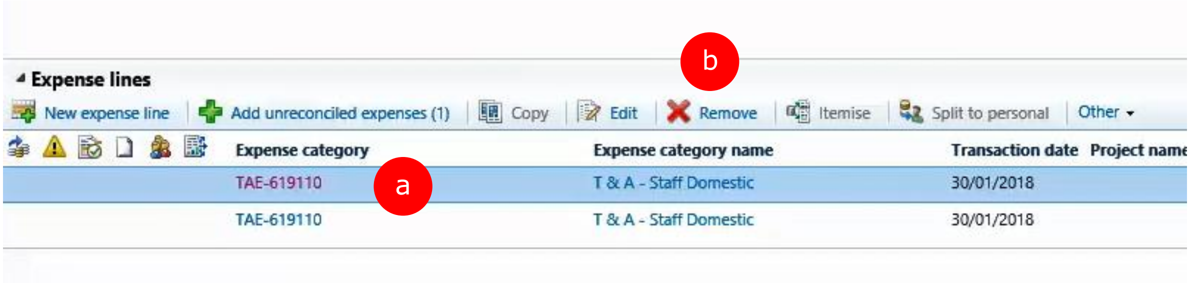
If the distribution split is for the **CostCentre** you can alter the financial dimensions as necessary.

Do not change the **MainAccount** unless you have discussed it with your Business Unit Accountant – n.b. changing the MainAccount may require additional dimensions to be added.

Task 7. Fix an error on an expense line

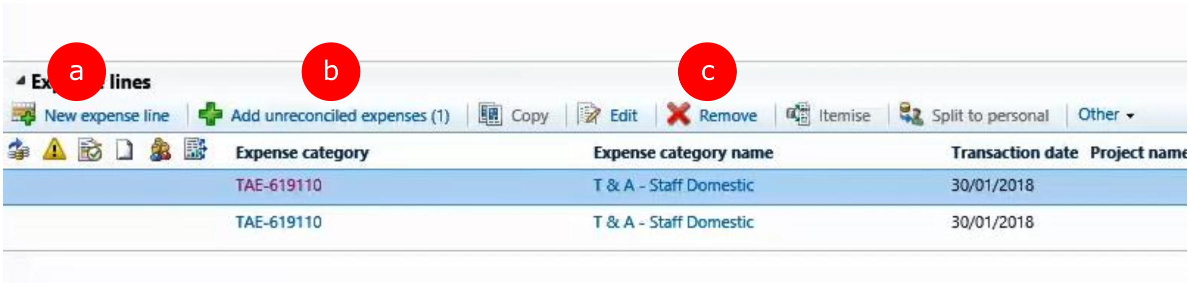
33. To change coding details on an expense line the line need to be deleted

    a. Select expense line with error
    b. Select **remove**



34. Depending on claim type either

a. Add an item you paid for	Select new expense line
b. Add an item paid for on the p card	Select add unreconciled expense
c. Delete the claim and start over:	Continue to delete all lines on claim

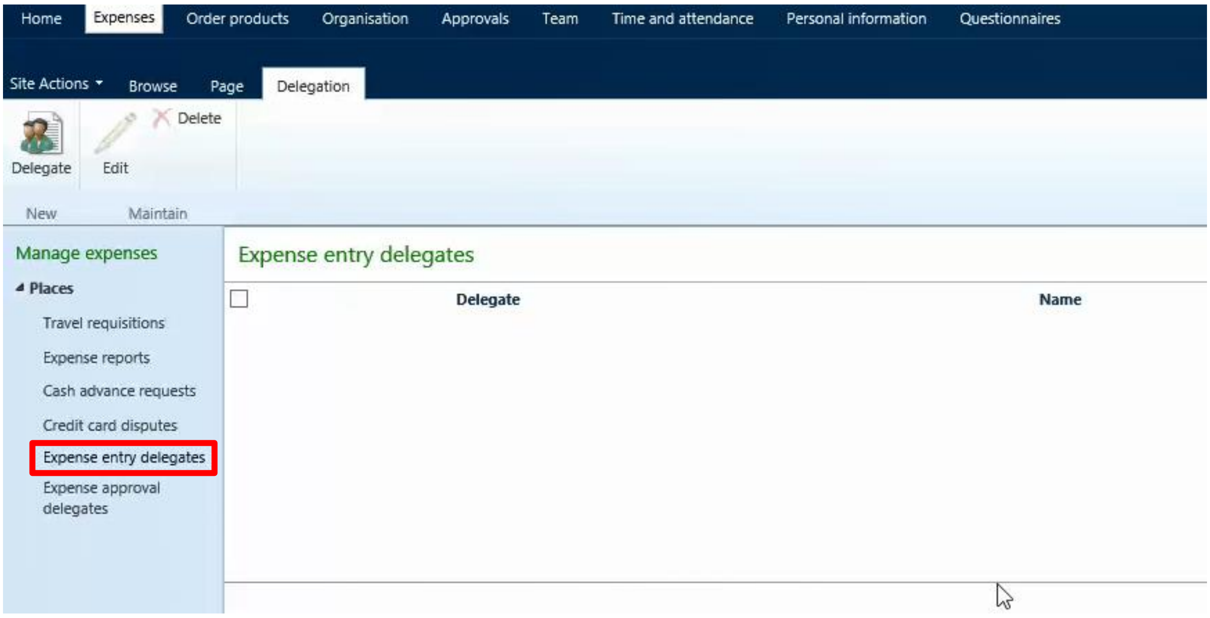


Task 8. Set up a delegate

35. Open **Expense reports** window

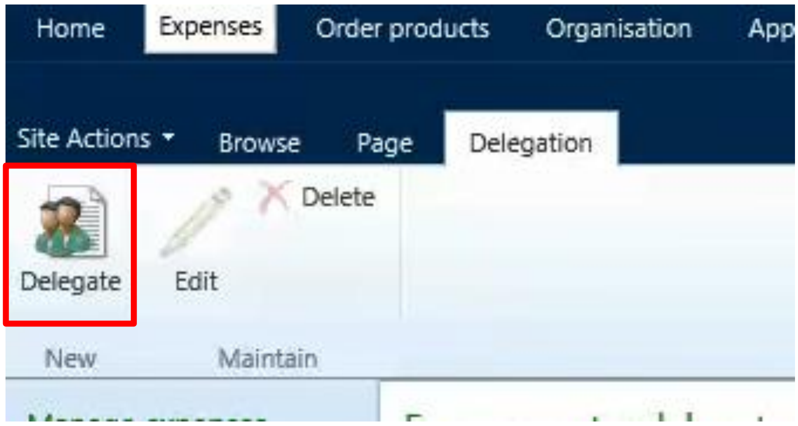
36. Select **Expense entry** delegates

    The **Workflow delegates** window will display



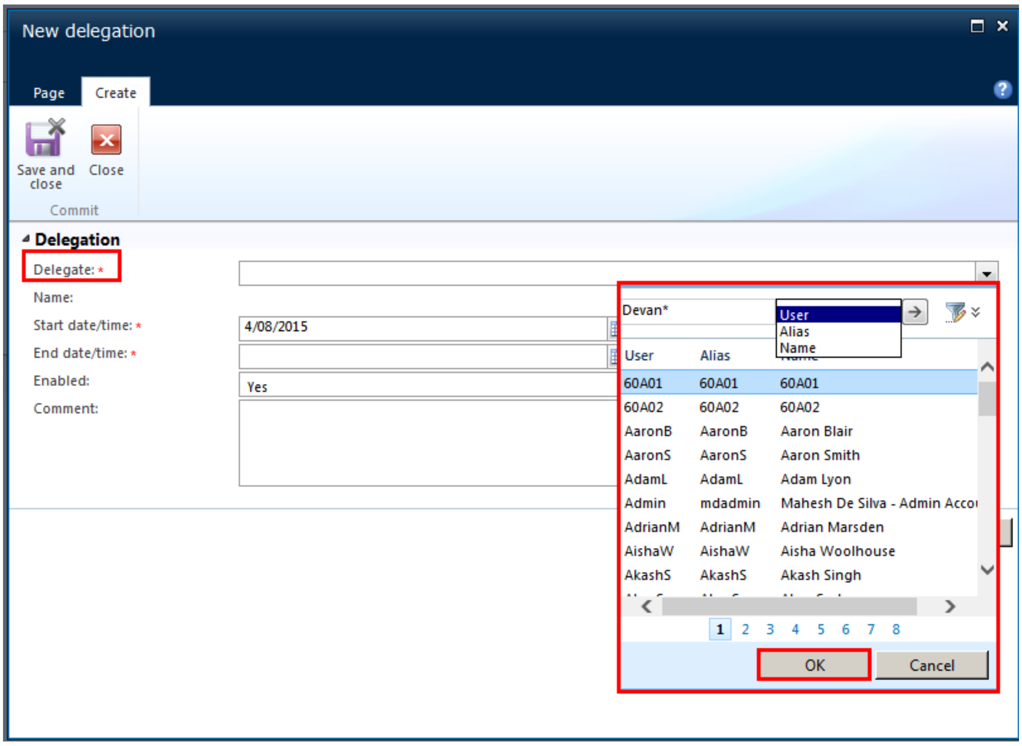
37. Select **Delegation**

    The **New delegation** window will display



38. Select the **Delegate** using the drop-down menu which you can filter by User, Alias or Name

Select **OK**



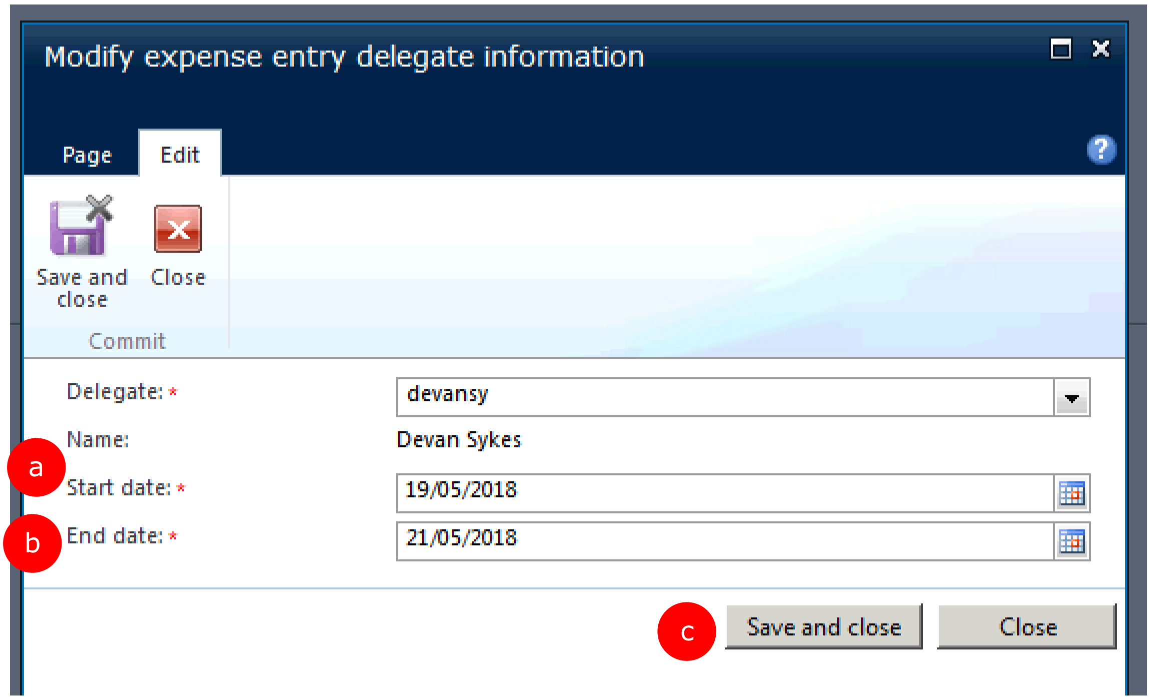
The **Name** field will update with what you have selected in the **Delegate** field

39. Complete the following fields:

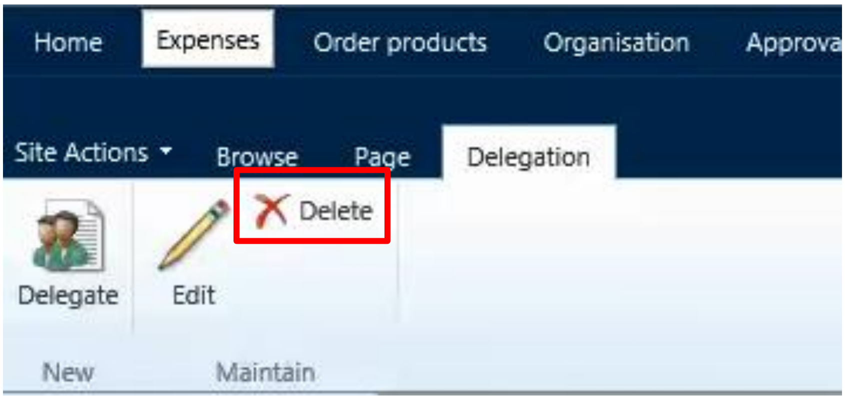
    a. **Start date/time** The date the delegate is active from
    b. **End date/time** Only complete this field if they are a temporary delegate

    Select **Save and close**

    The **Workflow delegates window** will display



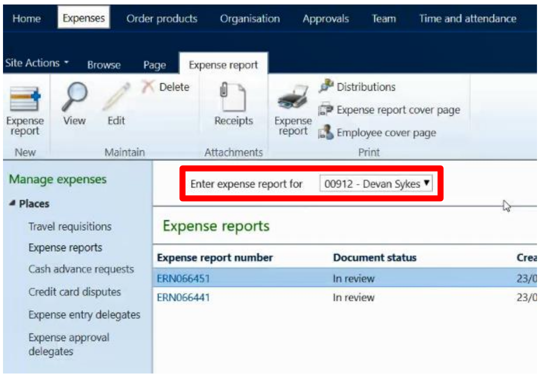
40. **Delete** the delegate as required



Task 9. Enter expense for a delegate

41. Open **Expense reports** window

42. Select who you are **Entering expense report for**

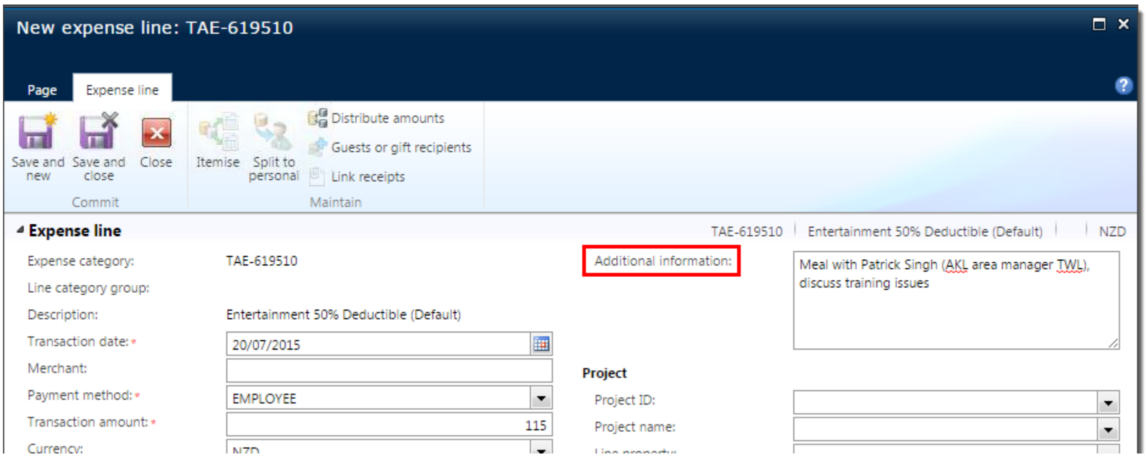


43. Follow steps in

- **Task 2** Code PCard Transactions
- **Task 3** Enter an Expense Claim

Task 10. Using entertainment code

44. If an 'Entertainment' TAE expense code has been selected, the reason for the entertainment must be detailed in the **Additional information** field.



The information given must comply with the Gough Group employee Expense Claims Policy GR121 (you can find a copy on the intranet) which specifies:

"2.1 When entertaining customers, suppliers or business associates, the actual cost must be claimed on the Employee Expense Claim and must include all names of those entertained (including other employees) together with the business purpose or reason for the entertainment"

Guidance on coding entertainment expenditure is in appendix B of the policy.

Task 11. Edit an expense report

You may need to edit an expense report if:

- You selected **Save and close** to add to a report later, status would be **'draft'**
- You need to remove expense lines report

45. Open **Expenses portal**

46. Select **Expense report number** to open for editing

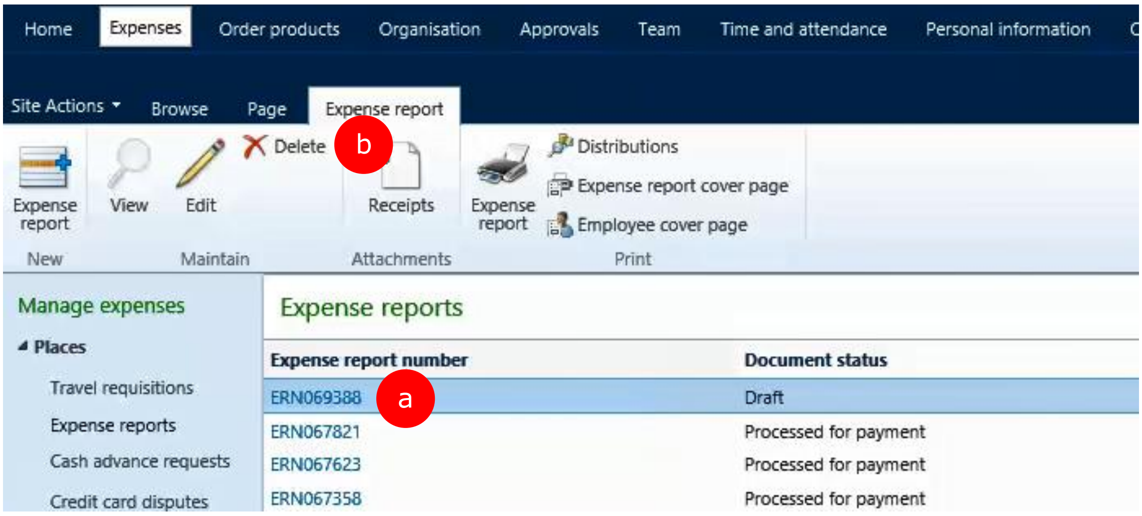
The **View expense report** window displays

47. Make any changes (add receipts, remove or add new expense lines to change the coding) or click on expense category to add a financial dimension

    Select **Re-Submit**

48. Delete expense reports with no expense lines

    a. Select report to highlight it
    b. Select **delete**



Task 12. Recall and resubmit a claim

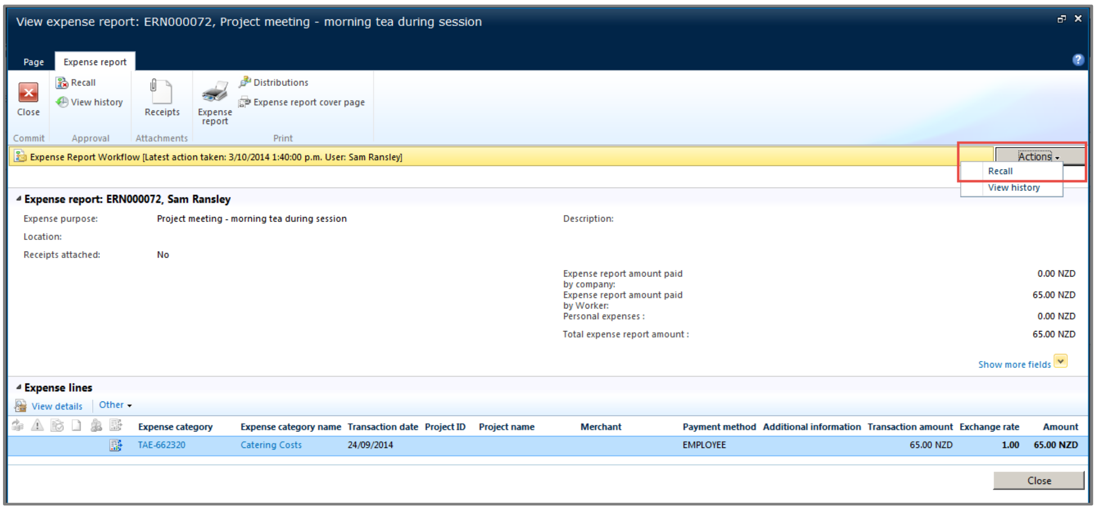
You may need to recall an expense report if:

- You remember something needs to be changed or added to a report already submitted – status would be '**in review'**
- Your manager has rejected your expense report and it needs to be amended – status would be '**rejected'**

49. Open **Expenses portal**

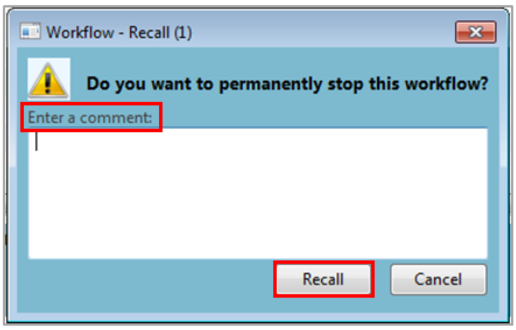
50. Within the list of expense reports, select **Expense report number**, select View

51. Select **Actions > Recall**



52. Enter a comment if required

Select **Recall**

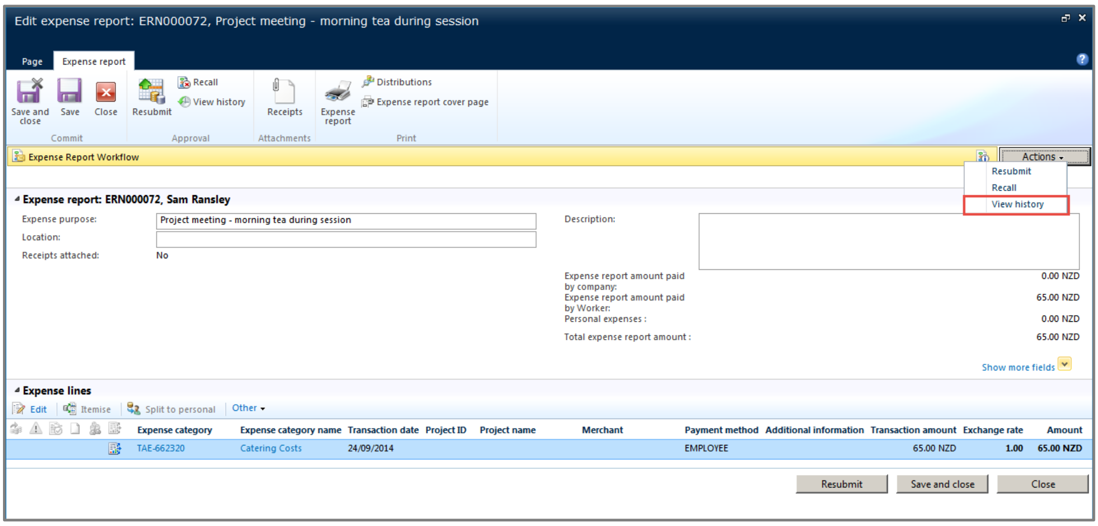


The **View expense report** window displays with the **Document status** of your expense report updated to ‘Draft’ which means it is now available for editing

53. Make any changes required
54. Select **Submit**

If rejected

55. Select **Actions > View history**



56. Is the report still required?

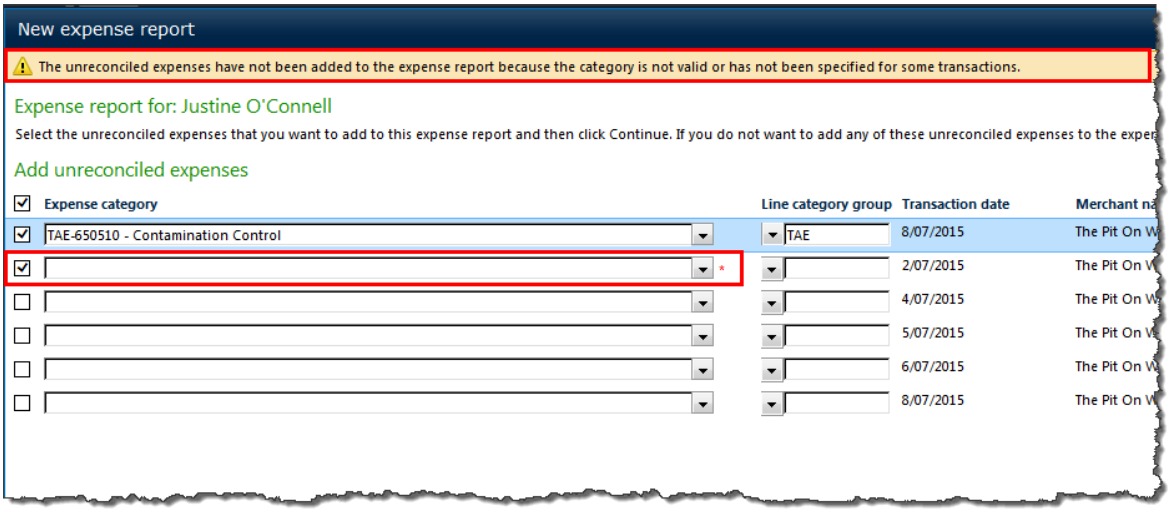
- **Yes** No futher action is required
- **No** Make any changes to the report as required then select **Submit**

Task 13. Alert messages

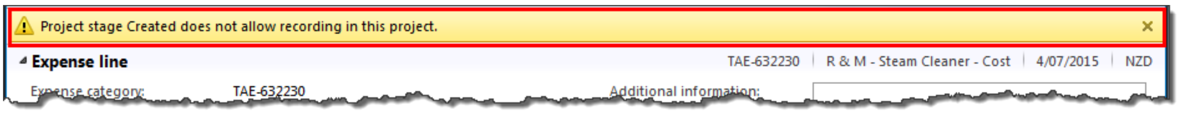
If a transaction has been selected but not coded an alert message appears at the top of the screen.

57. Either:

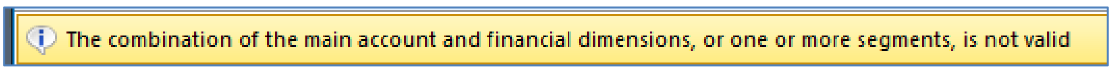
- Select the **Expense category** as required; or
- Untick the transaction



The system will advise if a Project has an unacceptable status



58. If an alert like the following appears see the advice of your business unit accountant or raise an IT Service Desk ticket



What next?