

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		Information
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What is covered in this guide

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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

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

The screenshot shows the NAXT Expense Portal interface. The top navigation bar includes links for Home, Expenses, Order products, Organisation, Approvals, Team, Time and attendance, Personal information, Questionnaires, and All Sites. The left sidebar contains a list of links including Travel requisitions, Expense reports, Cash advance requests, Credit card disputes, Expense entry delegates, and Expense approval delegates. The main content area displays a table of expense reports. The table has columns for Expense report number, Document status, Created date and time, Location, and Expense purpose. The first row is highlighted in blue. Below the table, there is a section for the selected report (ERN063504) showing details like Expense purpose, Receipts attached, and a summary of the total expense report amount. A red arrow points from the 'Expense report number' column header to the 'Expense report' button in the top navigation bar.

Expense report number	Document status	Created date and time	Location	Expense purpose
ERN063504	Processed for payment	18/12/2017 9:50:45 a.m.	Christchurch	Travel for IS Xmas Work function
ERN057504	Processed for payment	5/09/2017 11:05:31 a.m.	CAT Wiri	RF Device Support - Auckland
ERN057268	Processed for payment	31/08/2017 1:23:02 p.m.	CAT Wiri	RF Device Support - Auckland
ERN051293	Processed for payment	25/05/2017 8:31:38 a.m.	Wiri, Auckland	MRP Training & Config
ERN039956	Processed for payment	2/11/2016 8:51:38 a.m.	Auckland	RF Device and Barcode Training - Palfinger, Transpecs, CAT
ERN021796	Processed for payment	19/04/2016 8:29:19 a.m.	Wiri, Auckland, NZ	Transpecs Stocktake : 15/4/2016 - 18/4/2016
ERN021336	Processed for payment	12/04/2016 1:36:42 p.m.	Wiri, items bought in Chc	Transpecs Annual Stocktake - Footwear
ERN010970	Processed for payment	7/12/2015 9:38:57 a.m.	Wiri, Auckland	Travel - Wed 2nd Dec to Fri 4th Dec 2015 - Devan Sykes

Expense report number : ERN063504

Expense purpose: Travel for IS Xmas Work function

Receipts attached: Yes

Total expense report amount: 18.80

Expense category	Line category gr...	Project ID	Transaction date	Payment method	Transaction amount	Orig / FX Trans Val	Amount
TAE-619540			8/12/2017	PCARD-BNZ	18.80 NZD	NZD18.80	18.80 NZD

Task 2. Code PCard Transactions



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

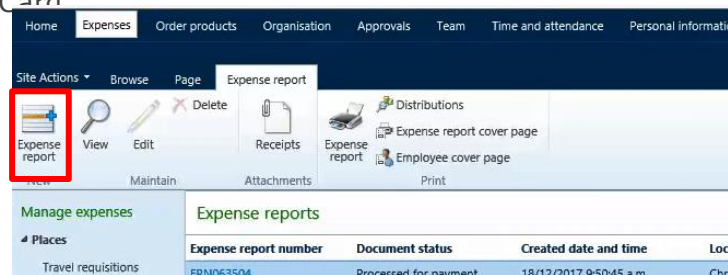


Pcard transactions for Service Calls on separate claim, as they will automatically be approved, enabling them to go straight to the Service Call.

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



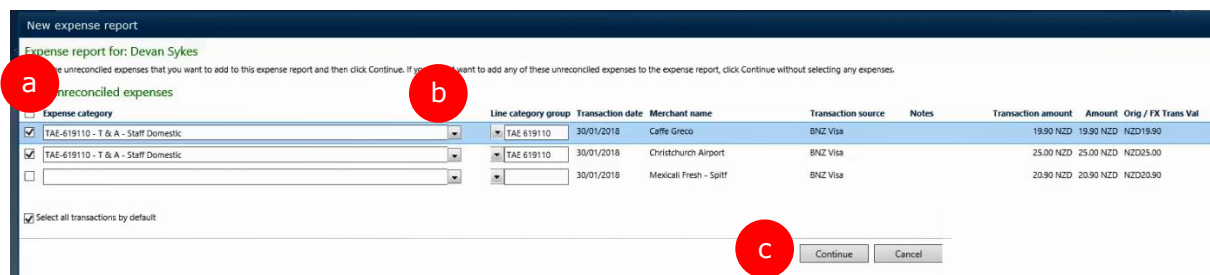
P Card expenses may take up to 7 working days to appear in this list, if it takes longer contact **P Card administrator** who will follow up with the bank. Take the following action;

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

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

- Untick any checkboxes that you are not ready to claim for yet. By default, all transaction are selected
- Choose appropriate expense category for each expense line that is ticked
- 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

New expense report

Page: Expense report

Submit Save and close Save Close Receipts Expense report Distributions Expense report cover page

Commit Attachments Print

The GST group or Item GST group is not filled. They have to be filled before posting.

Expense report - hierarchy workflow

4 Expense report: ERN0000441, Devan Sykes

Expense purpose: a GMH Parts with Martin Jacobs

Location: b Penrose, Auckland

Receipts attached: b No

Description: c Meals and Car parking

Expense report amount paid by company:
Expense report amount paid by Worker:
Personal expenses :
Total expense report amount :

4 Expense lines

New expense line Add unreconciled expenses (1) Copy Edit Remove Itemise Split to personal Other

Expense category	Expense category name	Transaction date	Project name	Payment method	Additional information	Tra
TAE-619110	T & A - Staff Domestic	30/01/2018		PCARD-BNZ		
TAE-619110	T & A - Staff Domestic	30/01/2018		PCARD-BNZ		

7. Select **expense category** hyperlink

A new expense line window will display

4 Expense lines

New expense line Add unreconciled expenses (1) Copy Edit Remove Itemise Split to personal Other

Expense category	Expense category name	Transaction date	Project name
TAE-619110	T & A - Staff Domestic	30/01/2018	
TAE-619110	T & A - Staff Domestic	30/01/2018	

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.

Edit expense line: TAE-619110

Page Expense line

Save and close Close Itemise Split to personal Distribute amounts Guests or gift recipients Link receipts Commit Maintain

Expense line TAE-619110 T & A - Staff Domestic 30/01/2018 NZD

Expense category: TAE-619110 Additional information: Parking

Line category group: TAE 619110

Description: T & A - Staff Domestic

Transaction date: 30/01/2018

Merchant: Christchurch Airport

Payment method: PCARD-BNZ

Transaction amount: 25.00

Currency: NZD

Orig / FX Trans Val: NZD25.00

Project

Project ID: PJ00000057-01

Project name: Project Management

Line property: NON_CHARGE

Activity number:

Internal note:

Taxes

GST group: * GST

Actual GST amount: 3.26

Calculated GST amount: 3.26

Net transaction amount: 21.74

Financial dimensions

More details

Save and close Close



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

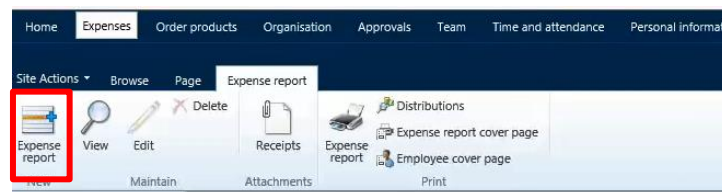


Pcard expenses and expenses where you have spent your personal money must be claimed for separately

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:

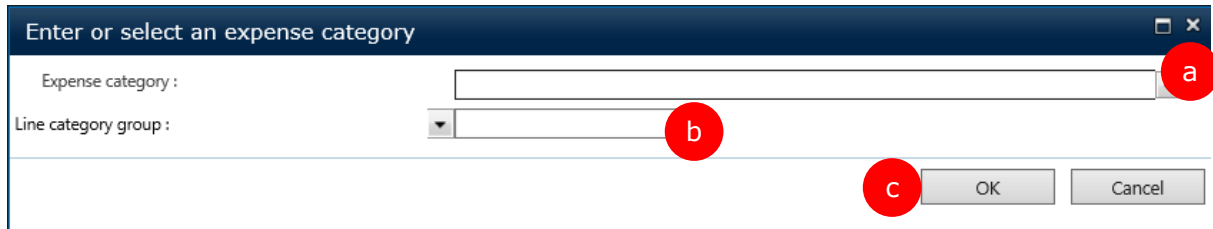
- a. **Expense purpose** Enter a reason for the travel/expense report, your manager will review and approve these
- b. **Location** Enter the travel destination (if appropriate), your manager will review and approve these
- c. **Description** Enter more details that provide clarity on expense purpose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

A new expense line window will display

Expense category	Expense category name	Transaction date	Project name	Payment method	Additional information	Tra
TAE-619110	T & A - Staff Domestic	30/01/2018		PCARD-BNZ		
TAE-619110	T & A - Staff Domestic	30/01/2018		PCARD-BNZ		

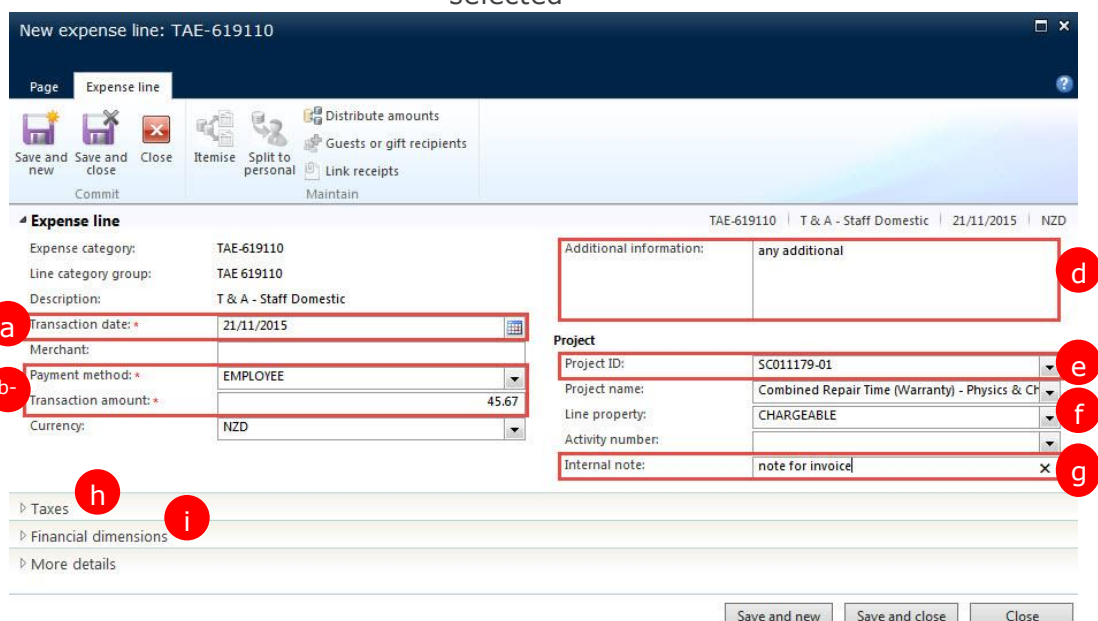
15. Enter or select an expense category

- Select appropriate **expense category**,
- Line category group remains blank,
- 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
Chargeable 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.

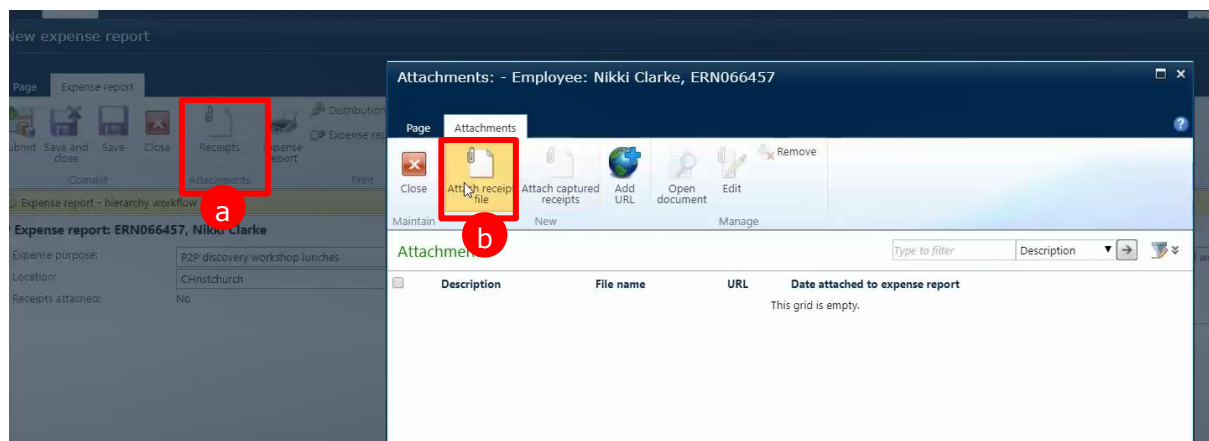


All receipts for one expense claim can be scanned into one document.

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

20. Attach receipts to your claim

- Select receipts
- 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.

New expense report

Page Expense report

Submit Save and close Save Close Receipts Expense report Distributions Expense report cover page

Commit Attachments Print

Expense report - hierarchy workflow

Expense report: ERN070791, Sue Petersen

Expense purpose: GMH Rental SOP's with Maree Short - Tania Equipment with Kel

Location: Penrose Auckland

Receipts attached: Yes

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**

Expense category	Expense category name	Transaction date	Project ID	Project name	Merchant	Payment method	Additional information	Transaction amount	Exchange rate	Amount
TAE 455110	External Training Courses	24/09/2014				EMPLOYEE		150.00 NZD	1.00	150.00 NZD
TAE 429142	M & A - Miscellaneous	24/09/2014				EMPLOYEE	Parking	10.00 NZD	1.00	10.00 NZD

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

- Open **Expense report** tab
- Select **Expense report**
- 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

Accounting distributions for expense Line: ERN000514, TAE-619510

Page Accounting distributions

Save and close Close Commit

The combination of the main account and financial dimensions, or one or more segments, is not valid

Distributions

Distribute by: Percent Amount

Total amount: 115.00 NZD

Amount to distribute (excluding taxes): 100.00 NZD Remaining: 0.00 NZD 0.0000%

New Delete Reset Distribute equally Project details Refresh

Number	Legal entity	Project ID	Category	Amount	Currency	Percent
1	ggnz	P0000006	TAE-6195	100.00	NZD	50.00

MainAccount: 121130 WIP Miscellaneous

Department: TWL TWL Parts Sales

CostCentre: 2061 TWL

Location: 10 Wini

SalesPerson: 09490 Justine O'Connell

Equipment:

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.

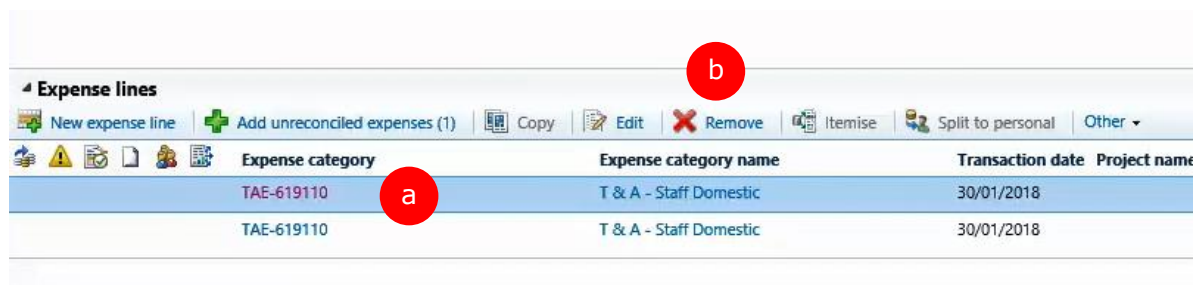
If the distribution split is for the **CostCentre** you can alter the financial dimensions as necessary.

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

- Select expense line with error
- Select **remove**

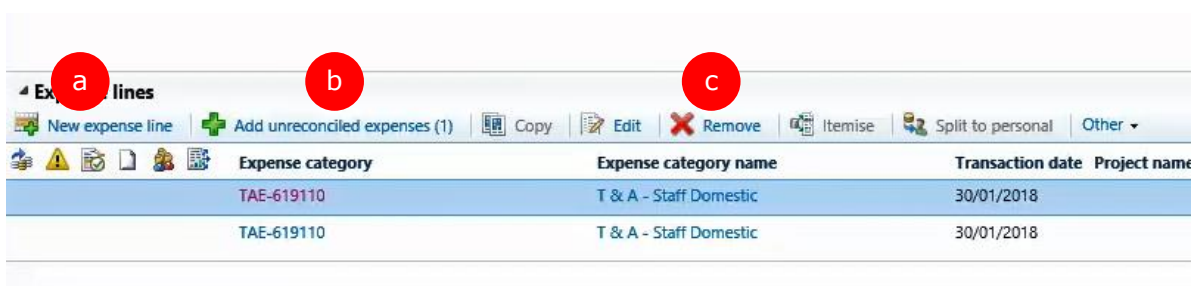


The screenshot shows the 'Expense lines' interface. A red circle labeled 'a' is placed over the first row of the table, which has the category 'TAE-619110'. A red circle labeled 'b' is placed over the 'Remove' button in the top toolbar.

Expense category	Expense category name	Transaction date	Project name
TAE-619110	T & A - Staff Domestic	30/01/2018	
TAE-619110	T & A - Staff Domestic	30/01/2018	

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 |



The screenshot shows the 'Expense lines' interface. A red circle labeled 'a' is placed over the 'Expense lines' header. A red circle labeled 'b' is placed over the 'Add unreconciled expenses (1)' button. A red circle labeled 'c' is placed over the 'Remove' button in the top toolbar.

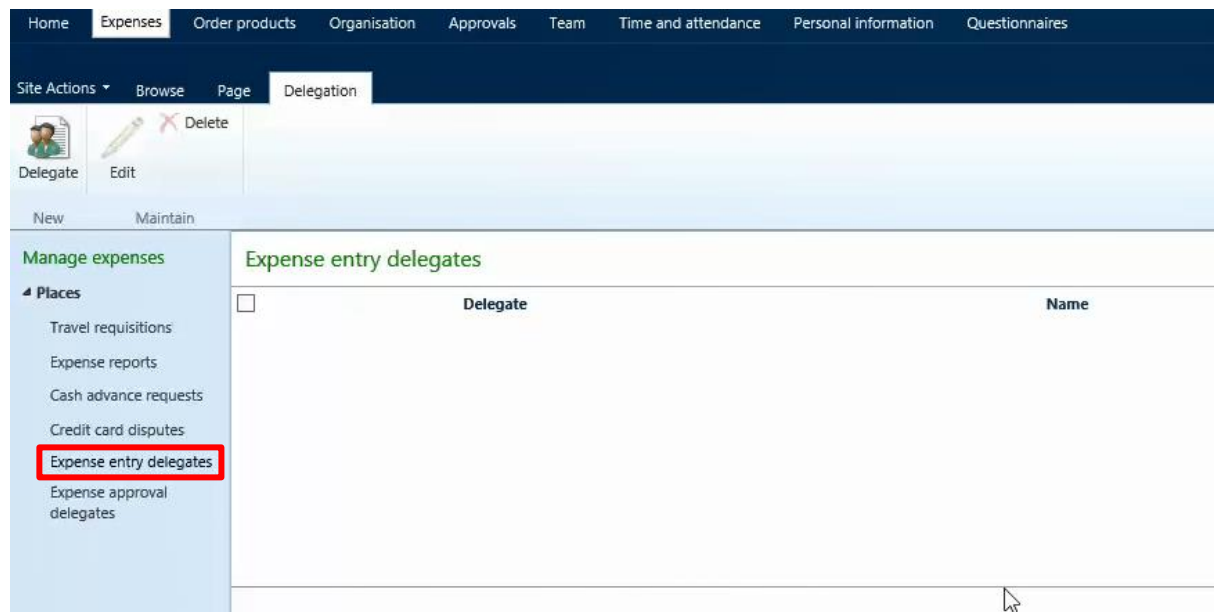
Expense category	Expense category name	Transaction date	Project name
TAE-619110	T & A - Staff Domestic	30/01/2018	
TAE-619110	T & A - Staff Domestic	30/01/2018	

Task 8. Set up a delegate

35. Open **Expense reports** window

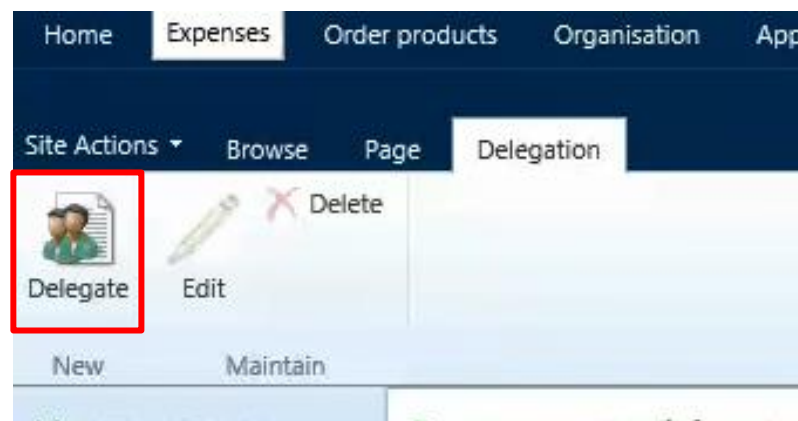
36. Select **Expense entry** delegates

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 screenshot shows the 'New delegation' dialog box. The 'Delegate' dropdown menu is open, displaying a list of users. The 'User' column is highlighted, and the 'OK' button is visible at the bottom of the dropdown menu.

Delegation

Delegate: *

Name:

Start date/time: * 4/08/2015

End date/time: *

Enabled: Yes

Comment:

User	Alias	Name
60A01	60A01	60A01
60A02	60A02	60A02
AaronB	AaronB	Aaron Blair
AaronS	AaronS	Aaron Smith
AdamL	AdamL	Adam Lyon
Admin	mdadmin	Mahesh De Silva - Admin Account
AdrianM	AdrianM	Adrian Marsden
AishaW	AishaW	Aisha Woolhouse
AkashS	AkashS	Akash Singh

OK Cancel

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

Modify expense entry delegate information

Page Edit

Save and close Close

Commit

Delegate: * devansy

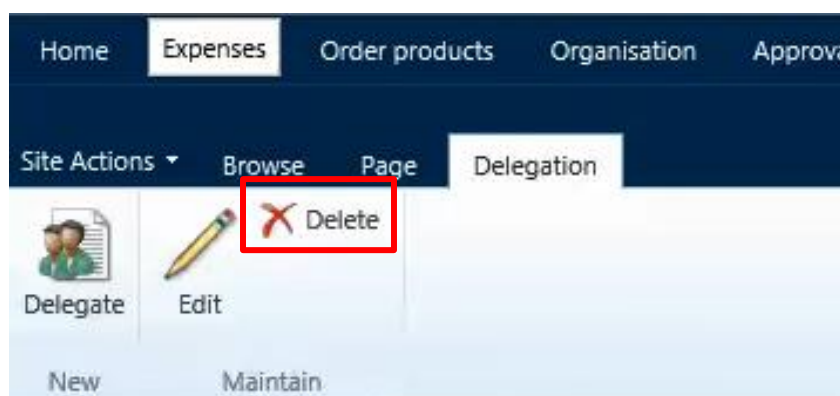
Name: Devan Sykes

a Start date: * 19/05/2018

b End date: * 21/05/2018

c Save and close Close

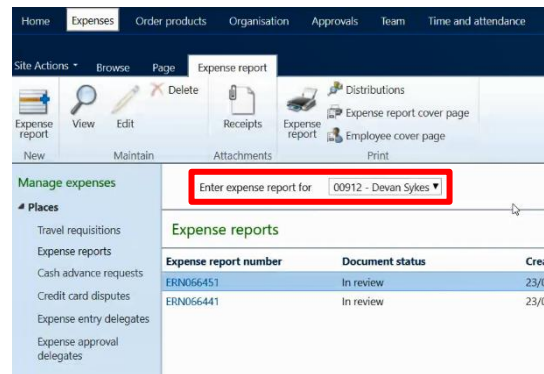
40. **Delete** the delegate as required



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.

New expense line: TAE-619510

Page Expense line

Save and new Save and close Close Itemise Split to personal Distribute amounts Guests or gift recipients Link receipts Commit Maintain

Expense line TAE-619510 Entertainment 50% Deductible (Default) NZD

Expense category: TAE-619510
Line category group: Entertainment 50% Deductible (Default)
Description: Entertainment 50% Deductible (Default)
Transaction date: 20/07/2015
Merchant:
Payment method: EMPLOYEE
Transaction amount: 115
Currency: NZD

Additional information: Meal with Patrick Singh (AKL area manager TWL), discuss training issues

Project
Project ID:
Project name:



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**

Expense report number	Document status
ERN069388	Draft
ERN067821	Processed for payment
ERN067623	Processed for payment
ERN067358	Processed for payment

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**

View expense report: ERN000072, Project meeting - morning tea during session

Page: Expense report

Close View history Receipts Expense report Distributions Expense report cover page

Commit Approval Attachments Print

Expense Report Workflow [Latest action taken: 3/10/2014 1:40:00 p.m. User: Sam Ransley]

Expense report: ERN000072, Sam Ransley

Expense purpose: Project meeting - morning tea during session Description:

Location:

Receipts attached: No

Expense report amount paid by company: 0.00 NZD

Expense report amount paid by Worker: 65.00 NZD

Personal expenses: 0.00 NZD

Total expense report amount: 65.00 NZD

Show more fields

Expense lines

View details Other

Expense category	Expense category name	Transaction date	Project ID	Project name	Merchant	Payment method	Additional information	Transaction amount	Exchange rate	Amount
TAE-662320	Catering Costs	24/09/2014				EMPLOYEE		65.00 NZD	1.00	65.00 NZD

Close

52. Enter a comment if required

Select **Recall**

Workflow - Recall (1)

Do you want to permanently stop this workflow?

Enter a comment:

Recall Cancel

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**

Edit expense report: ERN000072, Project meeting - morning tea during session

Page: Expense report

Save and close Save Close Resubmit View history Receipts Expense report Expense report cover page

Commit Approval Attachments Print

Expense Report Workflow

Expense report: ERN000072, Sam Ransley

Expense purpose: Project meeting - morning tea during session Description:

Location:

Receipts attached: No

Expense report amount paid by company: 0.00 NZD

Expense report amount paid by Worker: 65.00 NZD

Personal expenses: 0.00 NZD

Total expense report amount: 65.00 NZD

Show more fields

Expense lines

Edit Itemise Split to personal Other

Expense category	Expense category name	Transaction date	Project ID	Project name	Merchant	Payment method	Additional information	Transaction amount	Exchange rate	Amount
TAE-662320	Catering Costs	24/09/2014				EMPLOYEE		65.00 NZD	1.00	65.00 NZD

Resubmit Save and close Close

-
- 56. Is the report still required?

- **Yes** No further 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

New expense report

⚠ The unreconciled expenses have not been added to the expense report because the category is not valid or has not been specified for some transactions.

Expense report for: Justine O'Connell

Select the unreconciled expenses that you want to add to this expense report and then click Continue. If you do not want to add any of these unreconciled expenses to the expense report, click the 'X' icon in the top right corner of the table.

Add unreconciled expenses

<input checked="" type="checkbox"/> Expense category	Line category group	Transaction date	Merchant name
<input checked="" type="checkbox"/> TAE-650510 - Contamination Control	TAE	8/07/2015	The Pit On V
<input checked="" type="checkbox"/> [Redacted]	[Redacted]	2/07/2015	The Pit On V
<input type="checkbox"/> [Redacted]	[Redacted]	4/07/2015	The Pit On V
<input type="checkbox"/> [Redacted]	[Redacted]	5/07/2015	The Pit On V
<input type="checkbox"/> [Redacted]	[Redacted]	6/07/2015	The Pit On V
<input type="checkbox"/> [Redacted]	[Redacted]	8/07/2015	The Pit On V

The system will advise if a Project has an unacceptable status

⚠ Project stage Created does not allow recording in this project.

Expense line TAE-632230 | R & M - Steam Cleaner - Cost | 4/07/2015 | NZD

Expense category: TAE-632230 Additional information: [Redacted]

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

i The combination of the main account and financial dimensions, or one or more segments, is not valid

What next?