



AUDIT EXPENSE REPORT

EX

QUICK REFERENCE GUIDE EX-02

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Audit Expense Reports in the North Carolina Financial System (**NCFS**).

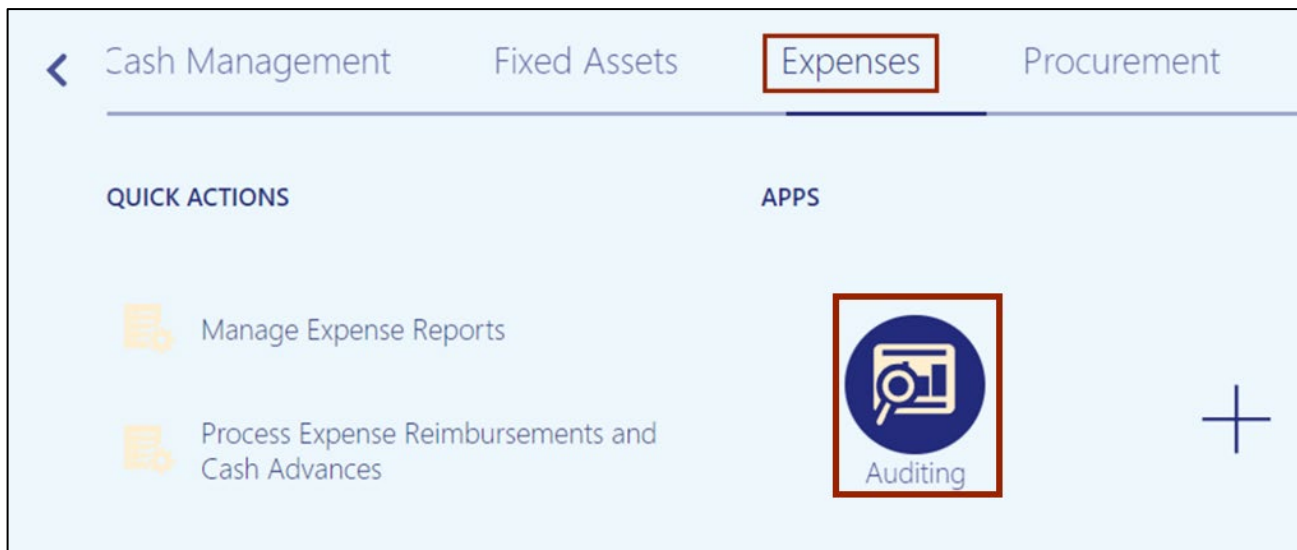
Introduction and Overview

This QRG covers the audit of expense reports in NCFS which will enable you to confirm if all expenses are within policy and that required receipts are provided and valid for the underlying expense.

Audit Expense Reports

To Audit Expense Reports in the NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Expenses** tab and click the **Auditing** app.



3. Click the **Tasks** [☰] icon and select **Manage Expense Reports**.

Auditing ?

Expense Reports Pending Review

View Format Detach Wrap Audit Expense Report

Report Number	Person	Business Unit	Date	Report Total	Audit Reasons	Audit
0800ER000097...	BUCKNER, DA...	0800 DEPART...	12/7/22	500.00 USD	Amount over thr...	Imaged
1400ER000097...	LADA, DAQUIL...	1400 OFFICE O...	12/2/22	500.00 USD	Amount over thr...	Imaged receipts
1400ER000097	LADA, DAQUIL...	1400 OFFICE O...	12/5/22	700.00 USD	Amount over thr...	Imaged receipts

Audit Expense Report

- Manage Expense Reports
- Manage Receipt Packages
- Manage Expense Audit List Membership
- Manage Cash Advances
- Manage Expense Contingent Worker

Process Expense Reimbursements and Cash Advances

- Process Expense Reimbursements and Cash Advances
- Review Rejected Expense Reports and Cash Advances
- Review Payment Requests
- Review Invoices
- Process Overdue and Missing Receipts

4. On the **Manage Expense Reports** page, the Search results default to Expense Reports “Pending expense auditor approval”. Click the **Search** button.

Manage Expense Reports ? Done

Search

Basic Saved Search Expense Reports Pending Approval

** At least one is required

** Report Number Equals

** Report Status Equals Pending expense auditor approval

** Business Unit Equals

** Person Equals

** Report Submission Date Equals m/d/yy

** Expense Auditor Equals

** Assigned to Auditor Equals

Search Reset Save... Add Fields Reorder

5. Under the **Search Results** section, highlight the **Expense Report** to be audited and click the **Audit Expense Report** button.

Search Results

View Format Detach Wrap Audit Expense Report Assign

Report Number	Person	Business Unit	Report Status	Expense Report Date	Report Total (USD)	Purpose	Audit Reasons
1400ER000097...	LADA, DAQUIL...	1400 OFFICE O...	Pending expense auditor approval	12/5/22	20.00	Accommodation...	Amount over thr...
1400ER000097...	LADA, DAQUIL...	1400 OFFICE O...	Pending expense auditor approval	12/5/22	700.00	Entertainment fo...	Amount over thr...
1400ER000097...	LADA, DAQUIL...	1400 OFFICE O...	Pending expense auditor approval	12/2/22	500.00	Hotel	Amount over thr...
0800ER000097...	BUCKNER, DA...	0800 DEPART...	Pending expense auditor approval	12/7/22	500.00	Test Expense R...	Amount over thr...
1400ER000108...	LADA, DAQUIL...	1400 OFFICE O...	Pending expense auditor approval	12/5/22	3,000.00	Feb8_Test	Amount over thr...

- On the **Audit Expense Report** page, review the **Expense Items** details including **Expense Types, Reimbursable Amounts, Receipt Attachments** columns, and other Expense Report submission/approval comments.

Note: you can scroll to the right to view more columns.

Expense Report

Person **LADA, DAQUILLA (EXPJ1400)**

Add to audit list

Reason

Report Submission Date 12/5/22

Expense Report Date 12/5/22

Report Total 20.00 USD

Purpose Accommodation Expense Report 12/5/22

Original Receipt Package Check in Date

Report Filing Number

Attachments None **+**

Status Pending expense auditor approval

Expense Items

View **Freeze** Detach Wrap Expense Category All Audit Reasons

Receipt Verification Policy Verification Merchant Tax Audit Reasons

Expense Type	Expense Class	Date	Reimbursable Amount (USD)	Policy Violation	<input type="checkbox"/> Receipt Verifier Att	Amount (USD)	Conversion Rate	Single instance limit	Daily sum limit
Accommodat	Business	12/5/22	<input type="text" value="20.00"/>		<input type="checkbox"/>	20.00	1		78.90

- Click the **Expense Type** row to view additional details of the expenses.

In this example, we choose **Accommodation**. The details are displayed below.

Expense Items

View **Freeze** Detach Wrap Expense Category All Audit Reasons

Receipt Verification Policy Verification Merchant Tax Audit Reasons

Expense Type	Expense Class	Date	Reimbursable Amount (USD)	Policy Violation	Receipt Verification				Amount (USD)
					Original Receipt Required	Imaged Receipt Required	Receipt Missing	<input type="checkbox"/> Receipt Verifier Att	
Accommodat	Business	12/5/22	<input type="text" value="20.00"/>		—	✓	—	<input type="checkbox"/>	20.00

Accommodations 12/5/22: Details

* Account Checkout Date

8. Click the **Expense Type** link to view all the report details.

In this example, we choose **Accommodation**.

Expense Items

View Format Freeze Detach Wrap Expense Category All Audit Reasons

Receipt Verification Policy Verification Merchant Tax Audit Reasons

Expense Type	Expense Class	Date	Reimbursable Amount (USD)	Policy Violation	Receipt Verification				Amount (USD)
					Original Receipt Required	Imaged Receipt Required	Receipt Missing	Receipt Verifier Att	
Accommodatic	Business	12/5/22	20.00		—	✓	—	<input type="checkbox"/>	20.00

Accommodations 12/5/22: Details

* Account 1400-102000-52721000-1402451-000 Checkout Date m/d/yy

9. The **Expense Item Detail** page opens. Review and validate the Expense Item details and any attachments, and then click the **Save and Close** button.

Note: If a specific Expense Type is not eligible for reimbursement it would need to be Short Paid.

Accommodations 12/5/22

Save and Close Cancel

* Date 12/5/22

* Type Accommodations

* Expense Location NC, United States

Amount 20.00 USD

Number of Days 1

Daily Amount 20.00 USD

Reimbursable Amount 20.00 USD

Description

Tax Code

Merchant Name

Attachments

Drag files here or click to add attachment

IMG1_ER.PNG (14.29 KB)

Receipt missing

* Account 1400-102000-52721000-1402451-000

10. Select the **Expense Type** not eligible for reimbursement.

In this example, we choose **Entertainment**.

Expense Items														
View Format Freeze Detach Wrap Expense Category All Audit Reasons														
Receipt Verification Policy Verification Merchant Tax Audit Reasons														
Expense Type	Date	Reimbursable Amount (USD)	Policy Violation	Policy Verification					Additional Information	Expense Location	Merchant Tax			
				Yearly limit	Lifetime limit	Ju	Short Pay	Audit Issue			Tax Classification Code	Merchant Name	Receipt Number	Merchant Reference
Entertainment	5/9/23	2,000.00					<input checked="" type="checkbox"/>	Policy noncompliance	Expense not eligible for reimbursement	NC, United States				
Other - In Stat	5/9/23	1,000.00					<input type="checkbox"/>			NC, United States				
Miscellaneous	5/9/23	500.00					<input type="checkbox"/>			NC, United States				

11. Click the **Short Pay** checkbox for **Expense Type** not eligible for reimbursement.

In this example, we choose **Entertainment**.

Note: If an item is selected as 'Short Pay', that item is completely removed from the Expense Report and goes back to the Expense Preparer.

Expense Items														
View Format Freeze Detach Wrap Expense Category All Audit Reasons														
Receipt Verification Policy Verification Merchant Tax Audit Reasons														
Expense Type	Date	Reimbursable Amount (USD)	Policy Violation	Policy Verification					Additional Information	Expense Location	Merchant Tax			
				Yearly limit	Lifetime limit	Ju	Short Pay	Audit Issue			Tax Classification Code	Merchant Name	Receipt Number	Merchant Reference
Entertainment	5/9/23	2,000.00					<input checked="" type="checkbox"/>	Policy noncompliance	Expense not eligible for reimbursement	NC, United States				
Other - In Stat	5/9/23	1,000.00					<input type="checkbox"/>			NC, United States				
Miscellaneous	5/9/23	500.00					<input type="checkbox"/>			NC, United States				

12. Enter **Audit Issue** and **Additional Information** as required to show why the **Expense Type** is not eligible for reimbursement.

Expense Items														
View Format Freeze Detach Wrap Expense Category All Audit Reasons														
Receipt Verification Policy Verification Merchant Tax Audit Reasons														
Expense Type	Date	Reimbursable Amount (USD)	Policy Violation	Policy Verification					Additional Information	Expense Location	Merchant Tax			
				Yearly limit	Lifetime limit	Ju	Short Pay	Audit Issue			Tax Classification Code	Merchant Name	Receipt Number	Merchant Reference
Entertainment	5/9/23	2,000.00					<input checked="" type="checkbox"/>	Policy noncompliance	Expense not eligible for reimbursement	NC, United States				
Other - In Stat	5/9/23	1,000.00					<input type="checkbox"/>			NC, United States				
Miscellaneous	5/9/23	500.00					<input type="checkbox"/>			NC, United States				

13. Alternatively, if the full amount of an expense line item is not eligible for reimbursement, then update the **Reimbursable Amount** to the correct eligible amount. Validate the other **Expense Items** and then click the **Receipt Verified** checkbox to validate the expense.

Expense Items											
Receipt Verification											
Expense Type	Date	Reimbursable Amount (USD)	Policy Violation	Original Receipt Required	Imaged Receipt Required	Receipt Missing	Receipt Verified	Att	Amount (USD)	Conversion Rate	Single instance limit
Entertainment	5/9/23	2,000.00		—	✓	—	<input type="checkbox"/>		2,000.00	1	
Other - In Stat	5/9/23	<input type="text" value="1,000.00"/>		—	✓	—	<input checked="" type="checkbox"/>		1,000.00	1	
Miscellaneous	5/9/23	<input type="text" value="500.00"/>		—	✓	—	<input checked="" type="checkbox"/>		500.00	1	

14. For taking any other action based on the review, click the **Actions** button and select the required option from the drop-down choice list.

Audit Expense Report: 1400ER000097434368

Complete Audit **Actions** **Save** **Cancel**

Expense Report

Person LADA, DAQUILLA (EXPJ1400)

Add to audit list

Reason

Report Submission Date 12/5/22

Expense Report Date 12/5/22

Report Total 20.00 USD

Purpose Accommodation Expense Report 12/5/22

Original Receipt Package

Report

Status Pending expense auditor approval

- Confirm Manager's Approval
- Reject Expense Report
- Request More Information
- Waive Receipts and Complete Audit
- Warn User and Complete Audit
- Print Preview
- Print Preview with Attachments

15. If all the expenses incurred are in compliance with NC Policies, click the **Complete Audit** button.

Audit Expense Report: 1400ER000097434368

Complete Audit **Actions** **Save** **Cancel**

Expense Report

Person LADA, DAQUILLA (EXPJ1400)

Add to audit list

Reason

Report Submission Date 12/5/22

Expense Report Date 12/5/22

Report Total 20.00 USD

Purpose Accommodation Expense Report 12/5/22

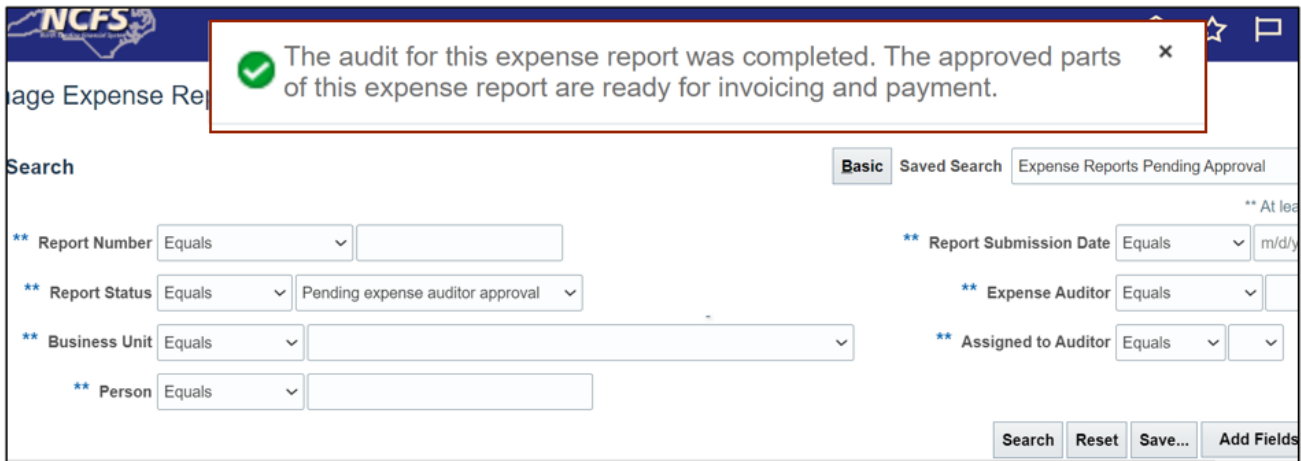
Original Receipt Package Check in Date

Report Filing Number

Attachments None

Status Pending expense auditor approval

16. A *Confirmation* pop-up appears.



Wrap-Up

Audit Expense Reports using the steps above, to view the Complete, Accept, or Reject an Audit.

Additional Resources

Virtual Instructor-Led Training (vILT)

- EX101: Expense Auditor
- EX102: Expense Audit Manager