

EX-01 Self-Assign Expense Reports

Purpose

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

Introduction and Overview

This QRG covers the steps to self-assign expense reports for audit. You can search and assign available reports to yourself after searching for reports under Pending expense auditor approval.

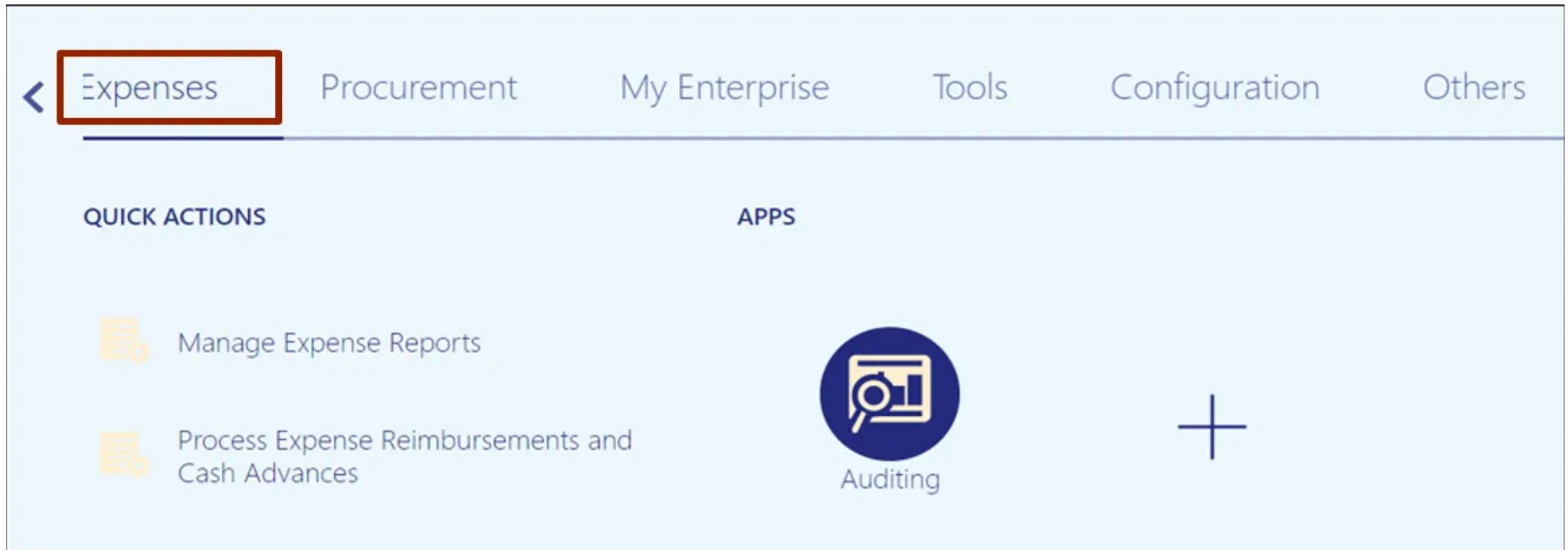
Self-Assign Expense Reports

To Self-Assign Expense Reports in NCFS, please follow the steps below. There are 10 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

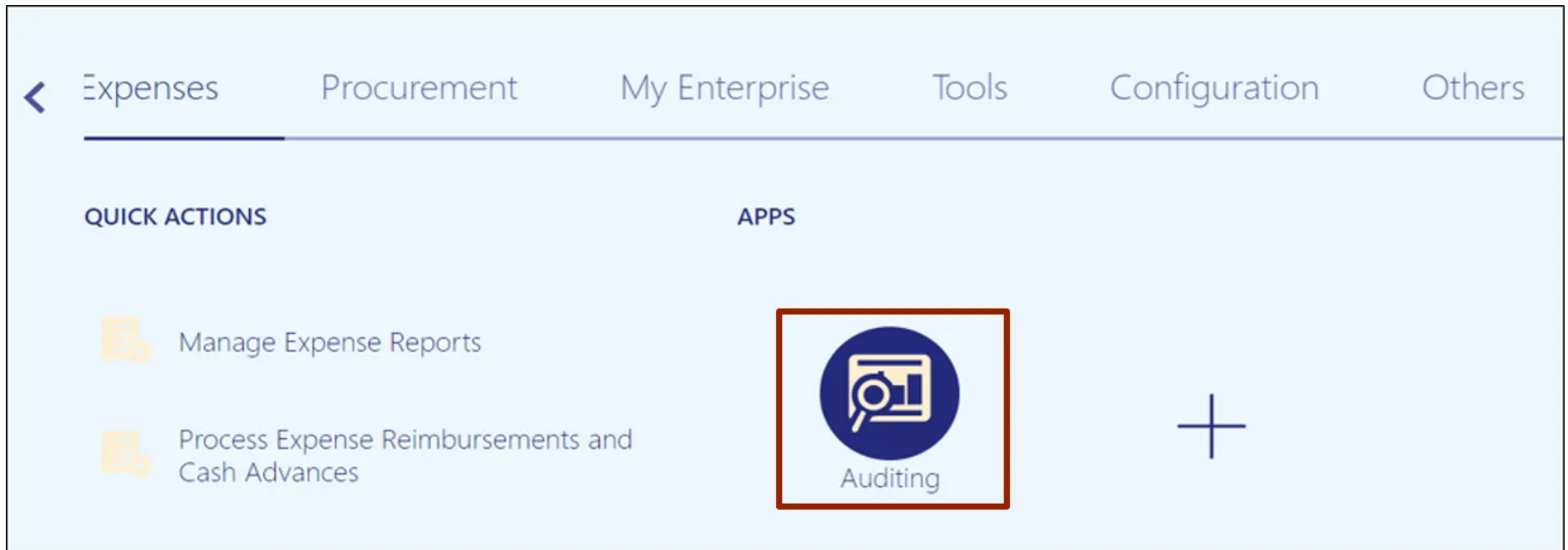
Step 2. On the **Home** page, click the **Expenses** tab.

Image



Step 3. Click the **Auditing** app.

Image



Step 4. On the **Auditing Work Area** page, click the **Tasks** icon.

Image

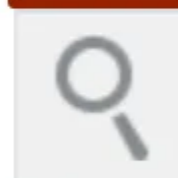
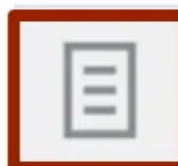


Original Receipt
Status

Imaged Receipt
Status

required

Received



Step 5. On the Tasks pane, click **Manage Expense Reports**.

Image



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

- [Review Rejected Expense Reports and Cash Advances](#)
- [Process Overdue and Missing Receipts](#)

Step 6. On the **Manage Expense Reports** page, verify the ***Report Status** field.

In this example, we choose **Equals** and **Pending Expense Auditor Approval** from the drop-down choice lists. Then, click the **Search** button.

Image

The screenshot shows the 'Manage Expense Reports' page. At the top right is a blue 'Done' button. Below the title, there are tabs for 'Basic' and 'Saved Search', with a dropdown menu showing 'Expense Reports Pending Approval'. A note states '** At least one is required'. The search criteria are organized into two columns. The left column includes: '** Report Number' (Equals dropdown, empty text box), '** Report Status' (Equals dropdown, 'Pending expense auditor approval' dropdown), '** Business Unit' (Equals dropdown, empty dropdown), and '** Person' (Equals dropdown, empty text box). The right column includes: '** Report Submission Date' (Equals dropdown, 'm/d/yy' text box with a calendar icon), '** Expense Auditor' (Equals dropdown, empty text box), and '** Assigned to Auditor' (Equals dropdown, empty dropdown). At the bottom right, a row of buttons includes 'Search' (highlighted with a red box), 'Reset', 'Save...', 'Add Fields' (with a dropdown arrow), and 'Reorder'. A horizontal scrollbar is visible at the bottom.

Step 7. The search results appear under the **Search Results** section. Click the **Report** row to be assigned, then click the **Assign** button.

Image

Search Results

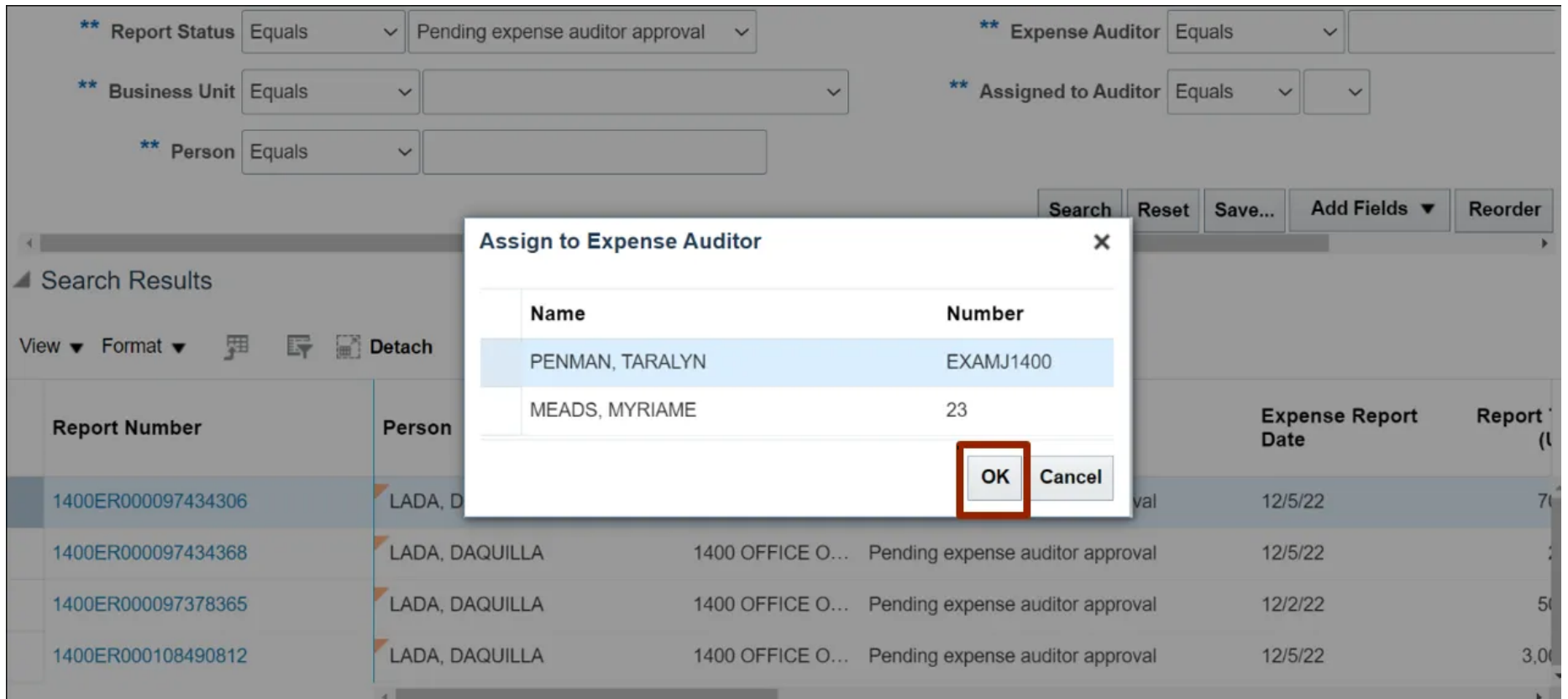
View ▼ Format ▼    Detach  Wrap

Audit Expense Report **Assign**

Report Number	Person	  Business Unit	Report Status	Expense Report Date	Report Total (USD)	Purpose
1400ER000097378361	LADA, DAQUILLA	1400 OFFICE O...	Pending expense auditor approval	12/2/22	1,000.00	Entertainment
1400ER000097434306	LADA, DAQUILLA	1400 OFFICE O...	Pending expense auditor approval	12/5/22	700.00	Entertainment fo..
1400ER000097434368	LADA, DAQUILLA	1400 OFFICE O...	Pending expense auditor approval	12/5/22	20.00	Accommodation...
1400ER000097378365	LADA, DAQUILLA	1400 OFFICE O...	Pending expense auditor approval	12/2/22	500.00	Hotel
1400ER000109503869	LADA, DAQUILLA	1400 OFFICE O...	Pending expense auditor approval	12/5/22	1,000.00	Create
1400ER000108490812	LADA, DAQUILLA	1400 OFFICE O...	Pending expense auditor approval	12/5/22	3,000.00	Feb8_Test

Step 8. Select your name and click the **OK** button.

Image



Step 9. Click the **Done** button to navigate back to the **Expense Auditor** page.

Image

Manage Expense Reports ?

Done

Search

Basic

Saved Search

Expense Reports Pending Approval

▼

** At least one is required

** Report Number Equals

** Report Submission Date Equals

** Report Status Equals

** Expense Auditor Equals

** Business Unit Equals

** Assigned to Auditor Equals

** Person Equals

Search

Reset

Save...

Add Fields ▼

Reorder

Step 10. The self-assigned expense report now shows in the **Expense Reports Pending Review** section.

Image

Auditing ?

Expense Reports Pending Review

View ▼ Format ▼    Detach ◀ Wrap Audit Expense Report

Report Number	Person	Business Unit	Date	Report Total	Audit R
1400ER000097378361	LADA, DAQUILLA	1400 OFFICE OF THE STATE CONTR...	12/2/22	1,000.00 USD	Amount
1400ER000109503869	LADA, DAQUILLA	1400 OFFICE OF THE STATE CONTR...	12/5/22	1,000.00 USD	Amount

Wrap-Up

Use your ability to self-assign expense reports to audit expense reports for user(s) who are out of office or need help completing their audits in time.

Additional Resources

- Virtual Instructor-Led Training (vILT)
 - [EX101: Expense Auditor](#)

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