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.

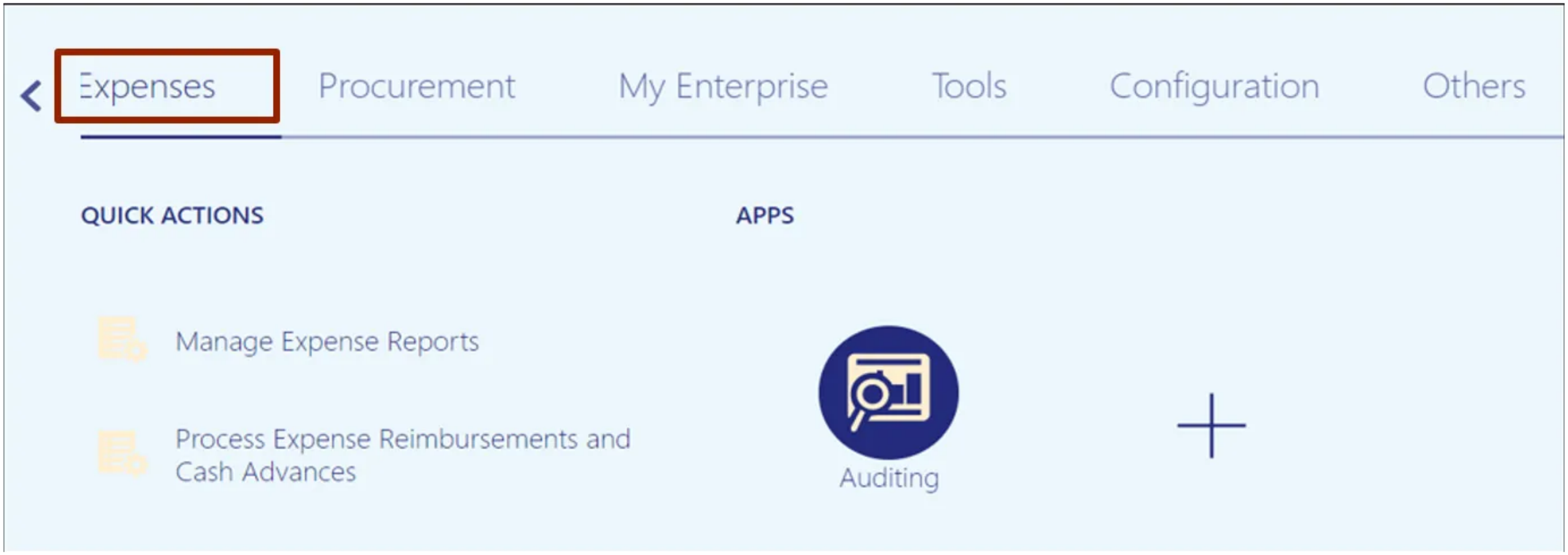
Self-Assign Expense Reports

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.

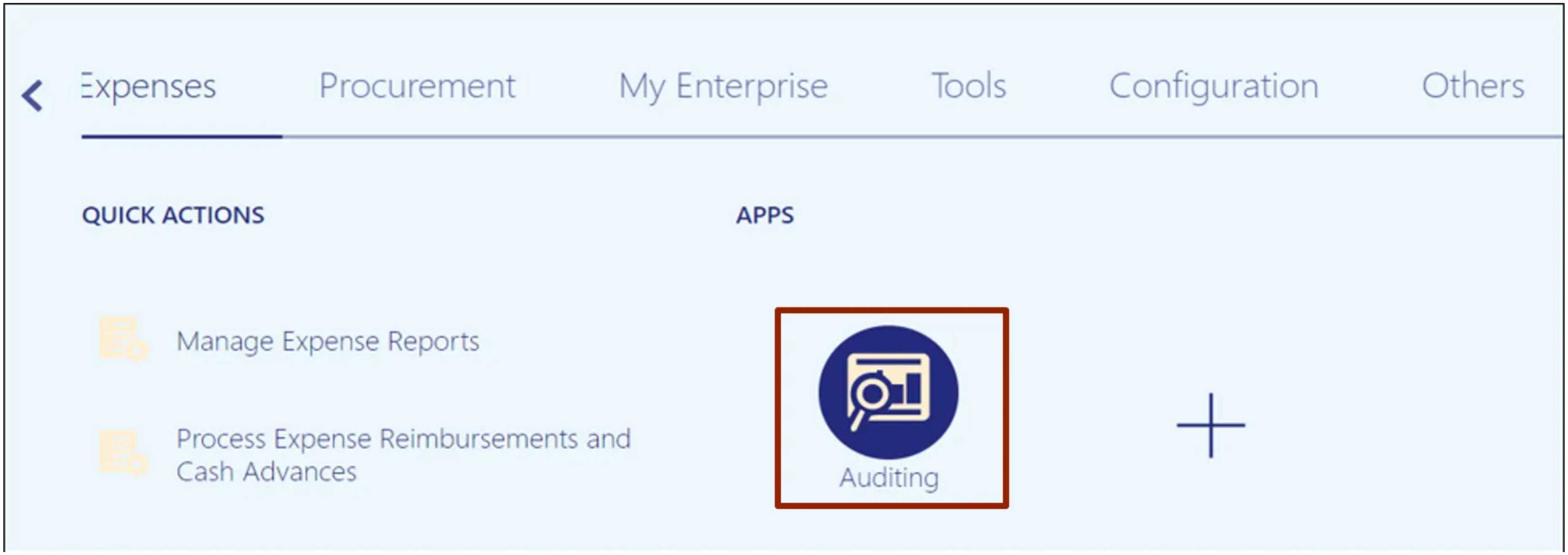
Step 2. On the **Home** page, click the **Expenses** tab.

Image



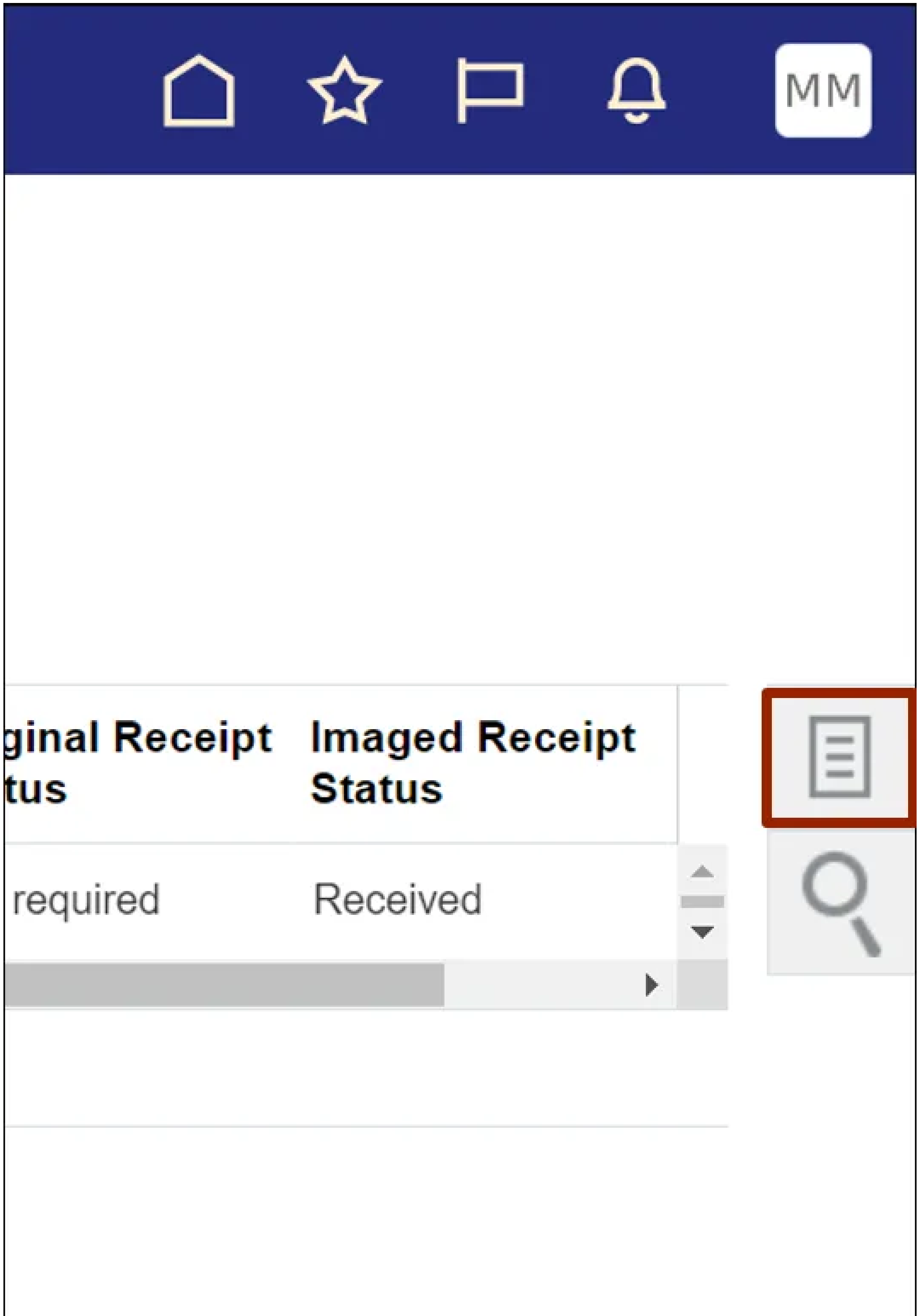
Step 3. Click the **Auditing** app.

Image



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

Image


MM
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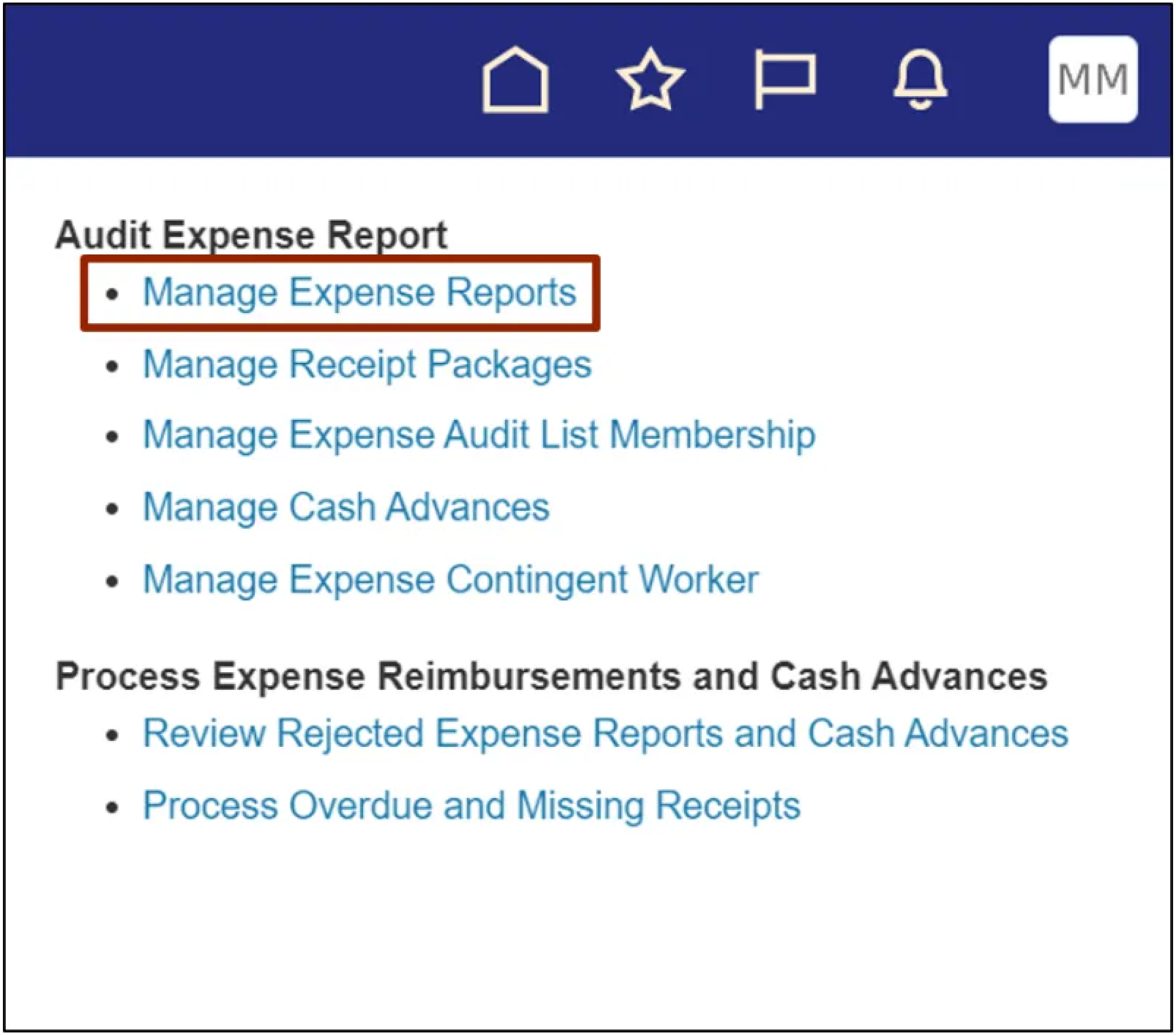
tus
Imaged Receipt
Status
required
Received

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

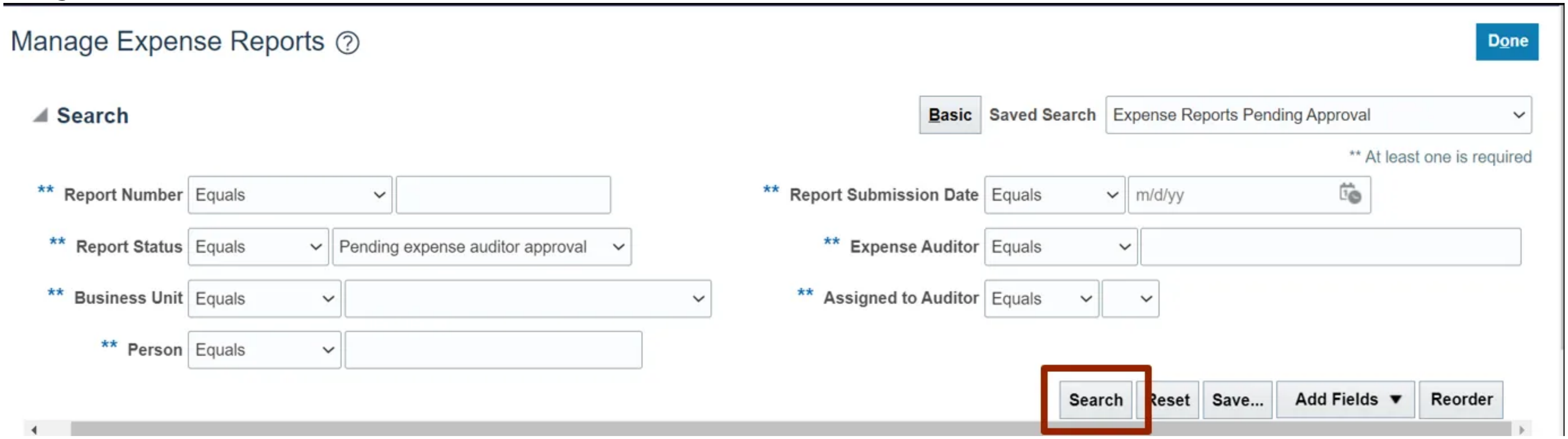
Image


MM
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.

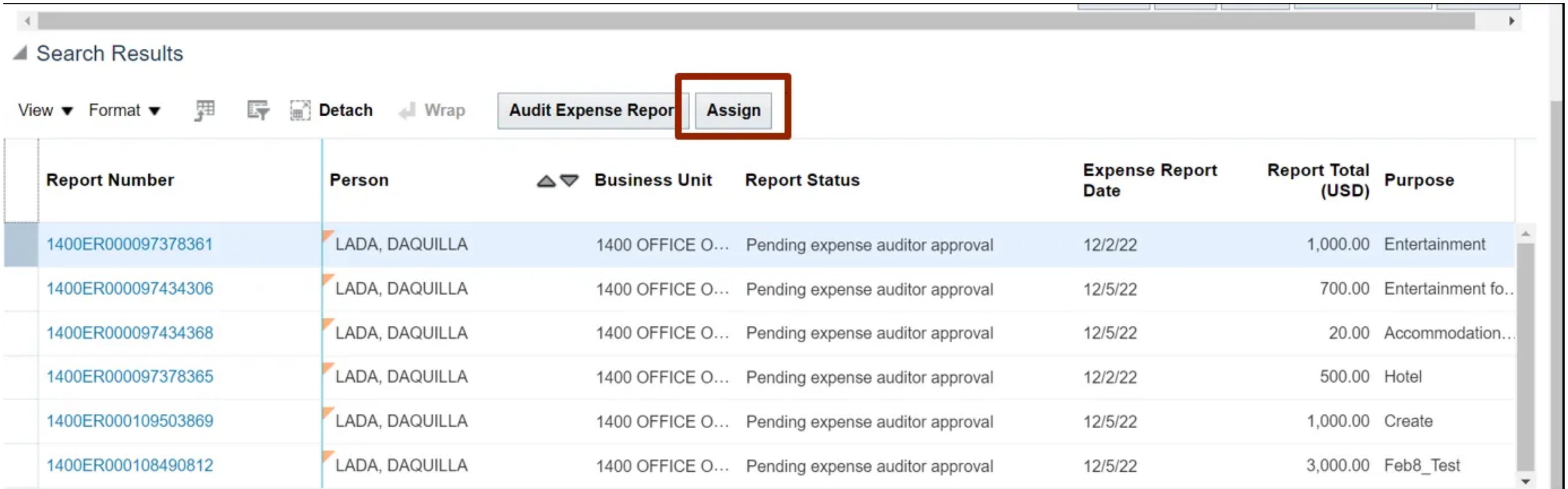
In this example, we choose **Equals** and **Pending Expense Auditor Approval** from the drop-down choice lists. Then, click the **Search** button.

Image



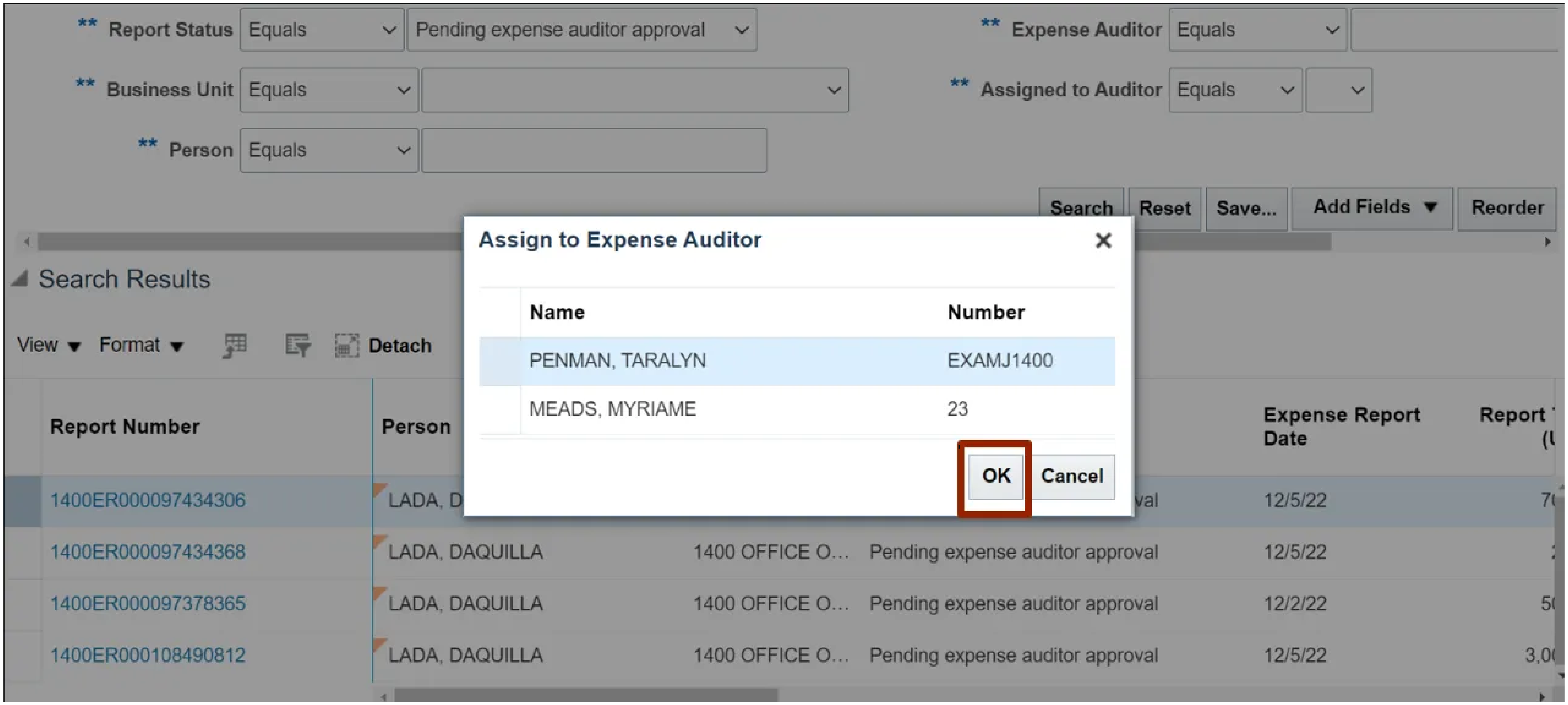
Step 7. The search results appear under the ***Search Results*** section. Click the **Report** row to be assigned, then click the **Assign** button.

Image



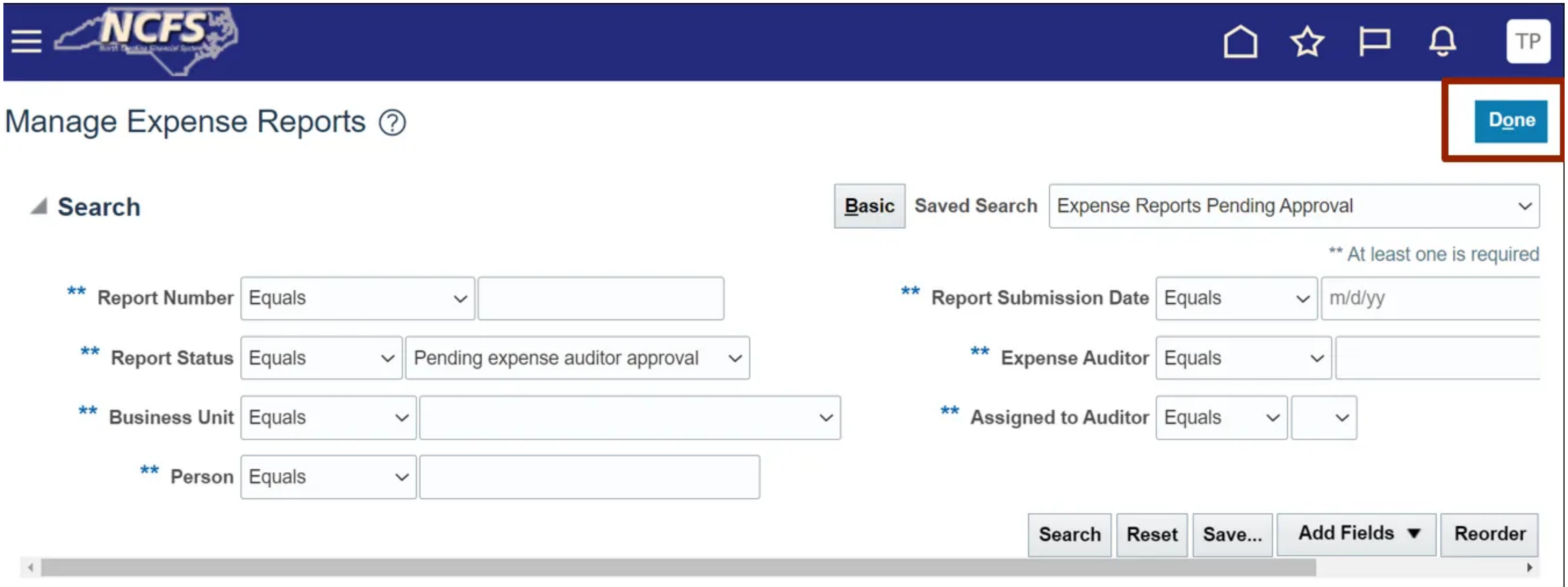
Step 8. Select your name and click the **OK** button.

Image



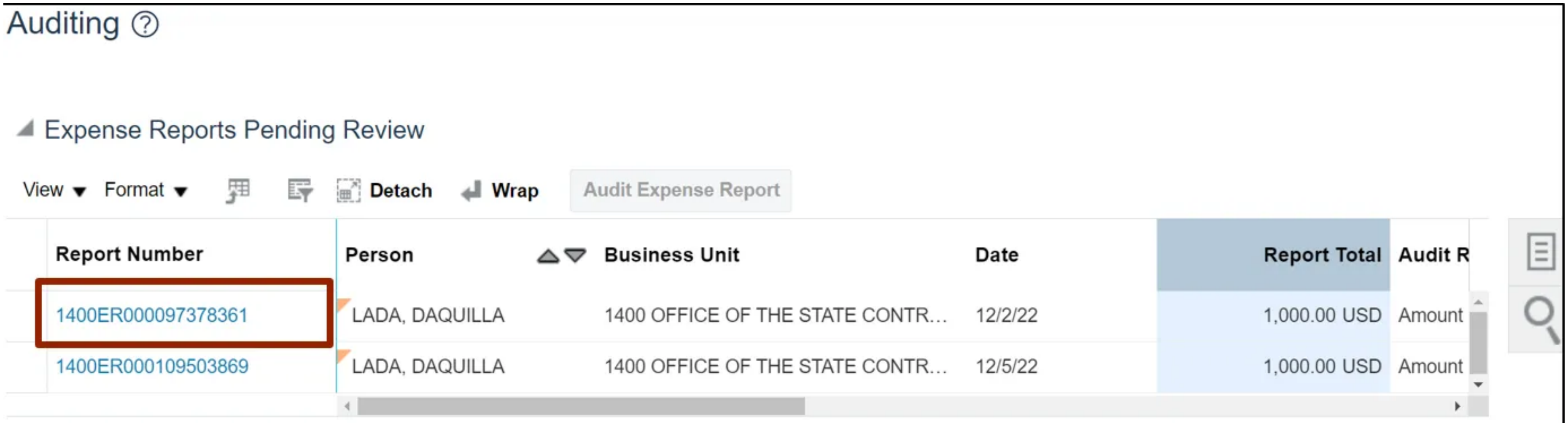
Step 9. Click the **Done** button to navigate back to the **Expense Auditor** page.

Image



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

Image



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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