EX-02 Audit Expense Report

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.

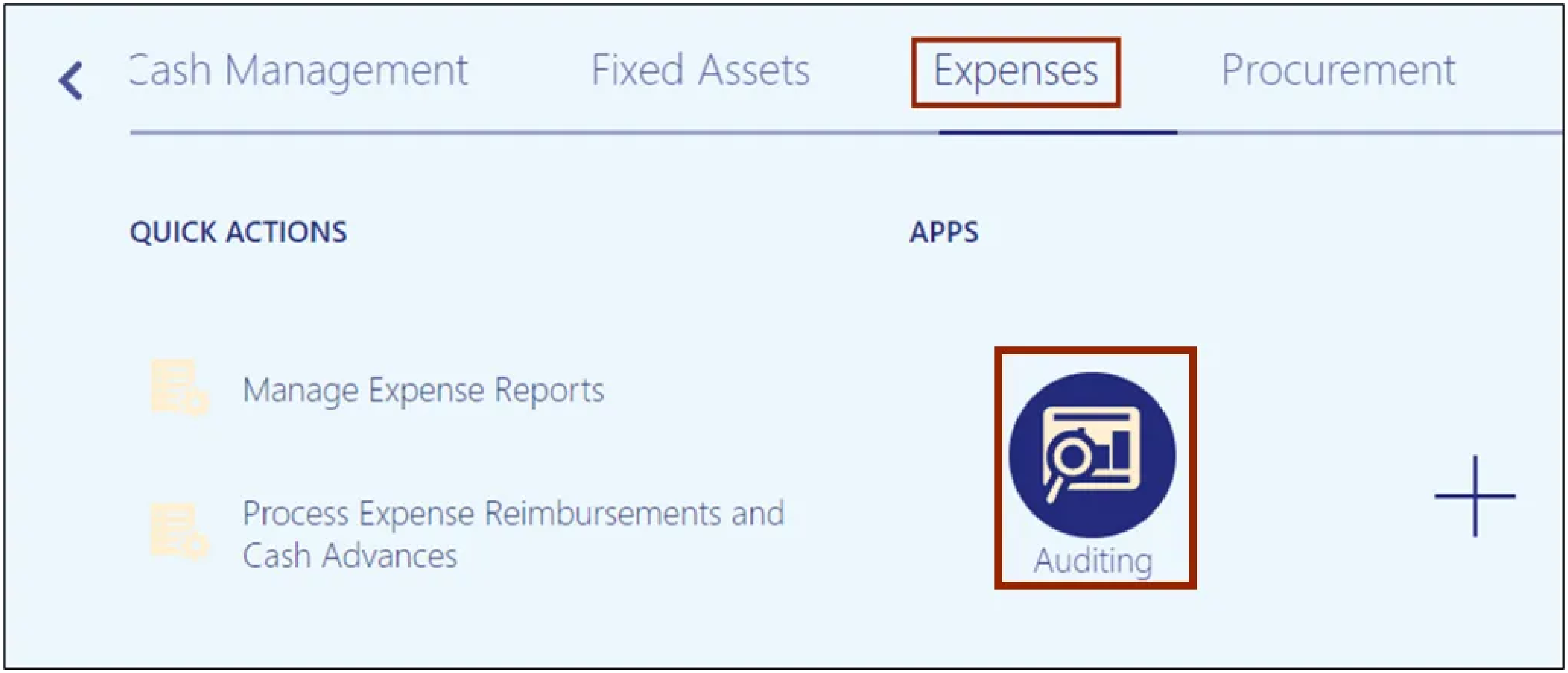
Audit Expense Reports

To Audit Expense Reports in the NCFS, please follow the steps below. There are 16 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 and click the **Auditing** app.

Image

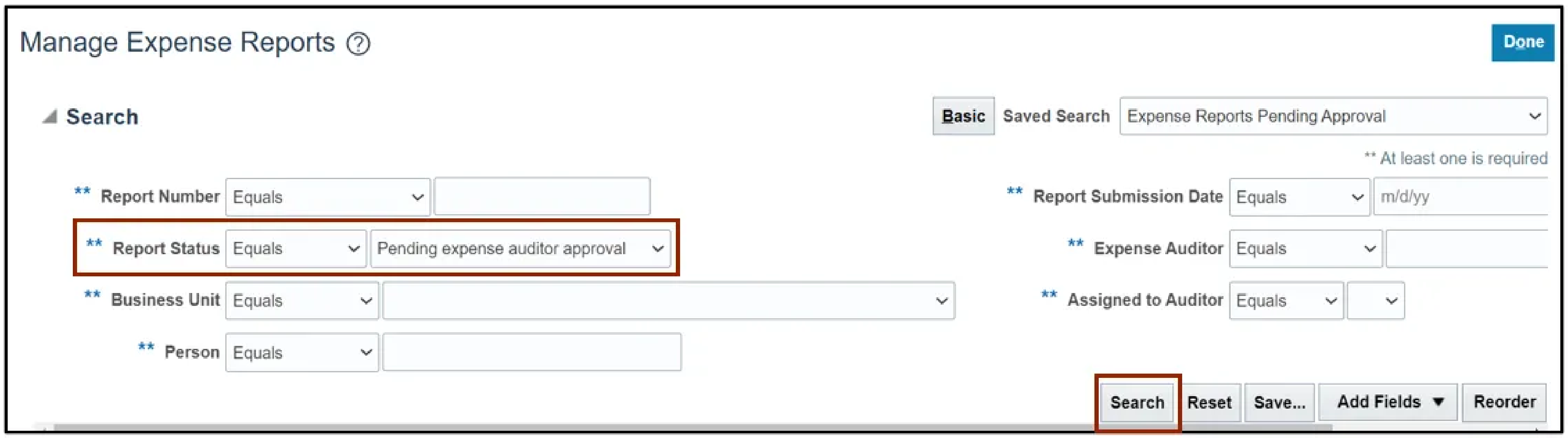


Step 3. Click the **Tasks** icon and select **Manage Expense Reports**.

Image

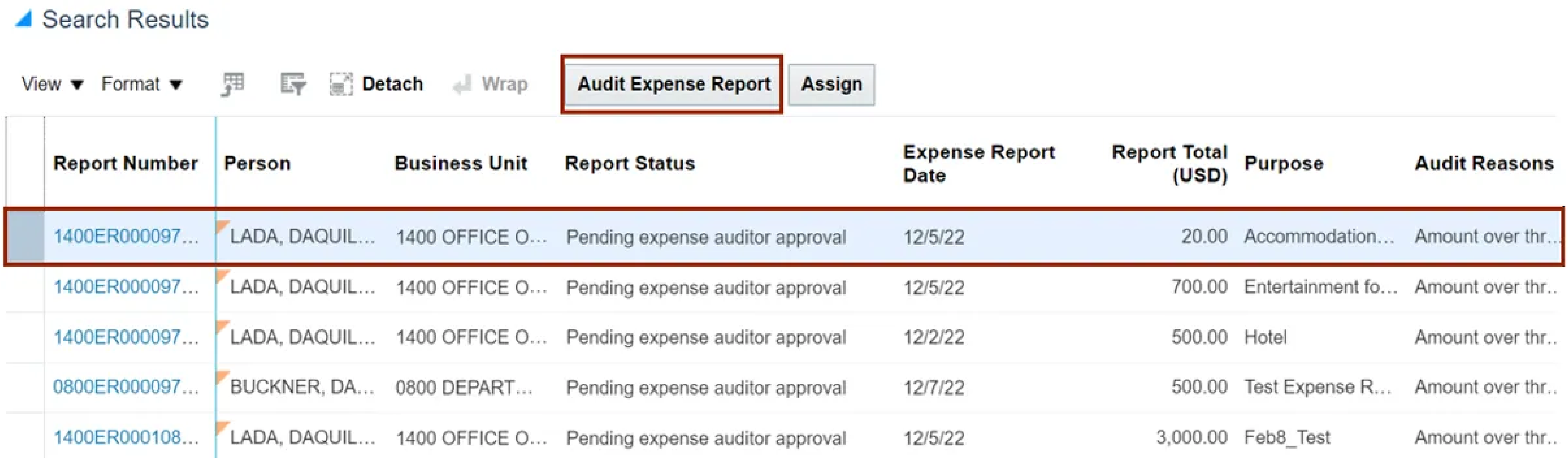
Step 4. On the **Manage Expense Reports** page, the Search results default to Expense Reports “Pending expense auditor approval”. Click the **Search** button.

Image



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

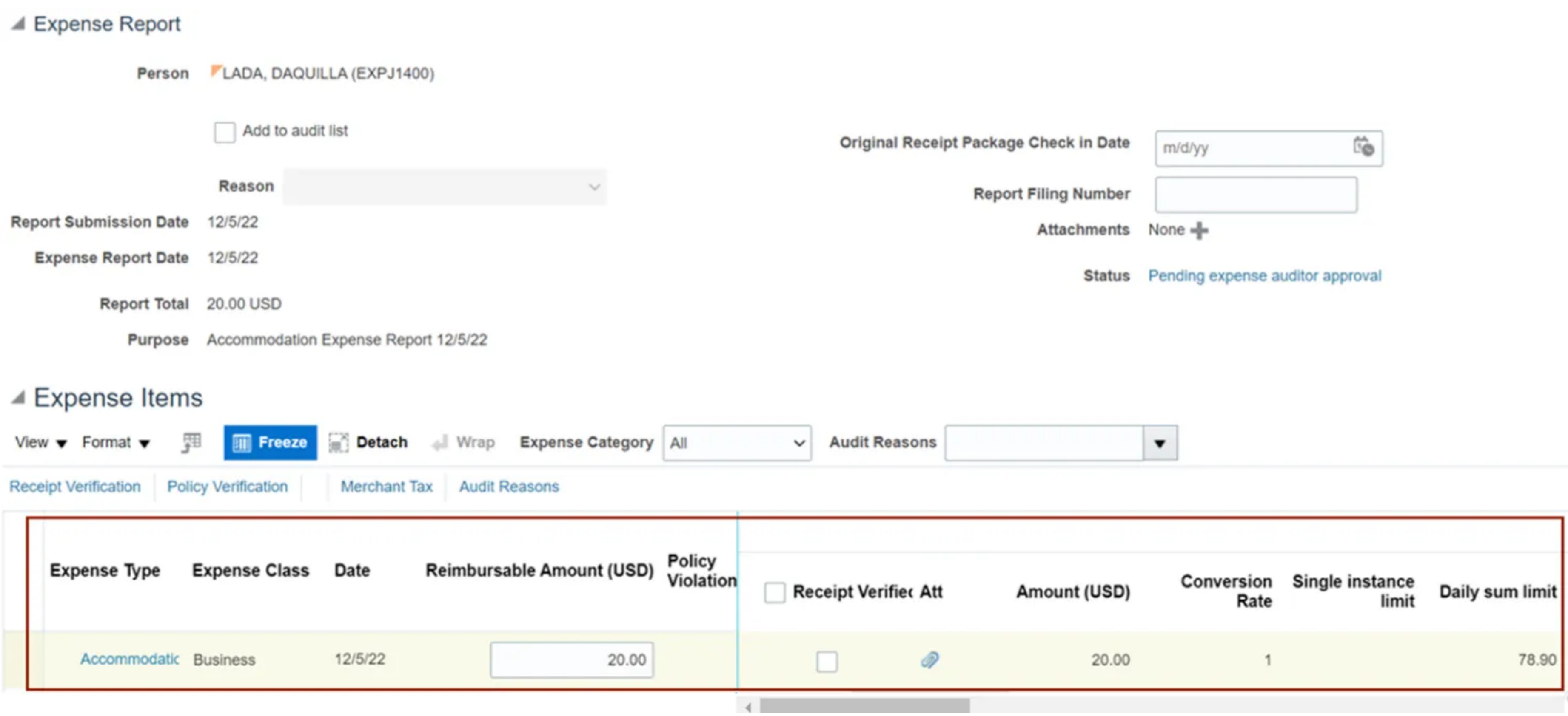
Image



Step 6. 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.

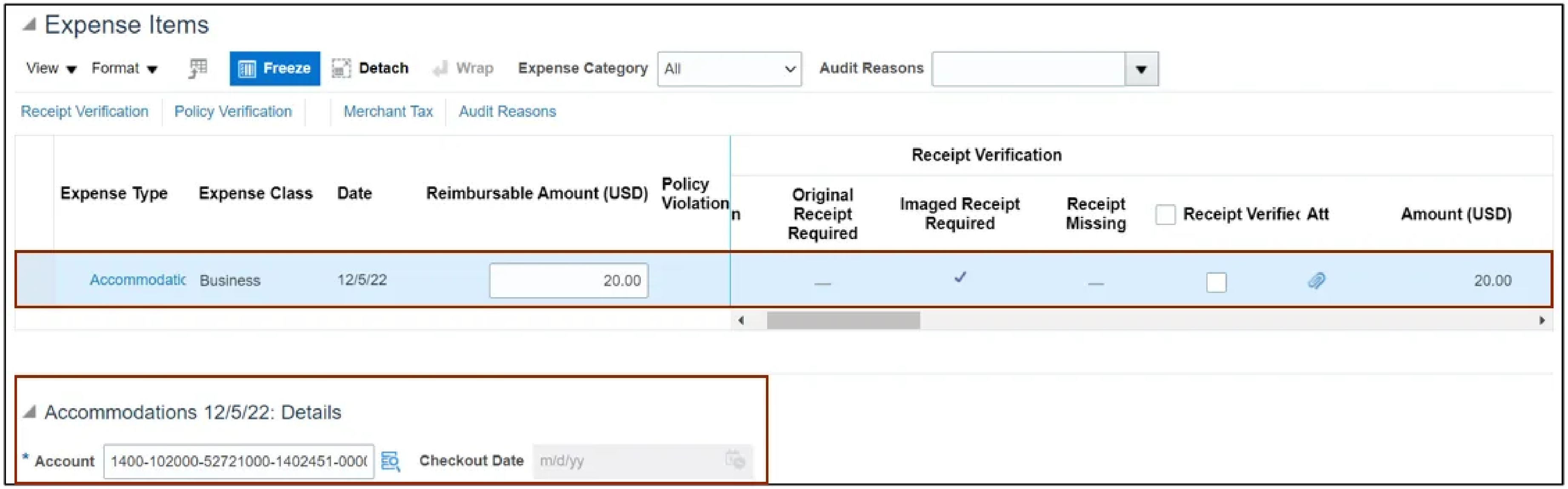
Image



Step 7. Click the **Expense Type** row to view additional details of the expenses.

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

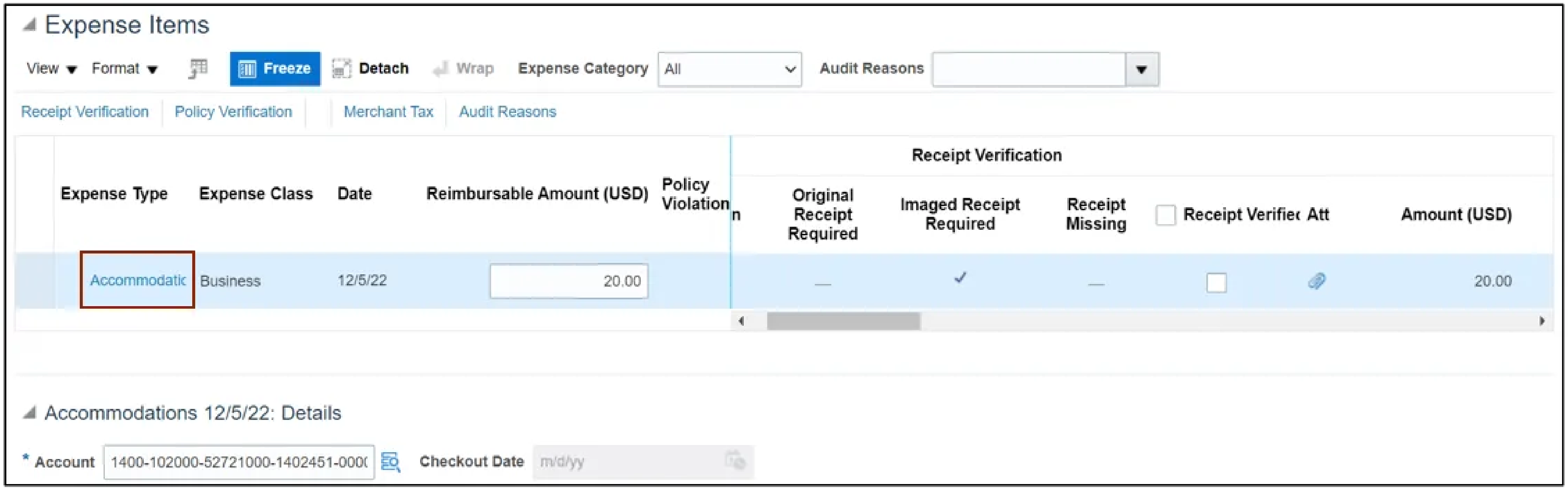
Image



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

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

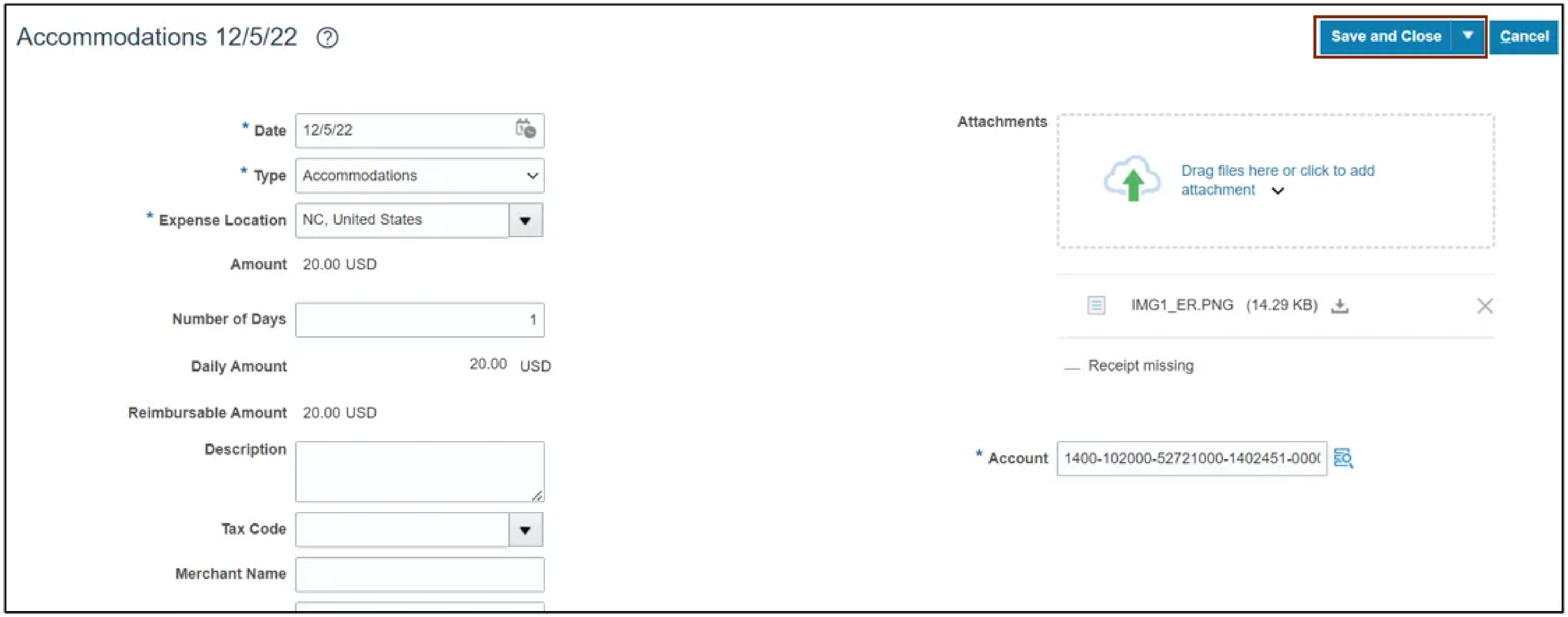
Image



Step 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.

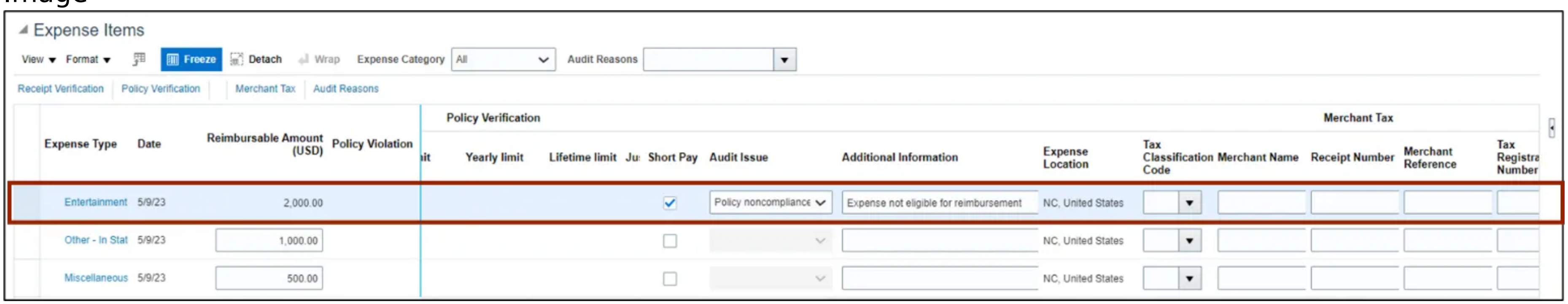
Image



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

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

Image

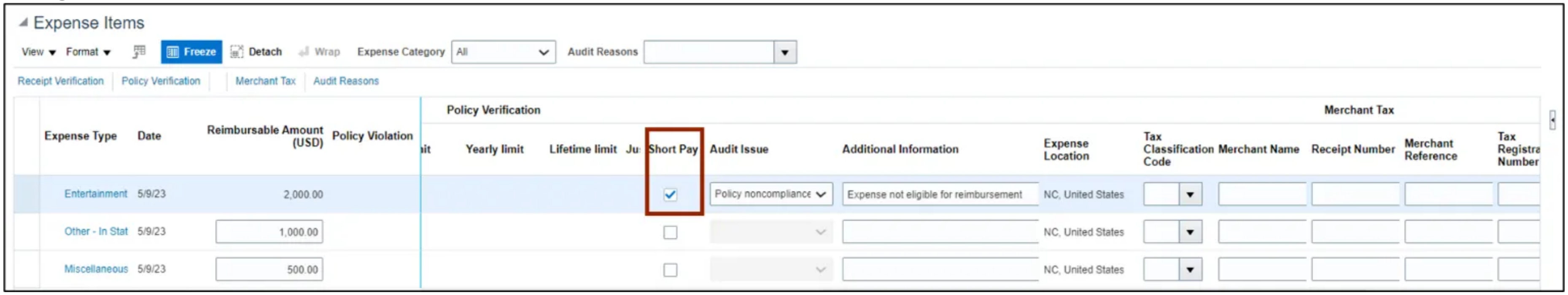


Step 11. Click the **Short Pay** checkbox for ***Expense Type*** not eligible for reimbursement.

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

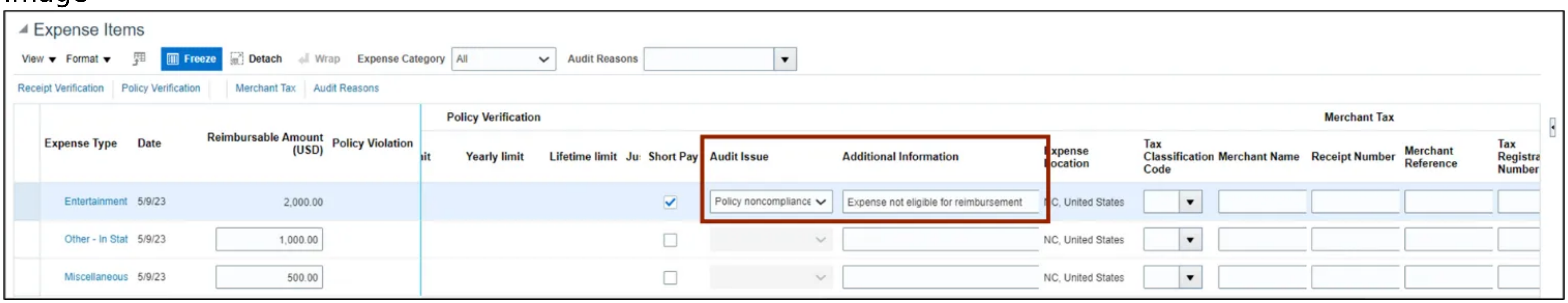
Note: If an item is selected as ‘Short Pay’, that item is completely removed from the Expense Report and goes back to the Expense Preparer.

Image



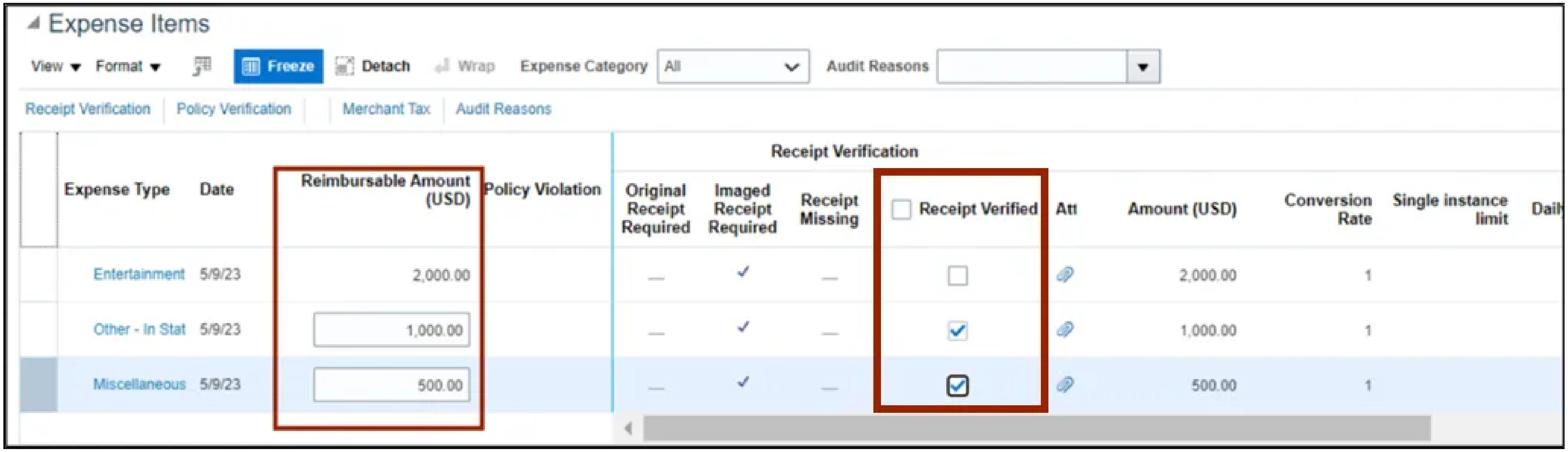
Step 12. Enter ***Audit Issue*** and ***Additional Information*** as required to show why the ***Expense Type*** is not eligible for reimbursement.

Image



Step 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.

Image



Step 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.

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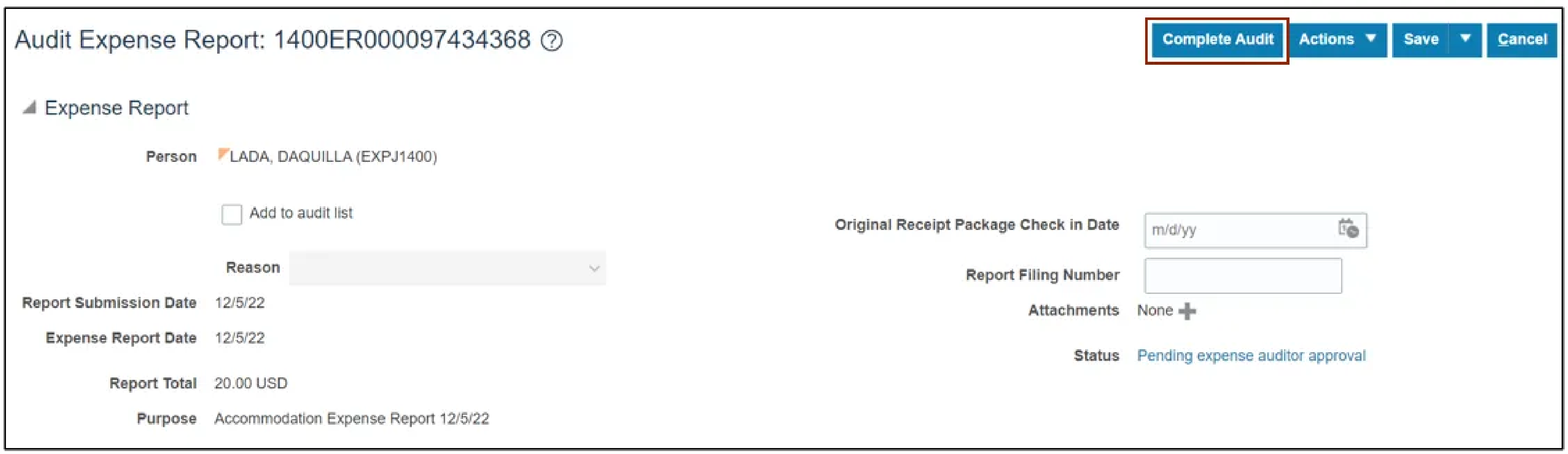
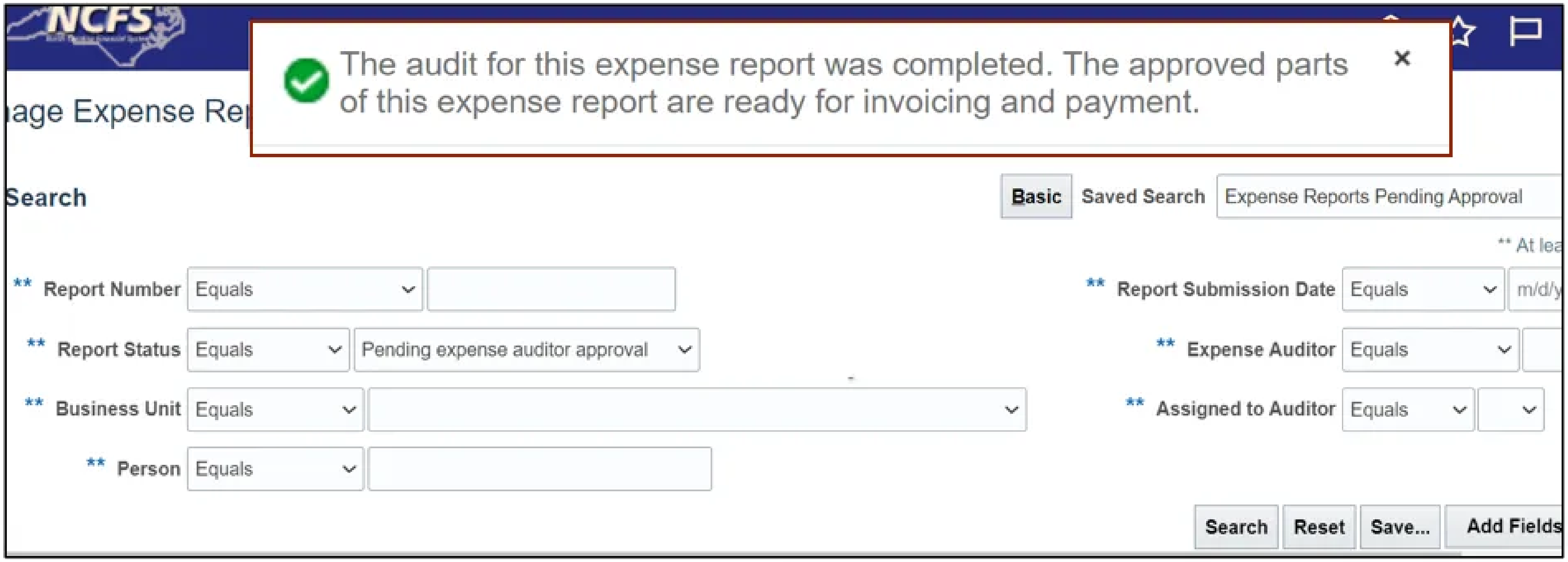
Step 15. If all the expenses incurred are in compliance with NC Policies, click the **Complete Audit** button.

Image



Step 16. A *Confirmation* pop-up appears.

Image



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]

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