EX-06 Assign Expense Reports to Auditors

Purpose

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

Introduction and Overview

This QRG covers the steps to Assign Expense Reports to Auditors. The Auditor reviews and audits expense reports daily to ensure compliance with the company's reimbursement policy.

Note: Auditors can only be assigned expense reports by their supervisor on the employees personnel record, who would also need the Audit manager role in NCFS.

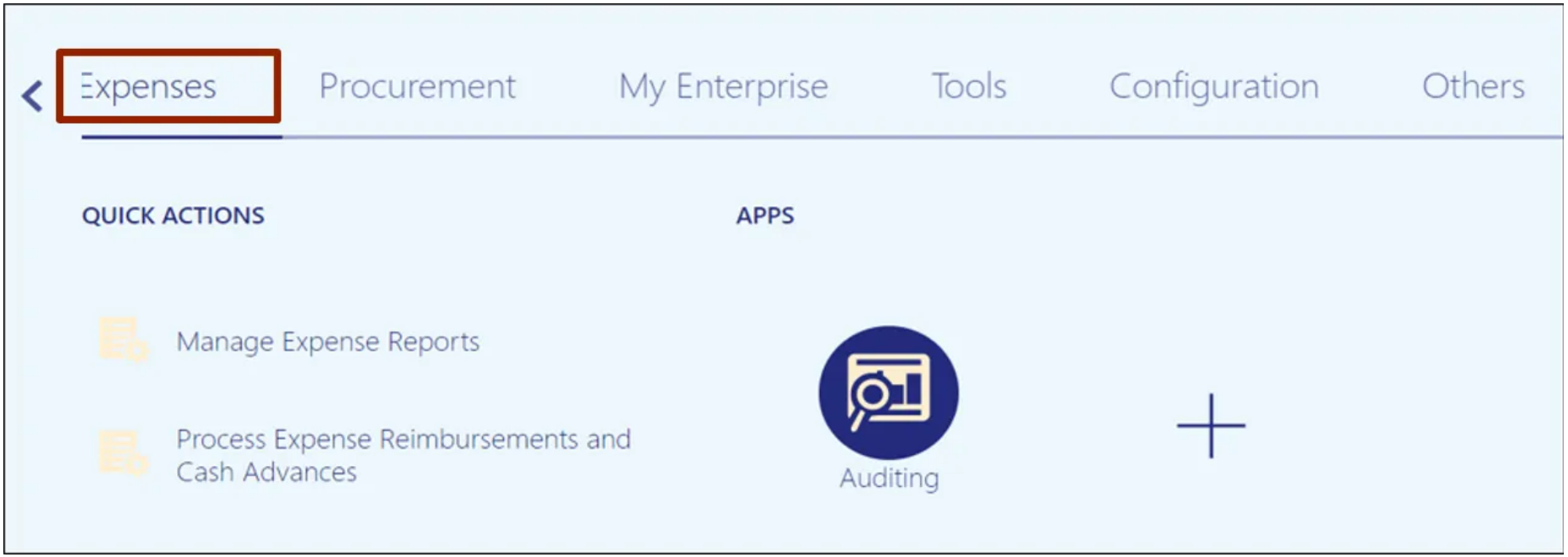
Self-Assign Expense Reports

To View Requisition Lines 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.

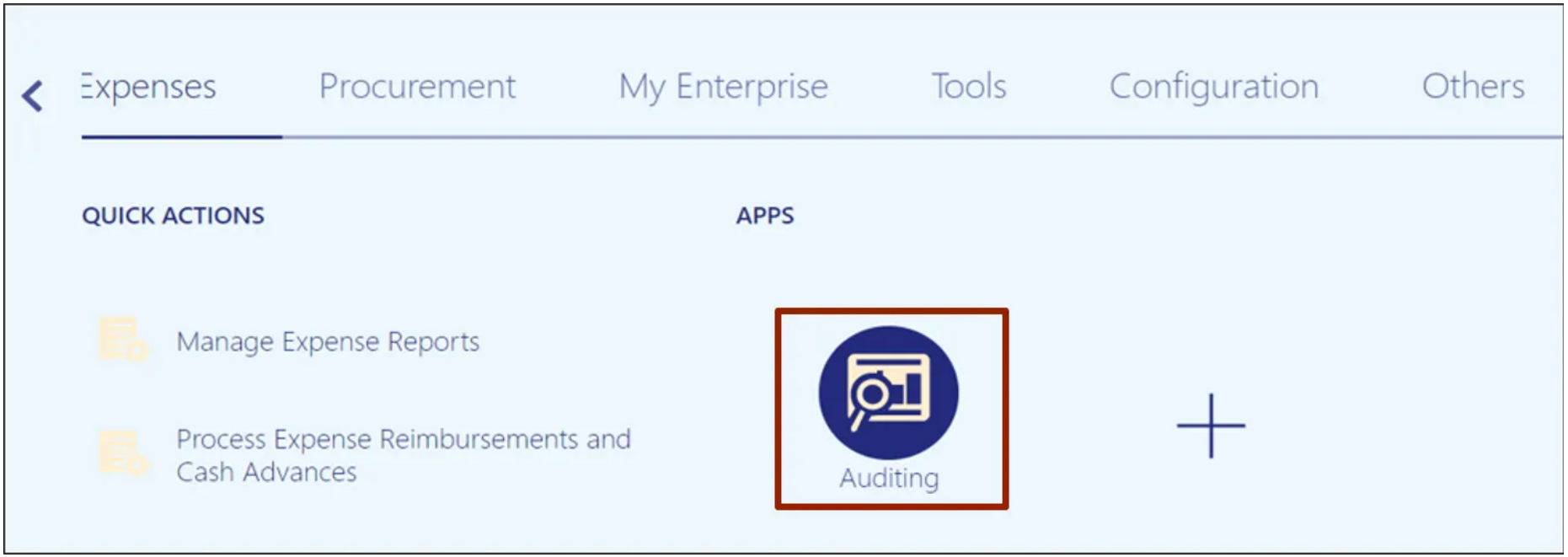
Step 2. On the **Home** page, click the **Expenses** tab.

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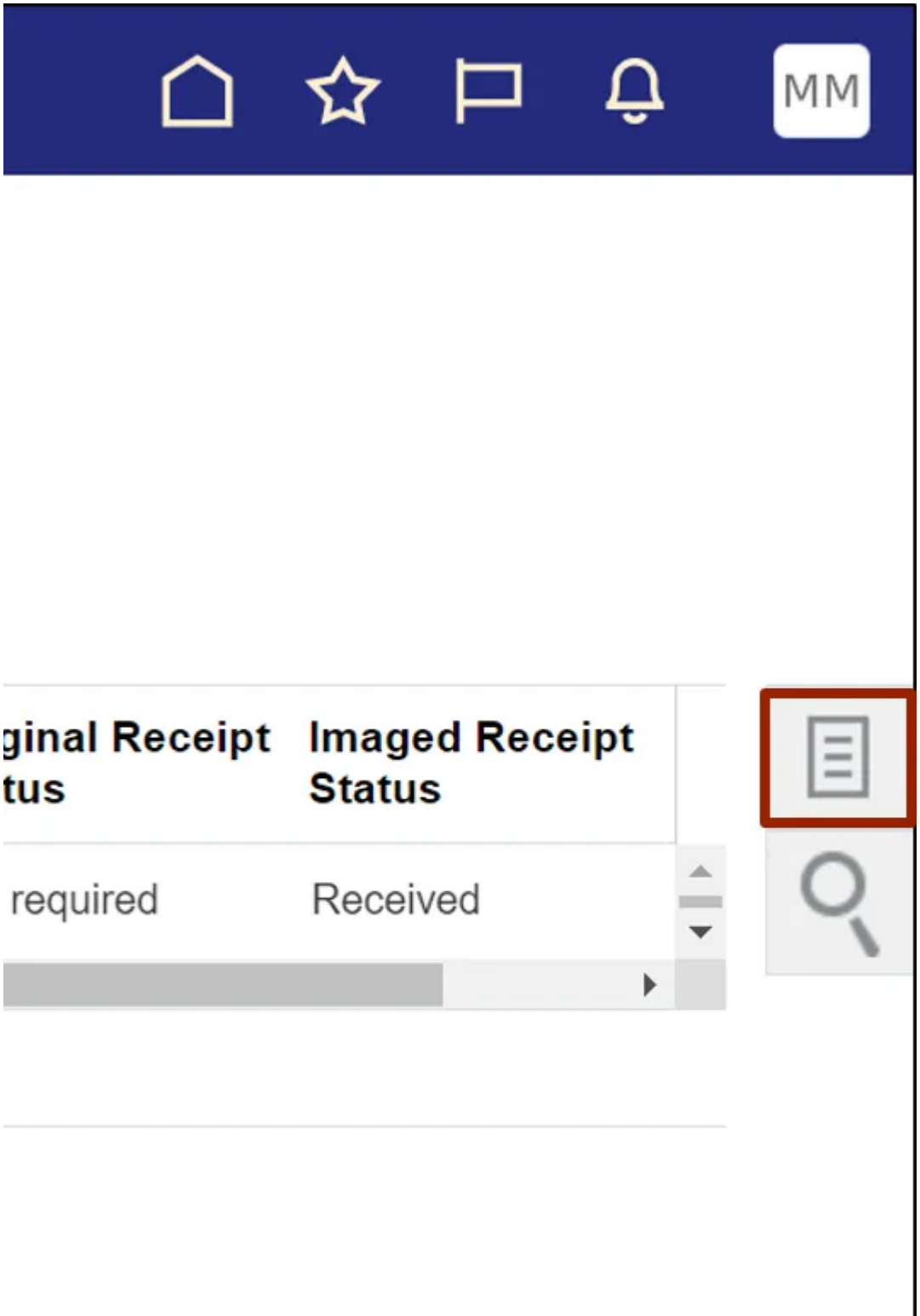
Step 3. Click the **Auditing** app.

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

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

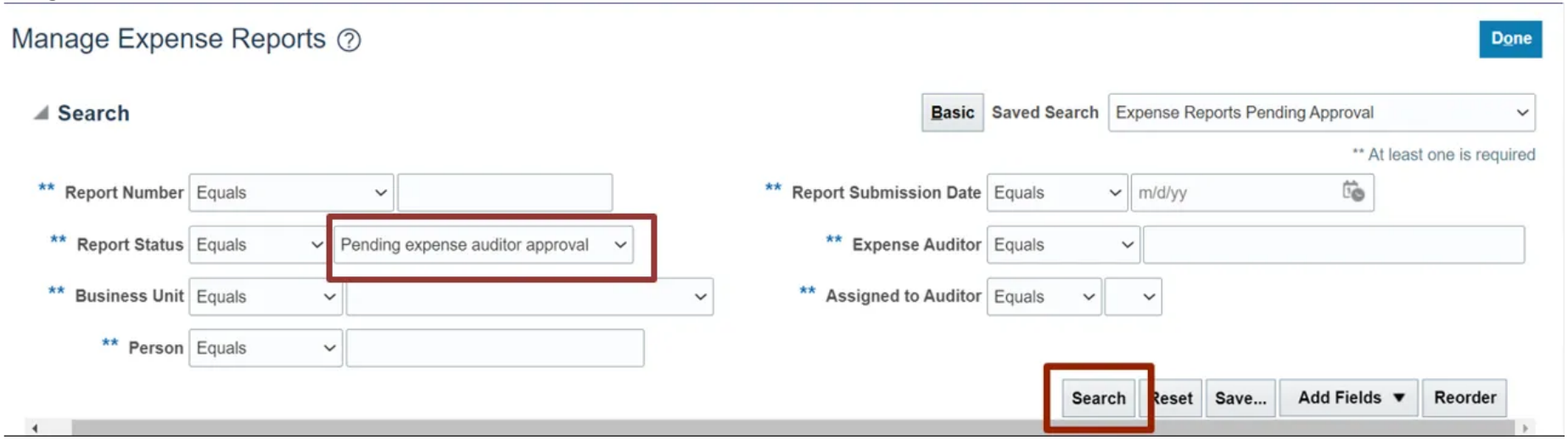
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Audit Expense Report
Manage Expense Reports
Manage Receipt Packages
Manage Expense Audit List Membership
Manage Cash Advances
Manage Expense Contingent Worker
Process Expense Reimbursements and Cash Advances
Review Rejected Expense Reports and Cash Advances
Process Overdue and Missing Receipts

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

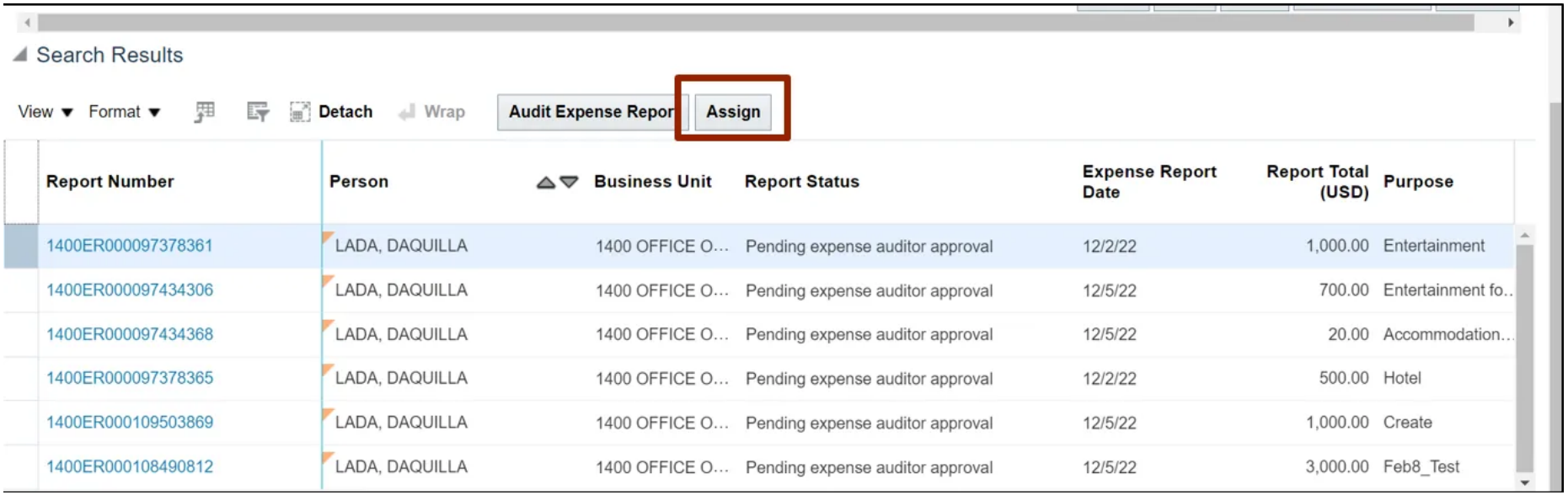
In this example, we choose **Pending Expense Auditor Approval** for ***Report Status***. Then, click the **Search** button.

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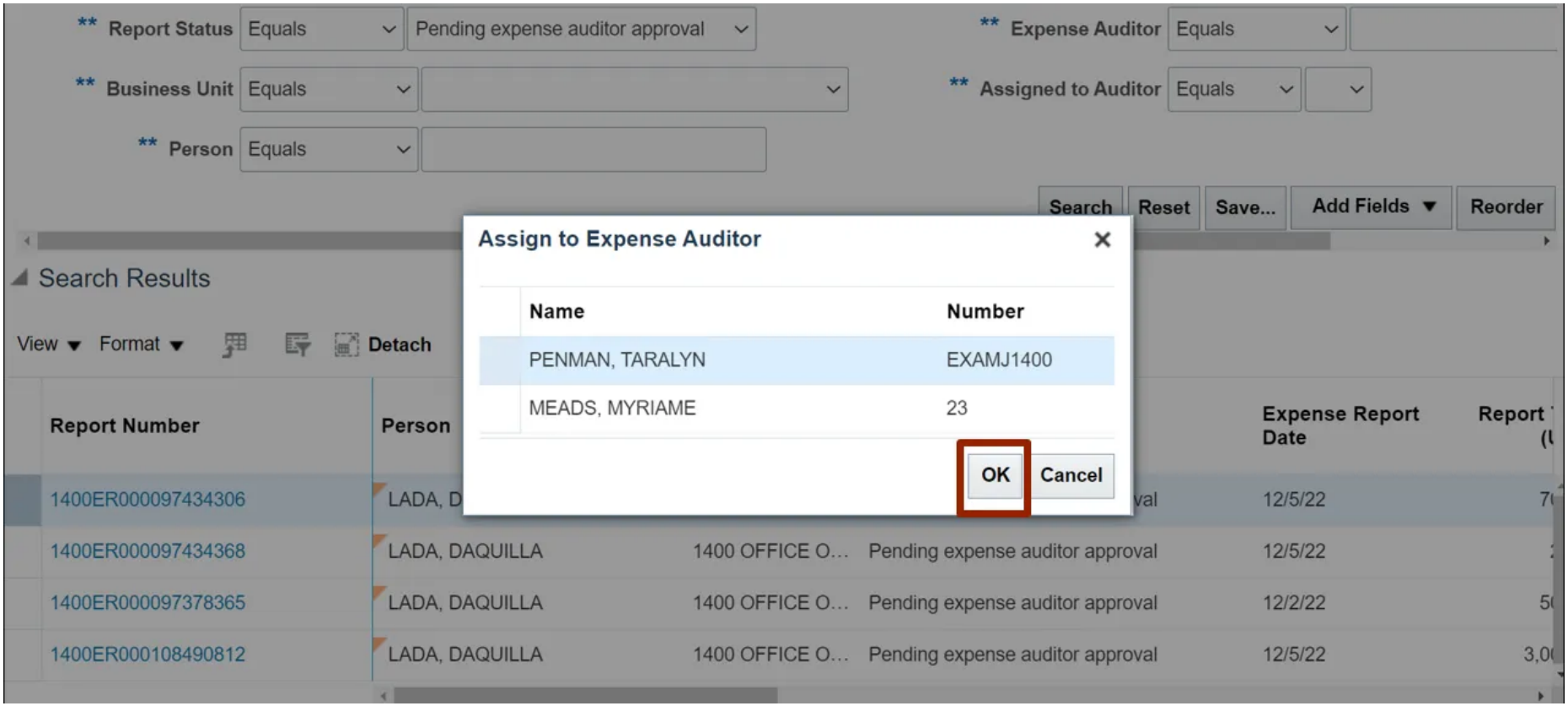
Step 7. The Search Results appear under the ***Search Results*** section. Click the Report row to be assigned, then click the **Assign** button.

Image



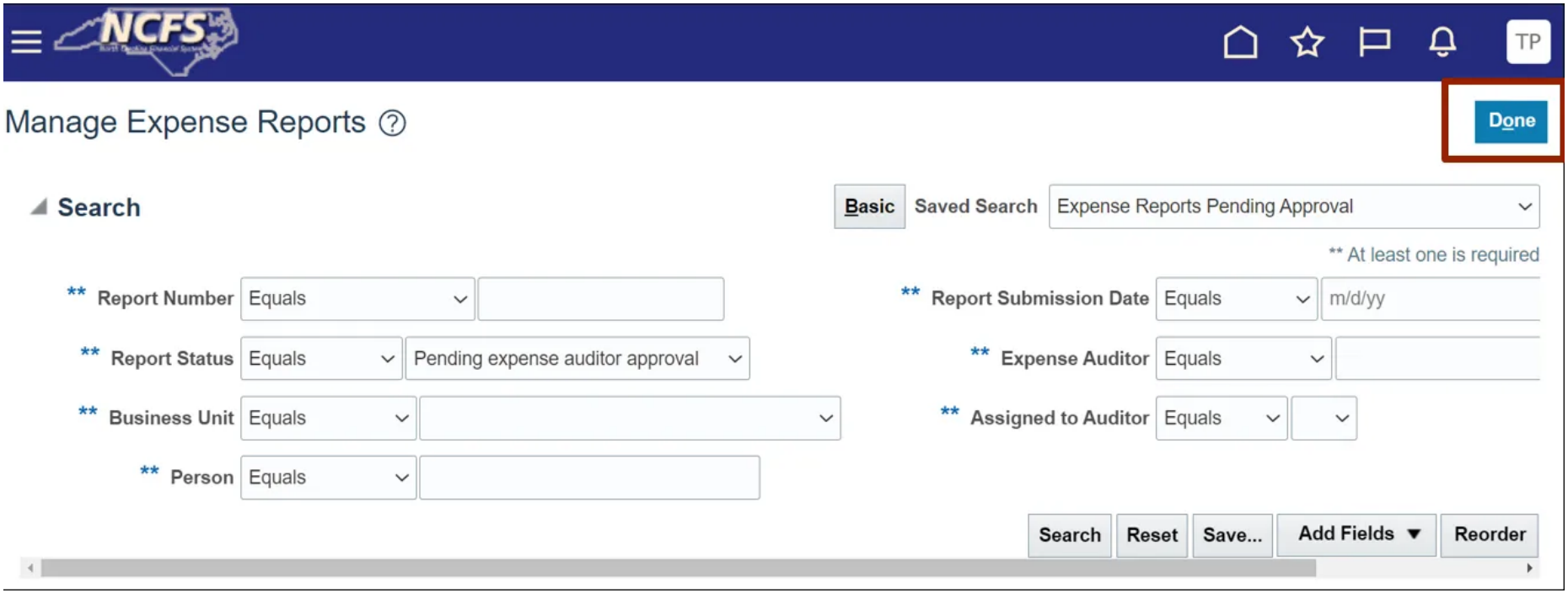
Step 8. Click the **Name** row that needs assignment to the Expense Auditor, then click the **OK** button.

Image



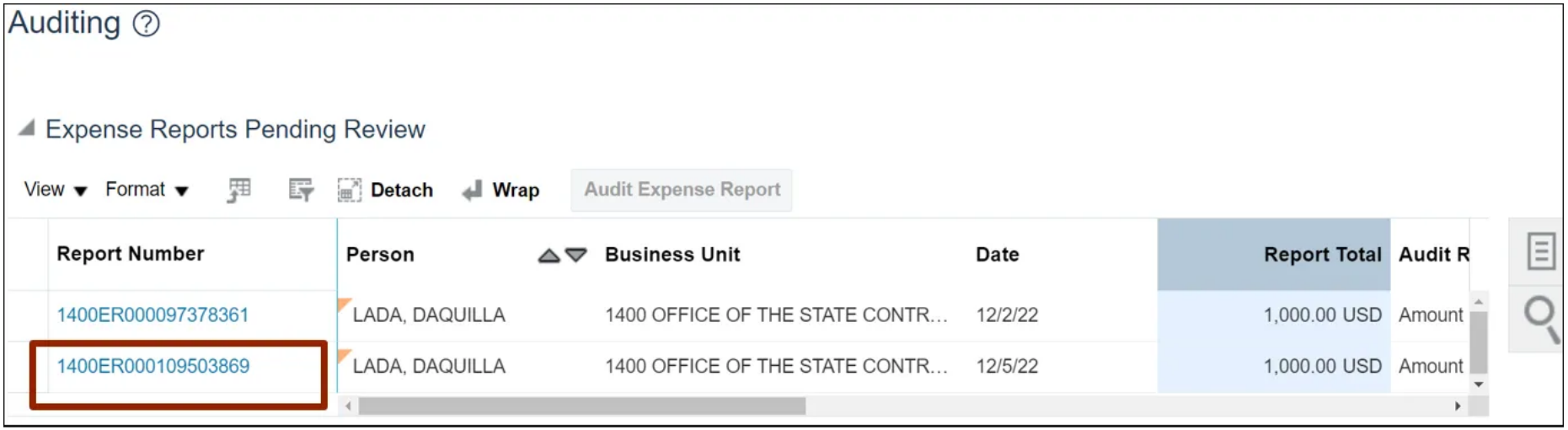
Step 9. Click the **Done** button to navigate back to the **Expense Auditor** page.

Image



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

Image



Wrap-Up

The auditor reviews and audits expense reports daily to ensure compliance with the company's reimbursement policy, assigning to an auditor allows for other auditors to help with the workload.

Additional Resources

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

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