

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.

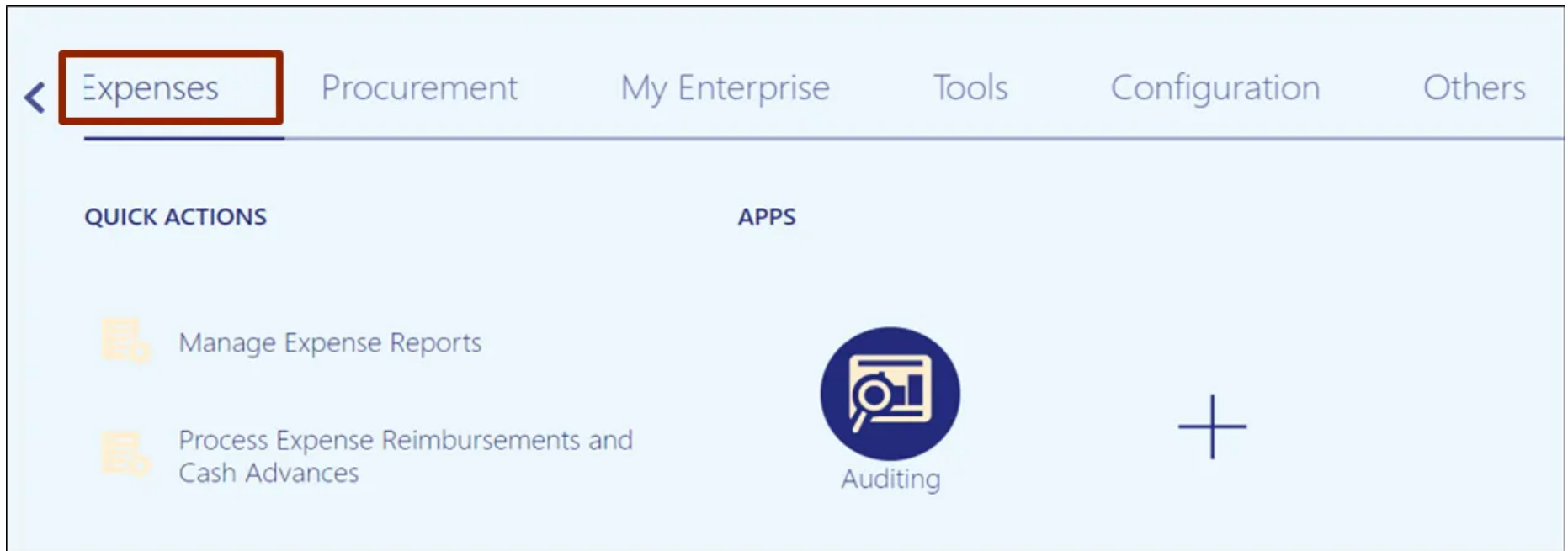
Self-Assign Expense Reports

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.

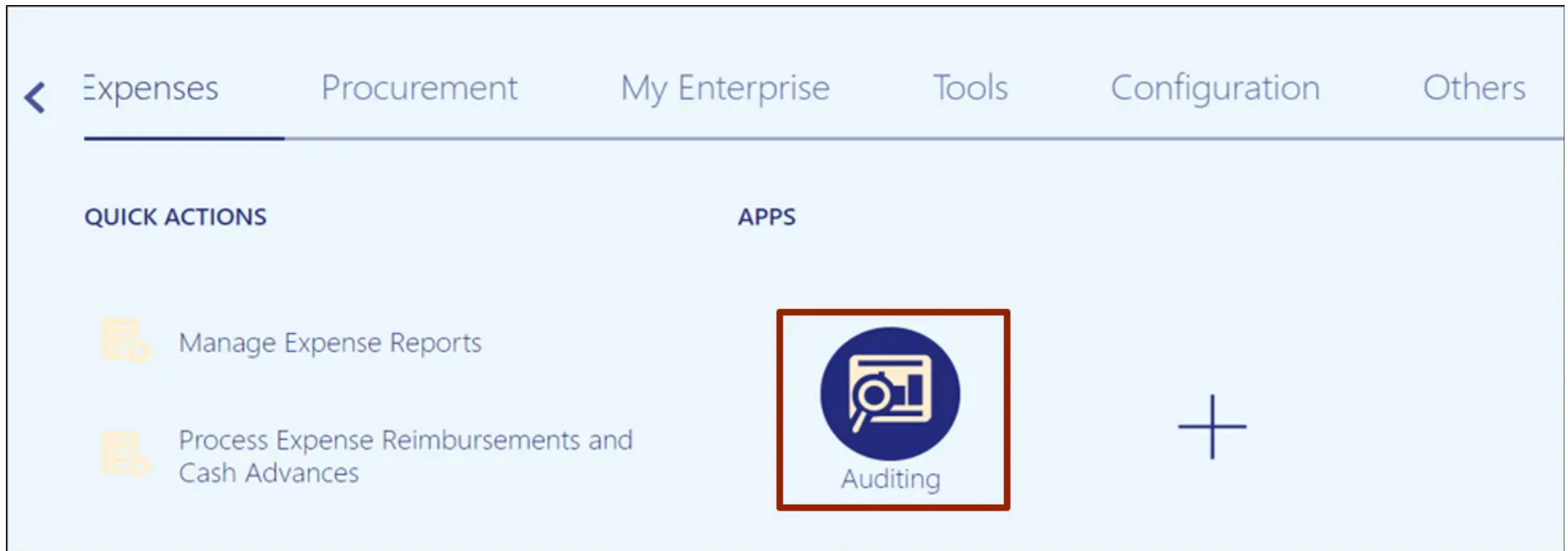
Step 2. On the **Home** page, click the **Expenses** tab.

Image



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

Image



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

Image

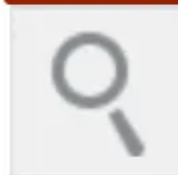
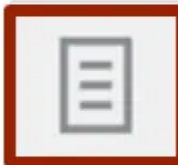


Original Receipt
Status

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, validate the ***Report Status** field.

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

Image

The screenshot shows the 'Manage Expense Reports' search interface. At the top left is the title 'Manage Expense Reports' with a help icon. At the top right is a blue 'Done' button. Below the title is a 'Search' section with a 'Basic' tab and a 'Saved Search' dropdown menu currently set to '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' with an 'Equals' dropdown and an empty text field; '** Report Status' with an 'Equals' dropdown and a dropdown menu showing 'Pending expense auditor approval' (this dropdown is highlighted with a red box); '** Business Unit' with an 'Equals' dropdown and an empty dropdown menu; and '** Person' with an 'Equals' dropdown and an empty text field. The right column includes: '** Report Submission Date' with an 'Equals' dropdown, a date field containing 'm/d/yy', and a calendar icon; '** Expense Auditor' with an 'Equals' dropdown and an empty text field; and '** Assigned to Auditor' with an 'Equals' dropdown and an empty dropdown menu. At the bottom right, there is a row of buttons: 'Search' (highlighted with a red box), 'Reset', 'Save...', 'Add Fields' with a downward arrow, and 'Reorder'. A horizontal scrollbar is visible at the very bottom of the interface.

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

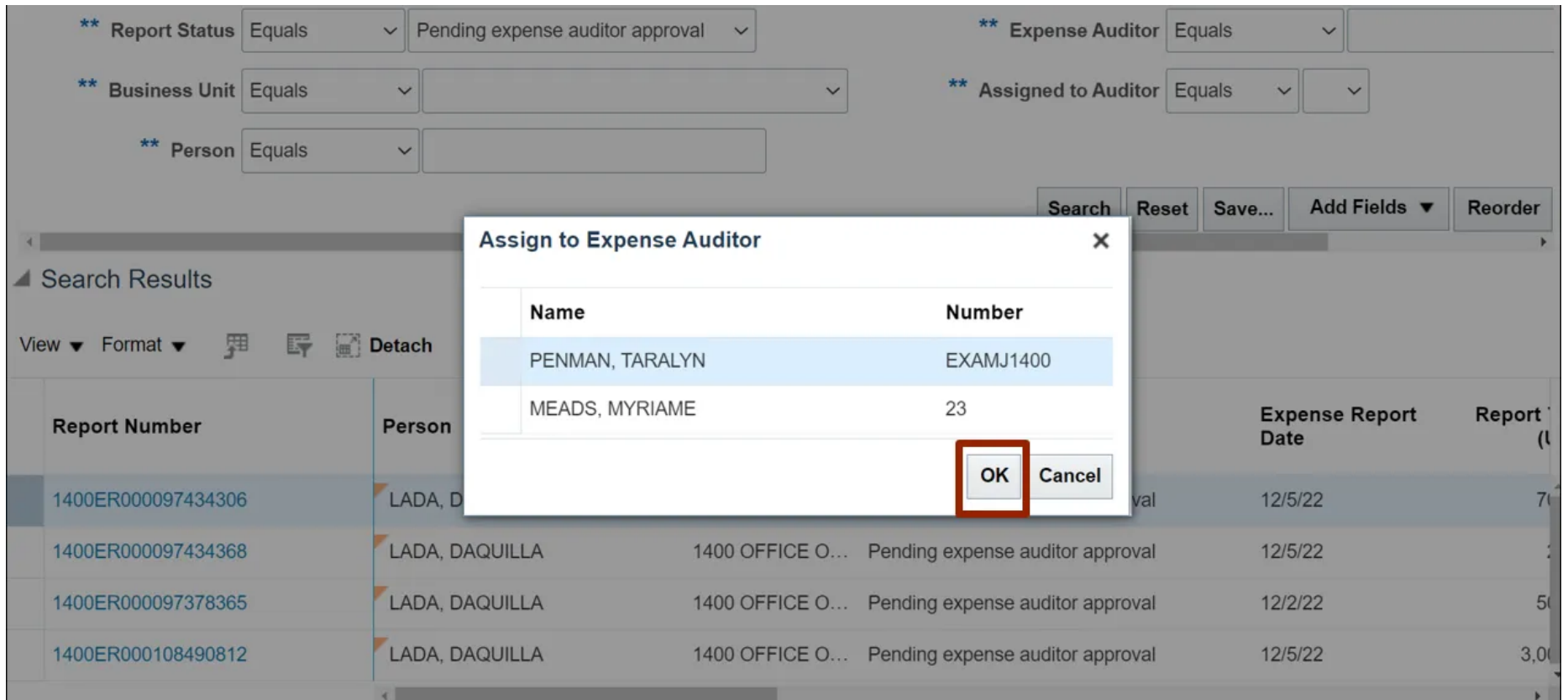
View ▼ Format ▼    Detach  Wrap

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. 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





TP

Manage Expense Reports

Done

Search

Basic

Saved Search

Expense Reports Pending Approval

** 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

** At least one is required

Search

Reset

Save...

Add Fields

Reorder

Step 10. The newly 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

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](#)

First Published

Mon, 07/24/2023

Last Updated

Tue, 12/16/2025

[View PDF](#)