



ctcLink Tutorial

How to Submit and View a Request for Reimbursement (Non- Travel)

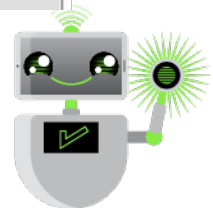
This guide will show you how to submit a request for reimbursement of expenses that are not related to travel. And, in Part 2, you will see how to view the status of an expense report after submitting. First, three tips:

- You will need an electronic copy of your receipt. If you don't have an electronic receipt, you can take a picture with your phone and email it to yourself as a .jpg. or .pdf. file.
- Your screen may look different than the images you see in the directions below. The number of tiles you see and the options you have in menus will depend on your role at the college.
- The [Green River College IT Help Desk](#) can help if you have problems with sign-in credentials, usernames or passwords.

Directions

Part 1: Submit an Expense Report

1. Click **FSCM (Financial Supply Chain Management)** from the top of the window or **Financials Self-Service** on the left navigation.

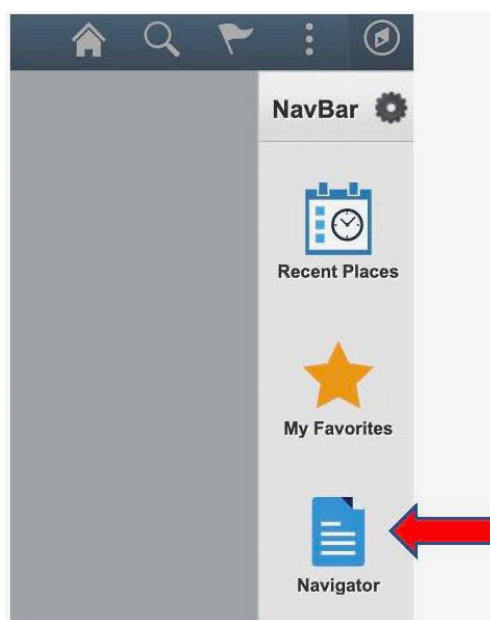




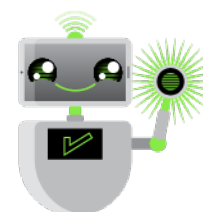
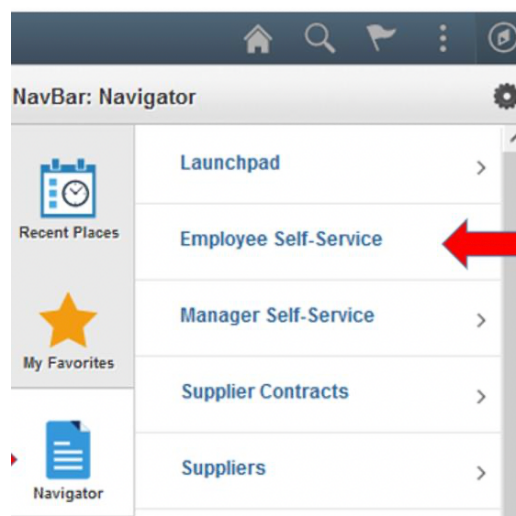
2. Click the **Navigation Bar (NavBar)** button in the top right corner — indicated by the compass icon — to view the NavBar tiles.

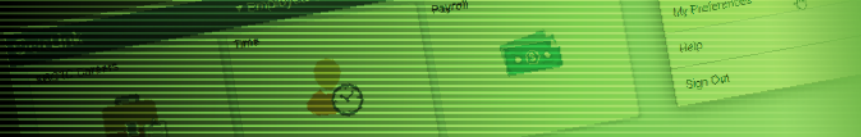


3. The NavBar tiles will display. Click the **Navigator** tile.

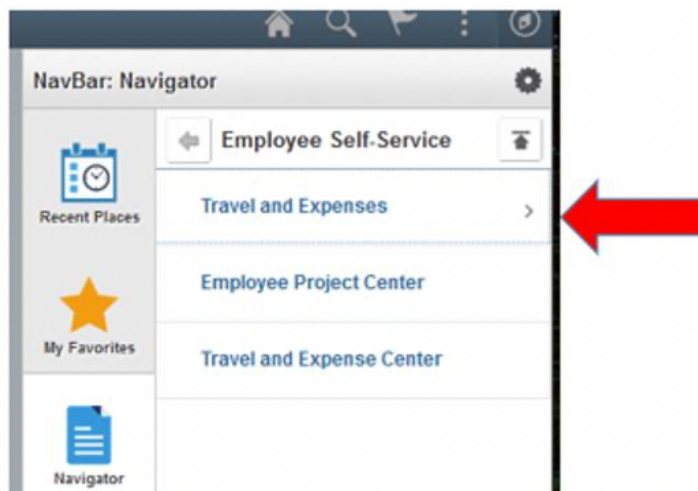


4. The **Secondary Level Content** menu will display. Click **Employee Self-Service**.

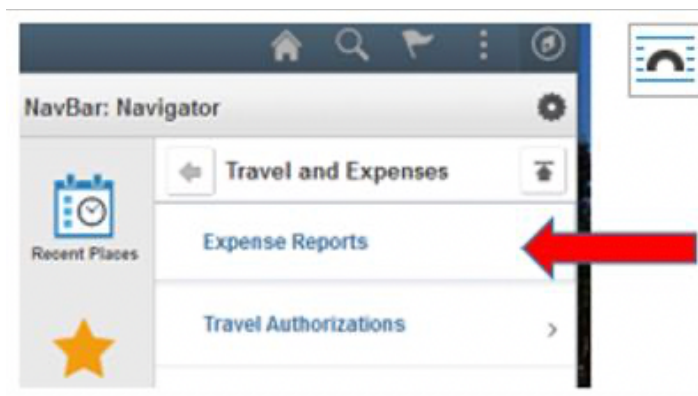




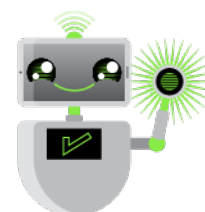
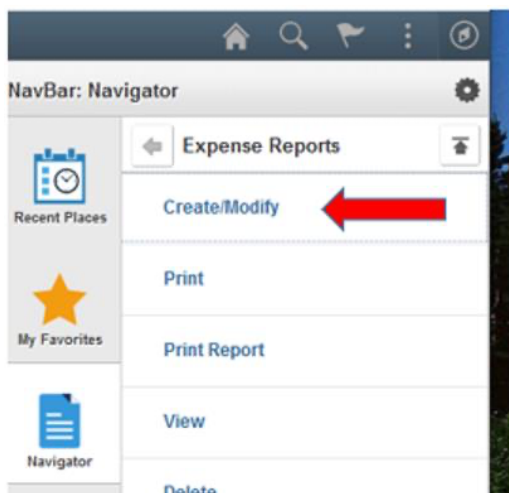
5. The **Employee Self-Service** menu will display. Click **Travel and Expenses**.



6. The **Travel and Expenses** menu will display. Click **Expense Reports**.



7. The **Expense Reports** menu will display. Click **Create/Modify**.





- With the **Add a New Value** tab selected, enter your **Empl ID**, which is another name for your ctLink ID. Click the **Add** button.

Employee Self Service

Expense Report

Find an Existing Value | Add a New Value

Empl ID

- Fill in the form header:
 - Business Purpose** field: For this example, we selected **Miscellaneous** from the drop-down menu.
 - Report Description** field: Enter information to describe your request for reimbursement. For this example, we entered **Dry erase sheets**.
 - Reference** field: *leave blank*
 - Default Location** field: *leave blank*
 - Click **Attachments** link.

Employee Self Service | Create Expense Report

Create Expense Report

Business Purpose: | Default Location:

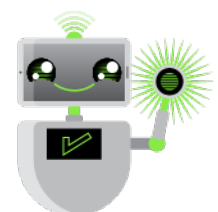
Report Description: | Attachments:

Reference:

Expenses

Date	Expense Type	Description	Payment Type	Amount	Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/>

254 characters remaining

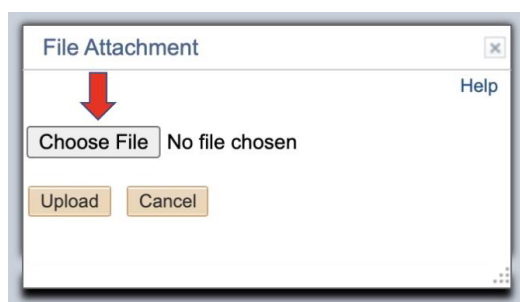




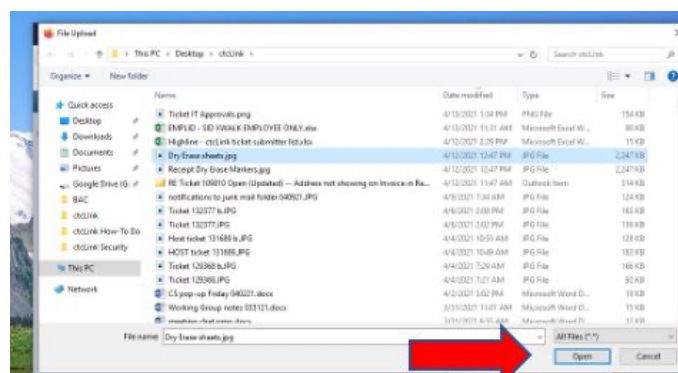
10. The **Expense Report Attachments** page will display. Click **Add Attachment** button.



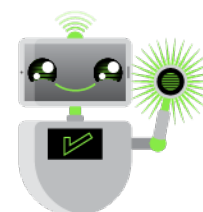
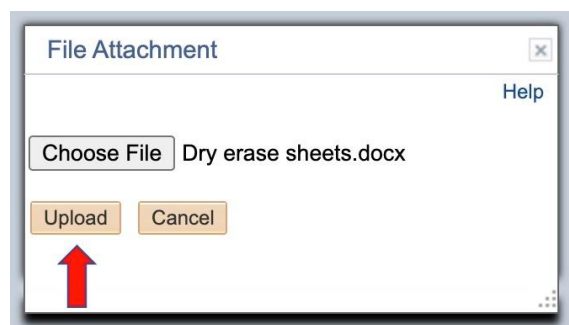
11. The **File Attachment** pop-up will display. Click **Choose File**.



12. Find the file on your computer, click on it, and click the **Open** button.



13. The file name will appear in the **Choose File** field. Click the **Upload** button.





14. The file name will appear in the **File Name** column. In the **Description** column, enter a brief description. Click **OK**.

Employee Self Service **Create/Modify**

Expense Report Attachments

Report ID: NEXT

File Name	Description	User	Name	Date/Time Stamp
Dry_erase_sheets.docx	receipt for dry erase sheets			

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

15. The **Create Expense Report** page will display. Complete the **Expenses** section:

- **Date:** Enter the date of purchase as shown on your receipt.
- **Expense Type:** From the drop-down menu, select a non-travel expense category.
- **Description:** Enter a short description.
- **Payment Type:** Select **Employee** from the drop-down menu
- **Amount:** Enter the amount of reimbursement including tax.

Expense Report **Create Expense Report**

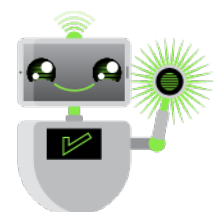
Business Purpose: Miscellaneous

Report Description: Dry erase sheets

Expenses

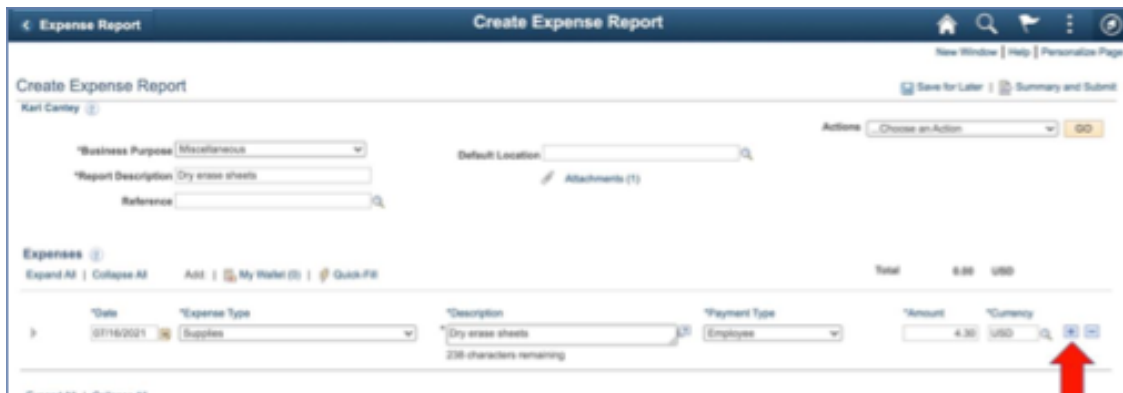
Date	Expense Type	Description	Payment Type	Amount	Currency
07/16/2021	Supplies	Dry erase sheets	Employee	4.30	USD

Total: 8.00 USD

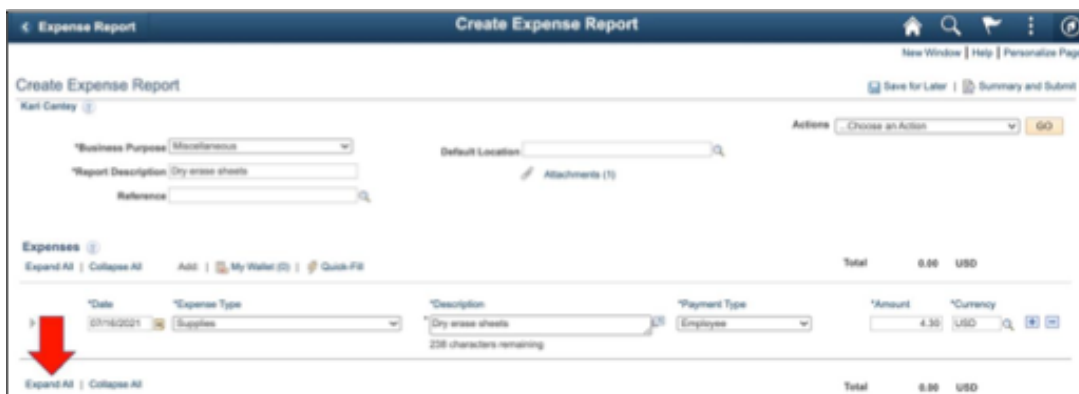




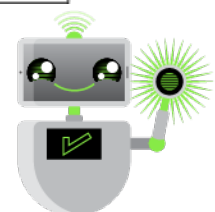
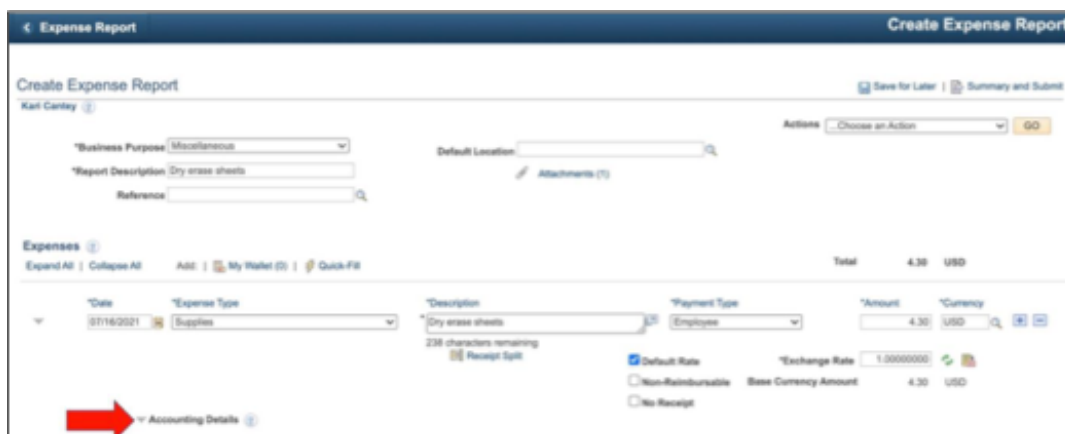
16. If you need to add another expense, click the **Plus [+]** sign on the right side of the row and complete step 15 again.

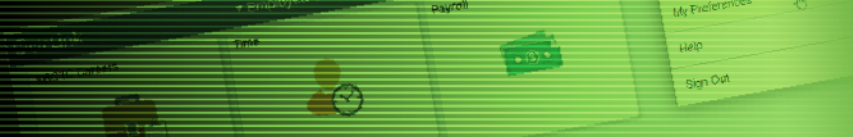


17. Click **Expand All** on the bottom left.



18. Click the **Caret** icon (in the shape of a triangle) next to **Accounting Details** link to view and enter budget information





19. Click the **Expand** icon next to **Chartfields** to reveal all available fields.

The screenshot shows the 'Create Expense Report' form. The 'Accounting Details' section is expanded, revealing a table with the following fields:

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Approp	Dept	Class	State Purpose	PC Bus Unit	Project
4.30	10A200	4.30 USD	1.00000000	148		00210	141				

20. Fill in the following required fields:

- **GL Unit**
- **Fund**
- **Dept:** A number might already be entered. Verify that it is correct.
- **Class**
- **State Purpose:** If the expense is related to IT — such as software, hardware, IT training, cloud services or subscription, or other IT-related items — the State Purpose field must be either Y or X. For questions, contact IT and/or the Finance office.
- **Program**

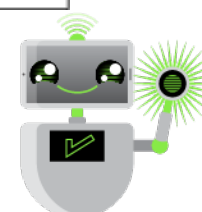
If your expenses are related to a grant, then also fill in these additional fields:

- **PC Bus Unit**
- **Project**
- **Activity**

The screenshot shows a close-up of the 'Accounting Details' table. Red arrows point to the following fields:

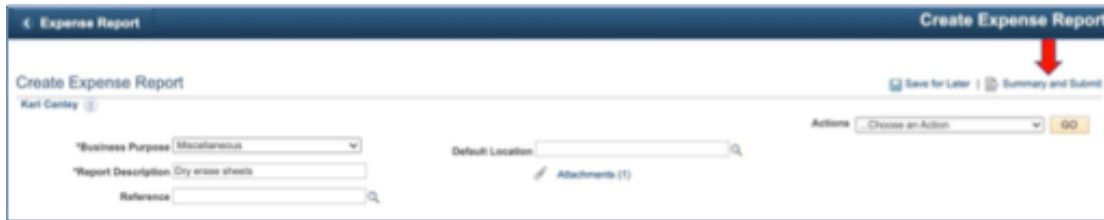
- GL Unit
- Fund
- Dept
- Class
- State Purpose

Below the table, the 'Program' field is also highlighted with a red arrow.

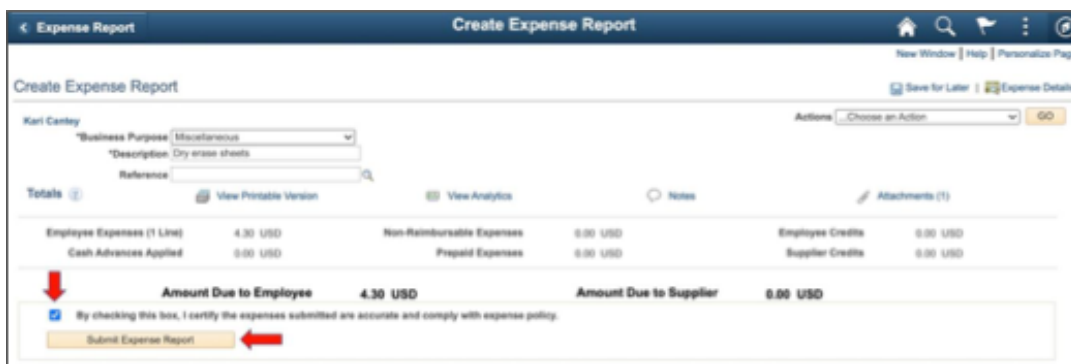




21. Click on the **Summary and Submit** link at the top right of the Expense Report



22. Review the information for accuracy and check the box under **Amount Due to Employee**. Click the **Submit Expense Report** button.



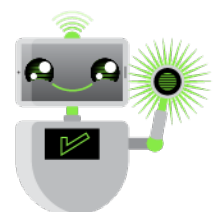
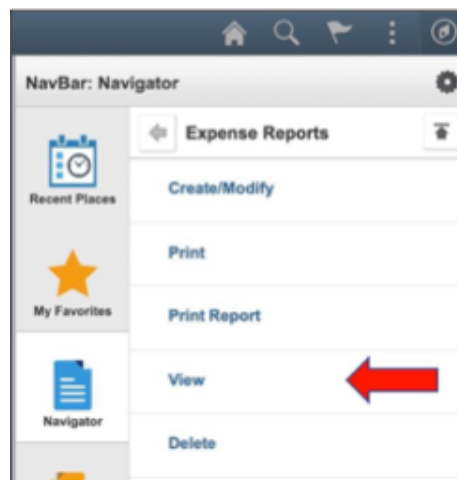
23. The expense report is now submitted and is in the workflow. The budget manager will need to approve the request before it moves on to the next steps for processing.

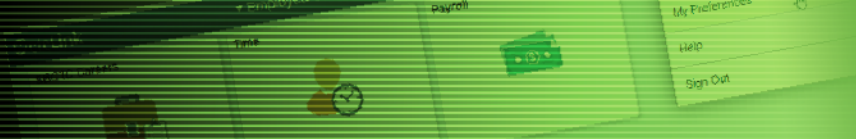
Part 2: View an Expense Report

If you would like to see where your expense report is in the approval process, you can view the status.

24. Follow steps 1-6 in Part 1.

25. From the **Expense Reports** menu, click **View**.





26. The **Expense Report** search page will display. You can enter search criteria or simply click the **Search** button.

Employee Self Service

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with

Report Status

Creation Date

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

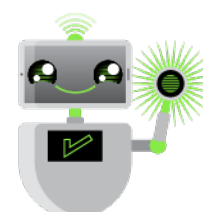
27. You should see a list of your submitted expense reports with the date and status included. To see the details, click on any field in the row.

[Basic Search](#) [Save Search Criteria](#)

Search Results

[View All](#) 1-2 of 2

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000018567	Whiteboard marker	Daniels,Patricia Lee	101027261	Staged	04/12/2021
0000018375	Test	Daniels,Patricia Lee	101027261	Paid	03/26/2021





28. You will see the summary information, including the **Approval History**. If the history is not showing, click the **Caret** icon (in the shape of a triangle) to expand the view.

View Expense Report Expense Details

Patricia Daniels Actions: GO

Business Purpose: Miscellaneous	Report: 000018007	Approved for Payment
Description: Whiteboard marker	Created: 04/12/2021	Patricia Daniels
Reference:	Last updated: 04/12/2021	Chau Trac

Post State: Not Applied Help

Search [View Previous Version](#) [View Analytics](#) [Notes](#) [Attachments \(0\)](#)

Employee Expenses (1 Line): 4.36 USD	Non-Reimbursable Expenses: 6.00 USD	Employee Credits: 0.00 USD
Cash Advances Applied: 0.00 USD	Private Expenses: 6.00 USD	Supplier Credits: 0.00 USD

Amount Due to Employee: 4.36 USD Amount Due to Supplier: 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submitted On: 04/12/2021 Submitted By: Patricia Daniels

Approval History

Action	Role	Name	Date/Time
Submitted	Employee	Patricia Daniels	04/12/2021 3:26:51PM
Approved	Expense Manager	Timothy Gray	04/12/2021 3:32:43PM
Approved	Pre Pay Auditor	Heather Wickman	04/12/2021 3:44:18PM
Approved	Pre Pay Auditor	Chau Trac	04/12/2021 3:45:12PM

