Contractor: How to Create Expense Reports

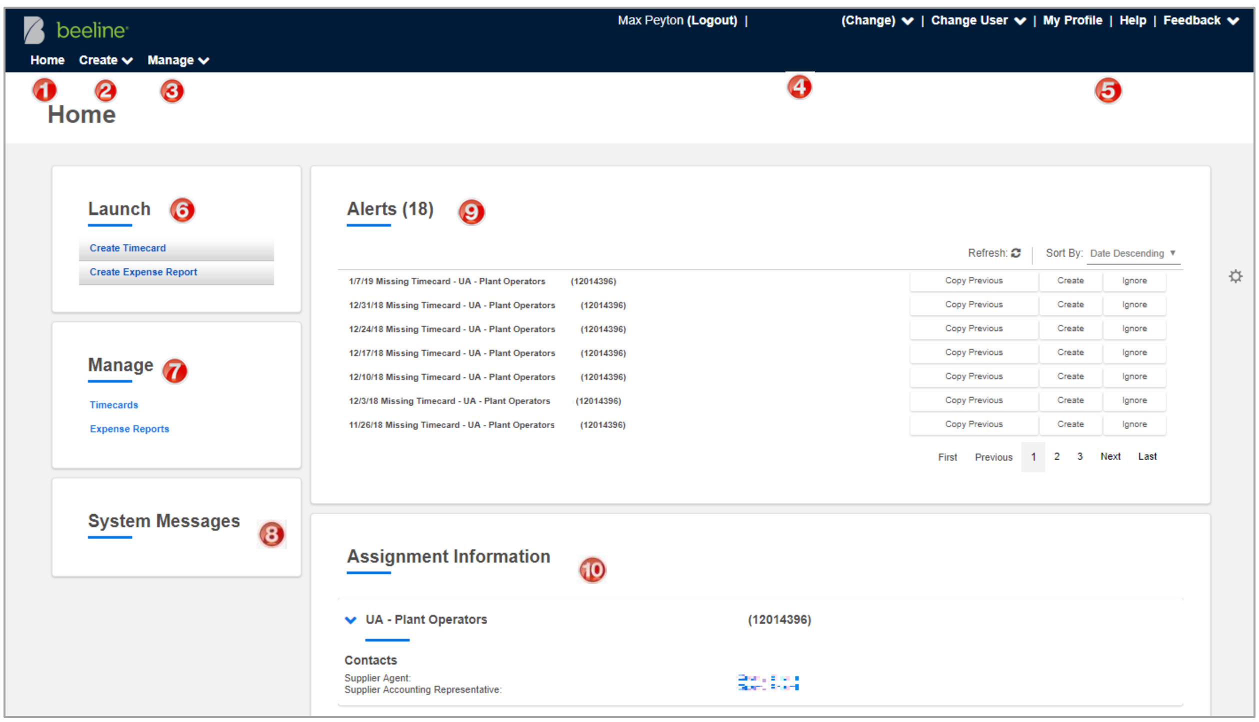
This job aid explains how to submit and manage your expense reports in IQNavigator.

Instructions cover:

- How to create and submit an expense report
- How to manage your expense reports

Dashboard overview:

1. Log in to IQNavigator using your *user name* and *password*. Your Home dashboard displays.
2. Review the list provided below to get familiar with the features and links you will use to create and manage your expense reports.



1. **Home** – Click this tab to return directly to your dashboard from anywhere in the system.
2. **Create** – Click the down arrow to select a **Create** menu option.
3. **Manage** – Click the down arrow to select a **Manage** menu option.
4. **Access** – Click **Logout** when you are ready to exit and end your session. This section also displays your name and the name of your supplier firm.

5 **Settings / Help** – Click the **My Profile** hyperlink to update your personal profile and/or settings information. The **Help** hyperlink provides access to system help resources. The **Feedback** hyperlink lets you provide suggestions to improve IQNavigator. *It is not intended for support or help troubleshooting issues.*

6 **Launch** – Click the easy access link to create an expense report. This is the same action as the **Create** menu in the header bar.

7 **Manage** – Click the easy access link to access your expense reports. This is the same action as the **Manage** menu in the header bar.

8 **Messages** – Check here for system messages.

9 **Alerts** – Check here for your personal alerts regarding expense reports. Use the date/title hyperlinks to open the record in the list. Use the buttons as indicated to **Copy Previous**, **Create**, or **Ignore.** Notice the **Refresh** and **Sort By** options in the top row. Sort By options include Date Ascending, Date Descending, and Type. Refresh removes any items you status as Ignore from the Alerts list.

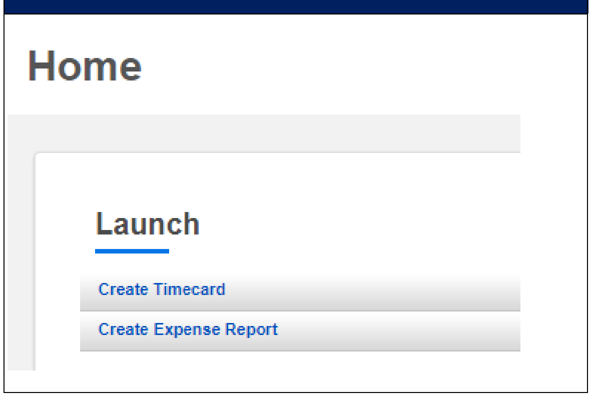
10 **Assignment Information** – Click the arrow next to the job title to reveal the key contacts for your assignment. (A sample is displayed in the section with the red border.)

Click this icon to make adjustments to dashboard settings or layout.

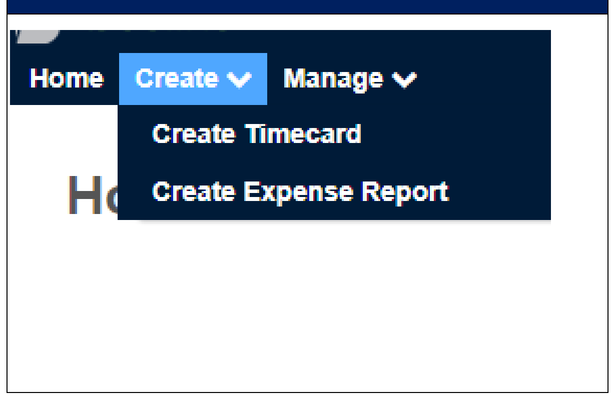
To create an expense report:

1. Click **Create Expense Report** in the Launch section of your Home dashboard, or, expand the Create header menu and select Create Expense Report. The Create Expense Report assignment selection screen appears.

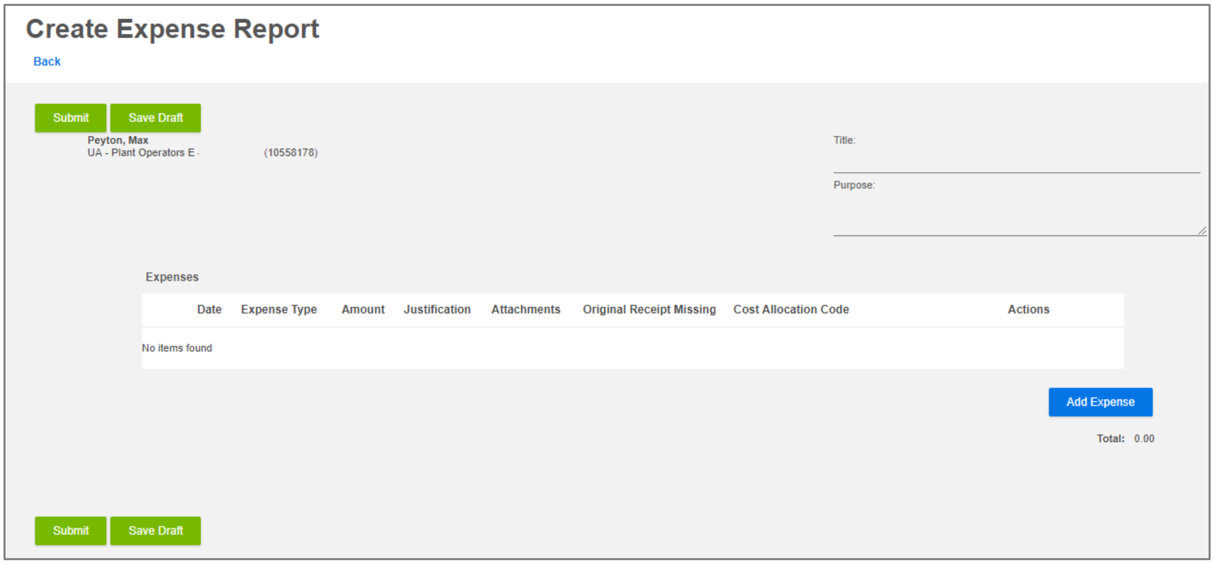
Option 1 (Launch Panel):



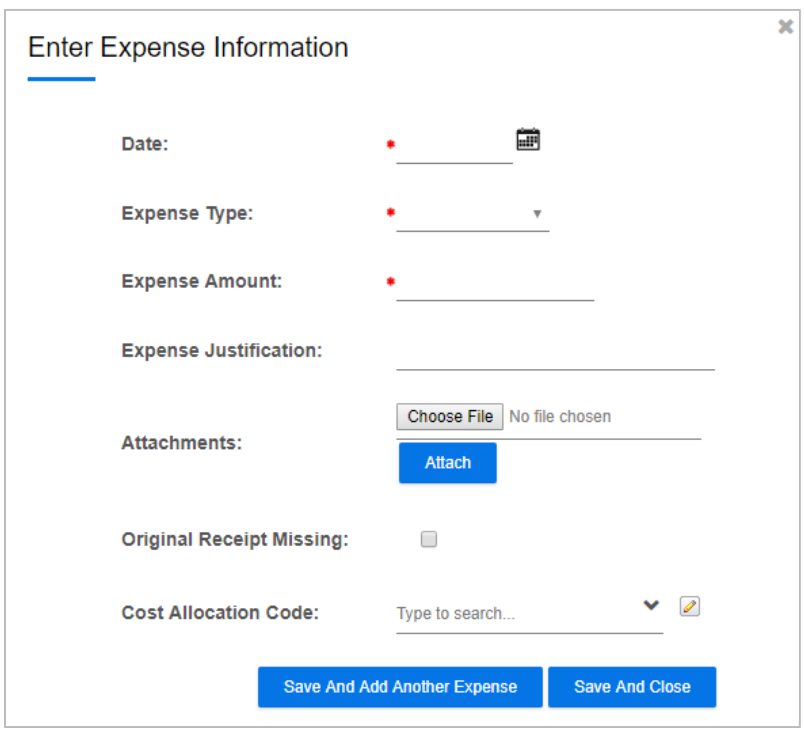
Option 2 (Menu Bar):



2. Click the **Create Expense Report** button to the right of your assignment information. If more than one assignment is listed, be sure to click the correct button. The Create Expense Report details screen displays.



3. Enter a **Title** for your expense report where indicated. Use the **Purpose** text box to enter the reason for your expense report.
4. Click the **Add Expense** button. The Enter Expense Information pop-up window opens.



5. Enter your expense information in the order in which the fields are presented. This ensures that the pull-down selection list for the Cost Allocation Code will be correct. Required fields are indicated by a red asterisk (*).
   - Manually enter the date of the expense or use the calendar date picker.

- Use the pull-down list to indicate the Expense Type.
- Enter the Expense Amount based on the currency code that displays once you make your Expense Type selection.
- Use the **Browse** and **Attach** buttons to attach your supporting documentation, such as receipts.
- Tick the checkbox if you no longer have the original receipt. However, you must attach supporting documentation even if it is not the original receipt.
- Reach out to your Supplier Agent if you are not sure, or do not see, the correct CAC code to select.

6. Click **Save And Add Another Expense** if you need to create multiple expense report items.
7. Click **Save And Close** once your expense items are complete. The pop-up window closes and the Create Expense Report screen displays the expense items you just created. Notice that your expense report now includes an Actions column. Actions include edit, copy, and delete. *Optional*: Hover over the icons to select the Action of your choice.
8. Click **Submit** when the expense report is complete and ready to send for approval. A system message displays to confirm, “You have submitted successfully.” *Optional*: Click **Save Draft** if you started your expense report but are not yet ready to submit. A system message displays to confirm, “You have saved successfully.”

If IQNavigator finds problems with your expense report entries, an error message displays to indicate what you need to correct.

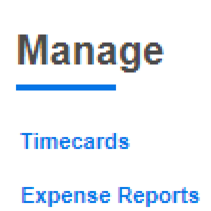
You will receive a system notification to let you know whether the expense report was approved or rejected. If rejected, the expense report may need to be revised and re-submitted.

Once submitted, IQNavigator will display the expense report’s number and submit status.

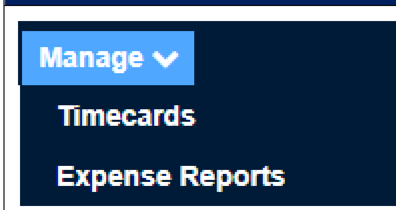
To manage your expense reports:

1. Click **Manage Expense Report** in the Launch section of your Home dashboard, or, expand the Manage header menu and select Manage Expense Report. The Expense Reports list screen displays.
   Or you can use the hyperlink to open any Expense Report that is listed in your dashboard Alerts section. However, this option provides only a partial list of your total expense reports. Alert items are based on either status or recent activity.

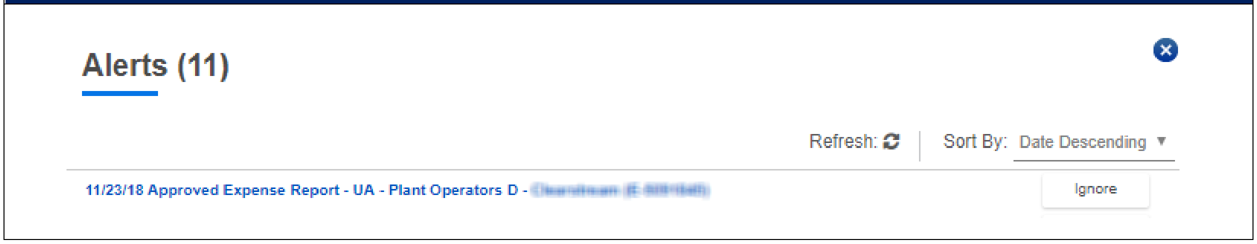
Option 1 (Launch Panel):



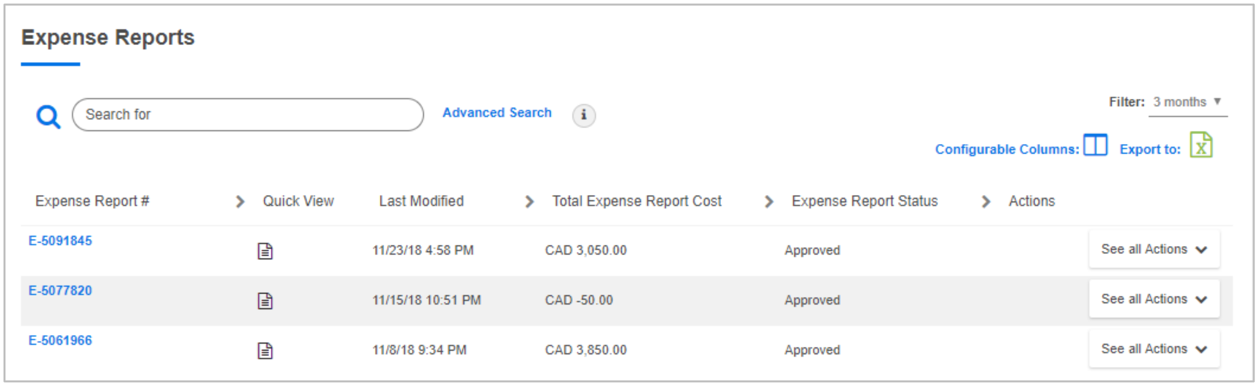
Option 2 (Menu Bar):



Option 3 (Alerts List):



2. Use one of the following options to locate the Expense Report you need.



- Click the Expense Report hyperlink in the first column to open the report.
- Check what action options are available in the Actions Column. These options will vary based on the status of your Expense Report. For example, only a ‘submitted’ expense report will have an Action option of ‘Retracted’ which gives you the ability to make adjustments **before** approval, but once approved this option is no longer possible.
- Use the ‘Search for’ and ‘Advanced Search’ options to either filter/refine your current list or to search for additional expense reports.

Expense Reports Status List

Status	Description
Approval in Process	The expense report has been created and is pending approval on the buyer side by the Expense Approver
Approved	The expense report has been approved by the Expense Approver and submitted for invoicing
Canceled	The expense report has manually been canceled and cannot be used
Reapproving	A modified/adjusted expense report is pending approval on the buyer side by the Expense Approver
Rejected	The expense report was not approved by the Expense Approver and it has been returned to the contractor for revisions

Status	Description
Retracted	The contractor has pulled back their expense report submit prior to approval in order to make revisions
Under Development	The expense report has been created but not submitted for approval.