



## Expense Entry by Supplier on behalf of Contractor

This job aid highlights the key steps required to submit and manage expense reports on behalf of a contractor. The Supplier Accounting Representative (SAR) is the only user role that can submit expense reports on behalf of a contractor. Expense Reports can only be submitted to the Buyer Organization for approval once the contractor's assignment becomes effective and **up to 60 days following the expenditure date**.

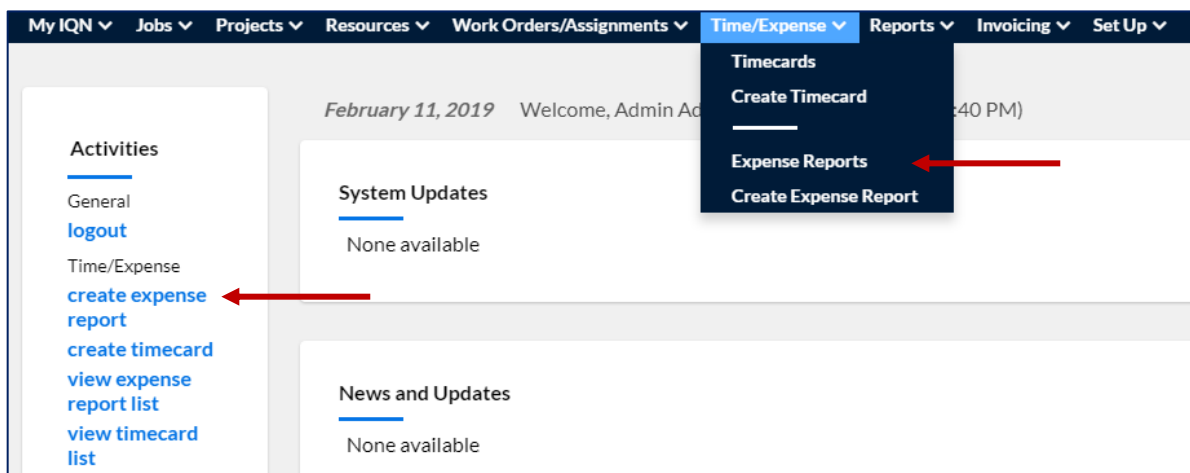
Contents include:

- How to create and submit an expense report
- How to modify an expense report
- How to create/view an expense report list

An Expense Reports Status Chart is also included.

### To create and submit an expense report:


1. Log in to IQNavigator using your *user name* and *password* and go to your Alternate UI dashboard.
2. Click the **create expense report** link located in the Activities column on the left-hand side under Time/Expense. *Optional:* Expand the Time/Expense pull-down header menu and click **Create Expense Report**. The Create Expense Report screen displays.





**Be aware** that once you click **create expense report**, the system's active-session timer starts its countdown. You need to click 'save' or 'submit' on the expense report **BEFORE** your current session expires or you will lose **ALL** the data you have entered in **ALL** the fields on the report. **The maximum duration of an active session is 15 minutes.** Until you become familiar with the format of these expense reports, you may want to 'save' after you complete each line item rather than wait until you have entered all items in your report. Your entries will be saved and the session timer is reset. You can then go back to complete your report. The 15-minute session timer is only reset when you 'save' or 'submit', navigating within the report will not reset the timer.

3. **Select Buyer Organization:** if a buyer organization is not entered by default, use the pull-down list to select the buyer organization you need.

4. **Contractor's Last Name Starts With:** Enter the first initial of the contractor's last name in the data field.
5. **Expense Report For:** Use the pull-down list to select the resource/contractor for whom you are creating the expense report. **NOTE:** This pull-down list is only created **AFTER** you select a buyer organization **AND** enter the first initial of the contractor's last name in the previous fields which is why all fields on this screen are required as indicated by the red asterisk (\*).
6. Click **continue** (  ) to proceed to the expense report screen.

7. **Purpose:** Enter the purpose for the expense submit in the text block provided in the header section. Notice that the resource/contractor name and buyer organization from the previous screen is carried over to this screen.



8. Review the data entry fields on the expense report before making your entries. There are multiple data entry fields and selection lists for each line item. The Actions column is located on the far right-hand side and uses a checkbox in combination with an action button rather than a pull-down selection list.

The image shows a screenshot of an expense report data entry form. It features a table with columns: Date, Assignment, Expense Type, Amount, Expense Justification, Cost Allocation Code 1\*, Original Receipt Missing, Attachments, and Actions. The Actions column contains a checkbox and a button. The form is designed for multiple line items, with a '1' in the top right corner indicating the current line item.


9. Complete the data entries **from left to right** for the expense report as follows:
- **Date:** Manually enter or use the calendar picker to enter the date the expense occurred or was billed.
  - **Assignment:** Use the pull-down list to select the assignment against which the expense is to be billed. **NOTE:** IQNavigator uses internal validation rules to create this pull-down list. The contractor and buyer organization were selected on the initial expense report screen but the Date must be entered before the system will create an assignment selection list.
  - **Expense Type:** Select from the pull-down list. Options on this list may vary depending on previously entered content.
  - **Amount:** Enter the total amount based on the currency code displayed. A combined total is auto-calculated and displays at the bottom of the column.
  - **Expense Justification:** Use the text box to explain the reason for the expense report. If your reason is related to VAT taxes, please review the “**How IQNavigator Determines the Tax Rate**” document.
  - **Cost Allocation Code(s):** Select from the pull-down list or use the search button if the CAC code you need is not included in the pull-down list.  
To search for a cost allocation code:
    - Click on the **search** button to display a pop-up search window.

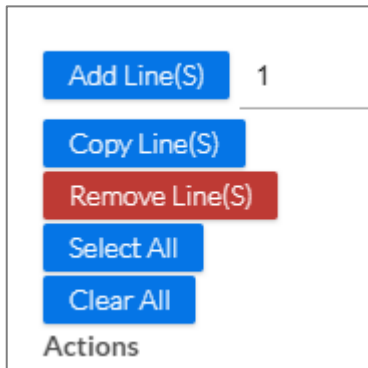
The image shows a screenshot of the 'Cost Allocation Code' search window. It includes a search criteria section with a dropdown menu for 'Cost Allocation Code', a search type dropdown (set to 'contains'), and a search term 'NL31'. There is a 'Case Sensitive' checkbox. Below the search criteria are 'Search' and 'Clear Search Criteria' buttons. The search results section shows a table with columns 'Cost Allocation Code' and 'Select'. The first result is 'NL31.NL31.7280-...' with a 'Select' button next to it. A 'Close' button is at the bottom.

- Select if you wish to perform a 'starts', 'contains', or 'exactly' match criteria.  
If you select 'starts' the system will only look for cost allocation code values that begin with the match criteria that you enter. If you select 'contains' the system will look for cost allocation code values that contain the match criteria that you enter anywhere in



the code string, and if you select 'exactly' you need to enter the exact format of the CAC code..


- Enter your search criteria then click **search**. The pop-up window expands to display a list of the cost allocation codes that match your search.
  - Choose the appropriate value and click **select** (  ) to add it to your expense report.
  - To clear a search, click on the 'clear search criteria' button.
  - Repeat this process to add as many cost allocation codes as needed.
  - **Original Receipt Missing:** Enter a check if you cannot provide a copy of the original receipt.
  - **Attachments:** Use the **browse** and **attach** buttons to attach supporting documentation (e.g., receipts.)
10. **Actions:** Your options are listed as buttons in the Actions column header at the end of each expense report line item. Use the checkbox to mark all the expense report line items that you want to "action", then click the respective Action button. **Take care that your mouse is hovered over the correct action button when you click it!**



Action options include:

- **add line(s)** – If additional expense report lines are needed, enter the number of lines to add, "check" the line item(s), then click the **add line(s)** button.
- **copy line(s)** – To copy all information from a previous line to the next line, "check" the line item to be copied, then click the **copy line(s)** button.
- **remove line(s)** – "Check" the line item(s) you want to remove, then click the **remove line(s)** button.
- **select all** – Use this button if you want to "check" all line items in the expense report.
- **clear all** – Use this option "uncheck" all line items in the expense report.

11. Click **submit** (  ) at the top or bottom of the screen once your entries are complete.

*Optional:* Click **save** (  ) if you plan to save your current entries and complete the expense report at a later time.

*Once submitted, IQNavigator will display the expense report's number in the header section along with a Validation Message that indicates you saved successfully. If the expense report has more than one assignment it is likely that IQNavigator will create multiple expense reports so that each can be routed to the appropriate people for approval.*



*If IQNavigator find issues with your expense entries, error messages will display to let you know what needs to be corrected.*

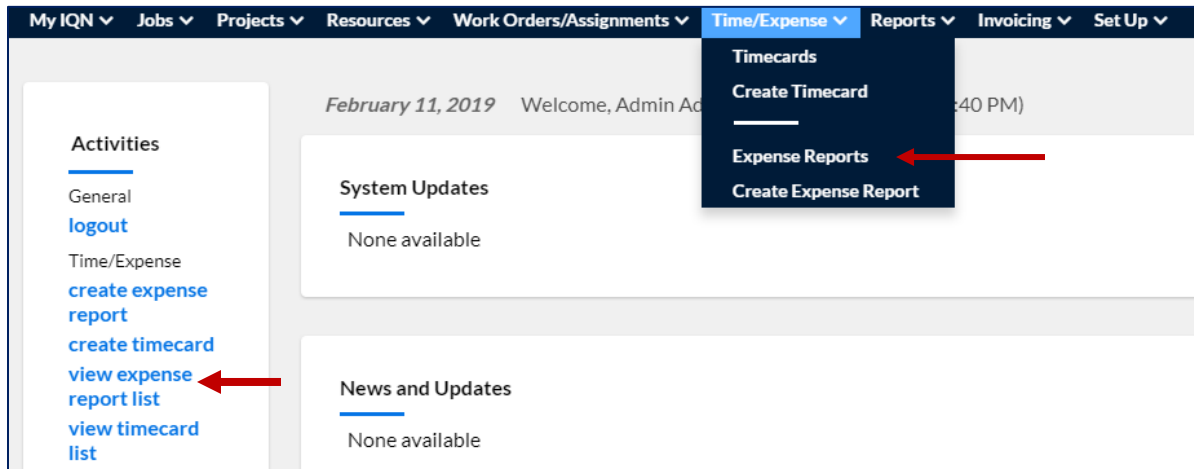
*The SAR and the resource/contractor receive a system notification to let them know whether the expense report was approved or rejected. If rejected, the expense report is then available to modify and re-submit.*



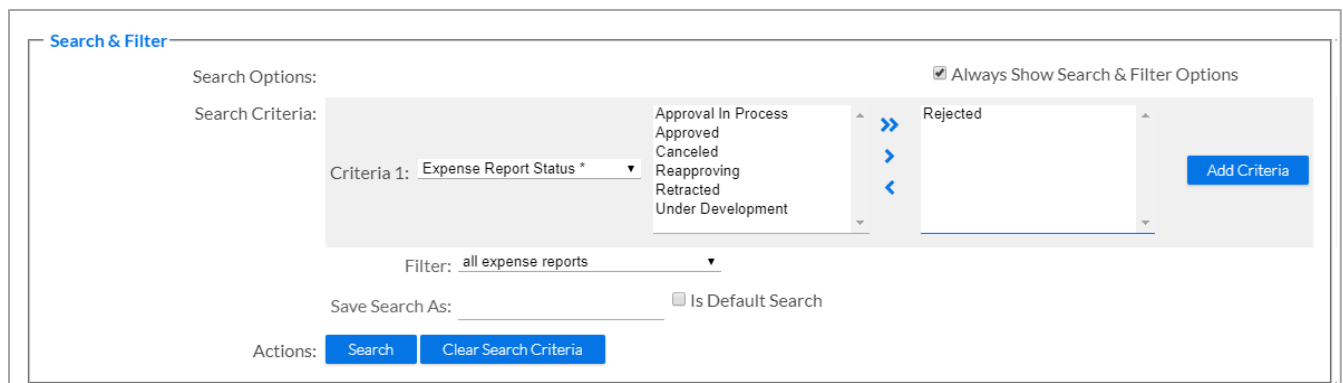
## To modify an expense report:

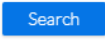
**NOTE:** Only expense reports with a status of *Rejected*, *Retracted*, or *Under Development* include an *Action* option for modify.

1. Log in to IQNavigator using your *user name* and *password*. Your Home dashboard displays.
2. Click the **view expense report list** link located in the Activities column on the left-hand side under Time/Expense. *Optional:* Expand the Time/Expense pull-down header menu and click **Expense Reports**. The Expense Reports list screen displays.

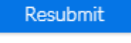


3. Use the Search & Filter options to set the search criteria you need to retrieve the expense reports you plan to modify. *Optional:* Add more search criteria to include more details and narrow your search.



4. Click search (  ) to create a list of matching expense records.
5. Review the expense records results list and either click the Expense Report # hyperlink —OR— select **modify** from the Action column drop-down list and click the GO arrow (➔). The Expense Report opens in <edit> mode. Check for any system validation messages or comments the Approver may have provided.
6. Use the instructions from Steps 9 and 10 in the “create and submit an expense report” section to make all the necessary modifications to the expense report.



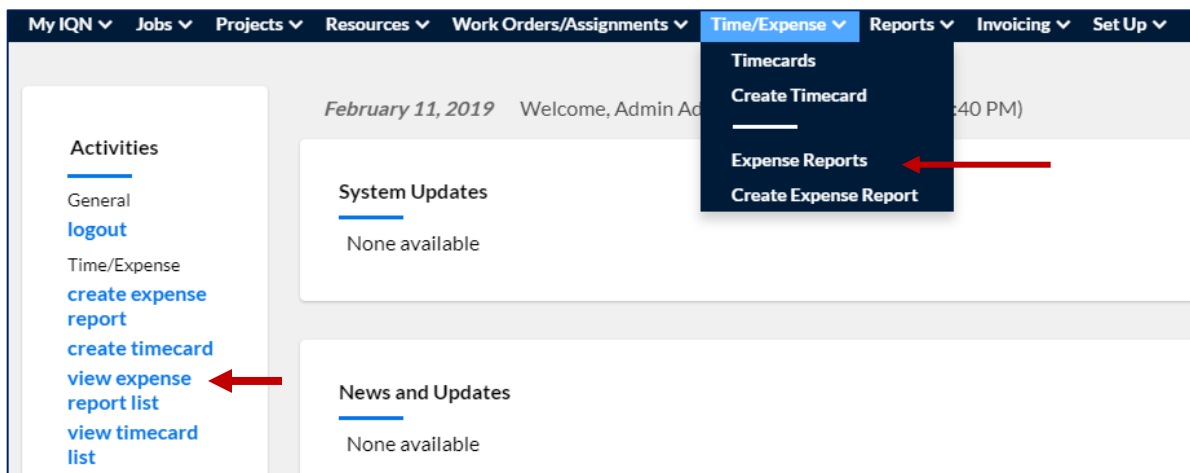
- Click **resubmit** () when your changes are complete. A Validation Message displays to confirm that your action was successful or to indicate any error(s) that needs to be adjusted before the expense report can be resubmitted.



Once your resubmit is successful, you will receive a system notification to let you know whether the modified expense report was approved or rejected. If rejected, the expense report becomes available to modify once again and resubmit. If approved, the expense report is forwarded for invoice processing.

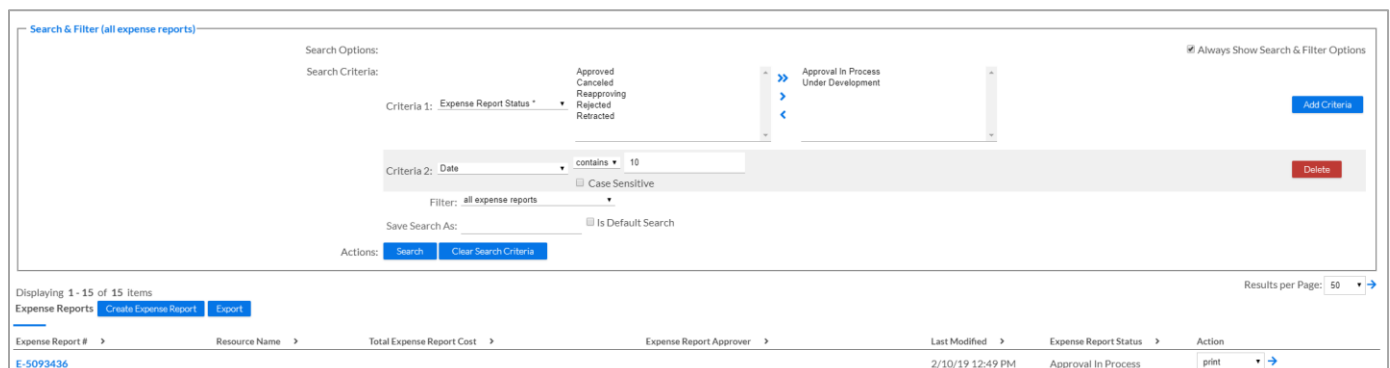
## To create/view an expense report list:

- Log in to IQNavigator using your *user name* and *password*. Your Home dashboard displays.
- Click the **view expense report list** link located in the Activities column on the left-hand side under Time/Expense. *Optional:* Expand the Time/Expense pull-down header menu and click **Expense Reports**. The Expense Reports list screen displays.




- Use the Search & Filter options to select your search criteria settings. Use the pull-down selection list for Criteria 1 to select the primary category of expense reports you wish to view. The screen will refresh to display which search options match your Criteria 1 selection. Use the 'add criteria' button on the far right to add more criteria options to your search query.

*In the example below, the search query is set to create a list of expense reports from the month of October 2018 that have a status of Approval in Process or Under Development.*





4. Click search (  ) and the matching results will display in a list below the Search & Filter section. A message displays if no records match your search criteria.
5. Once you have a results list, expand the drop-down selection list in the Action column to view what actions you may take for any item in the list. This Actions list will vary based on the status and record type. In the example above, the Actions list includes delete, modify, view, and view history.

## Expense Reports Status Chart:

Expense Reports		
Supplier Firm	Description	Buyer Org
Approval in Process	The expense report has been created and is pending approval on the buyer side by the Expense Approver	Approval in Process
Approved	The expense report has been approved by the Expense Approver and submitted for invoicing	Approved
Canceled	The expense report has manually been canceled and cannot be used	Canceled
Reapproving	A modified/adjusted expense report is pending approval on the buyer side by the Expense Approver	Reapproving
Rejected	The expense report was not approved by the Expense Approver and it has been returned to the contractor for revisions	Rejected
Retracted	The contractor has pulled back their expense report submit prior to approval in order to make revisions	Retracted
Under Development	The expense report has been created but not submitted for approval.	Under Development