Create & Submit Expense Reports via Supplier

The intent of this job aid is to highlight key steps required in creating and submitting an expense report; modifying a saved or rejected expense report; and adjusting approved expense reports in the N3M Workforce System. Once a non-3M worker's assignment has started and is effective, expense reports can be submitted for approval. The Supplier Accounting Representative (SAR) has the ability to submit expense reports on behalf of their non-3M workers.

In order to login to the N3M Workforce System web-based application, see 'Login to the N3M Workforce System' job aid for instructions.

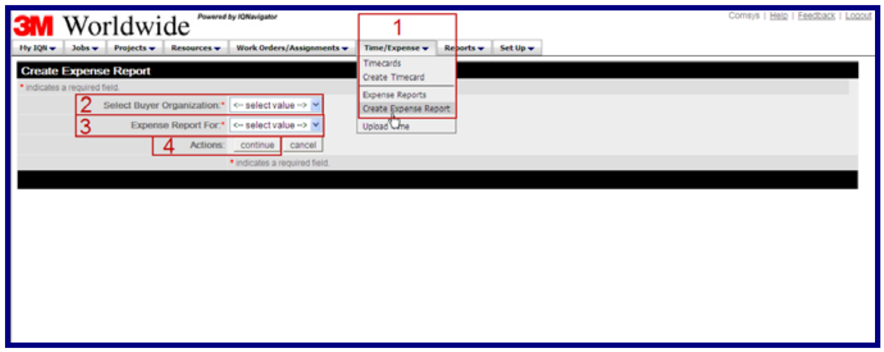
Create & Submit Expense Report:

1 Under the **Time/Expense** tab choose the Create Expense Report sub-menu link.

2 Choose the correct 'Buyer Organization' from the drop-down menu.

3 Choose the Resource Name from the 'Expense Report For' drop-down field.

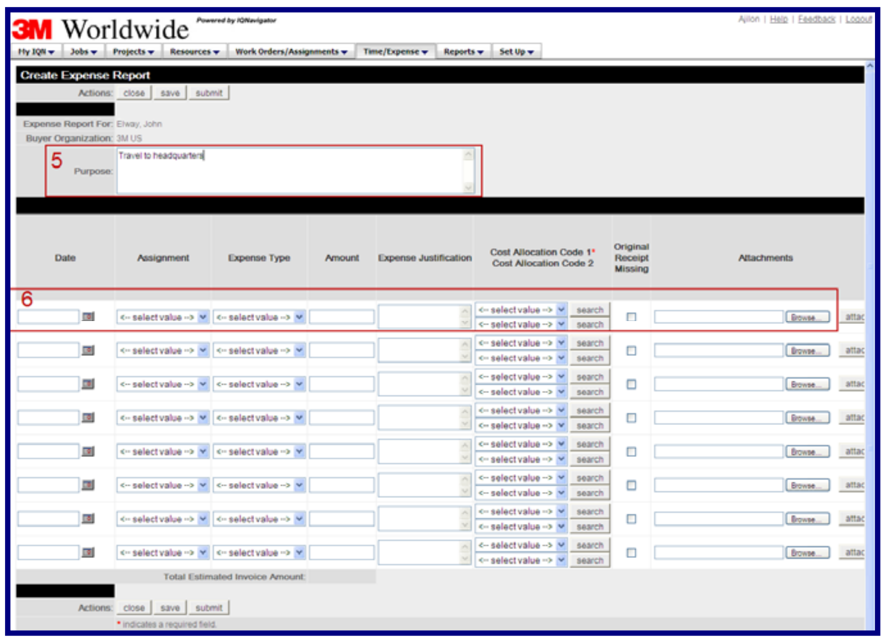
4 Select **continue**



5 The expense report screen will populate. Enter a purpose for the expense report in the field provided.

6 Complete the following:

- Date - the date theexpense occurred
- Assignment Number
- Expense Ttype
- Amount – amount on the receipt for the expense type selected
- Expense Justification
- Cost Allocation Code(s) – CAC
- Check if the receipt is missing
- Attach any supporting documents



7 From the same screen:

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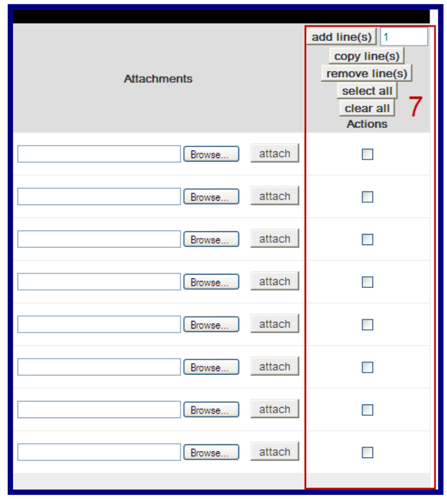
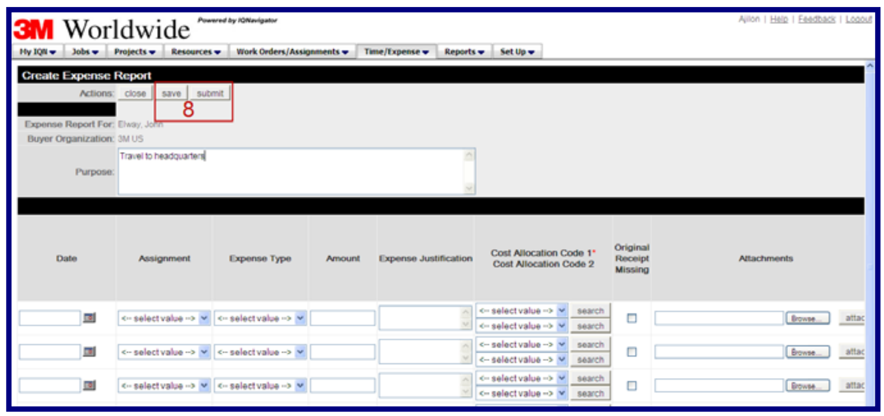
Add line(s): If additional expense report lines are needed, on the right side of the screen input the number of lines to add then select the **add line(s)** button.

Copy line(s): In order to copy all information from a previous line to the next, on the right side of the screen check the box at the end of the line item in the Actions column, then select the **copy line(s** button.

Remove Line(s): To remove a line item, on the right side of the screen check the box at the end of the line item in the Actions column, then select the **remove line(s)** button.



8 Once complete, select **submit** at the top or bottom of the expense entry screen. The expense report may also be saved by clicking the **save** button to modify and submit at a later date.



9 A saved or submitted confirmation will be presented. Once the expense report is submitted, an automatic email notification will be routed to the appropriate approver. Once approved or rejected, both the SAR and non-3M worker will receive an email notification of this event.

View Expense Report List:

IQNavigator8

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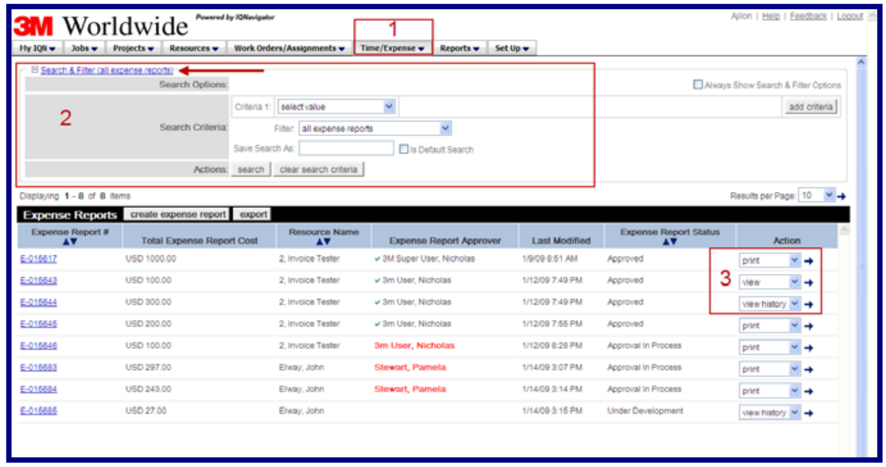
1 Under the **Time/Expense** tab, choose the Expense Reports sub-menu link. This view will provide a list of all timecards and the status of each.

2 Search and filter for an expense report by selecting the Search and Filter (timecards & timecard adjustments) hyperlink. From the Criteria 1 drop down menu, choose a value to search by. From the Filter drop down, select the appropriate status to filter by. Next to the Actions row click on the **search** button.

3 To **print**, **view**, or **view the history** for an expense report, select the applicable action in the Action column drop-down menu on the right hand side of the screen and click on the **blue go arrow** button. The **modify** and **adjust** actions will also appear in the drop-down menu for those expense reports that are in an applicable status to be modified or adjusted.



Modify Expense Report: *(Note: Only expense reports in the 'Under Development' or 'Rejected statuses' may be modified.)*

1 Under the **Time/Expense** tab choose the Expense Reports sub-menu link.

2 To modify an expense report, select the expense report number hyperlink -OR- from the Action column drop-down menu, select **modify**, and the **blue go arrow** button. The expense report entry screen for that expense report will appear.

Follow the remaining steps from the Create & Submit Expense Report section (above).