



Attachment Guide

2800 S. Shirlington Rd. Suite 350, Arlington, VA 22206 ★ 703.379.9311 ★ AFSC.com

FILE LINE OPTIONS PROCESS HELP

MAGELLAN FEDERAL (MAGELLANHEALTHCONFIG) Delttek Costpoint

Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report

Manage Expense Report New Expense Report Delete 1 of 1 New Table **Query**

Report ID Description Revision 0 Total To Me 0.00
 Date Correction 0 Payment Received 0.00
 Status Draft Currency USD
 Submit

Purpose Locations Default Charges Overall Attachments

Date * 10/25/2019
 Type * All Expenses (Travel/Non Trvl)
 Description *
 From * ☐ First Day of Trip
 To * 10/25/2019 ☒ Last Day of Trip
 Purpose *

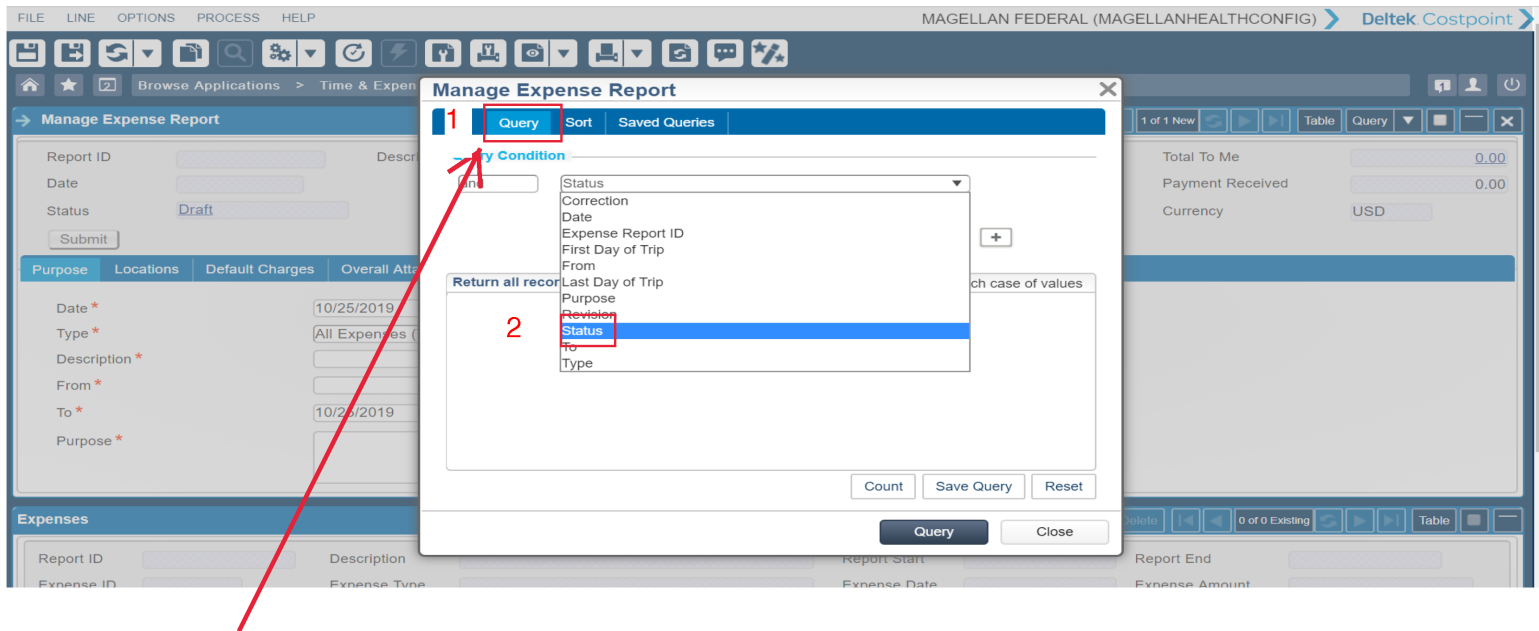
Expenses Add Claimed Expense Delete 0 of 0 Existing Table

Report ID Description Report Start Report End
 Expense ID Expense Type Expense Date Expense Amount

Expense Details Expense Amount

To find previous expense reports, click 'query'





1) click the Query tab at the top left 2)select Status from the drop down menu

The screenshot shows the 'Manage Expense Report' dialog box with the 'Query' tab selected. The 'Query Condition' section has three input fields: 'Status' (dropdown), 'begins with' (dropdown), and a text field containing 'draft' (annotated with a red box and the number 3). The 'Return all records where:' section is empty. At the bottom right, the 'Query' button is highlighted with a red box and the number 4. The background shows the 'Manage Expense Report' form with fields for Report ID, Date, Status, Purpose, Locations, Default Charges, and Overall Attachments.

3) type 'draft' in the third box 4) click the 'Query' button at bottom right

You will then see the list of your reports. You will be able to select the report you want and click on the form button in the upper right to view.

Manage Expense Report

Report ID: ER00055750 Description: TEST Revision: 0 Total To Me: 552.00
 Date: 10/25/2019 Correction: 0 Payment Received: 0.00
 Status: Submitted Currency: USD

Submit Void

Purpose Locations Default Charges

Add to Favorites

ID	Charge Type *	Charge *	Description	Default Allocation %
1	PROJECT	GAND.BOPS	G&A - Bus Operations	100.00

Expenses

Add Claimed Expense Delete 2 of 2 Existing Table

Report ID: ER00055750 Description: TEST Report Start: 10/21/2019 Report End: 10/25/2019
 Expense ID: 2 Expense Type: Per Diem Meals Expense Date: 10/25/2019 Expense Amount: 252.00

Expense Details Meal Detail Expense Amount

Click "submitted" beside the Status under Manage Expense Report

Manage Expense Report

Report ID: ER00055750 Description: TEST Revision: 1 Total To Me: 575.20
 Date: 10/25/2019 Correction: 0 Payment Received: 0.00
 Status: Submitted Currency: USD

Workflow

Primary Role	Task Item	Status	Assigned	Expense/Charge	Amount	Currency	Sequence
Business Office	Record - Expense Receipt(s) (Required)	Pending	Beal, Rachael D. (A001478); Diehm, Samant				
EMPLOYEE	Create - Expense Report (Required)	Created	Beal, Rachael D. (A001478) - Fri, 25 Oct 2019				0
EMPLOYEE	Submit - Expense Report (Required)	Submitted	Beal, Rachael D. (A001478) - Fri, 25 Oct 2019				1
EMPLOYEE	Attach - Expense Receipt(s) (Required)	Pending	Beal, Rachael D. (A001478); Beal, Rachael D.				2
EMPLOYEE	Approve - Expense Report (Required)	Pending	Beal, Rachael D. (A001478); Beal, Rachael D.				3
PRIMARY SUPERVISOR	Approve - Expense Report (Required)						4

Attach Missing View

Close

Click the line that says 'Employee-Attach' with the status of 'Pending'

Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report

Manage Expense Report

Report ID: ER00055750 Description: TEST Revision: 1 Total To Me: 575.20
 Date: 10/25/2019 Correction: 0 Payment Received: 0.00
 Status: SUBMITTED Currency: USD

Primary Role	Task Item	Status	Assigned	Expense/Charge	Amount	Currency	Sequence
Business Office	Record - Expense Receipt(s) (Required)	Pending	Beal, Rachael D. (A001478); Diehm, Samant				
EMPLOYEE	Create - Expense Report (Required)	Created	Beal, Rachael D. (A001478) - Fri, 25 Oct 2018				0
EMPLOYEE	Submit - Expense Report (Required)	Submitted	Beal, Rachael D. (A001478) - Fri, 25 Oct 2018				1
EMPLOYEE	Attach - Expense Receipt(s) (Required)	Pending	Beal, Rachael D. (A001478); Beal, Rachael D.				2
EMPLOYEE	Attach - Mileage Log (Required)	Pending	Beal, Rachael D. (A001478); Beal, Rachael D.	Transportation/Mileage	23.20000	USD	2
PRIMARY SUPERVISOR	Approve - Expense Report (Required)	Pending					3
Business Office	Approve - Expense Report (Required)	Pending					4

Expense ID: Expense Type: Mileage Expense Date: 10/25/2018 Expense Amount:

Attach Missing View Close

Once you have completed the previous step, the 'Attach' button will become clickable

A pop-up window will appear, which will allow you to browse your files and Upload your receipt/form.

File Upload

File Name* Choose File No file chosen

Description

Upload Close

Primary Role	Task Item	Status	Assigned	Expense/Charge	Amount	Currency	Sequence
Business Office	Record - Expense Receipt(s) (Required)	Pending	Beal, Rachael D. (A001478); Diehm, Samant				
EMPLOYEE	Create - Expense Report (Required)	Created	Beal, Rachael D. (A001478) - Fri, 25 Oct 2018				0
EMPLOYEE	Submit - Expense Report (Required)	Submitted	Beal, Rachael D. (A001478) - Fri, 25 Oct 2018				1
EMPLOYEE	Attach - Expense Receipt(s) (Required)	Attached	Beal, Rachael D. (A001478) - Fri, 25 Oct 2018				2
EMPLOYEE	Attach - Mileage Log (Required)	Attached	Beal, Rachael D. (A001478) - Fri, 25 Oct 2018	Transportation/Mileage	23.20000	USD	2
PRIMARY SUPERVISOR	Approve - Expense Report (Required)	Pending	BAKER, TODD (A999055); BART, SCOTT				3
Business Office	Approve - Expense Report (Required)	Pending					4

Be sure to complete all lines that require an attachment. If the attachment is not required, re-upload other attachments for the expense report.

Status will change to 'attached' after the attachment is uploaded

Primary Role	Task Item	Status	Assigned	Expense/Charge	Amount	Currency	Sequence
Business Office	Record - Expense Receipt(s) (Required)	Pending	Beal, Rachael D. (A001478); Diehm, Samant				
EMPLOYEE	Create - Expense Report (Required)	Created	Beal, Rachael D. (A001478) - Fri, 25 Oct 2019				0
EMPLOYEE	Submit - Expense Report (Required)	Submitted	Beal, Rachael D. (A001478) - Fri, 25 Oct 2019				1
EMPLOYEE	Attach - Expense Receipt(s) (Required)	Attached	Beal, Rachael D. (A001478) - Fri, 25 Oct 2019				2
EMPLOYEE	Attach - Mileage Log (Required)	Attached	Beal, Rachael D. (A001478) - Fri, 25 Oct 2019	Transportation/Mileage	23.20000	USD	2
PRIMARY SUPERVISOR	Approve - Expense Report (Required)	Pending	BAKER, TODD (A999658); DAILY, SCOTT				3
Business Office	Approve - Expense Report (Required)						4

Friendly reminder: Check that receipts/documentation are attached to every line which says 'Employee-Attach'. If any 'Employee Attach' line shows as 'Pending' under the Status column, then the expense report cannot be approved by the supervisor and progress through the approval process.



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