

Charge Code Change Guide

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Magellan
FEDERAL

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How to Query Previous Expense Reports



How to Query Previous Expense Reports

The screenshot shows the 'Manage Expense Report' interface. At the top, there is a navigation bar with the breadcrumb 'Manage Expense Report' and a toolbar containing icons for save, refresh, search, and other actions. Below the navigation bar, there are several tabs: 'Purpose', 'Locations', 'Default Charges', and 'Overall Attachments'. The 'Purpose' tab is currently selected. The main content area contains a form with the following fields:

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

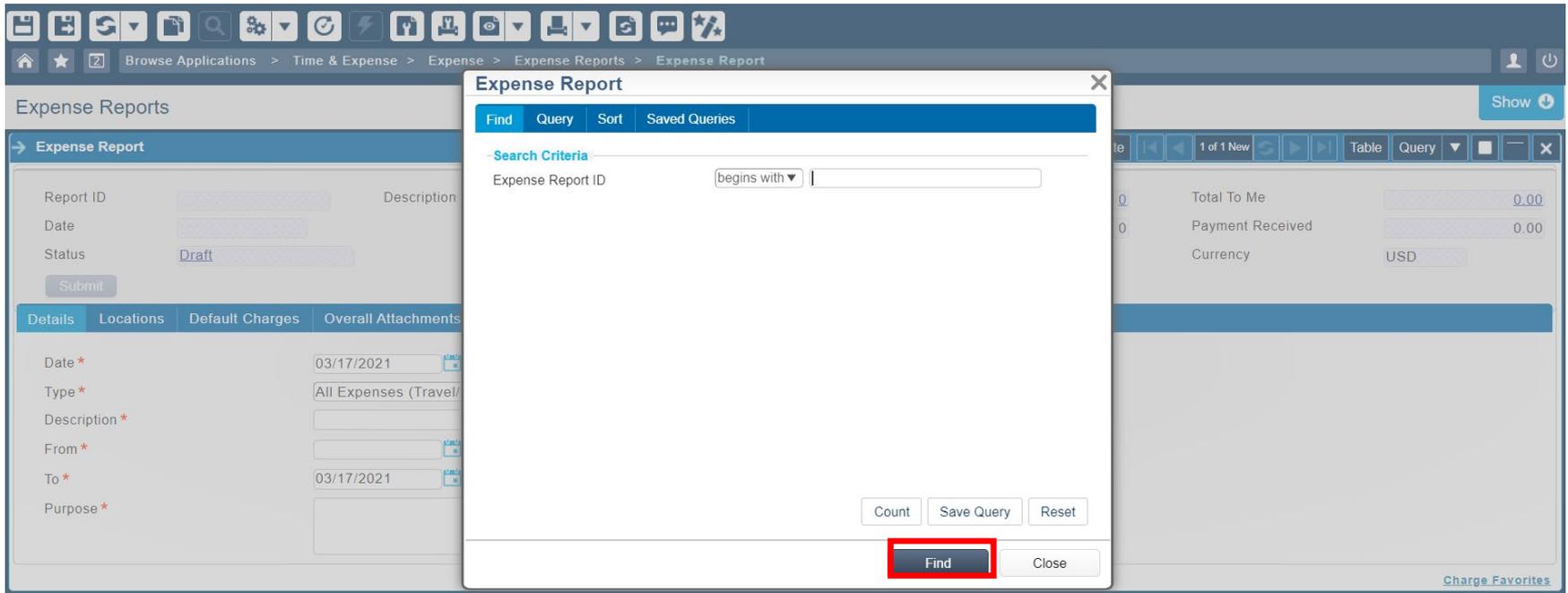
Below the form, there are several input fields for the 'Purpose' tab:

- Date*: 12/01/2020
- Type*: All Expenses (Travel/Non Trvl)
- Description*: [Empty]
- From*: [Empty] First Day of Trip
- To*: 12/01/2020 Last Day of Trip
- Purpose*: [Empty]

In the top right corner of the interface, there is a 'Query' button highlighted with a red box, indicating the action to be taken to find previous expense reports.

- To find previous expense reports click “query”

How to Query



- Once you click on the query box a pop-up will come up stating you have unsaved changes, click okay
- When the query box pops-up click find

How to Query

FILE LINE OPTIONS PROCESS HELP

MAGELLAN FEDERAL (MAGELLANHEALTHCONFIG) > Deltek Costpoint >

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

Manage Expense Report

New Expense Report Delete **Form** Query

Expense Report ID	Description *	Date *	Revision	Status	From *	To *	Purpose *	Correction	First Day of Trip	Last Day of Trip
ER00060125	August-Sept-October Phone Bill	11/30/2020	0	Approved	08/01/2020	10/31/2020	Aug- Sept- Oct Phone	0	✓	✓
ER00059584	Test 3	09/17/2020	1	Voided	08/24/2020	08/28/2020	test	0	✓	✓
ER00059583	Test 2	09/17/2020	1	Voided	09/07/2020	09/11/2020	test ER	0	✓	✓
ER00059582	Test 1	09/17/2020	2	Voided	09/07/2020	09/11/2020	Test 1	0	✓	✓
ER00059466	June July Cell phone	09/01/2020	0	Processed	06/01/2020	07/31/2020	June and July cell phone	0	✓	✓

- You will then see the list of your reports
- Click on the report you would like to edit or review and click the “form” button at the top right

[How to Change the Charge Code]



How to Change the Charge Code

The screenshot shows the 'Manage Expense Report' interface. At the top, there is a navigation bar with 'Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report'. Below this, there are fields for Report ID (ER00055750), Description (TEST), Revision (1), Total To Me (575.20), Date (10/25/2019), Correction (0), Payment Received (0.00), Status (Submitted), and Currency (USD). There are 'Submit' and 'Void' buttons. Below the main form, there are tabs for 'Purpose', 'Locations', and 'Default Charges', with 'Default Charges' highlighted in red. The 'Default Charges' section contains fields for Date (10/25/2019), Type (All Expenses (Travel/Non Trvl)), Description (TEST), From (10/21/2019) with 'First Day of Trip' checked, To (10/25/2019) with 'Last Day of Trip' checked, and Purpose (TEST). At the bottom, there are links for 'Billable', 'Charge Distribution', 'Company Paid', 'Non Reimbursable', 'Payment', 'Category View', and 'Date View'.

- Click on “Default Charges”

The screenshot shows the 'Default Charges' table. At the top, there are 'Submit' and 'Void' buttons. Below the table, there are tabs for 'Purpose', 'Locations', 'Default Charges', and 'Overall Attachments', with 'Default Charges' selected. On the right side, there are 'New' and 'Delete' buttons, with 'New' highlighted in red. The table has columns for 'ID', 'Charge Type', 'Charge', 'Description', and 'Default Allocation %'. There are two rows of data:

ID	Charge Type	Charge	Description	Default Allocation %
1	PROJECT	TRVL.GNRL	TRAVEL/EXPENSE REPORTING	50.00
2	PROJECT			50.00

- Click “New” at the right-hand side of the screen

How to Change the Charge Code

Purpose | Locations | **Default Charges** | Overall Attachments

New Delete

Add to Favorites

ID	Charge Type*	Charge*	Description	Default Allocation %
1	PROJECT	TRVL.GNRL	TRAVEL/EXPENSE REPORTING	50.00
2	PROJECT			50.00

- Click on the magnifying glass to select the new charge code

Add to Favorites

New Delete

ID	Charge Type*	Charge*	Description	Default Allocation %
1	PROJECT	TRVL.GNRL	TRAVEL/EXPENSE REPORTING	50.00
2	PROJECT			50.00

Lookup

Charge Lookup

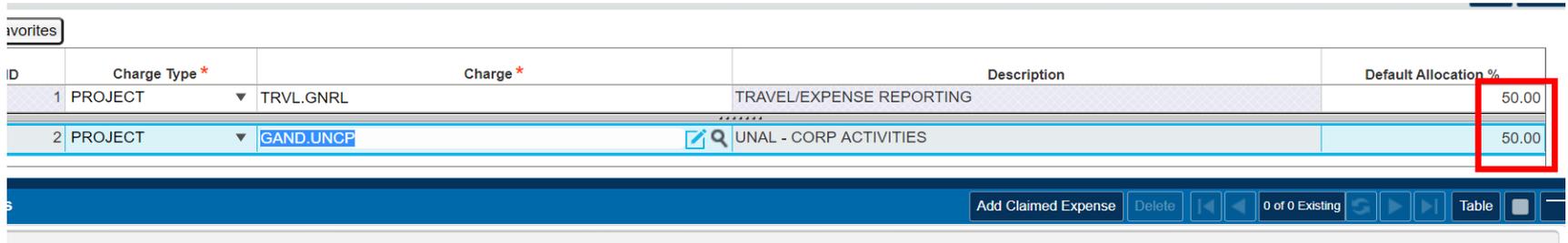
- INDIRECT
- Gen & Admin
- UNAL - CORP ACTIVITIES

Charge/Branch Description	Charge Branch Code	PROJECT	LABOR LOCATION	GLC Costpoint Company	GLC	PLC Costpoint Company	PLC	WORKER COMP	PAY TYPE
UNAL - CORP ACTIVITIES	GAND.UNCP	GAND.UNCP		1		1			

Select Cancel

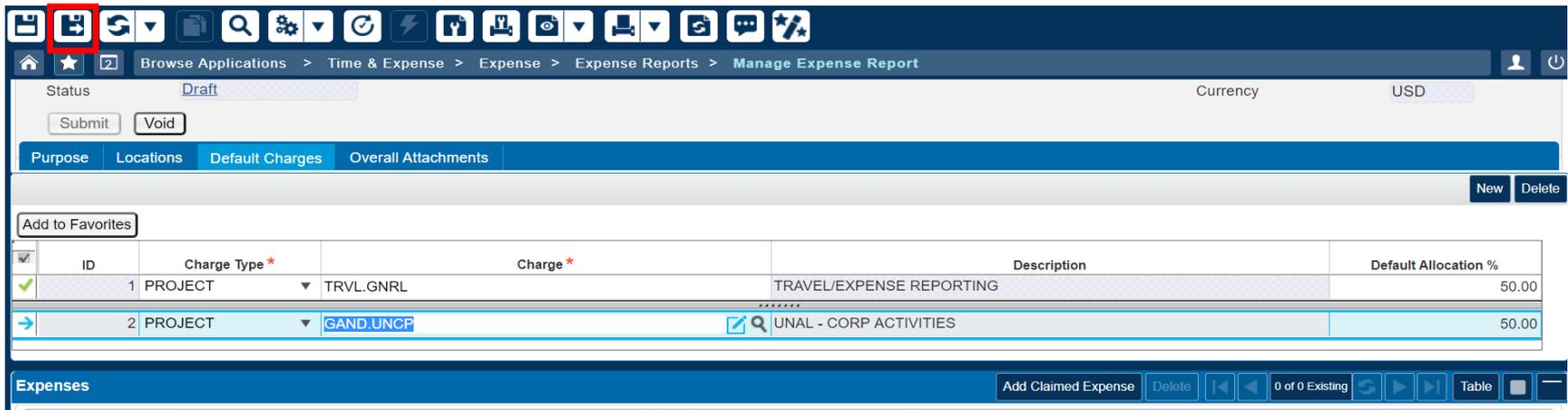
- Follow the Charge Tree to find the new charge code
- Click “select” to add it to the report

How to Change the Charge Code



ID	Charge Type *	Charge *	Description	Default Allocation %
1	PROJECT	TRVL.GNRL	TRAVEL/EXPENSE REPORTING	50.00
2	PROJECT	GAND.UNCP	UNAL - CORP ACTIVITIES	50.00

- The Default Allocation % for each code will now show as 50%. **You do not need to change these numbers.**



Save and Continue

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

Status: Draft Currency: USD

Submit Void

Purpose Locations Default Charges Overall Attachments

New Delete

ID	Charge Type *	Charge *	Description	Default Allocation %
1	PROJECT	TRVL.GNRL	TRAVEL/EXPENSE REPORTING	50.00
2	PROJECT	GAND.UNCP	UNAL - CORP ACTIVITIES	50.00

Expenses

Add Claimed Expense Delete 0 of 0 Existing Table

- Save and Continue in the upper left corner of the screen

How to Change the Charge Code

Revision

Explanation

Do you wish to change this expense report's status to 'Draft'? By checking the box below, the employee will need to re-sign the expense report and it will need to go through the entire approval process.

Change Status to Draft

Apply

Report ID Description Expense Amount

Test

Billable

ER00060650

Method * Employee Paid

Occurred * 350.00

Ceiling 0.00

- Please provide an explanation for the changes made to your expense report if prompted by Costpoint click the apply button. Your expense report will revert to “Draft” status.

How to Change the Charge Code

The screenshot displays the 'Expenses' application interface. At the top, there is a header bar with the title 'Expenses' and several action buttons: 'Add Claimed Expense', 'Delete', navigation arrows, '1 of 1 Existing', and 'Table'. Below the header, there is a form with the following fields:

Report ID	ER00060650	Description	Test	Report Start	03/09/2021	Report End	03/09/2021
Expense ID	1	Expense Type	Baggage Fee	Expense Date	03/09/2021	Expense Amount	3.00

Below the form, there is a section titled 'Expense Details' with two tabs: 'Expense Details' and 'Expense Amount'. The 'Expense Details' tab is active, showing the following fields:

Category *	Transportation	Expense Type *	Baggage Fee
Expense Date *	03/09/2021	Departure Date *	03/09/2021
Short Description	BAGGAGE/03/09/2021	Return Date *	03/09/2021
Comments	<input type="text"/>		

At the bottom right of the screen, there are three links: 'Charge Allocations Under Ceiling', 'Charge Allocations Over Ceiling', and 'Charge Allocations Unallowable'. The 'Charge Allocations Under Ceiling' link is highlighted with a red rectangular box.

- Scroll down to the Claimed Expenses section of your report and Click on “Charge Allocations Under Ceiling”. This is in the lower right side of the screen

How to Change the Charge Code

Charge Allocations Under Ceiling Charge Allocations Over Ceiling Charge Allocations Unallowable

Expenses > Charge Allocations Under Ceiling

Add Charge Allocate By Amount

Allocation ID	Percentage	Amount	Expense Charge Type	PROJECT	Description	ACCOUNT	ORG	Expense Reference Code
	100.00	436.00	Lodging - Facilities	TRVL.GNRL	TRAVEL/EXPENSE REPORTING	72-30-000	1.01.01.05.03	
	0.00	0.00		GAND.UNCP	UNAL - CORP ACTIVITIES			

Close

- In the Percentage column, manually change the percentage for the old code to 0.00%, and change the percentage for the new code to 100.00%
- Select Billable or Non-Billable under “Expense Charge Type,” depending on the type of expense. If you are unsure, ask your supervisor which to choose
- Click Save and Continue in the upper left corner of the screen. Please include a revision explanation if prompted
- Complete this step for each claimed expense in your report that should be allocated to the new charge code

How to Change the Charge Code

The screenshot shows the 'Manage Expense Report' interface. The breadcrumb navigation is: Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report. The report details are as follows:

Report ID	ER00059582	Description	Test 1	Revision	1	Total To Me	299.50
Date	09/17/2020			Correction	0	Payment Received	0.00
Status	Draft					Currency	USD

At the bottom left, there are two buttons: 'Submit' (highlighted with a red box) and 'Void'. Below the buttons is a tabbed interface with 'Warnings' selected.

- Save and Continue after each claimed expense is updated to the new charge code in “Charge Allocations Under Ceiling”
- The expense report will revert to draft status, if it is not already in draft.
Please click the Submit button when all the corrections have been completed



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