Creating an Expense Report

Introduction

This document is to be used to assist you in submitting travel and expense claims. If this is your first time using ERS please see the "First Time ERS Users Guide".

Please note that payments to suppliers (for services provided or invoices to be paid) should be processed either on a Procurement card, or through AcQuire. For more information on supplier payments, please contact the AcQuire Support Team at acquire@queensu.ca or Accounts Payable at accounts_payable@queensu.ca.

Students are asked to please ensure that you are using the correct NetId.

We encourage users to ensure that their banking information is on file and correct and that your address (campus or home) is up-to-date in the HR and/or Student system(s), as applicable.

For steps on how to log in as a delegate please see the "Delegate Roles in the ERS" document.

**NOTE:** The terms “Claim” and “Report” are interchangeable in ERS and this document. Depending on when you were granted access to ERS will determine the terminology used.

Accessing ERS

Please ensure that you are logging into ERS using the correct NetId and password. For detailed instructions on how to do this please see the “First Time ERS Users Guide”.

The path to log in to ERS is:

www.queensu.ca > Search and Sign In > MyQueen’sU – Solus, MyHR and more

Under the Financial Applications header you will see the icon for SAP Concur / Expense Reimbursement System. Click on the link and then select “Log into the ERS”

You may be prompted to enter in your Queen’s NetId and password, or you may be sent directly to your ERS home page.

Creating an Expense Report

A claim submitted using ERS can be travel related or an expense claim, this includes Professional Expense Reimbursements (PER’s).

From your ERS home screen select the ‘Expense’ Tab.
Creating an Expense Report

When the Expense Tab opens you will be under the Manage Expense option, select the red box “Create New Report”. The Cash Advance option is covered in the “Procedure – Request a Cash Advance” document.

The next screen you are taken to is called the “Report Header”. You will be required to complete all the fields that are marked with a red line.

You will need to contact your department to obtain the Fund, Department, Project, Program and Class numbers, these can not be provided by Financial Services. Also, some departments have a specific format for the Report Name.

If you are using a Research Project code, you will need to select an option from the “For Research related Travel/Expense Only – Traveler Affiliation” drop down menu. This is required for all claims submitted using a Research Project code not just for travel claims.

You will see a section “Requests”, this is where you will assign a previously received Cash Advance to this claim. The different methods of assigning a cash advance will be covered later in this document (insert Link).

Once you have completed the Report Header you can select the “Next” button in the bottom right corner of the screen.

Adding Expenses

Once you have created the claim you will be taken to the Expense screen, this is where you will be able to add all expense that correspond to this claim.

From the list of expenses on the right select the one that corresponds to the receipt. If there is not an expense type that corresponds with the receipt you can use the Miscellaneous expense type.

When you add an expense, you will need to ensure that all sections marked with a red line are completed.

If the city of purchase is not listed, we suggest using one that is in the same area and adding a comment to the expense explaining this.

Some expense lines will require different information, and some will not allow you to change certain fields. Canadian Per diems will ask you to enter in the number of days and the city of purchase, while International Per Diems will only ask you to enter the Number of Days, and the City of Purchase will be set to Kingston, ON and will not allow you to change it.

Attaching a receipt

Once you have entered in this information you will need to attach a receipt by selecting the “Attach Receipt” button in the bottom right corner.
Creating an Expense Report

A new window will open, select the “Browse” button and you will be able to search your computer for receipts that you have saved and attach them in the same manner you would a file to an email. Once you have selected an image the “Attach” button will become active, select it and your receipt will be attached to this expense line.

The other option will be receipts that you have already uploaded to ERS but have not assigned to a claim.

The receipt will show under the “Available Receipts” section. Select the receipt you would like to add to this expense and then the “Attach” button will become active. Select it and the receipt will be attached to this expense line.

You will then be taken back to the main expense page and there will now be a “Receipt Tab” for this expense. Select it to ensure that you have attached to correct receipt.

Once you have ensured that you have attached the correct receipt and that the information entered is correct you can save you expense by selecting the “Save” button in the bottom right corner.

Once your expense has been saved it will show on the list of expenses on the left. At any time, you can select one of these expenses and review it.

You can continue to add all relevant expenses by using the “New Expense” button. The process will be the same but as mentioned above there might be some slight differences regarding the information required.

Submitting a Claim

After you have created all the necessary or required expense you can submit your claim by selecting the “Submit Report” button in the top right corner of the screen.

A window will open titled “Final Review” and it will contain the User Electronic Agreement. After you have reviewed it select the orange “Accept & Submit” button in the bottom right corner.

A window to open will ask you to search for your Approver, please note that you can only search by your approvers last name.

You are only required to enter a name in the “Manager Approval” box. If required by your department you may need to enter a name in the 1st or 2nd processor box, you will search by last name as well. This is not required by Financial Services but as stated may be a requirement for your department.

As you begin to type in a last name a list will generate, you can select the name from this generated list. There may be a slight glitch when searching for the approvers and you will have to reselect the box to continue typing.
Creating an Expense Report

Once you have selected the correct name, click on the blue “Submit Report” button. A new window will open and will detail the amounts of the claim.

Select “Close” in the bottom right corner, you will be taken back to the main Expense Report page where the expense claim you just submitted will be marked with a green bar and the name of the individual who is to approve the claim.

If you have verified your email address you will be notified when the claim has been approved and sent for final processing. For steps on how to verify your email please see the “First Time ERS Users Guide”.

If you have need of a one-page printed summary of a submitted claim, you can do so by opening the claim, and selecting from the Print/Email drop down menu.

Assignment a Cash Advance to a Claim

If you have an outstanding Cash Advance that you want to assign to this claim there are two ways to do this. The first is the recommend method and that is assigning the advance when you create the claim, and the second is assigning the advance after the claim has been completed. Please note that there is a slight difference in assigning a Cash Advance vs a Subject Payment.

You can only assign one Cash Advance/Subject Payment Advance per claim.

Attaching a Cash Advance

Create an expense report in the normal manner, entering in the required information on the Report Header (see above).

In the middle of the page you will see the “Request Tab” and a blue “Add” button, select this.

A new window will open, and your active cash advance will be listed. Select the advance you wish to add to this claim and the “Add” button will become active. Select it.

The advance you assigned to the claim will now show in the request tab.

You can select the “Next” button in the bottom right corner as if you were creating a regular claim.

The only difference you will see with the cash advance assigned to the claim is the number in the bottom left corner of the screen “Outstanding Advance”. This amount of the advance that has not been accounted for. Until this number is $0.00 the claim can not be submitted.

As you add expenses the “Outstanding Advance” will decrease and the “Total Amount” and “Total Requested” will increase.
Attaching a “Subject Payment Advance”

If you have a “Subject Payment Advance” to be attached to the claim you will have to first create the claim, you can then add expense first then assign the advance or you can assign the advance then then add expenses.

Go to the “Details” drop down menu, under the Cash Advances header select “Available”

A new window will open where all of your active and available cash advances will be listed. Select the correct one for this claim and then the “Assign Cash Advance to Report” button.

The cash advance will be assigned to the claim and you can continue to add expense or submit for approval.

This option can be used if you forgot to add a Cash Advance to the claim as well.

This is also where you can check that you attached the correct advance by using the “Assigned” option.

Cash Advance Return

If you have assigned a cash advance but have not accounted for the full amount – “Outstanding Amount” is any number other than $0.00 - this amount will have to be returned to the University.

The amount can be returned by Cheque, Cash, Money Order or Interac eTransfer. For more information on these options, please see the “Procedure – Return Unused Cash Advance” document.

Once the funds have been retuned you will need to attach the receipt using the “Cash Advance Return” expense type. Please note that this expense type is only active when an advance is assigned to a claim.

You will be prompted to enter in the date the funds were retuned, and the total amount retuned. The receipt that you will attach will be the Unused Cash Advance Return receipt that has been signed by Financial Services to confirm receipt of the funds OR the email stating the bank transfer has been accepted.

Once you have done this the “Outstanding Advance” amount will be $0.00 and the claim be submitted normally.
Recalling a Claim

If you submitted a claim by accident or you forgot to add an expense you can recall the claim if it has not been given final approval by Financial Services. If it has please contact the Travel & Expense Specialist, at expenses@queensu.ca, to see if the claim can be sent back to you.

To recall a claim, select the orange “Recall” button in the top right corner of your screen.

A window will open asking you to confirm that you want to recall the claim, select “Yes”

You will then get a notice that the claim has been recalled, and you will be able to make any required changes. Once completed re-submit in the normal manner.

If you would like more detailed information on a specific section or require clarification please contact the Travel & Expense Specialist at expenses@queensu.ca.