Step 1: Navigate to NUFinancials

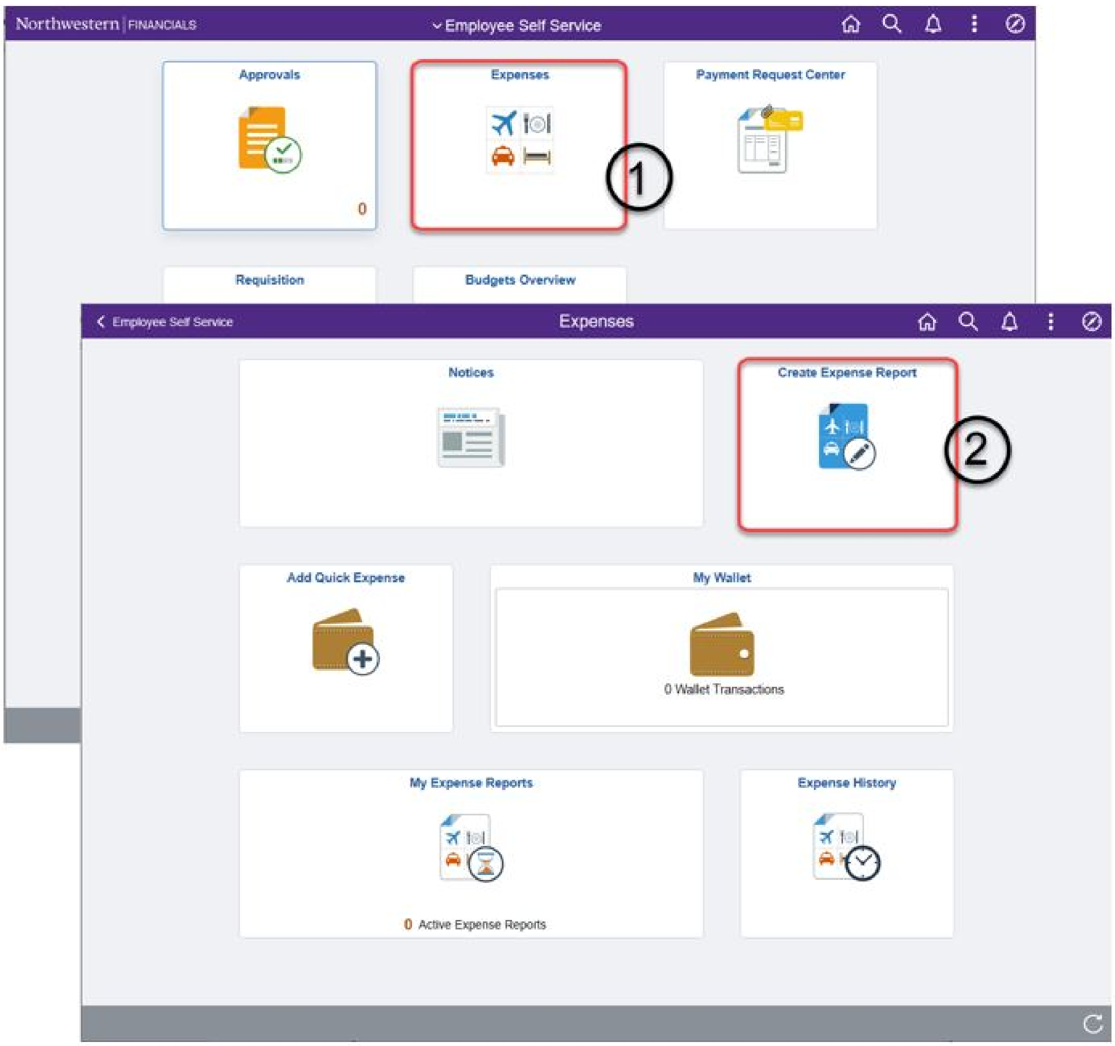
1. Go to https://nufin.northwestern.edu
2. Log in using your **NetID**(User Name) and **Password**

Note**:** Every user will have to do a **Multi-Factor Authentication** (MFA) in order to access NUFinancials. For information on MFA, **click here**.

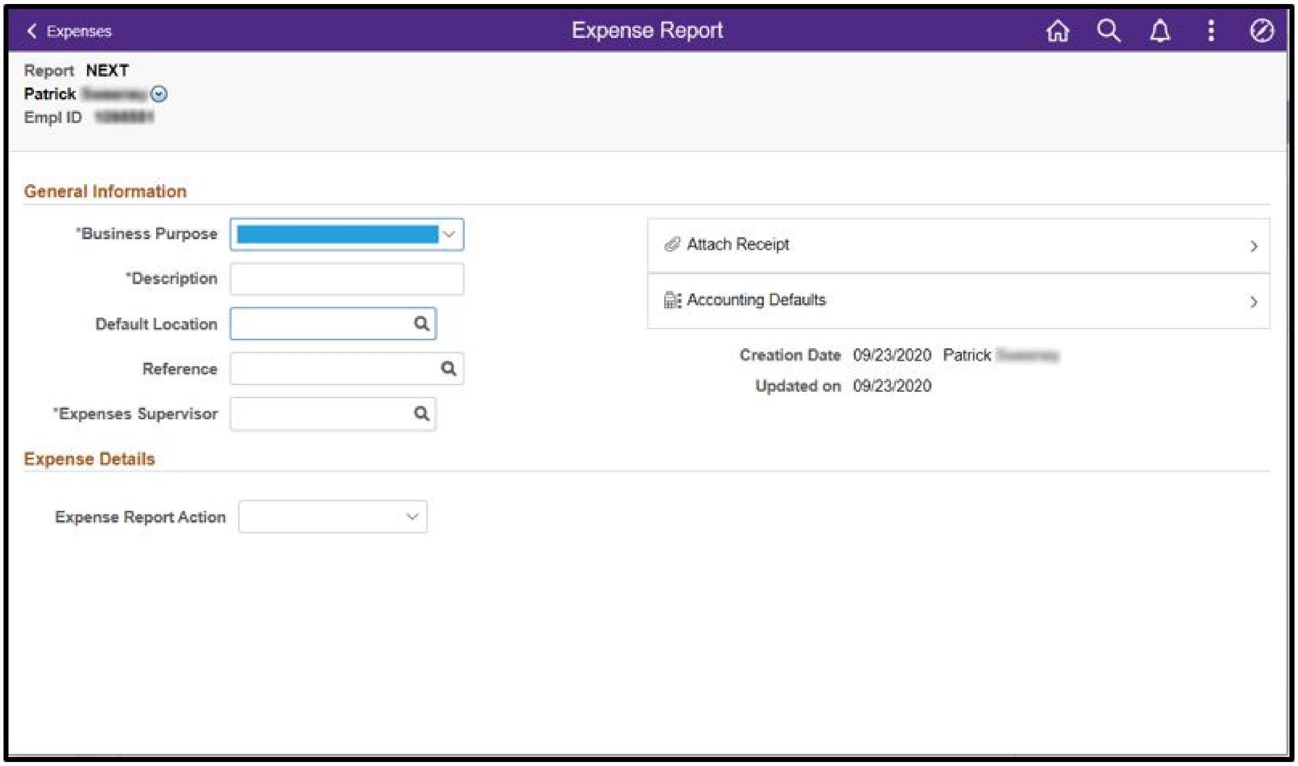
Step 2: Create an Expense Report

Navigate to Expense Reports

1. From the **Employee Self Service c**lick the **Expenses** tile.
2. Click **Create Expense Report** tile**.**



You will be taken directly to a new **Expense Report**.

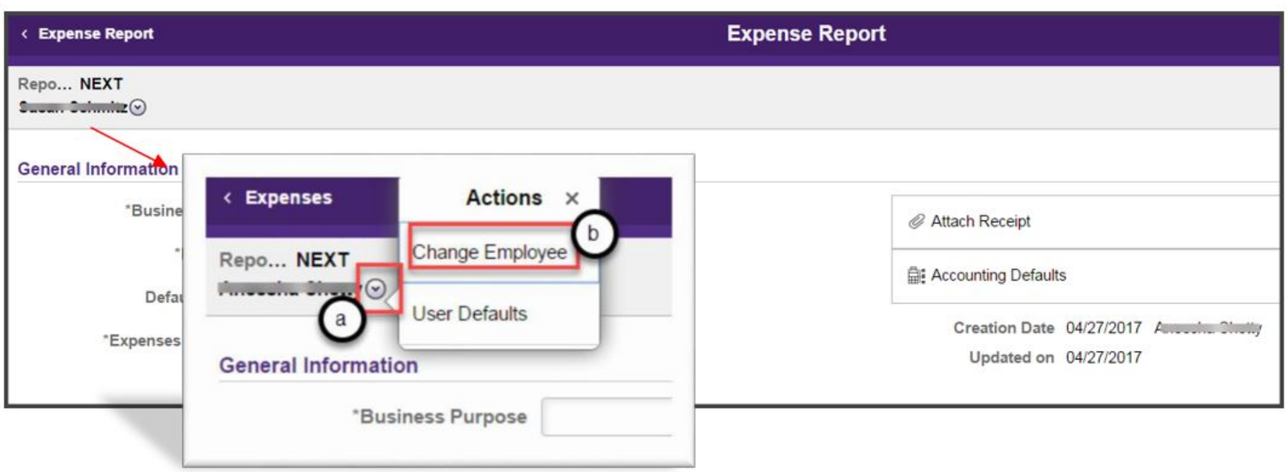


NOTE: If you are entering an expense report for someone else (as a proxy), follow the **For Proxy** steps immediately below. If you are entering the expense report for yourself, skip to **Step 3: Enter Expense Report General Information**.

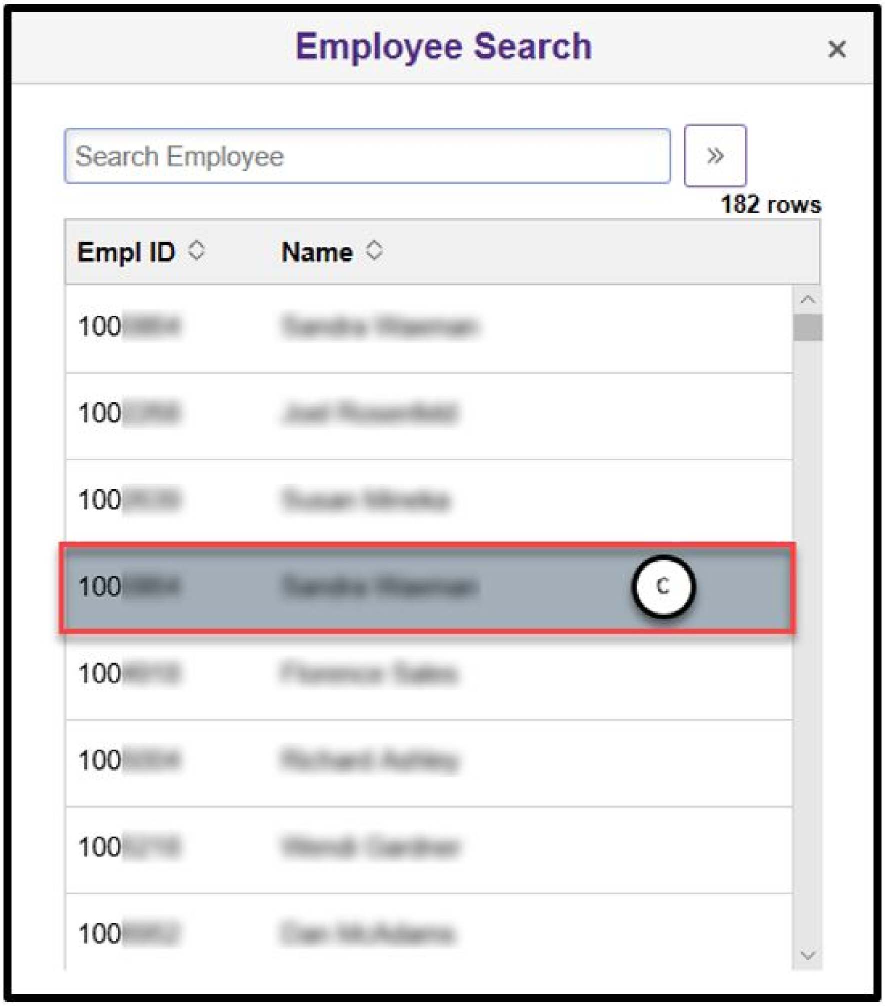
For Proxy

If you are creating the Expense Report as a Proxy, it is VERY IMPORTANT to change the employee name first by following the steps below.

1. To change the employee name:
    a. Click on the drop-down arrow next to your name in the upper left corner.
    b. Click **Change Employee**.



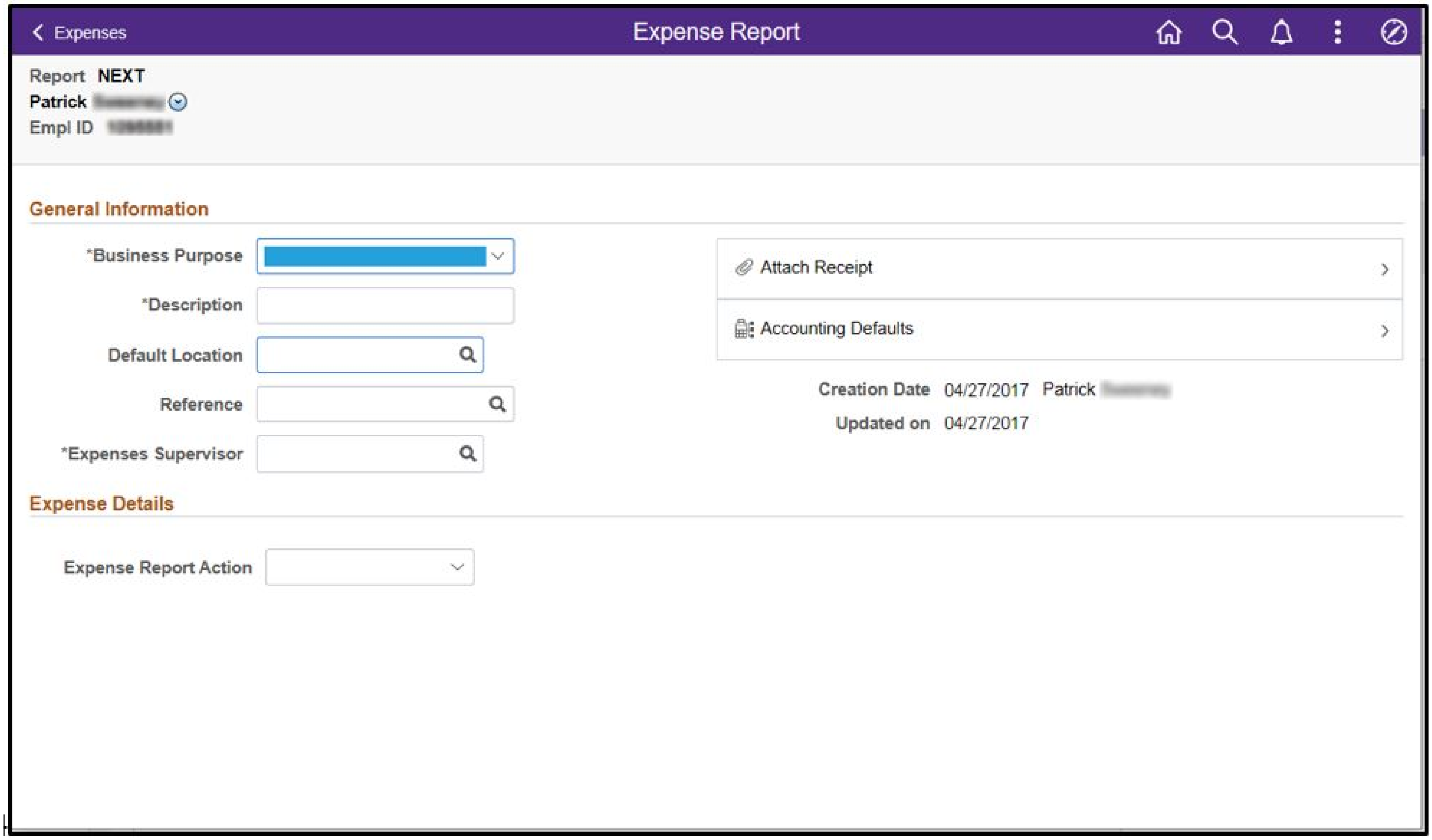
    c. Select the name of the employee for whom you are proxy from the Employee Search window that appears.



Once selected, you will be taken back to the Expense Report **General Information** page.

You will now see the employee's name you selected in the upper left corner.

Step 3: Enter Expense Report General Information

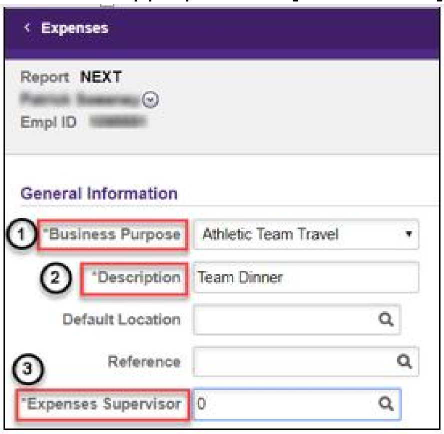


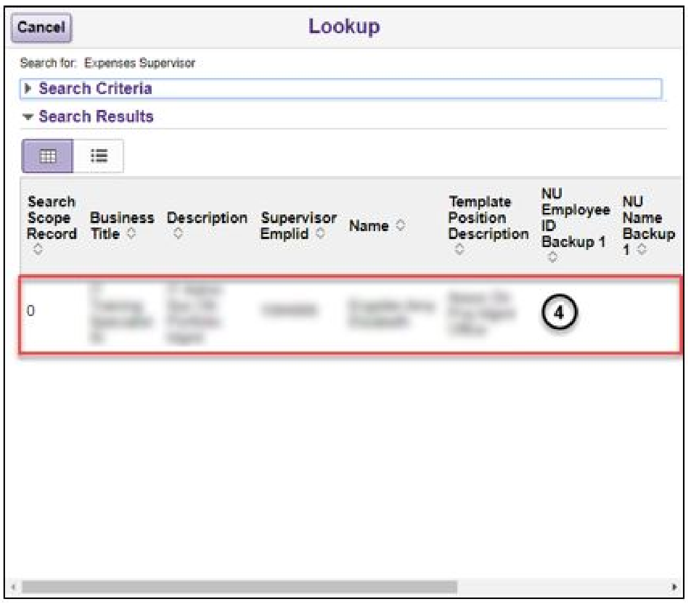
1. Select the **Business Purpose** from the drop-down menu.
2. Enter the **Description** for the Business Purpose.

   Default Location is not currently used.
   Reference is not currently used.

3. Select the **Expenses Supervisor** by clicking on the Expenses Supervisor magnifying glass to search for the supervisor who will approve these expenses.

4. Select the appropriate **Expenses Supervisor** name.



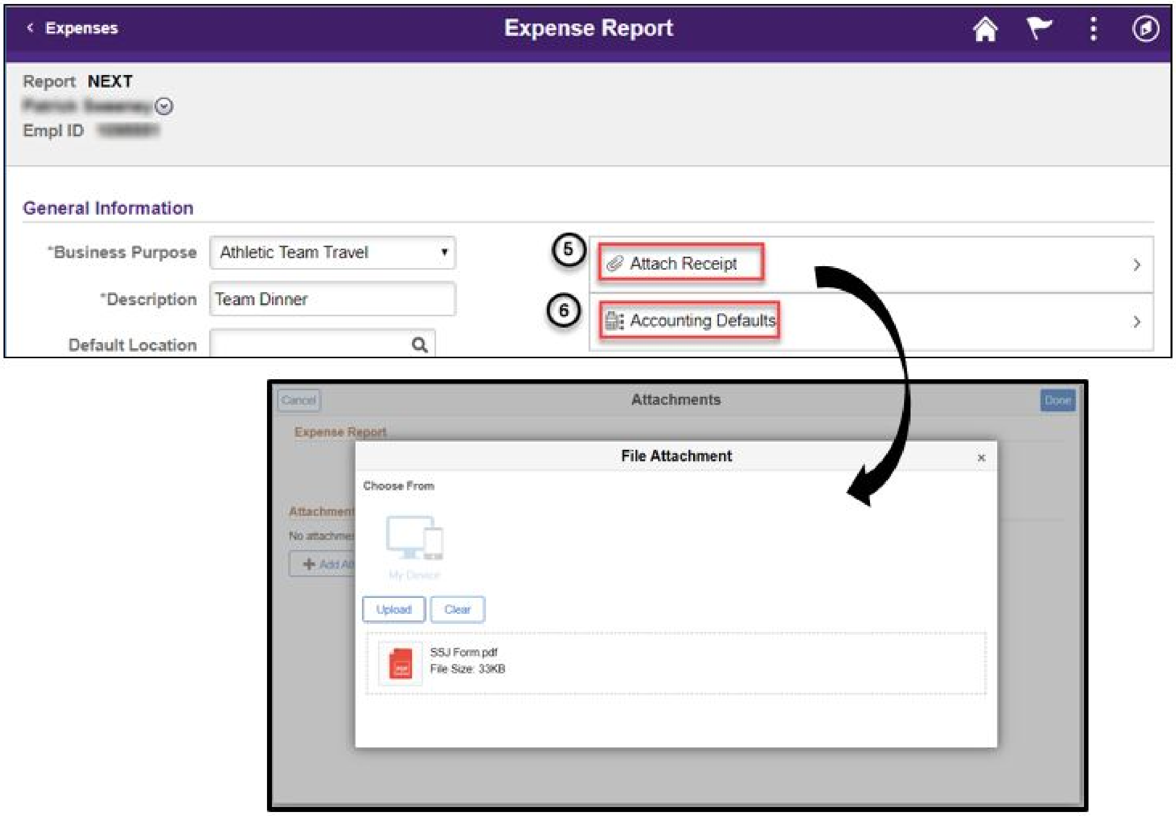


Notes:

- *If the Expenses Supervisor is not displayed, you will need to print the Expense Report, have it signed by the Expense Supervisor, scan it, and include as an attachment to the Expense Report for submittal.*
- *A number will appear in the Expenses Supervisor field. This number represents the employee record number in myHR.*

5. Scan and attach receipts and other supporting documentation in the Attach Receipt field.
   a. Be sure to attach receipts in the Attach Receipt field in the General Information section not on each expense line.

b. Consult with your school or department for document retention guidelines.

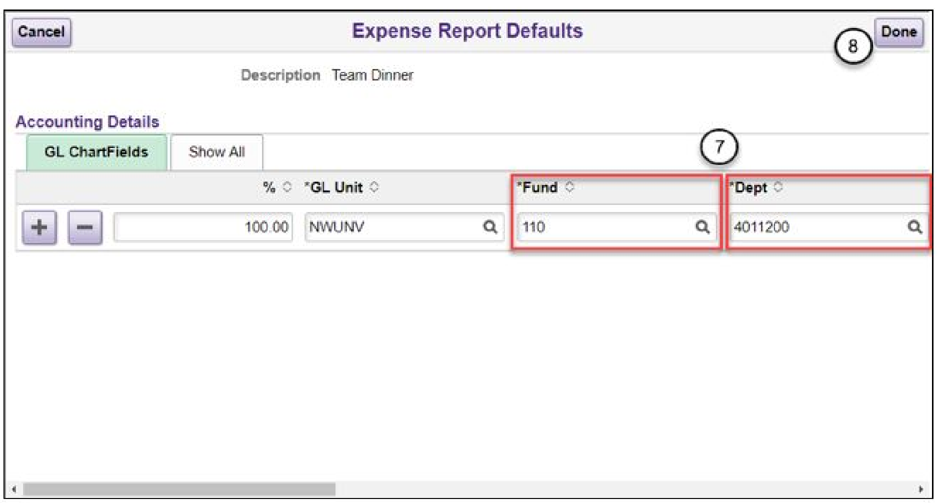


6. Click **Accounting Defaults**.
7. Enter the chart string **Fund**, **Dept**, **Project**, and **Activity** codes.

   PC Business Unit is “NWUNV”.

   You cannot enter an account code. It will be prepopulated based on the Expense Type.

8. After entering your chart string, click **Done**.

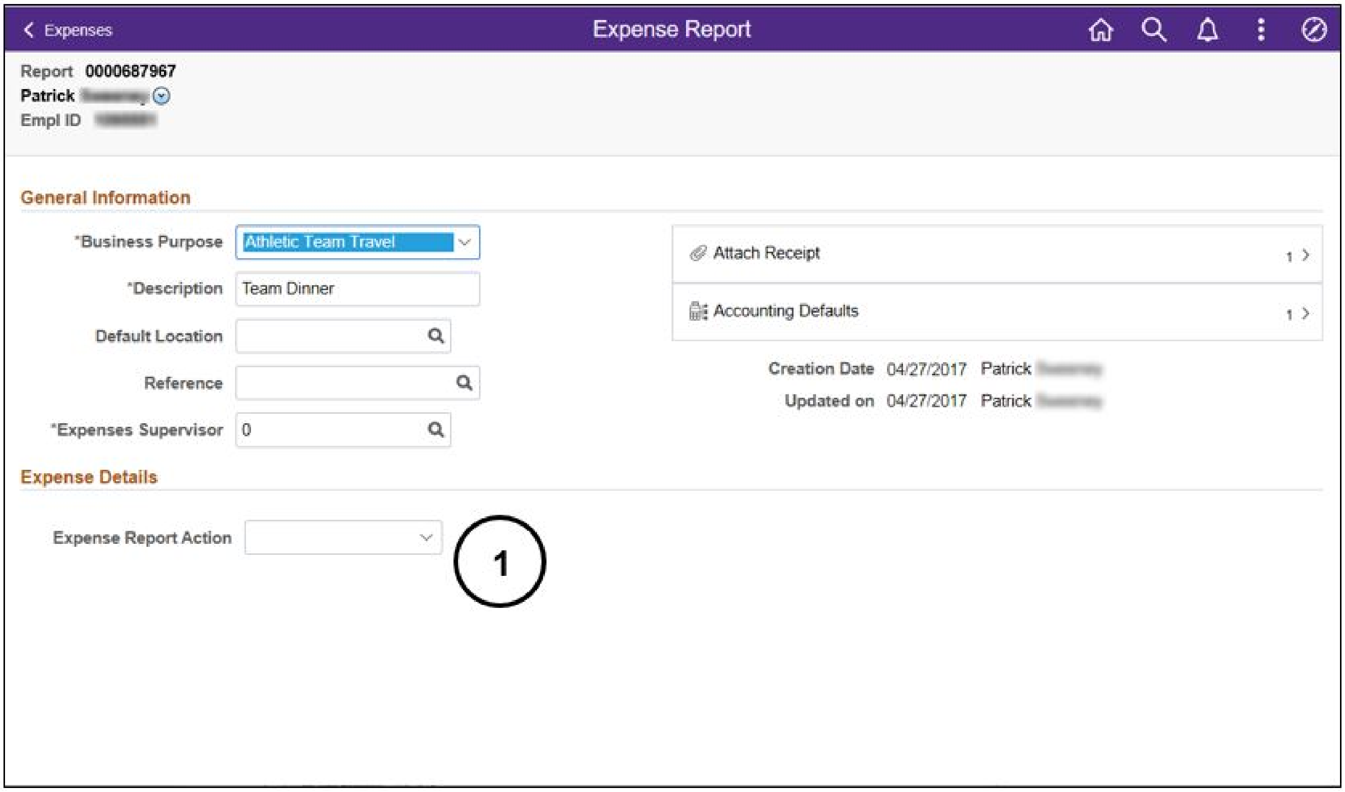


***Note**: Entering the details in Accounting Defaults means the individual expense lines will **default** to the Fund and Dept you enter. For expense transactions that have specific chart strings, changes can be made in the Accounting field in the Expense Line on the Expense Entry screen.*

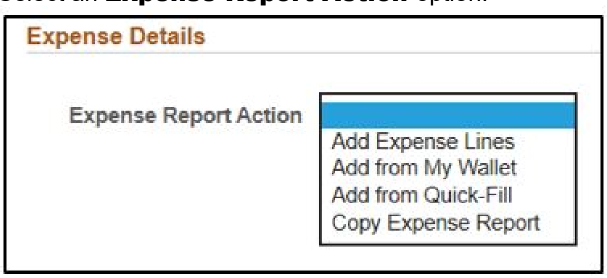
IMPORTANT: Accounting Defaults must be set up before entering expense lines. Otherwise, expense lines will not be automatically populated with default chart strings.

Select Type of Expense Details Then Add Expense Lines

1. Click the **Expense Report Action** drop-down arrow.

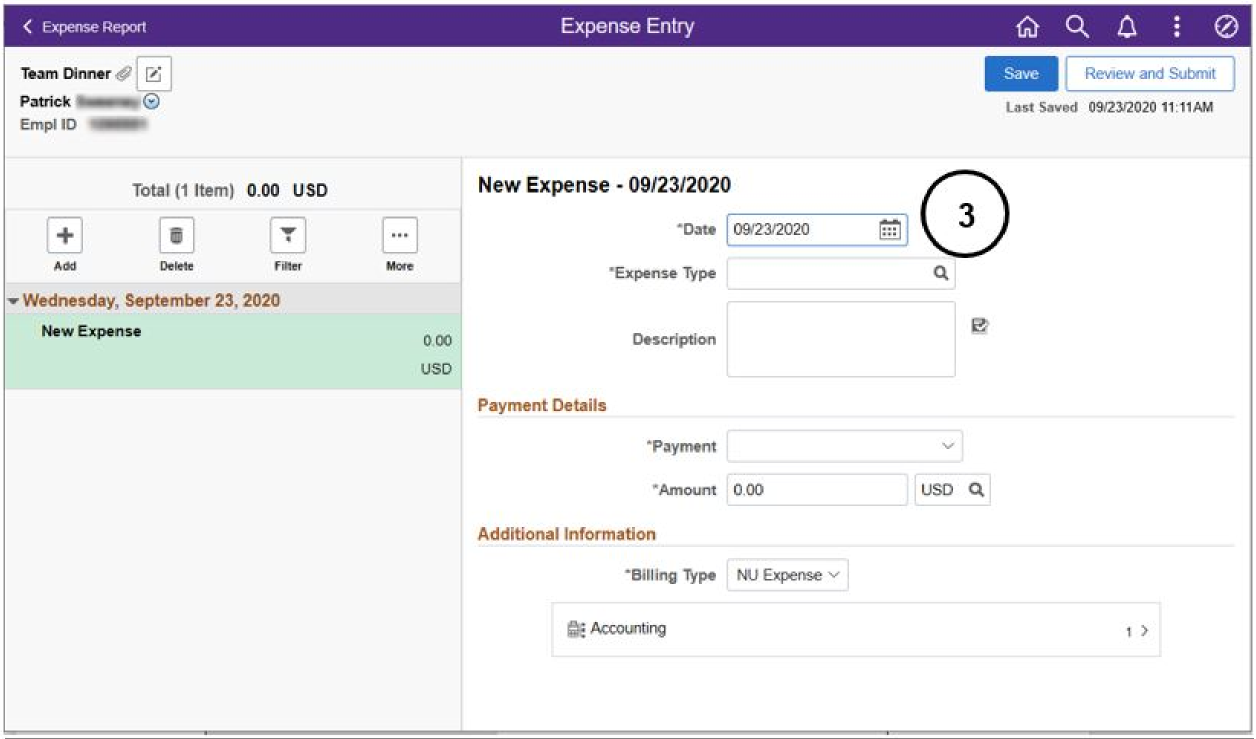


2. Select an **Expense Report Action** option.

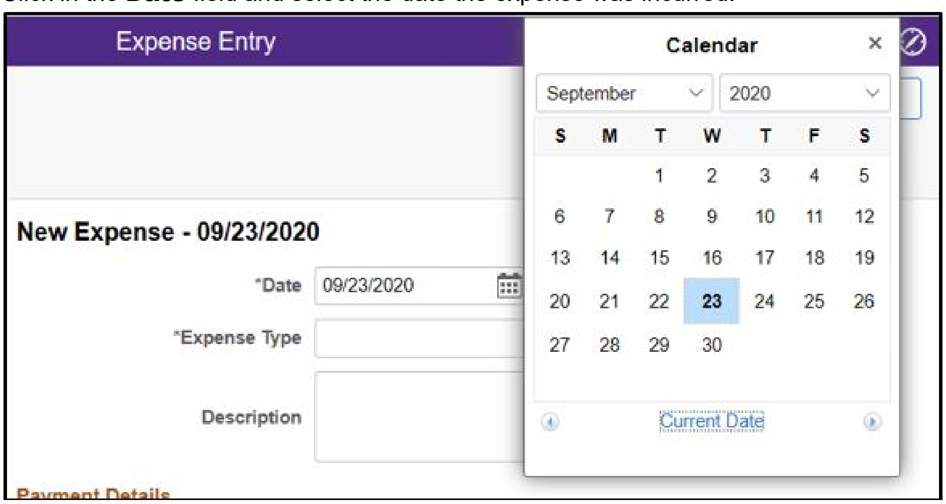


If you are <u>adding single lines</u> to your Expense Report, select **Add Expense Lines**.

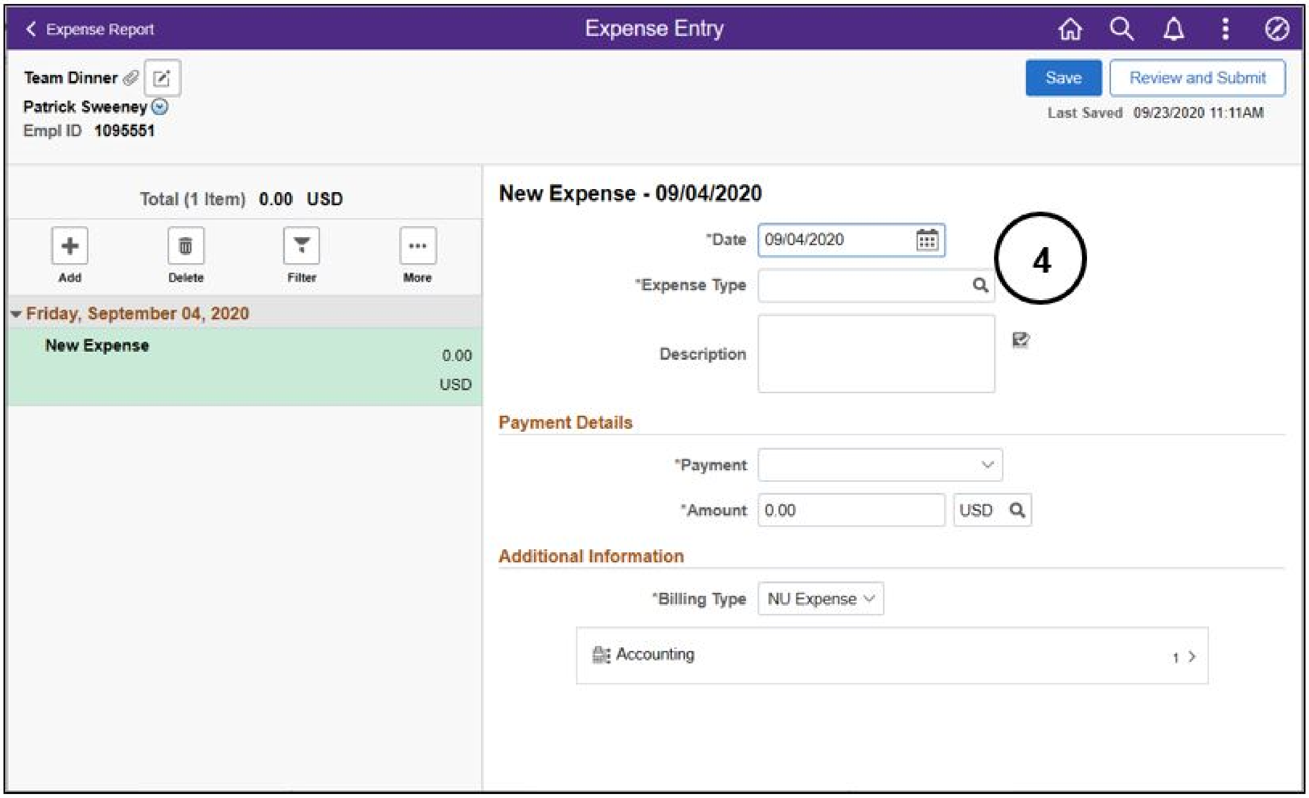
If you are adding multiple lines at a time to your Expense Report, select **Add from Quick-Fill**.



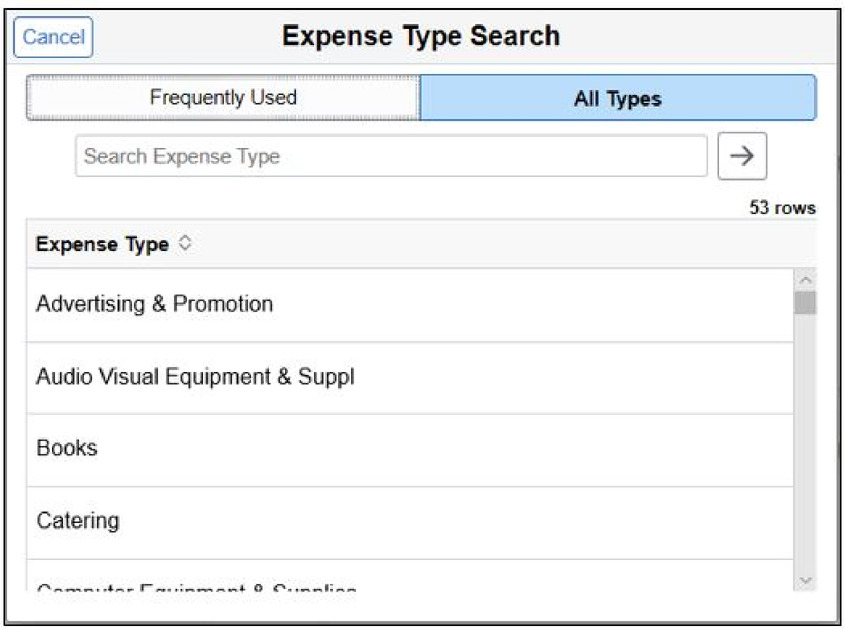
3. Click in the **Date** field and select the date the expense was incurred.



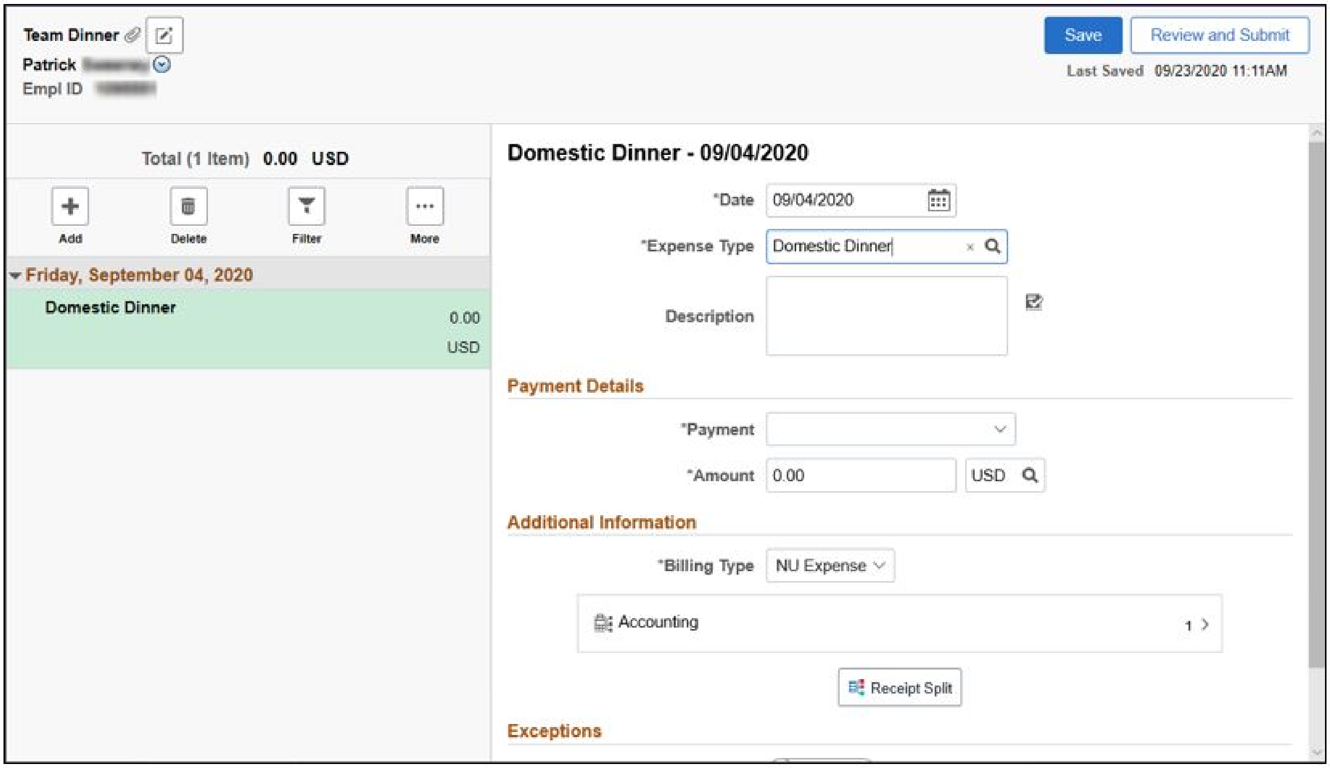
4. Select the Expense Type by clicking on the magnifying glass in the **Expense Type** box.



5. Select the Expense Type from the list of expense types. Specific types can be selected by searching the type in the **"Search Expense Type"** box from the **All Types** tab.



6. Enter **Description** explaining the details of the expense. Provide as much information as you can, including dates of travel if applicable.
Insert image

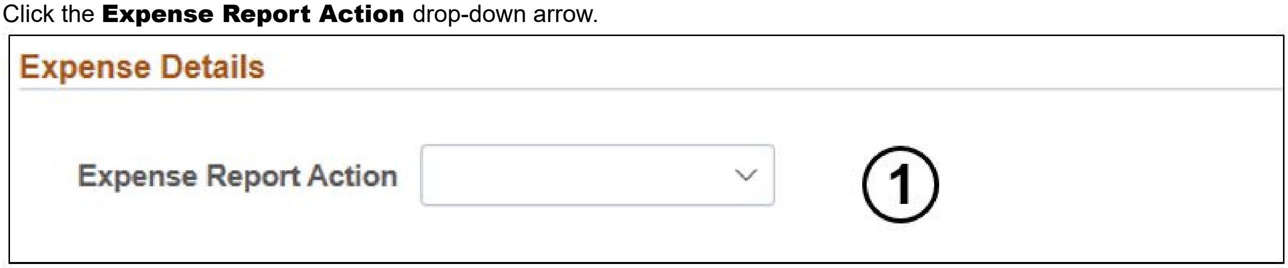


7. Payment Details, **Additional Information** and the **Exceptions** can be added in this page for single line expense reports. See Step 4 Enter Expense Line Details section for details.

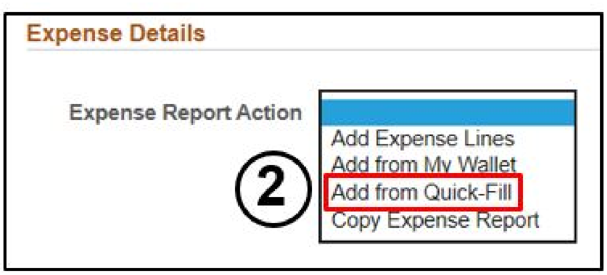
Add from Quick-Fill

If you are adding multiple lines to the Expense Report, use **Add From Quick-Fill** to enter the information.

1. Click the **Expense Report Action** drop-down arrow.

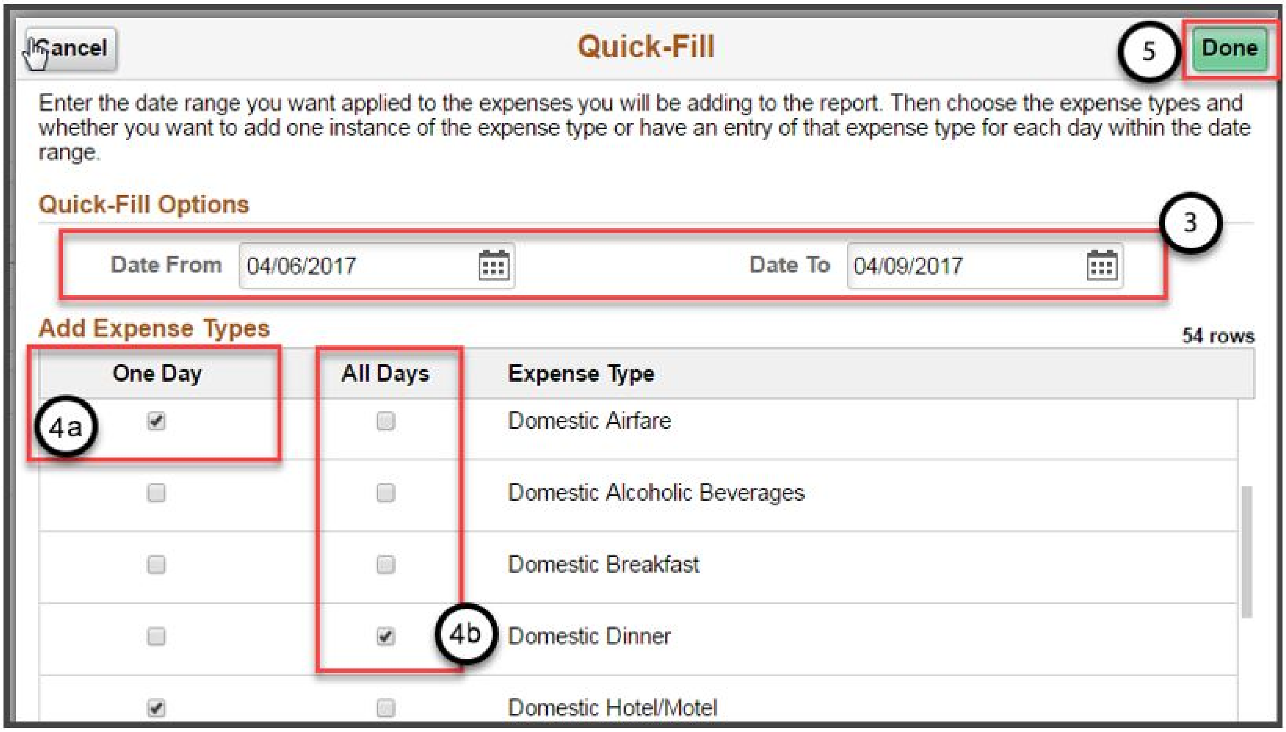


2. Select **Add from Quick-Fill**



3. Once the **Quick-Fill** window appears, enter the **Date Range** for the expense.
4. On the **Add Expense Types** section:
   a. Click the One Day checkbox if it occurred only once during the trip.

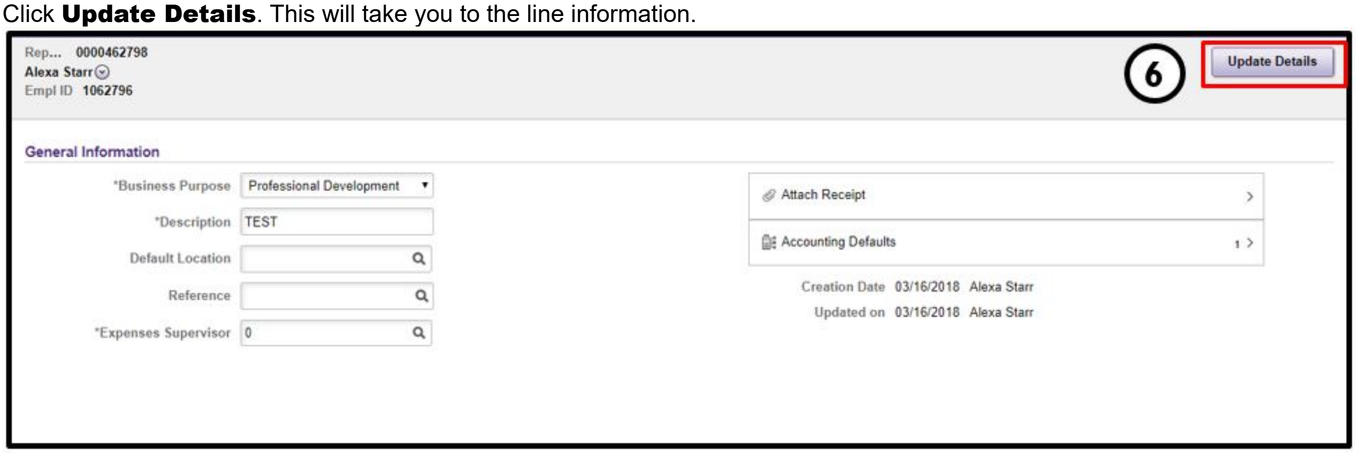
b. Click the All Days checkbox if it occurred more than once.



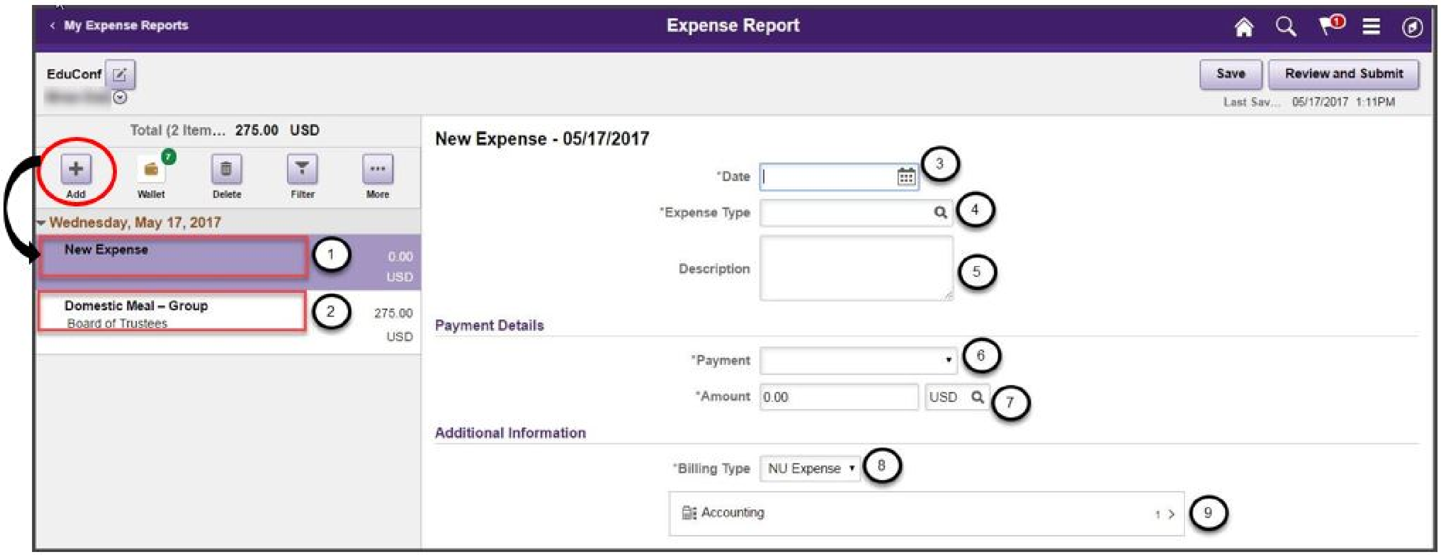
5. Click **Done**.

***Note**: If you stayed at the same Hotel/Motel for the entirety of your trip, select **One Day**. The Expense Report will populate a field to enter number of days. If more than one Hotel/Motel was expensed, you will need to fill out a line for each unique Hotel/Motel. The same process can be used for Airfare – you only need to enter one line for roundtrip airfare.*

6. Click **Update Details**. This will take you to the line information.



Step 4: Enter Expense Line Details



This example shows 2 expense lines for 2 expense transactions.

1. This expense line demonstrates that with clicking the **+Add** button you can easily enter a new blank Expense Report.
2. This expense line demonstrates an example of what would appear when you click **Quick-Fill** on the General Information screen to enter an expense transaction.
3. Enter the **Expense Date**.
4. Select **Expense Type** by clicking on the magnifying glass.
5. Enter a **Description** explaining the details for this expense.
6. Select **Cash / Personal Credit Card** from **Payment** drop-down menu
7. Enter the **Amount** and select the **Currency.**
   For Currency field, please see Appendix E - Entering Foreign Currency.
8. Billing Type defaults to NU Expense
9. Adjust chart string information in the **Accounting** field.

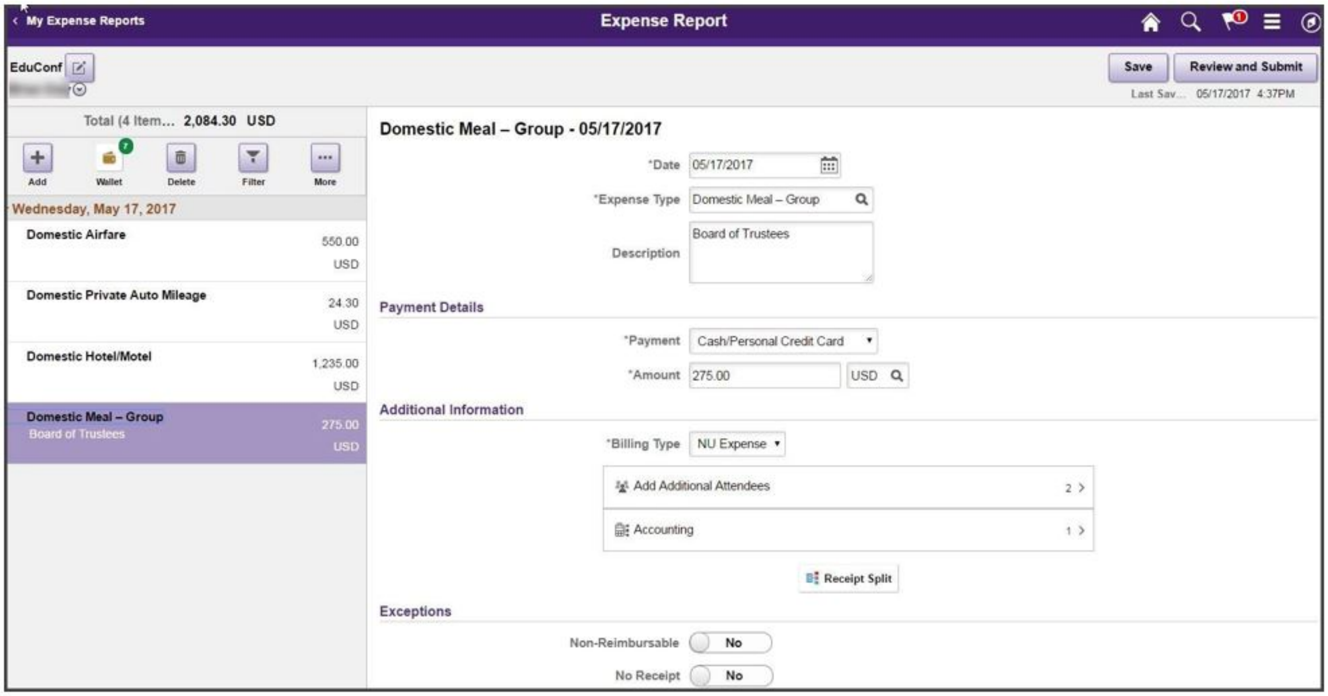
***When creating Expense reports, there are some special types of Expenses that may require additional information. Look at the sample scenarios below:*

Domestic-Group Meal (Attendees) Expense Type

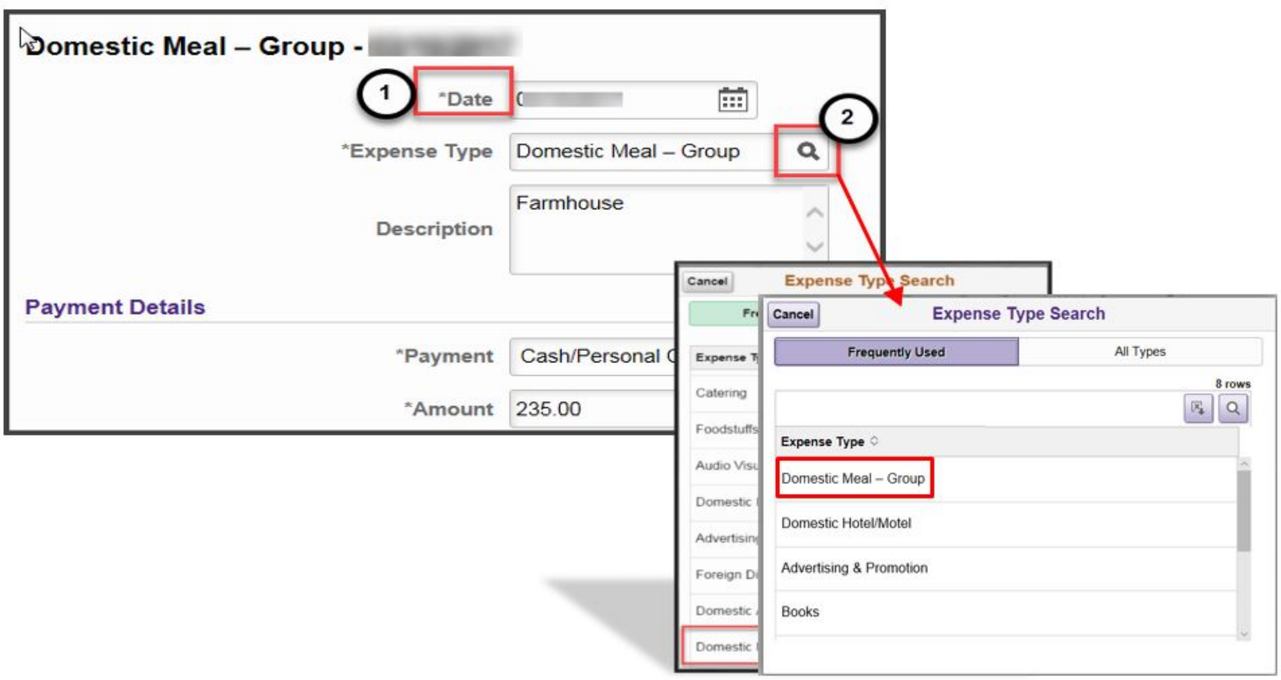
A group meal is used whenever reimbursing the employee for more than just their own meal.

This may include other faculty, staff, and university guests, but not family members.

This type of Expense report requires the Name, Company and Title of each person who was part of the group meal.



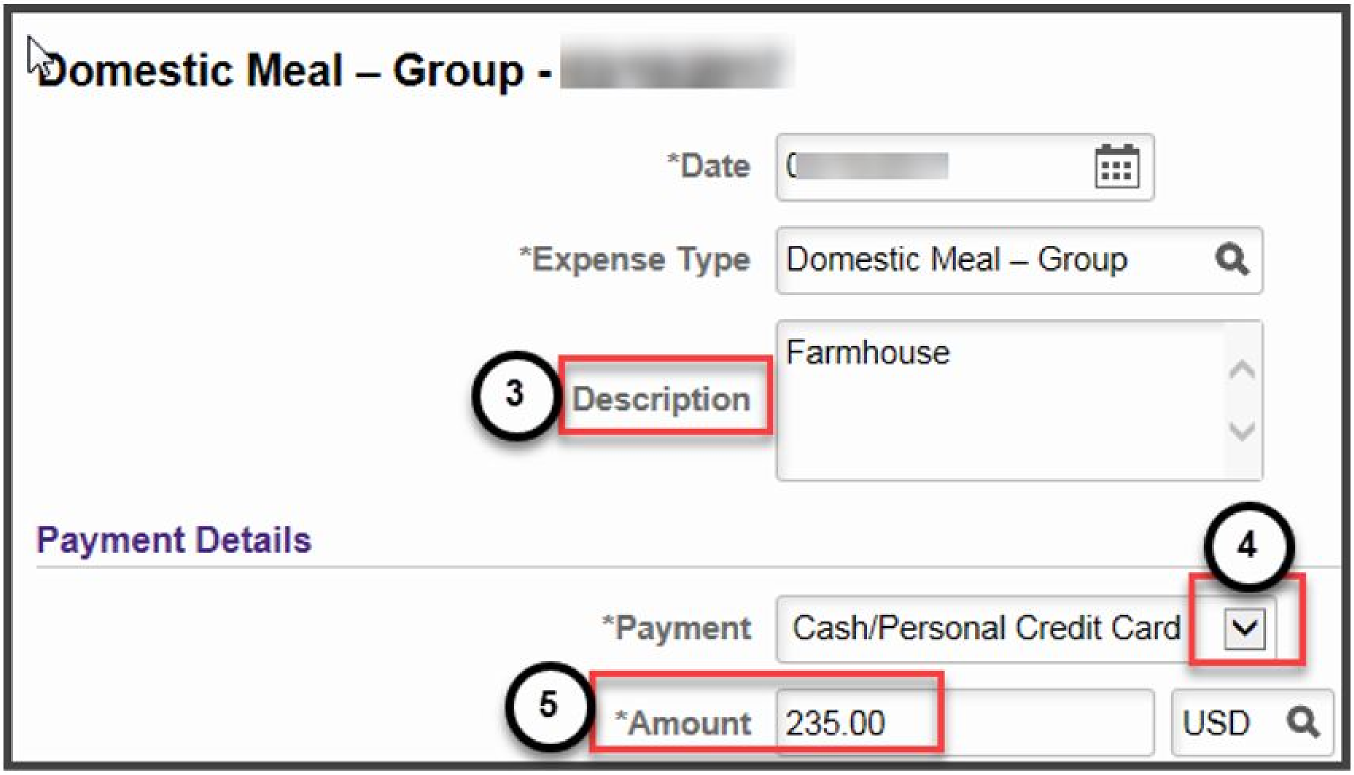
1. Enter the **Expense Date**.
2. Select **Expense Type** by clicking on the magnifying glass.
    a. Expense Type categorizes expenses as they relate to the ChartField Account.
    b. The Expense Type search will default to *Frequently Used* expense types, or you can click on *All Types* to use a search function to find the Expense Type that you need.



3. Enter a **Description** explaining the details for this expense.

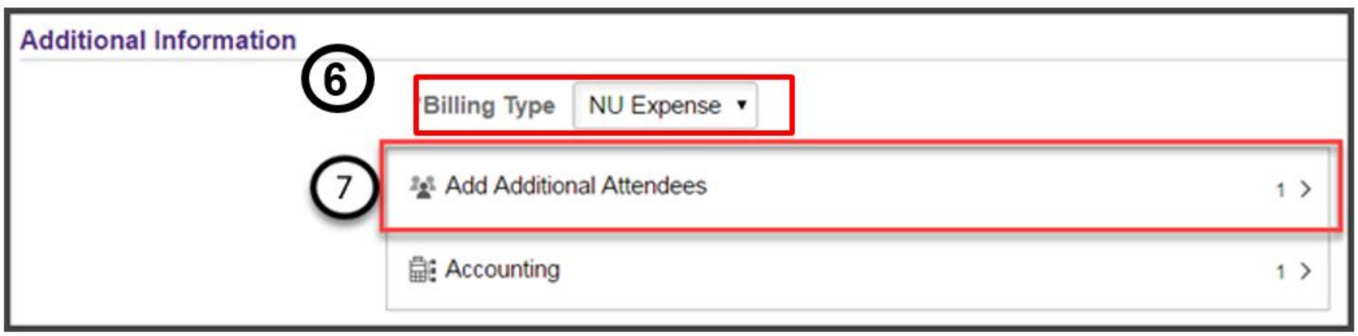
4. Select **Cash / Personal Credit Card** from **Payment** drop-down menu.

5. Enter the **Amount** and select the **Currency.**

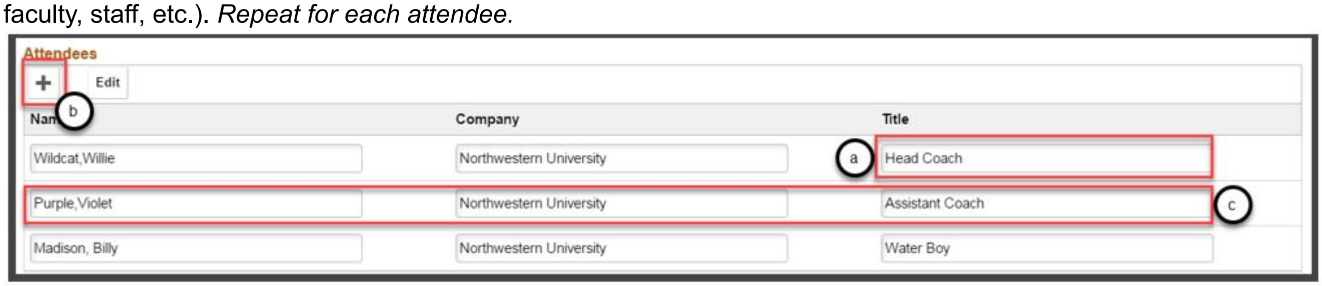


6. Billing Type is always **NU Expense**.

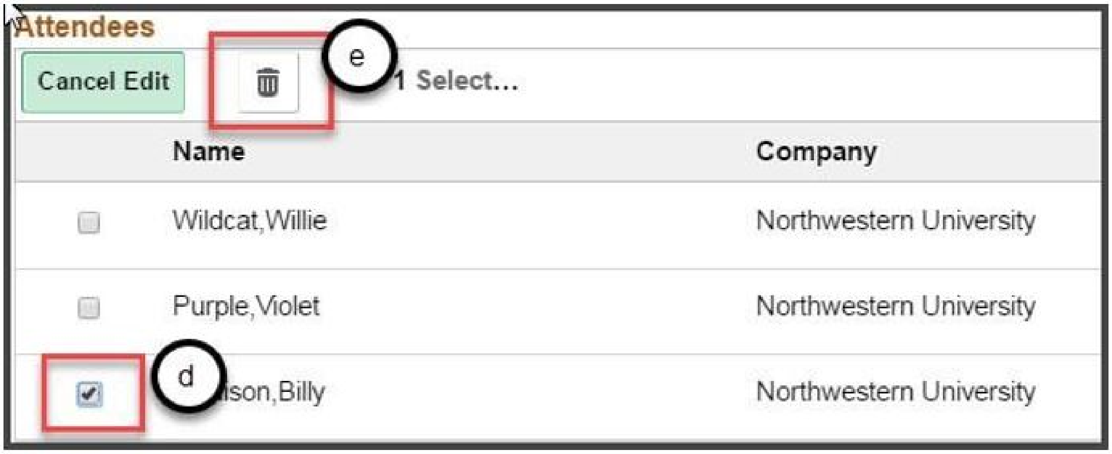
7. Click **Add Additional Attendees** to enter Name, Company, and Title of additional attendees.



a. The employee being reimbursed automatically appears on the first line. Enter their **Title**.
b. Click **+** to add a blank row.
c. Enter the other Attendees **Name** (Last, First), **Company** (school, employer, etc.), and **Title** (professional title or faculty, staff, etc.). *Repeat for each attendee.*



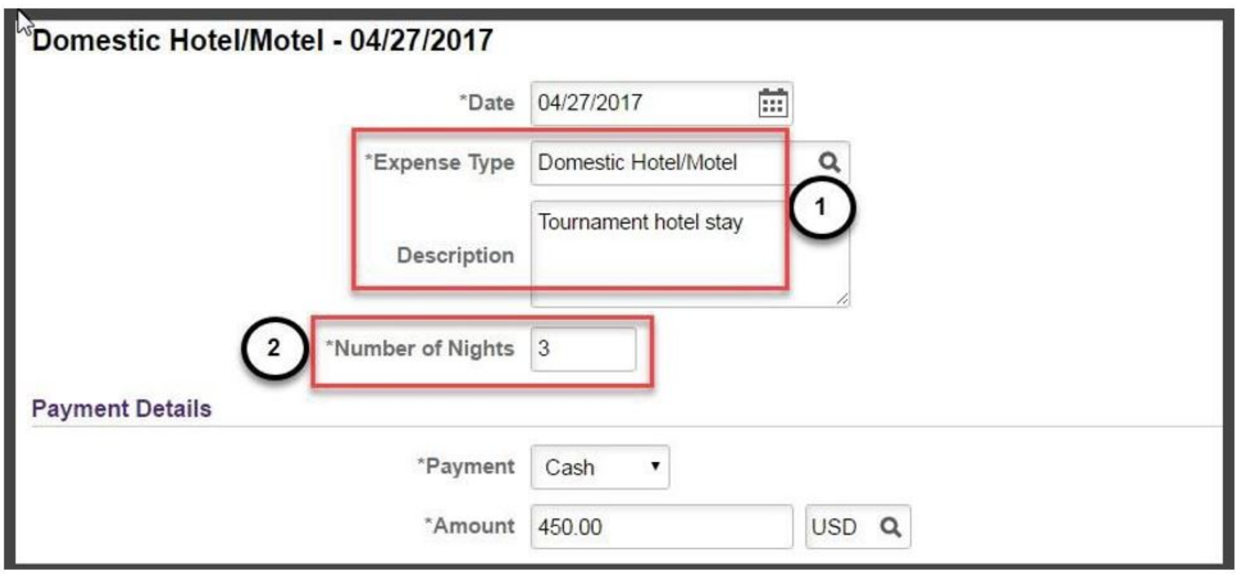
d. To remove an unwanted line, click **Edit** and select those to be deleted.
e. Click on the **Trash Can** icon to delete the unwanted line.



After all Attendees have been entered, click **Done** in the upper right corner of Attendees Entry window to return to the Expense Entry Screen.

Hotel Expense Lines Expense Type

1. Select **Domestic** or **Foreign Hotel/Motel** as the **Expense Type** and enter the **Description**.
2. Enter the **Number of Nights** stayed in the hotel for that expense line.
   a. Hotel stays can be aggregated to one line or broken out for each day.
   b. Each unique hotel stayed in must have at least one expense line.



***Note**: If the Domestic or Foreign Hotel/Motel was directly applied to / paid from a chart string, please see Non-Reimbursable Expenses.*

Domestic or Foreign Private Auto Mileage Expense Line

Domestic or **Foreign Private Auto Mileage** Policy:

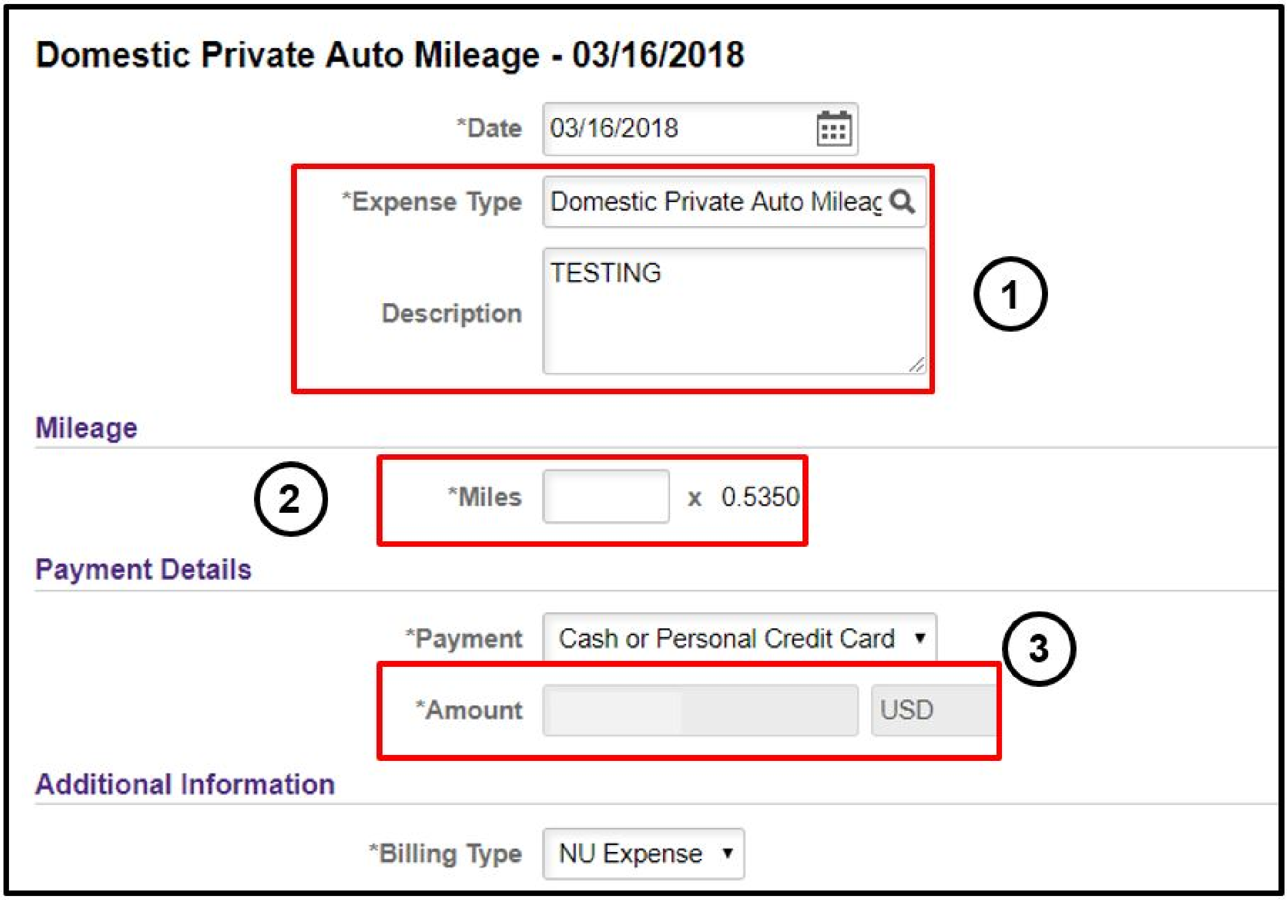
- Mileage reimbursement covers fuel, insurance, and vehicle wear and tear; these expenses may not be claimed separately.
- The mileage **Rate** is updated in NUFinancials annually by Northwestern administration based on the Federal Mileage Rate and corresponds to the **Expense Date**.

- When attaching proof of mileage, you may use Google Maps, MapQuest, or Yahoo Maps to calculate mileage.
- Please attach only the page that shows (in text) the names of the start and end points as well as number of miles driven.

1. Select **Domestic** or **Foreign Private Auto** for the **Expense Type** and enter the **Description**.
2. Enter the number of **Miles** for the trip.

   This may be a round trip figure.

   Mileage must be entered in whole numbers only.
3. The **Amount** will automatically populate.



Step 5: Review or Edit Accounting Details (chart string)

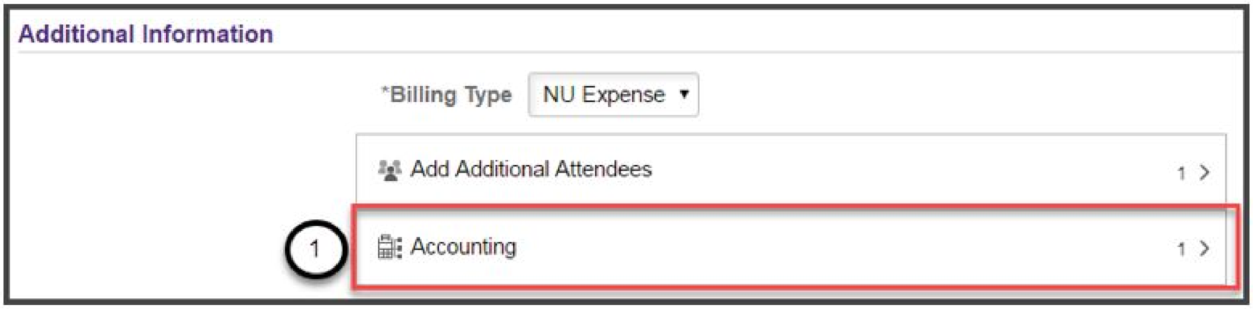
You can review or edit your accounting details at the expense line level for the following instances:

If you didn't enter your chart string in Accounting Defaults found on the **General Information** screen.

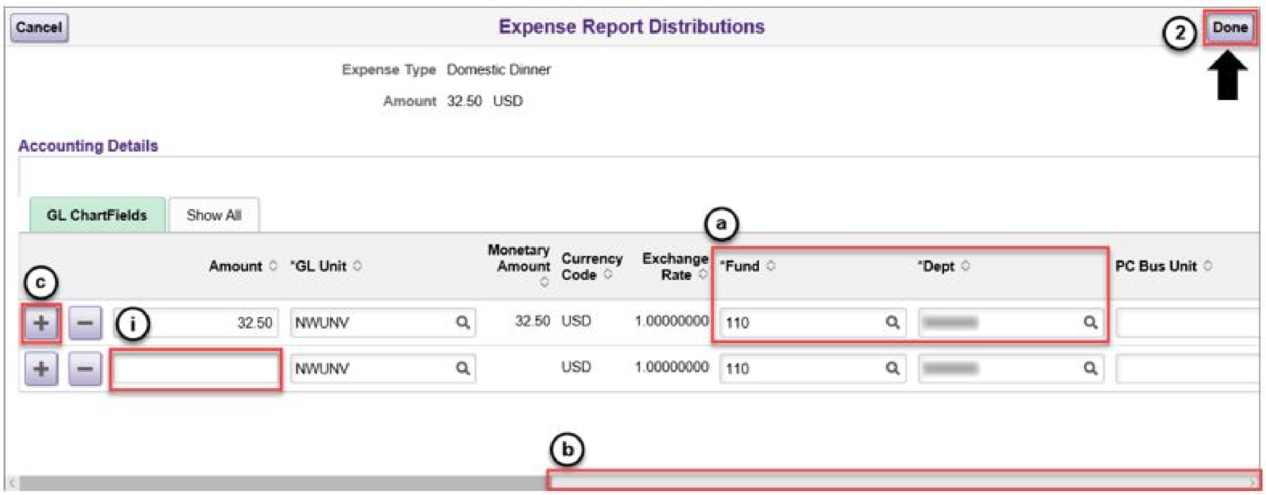
To update the *Account Code* (If you are expensing for a Grant chart string or you entered "Other Expense" for Expense Type). See **Appendix B** for the list of Expense Types with default Account codes.

To enter the *Project* and *Activity* codes. This can be done through the **Project ChartFields** tab.

1. Click **Accounting**.



   a. Enter **Fund**, **Dept, Project**, and **Activity.**
   b. Scroll to the right to view and if necessary, change the **Account**.
   c. To add additional chart strings to your expense line in the event the expense transaction needs to be split between two chart strings, click the **+** button next to the ChartFields line.
   d. If you add a chart string, enter the **Amounts** to be allocated to each chart string.



2. Click **Done**.