AFSC / Magellan Federal Expense Report User Training
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• Correct & Resubmitting Reports
Signing Into the Time & Expense System
Signing Into the Time & Expense System

1) Go to: https://www.deltekenterprise.com/MAGELLANHEALTH/portal.html.

2) Under the ‘Employees’ section, select the ‘Enter you Timesheet or Expense Report >>’ option.
3) Fill-in employee-unique ‘Username,’ ‘Password,’ and ‘System’ fields. For the system field, employees should enter: MAGELLANHEALTHCONFIG.
Self Service: Reset Password & Unlock Account
Self Service: Reset Password & Unlock Account

1) Go to: https://www.deltekenterprise.com/MAGELLANHEALTH/portal.html.

2) Under the ‘Employees’ section, select the ‘Unlock Account or Reset Password >>’ option.
3) Select either ‘Reset Password’ OR ‘Unlock Account’ and answer following Security Question.

4) If you continue to experience issues or challenges, please send an email noting your error/issue and your employee ID to CostpointHelp@afsc.com.
Filling Out Your Expense Report
Filling Out Your Expense Report

1) Once you have signed into Time & Expense, you should be brought to a screen resembling the above screenshot.
2) Select the ‘Time & Expense’ icon.
3) Select the ‘Expense’ icon.
4) Select the ‘Expense Reports’ option.
5) Select the ‘Manage Expense Report’ option.
Filling Out Your Expense Report: Purpose Tab

6) Complete the required fields (*), including:
   - Description
   - Type – This will be either ‘All Expenses (Travel/Non Trvl)’ or ‘Non Travel Expense’
   - From and To dates
   - Purpose
Filling Out Your Expense Report: Locations Tab

7) Select the Locations tab.

8) Ensure Start and End Dates are correct for the location you are reporting.

9) Complete the following fields in order:
   • Country
   • State
   • City
   • County

10) If the selected location is a frequent location, you may select the checkbox under ‘Frequent Location.’
### Filling Out Your Expense Report: Locations Tab

<table>
<thead>
<tr>
<th>Seq</th>
<th>Location</th>
<th>Start Date</th>
<th>End Date</th>
<th>Active</th>
<th>Country</th>
<th>State</th>
<th>City</th>
<th>County</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BUENOS AIRES, AR</td>
<td>12/10/2017</td>
<td>12/12/2017</td>
<td>Yes</td>
<td>ARGENTINA</td>
<td>N/A</td>
<td>BUENOS AIRES</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>BARLOCHE, N/A</td>
<td>12/13/2017</td>
<td>12/15/2017</td>
<td>Yes</td>
<td>ARGENTINA</td>
<td>N/A</td>
<td>BARLOCHE</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

11) **If there are multiple locations being reported:** Once the first line has been fully populated, select the ‘New’ button.

12) An additional line should appear, repeats steps 8 through 10 from the previous slide for the additional location(s).

13) Please verify correct dates have been entered according to location to ensure correct per diem rates will calculate.
14) Select the Default Charges tab.

15) To start a new line, select the New button.

16) Click magnifying glass in the charge box and a window titled ‘Use Query to Refine/Sort Your Search’ will pop up.
17) Select appropriate Charge/Branch Description.

18) Select appropriate Project and follow-downs/charge codes. If you are unsure of project/charge codes, please consult your AFSC PM.

19) If more than one project/charge code is necessary, click the ‘New’ button after the preceding line has been completed.
20) Move down to the window titled Claimed Expenses and use the Lookup/Magnifying Glass to select an expense Category. A list of Expense Types will appear.

21) Select the appropriate Expense Type and the information will populate.

22) Additional information may be required for certain types of expenses. For example, Airfare requires an “Itinerary.”
23) Select the Amount tab.

24) Use the Lookup/Magnifying Glass to select payment method for this expense (either “Employee Paid” or “Company Paid”).

- If the expense was paid for using the Business Travel Account (BTA), the ‘Company Paid’ option must be selected.
- If the expense was paid for using the personal corporate AMEX or personal credit card, select employee paid.
# Adding Expense Amount

<table>
<thead>
<tr>
<th>Details</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Method</td>
<td>Employee Paid</td>
</tr>
<tr>
<td>Transaction Currency</td>
<td>US Dollar (USD)</td>
</tr>
<tr>
<td>Exchange Rate</td>
<td>1.00</td>
</tr>
<tr>
<td>Expense Incurred*</td>
<td>525</td>
</tr>
<tr>
<td>[-] Personal</td>
<td>0.00</td>
</tr>
<tr>
<td>Unallowable</td>
<td>0.00</td>
</tr>
<tr>
<td>[-] Non-Reimbursable</td>
<td>0.00</td>
</tr>
<tr>
<td>Reimbursable Expense</td>
<td>0.00</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>0.00</td>
</tr>
<tr>
<td>Ceiling</td>
<td>0.00</td>
</tr>
<tr>
<td>[+1] Adjustment</td>
<td>0.00</td>
</tr>
<tr>
<td>Adjusted Ceiling</td>
<td>0.00</td>
</tr>
<tr>
<td>Over Ceiling</td>
<td>0.00</td>
</tr>
<tr>
<td>Reimbursable Pay Amount</td>
<td>0.00</td>
</tr>
</tbody>
</table>

25) Enter the total cost of the expense in expense occurred box.
26) Click on charge allocations under ceiling
27) Select charge type using magnified glass
28) Make sure to click the “ok” button in the bottom right corner
29) Enter the total cost of the expense in expense occurred box.
30) Click on ‘Charge Allocations Under Ceiling.’
31) Select Charge Type using Lookup/Magnifying Glass.
32) Make sure to click the “ok” button in the bottom right corner.
Adding Expense Amount: Direct Charges

33) Select appropriate Expense Charge Type.
   - For direct or billable charges, select the ‘Direct’ option.
   - For indirect or non-billable charges, select the ‘Non Billable’ option. The non-billable option should only be utilized when directed/authorized by your AFSC PM.
Type of Expenses - Examples
1) Select Lodging category using the lookup/magnifying glass.
2) Select Lodging expense type using the lookup/magnifying glass.
Lodging

3) Select the Amount tab.

4) Enter total amount for lodging in the ‘Expense Incurred’ field.

5) Use the Lookup/Magnifying Glass to select payment method for this expense (either “Employee Paid” or “Company Paid”).
   - If the expense was paid for using the Business Travel Account (BTA), the ‘Company Paid’ option must be selected.
   - If the expense was paid for using the personal corporate AMEX or personal credit card, select employee paid.
6) Select the Room Rates tab.

7) Enter daily room and tax rates into the corresponding date/field.

*Note: Do not check personal box.*
Meals – Per Diem

1) Select Meals category using the lookup/magnifying glass.

2) Select expense type using the lookup/magnifying glass. This example is reporting Per Diem Meals.
Meals – Per Diem

3) Select the Meal Details tab.
4) Check the corresponding dates in the Select column.
5) Check boxes to select all meals and incidentals, unless a meal was covered by source other than the employee.
6) Click “Ok” when all meals have been selected.
Transportation – Mileage

1) Select Transportation category using the lookup/magnifying glass.
2) Select Mileage expense type using the lookup/magnifying glass.
Transportation – Mileage

3) Select Details (Other) tab.

4) Enter number of miles in ‘Number of Miles’ box.

   Note: Enter tolls and parking expense must be entered separately.
Monthly Mileage

1) Select Monthly Mileage category using the lookup/magnifying glass.
2) Select Mileage expense type using the lookup/magnifying glass.
Monthly Mileage

3) Select Details (Other) tab.

4) Enter number of miles in ‘Number of Miles’ box.

Note: Do not enter any values into the Personal Miles portion.
5) Select Amount tab.

6) Check to confirm the correct incurred amounts have been calculated.
Saving Your Expense Report

Click either the ‘Save’ or ‘Save and Continue’ icon.
Periodic saving of expense report progress is recommended in the event the session is timed out.
Submitting Your Expense Report
To Submit your expense report, return to the purpose tab and press the “Submit” button located at the top of the expense report screen. A notification will be sent to your supervisor for approval.
Adding Attachments
1) To add an attachment, go to the ‘Attachment’ link located at the bottom of the expense report.

2) Select ‘New’, and select the ‘Receipt’ option in the Attachment Type field.
3) Then select ‘Upload Attachment’ and select the file.
4) To enter multiple attachments, use the control key to select the expense that applies and click add attachment.
Printing Your Expense Report
Printing Your Expense Report

1) Select the ‘Time & Expense’ icon.
2) Select the ‘Expense’ icon.
3) Select the ‘Expense Reports’ option.
4) Select the ‘Print Expense Report’ option.
Printing Your Expense Report

5) To print, enter the required information on the screen. If everything is left blank, the system will print all of your expense reports.

6) Press the “Print Preview” or “Print” icons to view the expense report.
Querying or Searching Your Expense Report
Querying Your Expense Report

1) To find an existing expense report, you can query those expense reports that have been saved.

2) When you press “Find”, based on the criteria entered, the expense reports will be displayed.
Correcting & Resubmitting Reports
Making Corrections to Expense Report

1) Query the expense report with errors and make the proper changes.

2) Save and Continue.

3) Click ‘Submit.’

4) Note that any original attachments must be re-added to the expense report, as the system will clear attachments if corrections are submitted.