Expense Report User Guide Contents

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Signing Into the Time & Expense System
Signing Into the Time & Expense System

- Go to: [https://www.deltekenterprise.com/MAGELLANHEALTH/portal.html](https://www.deltekenterprise.com/MAGELLANHEALTH/portal.html).
- Under the ‘Employees’ section, select the ‘Enter your Timesheet or Expense Report >>’ option.
Signing Into the Time & Expense System

- 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

- Go to: https://www.deltekenterprise.com/MAGELLANHEALTH/portal.html.
- Under the ‘Employees’ section, select the ‘Unlock Account or Reset Password >>’ option.
Self Service: Reset Password & Unlock Account

- **FIRST TIME USERS** log in below to activate your account.
- Login below to Update your Security Questions & Answers.

Select either ‘Reset Password’ OR ‘Unlock Account’ and answer following Security Question.

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

• Once you have signed into Time & Expense, you should be brought to a screen resembling the above screenshot.
• Select the ‘Time & Expense’ icon.
• Select the ‘Expense’ icon.
• Select the ‘Expense Reports’ option.
• Select the ‘Manage Expense Report’ option.
Activating the Expense Report Wizard

• Click on the wand icon.
• Then click on the New Expense Report button to start a new expense report.
Complete the required fields (*), including:

- Description
- Type – ‘All Expenses (Travel/Non Trvl)’
- From and To dates
- Purpose

- Use the Instruction Text Link for assistance.
- When all boxes are completed, click Continue.
Filling Out Your Expense Report: Locations

- Ensure Start and End Dates are correct for the location you are reporting.
- Click on Add Location
- Use the pop-out box to fill in country, state, and city. Then click Apply.
- If the selected location is a frequent location, you may add it as a Favorite Location by clicking on the line of the location and then Add To Favorites.
Filling Out Your Expense Report: Locations

- If there are multiple locations being reported: Once the first location has been entered, click on Add Location.
- A new pop-up box will appear; repeat the steps from the previous slide.
- Once all locations have been entered, adjust the dates for the locations.
- To proceed, click on Continue at the bottom of the screen.
Click magnifying glass in the charge box and a window titled ‘Use Query to Refine/Sort Your Search’ will pop up.
Filling Out Your Expense Report: Default Charges Tab

- Select appropriate Charge/Branch Description by clicking on the + symbols.
- Select appropriate Project and follow-downs/charge codes. If you are unsure of project/charge codes, please consult your AFSC PM.
- If more than one project/charge code is necessary, click the ‘New’ button after the charge code has been entered.
- To proceed to the next step, click Continue at the bottom of the screen.
Overall Attachments

- Do **NOT** complete this step. If receipts are added at this step, they will not be saved.
- Click on Save Report at the bottom of the screen to proceed to adding expenses.
Adding Expenses

- Click the Add Claimed Expense button.
- Select the appropriate Expense Type and the information will populate.
- Click Continue to proceed to the next screen.
Adding Expenses

- Update the Expense Details as necessary, then click Continue.
• Select the payment method dropdown and choose the correct type of payment.
  
  ☐ If the expense was paid for using the Business Travel Account (BTA), the ‘Company Paid’ option must be selected. For travel booked after 8/1/2019, use the 9348 option.
  
  ☐ If the expense was paid for using a personal credit card, select employee paid.
Adding Expense Amount

- Enter the amount of the expense in the Expense Incurred box.
  - Only use the Personal box to deduct and amount from your expense.
  - Only use the Unallowable box if instructed to do so by the Expense Report Team.
- Click Continue to proceed to the next screen.
Adding Expense Amount

Select Charge Type using Lookup/Magnifying Glass.

- 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.
Expense Attachments

- **Do NOT** complete this step. Attachments added at this point will **NOT** be saved.
- Proceed by clicking Save Expense at the bottom of the screen.
Common Expense Types
Adding Additional Expenses

- Click on Add Claimed Expense to start a new expense. Follow steps from preceding slides to complete.
• Select Lodging category and expense type using the lookup/magnifying glass, then click Continue.
Lodging

- Fill out the details of the lodging expense.
- If more than one location is being used, be sure to select a location and adjust the expense date accordingly.
- Click Continue.
Lodging

- Enter the daily room and tax rates in the corresponding date/field with an arrow.
  - Note: Do not check personal box.
- Ensure that the total in the bottom right corner matches your lodging receipt.
- Please note that only room rates, taxes, and fees may be claimed. Room service and additional purchases charged to your room may not be claimed for reimbursement.
- Once all boxes are completed, click Continue.
Lodging

- Select payment method using the drop-down menu.
  - If lodging was paid by the BTA, choose the company paid method that corresponds with the last 4 digits of the card used.
  - If lodging was paid by a personal card, choose the employee paid option.
- Enter the total amount in the expense incurred box. Please refrain from using the personal and unallowable boxes.
Lodging

- Choose an expense charge type.
  - If you are unsure of which charge type to use, consult with your AFSC/Magellan supervisor/PM.
Lodging

- The Expense Attachments step should not be completed. Any attachments added at this stage will not be saved.
- Click Save Expense at the bottom of the screen to complete adding the expense.
Meals – Per Diem

- Select Meals category and expense type using the lookup/magnifying glass then click continue to proceed to the next screen.
Meals – Per Diem

- Update the details of the meals. If there are two locations in your trip, you will have to enter the per diem meals for each location separately.
- Click continue to proceed to the next screen.
- Select the Meal Details tab.
- Check the corresponding dates in the Select column.
- Check boxes to select all meals and incidentals for the appropriate date, unless a meal was covered by source other than the employee.
• Use the boxes to select meals being claimed.
  - If there are two locations in your trip, meals should be selected based on the location at the end of the day. This should match lodging.
• Click Continue to proceed to the next screen.
Meals – Per Diem

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Expense Details</th>
<th>Meal Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Amount</td>
<td>Charge Allocations Under Ceiling</td>
<td>Expense Attachments</td>
</tr>
</tbody>
</table>

Use this screen to check that the amount matches any contract required forms. Then click continue to proceed to the next screen.
Meals – Per Diem

- Choose an expense charge type using the magnifying glass icon.
  - If you are unsure of which charge type to use, consult with your AFSC/Magellan supervisor/PM.
- After choosing a charge type, click Continue.
Meals – Per Diem

- Do NOT add attachments on this screen. They will not be saved. Click Save Expense at the bottom of the screen to complete entering the expense.
Transportation – Mileage

- Select Transportation category and Mileage expense type using the lookup/magnifying glass.
- Click Continue to proceed to the next screen.
Transportation – Mileage

- Update the expense date and add comments, if necessary. Then, click Continue.
- Enter number of miles in ‘Number of Miles’ box. Ensure that the Personal Miles box is at 0. If not, it will negate your claimed expense.
  - Note: Tolls and parking expense must be entered separately.
- Click continue when you have finished entering the number of miles.
### Transportation – Mileage

<table>
<thead>
<tr>
<th>Expense Type</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details (Other)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expense Amount</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charge Allocations Under Ceiling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expense Attachments</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please enter the total incurred amount and break out any personal or unallowable expenses.

- **Payment Method**: Employee Paid
- **Expense Incurred**: 11.60
- **Personal**: 0.00
- **Unallowable**: 0.00
- **Non-Reimbursable**: 0.00
- **Reimbursable Expense**: 11.60
- **Ceiling**: 0.00

- The only Payment Method available is Employee Paid and the Unallowable box should only be used when approved by your AFSC/Magellan program manager.
- Click continue to proceed to the next screen.
Transportation – Mileage

• Select a charge type using the lookup/magnifying glass icon, then click continue.
  ▪ If you are unsure of which charge type to use, consult with your AFSC/Magellan Federal supervisor or PM.
Transportation – Mileage

- Do **NOT** add attachments on this screen. Attachments added at this point will not be saved.
- Click Save Expense to complete entering the expense.
Submitting Your Expense Report
Submitting Your Expense Report

- When you have completed entering all expenses, click the green Submit button to submit the expense report. A notification will be sent to your supervisor for approval.
- Please note: This is not the final step in fully entering and submitting your expense report.
Adding Attachments/Completing Attachment Lines
After you have submitted your expense report, the wizard will move to the attachments section.

Then select a line to add an attachment. Click attach and use the upload screen to select a file to add to the expense report. Repeat for every attachment line.

When all attachment lines have been completed, click Continue.
Adding Attachments/Completing Attachment Lines

Multiple Attachment Lines

If you have multiple expenses on your expense report, you will likely see multiple workflow attachment lines. Please be sure to complete all workflow attachment lines. This can be accomplished by one of the following methods:

- You may elect to combine all attachments into one comprehensive file package. Please be sure to add the attachment to each line or selecting all workflow attachment lines using the ‘CONTROL’ key on your keyboard.

- You may alternatively add a separate file for each expense/workflow attachment line.

A friendly reminder: Please ensure all required pre-and-post travel forms (based on contract/program requirements) and receipts are included in your attachment line submittal. Missing, incorrect, or illegible forms/receipts will bar and likely cause a delay in the review, approval, and processing of your expense report. (If you are unsure about your contract/program requirements, please consult your supervisor for guidance.)
Certification

- Read the certification statement, then check the box next to “I Agree.”
- Click on Update Report to complete entering the expense report.
Printing Your Expense Report
Printing Your Expense Report

- Select the ‘Time & Expense’ icon.
- Select the ‘Expense’ icon.
- Select the ‘Expense Reports’ option.
- Select the ‘Print Expense Report’ option.
Printing Your Expense Report

- To print, enter the required information on the screen. If everything is left blank, the system will print all of your expense reports.
- Press the “Print Preview” or “Print” icons to view the expense report.
Querying or Searching Your Expense Report
Querying Your Expense Report

- To find an existing expense report, you can query those expense reports that have been saved.
- In the pop-up window, click on query and use the different query conditions to find an expense report.
- Use the + button to add the condition, then query to show the ERs that meet that condition.
Correcting & Resubmitting Reports
Making Corrections to Expense Report

- Query the expense report with errors and make the proper changes.
- Save and Continue.
- Click ‘Submit.’
- Note that any original attachments may need to be re-added to the expense report, as the system might clear attachments if corrections are submitted.
- Guides are available for certain types of corrections.