EXPENSE SUBMISSION USER GUIDE

November 2023

Contents

Employee User Guide for Submitting Expenses

This guide is for employees accessing the Cadmus Expense system to submit expenses.
The employee is responsible for:

1. Collecting their receipts.
2. Entering the expenses into the Cadmus Expense system.
3. Submitting the expense report.

Introduction

As a Cadmus employee, you have been issued access to the Cadmus Expense system. This provides a centralized site to submit your expenses for reimbursement by Cadmus.

Before You Start

Before you start do the following:

- Collect your expenses and receipts to be submitted.
- Photograph or scan the expense receipts and save them to a folder you can easily access them later for uploading to the system.

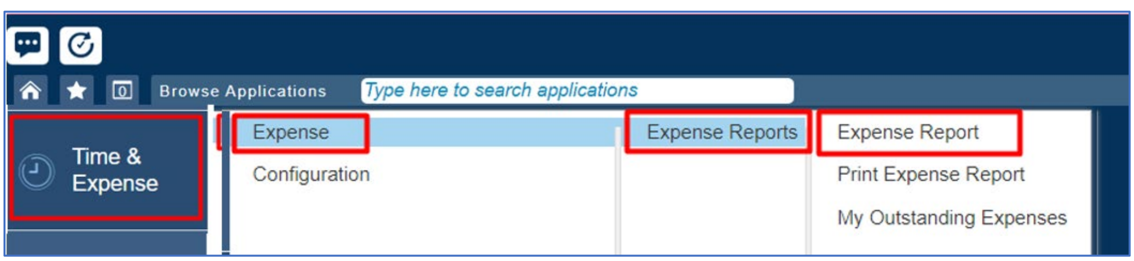
Access and Log-in to the Expense System

Use these instructions to access the system and enter your expenses.

1. Open Microsoft Edge or Google Chrome.
2. Browse to: https://costpoint.cadmusgroup.org/cpweb
3. Log-in to the Cadmus Expense system using your Cadmus credentials.
   Note: You can use the same single sign-on used for recording your time.

Access the Expenses Screen

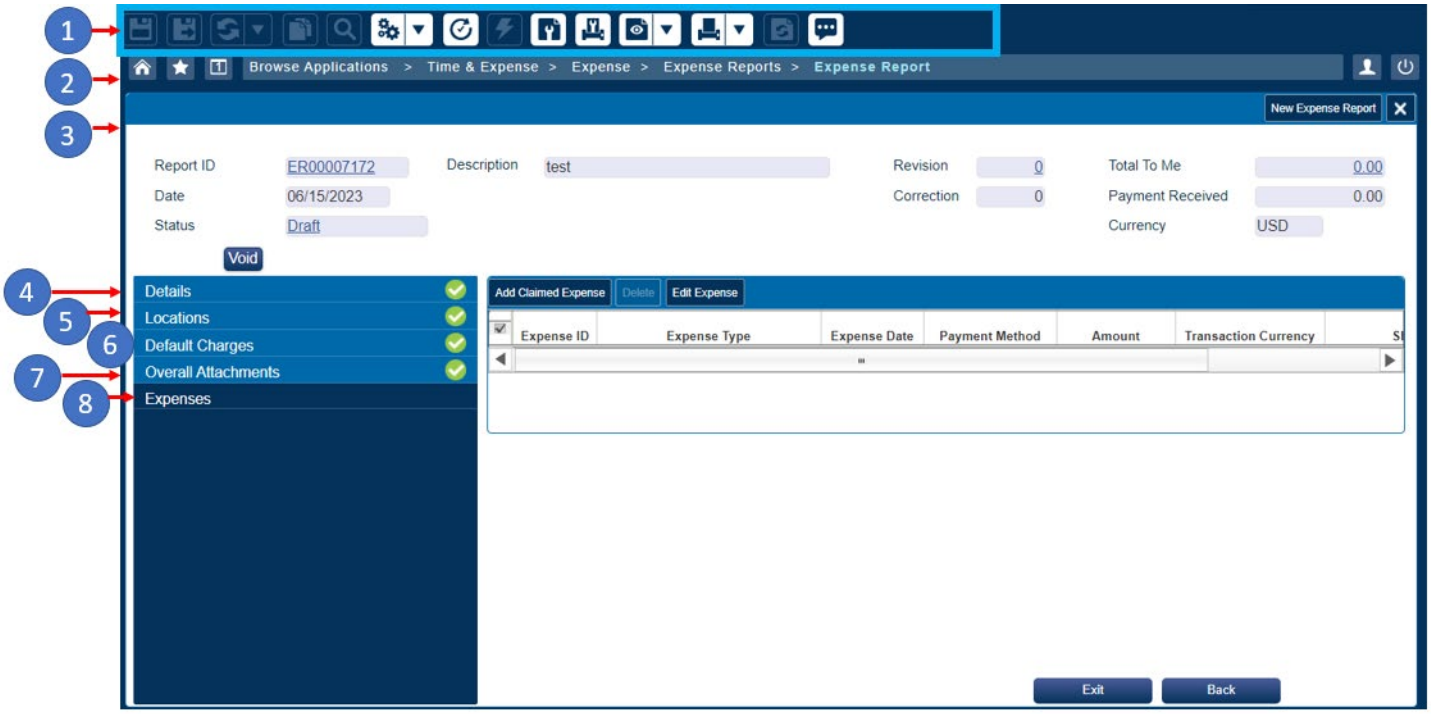
1. Once logged in, to access the Expense Report screen, on the left panel, click: **Time & Expense >> Expense Reports >> Expense Report**

   Result: The **Expense Screen** displays.

Expense Screens Overview

Below is a graphic of the Expense Screen landing page. To help you navigate, see the parts and descriptions.



Parts and Functions

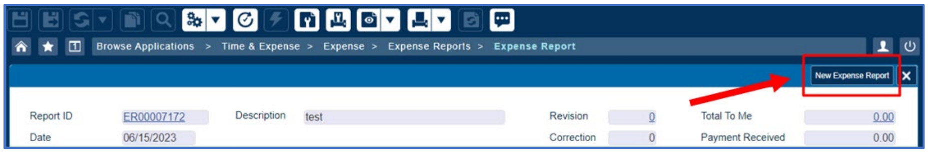
1	Global Toolbars	Quick access to frequently used features.
2	Navigation Toolbar	Displays your current location. Easy navigation with a “bread crumb” trail.
3	Application Toolbar	Use this to open new records, make queries and other tasks.
Left Panel:		
4	Details	Allows you to enter specific information about the expense.
5	Locations	Allows you to enter information about the location of the expense with start date, end date and comments.
6	Default Charges	Allows you to select Account or Project information and the allocation of the expense.
7	Overall Attachments	Allows attaching of receipts and explanations for the expenses.
8	Expenses	Provides detailed information about each of the expenses.

Entering Expenses

Follow the steps below to enter your expenses.

Details Screen

1. On the top right of the application toolbar, click the button**: New Expense Report**



2. In the **Date** field, use the calendar icon to select the date of the expense.
3. IDD staff will not need to adjust the **Type** field.
4. In the **Description** field, enter a brief description of the expense.
5. In the **From** field, click the calendar icon and select the first day of the trip.
6. In the **To** field, click the calendar icon and select the last day of the trip.
7. In the **Purpose** field, enter an explanation of the expense.
8. In the lower right of the screen, click the button: **Continue**
   Result: The **Locations** screen is now visible.

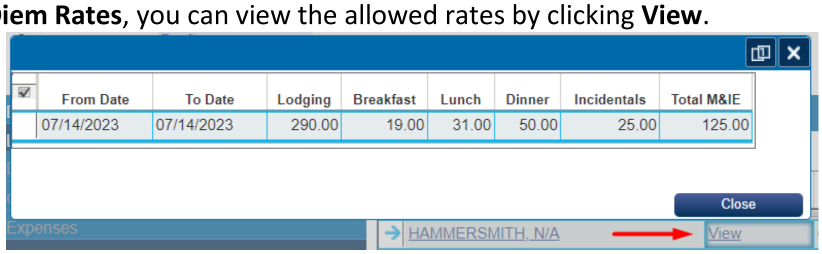
Locations

Follow the instructions below to complete the Locations screens.

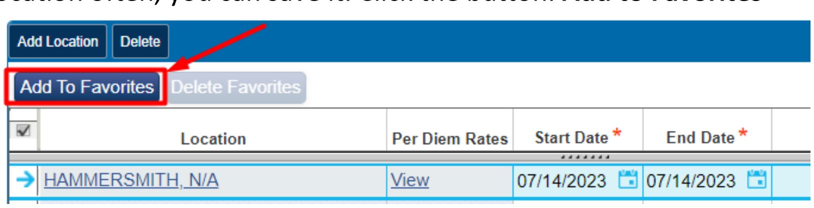
1. In the column **Location**, click the hyperlink: **Add Location**
   Result: A dialog box displays for the first location.
2. In the **Country** field, if

If…	Then…
The correct country displays	Continue to the next step.
You need to edit the country	Delete what is in the field and click the magnifying glass

   Result: Country options or a **Query** dialog box display for you to lookup or select the country.
3. When the correct location is identified, click the button: **Select**
   Result: The Country field in the screen populates and if any of the fields do not relate to that country, they are marked N/A for not applicable.
4. If applicable, enter the **State**.
5. In the **City** field, click **the magnifying glass** and highlight the city.
6. Click: **Select**
7. When complete, click the button: **Apply**
   Result: The Location screen displays with your information.
   Notes:
   In the column **Per Diem Rates**, you can view the allowed rates by clicking **View**.



   If you travel to this location often, you can save it. Click the button: **Add to Favorites**



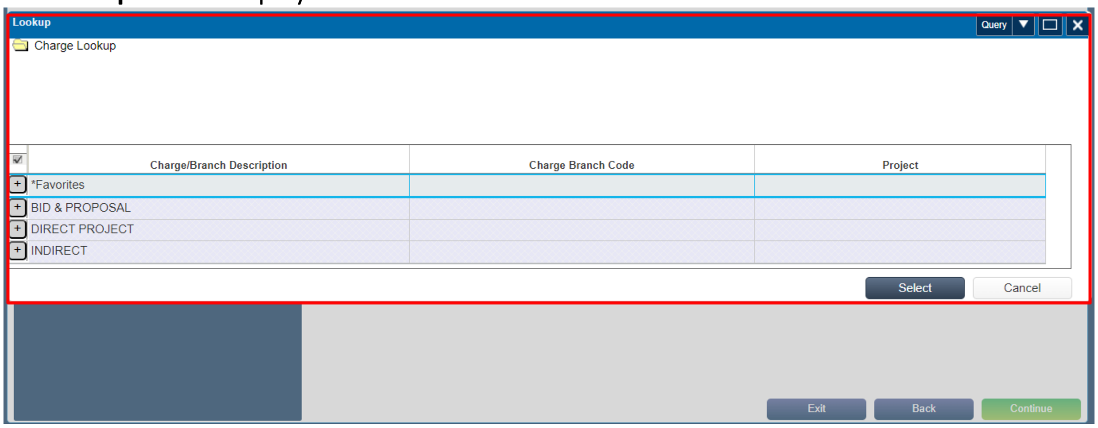
8. If applicable, click the button **Add Location** and repeat steps 2-7.

9. When you have finished adding the location(s) for the expense, in the lower right, click the button: **Continue**
   Result: The **Default Charges** screen is now visible.

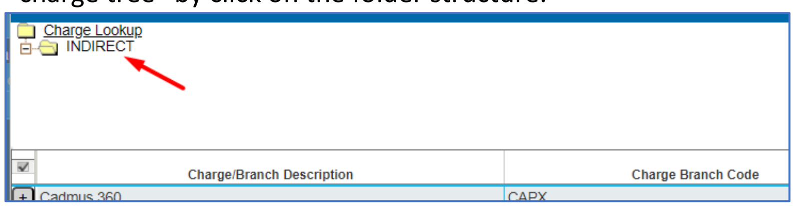
Default Charges

In this screen you add the charge type, either **Project** or **Account**.

1. On the **Default Charges** tab, select the **Charge Type**.
2. Hover over the **Charge** column and click the **magnifying glass.**
   Result: The **Lookup** screen displays.



3. In the **Charge/Branch Description** field, to the left, choose the type of charge and click the **plus button** 
4. Select the charge/project number being charged.
   Notes:
   You can go back up the "charge tree" by click on the folder structure.

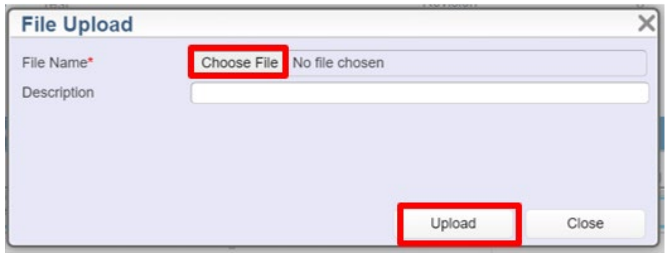


   If multiple charge numbers will be used, change the default allocation %. Then, select the **Add Charge** button to add an additional charge.
4. Once the charge information has been entered, in the lower right, click the button: **Continue**
   Result: This completes the travel expense background information, and the **Overall Attachments** screen is now visible.

Overall Attachments: Attaching Receipts

With your receipts collected and photographed or scanned into one file you can now attach them to the expense report.
Note: You can also attach an initial file here and add other receipts later.

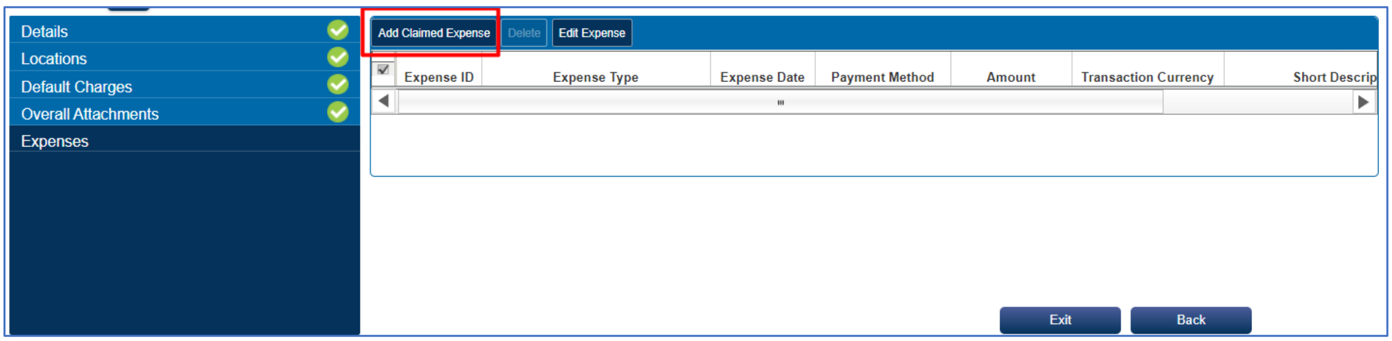
1. In the **Description** field enter the description of the file.
2. If you don't have any receipts, click the checkbox: **Missing**
3. With your expenses scanned or photographed, click the button: **Attach**
4. Click the button: **Choose File** and **browse** for the receipt file.



5. When selected, click the button: **Upload**
6. With the receipt file attached, on the lower right, click the button: **Save Report**
   Result: The **Overall Attachments** screen is now visible.

Entering Claimed Expenses

1. Click the button: **Add Claimed Expense**



2. In the **Expense Type** field, click the **magnifying glass** and **select the type of expense**.
   Note: Depending on the type of expense you select there are additional screens/fields to complete.

Table of Expense Types and Fields Presented

Expense Type	Screen	Fields
Transportation	Expense Details	Date the expense incurred. Dates of travel
Lodging	Expense Details	Date of expense Check in/Check out Room Rates
Meals	Meal Details	Select the type of meal. Amount of the meal If applicable, meal attendees/title
Expense Amount	Payment Details	Payment Method Currency - Amount Unallowable Exchange Rate
Charge Allocation Under Ceiling		Expense Charge Type

3. For each type of expense, step through and complete the required fields. When all are complete, click: **Continue**
4. When you have completed the addition of all expenses and attachments, click: **Submit**
5. On the **Certifications**, read the statement and click the checkbox: **I Agree**
6. Click the button: **Update Report**
   Result: The expense report is submitted for approval

Quick Checklist: Once you are familiar with the steps, use this checklist as a reference.

Log in and Access the Expense Report

1. Log in.
2. Click: **Time and Expense >> Expense >> Expense Reports >> Expense Report**
3. On the **Expense Report** screen**,** in the upper right, click: **New Expense Report**

Enter Travel Data

Complete the required fields:

1. **Date**: This is the date entering the expense report.
2. **Type**: Select the type of travel, Local expense or Long distance travel.
3. **Description**: Enter a short description of the travel or local expense.
4. **From** and **To**: Use the calendar icons to select the period of the expense or the travel.
5. **Purpose** (optional): Provides more detail about the reason for the travel or the local expense.
6. Click: **Continue**

Locations

1. On the first row, click the link: **Add Location**

   Note: You can view the Per Diem Rates for the location

Complete the required fields:

2. **Country**: Click the **magnifying glass** and **Query** to look up, then select the country.
3. **State**: If applicable, click the **magnifying glass** and **Query** to look up, then select the state.
4. **City**: **Query**, and select the city for the local expense or the travel
5. Click: **Apply**
6. Click: **Continue**

   Note: If you frequently go to this location, you can add it to Favorites for ease of access.
7. If applicable for multiple location travel, click the **calendar icon** for **Start/End** dates.
8. If applicable, click the button **Add Location** and repeat steps 2-8.

Default Charges

1. On row 1, in the field, **Charge Type**, click the dropdown and select **Project** or **Account**
2. In the field **Charge**, click the magnifying glass and select the charge or project number.
3. Note: If multiple charge numbers will be used, in the **Default Allocation** field, change the default allocation %.
4. For an additional charge, click the button: **Add Charge** and repeat steps 1 and 2.
5. When the charges are complete, click the button: **Continue**

Overall Attachments – all receipts should be in one pdf file.

1. In the **Description** field, enter a short description of the expense.
2. On the right, click the button: **Attach**
3. Browse for the receipt file
4. Click: **Upload**
5. On the lower right, click the button: **Save Report**

Expenses

1. On the **Expenses** screen, click the button: **Add claimed Expense**
2. In the field, **Expense Type**, click the magnifying glass and: **Query** or **select** the **Category**.
3. Click: **Continue**
4. On the **Expense Details**, complete the required fields: **Expense Date, Departure Date, Return Date**
5. Add any comments.

   Notes:

   - If you are entering in a Lodging expense, you will see a Room Rates tab populate, enter the room rate, and tax rate for each night of your stay.

  - If you are entering a Meal expense, and it is a Per Diem Meal, you will see a Meal Detail tab populate, select the meals/incidentals for each day (subtotals adjust for Per Diem rates).
  - If you are entering a Meal expense, and it is a Business Meal, you will see an Attendees Details tab populate, enter the attendee name(s) and title(s)
6. Click: **Continue**
7. On the **Expense Amount**, complete the required fields: **Payment Method, Transaction Currency, Expense Incurred, Personal, Unallowed, Exchange Rate**.
8. Click: **Continue**
9. On the Charge Allocation Under Ceiling, enter the appropriate Expense Charge Type if the field is not pre-populated.
10. Click the button: Save Expense
11. If there are additional expenses, repeat steps 1-10
12. Once all the expenses and the receipt file have been attached, click the button: **Submit**
13. If the previously attached receipt file appears on the screen, click the button: **Continue**
14. On the Certification, click the checkbox**, I Agree**
15. Click the button: **Update Report**

    Result: The expense report is submitted for approval