Approving Employee Expenses in MUNIS.

Expenses have two different workflow processes one for estimates and one for actuals.

- 1. The <u>estimate</u> process will be required for employees that are attending conferences (in-state or out-of-state).
 - a. Employees attending conferences will be required to submit estimates for all anticipated charges.
 - b. Once approved by the Asst. Superintendent, the actual purchases or reservations can be made.
 - c. Upon returning from the event, they will scan their actual receipts and submit the expense claim (20% variance allowed)
 - d. The manager will approve the expense claim.
 - e. Payments will be issued on the next scheduled payroll date.
- 2. The <u>actual</u> process will be required for employees submitting all expenses other than conferences.
 - a. Employees will select a claim template and record their actual charges and the receipts should be attached and the expense claim submitted.
 - b. The manager will approve the expense claim.
 - c. Payments will be issued on the next scheduled payroll date.

**All expenses will be charged to the employee home department unless otherwise noted on the expense claim.

Estimated expense claims and actual expense claims create an email to notify the approving manager or administrator.

*** If you are not receiving emails, please contact Diane Belton.

You are being notified that:

An expense claim has been entered for employee CHRISTOPHER BODEN, for department 530. The claim number is 8663 and is of type 2000.

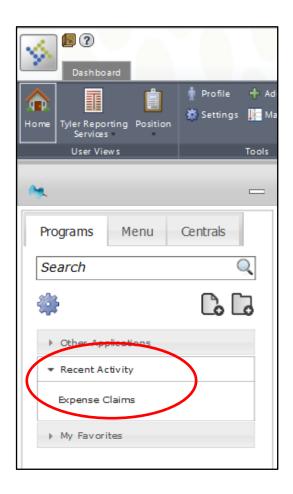
This claim can be accessed for approval in the Employee Expense Approval program in MUNIS.

This is a Munis system generated message. Please do not reply to this unmonitored mailbox.

The link to MUNIS is found on the district website under the payroll department.

YOU MUST BE IN GOOGLE CHROME TO RUN MUNIS.

The Munis application will open to the Home screen and your name should appear in the top right corner of the screen.



If you have used expense claims before, you can find the link on the Programs tab of the Home screen under Recent Activity.

The other method of opening claims needing approval is to use the Menu tab on the Home screen.	Programs Menu Centrals
Click the Munis tab.	0
	 Munis Financials
Click Financials.	 General Ledger Menu Budget Processing Purchasing Accounts Payable Inventory Management Cash Management Fixed Assets Work Orders, Fleet and Facilities Performance Based Budgeting Student Activity
Click Employee Expense.	Employee Expense Setup
Click Expense Claims.	Expense Claims Expense Approvals Expense Conversion Expense Report

The Expense Claim window will open. Select find And enter 5 in claim status for the Estimates awaiting approval or a 15 for the actual claims awaiting approval.

Expense Claims - N	Munis (TRAININ	IG DATABASE Jun 10 20	015]			and the second second		- • ×
My File Edit To	ools Help							
i 🖉 🔘 👗 🗈 🗈	L 🔍 🗖 🖬) 🕂 🗷 🗱 🗉	k 📕 🖳 🗐 💷 💿	🔊 📾 🍠 ≽ 🎖	1			
	Claims							
View Instructions	Claim numl	ber			Entered by			
Receipts Required	Claim temp	late			Dept			
	Claim statu	IS			Default segments			
GL Allocations	Employee	number			Default project			
Project Summary	Employee loc	ation			Fiscal year	Ourrent Year	Next Year	
Related Items		Potes			Event			
Copy Claim		Employee /	Address		Allocation code			
	Details [Dates Totals Pay	ment					
	Start date	123			Destination city			
	Start time				Destination state			
	End date	1232			Destination country	/		
	End time				Comment			

Expense details can be listed on multiple tabs within the same claim. By clicking the tab, you can flip through the details and comments.

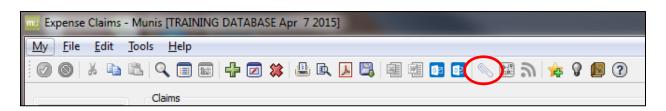
	1										
Details	Dates	Totals	Payment								
Start dat	e 04/19/20	15 📳								Destination city	Las Vegas
										Destination state	NV
End date	04/23/20	15 분분의								Comment	LV Conference
Per Diem	Expenses	Unit Exp	penses	Informational Expenses							
Item		Qua	atity	UOM	Unit Amt/Rate	Est Amt		Date	Comment	t	
Conf/Wk	shp fee		1.00) Total	500.000		500.00	04/20/2015			
Lodging			4.00) Nights	100.000		400.00	04/19/2015	Lodging 4	/19 - 4/22	
Air Fare/	uggag		1.00) Total	379.000		379.00	04/19/2015	Traveling 4	4/19 & 4/23	
Unit expen	ses totals	Esti	mated	1,279.00					_		
Input instr	uctions										

The claim in this example does not include per diem charges. Select the second tab, Unit Expenses, to view the details of a trip.

The account string that will be used to base all charges is in the top right corner of the screen.

🔟 Expense Claims - M	unis [TRAINING DATA	BASE Apr 7 2015]		
<u>My File Edit Too</u>	ols <u>H</u> elp			
00 1 1 1	a 🔍 🔳 📾 🕂 (2 🗱 🚇 🖳 🗒 🖷 🖷 💽 💁 📎 🖼 🔊 🌟 🎗 📕 3		
·	Claims			
View Instructions	Claim number	8965	Entared by	employee via website
Receipts Required	Claim template	2000 Conference	Dept	528 PAYROLL
GL Allocations	Claim status	5 - Estimated, Released 🛛	Default segments	10-000000-1110-0000-012-012-
GL Allocations	Employee number	10087 CHARLIE BROWN	Default project	
Project Summary	Employee location	H089	Fiscal year	2015 O Current Year Next Vian
Allocate		🗃 Notes	Event	
Release		😂 Employee Address	Allocation code	
Related Items	Details Dates	Totals Payment		
Copy Claim	Start date 04/19/20	15 (HIA)	Destination city	Las Vegas

To review the attachments, click the grey paper clip on the top menu ribbon.



The Document Mappings will open in a new window.

Document Mappings	mant	
Document Map Title	Document Type	*
Generic Attachment	Attachment (no searchable metadata)	
Employee Expense	Employee Expense Attachment	
		Ŧ
View Documents Show Counts	Maintain	

Click the Show Counts button to add a field that indicates how many images have been saved and which Folder they were stored in.

Document Mappings		
Document Map Title	Document Type	Count 🔺
Generic Attachment	Attachment (no searchable metadata)	2
Employee Expense	Employee Expense Attachment	0
		,
🔁 View Documents		

Click on the attachment to launch the viewer. (A Java script may want to run. Click yes.)

iDocs 📄 🙀 🕀 🔻					
	MUNIS Attachment - eeclaim				🔒 🎽 📑 💌
⊡ MUNIS Attachment ⊡ 01/13/2014 i ● MUNIS Attachment eedaim	Attachment Audit Attachment Audit MUNIS Program Eeclaim Date Time Date O4:36:51 PM Description	Documents (1) Title 4-13-14	Code MUNISGeneral	Date Jan 13, 2014	Size (k)
	Attached Receipts Public Flag Y Notes	Configuration Always view Always view Always pro	sing pdfViewer 📄 using Browser 📄 mpt for viewer 🗹	Use E	al viewer.

The attachment list will appear on the left. If there is more than one attachment, select one from the list on the left by clicking on it. The document will load on the right.

Click the "Use Viewer" button to open the attachment in a separate Acrobat Viewer window.

Click the "Use Browser" button to load the image within the claim window.

Docs 🗋 😥 🕀 🖻 🔻	MUNIS Attachment - eeclaim							1 🛛 🗟
NIS Attachment	Attachment Audit		Documen	ts (1)				
01/13/2014 MUNIS Attachment eedaim	MUNIS			Title	Code	Date		Size (k)
	Program	Кеу	4-13-14	υ				
	eeclaim	3493						
	Date	Time		Reservations - Book Flip	it - View Reservation I	Octails	Page	l of 2
	01/13/2014	04:36:51 PM		•				
				AmericanAirlines'				
	Description			RECORD LOCATOR/AA O	ONFIRMATION : WBHVNP		for your heading of the fact the back of the sector of the back of the sector of the back of the sector of	
	Attached Receipts			Treat in the changes beaution between	or American Hards and American "more	citon, members of the one-world Aliance.	4	
				If your flight is operated by another part	er, plasse chick in with that carrier per B	nir guldekus.		
				Suggested Arrival Times page at poort.	aa.combartica.liirasa-	to dolore ine the time you need to check in at the schole at AA conclusives 1 and 24 hours prior to	uskport, skilt oar	
				TIDXET confirmation/weaved locator also is government issued photo-ID at the an	we to solect or change your salat and obt port.	en a boarding pass. On day of departum, you will	be required to present	
	Public Flag			As a security measure, if the local was Virgin Islands), the mode card holder to orbit card holder can present the credit Carditeren	purchased using a credit card with biling out be present at time of check-in to well I card and provide this signature prior to o	address in Late America or the Caribbean (ecos r identification and sign a credit card voucher. For repetture take at any AA ticketing office in Late A	aligned, viel our Plight firms. Une the B- liber required to present sport conventience, the assistics and the	
				See the ENDORSEMENT line below to			3	
				If you have begun trovel, your online re-	oa pl nocord may only indicate perform of	yeur trip which have not been fown		
	Notes			Chicago to San Anton 2 Aduts			Total Paid	
	-			Sunday April 13, 2014 – Seture AA Record Locator	Reservation A		\$964.90 USD	
				WBHVNP Your recent locations your reservation of within mediatric relations or reference you	etreater scatter and Status Ticketed			
			Configu	re				

When you have completed your review, close the window.

Based on your review you can either approve or reject this request. At the bottom of the screen are your action buttons.

Expense Claims - M	unis [TRAINING DATA	BASE Apr 7 2015]									
My File Edit To	ols <u>H</u> elp										
	. 🤍 🔳 🖬 🕂 🕻	7 🗶 🚇 🖪 🔽			🔆 🖗 🖪	2					
View Instructions	Claims										
view instructions	Claim number		8965	7					-	employee via website	
Receipts Required	Claim template	2000		Conference					-	528 PAYROLL	
GL Allocations	Claim status	5 - Estimated, Releas		Ŧ				Det	fault segments	10-000000-1110-0000-012-012-	
	Employee number		10087 CHARLI	E BROWN				De	fault project		
Project Summary	Employee location	H089						Fis	scal year	2015 Ourrent Year	Next Year
Allocate		😂 Notes						Eve	ent		
Release		Employee Addres	s					Allo	ocation code		
Related Items	Details Dates	Totals Payment									
Copy Claim	Start date 04/19/20	15 💷						De	stination city	Las Vegas	
Activate Rejected								De	stination stat	e NV	
Acuvate Rejected	End date 04/23/20	15 43						Cor	mment	LV Conference	
Close Claim											
	Per Diem Expenses	Unit Expenses I	nformational Expenses								
	Item	Quantity	UOM	Unit Amt/Rate	Est Amt	[Date	Comment			
	Conf/Wkshp fee	1.00	Total	500.000)	500.00 0	04/20/2015				
	Lodging	4.00	Nights	100.000)	400.00 0	4/19/2015	Lodging 4/19			
	Air Fare/luggag	1.00	Total	379.000)	379.00 0	04/19/2015	Traveling 4/1	9 & 4/23		
	Unit expenses totals	Estimated	1,279.00								
	Input instructions										
	Workfler										
	My Approvals	Approve	Reject	Forwar	d	Hol	d	Approvers			
									_)	
		1 of 1		At	tachments (<u>?)</u>					

If you wish to approve the request, click the approve button. A pop-up will generate asking for a comment. The comment is not required.

ſ	nu E	inter (Opti	onal C	Comm	ent	*	-						-	-				-	x	J
	<u>F</u> ile	<u>E</u> d	lit	<u>T</u> ools	<u>H</u> e	lp															
l	Ø) ¥	Đ		Q				A	٢,	æ	W	02	Ð	0-19 -19	9	畲	P	×	
		ommei omme		itry r this a	action	(Opti	onal)														

If the Expense belongs to a different approver or there is an issue with any of the details provided, click the reject button.

Enter Rejection Information			-		×
<u>File E</u> dit <u>T</u> ools <u>H</u> elp					
	ê R, J, C	1 🖻 🖻 💽	• 💿 📎 🔛	<u>ລ</u> 🕸	∂ »
Eile Edit Tools Help Image: Comment entry Image: Comment for this action (Required)	[
					OVR

A reject requires a comment to be included. If the expense should be charged elsewhere, the comment should reflect where it should be re-directed when possible as payroll can change the department. In other cases, the comment is used to communicate with the employee who initiated the expense. The comment is included in an email that the system generates and sends to their district email.

Once an actual expense (claim status 15) has been approved, it will move into approved status and will be paid out on the next regular payroll.

An Estimated Expense (claim status 5) will go back to the originator once approved. The system will move it from an EEE (Employee Expense Estimate) type to an EEA (Employee Expense Actual) type.

The employee can then update the expense with any actual changes to amounts based on the actual expenditures and attach receipts and back-up.