EMPLOYEE RELATED EXPENSE CLAIM

P-CARD CODING GUIDE

THIS IS THE USER GUIDE TO EXPENSES INCURRED ON THE UNITEC P-CARD

Before you begin you will need:	☑ *Legible scanned copy of tax receipts saved in PC*	☑ *Application to Travel Form (If applicable)*
	☑ *Bank Statement showing foreign currency conversion, if goods and services purchased from overseas*	☑ *Application to Tuition Fees Assistance Form (If applicable)*
	☑ *Currency Conversion receipt from Foreign Currency Dealer e.g. Travelex (if applicable)*	☑ *Tuition Fee Bond Agreement (if applicable)*
	To find related policies, procedures and form, click Finance	

I. HOW TO LOG-IN

*I. Logging into the Nest> Click on **Staff Portal** on your left under Quick links > Click on **Expense Claims***

*II. Enter your user name and password then click **Sign-In***

2. P-CARD CODING

*You will receive a notification to code once the P-Card transactions are loaded in your **"My Wallet"**.*

A. CODE MY WALLET TRANSACTIONS

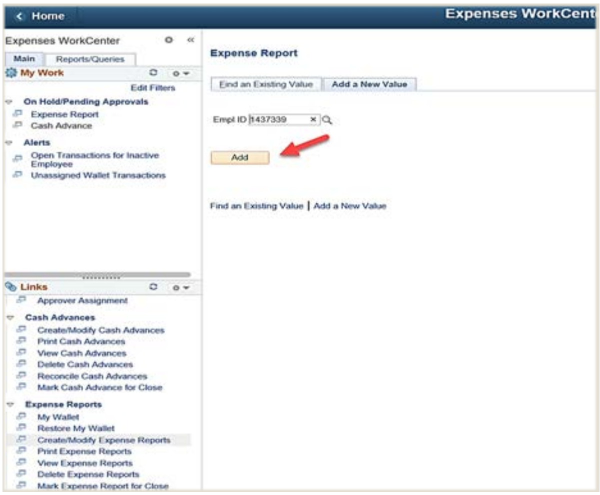
- *Click on **"My Wallet"***
- *Click on *****Manual Coding Required******
- *Select the relevant **"Expense Type"** from the drop down box by clicking on the downward arrow (Refer Step 6 for more details)*
- *Enter succinct description as mentioned in section 6.c*
- *Repeat the above steps for all the un-coded transactions in My Wallet.*

3. TO CREATE A NEW EXPENSE REPORT

*I. Click on **Expense WorkCenter***

II.** Click on **Create / Modify Expense Reports

*III. Click on **Add***

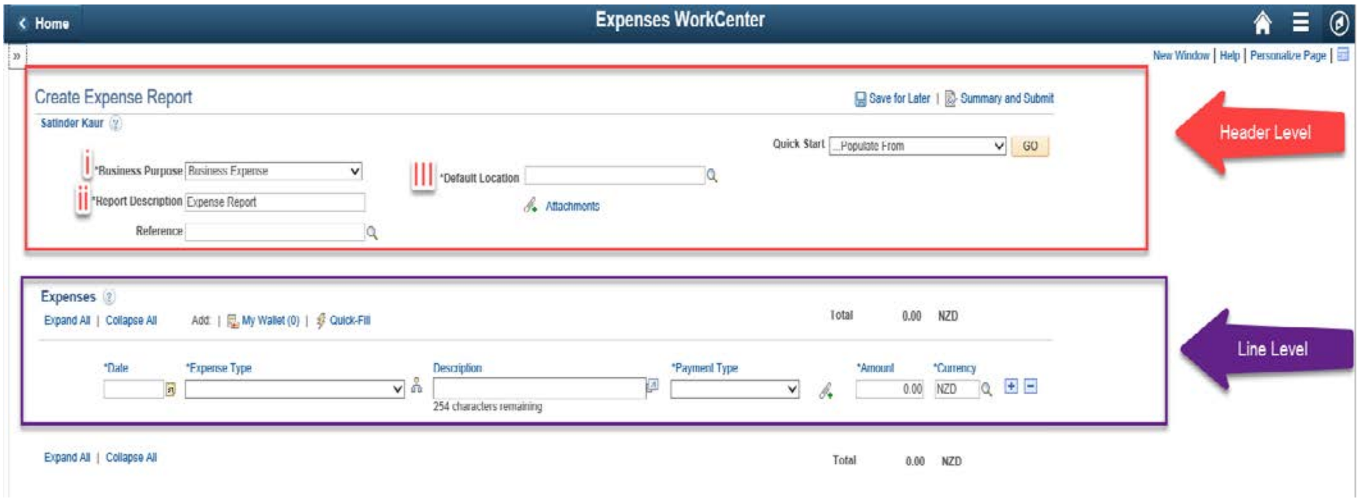


4. *INFORMATION TO ENTER ON HEADER LEVEL*

I. ***Business Purpose*** *–Keep it as it is – Business Expense*

II. ***Report Description*** *– Enter succinct description e.g. P-Card April 2017*

III. ***Default Location*** *– Country from where goods and services were purchased*

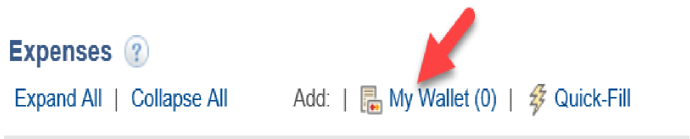


5. *ASSIGN 'MY WALLET' TRANSACTIONS TO AN EXPENSE REPORT*

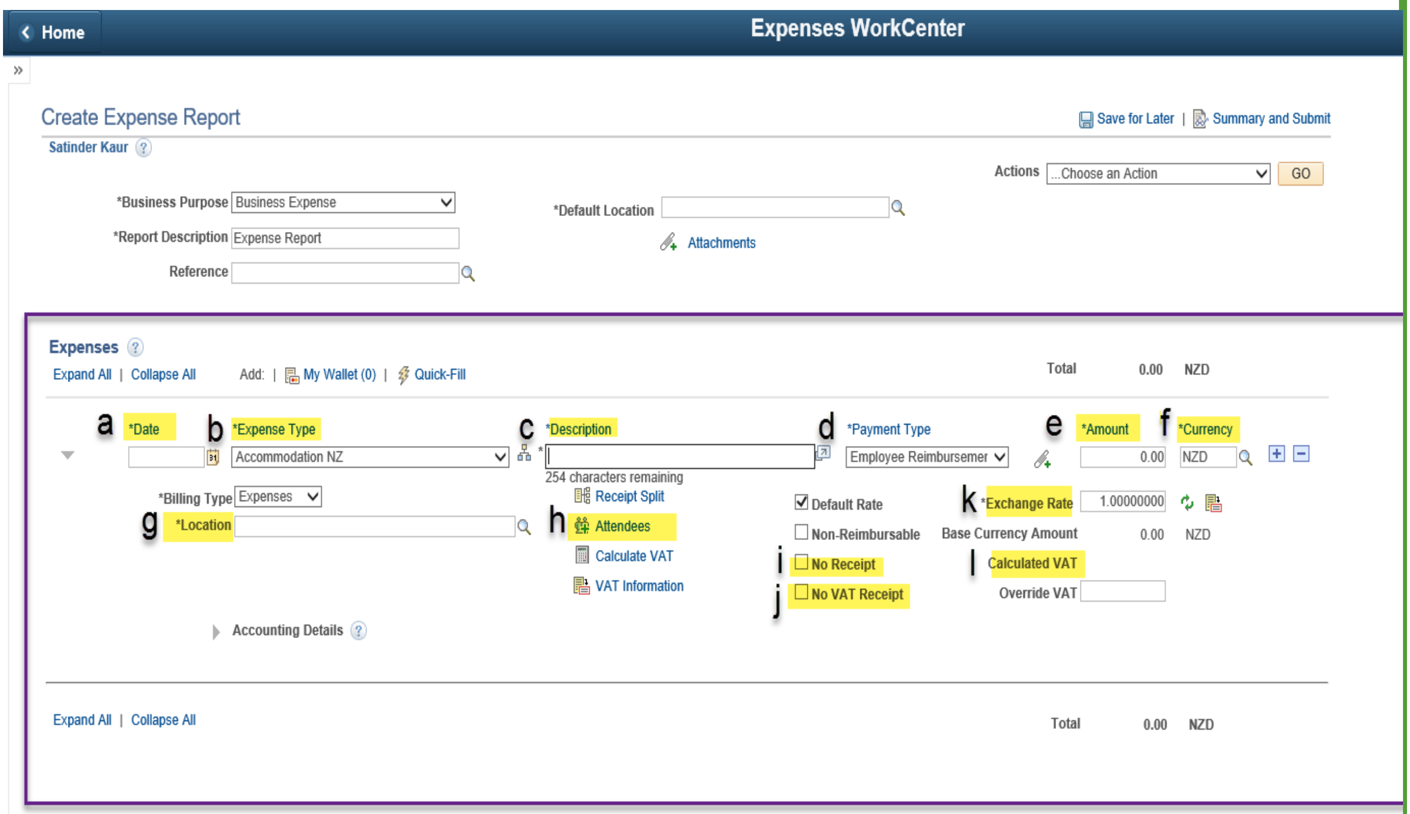
I. *Click on **My Wallet***

II. *Select all the transactions to be assigned to the Expense Report*

III. *Click **Done***



6. *CREATE AN EXPENSE LINE*



a) ***Date*** *– Enter the date of purchase. Refer to the tax receipt for the date*

b) ***Expense Type*** *–Select the relevant expense type from the dropdown box by clicking on the downward arrow or click on the Expense tree to find the relevant expense type. Each expense* type requires you to enter different information explained separately in the points below. Refer the "Expense Type Guide" for more information on the nest.

c) ***Description*** – *Enter succinct description of the expense e.g. B.COM Semester 2, 2017 tuition fee Unitec or to and from location in case of a mileage claim. Click on* *if you need more space.*

d) ***Payment Type*** – Do not change the Payment type. Keep it as default.

e) ***Amount*** – *Enter the amount as per the tax receipt. If goods and services were purchased in foreign currency, enter the amount in foreign currency.*

f) ***Currency*** – *Select the currency of the purchase from the drop down box. Refer to your bank statement or tax receipt to confirm the currency.*

g) ***Location*** *(except Mileage) – Country from where the goods and services were purchased/ Country in which expense was incurred.*

h) ***Attendees*** – *You are required to enter the attendees for all the entertainment related expense types.*

i) ***No Receipt*** – *Click on '**No Receipt**', if you do not have a receipt and must enter the reason in the speech bubble*

j) ***No VAT receipt*** – *If the tax receipt does not have GST content then select NO VAT receipt to override GST*

k) ***Exchange Rate*** – *Enter the exchange rate on the date of purchase if the purchase was made in foreign currency.*

l) ***Calculated VAT*** - *GST is not applicable on a purchase made in foreign currency. Please check if Calculated VAT is Zero for overseas expenses. Otherwise perform step f) and j) to correct*

Note: Any Expense Type starting with "Rsch Dpt" is to be used only when you are claiming expenses incurred on behalf of the Unitec Research Department (90RP)

7. ATTACHMENTS

Type of attachments

a) *Header Attachments*
- *Application to Travel Form (If applicable)*
- *Application to Tuition Fees Assistance Form (if applicable)*
- *Tuition Fee Bond Agreement (if applicable)*

b) *Line Attachment*
- *Tax Receipt*
- *Bank Statement for purchase in foreign currency*
- *Currency Conversion receipt from Foreign Currency Dealer(e.g. Travelex)*

How to add an attachment?

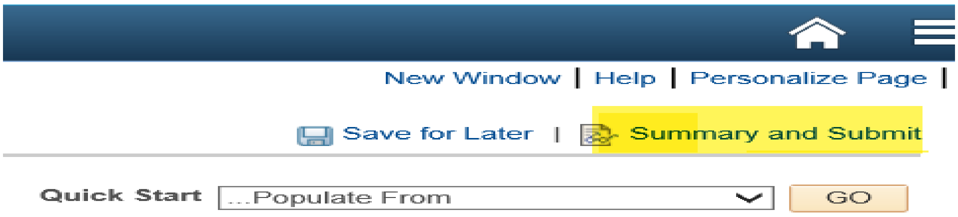
I. *Click on the Attachment Pin*
II. *Click on the Add Attachment*
III. *Click on Browse*
IV. *Navigate to where you have saved the scanned copy of the attachment*
V. *Click Open*
VI. *Click Upload*
VII. *Enter the description of receipt*
VIII. *Click Ok*

8. ACCOUNTING DETAILS

Enter project code, if you are claiming for the expense incurred as part of any ongoing Unitec Project. Enter PC Bus Unit- UNITC, click on the magnifying glass to look for the Project ID

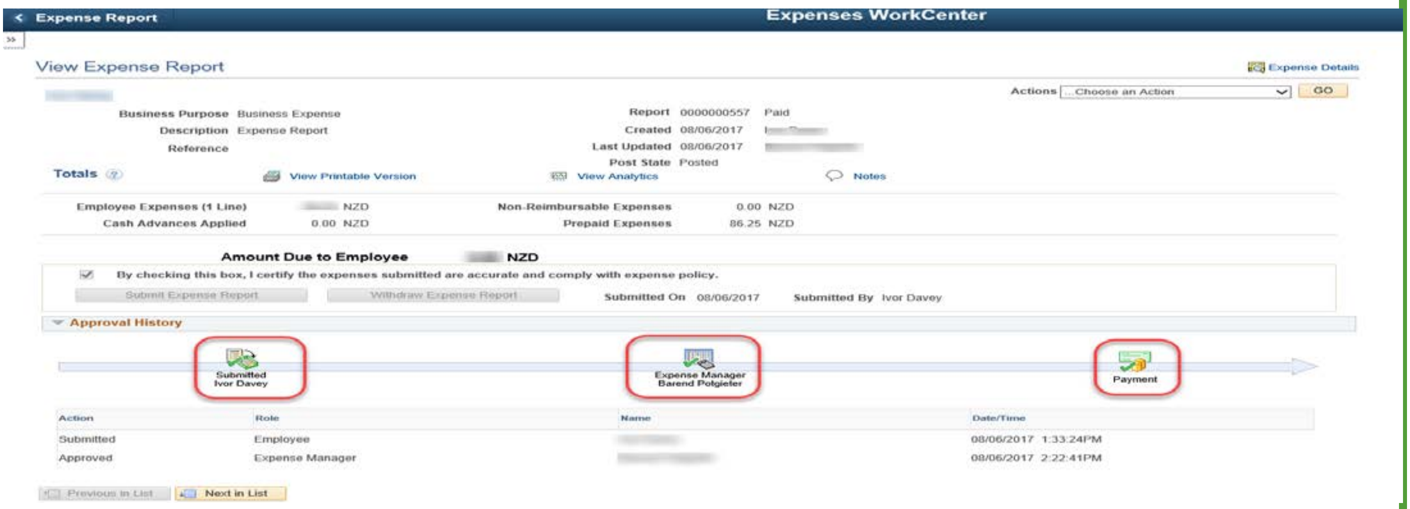
9. NEXT STEP

a) Do you need to add another expense line? If yes, then click ➕ and follow the steps from step 4
b) Once all the expense lines are entered and attachments are uploaded. Click on the **Summary and Submit.**



c) Read the certification statement and if you agree, click ☑ and Submit the expense report.

d) Click **Refresh Expense Report Status** to see the status of your expense report. The Green tick mark means the expense report has passed that stage.



10. POINTS TO REMEMBER

a) Create separate expense report for P-card coding and Manual Expense claim
b) Create separate expense report for claiming expenses related to a specific trip
c) If you have more than one expense, avoid submitting expense report for one expense only. You can save your expense report for later and add the claimable expense for the month and submit it together. To do that, instead of selecting **Summary and Submit**, click on **Save for Later** and note down the Expense Report ID number. When you have new claimable expense to add to the already existing report,
   - Click on **Create/Modify expense report**
   - Enter the **Report ID #**
   - Click **Search**
   - Click on **Expense Details**
   - Add the new claimable expense as explained from step 4 onwards