



# **WorkPlace**

## **Employee Expense**

**Revision 0.5**

**Last update: 16 Jan 2019**

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## OVERVIEW

The WorkPlace Expense module gives NTPC the ability to track employee travel and expense claim costs while allowing the employee to quickly enter their expense sheet from any remote location with a web browser using the easy-to-use WorkPlace interface.

Expenses sheets are sent to an Approver before payment.

Please note that expense claims are to be made in accordance with NTPC travel policies. These policies can be found on the [Powerline](#):

- [HR-26](#) – Travel (including Medical Travel)
- [HR-26a](#) – Travel Rates
- [HR-26b](#) – Travel Procedures
- [HR-12](#) – Training and Professional Development
- [HR-2-13](#) – Relocation

Additional forms and information on medical can be obtained from the HR department and can also be found on the [Powerline](#):

## ACCESSING WORKPLACE

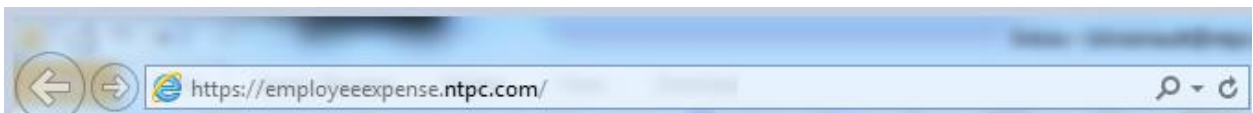
### INTERNALLY

[WorkPlace](#) can be accessed internally from NTPC's intranet [PowerLine](#), on the home page of [PowerLine](#) simply click the [Employee Expense- WorkPlace](#) link under [Key Links](#)

### EXTERNALLY

[WorkPlace](#) can be accessed externally through Internet Explorer. It is accessible from any computer internal or external to the Corporation's network, as long as it has an internet connection.

1. Open Internet Explorer.
2. In the address bar type <https://employeeexpense.ntpc.com/> and press enter.

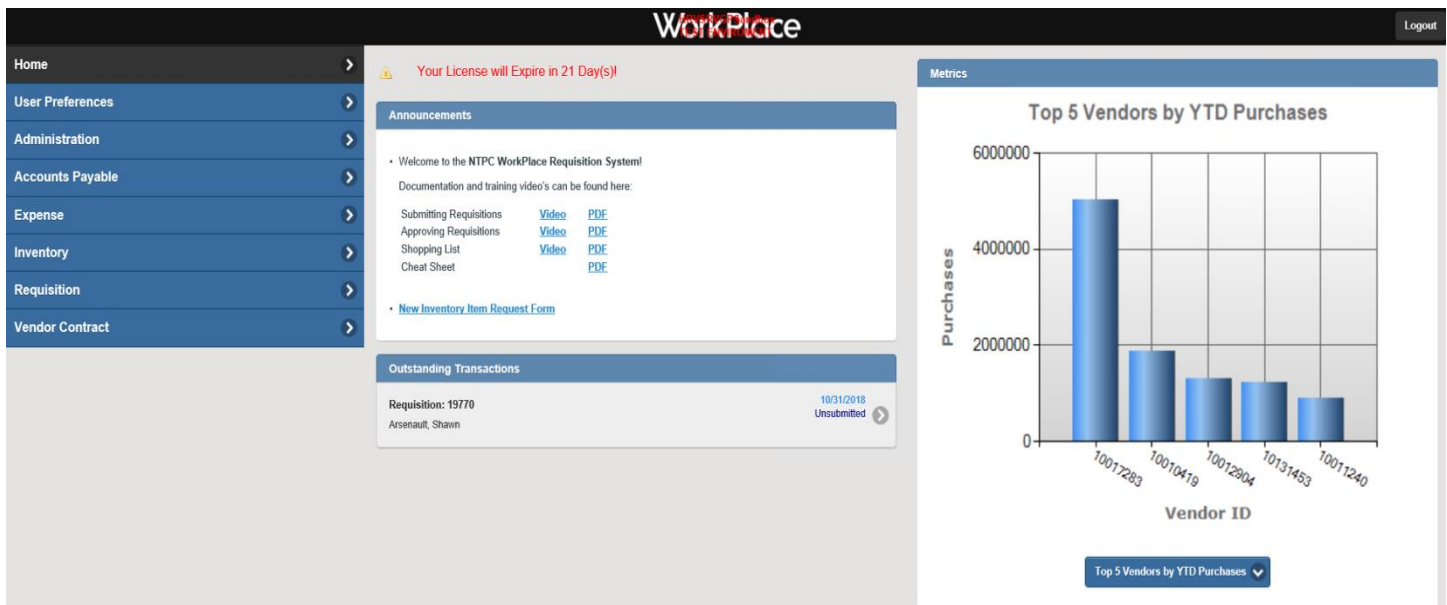


3. You will be prompted to enter your [NTPC](#) login information. Enter your username in the form [user@ntpc.com](#) and your password.

## CREATE OR EDIT EXPENSE SHEET

Creating a new expense sheet is the first step in the Expense Sheet Workflow. You can also edit existing expense sheets by selecting any Expense item under the Outstanding Transactions heading on the Dashboard. Open expense sheets are those that have already been created but have not yet been submitted for approval.

1. After logging into **WorkPlace**, you will be on the home screen (*Please Note, based on security your home page will vary with available options*)



The screenshot shows the WorkPlace Home Page. On the left is a navigation menu with options: Home, User Preferences, Administration, Accounts Payable, Expense, Inventory, Requisition, and Vendor Contract. The main content area has a header 'WorkPlace' and a 'Logout' button. Below the header, there is a notification: 'Your License will Expire in 21 Day(s)!' and an 'Announcements' section with links for 'Submitting Requisitions', 'Approving Requisitions', 'Shopping List', and 'Cheat Sheet'. There is also a 'New Inventory Item Request Form' link. Below that is an 'Outstanding Transactions' section showing a requisition for 'Arsenault, Shawn' with a date of '10/31/2018' and a status of 'Unsubmitted'. On the right side, there is a 'Metrics' section with a bar chart titled 'Top 5 Vendors by YTD Purchases'. The chart shows five vendors with their respective purchase amounts.

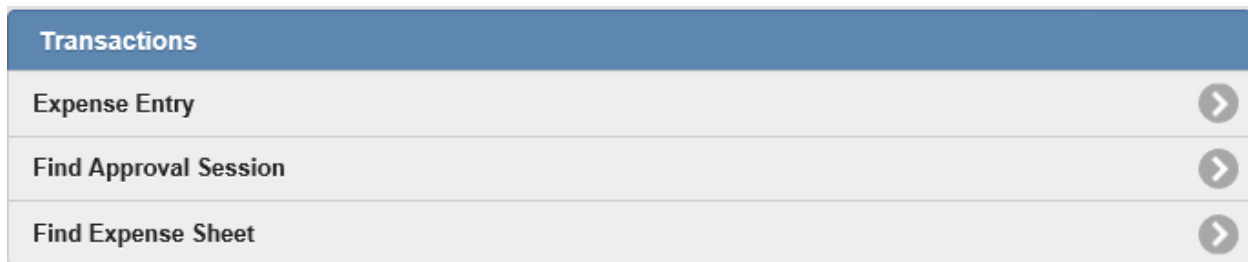
Vendor ID	Purchases
10017283	~500,000
10010419	~200,000
10012804	~150,000
10131453	~120,000
10011240	~100,000

2. On the WorkPlace Home Page, select **Expense** from the menu.



This image shows a close-up of the navigation menu. The 'Home' option is highlighted in a dark blue bar, and the 'Expense' option is highlighted in a lighter blue bar. Both options have a right-pointing arrow icon.

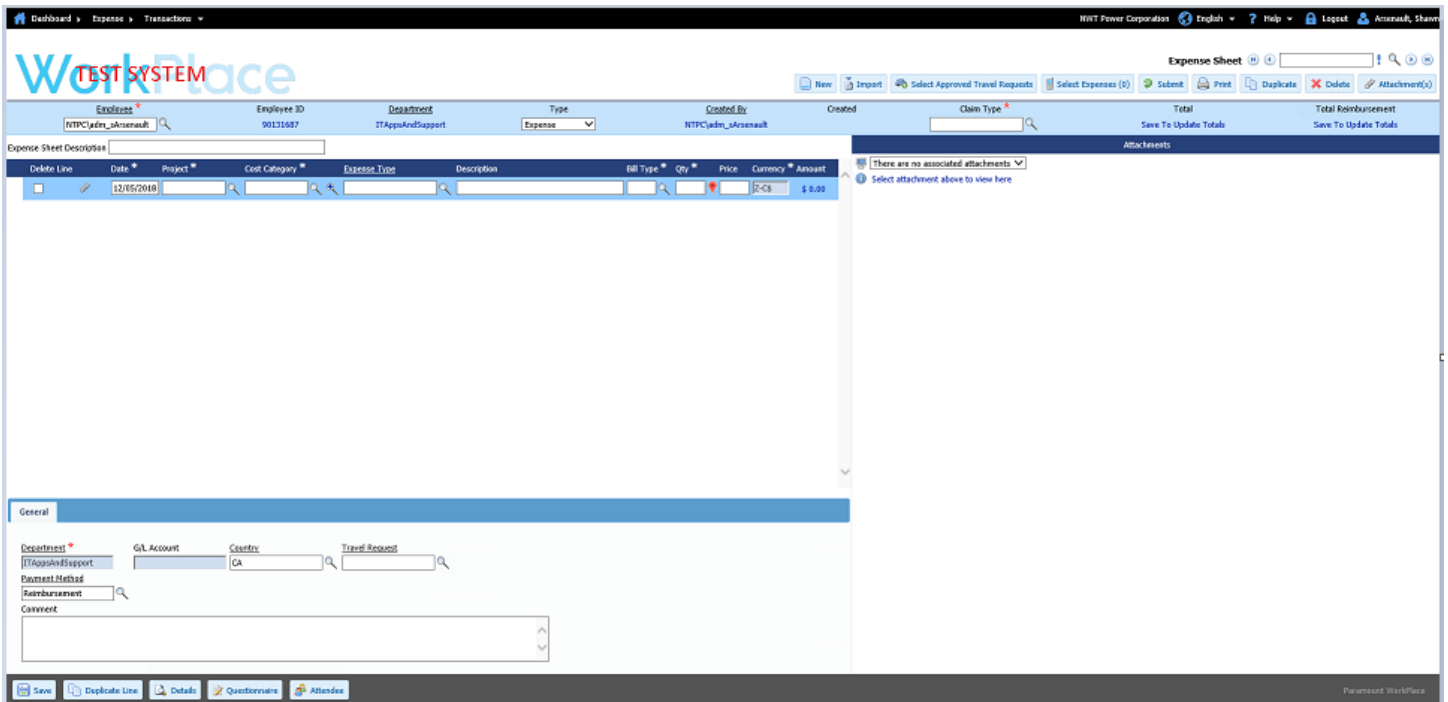
3. After Selecting **Expense** you will have several options, to enter a new Expense choose **Expense Entry**.



This image shows a list of options under the 'Transactions' heading. The options are 'Expense Entry', 'Find Approval Session', and 'Find Expense Sheet'. Each option has a right-pointing arrow icon.

Transactions	
Expense Entry	➤
Find Approval Session	➤
Find Expense Sheet	➤

4. Once selecting **Expense Entry** you will now be presented with a blank expense entry form

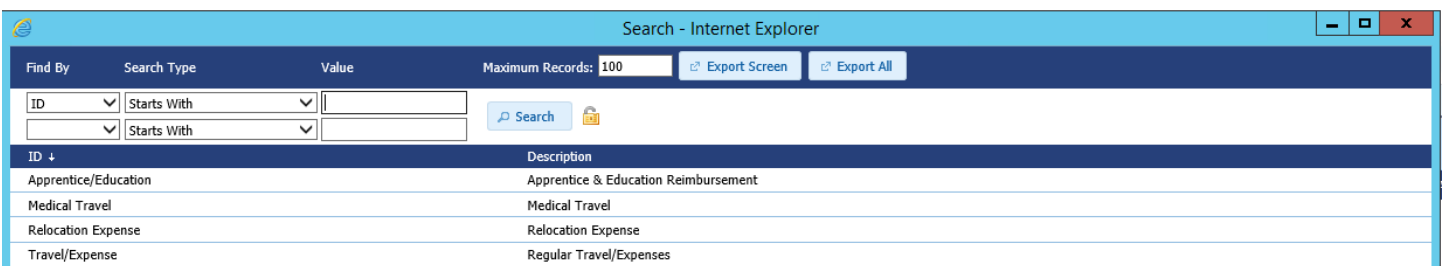


The screenshot shows the 'Expense Sheet' form in the Paramount Workplace system. The form is titled 'TEST SYSTEM' and includes fields for 'Expense' (NTPCadm\_Arsenault), 'Employee ID' (90131687), 'Department' (ITAppnsSupport), and 'Type' (Expense). A table with one row is visible, containing a date of 12/05/2018 and an amount of 6.00. The 'Attachments' section on the right indicates there are no associated attachments. The bottom section of the form includes fields for 'Department', 'GL Account', 'Country', 'Travel Request', 'Payment Method', 'Reimbursement', and 'Comment'.

The first field to enter is the "Claim Type". The claim type can be one of the following:

- a) Travel/Expense Claim
- b) Medical Travel Claim
- c) Relocation Expense Claim
- d) Education or Apprenticeship Claim

Travel/Expense claims will be routed to your manager for approval. All other will be routed to Human Resources for approval.




The screenshot shows a search results table with the following data:

ID ↓	Description
Apprentice/Education	Apprentice & Education Reimbursement
Medical Travel	Medical Travel
Relocation Expense	Relocation Expense
Travel/Expense	Regular Travel/Expenses

The **Date** Field will auto-populate to the current date.

The next field to enter is the Expense Sheet Description field – this must be filled in with the dates of travel and the reason for travel and/or reimbursement .

You are now ready to enter the details of the travel claim in the main entry field. The first field in the first expense line is the project that your expense is being charged to. You can generate a list of projects by clicking the **Magnifying glass**, or manually typing the project number in the field.

If you click the  **Magnifying Glass**, it will open a **Search** window, this will list all Projects.

Search - Internet Explorer

Find By: Project Number, Search Type: Starts With, Value: [ ], Maximum Records: 100, Export Screen, Export All

Project No. +	Project ID.	Project Name	Project Class ID	Customer ID	Project Manager ID
120300010001000	1000	Asset Disposal Costs		120	
120300010001007	1007	PSAS- Asset Disposal Costs		120	
120300010001008	1008	REG PROJECT - Asset Disposal C		120	
120300510001000	1000	Water Licensing Def		120	
120300510001007	1007	PSAS- Water Licensing Def		120	
120300510001008	1008	REG PROJECT Wate Lic Def		120	
120300610001000	1000	Jackfish Water monitoring		120	
120300610001007	1007	PSAS-Jackfish Water monitoring		120	
120300610001008	1008	REG-Jackfish Water monitoring		120	
120300810001000	1000	Demo Old Giant Mine Substation	D. ENVIRONMENT	120	
120300810001007	1007	PSAS- Demo Old Giant Mine Subs		120	
120300810001008	1008	REG- Demo Old Giant Mine Subst		120	
120504180005200	5200	Design T4 Transformer Upgrade		120	
120504180005300	5300	Refurbish T4 Transformer	B. RELIABILITY	120	90131579
120507520005300	5300	YK-EMDEngStudy&InstallDF	B. RELIABILITY	120	
120509170005100	5100	Coverups JF Subst. Planning	B. RELIABILITY	120	90130230
120509170005200	5200	Coverups JF Subst. - Design	B. RELIABILITY	120	90130230
120511500005300	5300	2016 Desktop & Mobile Comp	F. ADMIN	120	90130237
120511500005301	5301	2016 Network and Telephony	F. ADMIN	120	90004848
120511500005302	5302	2016 Server and Storage	F. ADMIN	120	ZJLOCKE
120511910005100	5100	Modular Gensets	B. RELIABILITY	120	
120511910005200	5200	Modular Gensets	B. RELIABILITY	120	
120511910005300	5300	Modular Gensets	B. RELIABILITY	120	
120511910005301	5301	NEW Modular Gensets		120	
120511950005100	5100	B1 UPS Replacement	B. RELIABILITY	120	
120511950005200	5200	B1 UPS Replacement	B. RELIABILITY	120	
120511950005300	5300	B1 UPS Replacement	B. RELIABILITY	120	
120512430005100	5100	BESS Planning	B. RELIABILITY	120	90130050
120512430005200	5200	BESS Design	B. RELIABILITY	120	90129907
120512430005300	5300	Battery Energy Storage System	B. RELIABILITY	120	
120512550005100	5100	Replace T3 for Mod Genset Plan	C. TRANSMISSION	120	90130230
120512550005200	5200	Replace T3 for ModGensetDesign	C. TRANSMISSION	120	90129907
120512550005201	5201	Transformer Protection		120	

You can use the filter options at the top of the window

Search -

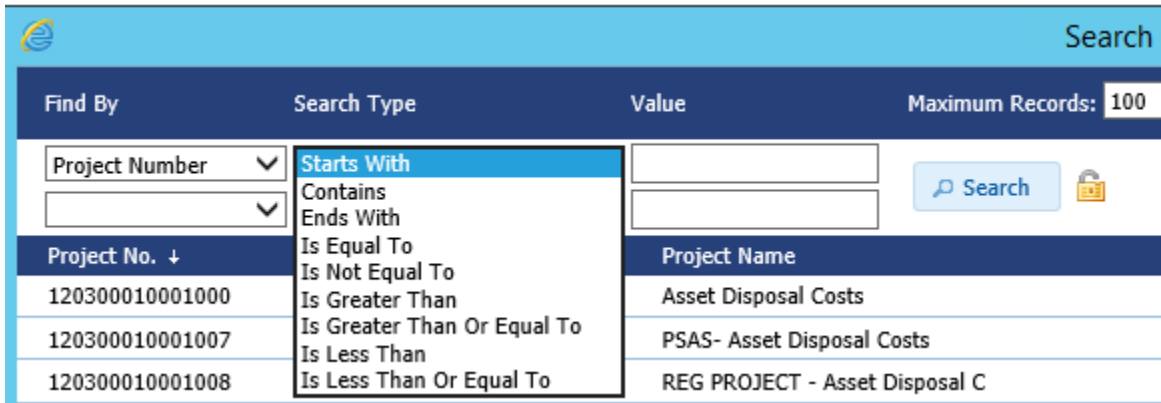
Find By: Project Number, Search Type: Starts With, Value: [ ], Maximum Records: 100

Project Number  
Project ID.  
Project Name  
Contract No.  
Project Class ID  
Customer ID  
Project Manager ID

Starts With [ ] Search [ ]

Project ID.	Project Name
1000	Asset Disposal Costs
1007	PSAS- Asset Disposal Costs

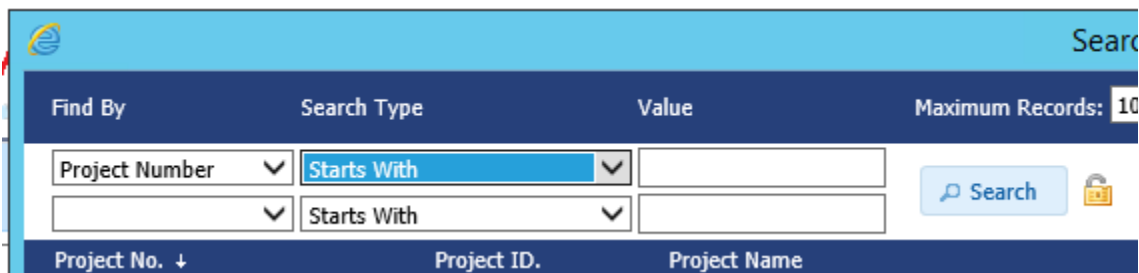
When you select the **Find by** drop-down arrow, you will have a list of different filter options to choose from.



Search

Find By	Search Type	Value	Maximum Records: 100
Project Number	Starts With		Search
	Contains		
Project No. ↓	Is Equal To		Project Name
120300010001000	Is Not Equal To		Asset Disposal Costs
120300010001007	Is Greater Than		PSAS- Asset Disposal Costs
120300010001008	Is Greater Than Or Equal To		REG PROJECT - Asset Disposal C
	Is Less Than		
	Is Less Than Or Equal To		

Next under **Search Type**, click the drop-down arrow and select one of the available options.



Search

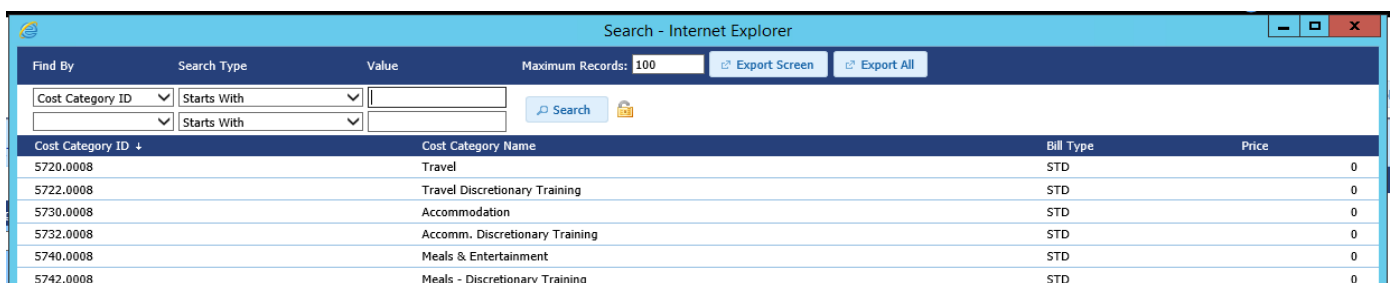
Find By	Search Type	Value	Maximum Records: 100
Project Number	Starts With		Search
	Starts With		
Project No. ↓			Project ID.
			Project Name

Finally after choosing your previous filter options, type in a value in the **Value** field and click the **Search** button.

Your refined search will be returned, select the **Project Number**.

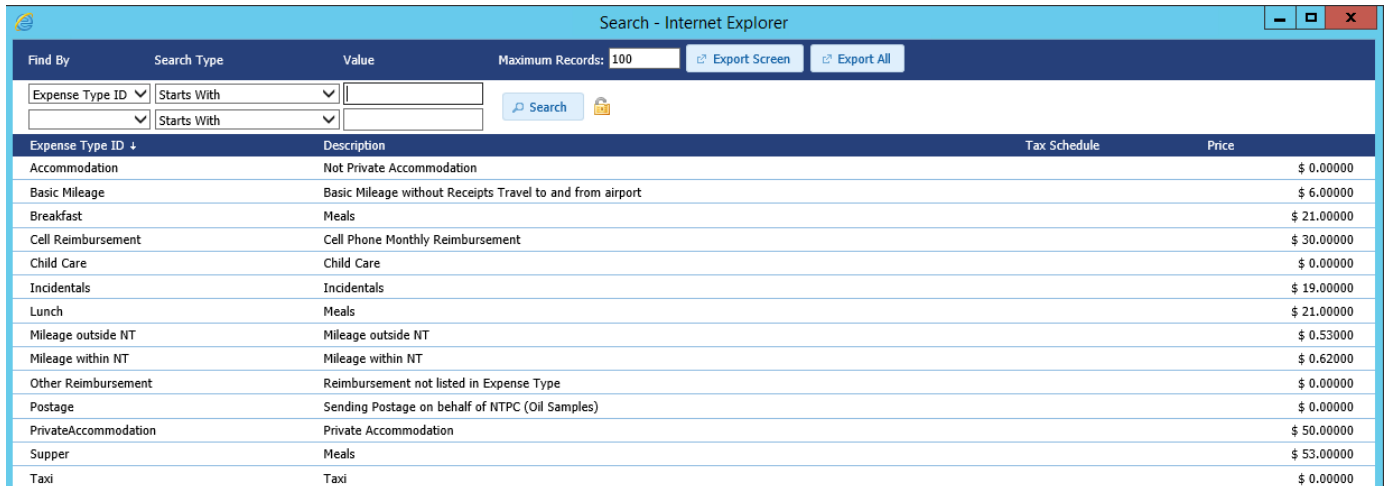
Next click the **Magnifying Glass** beside the cost category. You will be presented with standard cost categories associated with the project you selected. Select the correct cost category for the item you are claiming.

IMPORTANT – If you do not see the correct project and/or cost category, please submit a request to [AccountSetupTimeSheet@ntpc.com](mailto:AccountSetupTimeSheet@ntpc.com) and wait for the project or cost category to be setup before making a claim. You can also complete a K2 form to request a new project or cost category setup. The K2 forms can be accessed [HERE](https://forms.ntpc.com/Runtime/Runtime/Form/FIN__ProjectTimesheetRequest). ([https://forms.ntpc.com/Runtime/Runtime/Form/FIN\\_\\_ProjectTimesheetRequest](https://forms.ntpc.com/Runtime/Runtime/Form/FIN__ProjectTimesheetRequest))



Cost Category ID ↓	Cost Category Name	Bill Type	Price
5720.0008	Travel	STD	0
5722.0008	Travel Discretionary Training	STD	0
5730.0008	Accommodation	STD	0
5732.0008	Accomm. Discretionary Training	STD	0
5740.0008	Meals & Entertainment	STD	0
5742.0008	Meals - Discretionary Training	STD	0

Next click the Magnifying Glass beside the **Expense Type**. The following list is available to be chosen.




Expense Type ID ↓	Description	Tax Schedule	Price
Accommodation	Not Private Accommodation		\$ 0.00000
Basic Mileage	Basic Mileage without Receipts Travel to and from airport		\$ 6.00000
Breakfast	Meals		\$ 21.00000
Cell Reimbursement	Cell Phone Monthly Reimbursement		\$ 30.00000
Child Care	Child Care		\$ 0.00000
Incidentals	Incidentals		\$ 19.00000
Lunch	Meals		\$ 21.00000
Mileage outside NT	Mileage outside NT		\$ 0.53000
Mileage within NT	Mileage within NT		\$ 0.62000
Other Reimbursement	Reimbursement not listed in Expense Type		\$ 0.00000
Postage	Sending Postage on behalf of NTPC (Oil Samples)		\$ 0.00000
PrivateAccommodation	Private Accommodation		\$ 50.00000
Supper	Meals		\$ 53.00000
Taxi	Taxi		\$ 0.00000

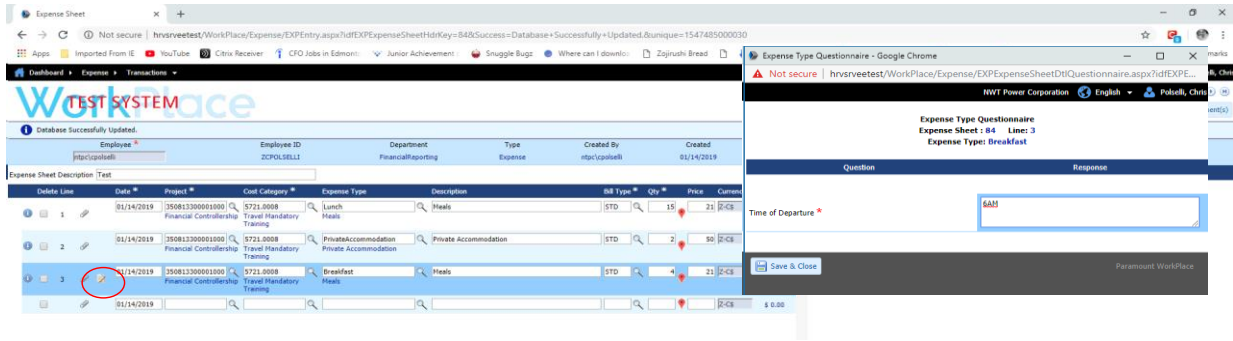
You are presented with a list of **Expense Types**, with preconfigured values, select the correct one. Note some items like Basic Mileage, Incidentals, and Meals etc. are pre-populated with rates based on the travel policies. If you are claiming actual meal expenses, you can override the daily rates if your meal is for more than one person so long as the total cost does not exceed the policy limits per person. Expense types for taxi, accommodation, and other are not pre-populated and you must enter the amount from your receipt.

After your expense type selection is made, the **Description** field is auto-populated with the name of the expense type; this field can be edited if additional information is required. To edit it, simply type in the field what you would like as a description.

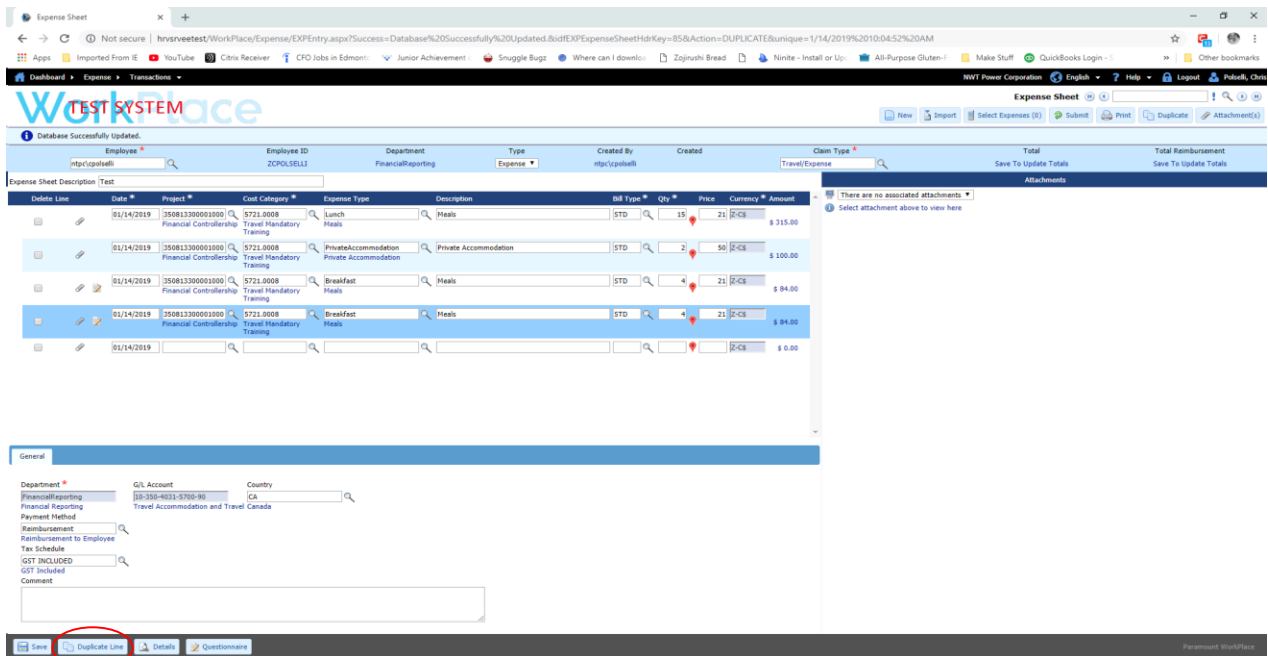
Next enter the Quantity in the **Qty** field, example if you had 5 lunches, enter 5 rather than five separate line items.

The Price field will auto-populate with the dollar value, **Currency** also will auto-populate and is **NOT** editable, finally the **Amount** field will automatically calculate your reimbursement, it is based on Price X Qty. = Amount.

**IMPORTANT** – If you are claiming breakfast or suppers, you are required to fill in the questionnaire note indicating departure and arrival time. The questionnaire icon is at the beginning of the expense line.  . You save your expense claim before filling in the questionnaire. See below for sample questionnaire.



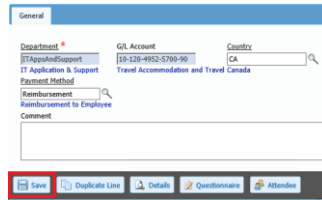
To enter additional lines on your expense claim, you can simply begin entering the project number on the next line in the claim OR you can select the “DUPLICATE LINE” button to pre-populate the next line number with the information you entered on the previous line. Once duplicated, you can edit any of the fields as required.



## Attaching Receipts

Receipts are required to be submitted for claims for taxi, accommodation, and other items in accordance with NTPC travel policies. When receipts are required to be submitted, you first must scan or photograph the receipts. It is a good idea to scan/photograph these before starting your expense claim and save the files on your computer in a location you can easily remember (e.g. your desktop).

If you **DO** need to submit receipts with this claim, you must first click the **Save** button located in the bottom left-hand corner of the Expense page under the **General** section.



General


Department \* [Application & Support]    GL Account [19-329-4952-5798-98]    Country [CA]

Payment Method [Reimbursement to Employees]

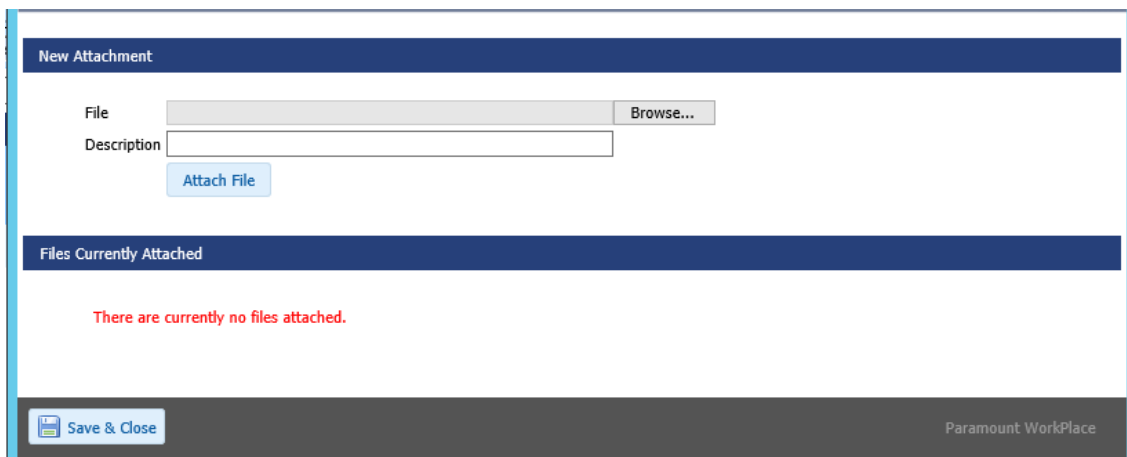
Comment

**Save** Duplicate Line Details Questionnaire Approves

After clicking the **Save** button, locate the  Paper Clip icon in front of your expense line item.

Delete Line	Date *	Project *	Cost Category *	Expense Type	Description	Bill Type *	Qty *	Price	Currency *	Amount
<input type="checkbox"/> 1 	12/05/2018	1208637000010 Maintenance Planning	5732.0008 Accomm. Discretionary Training	Lunch Meals	Lunch	STD	5	21	Z-C\$	\$ 105.00
<input type="checkbox"/>	12/05/2018								Z-C\$	\$ 0.00

You are then presented with the **Attachment** window



**New Attachment**

File  **Browse...**

Description

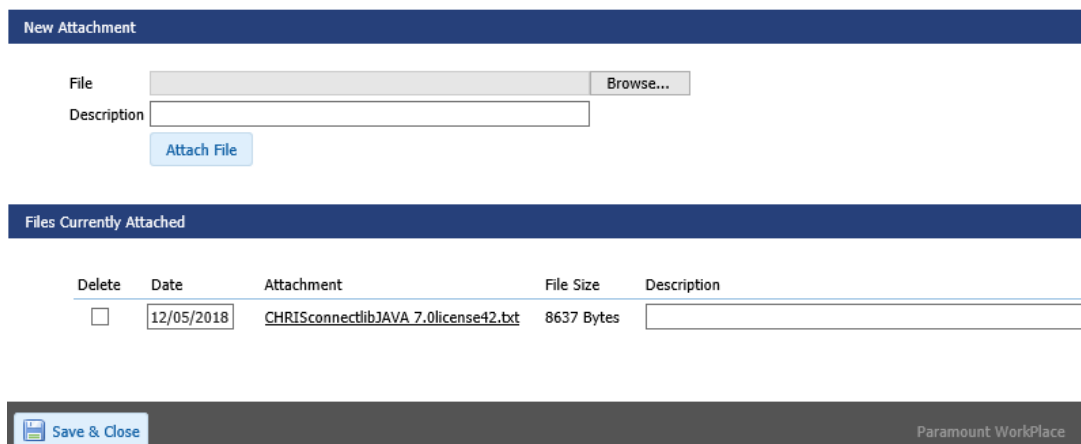
**Attach File**

**Files Currently Attached**

There are currently no files attached.

**Save & Close** Paramount WorkPlace

Click the **Browse** button and locate the receipt, once located click the **Attach File** button. Enter a description on the attachment window describing what the attachments are.



**New Attachment**

File  **Browse...**

Description

**Attach File**

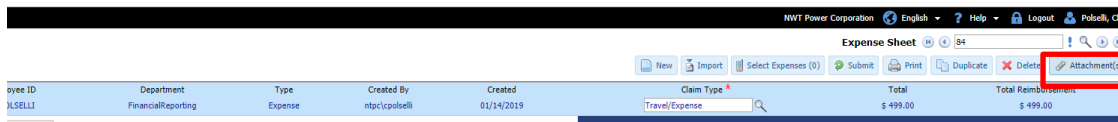
**Files Currently Attached**

Delete	Date	Attachment	File Size	Description
<input type="checkbox"/>	12/05/2018	CHRISconnectlibJAVA 7.0license42.txt	8637 Bytes	

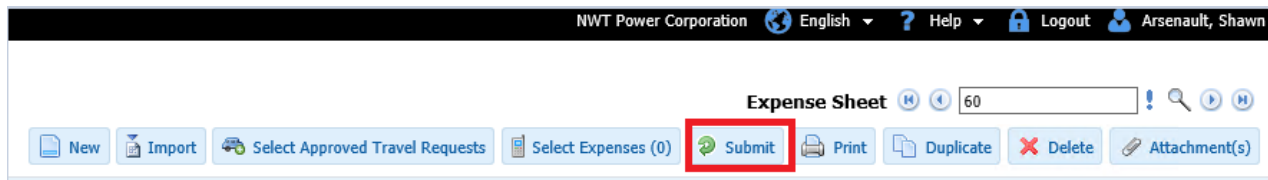
**Save & Close** Paramount WorkPlace

Finally click the **Save & Close** button and your receipts are now attached to the claim.

You can also attach all your receipts to the header line rather than the individual line item.

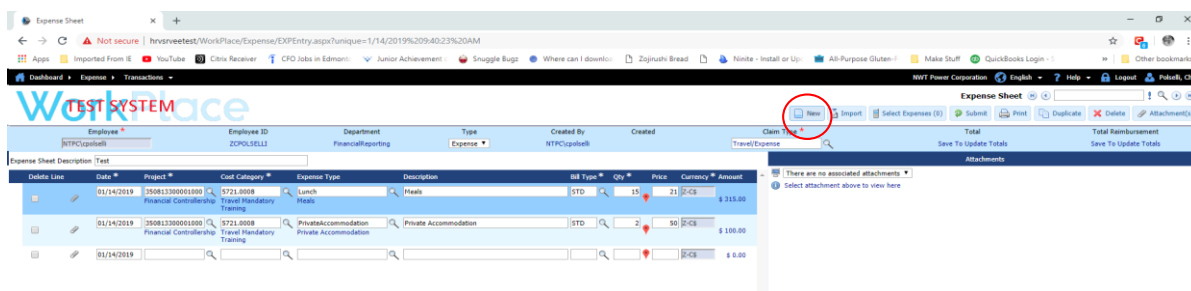


You are now ready to submit your **Expense Claim**; to do so locate the **Submit** button in the upper right-hand section of your **Expense Claim**, and then click the **Submit** button and your expense claim has been submitted to your manager for approval.



Once your claim form has been reviewed by your manager or human resources and they approve or deny your claim, you will receive an email notification. If your claim form has been denied, you will receive email notification with a note stating the reason for denying. You will then have the ability to resubmit the form after making changes and or corrections to the form.

Once the claim is submitted, you can also select the “NEW” icon to start a second claim. Next to the “NEW” icon is also a “DUPLICATE” icon where you can duplicate the claim to begin a new claim with the same information you just entered.

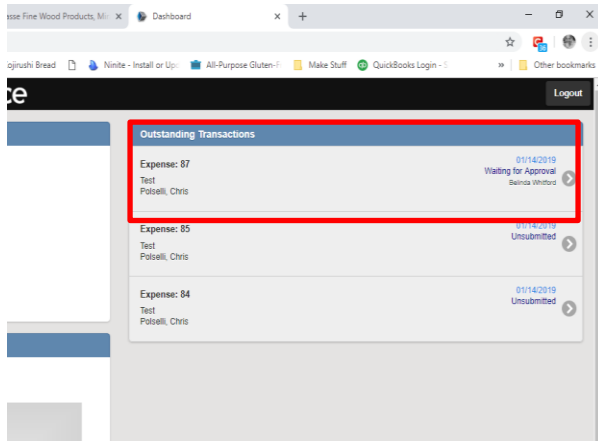


Please find **Appendix 1** attached for a full description of icons and toolbar commands related to expense entry.

## TRACKING YOUR SUBMITTED EXPENSE SHEETS

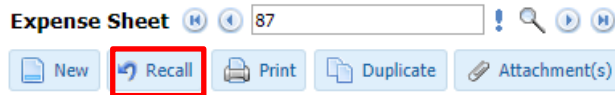
### Waiting for Approval

Your submitted expense sheet will appear under Outstanding Transactions with the status **Waiting for Approval**



An email has been sent to the appropriate approver(s).

If you wish to recall an expense sheet to make changes or to cancel it, click the **Recall** button.

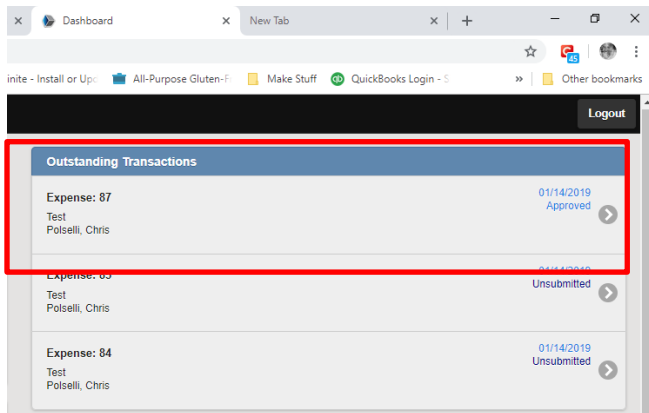


You will be prompted for confirmation.

You will now be able to make changes to the expense sheet and resubmit it or delete it.

## Approved

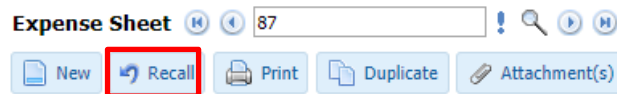
Once your expense sheet has been approved, it will appear in your Outstanding Transactions with the status **Approved**.



You will also receive an email confirmation once your expense sheet has been approved.

If you click on the expense sheet number link in the email, it will take you to workplace and directly to the expense sheet.

At this point, you can still recall an expense sheet to make changes or to cancel it. Click the **Recall** button.



## Disapproved

If your expense sheet has been disapproved, it will appear in your Outstanding Transactions list with the status **Disapproved**.

Disapproved expense sheet will remain in your **Outstanding Transactions** list until you delete them or make changes and resubmit.

## VIEWING DETAILS

The details button at the bottom of every submitted expense sheet provides information about your claim.

Employee *	Employee ID	Department	Type	Created By	Created	Claim Type *
ntpc\cpolselli	ZCPOLSELLI	FinancialReporting	Expense	ntpc\cpolselli	01/14/2019	Travel/Expense

Delete	Line	Date *	Project *	Cost Category *	Expense Type *	Description	Qty *	Price	Currency *	Amount
<input checked="" type="checkbox"/>	1	01/14/2019	350813300001000	5721.0008	Lunch	Meals	15	21	Z-C\$	\$ 315.00
<input checked="" type="checkbox"/>	2	01/14/2019	350813300001000	5721.0008	PrivateAccommodation	Private Accommodation	2	50	Z-C\$	\$ 100.00
<input checked="" type="checkbox"/>	3	01/14/2019	350813300001000	5721.0008	Breakfast	Meals	4	21	Z-C\$	\$ 84.00
<input checked="" type="checkbox"/>	4	01/14/2019	350813300001000	5721.0008	Breakfast	Meals	4	21	Z-C\$	\$ 84.00

**General**

Department \*  
FinancialReporting  
Financial Reporting

Tax Schedule  
GST INCLUDED  
GST Included

Comment

[Details](#) [Questionnaire](#)

The approval status and detailed routing will appear at the top of the detail window. If it is still waiting to be approved, the approval path will be shown.

Expense Line Detail  
Expense Sheet : 85 Line : 1  
Status: Expense Sheet Submitted

Approval Path  
*Note: Arrow indicates next pending approver, or role.*

Approval List	Approver/Role	Assigned Alternate Approvers
CFO - Chief Financial Office		
	▶ Whitford, Belinda	
	▶ Leah J Plett, Administrator	
AP - Accounts Payable		
	Dean, Donna	
	Leah J Plett, Administrator	
	Coleman, Evelyn	

Log:

01/15/2019 03:24:49 PM Polselli, Chris SUBMITTED

## EXPENSE SHEET APPROVAL SESSION

Expense sheets can be approved in one of 2 ways – approval by email or by logging into Workplace.

### Approval by Email

Once an expense sheet has been submitted and is routed to you for approval, you will receive an email. The email contains details about the expense claim by line as follows:

[Approve Expense Sheet\(s\)](#)

Approve Expense Sheet(s) via eMail

**Step 1:** Reply to this eMail.

**Step 2:** To Approve All transactions reply to the email with a "Y" in the first line of the eMail or an "N" to Disapprove All. Notes to the creator are to be entered after the letter "Y" or "N".

**Step 3:** Send eMail and WorkPlace will process your Approvals.

Employee: Hamson, Bradley													
Type	Expense Sheet	Line	Contract	Project	Cost Category	Expense Type	Description	Bill Type	Day	Quantity	Price	Amount Extended	Comments
Expense	90	1		121511800005300	1951.0008	Mileage outside NT	Mileage outside NT	STD	01/16/2019	500	\$0.53	\$265.00	
Expense	90	2		121511800005300	1953.0008	Breakfast	Meals	STD	01/16/2019	1	\$21.00	\$21.00	
Expense	90	3		121511800005300	1951.0008	Basic Mileage	Basic Mileage without Receipts Travel to and from airport	STD	01/16/2019	2	\$6.00	\$12.00	
Expense	90	4		121511800005300	1952.0008	Incidentals	Incidentals	STD	01/16/2019	1	\$19.00	\$19.00	
Expense	90	5		121511800005300	1953.0008	Lunch	Meals	STD	01/16/2019	1	\$21.00	\$21.00	
Expense	90	6		121511800005300	1952.0008	Accommodation	Not Private Accommodation	STD	01/16/2019	200	\$0.00	\$0.00	

If you wish to approve or disapprove the entire requisition, reply to the email with a 'Y' for approve or an 'N Explanation' for disapprove. An explanation is required to disapprove the expense sheet. If you fail to put in an explanation, another email will be sent to you indicating the error and then you must log into WorkPlace to disapprove the claim.

### Approving in WorkPlace

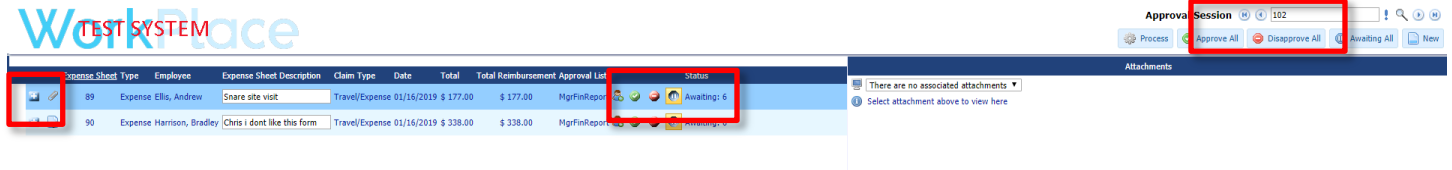
To Begin a new Expense Sheet Approval Session, log into Workplace (instructions on page 1) and then select Approve Pending Expense Sheets option on the Dashboard, under the "To Do" heading. The number next to Approve Pending Expense Sheets is the number of lines contained in the expense sheets – not the number of expense sheets.



The screenshot shows the Workplace dashboard interface. On the left is a navigation menu with 'Home', 'User Preferences', and 'Expense'. The main area is titled 'Expense' and has a 'Logout' button in the top right. Under the 'To Do' section, there is a task 'Approve Pending Expense Sheets' with a red box around the number '12' and a dropdown arrow. Below it is 'Outstanding Transactions'. On the right, there is a 'Metrics' section titled 'USER - % Expenses by Type'.

If a session has already been Loaded, but not processed, that open session will be listed as an Outstanding Transaction. Load Options are bypassed when the Open session is loaded. Any additional items which may be pending receipt will not load to an Open Session.

By clicking the plus key (s) on the far left, you can expand the line details on each claim and view expense line details and attachments. Once you have reviewed the claims, you can approve each claim individually or click approve all. You can also disapprove claim by claim or disapprove all. You cannot approve/disapprove individual lines – you can only approve or disapprove the entire line. If you disapprove a claim, you must provide a note to the submitter. You will be prompted to add a reason for disapproval.



The final step after you make your sections is to click the process button. Once clicked and processed, all fields will be grayed out. If you do not Process the session, requisitions will remain loaded into the approval session and will appear in your **Outstanding Transactions** list as a Req Approval session. You can open up that session at any time at a later date to complete processing.













If the expense sheet is disapproved, it will be routed back to the submitter and they will have the option to change and resubmit the claim or delete it.

### Alternate Approvers

The configuration of an alternate approver is completed as part of the Signing Authority Authorization. Once configured, alternate approvers will receive emails of expenses pending approval and the security to approve those expenses in your absence.

Please find **Appendix 2** attached for a full description of icons and toolbar commands related to approving expense claims.



## APPENDIX 01: CREATE OR EDIT EXPENSE SHEET

Document Toolbar		
Icon	Name	Description
	New	Select New to create a new record, transaction or session, such as a new expense sheet or a new approval session.
	Import	Comma Separated Text Files (CSV) can be imported into a Expense Sheet via this import utility. To download the CSV template click the "Get .CSV Template" link at the bottom of this page. Data imported will honor all UDF Field Template defaults and restrictions. The first line of the import file is considered the column headers and is therefore omitted.
	Select Approved Travel Requests	Approved Travel Request are available to be selected when an Expense Line that is created from an Expense Sheet that is type "Travel Request" is fully approved. Available Travel Requests are based on the Employee the Expense Sheet is being created for. Only approved Travel Requests for the specific Employee can be loaded into an Expense Sheet for that same Employee.
	Select Expenses	Available Expenses are based on the Employee the Expense Sheet is being created for and only Expenses for the specific Employee can be loaded into an Expense Sheet for that same Employee. The Select Expenses button on the Expense Sheet entry page will display the number of available expenses in parenthesis.
	Submit	Used to mark the document as complete and pass it on to the next step in the work flow. If the routing rules designate, the record will pass on to the approval process
	Recall	The Recall button is available throughout WorkPlace to allow users to recall transactions or transaction lines that have been submitted. The recall button will not be available for transactions that have not been submitted or have been fully processed.
	Print	Select this command button on the Expense Sheet to create a printed copy of your claim
	Duplicate	Copies the data from the existing record to a new document. Information entered on the existing page will populate the new document, but you may override any of these fields to make changes.
	Delete	Will erase the entire document; all data previously entered will be lost and cannot be retrieved. This button may not be visible on pages where items are being created (such as establishing non-financial lists) until an item or list has been selected.
	Attachment	Opens a secondary browser window allowing you to upload files to your transaction, or download previously attached files. The paperclip icon is empty when no attachments are present on the page; if there are attachments present, it becomes a paperclip attached to a document. Typical documents to be attached may include Word documents, Excel Spreadsheets or bitmap files.






### Header Fields

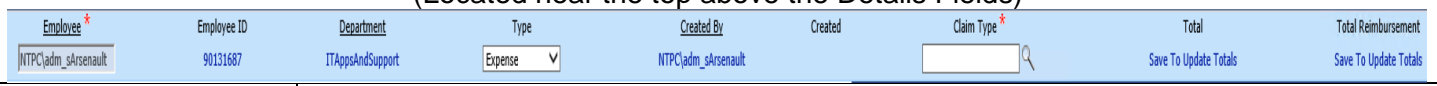

(Located near the top above the Details Fields)

Employee *	Employee ID	Department	Type	Created By	Created	Claim Type *	Total	Total Reimbursement
NTPCIadm_sArsenault	90131687	ITAppsAndSupport	Expense	NTPCIadm_sArsenault			Save To Update Totals	Save To Update Totals
Name	Description							
Employee	User whose work hours are recorded on this expense sheet.							
Employee ID	Identification number for the selected Employee as defined on their WorkPlace							
Department	Home Department of the Employee.							
Type	Valid values are "Expense" and "Travel Request". When the Type is "Expense" the standard expense processing behavior applies. Creating an Expense Sheet with the Type of "Travel Request" is used to gain pre-approval for upcoming travel expenses							
Created by	Name of User who entered the expense sheet							
Created	Date the expense sheet was entered							
Claim Type	Type of Claim, choose from a list.							
Total	Total amount of the price field on all line items							
Total Reimbursement	Displays the total amount of the Expense that is reimbursable to the Employee based on the selected Payment Methods at the line level							

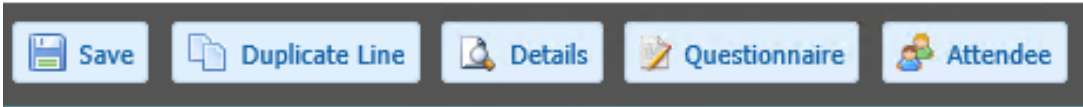



Detail Fields (Main section of the Expense Screen)										
Delete Line	Date *	Project *	Cost Category *	Expense Type	Description	Bill Type *	Qty *	Price	Currency *	Amount
<input type="checkbox"/>	12/05/2018								Z-C\$	\$ 0.00
Name	Description									
Delete Checkbox	Select this checkbox and click Save on the Document Toolbar to remove a line item.									
	Line item attachment									
Date	The date that the cost was incurred for a line item.									
Project	A Project Number from an active GP project									
Cost Category	A Cost Category ID active GP for the project and/or contract									
Expense Type	Enter or select an expense type from the zoom window.									
Description	A short text explanation of the expense, This will auto-populate based on Expense Type									
Bill Type	Select the bill type to be used for the expense									
Qty.	Quantity or number of units									
 Travel Route Map	The button will allow users to access the Travel Route page for mileage expenses									
Price	Per unit cost of this line item									
Currency	The reimbursement currency for the Expense line									
Amount	Extended total of Price x Quantity for this line item									

Entry Tool Bar (Located at the bottom under General Section)
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Icon	Name	Description
	Save	Select this icon to save a record or to save changes made on the page or line
	Duplicate Line	This command copies the selected line. All of the information will be copied to a new line, the copied line can be modified, as needed
	Details	Allows you to view specific information relating to the transaction line such as; approval or review status, notes to the document originator and any changes that have been made to transaction lines
	Questionnaire	Questions on this form can be presented in the form of a checkbox, date, numeric, text or a drop-down list of user defined values. The action of submitting or processing the associated WorkPlace transaction will check to make sure that all required Questions are answered.
	Attendee	This button will only be available if the user has been assigned access to the 'Attendee' processing option

Expense Sheet Header Fields (Located near the top above the Details Fields)	
	
Name	Description
 Remove	Check the button to select, then press SAVE to remove the Expense Sheet from the Approval session.
Expense Sheet	Sequential identification number automatically assigned by the system
Type	This read-only field will indicate if the transaction is an "Expense" and "Travel Request".
Employee	Name of employee whose costs are recorded on this expense sheet.
Expense Sheet Name	The caption of this field can be changed via System Settings and is a free form text field.
Date	Calendar date for the Expense Sheet.
Total	Total of Quantity x Price for the Expense line items. When Multi-currency is licensed, Expense Sheets with multiple line currencies selected will display each currency total comma delimited with the associated currency symbol. This field will not be displayed if a 'Reimbursement Currency has been selected in System Settings.
Total Reimbursement	Displays the total amount of the Expense that is reimbursable based on the selected Payment Methods at the line level. When Multi-currency is licensed, Expense Sheets with multiple line currencies selected will display each currency total comma delimited with the associated currency symbol.
Approval List	This field is displayed in open Approval Sessions to indicate the specific Approval List associated to the approval requirement. If all lines for an Expense Sheet require approval from the same Approval List, it will be displayed at the Header. Otherwise, the Expense Sheet header will display 'Multiple' when the lines are associated with more than one Approval List
Ad Hoc Next Approver	This option becomes available when the 'Enable Ad Hoc Approval' System Setting has been activated to select a user to add to the current approval workflow. Only users that have been assigned permissions to the approval process in Security will be available for selection as an ad hoc approver. When a user is selected, they will be

	<p>added to the approval workflow based on the approval action taken.</p> <p>Upon processing the Approval Session, all lines marked for approval will be processed as approved and add the selected additional Approver as the next required approval step.</p> <p>Lines marked for disapproval will add the selected additional Approver as a required approval step before the original Approver providing them the option to make their approval decision after this additional step.</p> <p>Items left marked as 'Awaiting' when the session is processed will not assign an additional approval step and return the items to the existing approval queue.</p>
Status	Approved, Not Approved, Awaiting Approval.

<b>Detail Entry Tool Bar</b> (Located at the bottom under General Section)		
		
Icon	Name	Description
	Remove	Check the button to select, then press SAVE to remove the Expense line from the Approval session.
	Line item attachment	
	Questionnaire	The Questionnaire icon will appear when a Questionnaire has been associated with the Expense Type for the line.
	Date	Calendar date the cost was incurred for this line item.
	Project	This field is only available when integrated with Dynamics GP Project Accounting. A Project Number from an active GP project.

## APPENDIX 02: EXPENSE SHEET APPROVAL SESSION

Document Toolbar		
Icon	Name	Description
	Process	Once a status has been assigned to the document during an approval or review session, you must click the Process button to move the record to the next step in the work flow. This is the final step in an approval or review session, and the system will verify that you have completed this step by displaying a confirmation message.
	Approve All	Use this button to toggle the status to approve for all of the line items that have been loaded to the approval or review session. The Status field will change to reflect the new status.
	Disapprove All	Use this button to toggle the status to disapprove for all of the line items that have been loaded to an approval session. The Status field will change to reflect the new status. Session lines processed with the status of disapproved will be returned to the originator.
	Awaiting All	All documents are loaded into the approval session with the status of 'awaiting', all records that have been toggled to another status can be returned to this status by selecting this command button. Lines processed with a status of awaiting will return to lines available to load in a subsequent session.
	New	Select New to create a new expense sheet.
	Note to Creator	Select to create a note to the person submitting the expense sheet