MUNIS Employee Expense Approval Process

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.

MUNIS Employee Expense Approval Process

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

YOU MUST BE IN INTERNET EXPLORER 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.
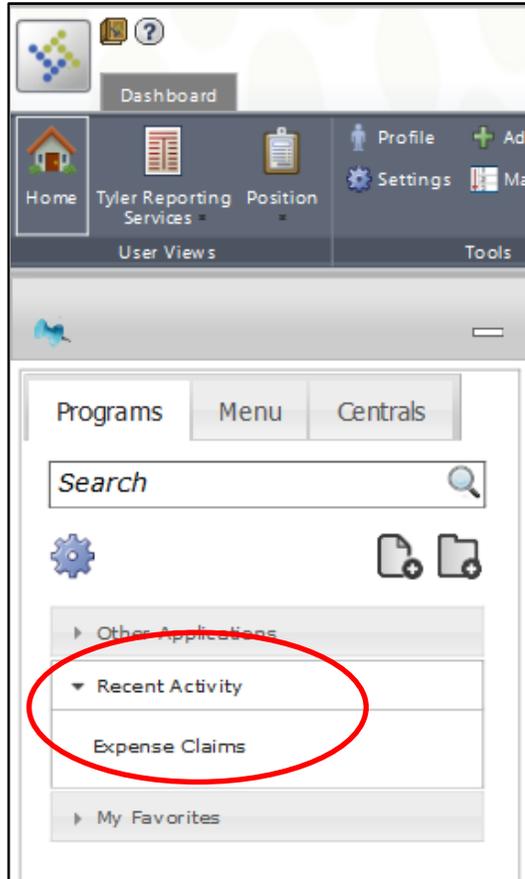
If you have used expense claims before, you can find the link on the Programs tab of the Home screen under Recent Activity.
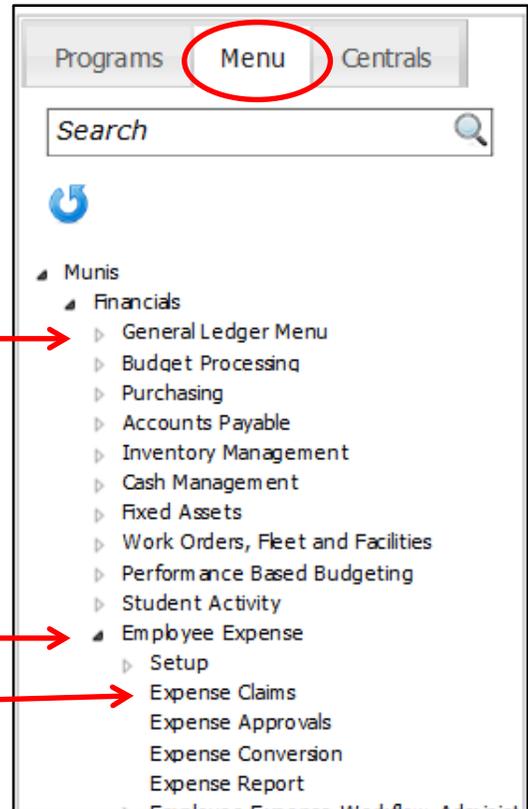
MUNIS Employee Expense Approval Process

The other method of opening claims needing approval is to use the Menu tab on the Home screen.

Click the Munis tab.

Click Financials.

Click Employee Expense.

Click Expense Claims.

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.
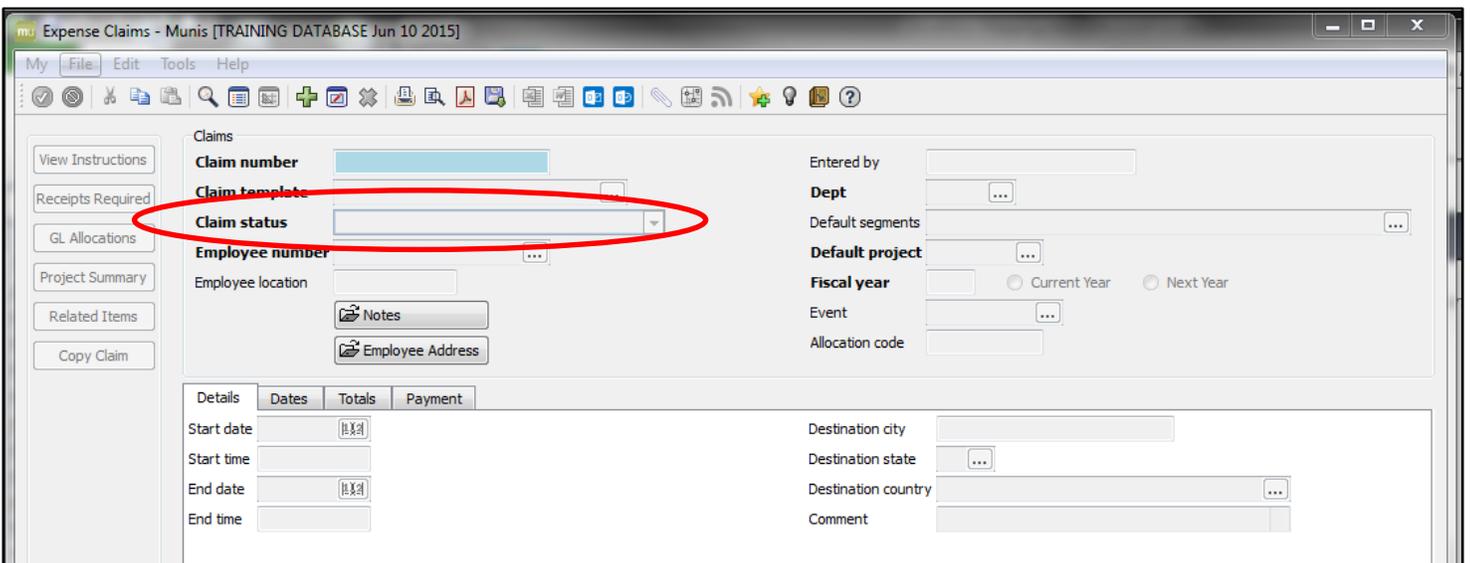
MUNIS Employee Expense Approval Process

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

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.

To review the attachments, click the grey paper clip on the top menu ribbon.
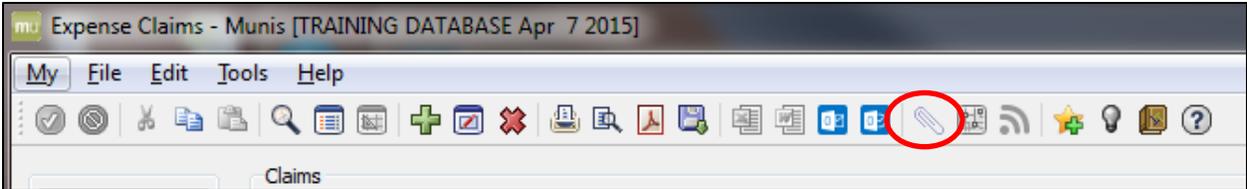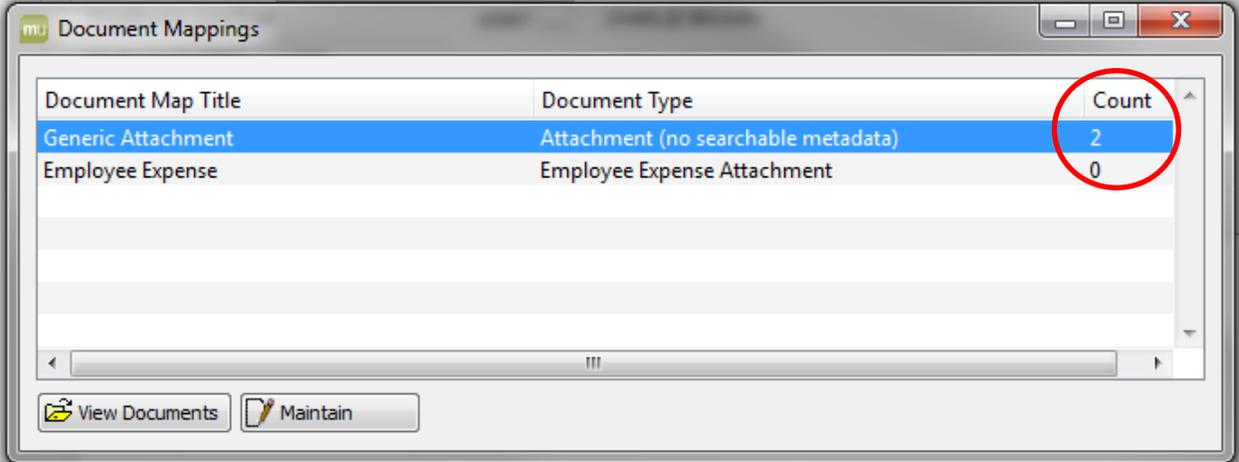
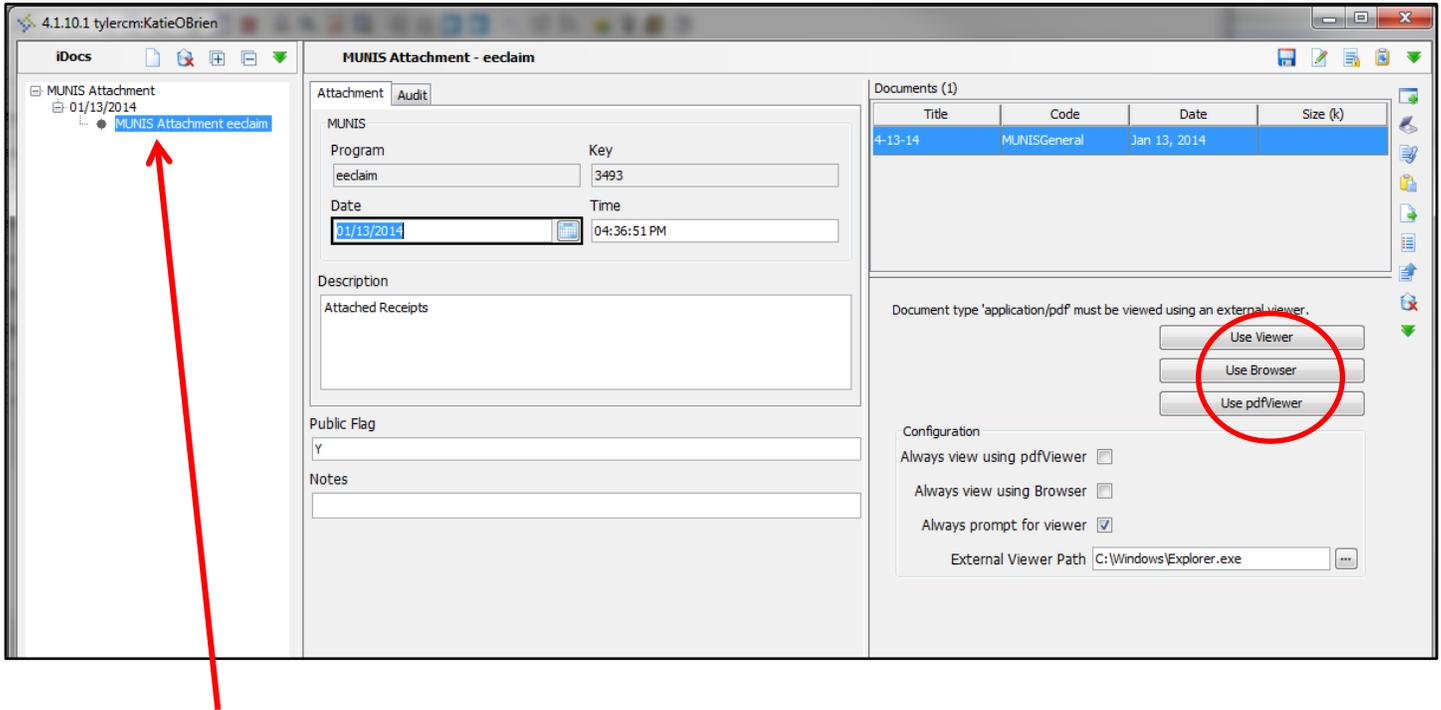The Document Mappings will open in a new window.
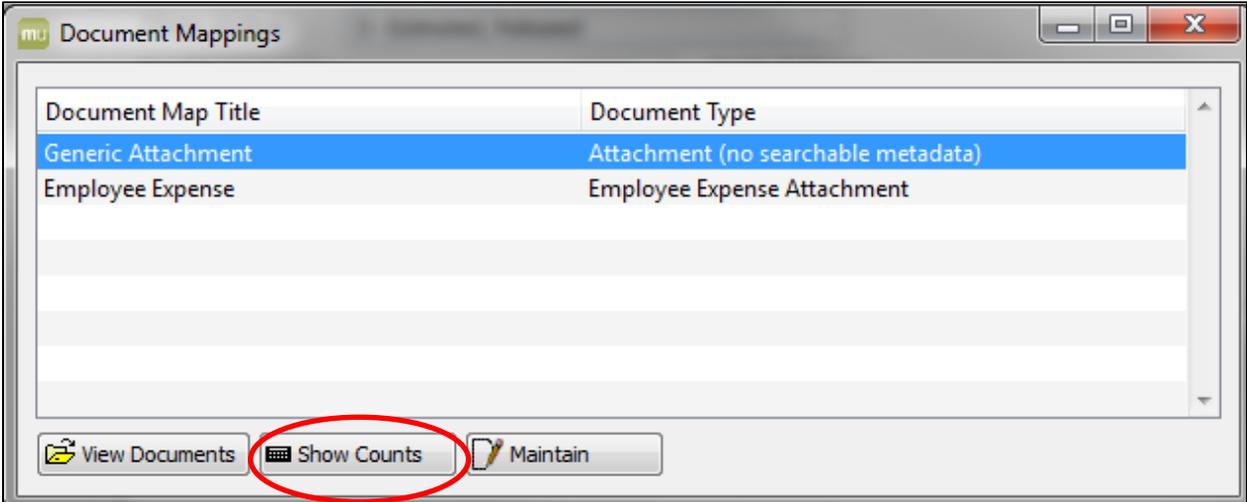
Click the Show Counts button to add a field that indicates how many images have been saved and which Folder they were stored in.

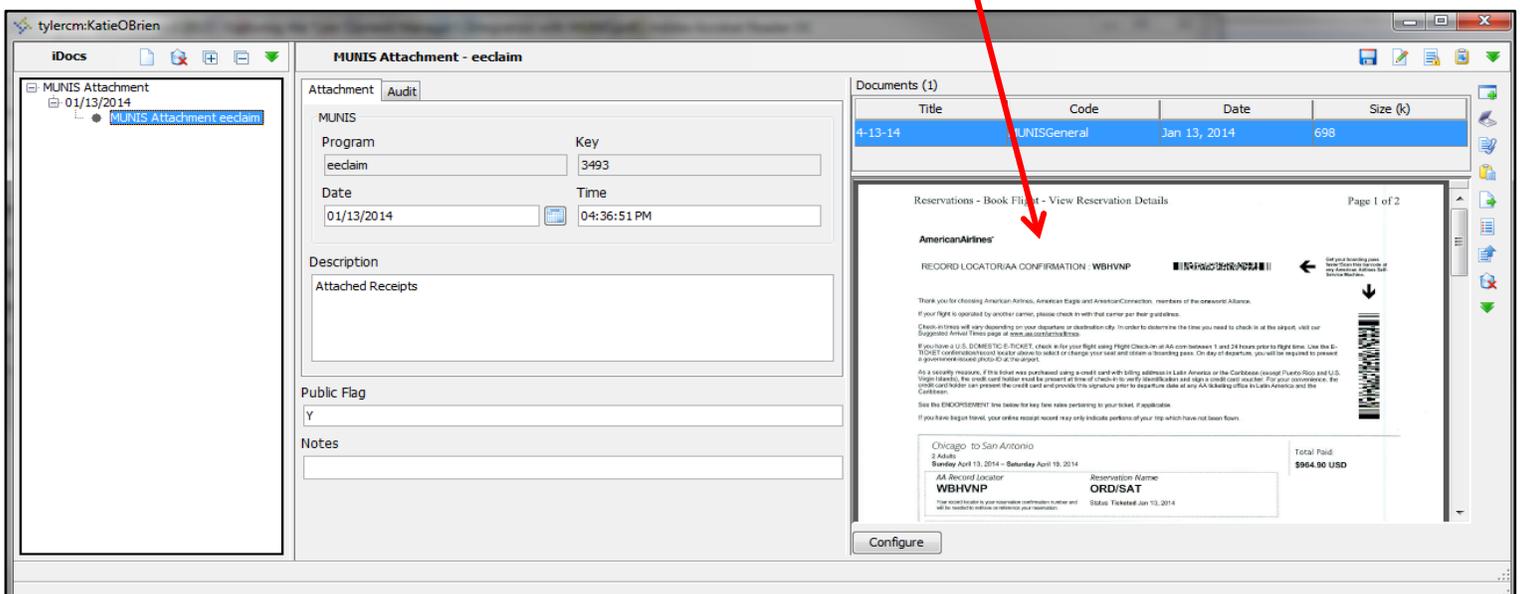# MUNIS Employee Expense Approval Process

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

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.

MUNIS Employee Expense Approval Process

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.

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.
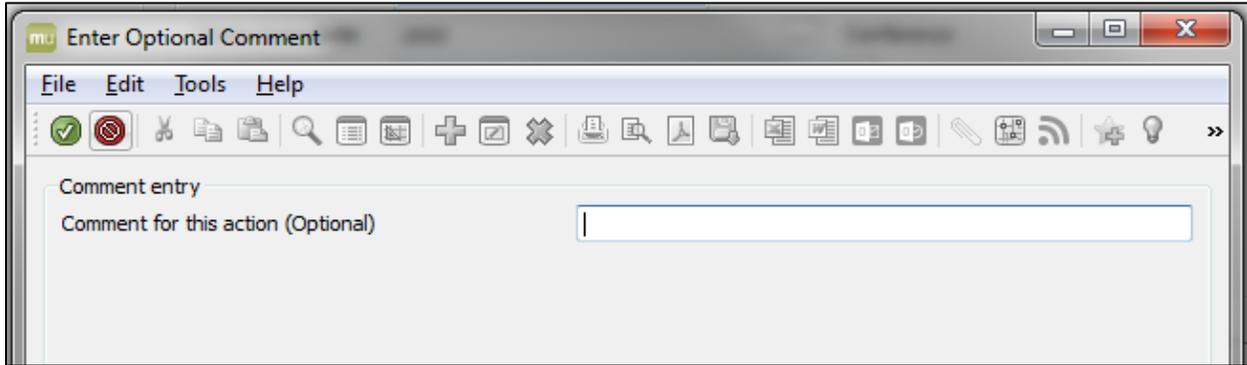
If the Expense belongs to a different approver or there is an issue with any of the details provided, click the reject button.
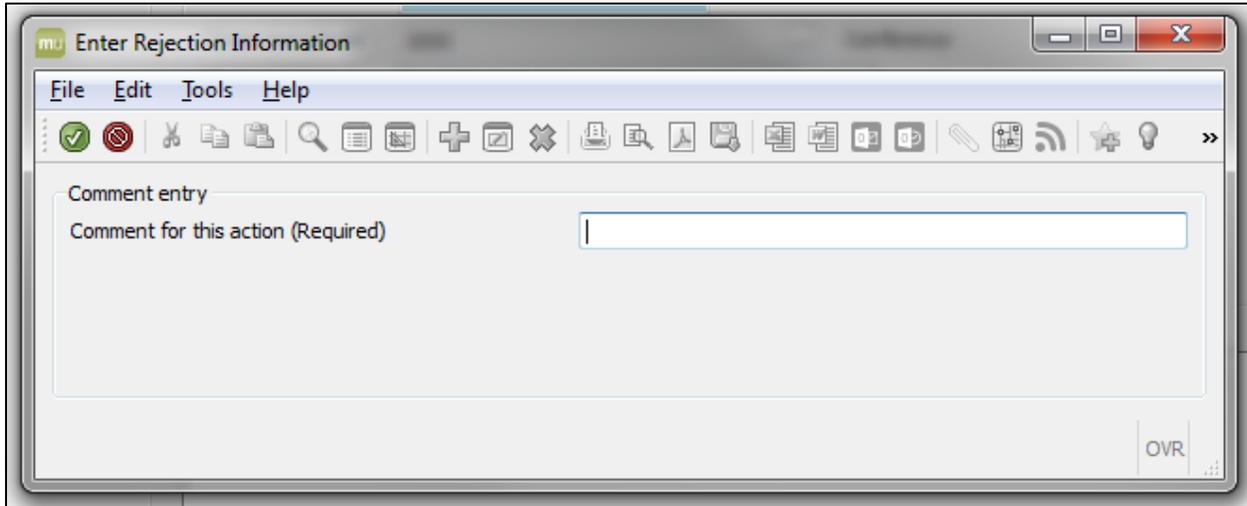
A reject requires a comment to be included. If the expense should be charged elsewhere, the comment should reflect where it should be re-directed when possible as payroll can change the department. In other cases, the comment is used to communicate with the employee who initiated the expense. The comment 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.