#### 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 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.

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.	<b>U</b>
	<ul> <li>Munis</li> <li>Financials</li> </ul>
Click Financials.	<ul> <li>General Ledger Menu</li> <li>Budget Processing</li> <li>Purchasing</li> <li>Accounts Payable</li> <li>Inventory Management</li> <li>Cash Management</li> <li>Fixed Assets</li> <li>Work Orders, Fleet and Facilities</li> <li>Perform ance Based Budgeting</li> <li>Student Activity</li> </ul>
Click Employee Expense.	Employee Expense
Click Expense Claims.	<ul> <li>Setup</li> <li>Expense Claims</li> <li>Expense Approvals</li> <li>Expense Conversion</li> <li>Expense Report</li> </ul>

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.

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	Details Dates Totals Payment	
	Start date	Destination city
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	End date	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.

Details Dates	Totals Payme	ent					
Start date 04/19/2	2015 434					Destination city	Las Vegas
						Destination state	NV
End date 04/23/2	2015					Comment	LV Conference
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Air Fare/luggag	1	1.00 Total	379.000		379.00 04/19/2015	Traveling 4/19 & 4/23	
Unit expenses totals	Estimated	1.279.00					
Input instructions							
input instructions							

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.

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View Instructions	Claim number	8965		Entered by	employee via website
Receipts Required	Claim template	2000	Conference	Dept	528 PAYROLL
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GL Allocations	Employee number	10087 CHARLIE B	ROWN	Default project	
Project Summary	Employee location	H089		Fiscal year	2015 O Current Year   Next Viar
Allocate		🖼 Notes		Event	
Release		🛱 Employee Address		Allocation code	
Related Items	Details Dates	Totals Payment			
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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		- <b>O</b> X
Document Map Title	Document Type	
Generic Attachment	Attachment (no searchable metadata)	
Employee Expense	Employee Expense Attachment	
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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		
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Click on the attachment to launch the viewer. (A Java script may want to run. Click yes.)

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Docs MUNIS Attachment ⊕ 01/13/2014 ↓ MUNIS Attachment eeclaim	MUNIS Attachment - eeclaim         Attachment Audit         MUNIS         Program         Key         eeclaim         3493         Date         Time         Date         Diff[3/2016]         Od:36:51 PM         Description         Attached Receipts         Public Flag         Y         Notes	Documents (1) Title 4-13-14 Document type 'a Configuration Always view us Always view us	Code MUNISGeneral	Date Jan 13, 2014 viewed using an exter Use Use t Use t	Size (k)
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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.

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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.

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Release		Employee Address	S						
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Activate Rejected	End date 04/23/201	15 122					Comment	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 04/20/2015			
	Lodging	4.00	Nights	100.000	)	400.00 04/19/2015	Lodging 4/19 - 4/22		
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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.

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

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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.