

# Expense Report Users Guide

Nathan Associates Inc

Updated: April 2015



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# 1. System Login

Login to Nathan's Time and Expense system by opening the following URL: <https://naiunanet.nathaninc.com>

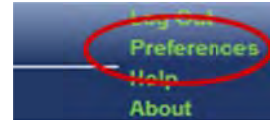
Enter the Username and Password provided by your project coordinator.

If you need assistance with any of the steps in this manual, please reach out to your assigned Nathan project back-stopper.

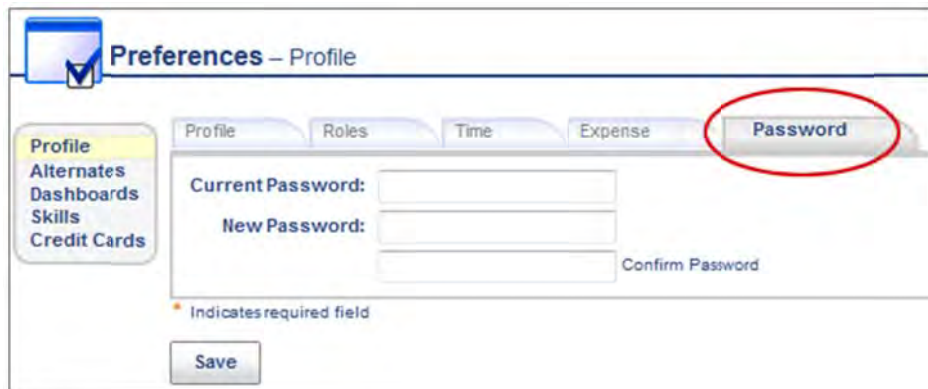


## CHANGE YOUR PASSWORD

Upon logging in for the first time, go to the “**Preferences**” menu located on the top right corner of the screen.



Select the “**Password**” tab and enter the existing password, enter and confirm a new password, and Save.



If you need a cash advance in connection with upcoming expenses, please skip down to section **5. Expense Requests**, which will walk you through the required steps. The cash advance will be processed via an Expense Request. Once the Request is processed it will be automatically converted into a draft Expense Report on your dashboard, for use when you are ready to submit your actual, incurred expenses for reimbursement.

If you are seeking reimbursement for incurred expenses please follow the steps outlined below.

## 2. Creating an Expense Report

### IMPORTANT

If you previously obtained a cash advance for the expenses, look on your Home Dashboard for the associated Expense Report draft which was automatically created when you received the advance, click the pencil icon to edit it, and skip down to section **2.2 Expense Report Detail**, below.

If you did not submit an Expense Request to obtain a Cash Advance, follow the steps immediately below to create a new Expense Report.

From the Home or Expense Dashboard, click the  **Expense** icon.

**Expense - Dashboard [config]**

**My Reports [config]**

- How to save reports

**Quick Reports**

- Assignments
- Detail Report

**Active Expense Reports**

Voucher	Expense	Reimburse	Status	Purpose
  165052	\$87.55	\$87.55	APPROVING 4/21/2015 10:21 AM	Haiti TIP communications

**Active Expense Requests**

Voucher	Expense	Reimburse	Status	Purpose
   165133	\$0.00	\$0.00	REQUESTING 4/16/2015 3:00 PM	Test

## 2.1 EXPENSE REPORT SUMMARY SCREEN

*Purpose Location, Project-Task, and Allocation*

Enter the Purpose of the expense report and the relevant Location (city).

**Expense – Expense Report for Admin, Unanet**

Nathan Inc. (NAI-1)

**Purpose**

test

**Location**

test

	Project	Task	Allocation (%)
1.	ACC000 50171 Acc Limited	10-Primary Project Activity	100
1			100

Save Details

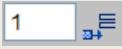
### IMPORTANT

Please refer to Attachment 3 – Administrative Procedures of your Associate Agreement when preparing your Expense Report for details regarding receipts and supporting documentation.

Choose a Project and Task from the drop down. The list will include all projects assigned to you. If this expense report is for single project, the “Allocation (%)” field should be 100%. If the expenses apply to one or more projects or tasks, you can set the default allocation for the expenses you’ll enter in the report.

### EXAMPLE

To set the Expense Report to split your expenses evenly between two projects, enter a 50% allocation for each Project/Task.

1. Add a second row by clicking on the  icon
2. Choose the 2<sup>nd</sup> project and enter 50 in both allocation fields, as shown below:

	Project	Task	Allocation (%)
1.	COMPANY1 PROJECT3		50
2.	CONSULT CONSULT	implementation	50
1			100

This sets the default allocation for expenses that will be added to the Report, however you can adjust the allocation for each expense as it is entered.

Proceed by clicking the “**Details**” button.

## 2.2 EXPENSE REPORT DETAIL

Expense items are entered as individual rows. Required fields include the Date, Expense Type, Amount, Payment Method, and Charge to Project. The Project Type may also be displayed.

- **Date** – the date the expense was incurred.
- **Expense Type** – the type of expense incurred.
- **Amount** – based on the Expense Type chosen, the Amount field accepts either a monetary amount or invokes a wizard data entry screen. Expenses should be entered in USD, with the appropriate exchange rate used. See Annex A for Nathan’s Exchange Rate Policy.
- **Payment Method** – available payment methods include Employee, Corp. Card and Company Paid. For all expenses paid out of pocket by consultants/staff this should be set to Employee.
- **Charge to Project Allocation** – defaults to “Allocation” which will invoke the allocation that you setup in the previous step. If you entered more than one Project-Task you can select to allocate 100% of the expense at hand to one of projects by selecting the corresponding entry in the drop down.

**NOTE**

If entering an expense that has an associated Wizard, the Wizard will pop up when you click in the “Amount” field. Each Wizard is unique and should be populated with the required information. Some browsers may block the pop-up. As necessary select the option in your browser to allow pop-ups from the Unanet site.



### Expense – Expense Report Details for

Nathan Associates Inc-International-Econ Pol & Governance (NAI-1-1-1301)

Purpose: test

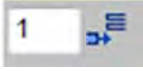
Location: test city

Project #	Project	Task	Allocation	Default Project
1.	NAI-1-0-0000 90002 Overhead	20-IDE OH - IDE Practice Mgmt	50%	INT
2.	NAI-1-1-1301 30086 Trade Advocacy Fund Econ Impact Analysis	02-Post-RFP	50%	BP

	Date	Expense Type	Amount (USD)	Payment Method	Charge To Project
1.	4/20/2015	Meals - Actual	15.00	Employee	2.
2.	4/20/2015	Communications	5.00	Employee	Allocation
<b>Total Expenses:</b>			20.00		
(-) Company Paid:			0.00		
(-) Advances:			0.00		
Cash Returned:			0.00		
<b>Total Reimbursement:</b>			20.00		

## Add Rows to the Expense Detail Screen

Click on the  icon to add more expense rows. The number in the box indicates how many blank rows to add.

Wizards for Per Diem related expenses require selection of the country or state, and a related city or county to determine the allowable ceiling rate.

For Hotels/Lodging:

- for overseas hotels, combine the daily room rate and any daily room taxes into a single figure and enter in "Daily Room Rate".
- for U.S. hotels, split any room taxes separately into the "Daily Room Tax" field.


For M&IE Wizards also indicate the first/last day of travel and any meals that were provided. Automatic proration will be applied in accordance with per diem rules.

### NOTE

#### Expense Wizard – Hotels/Lodging Per Diem

Receipts are required for expenses that exceed \$20

Hotels Charges according to the Per Diem rate

Receipt Provided:	<input type="checkbox"/>
If Not Provided, Why:	
Vendor Name:	Gaborone Sun
Check In Date:	4/21/2015 
Nights Charged:	1
Country/State:	BOTSWANA
City/County:	GABORONE
USD Per Diem Allowance:	175.00
Daily Room Rate:	153.00
Daily Room Tax:	0.00
Total Amount:	153.00
Rate Overage:	0.00
Tax Overage:	0.00
Total Overage:	0.00
Reimbursable Amount:	153.00
Currency Used:	USD - (US Dollar)
Exchange Rate to USD:	1.000000
USD Amount:	153.00

## Additional Options

In addition to entering expense details there are a number of option buttons at the bottom.

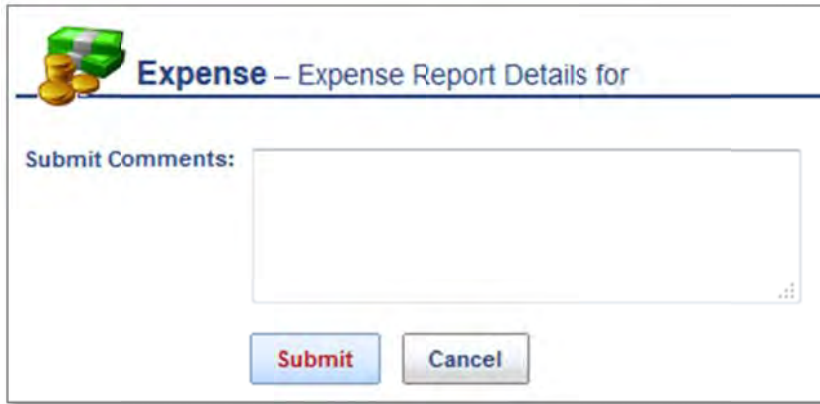
- **Preview** – display a read-only view of the expense report. To print click the "Print Friendly" link at top right and then use Ctrl-P on your keyboard.
- **Allocate** – view the total cost of the expenses applied to each Project/Task selected on the Purpose screen.
- **Purpose** – saves and returns to the expense summary screen.
- **Threshold** – not used.
- **Import** – Home Office staff only.
- **Attach** – attach files to the expense report. This option can be used to attach soft-copy expense receipts, approval authorization emails, and other documentation.

At any time you may use the "Save" button to continue working on the Expense Report at a later time.



### 3. Submitting an Expense Report

It is critical to review your expense report for accuracy prior to submitting. Once you are satisfied, click the “Submit” button. A text dialog is displayed, enter optional comments for the approvers to review as needed and click “Submit” again.



The image shows a web dialog titled "Expense – Expense Report Details for". It features a "Submit Comments:" label followed by a large text input field. Below the input field are two buttons: "Submit" (highlighted in red) and "Cancel".

Coordinate with your assigned Nathan project back-stopper regarding the submission of original receipts to Nathan’s Home Office in Arlington, Virginia.

#### HOME OFFICE EMPLOYEES

If you are submitting an Expense Report for a project on which you are configured as the “Project Approver” in Unanet, please submit your immediate supervisor’s approval with the hardcopy package to Accounting.

### 4. Tracking an Expense Report

To review the status of an Expense Report, navigate to the Expense dashboard and choose the “List” sub-menu.



The image shows the Unanet Expense dashboard. The navigation menu includes "Home", "Project", "People", "Forecast", "Time", and "Expens". The "List" sub-menu is circled in red. Below the navigation, there are sections for "Active Expense Reports", "Active Expense Requests", and "Completed Expense Reports" (circled in red). A table displays the details of completed expense reports.

	Voucher	Expense	Reimburse	Status	
👤	164982	\$1,276.56	\$1,276.56	EXTRACTED	4/9/2015 12:02 PM
👤	164904	\$59.80	\$59.80	EXTRACTED	3/23/2015 12:32 PM
👤	164865	\$1,294.69	\$1,294.69	EXTRACTED	3/23/2015 12:32 PM
👤	164361	\$1,591.23	\$1,591.23	EXTRACTED	1/23/2015 9:44 AM




Your Active and Completed expense reports will be listed. The Status will be one of the following:

- **INUSE** – you are still editing the expense report. It has been saved but not submitted for approval.
- **SUBMITTED** – the expense report has been submitted by the user and is awaiting approval.
- **APPROVING** – the expense report has been approved by one or more approvers, but has not been approved by all required approvers. Click the eyeglass icon for the report and select **“Approval History”** to determine who has completed the approval.
- **DISAPPROVED** – the expense report has been disapproved and you will need to make corrections and resubmit. View the **“Approval History”** to see Disapproval comments, and as needed get in contact with your project back-stopper at Nathan.
- **COMPLETED** or **LOCKED** – all required approvals are complete. The Expense Report is available under the user’s **“Completed Expenses”** list from the Expense Dashboard.
- **EXTRACTED** – the expense report information has been extracted for payment. Once this is done, payment should be initiated by Nathan Accounts Payable by the next Friday or Tuesday.

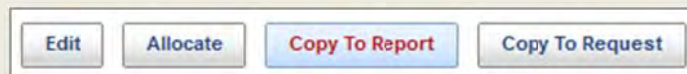
### TIP

It is possible to re-use the contents of a previous Expense Report to create a new draft Report for editing. Dates and amounts for each line item will need to be verified of course before the Report is submitted.

To copy a report, from the Expense dashboard click the List sub-menu, expand the Completed Expense Reports list and click the eyeglasses  icon to view a report.



While viewing, use the Copy To Report button, the contents will be copied over to a new draft Report.



# 5. Expense Request

Expense Requests can be submitted when a cash advance is needed to cover costs which will be incurred whilst on project-related travel. From the Home Dashboard click on the **+ Request** icon to create a new Expense Request.

## 5.1 EXPENSE REQUEST SUMMARY SCREEN

The data entry for an Expense Request follows the same steps as the Expense Report. Provide the Purpose, Location, Project-Task, and Allocation information and click **“Details”**.

**Expense – Create Expense Request**

Nathan Associates Inc-International-Econ Pol & Governance (NAI-1-1-1301)

**Purpose**

Test

**Location**

test city

	Project	Task	Allocation (%)
1.	RDM000 30019 US-ATAARI	10-Trade and Investment	100
1			100

Save Details

## 5.2 EXPENSE REQUEST DETAIL

Only two Expense Types are available, “Advance – Estimate of Expenses” and “Advances(Cash)”.

Please enter one of each type of expense. Set the “Advance – Estimate of Expenses” to an estimate of the projected costs and set “Advances(Cash)” to 75% of the estimated expenses.

Nathan Associates Inc-International-Econ Pol & Governance (NAI-1-1-1301)  
Purpose: Test  
Location: Test

Project #	Project	Task	Allocation
1.	AEC000 30003 (SATH) Southern Africa Trade Hub	11-IDE - Satcp-Tech Svs-Itergratio	10

Date	Expense Type	Amount (USD)	Payment Method
1. 4/14/2015	Advance - Estimate of Expenses	4500.00	Employee
2. 4/14/2015	Advances(Cash)	3375.00	Employee

Total Expenses:	4500.00
(-) Company Paid:	0.00
(-) Advances:	3375.00
Cash Returned:	0.00
Total Reimbursement:	1125.00

Wizard Summary

Comments  
75% of projected \$4,500 expenses

Payment Method for both should be set to “Employee Paid”.

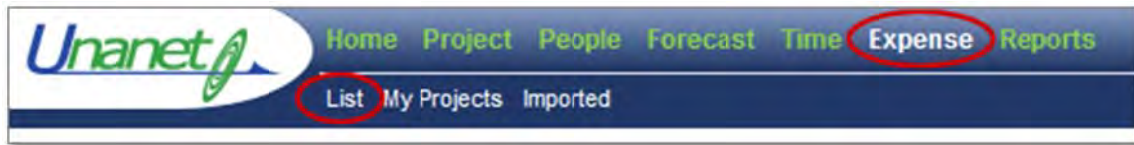
The approval process of an Expense Request is the same as the expense report.

Once an expense request is approved, the Request will be converted into an editable Expense Report. The status will be set to “**INUSE**” and it will show up in your list of Active Expense Reports (see below – section **5.3 Expense Request Status**).

After expenses have been incurred, update the Report to reflect actual charges and attach receipts as appropriate. Submit for final approval and reimbursement as noted above in Section 3.

### 5.3 EXPENSE REQUEST STATUS

As with Expense Reports, you can review the status of an Expense Request by navigating to the Expense Dashboard and choosing the “**List**” sub-menu. You will see a listing of Active and Completed Expense Reports and Requests.



The Status will be one of the following:

- **REQUESTING** - the expense request is in use by the expense user. It has been saved but not submitted for approval.
- **PREAPPROVING** - the expense request has been submitted by the user and is waiting for the first approval to be made.
- **AUTHORIZATION\_APPROVED** - when all approvals have been made, the status of the expense request is changed to AUTHORIZATION\_APPROVED.
- **DENIED** – the request was not approved. View the “*Approval History*” to see Disapproval comments.