Create an Expense Report for Miscellaneous expenses

Step	Action
1.	Click the **Employee Self-Service** link. Employee Self-Service
2.	Click the **Travel and Expense Center** link. Users can navigate by either the left or right hand menu paths.
3.	Click the **Expense Report** link. Expense Report
4.	Click the **Create** link. Create
5.	The Populate From a Travel Authorization page displays all the approved Travel Authorizations. For the miscellaneous expense, you do not have any related Travel Authorizations.
6.	If you do not have a Travel Authorization to choose from, click the **Return to Expense Report Entry** link. Return to Expense Report Entry
7.	Users must start to enter the blank expense report. Start by entering the header information under the **General Information** section in the Blank Report. **Description:** Enter a meaningful description for your Expense Report. In this example, enter “Purchase boots for work ” **Business Purpose:** From the dropdown list, select the most accurate purpose for your Expense Report. Choose “**Miscellaneous Reimbursement**” list item. **Comment:** Add in any additional comments that might be helpful or meaningful. eg. “ Purchase security boots for work” **Reference:** If you already have a Travel Authorization in the system, use this field to reference the TA.

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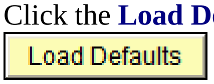
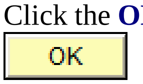
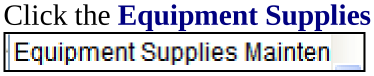
8.	**Default Location**: Select your destination location. This default location will be populated on any lines that are added after it is filled in. It is also used for reporting purposes, so it is important that this field is filled in accurately. **Travel within the NWT** - Select the **Community**. **Travel to the Yukon or Nunavut** - Select the **Territory**. **Travel to Provinces** - Select **Other Canada**. **Travel to the USA** - Select **United States of America**. **Travel Internationally** - Select **International**. In this example, **Yellowknife** was the community chosen.
9.	Before you start entering lines on your Expense Report**,** fill in your **Accounting Defaults**. If you do not know which coding to use, please contact your Manager or your departmental Finance area. Click the **Accounting Defaults** link. 
10.	The Accounting Summary page is now displayed. Some of the Chartfield coding will automatically default based on your personal work information that Human Resources feeds directly to SAM. For each Travel Authorization created, users are required to complete the Six accounting fields. The **GL Unit, Org, Fund, Area, Sett and Prog** are to be provided to users by the Department's Manager, Supervisor or Director of Finance. In some cases Project Costing details are also required. If you require another Chartfield Line, click the **Add Chartfield Line** button. Ensure that the "%" is correctly completed. In this example, enter GNWT1 for GL Unit, 49008 for Org, 01 for Fund, 11 for Area, 005 for Settlement, 00000 for Program. Click the **Load Defaults** button. 
11.	Click the **OK** button. 
12.	Start entering your expenses. Click the **Expense Type** list. 
13.	Click the **Equipment Supplies Maintenance** list item. 

Step	Action
14.	Enter the date of the purchase. In this example, enter 22[th] May, 2013
15.	Enter the **Amount** for the boots purchased. In the case where you have purchased several pieces of supplies, you may have to enter them in separate lines. In this example, enter $270.00.
16.	Select the **Payment Type** used. Select **Travel Card** for any transactions charged to your Travel Card. Select **Cash** for any items that you have paid for and will require reimbursement. Select **Paid Through A/P** for other items such as air charters or any fees or additional costs related to duty travels that were charged to corporate procurement cards. Click the **Payment Type** list and in this example we chose **Cash** from list items.
17.	Click the **Detail** link to populate the rest of the details for this transaction. *Detail
18.	Enter the desired information into the **Description** field. Enter a valid value e.g. "**Purchased Boots for Work**".
19.	Click the **Check Expense For Errors** button. Check Expense For Errors
20.	Click the **Return to Expense Report** link. Return to Expense Report
21.	Click the **Update Totals** button. Update Totals
22.	Click the **Save For Later** button to save your Expense Report. You can use the **Modify** page to make changes to your Expense Report up until you have submitted it for approval. Save For Later
23.	When the **Expense Report** is **Saved for Later**, a **Report ID** will be generated.
24.	You are required to print a copy of the **Expense Report** for spending authority approval outside of SAM.
25.	Click the **Printable View** link. Printable View

Step	Action
26.	A special report format has been specifically created for the GNWT in SAM. Click the **Run Report** button to generate this report. You only need to click this button once. Run Report
27.	Click the **Reporting Tools** link. Reporting Tools
28.	Click the **Report Manager** link. Users can navigate by either the left or right hand menu paths.
29.	Click the **Administration** tab. Administration
30.	Click the **Refresh** button. Refresh
31.	Click the **Refresh** button periodically until the report is in a **Posted** status. Ensure that your search criteria is not too specific to prevent you from seeing the report (**Last**: shows all the reports requested in a **1 day** period)
32.	Click the **GNWT Expense Sheet** link. A new window will open with the Expense Report in a PDF format. GNWT Expense Sheet
33.	Click the **Open** button. Open
34.	The **Expense Report** appears in a **PDF** format, ready to be printed off and signed.
35.	**If the spending authority signed the Expense Report, users are required to go back in SAM and submit the Expense Report. Go to Travel and Expense Centre and Expense Report-Create an expense report link. Click the find an existing value tab. Click Search button for the pending expense report you just have created.**
36.	Click the **Submit** button. Submit
37.	Click the **OK** button. OK
38.	**Congratulations!** You have successfully created an Expense Report. **End of Procedure.**