# Standard Operating Procedure

## Purpose

## A Non-travel Expense claim is created to track any expense(s) accrued by a University employee that is not related to travel (e.g. office supplies, lab materials, books/documentation, etc.) The document contains general information about the expense(s), along with the type(s) and amount(s) of expenses that occurred. After the Non-travel is complete, it will be routed to the designated Non-travel Expense Approver for processing by the approver.

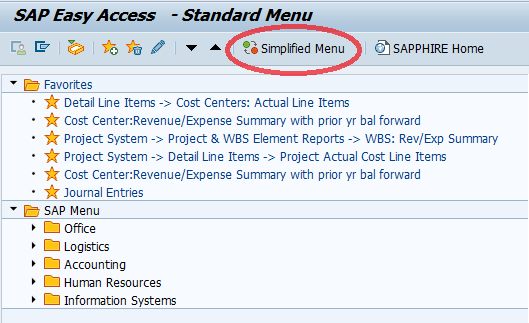
## Items Needed

* Personnel number for employee
* Original expense receipts
* Expense receipts scanned and saved as PDF’s. For instructions on scanning and attaching expense receipts, please click [here](http://asg.nebraska.edu/cmtd/workflow/scan_attach_receipts.html).

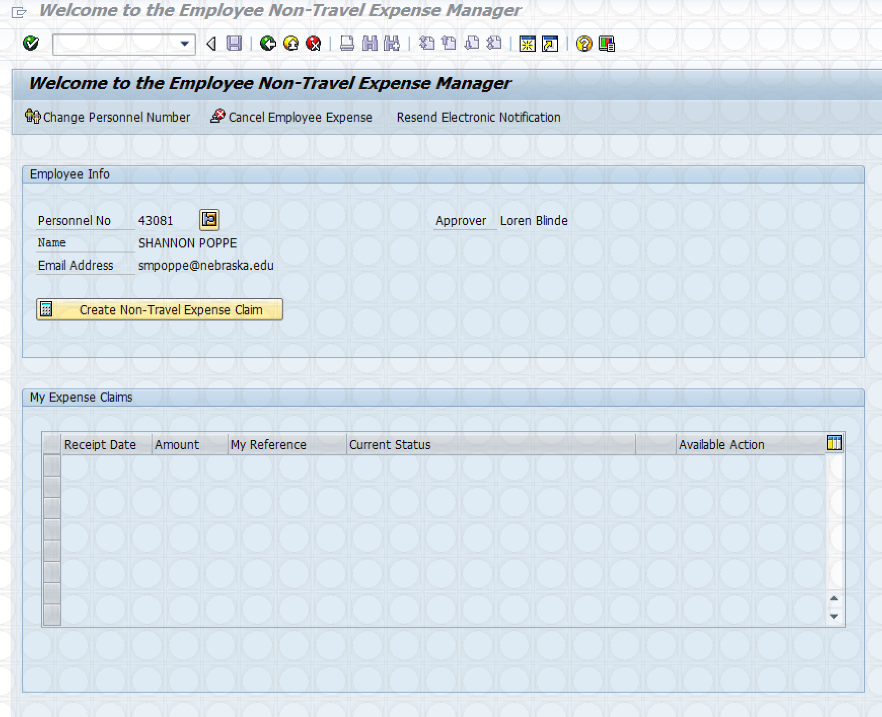
## Procedure

1. Log in to Firefly using your User ID and Password. <https://firefly.nebraska.edu/irj/portal/>
2. On the top menu bar, click on SAP Logon.
3. Click the Launch SAP GUI icon.
4. Under the Detailed Navigation menu on the left, click SAP Logon Production PC.
5. If you are using the Standard Menu, the menu path is as follows:
   1. Accounting Financial Accounting Travel Management  Non-Travel Expense Manager
6. If you are using the Simplified Menu, the menu path is:
   1. Travel Non-Travel Expense Manager

**NOTE**: To switch between Standard and Simplified Menus, click the button on the toolbar with the green and red circles.



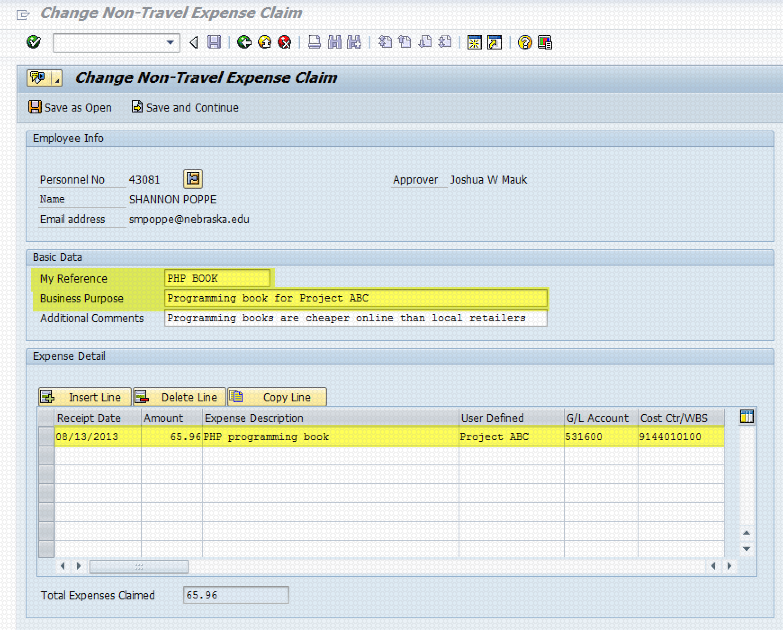
1. Start the transaction using the menu path or transaction code.



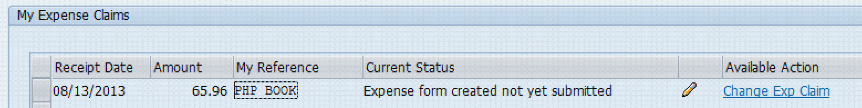
1. If you are submitting a Non-Travel Expense for yourself, leave the employee information as it is and click Create Non-Travel Expense Claim.
2. If you are submitting a Non-Travel Expense for another individual, click Change Personnel Number in the upper left hand corner of the screen.
   1. Enter the Personnel Number for the individual and click the green checkmark.
3. As required, complete the following fields:

|  |  |
| --- | --- |
| **Field** | **Description** |
| My Reference | Enter a title or reference for this non-travel expense claim. |
| Business Purpose | Enter the business purpose for the expense. |
| \*Additional Comments | Enter any additional description or justification for this non-travel expense. |
| Receipt Date | Enter date the expense was incurred. |
| Amount | Enter the total amount of the expense. If there are multiple expenses on one claim, list each expense individually on a separate line. |
| Expense Description | Enter a detailed description of the expense. |
| \*User Defined | Enter departmental detail/ requirement |
| G/L Account | Enter the appropriate G/L Account |
| Cost Ctr/WBS | Enter the cost center or WBS element that expense will be charged to. |
| \*Denotes Optional Field | |

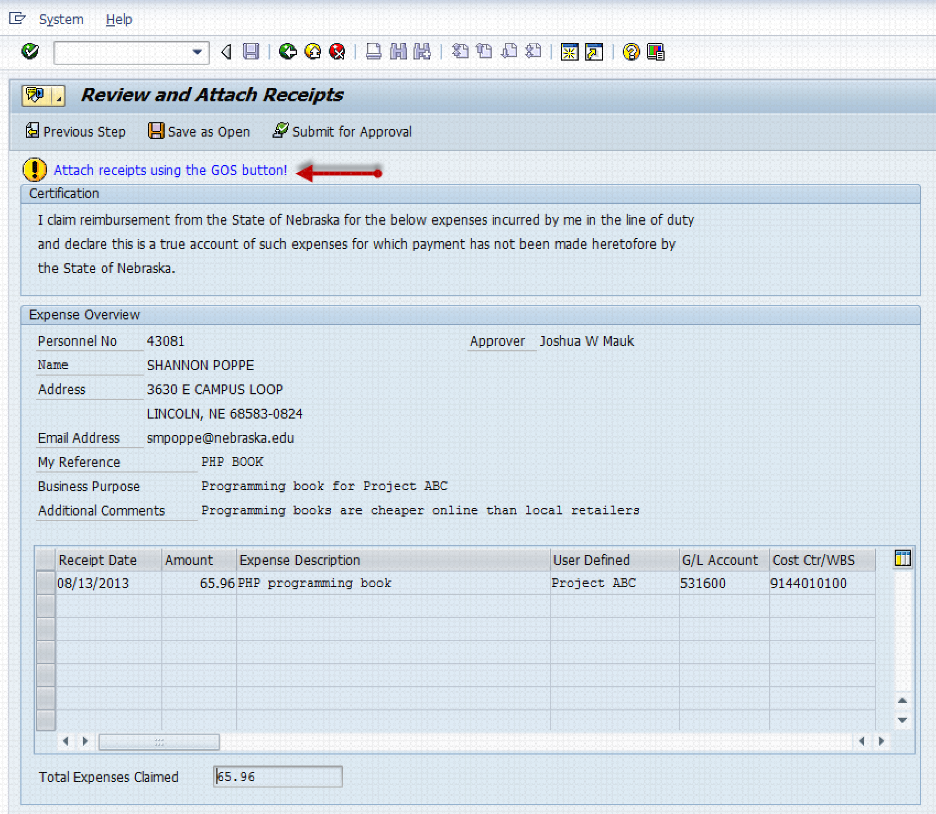
1. Click to save your entries and return to the claim at a later time.



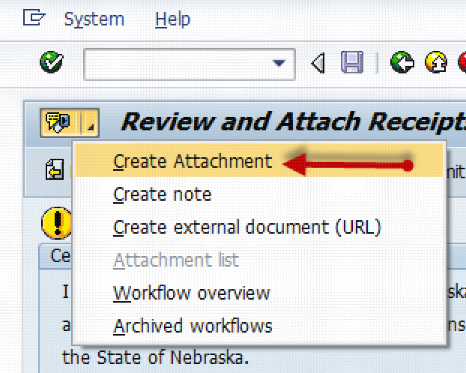
* 1. Upon clicking this button, you will return to the *Welcome* screen again. Click the *Change Exp Claim* link to open the claim for editing.



1. Click if you have completed the claim and are ready to submit for approval. The Review and Attach Receipts screen will open.



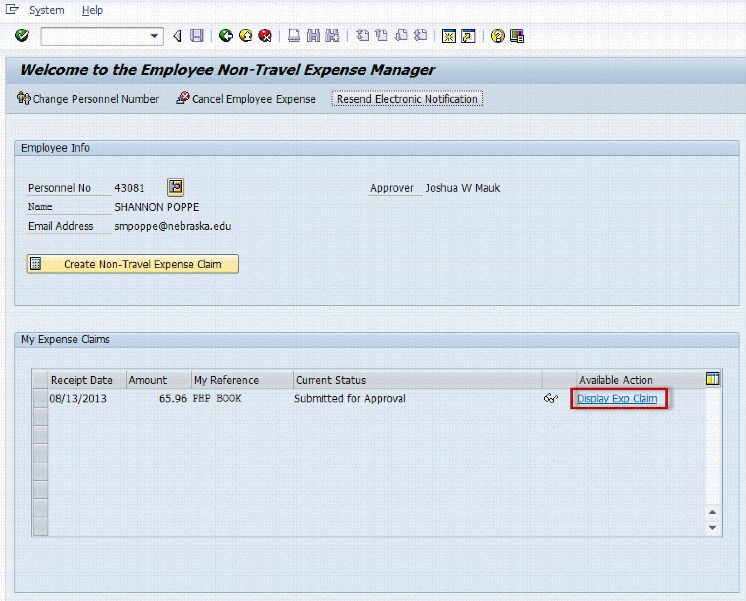
1. If you hadn’t previously scanned your receipt(s), gather them now and scan them in a scanner using the guidelines listed [here](http://asg.nebraska.edu/cmtd/workflow/scan_attach_receipts.html).
   1. **LASTNAME.MYREFERENCE** (Employee Lastname – period – text that was entered in My Reference field; in ALL CAPS). Therefore the attachment, based on the step listed above, should be named **POPPE.PHP BOOK**.
2. To create the attachment, click  in the upper left hand corner and select Create Attachment. Browse and attach file by selecting the file and clicking Open.



* 1. You will receive a green status message at the bottom of the screen if the attachment was created successfully.



1. To verify receipts were attached, click  again and select Attachment List. Note: you cannot change a file once it has been attached. If you attached the wrong file, contact Accounts Payable.
2. If the expense is ready to be submitted, click the button. You will receive a green status message. Once a claim has been submitted for approval, workflow is kicked off. Your approved can approve, reject, send back for changes or delegate to another approver.
3. The submitted claim will no longer be editable, but can be displayed (up until Accounting has posted the expense) by clocking the Display Exp Claim link on the Welcome page.



1. You have completed the transaction.
2. All reimbursements must be completed within 60 days of the expense being incurred. **Reimbursements requested beyond this time period will not be reimbursed.**

## References

## Definitions

**Personnel Number:** Identifying SAP personnel number