

## Step 1: Navigate to NUFinancials

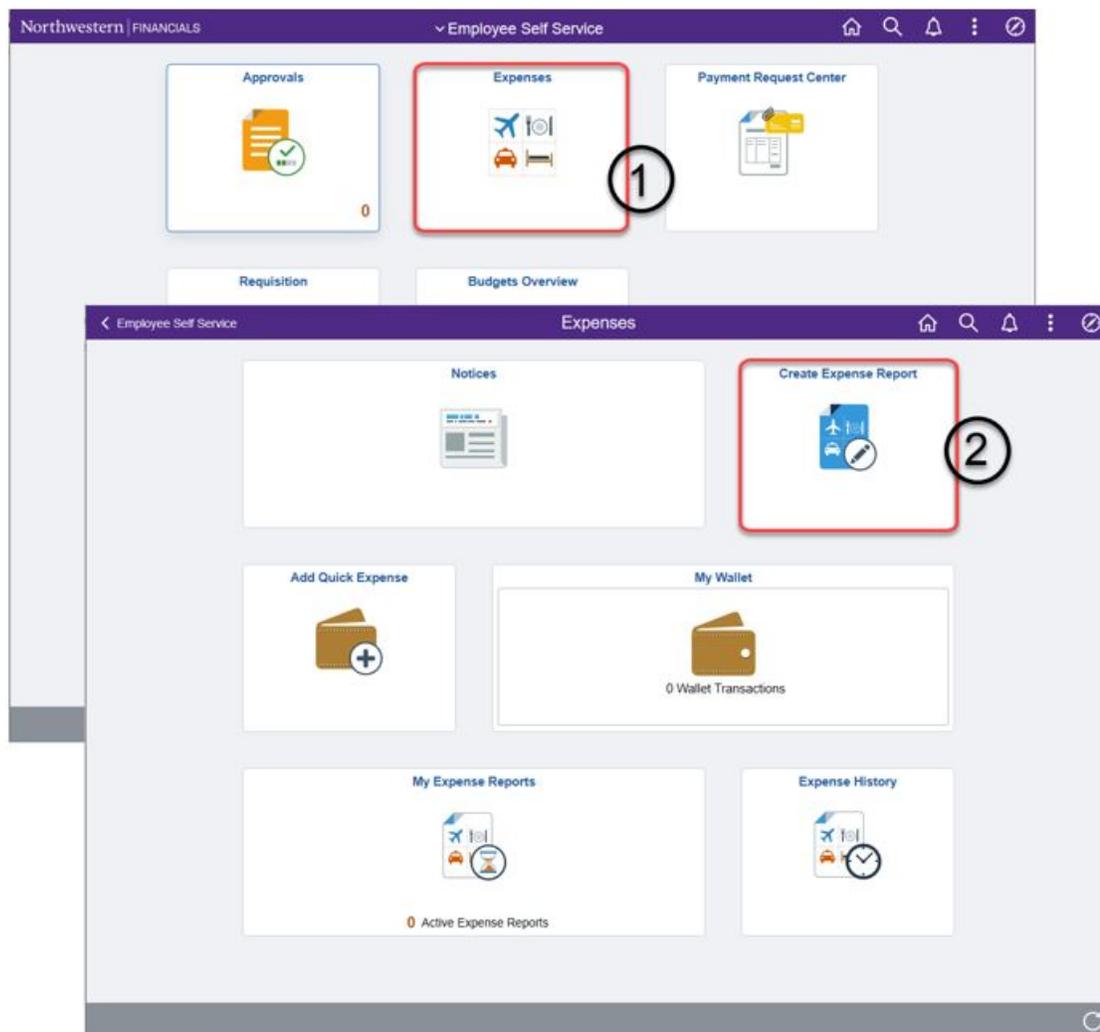
1. Go to <https://nufin.northwestern.edu>
2. Log in using your **NetID**(User Name) and **Password**

Note: Every user will have to do a **Multi-Factor Authentication** (MFA) in order to access NUFinancials. For information on MFA, [click here](#).

## Step 2: Create an Expense Report

### Navigate to Expense Reports

1. From the **Employee Self Service** click the **Expenses** tile.
2. Click **Create Expense Report** tile.



You will be taken directly to a new **Expense Report**.

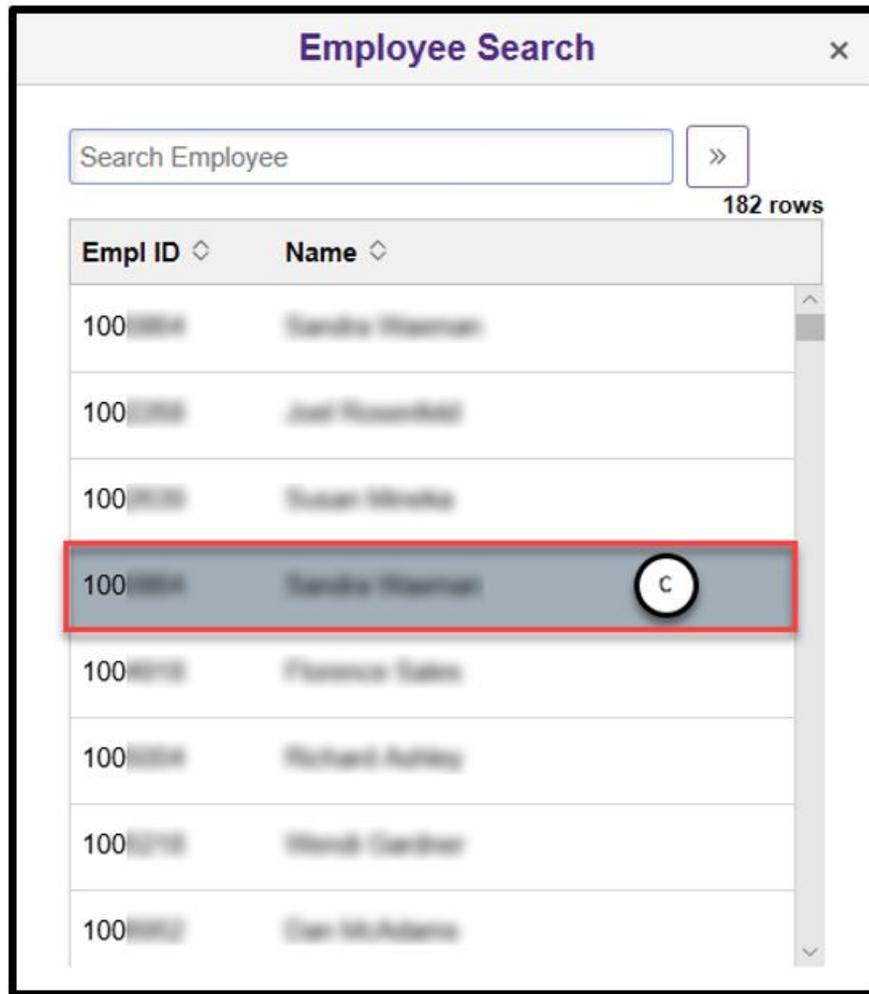
**NOTE:** If you are entering an expense report for someone else (as a proxy), follow the **For Proxy** steps immediately below. If you are entering the expense report for yourself, skip to **Step 3: Enter Expense Report General Information**.

### For Proxy

If you are creating the Expense Report as a Proxy, it is VERY IMPORTANT to change the employee name first by following the steps below.

1. To change the employee name:
  - a. Click on the drop-down arrow next to your name in the upper left corner.
  - b. Click **Change Employee**.

- c. Select the name of the employee for whom you are proxy from the Employee Search window that appears.



Once selected, you will be taken back to the Expense Report **General Information** page.

You will now see the employee's name you selected in the upper left corner.

### Step 3: Enter Expense Report General Information

< Expenses
Expense Report

🏠 🔍 🔔 ⋮ 🗑️

Report **NEXT**  
 Patrick XXXXXXXXXX 👤  
 Empl ID XXXXXXXXXX

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### General Information

\*Business Purpose   ▼

\*Description

Default Location  🔍

Reference  🔍

\*Expenses Supervisor  🔍

📎 Attach Receipt >

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🏠 Accounting Defaults >

Creation Date 04/27/2017 Patrick XXXXXXXXXX

Updated on 04/27/2017

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### Expense Details

Expense Report Action   ▼

1. Select the **Business Purpose** from the drop-down menu.
2. Enter the **Description** for the Business Purpose.

Default Location is not currently used.  
 Reference is not currently used.

3. Select the **Expenses Supervisor** by clicking on the Expenses Supervisor magnifying glass to search for the supervisor who will approve these expenses.

4. Select the appropriate **Expenses Supervisor** name.

**Expenses**

Report **NEXT**

Personnel Information

Empl ID

**General Information**

1 \*Business Purpose Athletic Team Travel

2 \*Description Team Dinner

Default Location

Reference

3 \*Expenses Supervisor 0

**Lookup**

Search for: Expenses Supervisor

Search Criteria

Search Results

Search Scope Record	Business Title	Description	Supervisor Emplid	Name	Template Position Description	NU Employee ID Backup 1	NU Name Backup 1
0							

4

**Notes:**

- If the Expenses Supervisor is not displayed, you will need to print the Expense Report, have it signed by the Expense Supervisor, scan it, and include as an attachment to the Expense Report for submittal.
- A number will appear in the Expenses Supervisor field. This number represents the employee record number in myHR.

5. Scan and attach receipts and other supporting documentation in the Attach Receipt field.
- Be sure to attach receipts in the Attach Receipt field in the General Information section not on each expense line.

b. Consult with your school or department for document retention guidelines.

6. Click **Accounting Defaults**.

7. Enter the chart string **Fund, Dept, Project, and Activity** codes.

PC Business Unit is "NWUNV".

You cannot enter an account code. It will be prepopulated based on the Expense Type.

8. After entering your chart string, click **Done**.

GL ChartFields	GL Unit	Fund	Dept
100.00	NWUNV	110	4011200

**Note:** Entering the details in Accounting Defaults means the individual expense lines will **default** to the Fund and Dept you enter. For expense transactions that have specific chart strings, changes can be made in the Accounting field in the Expense Line on the Expense Entry screen.

**IMPORTANT:** Accounting Defaults must be set up before entering expense lines. Otherwise, expense lines will not be automatically populated with default chart strings.

## Select Type of Expense Details Then Add Expense Lines

1. Click the **Expense Report Action** drop-down arrow.

The screenshot shows the 'Expense Report' form in a mobile application. At the top, there is a purple header with 'Expenses' on the left and 'Expense Report' on the right, along with navigation icons. Below the header, the report number '0000687967' and the user 'Patrick' are displayed. The form is divided into two main sections: 'General Information' and 'Expense Details'. In the 'General Information' section, there are fields for 'Business Purpose' (set to 'Athletic Team Travel'), 'Description' (set to 'Team Dinner'), 'Default Location', 'Reference', and 'Expenses Supervisor'. To the right of these fields are buttons for 'Attach Receipt' and 'Accounting Defaults'. Below these are 'Creation Date' and 'Updated on' fields, both showing '04/27/2017' and 'Patrick'. In the 'Expense Details' section, there is a dropdown menu labeled 'Expense Report Action'. This dropdown menu is circled with a black circle containing the number '1', indicating the step to click on it.

2. Select an **Expense Report Action** option.

This is a close-up of the 'Expense Report Action' dropdown menu. The menu is open, showing four options: 'Add Expense Lines', 'Add from My Wallet', 'Add from Quick-Fill', and 'Copy Expense Report'. The 'Add Expense Lines' option is highlighted with a blue background, indicating it is the selected option.

If you are adding single lines to your Expense Report, select **Add Expense Lines**.

If you are adding multiple lines at a time to your Expense Report, select **Add from Quick-Fill**.

The screenshot shows the 'Expense Entry' interface. At the top, there's a header with 'Expense Report' and 'Expense Entry'. Below that, the user's name 'Patrick' and 'Empl ID' are visible. A 'Save' button and a 'Review and Submit' button are in the top right. The main area is divided into two columns. The left column shows a list of items with a total of '0.00 USD'. The right column is for entering a new expense, titled 'New Expense - 09/23/2020'. It has fields for '\*Date' (09/23/2020), '\*Expense Type', and 'Description'. Below these are 'Payment Details' with fields for '\*Payment' and '\*Amount' (0.00 USD). At the bottom is 'Additional Information' with a '\*Billing Type' dropdown set to 'NU Expense' and an 'Accounting' field.

3. Click in the **Date** field and select the date the expense was incurred.

This screenshot shows the 'Expense Entry' form with a 'Calendar' pop-up window. The calendar is for September 2020. The date '23' is highlighted in blue, indicating it has been selected. The 'Date' field in the form is now set to '09/23/2020'. The calendar also shows the days of the week (S, M, T, W, T, F, S) and the current date 'Current Date' at the bottom.

4. Select the Expense Type by clicking on the magnifying glass in the **Expense Type** box.

The screenshot shows the 'Expense Entry' interface. On the left, there's a summary for 'Team Dinner' with a total of 0.00 USD. The main area is for a 'New Expense - 09/04/2020'. The 'Expense Type' field has a magnifying glass icon next to it, which is circled in red with the number '4'. Below this are sections for 'Payment Details' and 'Additional Information'.

5. Select the Expense Type from the list of expense types. Specific types can be selected by searching the type in the **“Search Expense Type”** box from the **All Types** tab.

The 'Expense Type Search' dialog box is shown. It has a 'Cancel' button and two tabs: 'Frequently Used' and 'All Types'. The 'All Types' tab is active. There is a search box with the text 'Search Expense Type' and a search icon. Below the search box, it says '53 rows'. A list of expense types is displayed, including 'Advertising & Promotion', 'Audio Visual Equipment & Suppl', 'Books', 'Catering', and 'Computer Equipment & Supplies'.

6. Enter **Description** explaining the details of the expense. Provide as much information as you can, including dates of travel if applicable.

Insert image

7. Payment Details, **Additional Information** and the **Exceptions** can be added in this page for single line expense reports. See [Step 4 Enter Expense Line Details](#) section for details.

### Add from Quick-Fill

If you are adding multiple lines to the Expense Report, use **Add From Quick-Fill** to enter the information.

1. Click the **Expense Report Action** drop-down arrow.

2. Select **Add from Quick-Fill**

3. Once the **Quick-Fill** window appears, enter the **Date Range** for the expense.
4. On the **Add Expense Types** section:
  - a. Click the One Day checkbox if it occurred only once during the trip.

b. Click the All Days checkbox if it occurred more than once.

Cancel
Quick-Fill

5
Done

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

**Quick-Fill Options**

Date From   Date To

**Add Expense Types** 54 rows

	One Day	All Days	Expense Type
<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">4a</span>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Domestic Airfare
	<input type="checkbox"/>	<input type="checkbox"/>	Domestic Alcoholic Beverages
	<input type="checkbox"/>	<input type="checkbox"/>	Domestic Breakfast
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Domestic Dinner
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Domestic Hotel/Motel

5. Click **Done**.

**Note:** If you stayed at the same Hotel/Motel for the entirety of your trip, select **One Day**. The Expense Report will populate a field to enter number of days. If more than one Hotel/Motel was expensed, you will need to fill out a line for each unique Hotel/Motel. The same process can be used for Airfare – you only need to enter one line for roundtrip airfare.

6. Click **Update Details**. This will take you to the line information.

Rep... 0000462798  
 Alexa Starr  
 Empl ID 1062796

6
Update Details

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**General Information**

\*Business Purpose

\*Description

Default Location

Reference

\*Expenses Supervisor

Attach Receipt >

Accounting Defaults 1 >

Creation Date 03/16/2018 Alexa Starr  
 Updated on 03/16/2018 Alexa Starr

## Step 4: Enter Expense Line Details

The screenshot displays the 'Expense Report' interface. On the left, a list of expense lines is shown for 'Wednesday, May 17, 2017'. The total is 275.00 USD. Two lines are visible: 'New Expense' (0.00 USD) and 'Domestic Meal - Group Board of Trustees' (275.00 USD). On the right, the 'New Expense - 05/17/2017' form is shown with fields for Date, Expense Type, Description, Payment, Amount, Billing Type, and Accounting. Numbered callouts (1-9) indicate specific fields and actions: 1. 'New Expense' button; 2. 'Domestic Meal - Group' line; 3. 'Date' field; 4. 'Expense Type' search; 5. 'Description' field; 6. 'Payment' dropdown; 7. 'Amount' and 'Currency' fields; 8. 'Billing Type' dropdown; 9. 'Accounting' field.

This example shows 2 expense lines for 2 expense transactions.

1. This expense line demonstrates that with clicking the **+Add** button you can easily enter a new blank Expense Report.
2. This expense line demonstrates an example of what would appear when you click **Quick-Fill** on the General Information screen to enter an expense transaction.
3. Enter the **Expense Date**.
4. Select **Expense Type** by clicking on the magnifying glass.
5. Enter a **Description** explaining the details for this expense.
6. Select **Cash / Personal Credit Card** from **Payment** drop-down menu
7. Enter the **Amount** and select the **Currency**.  
For Currency field, please see Appendix E - Entering Foreign Currency.
8. Billing Type defaults to NU Expense
9. Adjust chart string information in the **Accounting** field.

*\*\*When creating Expense reports, there are some special types of Expenses that may require additional information. Look at the sample scenarios below:*

### Domestic-Group Meal (Attendees) Expense Type

A group meal is used whenever reimbursing the employee for more than just their own meal.

This may include other faculty, staff, and university guests, but not family members.

This type of Expense report requires the Name, Company and Title of each person who was part of the group meal.

1. Enter the **Expense Date**.
2. Select **Expense Type** by clicking on the magnifying glass.
  - a. Expense Type categorizes expenses as they relate to the ChartField Account.
  - b. The Expense Type search will default to *Frequently Used* expense types, or you can click on *All Types* to use a search function to find the Expense Type that you need.

3. Enter a **Description** explaining the details for this expense.
4. Select **Cash / Personal Credit Card** from **Payment** drop-down menu.

5. Enter the **Amount** and select the **Currency**.

**Domestic Meal – Group - [REDACTED]**

\*Date

\*Expense Type Domestic Meal – Group

3 Description Farmhouse

Payment Details

\*Payment Cash/Personal Credit Card 4

5 \*Amount 235.00 USD

6. Billing Type is always **NU Expense**.

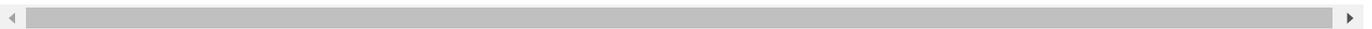
7. Click **Add Additional Attendees** to enter Name, Company, and Title of additional attendees.

**Additional Information**

6 Billing Type NU Expense

7 Add Additional Attendees 1 >

Accounting 1 >



- a. The employee being reimbursed automatically appears on the first line. Enter their **Title**.
- b. Click **+** to add a blank row.
- c. Enter the other Attendees **Name** (Last, First), **Company** (school, employer, etc.), and **Title** (professional title or faculty, staff, etc.). *Repeat for each attendee.*

Attendees		
Name	Company	Title
Wildcat, Willie	Northwestern University	a Head Coach
Purple, Violet	Northwestern University	Assistant Coach c
Madison, Billy	Northwestern University	Water Boy

- d. To remove an unwanted line, click **Edit** and select those to be deleted.
- e. Click on the **Trash Can** icon to delete the unwanted line.

Name	Company
Wildcat, Willie	Northwestern University
Purple, Violet	Northwestern University
son, Billy	Northwestern University

After all Attendees have been entered, click **Done** in the upper right corner of Attendees Entry window to return to the Expense Entry Screen.

### Hotel Expense Lines Expense Type

1. Select **Domestic** or **Foreign Hotel/Motel** as the **Expense Type** and enter the **Description**.
2. Enter the **Number of Nights** stayed in the hotel for that expense line.
  - a. Hotel stays can be aggregated to one line or broken out for each day.
  - b. Each unique hotel stayed in must have at least one expense line.

**Domestic Hotel/Motel - 04/27/2017**

\*Date 04/27/2017

\*Expense Type Domestic Hotel/Motel

Description Tournament hotel stay

\*Number of Nights 3

\*Payment Cash

\*Amount 450.00 USD

**Note:** If the Domestic or Foreign Hotel/Motel was directly applied to / paid from a chart string, please see [Non-Reimbursable Expenses](#).

### Domestic or Foreign Private Auto Mileage Expense Line

Domestic or **Foreign Private Auto Mileage** Policy:

- Mileage reimbursement covers fuel, insurance, and vehicle wear and tear; these expenses may not be claimed separately.
- The mileage **Rate** is updated in NUFinancials annually by Northwestern administration based on the Federal Mileage Rate and corresponds to the **Expense Date**.

- When attaching proof of mileage, you may use Google Maps, MapQuest, or Yahoo Maps to calculate mileage.
- Please attach only the page that shows (in text) the names of the start and end points as well as number of miles driven.
  1. Select **Domestic** or **Foreign Private Auto** for the **Expense Type** and enter the **Description**.
  2. Enter the number of **Miles** for the trip.  
This may be a round trip figure.  
Mileage must be entered in whole numbers only.
  3. The **Amount** will automatically populate.

### Domestic Private Auto Mileage - 03/16/2018

\*Date

\*Expense Type

Description

①

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**Mileage**

\*Miles  x 0.5350

②

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**Payment Details**

\*Payment

\*Amount

③

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**Additional Information**

\*Billing Type

## Step 5: Review or Edit Accounting Details (chart string)

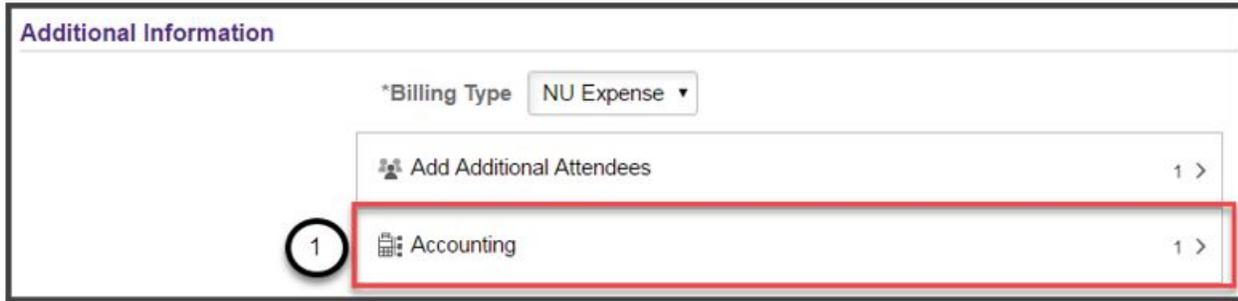
You can review or edit your accounting details at the expense line level for the following instances:

If you didn't enter your chart string in Accounting Defaults found on the **General Information** screen.

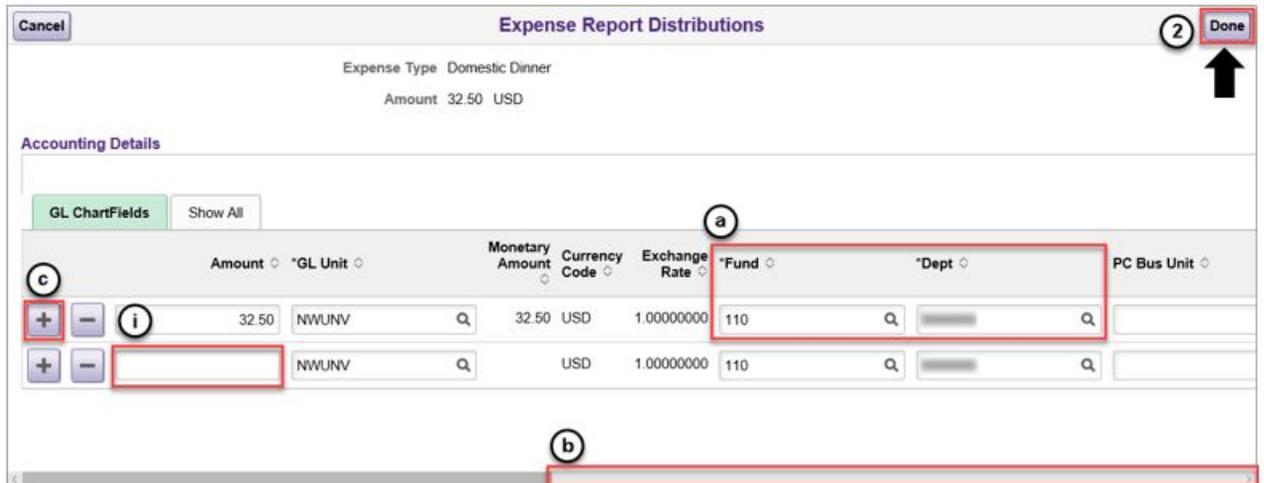
To update the *Account Code* (If you are expensing for a Grant chart string or you entered "Other Expense" for Expense Type). See **Appendix B** for the list of Expense Types with default Account codes.

To enter the *Project* and *Activity* codes. This can be done through the **Project ChartFields** tab.

1. Click **Accounting**.



- a. Enter **Fund, Dept, Project**, and **Activity**.
- b. Scroll to the right to view and if necessary, change the **Account**.
- c. To add additional chart strings to your expense line in the event the expense transaction needs to be split between two chart strings, click the **+** button next to the ChartFields line.
- d. If you add a chart string, enter the **Amounts** to be allocated to each chart string.



2. Click **Done**.