Online Expense Adjustment

The online expense adjustment process replaces the use of CCF-358, Expense Adjustment Form. The process begins when the requester enters the expense adjustment in the CCSD portal. Once the expense adjustment has been "save as completed" by the requester, it will be routed to the approver's universal worklist in the CCSD portal. An e-mail will be generated to notify the approver of the pending expense adjustment.

Supporting documentation should be attached after the expense adjustment has been saved by the requester. This documentation should include a printout of the Budget Inquiry Report indicating the expense coding, a written explanation for moving the expense and any other pertinent information. To complete the approval process, the supporting documentation must be attached to the expense adjustment.

Guidelines:

- An expense adjustment between a salary cost center and a non-salary cost center and/or between a salary general ledger account and a non-salary general ledger account is not acceptable and will be rejected by the accounting approver.

- For any salary related expense adjustments make sure to include fringe benefits (FICA, Medicare, PERS, state unemployment insurance, and workers compensation insurance). Contact Nancy Allen at 702-799-5338 ext. 5416 or Lori Bustos at 702-799-5338 ext. 5413 in Accounting for assistance.

- If the adjustment is for a purchase order in the encumbered column of the Budget Inquiry Report, contact the buyer of the purchase order.

- When entering an expense adjustment, select "credit" for the originating cost center or internal order and select "debit" for the cost center or internal order where the expense will be charged to.

- A GL account beginning with the number 6 cannot be expense adjusted through this process. Contact Shellon Skeete at 702-799-5338 ext. 5405 in Accounting for assistance.

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1. In the CCSD portal ***Work*** tab, select ***Accounting*** and then ***Expense Adjustment***.
2. Enter the current date in the ***Document Date*** field.
3. The ***Posting Date*** field defaults to the current date. A salary expense adjustment may require a prior posting date.
4. In the ***Document Header Text*** field enter the location number, then expense adjustment (Exp Adj), and total amount. (For example, #060 Exp Adj $500.00)
5. On the line item, enter the GL Account and press enter to see the description (short text).
6. Select ***Credit*** or ***Debit*** based on the cost center or internal order that will be enter on the same line. Select ***Credit*** to move the expense **FROM** (where the expense is currently charged); select ***Debit*** to move the expense **TO** (where the expense will be charged).
7. Enter the amount in the ***Amount in doc curr*** field.
8. Enter the cost center or internal order and press the enter key.
9. When entering a salary cost center you will need to manually enter the fund, functional area and business area. To find the correct fund and functional area, view your Budget Inquiry Report. In most cases the business area will be 1000. Select the drop down menu for the other business area options. When entering a non-salary cost center the fund, functional area and business area will automatically populate after pressing the enter key.
10. Follow steps 4 – 8 on the next line item.
11. Once all line items have been entered and the debits and credits are in balance, click the ***Save as completed*** button.
12. A popup will appear with the document number. Please make note of the document number in case assistance is required from the General Accounting Department.

Create Attachment-Supporting Documentation

1. From the Expense Adjustment screen, click the ***Tree on*** button. This will show the ***Tree*** navigation menu.
2. Under the Tree header, click on the arrow next to the ***Complete documents*** folder.

3. From the list of complete documents, double-click on the expense adjustment to attach the supporting documentation.
4. The expense adjustment will appear in the basis data screen. To create the attachment, click in the upper right corner of the screen and hover over ***Create*** and click ***Create Attachment***. A popup to import the file will appear. Navigate to the folder containing the attachment file.
5. Select the file to attach and click the ***Open*** button.
6. Once the file is attached, a message will appear at the bottom of the screen to confirm this event.

Approve Expense Adjustment

1. After logging in the CCSD portal, click on the ***Work*** tab, select ***Universal Worklist***.
2. The expense adjustment will be listed in the ***Tasks*** tab. Click on the expense adjustment and a popup screen will appear with a link to the parked document for review.
3. Click on the ***Parked Document*** to review the transaction. To view the supporting documentation, click and then click ***Attachment list.*** A popup will appear, and double click on the attachment to view. Close the document by clicking the "X" in the upper right corner. Then close the attachment list screen when you are finished by clicking on the in the bottom right corner. To go back to the screen to Approve/Reject/Forward the document, click on the in the upper right corner.
4. To **approve** the document, click the Approve button. The word Successful will appear at the top left of your screen. The document has now been sent to the accounting approver for final review and approval of the expense adjustment.
5. To **reject** the document, enter an explanation of the rejection in the box above the reject button and click the Reject button. The word Successful will appear at the top left of your screen. An e-mail will be sent to the requester of the expense adjustment with the rejection reason.
6. To **forward** an expense adjustment for approval, click the Forward button. A window opens to search and select the name of the person to forward the document for approval. Click the ***Submit*** button which will create the following message. "Item was forwarded successfully."