

Posting a Business Expense

Created mm/dd/2008

Purpose of this Process

Post a Business Expense to enter a specific employee business expense(s) on a specific date into the MnSCU system. Do this after the expense has been processed in SEMA4 and appeared on the pay tape.

At a high level, the steps are:

- A. The employee submits, to the business office, paper forms for reimbursement of expenses.
- B. Business office staff enters the expenses in SEMA4. This entry includes fiscal year, appropriation, MAPS object code, and any FICA/Medicare amount withheld (or is this calculated within the system?).
- C. A pay tape is returned to MnSCU with the reimbursement amount and its MAPS object code and the FICA/Medicare withholdings, which have no MAPS object code.
- D. Post the expenses using the steps listed below.

Security

You need the following security role to post a business expense to a MnSCU Account:

- AC_11

Process Description

Business Expenses are posted within the Business Process area.

To Post a Business Expense

Step	Action
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Step	Action
1.	<p>Find the Expense to be posted using the Business Expense Search page.</p> <ol style="list-style-type: none"> Start at the Main Accounting Page. Click Business Process in the left column to expand the Chart of Accounts menu. Click Business Expense under Business Process to display the Business Expense Search page. (See Image 1.)



(expand all)

- Queries
- Business Process
- Business Expense
- Credit Memo
- Current Budget
- Encumbrance
- Expenditure Correction
- Expense Voucher: GL
- Expense Voucher: Local CC
- Expense Voucher: State CC
- Journal Vouchers
- Payment Voucher: Direct
- Payment Voucher: GL
- Payment Voucher: Reverse
- Payroll Corrections
- Purchase Order Payoff

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Business Expense Search

Search for Tech ID

Payment Date: (mm/dd/yyyy)

Fiscal Year:

Unposted Only:

94 Expenses found.

Employee Name	Tech ID	Sema4 ID	Payment Date
Beck, Jerald	<<unknown>>	00036516	09/28/2007
"	"	"	"
"	"	"	"
"	"	"	"
Extra-1, AC	89200018	89200018	09/12/2008
"	"	"	"
Extra-10, AC	89200027	89200027	09/12/2008
"	"	"	"
Extra-2, AC	89200019	89200019	09/12/2008

Image 1: Business Expense Search page

d. Enter the known information for the business expense you need to post.
 <link to searching for business expenses> (See Image 2.)

Business Expense Search

Search for: Sema4 ID : 892*07
 Tech ID : 09/12/2008 (mm/dd/yyyy)
 Sema4 ID
 Serial Number
 Unposted Only:
 Search Clear

Image 2: Business Expense Search page – fields filled

2. Click [Search]. The expenses matching your entries display. (See Image 3.)

Business Expense Search

Search for: Sema4 ID : 892*07
 Payment Date: 09/12/2008 (mm/dd/yyyy)
 Fiscal Year:
 Unposted Only:
 Search Clear
 2 Expenses found.

Employee Name	Tech ID	Sema4 ID	Payment Date	Pay Period End Date	Fiscal Year	Appr.	MAPS Object Code	Sema4 Record	Expenses	FICA/Medicare
Mn-West, AC	89200007	89200007	09/12/2008	09/12/2008	2009	GEN	2G00	0000	180.00	7.00 ← Post
*	*	*	*	09/12/2008	2009	GEN	2G10	0000	50.00	-.-

Image 3: Business Expense search results

3. Click the **Post** link on the right end of the row. The Business Expense Posting page displays, with a separate section for each of the amounts listed with the Post clicked on the previous page.

Business Expense Posting

Invoice Number:

* Last Date of Travel Period: (mm/dd/yyyy)



Employee Name	Tech ID	Sema4 ID	Payment Date	Fiscal Year	Apropriation	MAPS Obj. Code	Sema4 Record	Amounts
1. Mn-West, AC	89200007	89200007	09/12/2008	2009	GEN	2G00	0000	Expenses = 180.00 FICA/Medicare = 7.00



Cost Center	Object Code	Amount	Debit / Credit
Expenses 1.1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/>
1.2 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/>
		net expenses \$	<u>0.00</u> must equal 180.00
FICA/Medicare 1.1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/>
1.2 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/>
		net FICA/Medicare \$	<u>0.00</u> must equal 7.00

Employee Name	Tech ID	Sema4 ID	Payment Date	Fiscal Year	Apropriation	MAPS Obj. Code	Sema4 Record	Amounts
2. Mn-West, AC	89200007	89200007	09/12/2008	2009	GEN	2G10	0000	Expenses = 50.00 FICA/Medicare = ---

Cost Center	Object Code	Amount	Debit / Credit
Expenses 2.1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/>
2.2 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/>
		net expenses \$	<u>0.00</u> must equal 50.00

Image 4: Business Expense Posting page

4.	<p>Enter the invoice number, if known.</p> <ul style="list-style-type: none"> ▪ The SEMA4 Expense Group ID number is the recommended entry. ▪ Check for this number on the paper form submitted; Usually the person who enters it into SEMA4 writes it on this form.
5.	<p>Tab once to get to the date field.</p>
6.	<p>Enter the occurrence date*. This is required.</p> <p>For travel expenses, use the last date of the travel period</p>
<p>For the next instructions regarding the line entries, please note the following:</p> <p> When the information on a line is complete and valid, a green flag displays to the right of the line. When there is a problem with anything in the line, a red flag () displays.</p>	
7.	<p>Tab once to get to the cost center field.</p>

8.	<p>Enter the cost center under which this expense needs to be posted.</p> <ul style="list-style-type: none"> ▪ Get the cost center from the paper form submitted by the employee to the business office ▪ The cost center must be in the same appropriation as the SEMA4 payment <p>One line on the pay tape can translate into several lines in the MnSCU system.</p>
9.	<p>Tab twice to get to the object code field.</p>
10.	<p>Select the MnSCU object code from the dropdown list.</p> <ul style="list-style-type: none"> ▪ The object code is determined from the type of reimbursement. ▪ The object code must have the same appropriation and MAPS object code as the pay tape payment. ▪ FICA/Medicare withholdings must be on a separate line in the MnSCU system. ▪ FICA/Medicare withholdings, which have no object code on the pay tape, have specific MnSCU object codes: <ul style="list-style-type: none"> • 2198 • 2199 • 2298 • 2299 • 2041 <p style="background-color: yellow;">These codes cause the system to compare the amount to MAPS transactions. (Do they need to know this?)</p>
11.	<p>Tab once to get to the amount field.</p>
12.	<p>Enter the amount to be posted to the cost center and object code.</p> <p> The total amount must equal the SEMA4 amount.</p>
13.	<p>Tab once to get to the Debit/Credit field.</p> <p> If you are on the last line for a net expense, this step creates an empty line below the current one.</p>
14.	<p>Select Debit or Credit.</p> <ul style="list-style-type: none"> ▪ The default is debit; leave it as debit when entering a positive amount. ▪ Change it to credit when entering a negative amount. These are used for corrections to previously entered expenses or reductions to previous advances.

15.	<p>Tab twice to get to the cost center field on the next line.</p> <p>i If you tab only once from the Debit/Credit field, you are on the delete icon (⊖). If you press Enter at this point, the information on this line clears out.</p>
16.	<p>Repeat steps 8 – 15 for each cost center/object code under which the expense is to be posted.</p>
17.	<p>Click [Post].</p>
18.	<p>Correct any errors that display at the top of the page and click [Post] again.</p> <p>When there are no problems,</p> <ul style="list-style-type: none"> ▪ The system posts the expense in the MnSCU system and updates the pay tape to indicate the record has been processed. ▪ The Business Expense Search page displays, with a Transaction succeeded message including the serial number of the transaction. (See Image 5.) This is the serial number that appears at the right end of a row of the search results for this business expense.

Transaction succeeded. Serial number: [PR: 150205672](#)

Image 5: Transaction succeeded message

19.	<p>RECORD THE SERIAL NUMBER SOMEWHERE ELSE?</p>
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Additional Documentation (Heading 2)

<insert searching for business expense link>

<SEMA4> I don't know if this is our documentation, but it needs to be linked to this.

<pay tape>

<cost center>

<object code>