

Searching for a Business Expense

Created mm/dd/2008

Purpose of this Process

Use the Business Expense Search to identify expenses that need to be posted to MnSCU Accounting or to view expenses that have been posted to MnSCU Accounting.

Business Expense:

Business Expenses are posted either as a reimbursement or against an advance that was received. Expenses are entered directly into SEMA4, and then sent on the pay tape from the state to MnSCU. (This is different from other accounting activity, which is entered into the MnSCU account system and then sent to the state through the MAPS interface.)

Security

You need the following security role to search for a business expense:


AC_11

Process Description

Business Expenses are posted within the Business Process area.

To Search for a Business Expense

Step	Action
1.	<p>Navigate to the Business Expense Search page.</p> <p>A. Start at the Main Accounting Screen.</p> <p>B. Click Business Process in the left column to expand the Chart of Accounts menu.</p> <p>C. Click Business Expense under Business Process to display the Business Expense Search page. (See Image 1.)</p>



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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

2.	<p>Search For: Defaults to Tech ID. To change it, select from the dropdown menu. The options are:</p> <p>Tech ID:</p> <p>Sema4 ID:</p> <p>Serial Number:</p>
3.	<p>Enter the number for which you are searching; this number is of the type selected in step 2. To use a wildcard search, type in the known portion of the number (you do not need to include leading zeroes) and an asterisk for the unknown portion. This will return all numbers fitting that pattern.</p>
4.	<p>Payment Date: Enter the payment date in the form mm/dd/yyyy</p>

5.	Fiscal Year: Select from the dropdown; this cannot be the only search parameter.
6.	Unposted Only: defaults to returning only those expenses which have NOT posted to the MnSCU system. To include those that have posted, uncheck the box.

Image 2: Business Expense Search page – search parameters filled

7.	<p>Click [Search]. A list of expenses matching the entered information displays. (See Image 3.) The list is organized by Employee Name/Tech ID/SEMA4 ID. The fields displayed are:</p> <ul style="list-style-type: none"> ▪ Employee Name ▪ Tech ID: the ID used in the MnSCU system to identify a person ▪ Sema4 ID: the ID used in the MAPS system to identify a person ▪ Payment Date ▪ Pay Period End Date ▪ Fiscal Year ▪ Appr: Appropriation ▪ MAPS Object Code ▪ Sema4 Record ▪ Expenses ▪ FICA/Medicare: amount withheld by the business office from the reimbursement amount <p> Note: Only records for your institution display.</p> <p> If there is information from the pay tape that is incorrect, this must be changed by someone with the appropriate security. <link to pay tape corrections></p>
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Business Expense Search

Search for **Sema4 ID**:

Payment Date: (mm/dd/yyyy)

Fiscal Year:

Unposted Only:

6 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	
Extra-10, AC	89200027	89200027	09/12/2008	09/12/2008	2009	GEN	2G00	0000	180.00	7.00	← Post
*	*	*	*	09/12/2008	2009	GEN	2G10	0000	50.00	-.--	
ITS, AC	89200017	89200017	09/12/2008	09/12/2008	2009	GEN	2G00	0000	180.00	7.00	← Post
*	*	*	*	09/12/2008	2009	GEN	2G10	0000	50.00	-.--	
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

8. If you unchecked the Unposted Only box, the search results include posted expenses. These can be identified by the word “Posted” and the posting’s serial number at the right end of the row. (See Image 4.)

← Posted: [150205672](#)
 ← Posted: [150205672](#)

Image 4: example of posted expenses’ serial numbers

9. To post an expense displayed, click the Post link at the right end of that row. The Business Expense Posting page displays. (See Image 5.) <link to Busn Exp Posting>

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"/>	<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"/>	<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		Object Code		Amount	Debit / Credit			
1.1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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"/>	<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"/>	<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/>
				net expenses \$	<u>0.00</u>	must equal 50.00		

Image 5: Business Expense Posting page

Additional Documentation (Heading 2)

<expenditure corrections>

<busn exp posting>

<pay tape corrections>