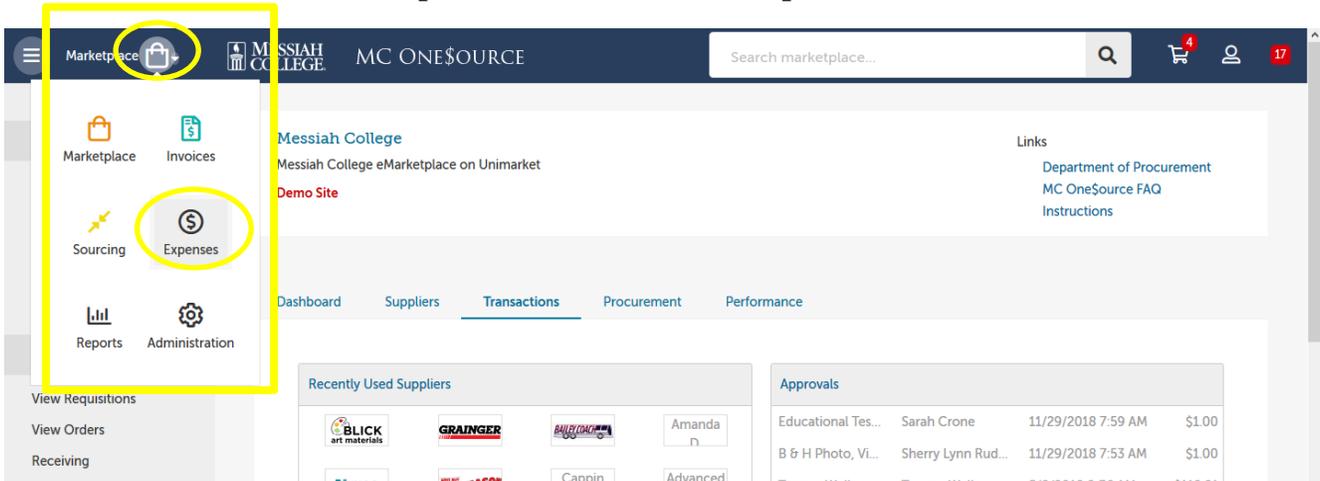
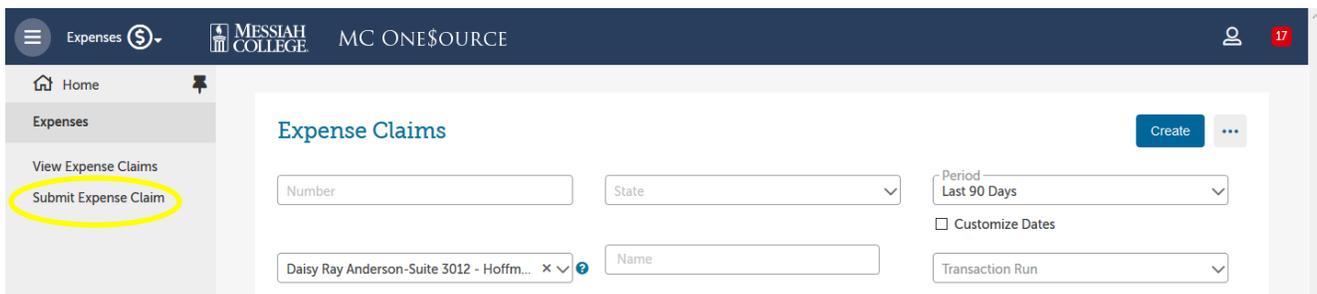


- Log in to McOneSource <https://messiah.unimarket.com>
 - Log in link available on the [Procurement Services website](#).
 - Log in link available in [FALCONlink](#).
- Click on **the module drop down menu** and select **Expenses**.



- Select **Submit Expense Claim** from the hamburger menu at the top left of the blue menu bar.



- If submitting an expense claim on behalf of another employee, **choose their name from the drop down list in the On Behalf Of box** (you will only see this box if you have the ability to submit a claim on behalf of another employee)
- ***Claim Name** box – list the business purpose for the expense – it should provide all 5W information (who, what, where, when, why). If submitting a single expense, use a specific name like *Mileage – Mechanicsburg to Dover, Christian College Conference, Dover, DE – 7/6 – 7/10/17*. If submitting multiple expenses from one event or trip, give a general name like *Christian College Conference, Dover, DE - 7/6 – 7/10/17*
- **Claim Description** box – give additional details about the event if appropriate
- **Attachments** box – add a general attachment about the event if appropriate – receipts will be attached in another location

- Click **Add Expense** >>

The screenshot shows the 'Submit Expense Claim' interface. At the top, there's a navigation bar with 'Expenses' and 'MC ONE\$OURCE'. The main content area has a sidebar with 'Home', 'Expenses', 'View Expense Claims', and 'Submit Expense Claim'. The form fields are: 'On Behalf Of' (Daisy Ray Anderson-Suite 3012 - Hoff...), 'Claim Name' (Mileage - Mechanicsburg to Allentown, N/), 'Claim Description' (empty), and 'Attachments' (Drop files to attach, or browse; Size limit 50M). A '+ Add Expense >' button is circled in yellow. Below the form is a table with columns: Description, Supplier, Expense Type, Amount. The table shows a total of \$0.00. At the bottom are 'Save', 'Submit', and 'Cancel' buttons.

- ***Description** – enter a description of the expense, for example mileage, or decorations
- ***Expense Type** – choose the appropriate expense type from the drop down list, if not listed, choose other
- ***Expense Date** – select the actual date of the expense – this should match the date on the receipt or the date mileage was driven
- ***Supplier** – enter the name of the supplier – this should match the name on the receipt – if mileage, enter the employee’s name
- **Organization Unit** – leave blank
- ***Rate** – enter the number of miles traveled – must be a whole number (this is for mileage claims only)
- ***Amount** – enter the amount of the reimbursement (for mileage reimbursement this is automatically calculated on the rate line)
- **Category** - leave blank
- ***Attachments** – attach an itemized receipt for the expense, it should show the date, supplier name and the specific items purchased - for mileage attach internet mapping printout or travel log (if using odometer readings, this will be entered later)
- ***Account Code** – enter the appropriate org – account – activity code – the account code should prepopulate based on the expense type chosen above, if incorrect, delete it and add correct account code
- ***Receipt** – Check the box indicating a receipt for the expense has been attached
- **Additional Information** – Include additional information as necessary
- ***Mileage Reimbursement Information** (mileage reimbursements only)- enter beginning and ending dates of travel, check the box showing that mileage substantiation information has been attached or odometer readings have been entered and select the appropriate mileage exclusion statement. There is also a box for additional information at the bottom if necessary.
- ***Meal Information** (meal reimbursements only) – enter the names of all Messiah College employees who attended the meal, the name and position for attendees from outside the college, and the total number of students who attended, check the box showing that an itemized receipt for the meal has been attached

- Click **Add** – To continue adding expenses related to the same event, click **Add More** instead and an empty Add Expense box will be displayed, enter the appropriate information
- To add an additional expense from the **Submit Expense Claim** screen, click on **+Add Expense>>** and follow the process above

Add Expense

Description * Parking at NAEP Conference 11.26.18

Expense Type * Travel - Other - NOT MILEAGE OR M... x v

Expense Date * 11/26/2018 12:00 PM

Supplier * Daisy Anderson

Organization Unit

Amount * \$ 13

Category

Attachments
Drop files to attach, or browse
Parking Receipt 13.00.docx (12.6K) Delete
Size limit 50M.

Account Code * ORGN 2740 - ACCT 6200 - ACTV
Clear Account Code Load Default Account Code

Receipt
Receipt *

Additional Information

Monday, December 3, 2018 1

Add Add More Cancel

- When all expenses related to the event have been entered, they will be displayed in the box at the bottom of the Submit Expense Claim Screen.
- Click **Submit** to submit the expense reimbursement for approval and processing – the expense claim will be displayed on the screen. Clicking **Save** saves the claim for you to complete later.

Submit Expense Claim

On Behalf Of * Daisy Ray Anderson-Suite 3012 - Hoff... v

Claim Name * Mileage - Mechanicsburg to Allentown, N/

Claim Description

Attachments
Drop files to attach, or browse
Size limit 50M.

+ Add Expense >>

Description	Supplier	Expense Type	Amount	
Parking at NAEP Conference 11.26.18	Daisy Anderson	Travel - Other - NOT MILEAGE OR MEALS	\$13.00	Edit Delete
Toll, NAEP Conference 11.26.18	PA Turnpike	Travel - Other - NOT MILEAGE OR MEALS	\$7.50	Edit Delete
Total			\$20.50	

Save Submit Cancel

- Expense claims will show as pending in the State column until approved
- View the approval history by clicking on **App History** next to a specific claim

Expense Claim EE500362

Name: Mileage - Mechanicsburg to Allentown, NAEP Regional Conference, 11.26.2018
 Description: [Blank]
 Submitter: Daisy Ray Anderson-Suite 3012 - ...
 Created Date: 12/3/2018 11:09 AM
 State: Pending
 Summary: [Summary]

Expense	Supplier	Date	State	Amount
572. Parking at NAEP Conference 11.26.18	Daisy Anderson	11/26/2018 12:00 PM	Pending App History	\$13.00
573. Toll, NAEP Conference 11.26.18	PA Turnpike	11/26/2018 12:00 PM	Pending App History	\$7.50

Expense Type: Travel - Other - NOT MILEAGE OR MEALS
 Account Code: 2740-6200- 100.00%
 Organization Unit: [Edit]

To view expense claims already entered in MC OneSource:

- Click on the **module drop down menu** and select **Expenses**.

Marketplace Invoices
 Sourcing Expenses
 Reports Administration

Dashboard Suppliers Transactions Procurement Performance

Recently Used Suppliers: BLICK art materials, GRAINGER, BURGON, Amazon, Amazon, Amazon, Amanda, Cappin, Advanced

Approvals: Educational Tes... Sarah Crone 11/29/2018 7:59 AM \$1.00, B & H Photo, Vi... Sherry Lynn Rud... 11/29/2018 7:53 AM \$1.00, Tommy Walls Tommy Walls 11/29/2018 9:36 AM \$110.21

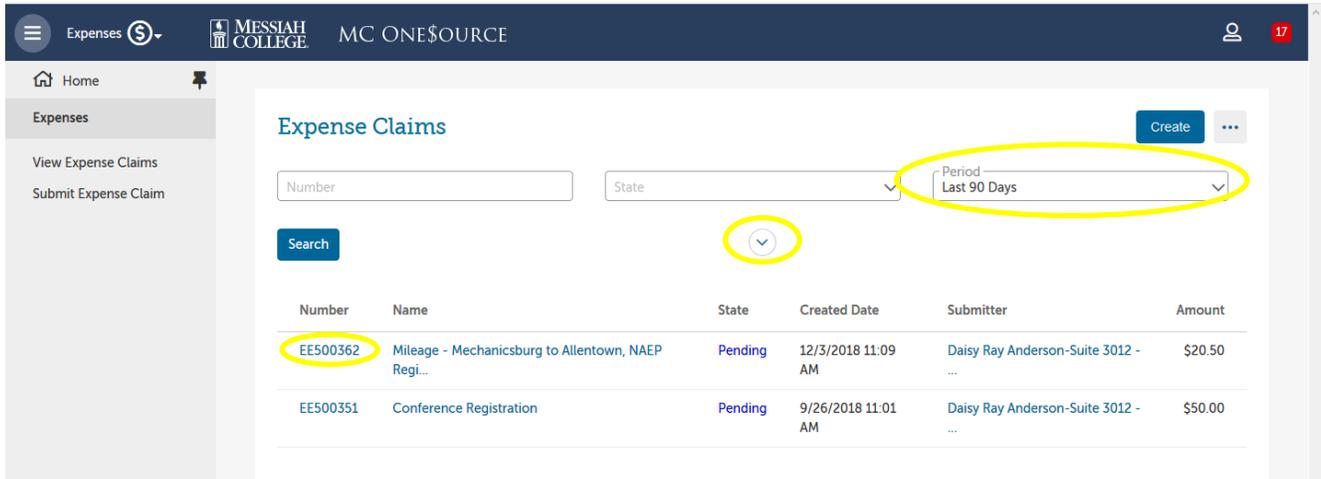
- Select **View Expense Claims**

Expense Claims [Create] [More]

Number [] State [] Period [Last 90 Days]

[Search] [Filter]

- Claims for the last 90 days will be displayed. Change the timeframe by using the drop down arrow in the Period box.
- Reveal additional search options by clicking  on the center of the screen.
- Expense claims can also be viewed from the Expense Claims box on the dashboard.
- Click on the **expense claim number** to view details



The screenshot displays the 'Expense Claims' section of the MC ONE\$OURCE system. At the top, there is a navigation bar with 'Expenses' and 'MESSIAH COLLEGE MC ONE\$OURCE'. The main content area includes a search interface with the following elements:

- Search Fields:** 'Number', 'State', and 'Period' (set to 'Last 90 Days').
- Buttons:** 'Search', 'Create', and a dropdown arrow.
- Table:** A table listing expense claims with columns: Number, Name, State, Created Date, Submitter, and Amount.

Number	Name	State	Created Date	Submitter	Amount
EE500362	Mileage - Mechanicsburg to Allentown, NAEP Regi...	Pending	12/3/2018 11:09 AM	Daisy Ray Anderson-Suite 3012 - ...	\$20.50
EE500351	Conference Registration	Pending	9/26/2018 11:01 AM	Daisy Ray Anderson-Suite 3012 - ...	\$50.00