

- Login to MC One\$ource.
- Select **Expenses** from the module drop down menu on the blue menu bar.

1	Marketplace	IESSIAH OLLEGE	MC ONE\$OURCE	Search marketplace	ୟ ଅ <sup>4</sup> ଥ	⊻ <sup>17</sup>
	Marketplace	i Unimarket			Links Department of Procurement MC OneSource FAQ Instructions	
	Sourcing Expenses	Transaction	s Procurement Performance	Approvals		

• Select View Expense Claims from the hamburger menu at the top left of the blue menu bar.

Expenses (S)-	Messiah I college.	MC ONE\$OURCE	වූ	. <mark>17</mark> ⊻
🔂 Home 🖒				
Expenses	ns	Create		
View Expense Claims Submit Expense Claim		State V Period Last 90 Days	~	

• Click on the **blue EE number** for the declined expense.

Expenses 🔇 🗸	Messiah College	MC ONE\$OURCE				පු	(
Expense Cl	aims					Create •••	
Number		State		~	Period Last 90 Days	~	
Search			$\checkmark$				
Number	Name		State	Created Date	Submitter	Amount	
EE500370	Lunch, Subway, Fred	Pryor Training Class, Harri	Declined	12/6/2018 7:21 AM	Daisy Ray Anderson-Suite 3012	\$8.57	
EE500369	test		Pending	12/3/2018 2:25 PM	Daisy Ray Anderson-Suite 3012	\$1.00	

• To view the reason the expense reimbursement request was declined, click on **App History**.

Expenses	D- Messia Collec	h MC One\$ource					ව	6
Expond	o Claim EE500	1770						
Expens	e Claim EE300	1370					:=	
	Name	Lunch, Subway, Fred Pryor Training Class, Harrisburg, PA 10.5.18		Description				
	Submitter	Daisy Ray Anderson-Suite 3012		Created Date 12/6/20	18 7:21 AM			
	State	Declined		Summary 📙 Summ	nary			
	Attachments							
	Expense		Supplier	Date	State	Amount		
Ø	583. Lunch		Subway	10/18/2018 12:00 PM	Declined App History	\$8.57		
	Expense Type	Meals - Travel Form Data						
	Account Code	2741-6200- 100.00% 🕗						
	Organization Unit	🖋 Edit						
					Total	\$8.57		

• Close the Approval History box by clicking the **X** on the top right corner of the screen.

Expense Clai	Approval History for Expense 583	5			×	:=
	Accounts Payable Approval: Accounts Payab	le			× Declined	
	Approver Created Date	Completed Date	Level	Туре		
	Accounts Payable		[\$999,999,999.99] (\$999,999,999.99)		× Declined	
Expense	Terry 12/6/2018 7:21 McLoughlin- AM Suite 3012 🈩	12/6/2018 7:26 AM				unt
Ø 583. Lun	Reason Please use org 2740, not 2	741. Thank you.				3.57
Expense	Teri Rader-Suite 3012 🚢					
Account	ORGN Code Delegated Approval: 2741 - Pro	curement Posting [274	1-6200-]			
Organiza	Purchasing Approval: Purchasing					
	Close					3.57

• To copy the expense reimbursement request, click on the icon at the top right of the screen and seclect Copy. This creates an exact copy of the declined expense reimbursement request.

🖁 Messiah   Private, 🕯	Christian Coll 🗙	🚯 New Tab	×	🎎 Expense Claim El	E500370   Messi 🗙	🗎 Expense ar	nd Mileage Reimburs	× +			-	o ×
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🛔 Messiah College	Procurement	🖁 Lunch 🔘	Canvas 🎄 MC O\$	💐 OS DEMO 🛛 🚾 Intelli	iLink 🔘 CentreSui	te 🔘 Xtender	🛔 Jadu   🖨 NAEP	O Ellucian 🔘 Ap	plication Navigator	😹 Reserve Rooms	Kogin - Messiah Colle.	>>
Expenses	\$ <b>\$</b> -	MESSLA COLLEG	H MC ON	ne\$ource							ළ	⊻ <mark>17</mark>
Expe	nse Clai:	<b>m EE50(</b> Name Submitter	D370 Lunch, Subway, Fi Harrisburg, PA 10. Daisy Ray Anderse	red Pryor Training Cl 5.18 on-Suite 3012	lass,		Descriptior Created Date	1 e 12/6/2018 7:21	LAM		Copy Validation	
	Evnence	State Attachments	Declined			Supplier	Summary	/ 🖪 Summary	State	٩m	ount	
Ø	583. Lun	ch				Subway	10/18/2018 12	2:00 PM	Declined App History	ç	8.57	
	Expense Account	Type Code	Meals - Travel Form Data 2741-6200-	00.00% 🧿								
	Organiza		🖋 Eait						1	Fotal \$	8.57	
https://messiah.unimar	rket-demo.com/a	Thursday, D	ecember 6, 2018 7:2 xpenses/expense/claim/	27 AM   Terms a	nd Conditions	Privacy Po	olicy   Copyrig	ht © 2005-2018 l	Jnimarket. All Riç	ghts Reserved.		

• Make changes to details about the claim including the description, expense type, expense date, supplier, amount, attachments, org/account codes, or additional information by clicking on **Edit** to the right of the expense.

Expenses 🔊+	Messiah College MC One\$ource				දු	Ľ
Submit Exp	ense Claim					
On Behalf Of * 💡	Daisy Ray Anderson-Suite 3012 - Hoff 🗸					
Claim Name *	Lunch, Subway, Fred Pryor Training Class, I					
Claim Description						
Attachments	Drop files to attach, or browse Size limit 50M.					
+ Add Expense »						
Description	Supplier	Expense Type		Amount		
Lunch	Subway	Meals - Travel		\$8.57 🖉 Edit 👔 De	lete	
			Total	\$8.57		
Save Submit	Cancel					

• When changes are complete, click OK at the bottom left of the screen.

≡	Expenses 🕱-	MESSIAH MC (	Edit Expense		×		٤	2 🛃	7
			Subbrei . 🕰	зилмау	^				
			Organization Unit 🚱	Procurement × V					
	Submit Expe	ubmit Expense Claim		\$ 8.57					
	On Behalf Of * 😢	Daisy Ray Anderson-Suite 3012	Category	✓ Q					
	Claim Name *	Lunch, Subway, Fred Pryor Tra	Attachments	▲ Drop files to attach, or browse Subway Receipt.docx (11.4K) Size limit 50M.					
	Claim Description			ORGN ACCT					
	Attachments	Drop files to attach, or bro	Account Code *	2740 — 6200 — ACTV ☐ Clear Account Code G Load Default Account Code	l				
		Size limit 50M.	Meals						
	+ Add Expense »		Attendees * Lis	Daisy Anderson t all attendees at meal. If students were in attendance, list the	L				
	Description	Su	to	tal number of students.		Amount			
	Lunch	Su	Receipt * Cł	neck box indicating that an itemized receipt for this meal has	Ш	\$8.57	🖋 Edit  🗊 Delete		
			be	en attached. If a tip was included, both the itemized receipt d the receipt showing the total paid must be attached.	L	\$8.57			
	Save Submit	Cancel	Additional Notes		L				
			OKCancel		v				•

• Click **Submit** at the bottom left of the screen to resubmit the expense reimbursement request.

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≡ Expenses 🔊+	MESSIAH COLLEGE N	AC ONE\$OURCE						ව	⊻ <sup>17</sup>
Submit Exp	ense Claim								
On Behalf Of * 😧	Daisy Ray Anderson-Suit	te 3012 - Hoff 🗸							
Claim Name *	Lunch, Subway, Fred Pr	yor Training Class, I							
Claim Description				.:					
Attachments	Drop files to attach, Size limit 50M.	or browse							
+ Add Expense »									
Description		Supplier	Expense Type				Amount		
Lunch		Subway	Meals - Travel				\$8.57	🖋 Edit  🗊 Delete	
					Total		\$8.57		
Save	Cancel								
									~