

*Core Expense Portal V28*  
*User Guide for Cardholders*  
*(credit card statements)*

## 1 TABLE OF CONTENTS

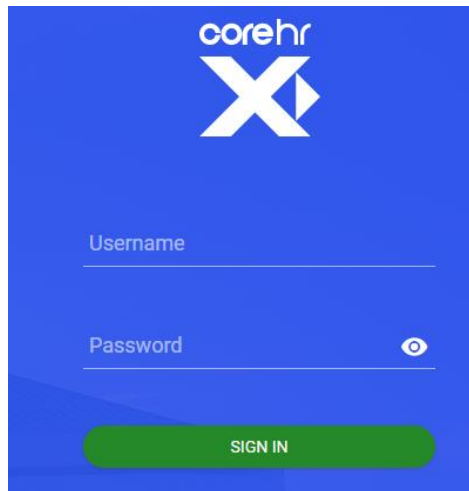
1	Logging onto the system .....	3
2	Entering and Managing Visa credic card Expense Trips .....	3
2.1	Entering An Expense Item requiring a receipt.....	5
2.2	VIEW an expense receipt .....	6
2.3	Entering An Expense Trip- Submitting For Approval .....	7
2.4	Managing previously created Expense Trips .....	8

## 1 LOGGING ONTO THE SYSTEM

Claimant can log to the Core portal using the URL below,

[https://my.corehr.com/pls/coreportal\\_dcup](https://my.corehr.com/pls/coreportal_dcup)

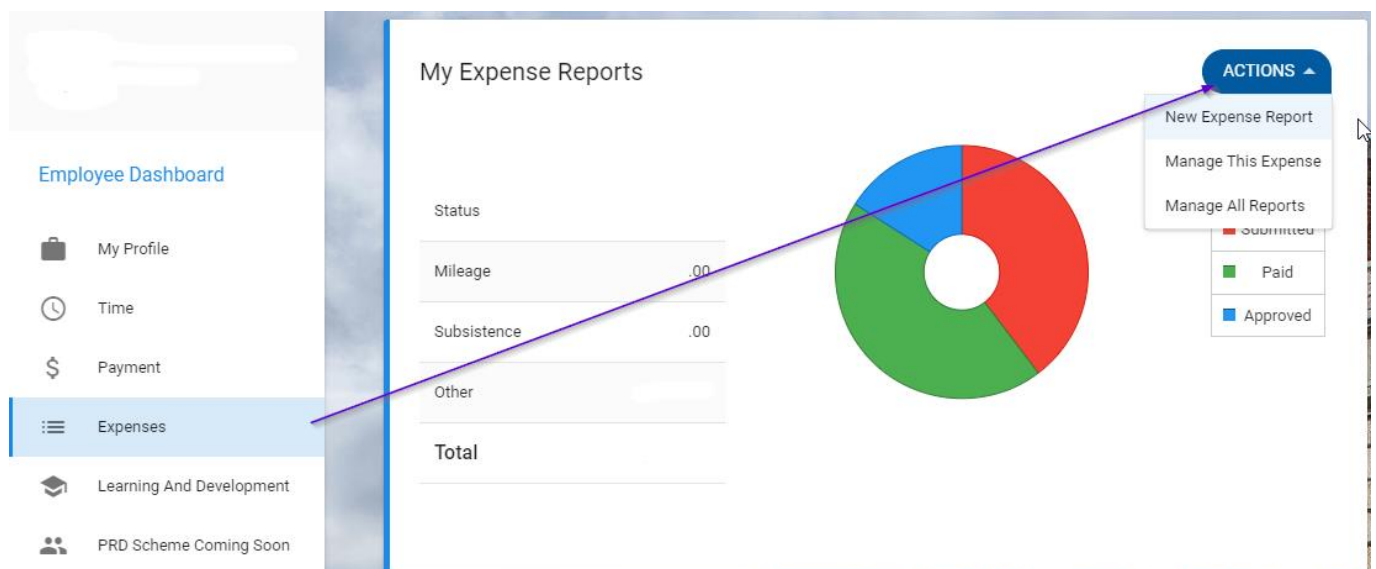
Claimant must have active DCU network username and password provided by DCU ISS team. To reissue network password please refer to ISS website.



## 2 ENTERING AND MANAGING VISA CREDIT CARD EXPENSE TRIPS

The items you have to enter mirror the Visa monthly statement.

To enter a credit card expense, click on the “Expenses” tab available on your Core account, actions and New Expense Report.



Category	Amount
Mileage	.00
Subsistence	.00
Other	
<b>Total</b>	

Enter the Dates of monthly statement (to and from), Description (clear and full) and choose cost centre, approver name, GI Expense should be correct for each item (line) and press **SAVE**.

**Expense Report**  
Employee Dashboard > Expense Report

**Required Fields**

Start Date \* 01-Feb-2020 End Date \* 29-Feb-2020 Expense Description \* February 2020, credit card statement

Cost Centre \* Approver \*

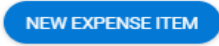
**Additional Options**

Car Registration 201D2020 Higher Grade

GI Expense \* Events

Total Claimed 0.00 Number of Items 0

Click [here](#) for terms and conditions.

This will create the expense report header. Next Click on New Expense Item  this will give the following screen. Ensure the Cost centre and GI Expense to enter in Cost Centre and Analysis Codes section and tick “Payment by Me”. Accounts Payable Assistant will enter monthly advances for visa cardholders. This advance recoupment will cover/match the visa card expenses in the claim.

**Expense Item**

Expense item with foreign details

Payment By Me  Payment By Company

Expense Type Car Parking Receipt Status Receipt available to upload Receipt Description \* Car parking in DAA Receipt Invoice for testing.docx

Value 40 From Location To Location

Start Date \* 03-Feb-2020 End Date \* 04-Feb-2020 Expense Item Description Car parking in DAA

Start Time End Time

**Cost Centre and Analysis Codes**

Cost Centre GI Expense \*

Complete the unpopulated cells (Expense Type, Distance, From & To location, Cost Centre, GI Expenses, Times & Description) with the relevant expense information. Press **SAVE** if it is the only expense item for the trip. If you want to enter another expense item for the same trip press **Save & Add New**.

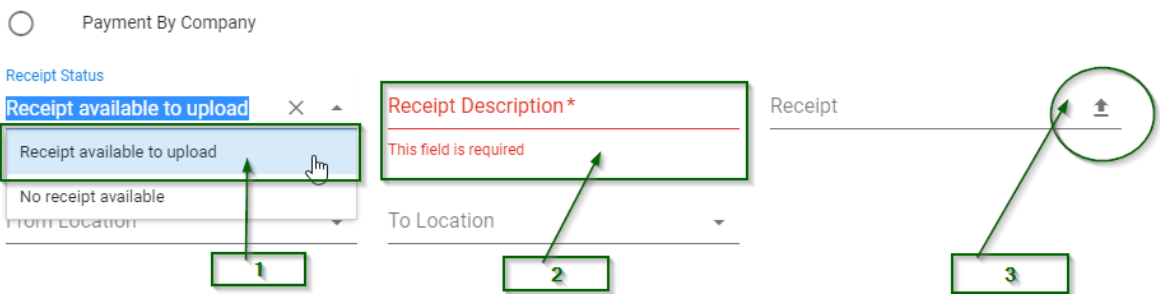


## 2.1 ENTERING AN EXPENSE ITEM REQUIRING A RECEIPT

All expenses relating to other items than mileage and rates, must have back up receipts/invoices/payment confirmation attached under the submitted claim.

2 options:

1) In expense Item window:

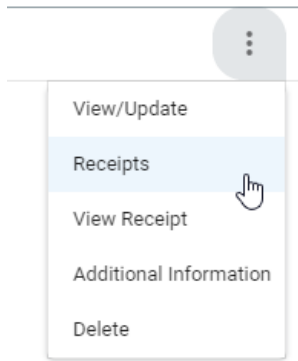


To attach document, select “Receipt available to upload”, enter receipt description, and click on the “download” icon to browse for the document stored on your drive, enter the value and expense Item Description, and then **SAVE**.

The attachment formats acceptable by the Core Receipts systems are: jpg, pdf, word, xls.

2) In expense report:

Click 3 dots, choose receipts



Select “Receipt available to upload”, enter receipt description, and click on the “download” icon to browse for the document stored on your drive and then SAVE.


### Receipt Required

Receipt available to upload

No receipt available

Description  
**books**

Enter a description

Receipt 

Select a new receipt to upload

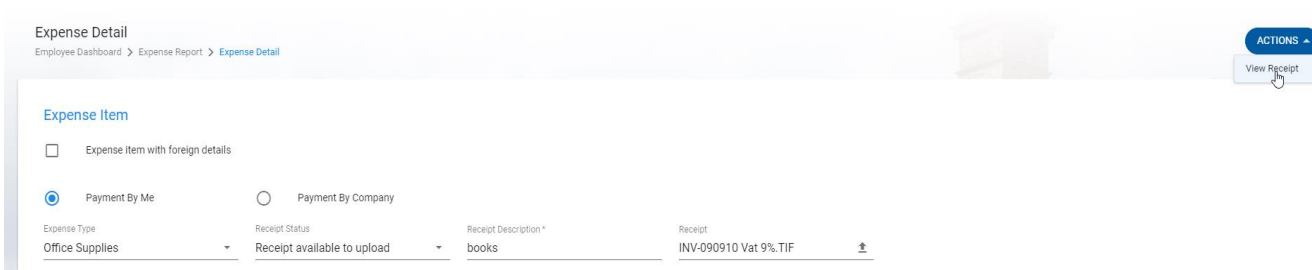
CANCEL OK

## 2.2 VIEW AN EXPENSE RECEIPT

2 options:

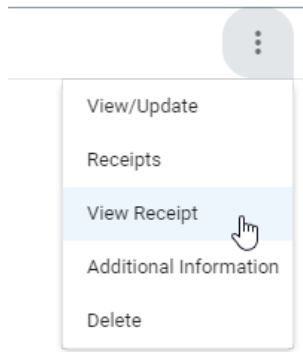
1) In Expense Detail:

Click actions button and view receipt.



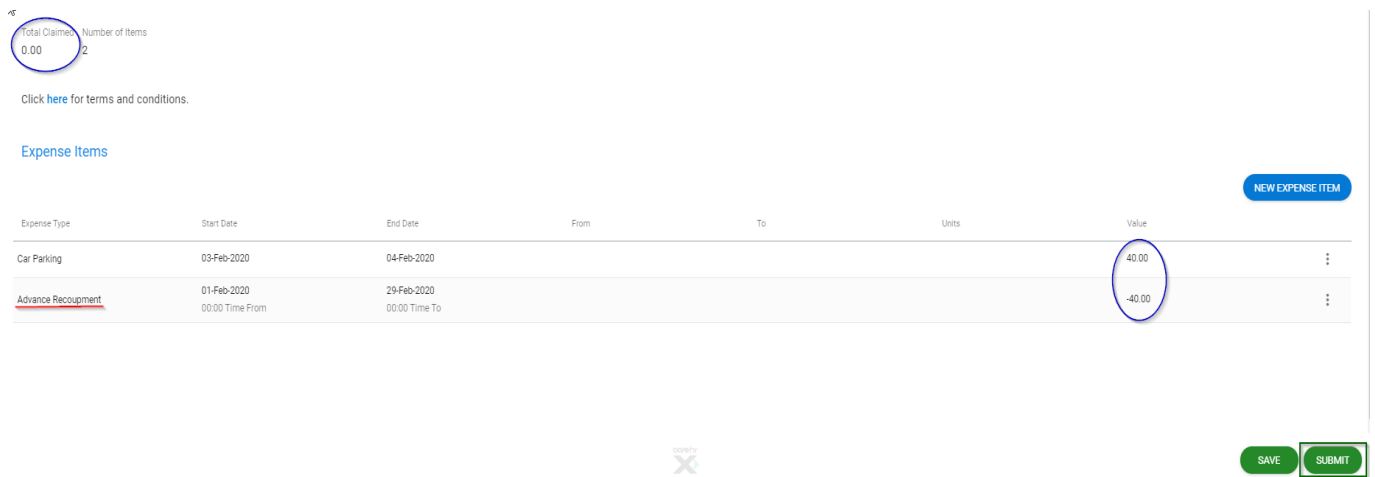
2) In expense report:

Click 3 dots, choose view receipt

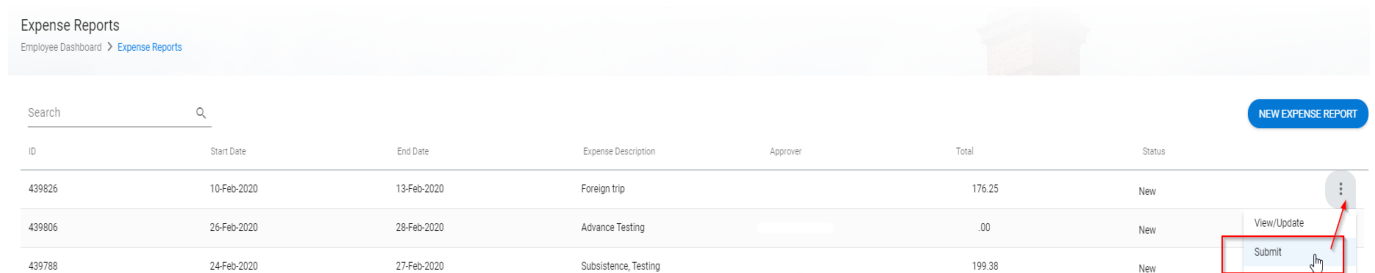


## 2.3 ENTERING AN EXPENSE TRIP- SUBMITTING FOR APPROVAL

Once all Expense items and monthly advance recoupment have been entered, you should press the Submit button in Expense Report. This will send the expense trip to the selected approver for approval. Two options how to submit the claim:



Or click 3 dots and submit the claim in Expense Reports



The following Pop-up will appear

### Accept Declaration (Trip ID: 439826)

I confirm that all items claimed relate to required business travel and/or business expenditure, and that I possess valid car insurance for any kilometers claimed.

NO

YES

Click to read the terms and conditions and then press YES.

## 2.4 MANAGING PREVIOUSLY CREATED EXPENSE TRIPS

Should you wish to make any subsequent changes to the My Expense Reports. Click on Actions and Manage All Reports.

**My Expense Reports**

Subsistence, Testing - ...

Status	New
Mileage	.00
Subsistence	199.38
Other	.00
<b>Total</b>	<b>199.38</b>

**ACTIONS**

- New Expense Report
- Manage This Expense
- Manage All Reports**
- Submitted
- New
- Paid

You will get a list of expense reports:

Expense Reports  
Employee Dashboard > Expense Reports

Search

[NEW EXPENSE REPORT](#)

ID	Start Date	End Date	Expense Description	Approver	Total	Status	
439788	24-Feb-2020	27-Feb-2020	Subsistence, Testing		199.38	New	⋮
439787	26-Feb-2020	27-Feb-2020	Advance recoupment Testing		1.00	New	⋮
439786	25-Feb-2020	25-Feb-2020	Test 21		100.00	Submitted	⋮
439726	24-Feb-2020	24-Feb-2020	Attached receipt		1,190.00	Submitted	View/Update
439704	05-Feb-2020	07-Feb-2020	Test 17, mileage		11.64	New	Unsubmit
439684	20-Feb-2020	20-Feb-2020	Test 4 DELEGATION		383.50	Paid	Print Friendly (All)
							Print Friendly (Receipted)

To edit click on 3 dots and choose the relevant menu item (if claim is submitted, please unsubmit firstly then it is possible to edit). Save and Submit after making changes. To delete an expense claim, select delete.

Status

New	⋮
New	View/Update
Submitted	Submit
Submitted	Print Friendly (All)
New	Print Friendly (Receipted)
	Delete