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

1   TABLE OF CONTENTS
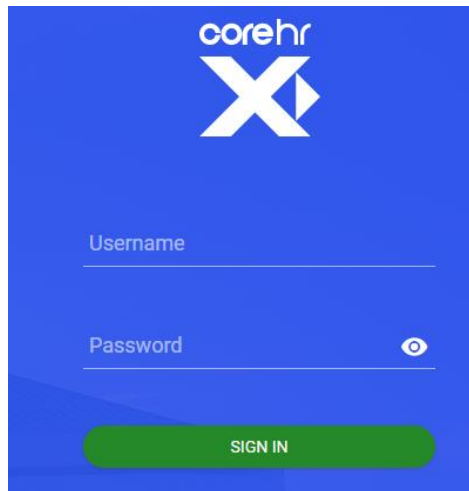
1   LOGGING ONTO THE SYSTEM

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

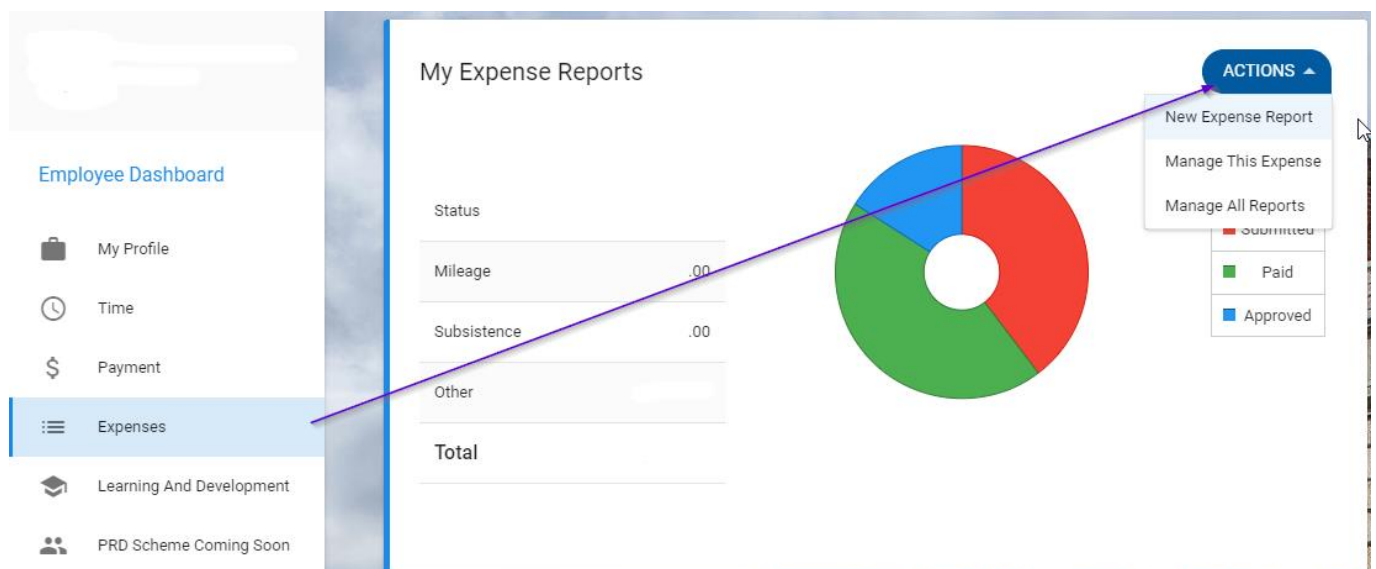https://my.corehr.com/pls/coreportal_dcup

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.

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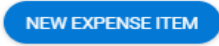
This will create the expense report header. Next Click on New Expense Item [NEW EXPENSE ITEM] this will give the following screen. Ensure the Cost centre and GI Expense to enter in Cost Centre and Analysis Codes section and tick "Payment by Me". Accounts Payable Assistant will enter monthly advances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

Complete the unpopulated cells (Expense Type, Distance, From & To location, Cost Cnetre, 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.
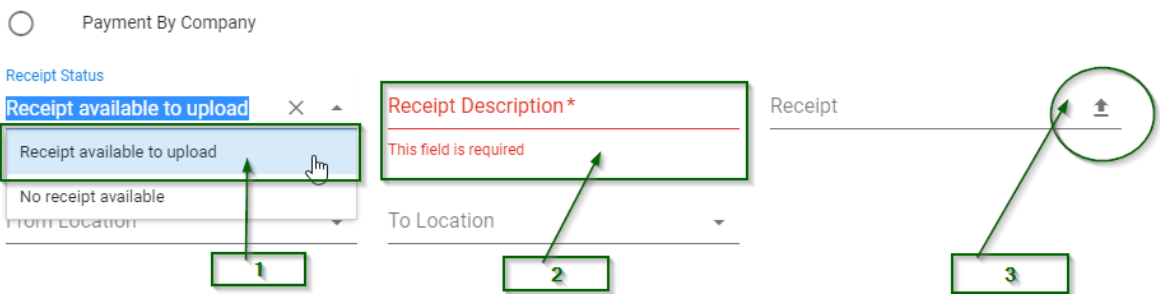

2.1 ENTERING AN EXPENSE ITEM REQUIRING A RECEIPT

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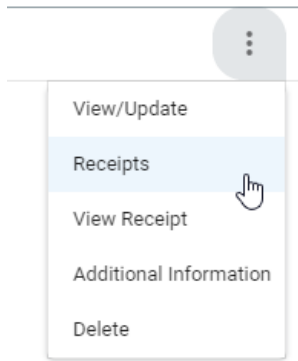
2 options:

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

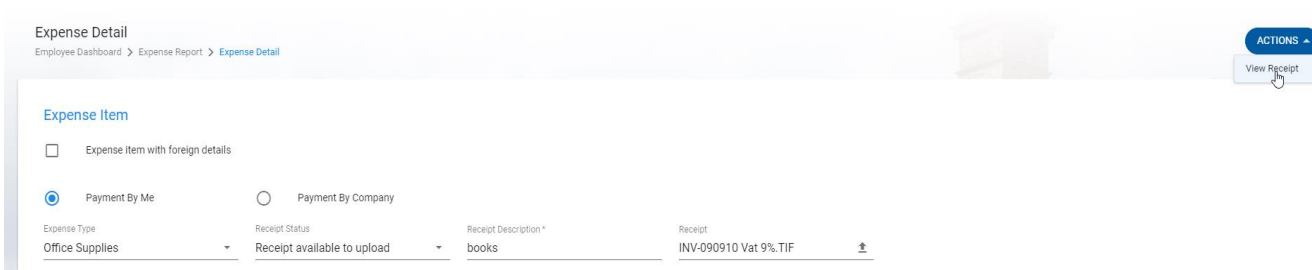"download" icon to browse for the document stored on your drive and then SAVE.

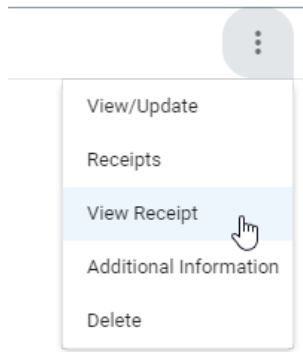## 2.2   VIEW AN EXPENSE RECEIPT

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:
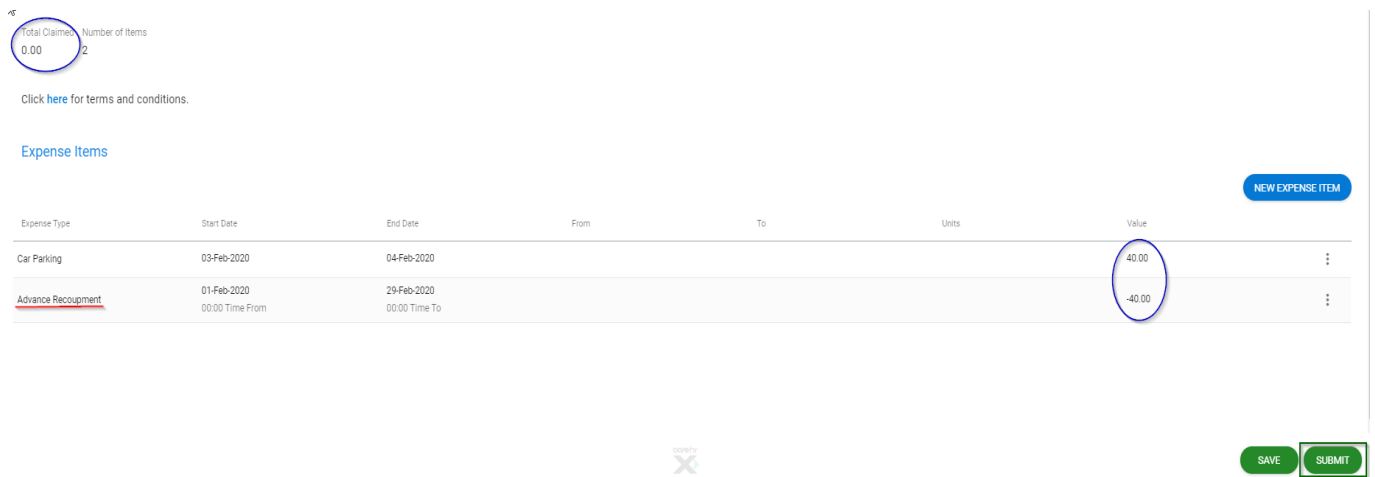
Or click 3 dots and submit the claim in Expense Reports
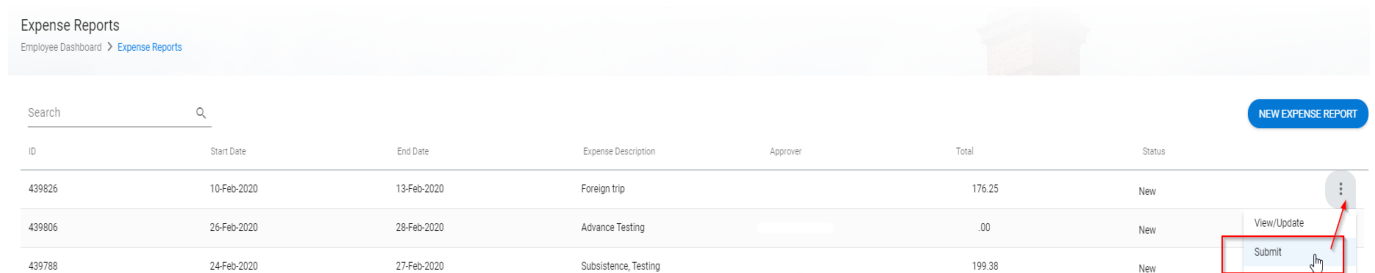
The following Pop-up will appear

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.

You will get a list of expense reports:

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.