

Core Expense Portal V28
User Guide for Employee
Dashboard (claimant)

1 TABLE OF CONTENTS

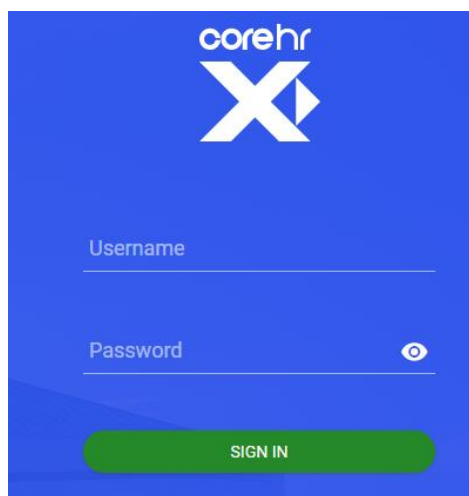
2	Logging onto the system	3
3	Bank Details	3
3.1	Changing Bank Details on Core Portal.....	3
4	Claimant Cars	4
4.1	Entering Claimant Cars	4
4.2	Editing Claimant Cars	5
4.3	Managing Claimant Cars	6
5	Rates Lookup.....	6
5.1	Looking Up Mileage and Subsistence Rates	6
6	Advances	7
6.1	Entering Advances.....	7
7	Entering and Managing Expense Trips.....	9
7.1	Entering An Expense Item requiring a receipt.....	10
7.2	VIEW an expense receipt	11
7.3	Entering An Expense Trip with Advance recoupment.....	12
7.4	Entering A Mileage Trip	12
7.5	Entering A Subsistence Expense Trip.....	13
7.6	Entering A Foreign Expense Trip	14
7.7	Entering An Expense Trip- Travel with Higher Grade	16
7.8	Entering An Expense Trip- Submitting For Approval	17
7.9	Managing previously created Expense Trips	18
8	Remittances	19

2 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.



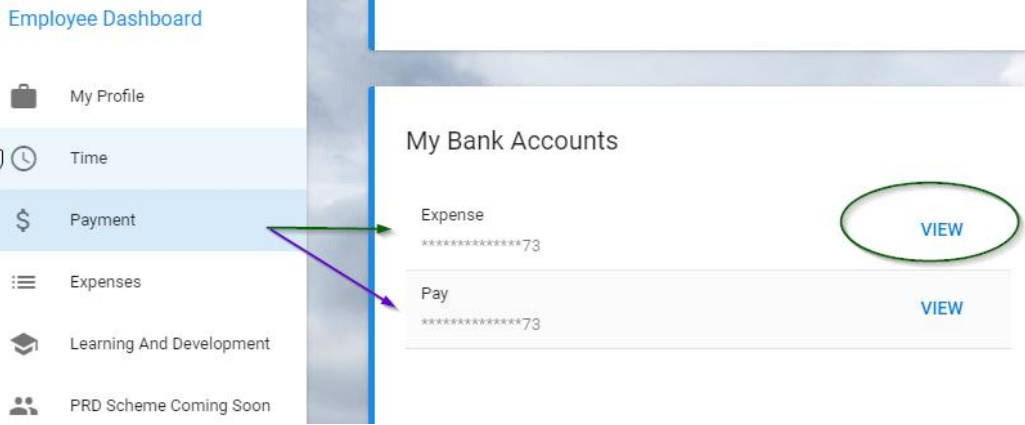
3 BANK DETAILS

Core Portal allows employees to maintain or change their bank details.

Bank account details are held for both Pay and Expense payments.

3.1 CHANGING BANK DETAILS ON CORE PORTAL

In the Payment tab there is a Bank Accounts Widget.



If you “VIEW” click on the Expense bank account details. The following screen appears.

Update your Bank Account BIC and IBAN

BIC*
 IBAN* Confirm IBAN*

I accept that saving will update my bank details.

PLEASE NOTE POSSIBLE TIMING ISSUE : As CorePay and CoreExpenses payment runs are generated a number of days prior to Bank Transfer, the updated bank details will be applied in the next payment run.

You can choose BIC, update and confirm IBAN, tick the declaration before pressing save. Once SAVE is pressed the employee will be prompted to enter their password before the new bank details will be saved.

Confirm Password

Password*

Please confirm your password

CANCEL OK

4 CLAIMANT CARS

4.1 ENTERING CLAIMANT CARS

In the Expense tab in Core Portal click on the “My Primary Car” Widget icon. Select “Create Car” and enter the car details.

My Primary Car

ACTIONS ▲

Create Car

View Kilometres for Current Year

Search

← Employee Dashboard

View Car Details: 201D2020

Employee Dashboard > View Car Details: 201D2020

Car Details

Reg No*	Car Model*	Date First Registered*	Engine CC*
201D2020	NISSAN MICRA	01-Jan-2020	1600

Approver*	Vehicle Type*
	Standard

Company Car

Tax

CO2 Category	Tax Month	Tax Year
	1 - January	2020

Insurance

Expiry*	Provider
01-Jan-2025	Zurich Insurance

Licence

Licence Type	Expiry
Full	01-Jan-2020

MOT

Expiry	MOT Reg No.
01-Jan-2025	0123456789

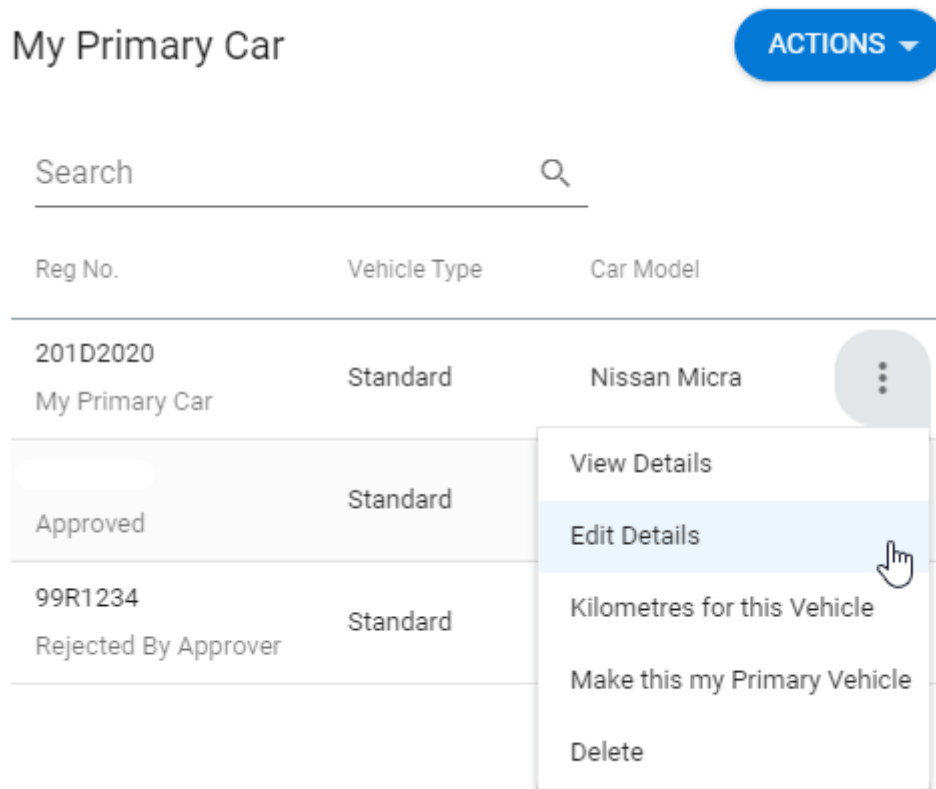
Odometer

Reading	Expiry
1000	01-Feb-2020

Complete the Pop up box with the relevant details and press SAVE. This will send the Car details for your approver for approval.

4.2 EDITING CLAIMANT CARS

If you want to change the Primary Car, click 3 dots and select “Edit Details” for updating or “Make this my Primary Vehicle”.



If you select “Edit” the pop up screen below will appear. You can change any of the car details and press SAVE this will send the revised Car details to your approver for approval.

Cars can also be deleted, viewed or edited from this widget icon. The claimant can use and enter few cars in Core Portal.

4.3 MANAGING CLAIMANT CARS

If you want to make a certain car your Primary Vehicle- the one which mileage claims are automatically costed using- click 3 dots and “Kilometres for this Vehicle”.

To see how much mileage was applied to the selected vehicle.

5 RATES LOOKUP

5.1 LOOKING UP MILEAGE AND SUBSISTENCE RATES

The Rates Lookup screen in Core Portal in the Expense tab; offers a facility for the claimant to look up both domestic and foreign subsistence and mileage rates.

Rates Lookup

SEARCH

Select Expense Type



Travel Date



Select Location



Select the subsistence/ Mileage expense item, date and location where the expense was incurred. Press **SEARCH**.

Rates Lookup

SEARCH

Select Expense Type

24 Hr Rate Overnight (Subs)



Travel Date

26-Feb-2020



Select Location

Ireland



A pop up screen will appear. This will give a list of mileage/subsistence rates. These can be further refined by Scale Class and Exception.

Travel Rates

Scale Class	City Code	Location	Date Effective	End Date	Upper Limit	Currency	Unit Rate	Exception Indicator	Overnight Plus Indicator	Overnight Plus Message
A - B	IRL	Ireland	01/07/19		999999	EUR	147.00	N/A	N	
A - B	IRL	Ireland	01/07/19		999999	EUR	183.97	C	N	for use in Dublin only
A - B	IRL	Ireland	01/07/19		999999	EUR	73.50	D	N	
A - B	IRL	Ireland	01/07/19		999999	EUR	132.30	R	N	

6 ADVANCES

6.1 ENTERING ADVANCES

In the Expense Screen click on “+NEW” in the My Advances section.

My Advances NEW ADVANCE

€10,000	Submitted 24-Feb-2020	⋮
Rejected by	Repayment 26-Feb-2020	
€1	Submitted 01-Mar-2020	⋮
Approved by	Repayment 02-Mar-2020	

A pop up will appear. Select correct Advance Type, enter reason for advance, applicable dates and amounts and select the relevant Approver. Press Save and Submit.

*Note the Repayment Date should be the expected End date of the Trip the Advance is being submitted for. Advances need to be expensed within a month after returning from the business trip.

Create Advance
Employee Dashboard > Create Advance

Advance Type*	Reason*	Advance Date*	Repay Date*
Advance Payment	Testing	27-Feb-2020	28-Feb-2020
Currency*	Value*	Approver*	
Euro	100		

This will now appear in the expense dashboard, as submitted- awaiting approval. If the claimant need to update or view advance, press 3 dots and select necessary option “View Detail” or “Unsubmit”.

My Advances NEW ADVANCE

€10,000	Submitted 24-Feb-2020	⋮
Rejected by	Repayment 26-Feb-2020	
€100	Submitted 27-Feb-2020	⋮
Submitted to	Repayment 28-Feb-2020	
€1	Submitted 01-Mar-2020	⋮
Approved by	Repayment 02-Mar-2020	

View Detail

Unsubmit

7 ENTERING AND MANAGING EXPENSE TRIPS

To enter an expense, click on the “Expenses” tab available on your Core account, actions and New Expense Report. The claimant can create a claim with one line and also with multi lines. Ensure GI Expense used correctly for each line.

My Expense Reports

Status	Mileage	Subsistence	Other	Total
	.00	.00		

ACTIONS

- New Expense Report
- Manage This Expense
- Manage All Reports

Submitted (Red)

Paid (Green)

Approved (Blue)

Enter the Dates, Description (full details) and choose cost centre, approver name, GI Expense and press **SAVE**.

Expense Report

Employee Dashboard > Expense Report

Required Fields

Start Date *	End Date *	Expense Description *
26-Feb-2020	26-Feb-2020	Testing


Cost Centre *	Approver *

Additional Options

Car Registration	Higher Grade
201D2020	

GI Expense *
Catering


This will create the expense report header. Next Click on New Expense Item give the following screen.

 this will

Expense Item

Expense item with foreign details

Payment By Me Payment By Company

Expense Type: Meals Receipt Status: Receipt available to upload Receipt Description*: Conference dinner Receipt: F1327406504_INV-090910 ... 

Value: 100 From Location: DCU To Location: DCU

Start Date*: 26-Feb-2020 End Date*: 27-Feb-2020 Expense Item Description: Testing

Start Time: 08:00 End Time: 22:00

Cost Centre and Analysis Codes

Cost Centre: GI Expense*: Catering


7.1 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:

Payment By Company

Receipt Status: Receipt available to upload 

Receipt Description*: This field is required

To Location: 

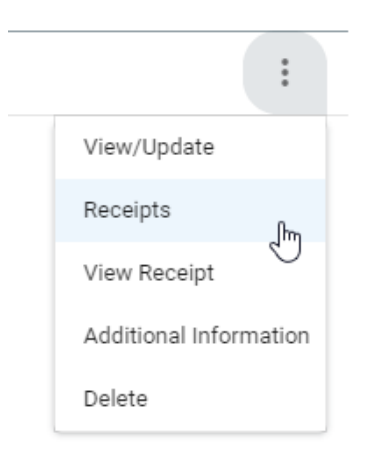
1 **2** **3**

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.

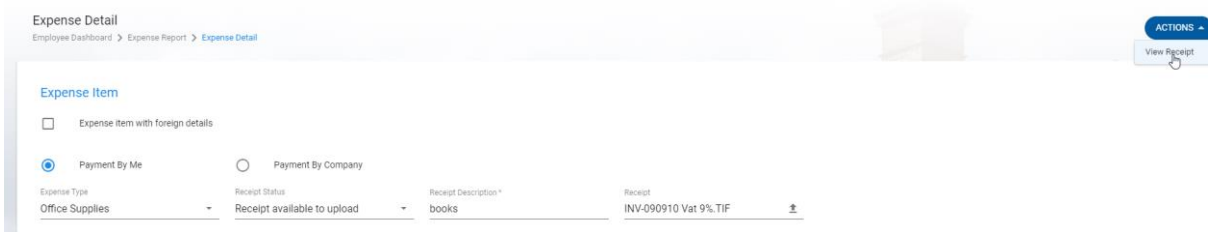
A screenshot of a 'Receipt Required' dialog box. The title is 'Receipt Required'. There are two radio buttons: the first is selected and labeled 'Receipt available to upload', the second is unselected and labeled 'No receipt available'. Below the radio buttons is a text input field labeled 'Description' containing the text 'books'. Below that is another text input field labeled 'Receipt' with an upload icon (a square with an upward arrow) to its right. Below the 'Receipt' field is the text 'Select a new receipt to upload'. At the bottom of the dialog are two buttons: 'CANCEL' and 'OK'.

7.2 VIEW AN EXPENSE RECEIPT

2 options:

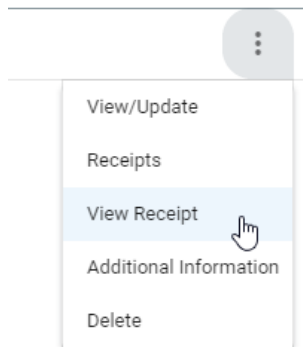
1) In Expense Detail:

click actions button and view receipt.



2) In expense report:

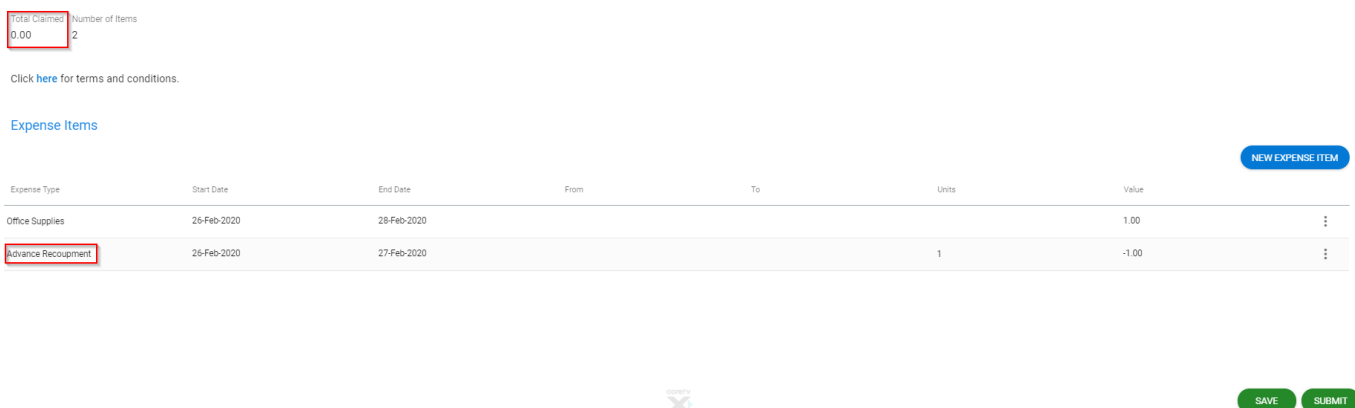
Click 3 dots, choose view receipt



7.3 ENTERING AN EXPENSE TRIP WITH ADVANCE RECOUPMENT

If a staff member is in receipt of an Advance Payment through the Core Expenses module, the Advance Claim relating to the Advance Payment should be submitted and approved on the Core Expenses module within ONE MONTH following the payment date of the Advance Payment.

The Advance Claim should exactly match the Advance Payment amount (€) and receipts/backup documentation must be attached online to the Advance Claim for review.



7.4 ENTERING A MILEAGE TRIP

Type Kilometre in the Expense Type cell and fill in the rest of the relevant details. Should you wish to verify the exact mileage there is a link to AA route planner.

The screenshot shows the 'Expense Detail' form with the following fields and values:

- Expense Item:** Expense item with foreign details; Payment By Me; Payment By Company
- Expense Type:** Kilometre
- Distance:** 13 KM
- From Location:** DCU
- To Location:** UCD
- Start Date:** 05-Feb-2020
- End Date:** 07-Feb-2020
- Expense Item Description:** Testing for kilometers
- Start Time:** 09:00
- End Time:** 10:00
- Cost Centre:** (empty)
- Gl Expense:** Conferences Home

A blue box highlights the 'Distance of one way' link next to the 'Distance' field. A purple arrow points from this link to the 'Distance' input field.

Complete the unpopulated cells (Expense Type, Distance, From & To location, 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. “Home” and “work” are not accepted as location.



7.5 ENTERING A SUBSISTENCE EXPENSE TRIP

Complete the Dates, Times, To and From Locations and Description then press save or Generate Subsistence. This will calculate the number of overnights/10 hours/ 5 hours that the Claimant is entitled to for the trip.

Expense Detail

Employee Dashboard > Expense Reports > Expense Report > Expense Detail

Expense Item

Expense item with foreign details

Payment By Me Payment By Company

Expense Type
10hr Rate

Units: 1 From Location: UCD To Location: DCU

Start Date*: 25-Feb-2020 End Date*: 27-Feb-2020 Expense Item Description: 10 hours, testing

Start Time: 06:00 End Time: 16:00

Cost Centre and Analysis Codes

Cost Centre: GI Expense*: Conferences Home

Expense Items

Expense Type	Start Date	End Date	From	To	Units	Value
5hr Rate	25-Feb-2020 09:30 Time From	26-Feb-2020 14:30 Time To	UCD	DCU	1	15.41
10hr Rate	25-Feb-2020 06:00 Time From	27-Feb-2020 16:00 Time To	UCD	DCU	1	36.97
24 Hr Rate Overnight (Subs)	24-Feb-2020 00:00 Time From	25-Feb-2020 23:45 Time To	DCU	UCD	1	147.00

[NEW EXPENSE ITEM](#)
[View/Update](#)
[Receipts](#)
[Additional Information](#)
[Delete](#)

[SAVE](#) [SUBMIT](#)

jatmv.corehr.com/ols/coreportal/olcuu/#

7.6 ENTERING A FOREIGN EXPENSE TRIP

When entering the Foreign Expense Trip Detail ensure that the Foreign indicator is selected as below.

Enter the Expense Details as normal, entering the value in the local currency and selecting the foreign destination in the location section. This will identify the currency rate from the system that should be used to convert the local currency back into euro.

Expense Detail
Employee Dashboard > Expense Reports > Expense Report > Expense Detail

Expense Item

Expense item with foreign details GBP @ .85105

Payment By Me Payment By Company

Expense Type Accommodation	Receipt Status Receipt available to upload	Receipt Description* Hotel	Receipt Invoice for testing.docx
Value 150	From Location Ireland	To Location Britain London	
Start Date* 10-Feb-2020	End Date* 13-Feb-2020	Expense Item Description testing	
Start Time	End Time		

Cost Centre and Analysis Codes

Cost Centre	GI Expense* Conferences Abroad
-------------	-----------------------------------

Total Claimed: 176.25
Number of Items: 1

If for any reason the Currency rate is incorrect in the back office or the Claimant is allowed use an alternative currency rate (the one used on their credit card statement), it is possible to change the currency rate by clicking on Actions and then Currency Detail.

← Expense Report (Item: 439826)

Expense Detail
Employee Dashboard > Expense Reports > Expense Report (Item: 439826) > Expense Detail

Expense Item
 Expense item with foreign details GBP @ .85105

ACTIONS
Currency Detail
View Receipt

This will bring up the following screen where you can enter a new currency rate and the reason why you are entering it.

Currency Info

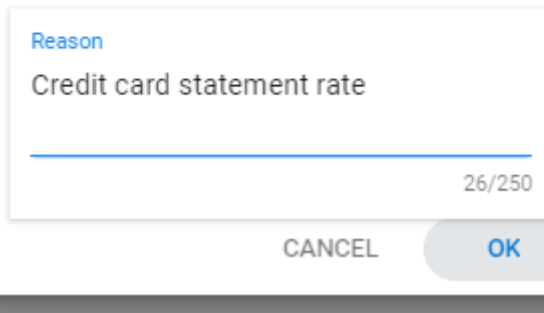
Currency
Pound Sterling

Rate
0.86

Reason
Credit card statement rate

26/250

CANCEL OK



This facility can be turned off so rates cannot be changed.

7.7 ENTERING AN EXPENSE TRIP- TRAVEL WITH HIGHER GRADE

When entering an Expense report the person of Higher Grade with whom the claimant is travelling with needs to be selected. This will allow the claimant to claim the Subsistence rate of the higher Grade Officer.

← Expense Reports

Expense Report (Item: 439826)

Employee Dashboard > Expense Reports > Expense Report (Item: 439826)

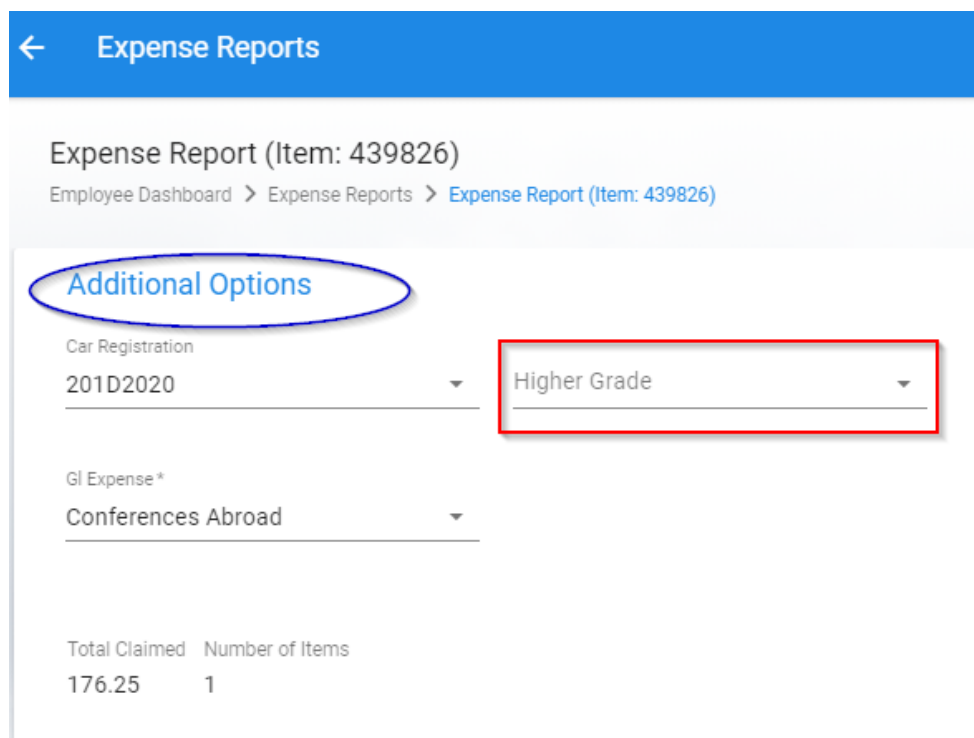
Additional Options

Car Registration
201D2020

Higher Grade

GI Expense*
Conferences Abroad

Total Claimed	Number of Items
176.25	1



7.8 ENTERING AN EXPENSE TRIP- SUBMITTING FOR APPROVAL

Once all Expense items 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:

Expense Report (Item: 439826)
Employee Dashboard > Expense Reports > Expense Report (Item: 439826)

Required Fields

Start Date* 10-Feb-2020 End Date* 13-Feb-2020 Expense Description* Foreign trip

Cost Centre* - Approver* -

Additional Options

Car Registration 201D2020 Higher Grade

GI Expense* Conferences Abroad

Total Claimed 176.25 Number of Items 1

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

Expense Items

Expense Type	Start Date	End Date	From	To	Units	Value
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NEW EXPENSE ITEM

SAVE SUBMIT

Or click 3 dots and submit the claim in Expense Reports

Expense Reports
Employee Dashboard > Expense Reports

Search

NEW EXPENSE REPORT

ID	Start Date	End Date	Expense Description	Approver	Total	Status
439826	10-Feb-2020	13-Feb-2020	Foreign trip		176.25	New
439806	26-Feb-2020	28-Feb-2020	Advance Testing		.00	New
439788	24-Feb-2020	27-Feb-2020	Subsistence, Testing		199.38	New

View/Update Submit

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.

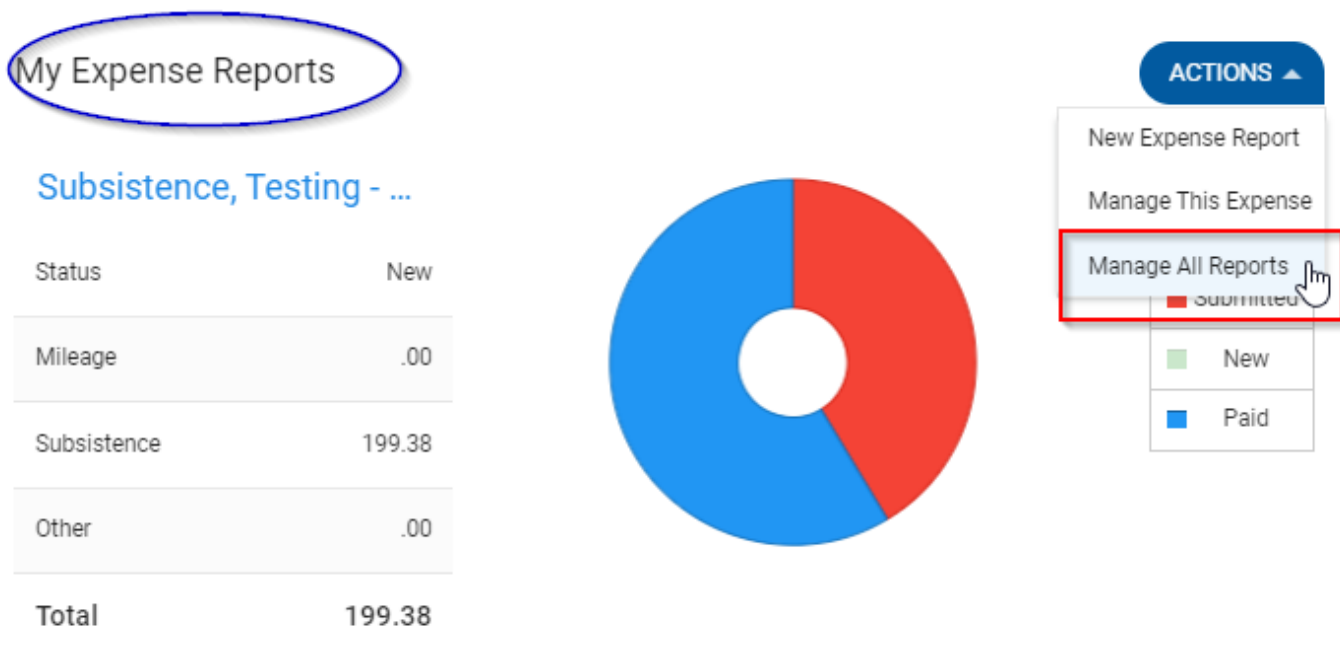
NO

YES

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

7.9 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.



Status	New
Mileage	.00
Subsistence	199.38
Other	.00
Total	199.38

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 Unsubmit Print Friendly (All) Print Friendly (Receipted)
439704	05-Feb-2020	07-Feb-2020	Test 17, mileage		11.64	New	
439684	20-Feb-2020	20-Feb-2020	Test 4 DELEGATION		383.50	Paid	

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.

The claimant can't edit/delete a trip Id once approved but not paid. Please raise the ticket in Finance Systems Helpdesk: <https://login.dcu.ie/idp/profile/SAML2/Redirect/SSO?execution=e2s1>

If trip is paid assume there is no ability to edit/delete from Core Portal.

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

8 REMITTANCES

Recent Remittance Advices are available on the Employee Screen under My Expense Reports.

My Expense Reports

Test 21 - 27-Feb-2020

Status	Submitted
Mileage	.00
Subsistence	.00
Other	100.00
Total	100.00

Remittances [VIEW HISTORY](#)


€ 484.50	29-Feb-2020	VIEW
Payment Value	Date Processed	

Clicking on the view for each remittance will bring up a screen similar to the following one:

Remittance Detail		Scale Code / Class		Address	
Date : February 29, 2020 Payment Run : 160148		Code: 0387 Description: Class:		Name	

Remittance					
Reference	Date From	Date To	Description	Currency	Amount
59531	01-Mar-20	01-Mar-20	Advance Payment (0 Units)	Euro @	1.00
59531	18-Feb-20	18-Feb-20	Corporate Membership Fees (0 Units)	Euro @ 1	100.00
59531	20-Feb-20	20-Feb-20	10hr Rate (1 Units)	Pound Sterling @ .85105	78.06
59531	20-Feb-20	20-Feb-20	Meals (0 Units)	Euro @ 1	305.44
Total Pay					484.50

Details		Cumulatives (Year-to-date)	
Expense Group	1 / Dcu	Claim Value	484.50
Staff ID		Kilometres YTD	0
Payment No.	59531	24Hour	0
Claim Value	484.50	Ten Hour	1
Kilometres	0	Five Hour	0
24Hour	0		
Ten Hour	1		
Five Hour	0		

Should the Claimant require a historical Remittance advice they should click on the “View History” as highlighted below  .

A screen similar to the following one will appear; by clicking on the “View History”. the Claimant will see a full description of the Claim details.

My Remittance History
Employee Dashboard > My Remittance History

Claim No	Payment Run	Date Processed	Payment Method	Bank Details	Payment Value	
59531	160148	29-Feb-2020	Credit Transfer	BIC: IBAN	€ 484.50	VIEW