

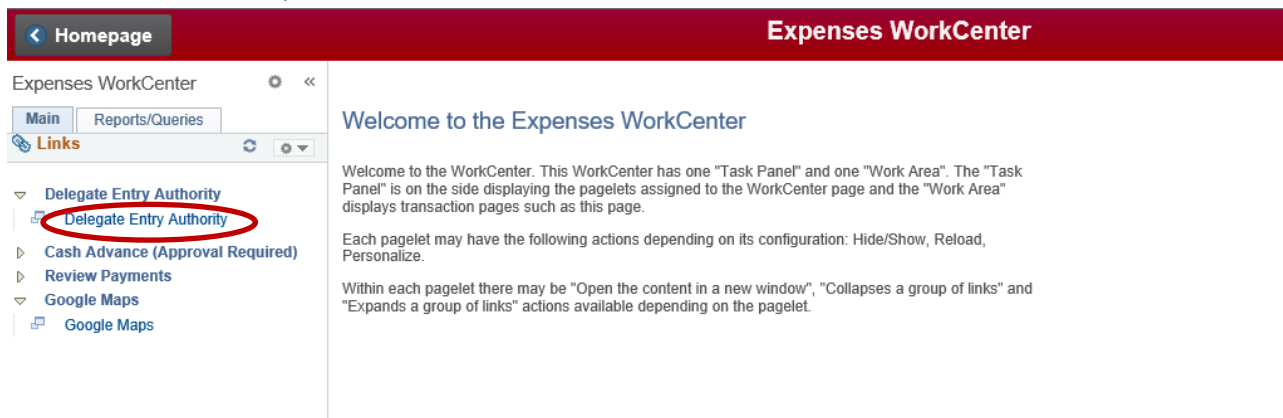
How to Assign an Alternate in the Expense Module

Alternates are individuals assigned to employee or non-employee profiles to enter expenses in the Expense Module. Alternates working on behalf of non-employees can enter and submit reports for approval; however, employees must submit their own reports. Prior to entry, alternates must be assigned.

For non-employee profiles: Consult with your Expense Module Administrator.

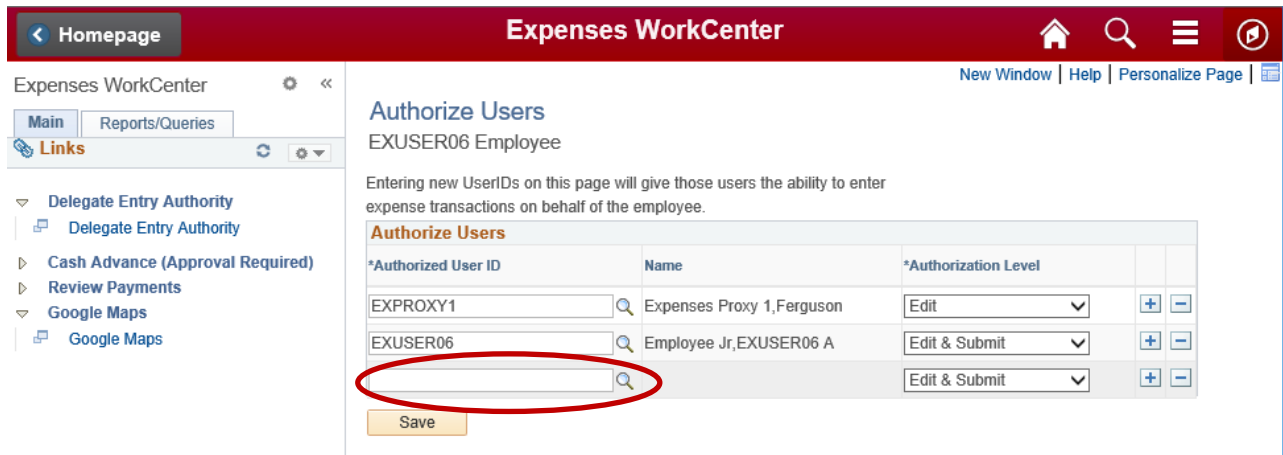
For employee profiles: The following actions must be taken by the employee/traveler.

- 1) Sign into Expense Module. Click on **Expense WorkCenter** and select 'Delegate Entry Authority' from **Main** tab - Expenses WorkCenter.



The screenshot shows the 'Expenses WorkCenter' interface. The top navigation bar includes a 'Homepage' button and the title 'Expenses WorkCenter'. Below the navigation bar, there are tabs for 'Main' and 'Reports/Queries'. A 'Links' section is visible, containing a list of options: 'Delegate Entry Authority', 'Cash Advance (Approval Required)', 'Review Payments', and 'Google Maps'. The 'Delegate Entry Authority' option is circled in red. The main content area displays a welcome message and instructions for using the WorkCenter.

- 2) Click on the plus sign to add an additional row.



The screenshot shows the 'Authorize Users' page in the 'Expenses WorkCenter' interface. The page title is 'Authorize Users' and it is for 'EXUSER06 Employee'. The main content area contains a table with the following columns: '*Authorized User ID', 'Name', '*Authorization Level', and two empty columns. The table has three rows of data. The first row is for 'EXPROXY1' with the name 'Expenses Proxy 1, Ferguson' and 'Edit' authorization level. The second row is for 'EXUSER06' with the name 'Employee Jr, EXUSER06 A' and 'Edit & Submit' authorization level. The third row is a new row being added, with the 'Authorized User ID' field highlighted by a red circle. Below the table is a 'Save' button.

*Authorized User ID	Name	*Authorization Level		
EXPROXY1	Expenses Proxy 1, Ferguson	Edit	+	-
EXUSER06	Employee Jr, EXUSER06 A	Edit & Submit	+	-
		Edit & Submit	+	-

- 3) Enter the alternate's Employee ID number in the Authorized User ID field. Click save.

Note: If you do not know the Employee ID, click on the magnifying glass next to the blank field. Change the "Search by" drop down to "Description and enter the alternate's last name. Click "Look Up". Locate the alternate and click on their name. Click Save.

Homepage Expenses WorkCenter

Expenses WorkCenter

Main Reports/Queries Links

Delegate Entry Authority
Delegate Entry Authority

Cash Advance (Approval Required)
Review Payments

Google Maps
Google Maps

Authorize Users

EXUSER06 Employee

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

*Authorized User ID	Name	*Authorization Level		
EXPROXY1	Expenses Proxy 1,Ferguson	Edit	+	-
EXUSER06	Employee Jr,EXUSER06 A	Edit & Submit	+	-
EXUSER09	Employee,EXUSER09 A	Edit & Submit	+	-

Save

Note: To remove an alternate, click the minus sign next to his/her name, click **OK** and click **Save**.