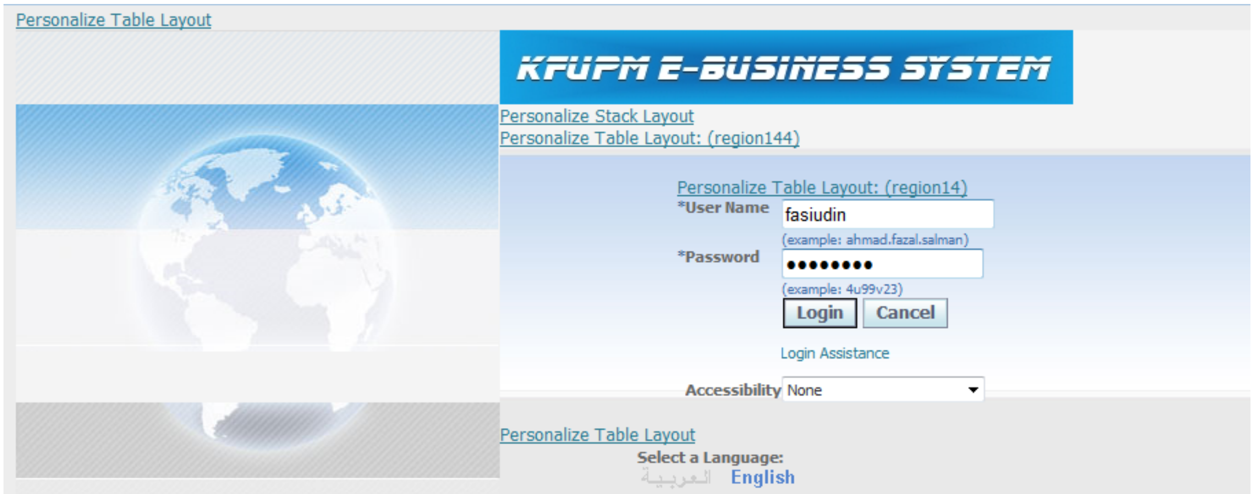
Part1: Procedure to Enter Individual Expenses

Please follow the below procedure to enter individual project expenses

Step 1: Login to E-business

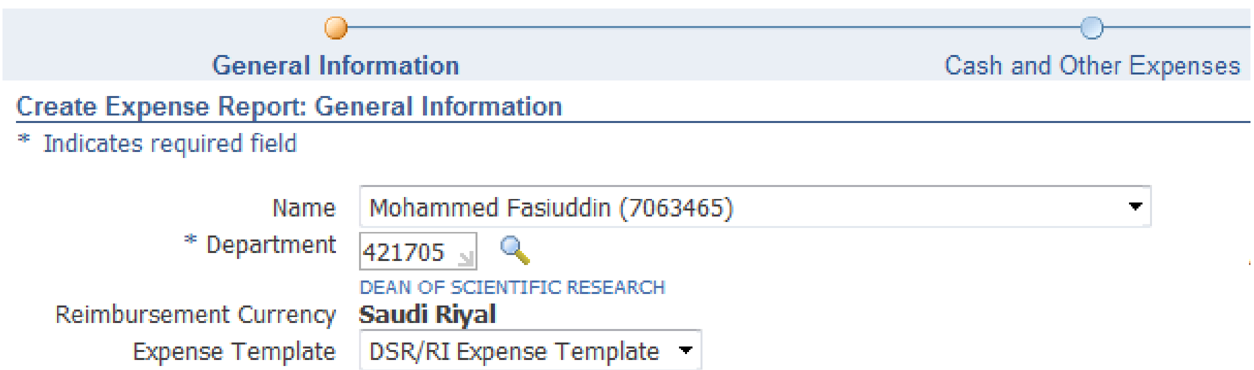


Step 2: Click on internet-Expenses Tab

Step 3: Click on Create Expense Report tab

Step 4: Select the Employee from the Value List (Note: any employee has to delegate his responsibility first before it can be created on his behalf)

Step 5: Enter Purpose (Such as First Progress Report, Final Payment, Stationery, Conference, Student Payment etc.). There is no need to select the approver, the expense report will be directly forwarded to DSR Accountant in case of principal investigator (PI) entering the payments and for other members it will go to the PI.

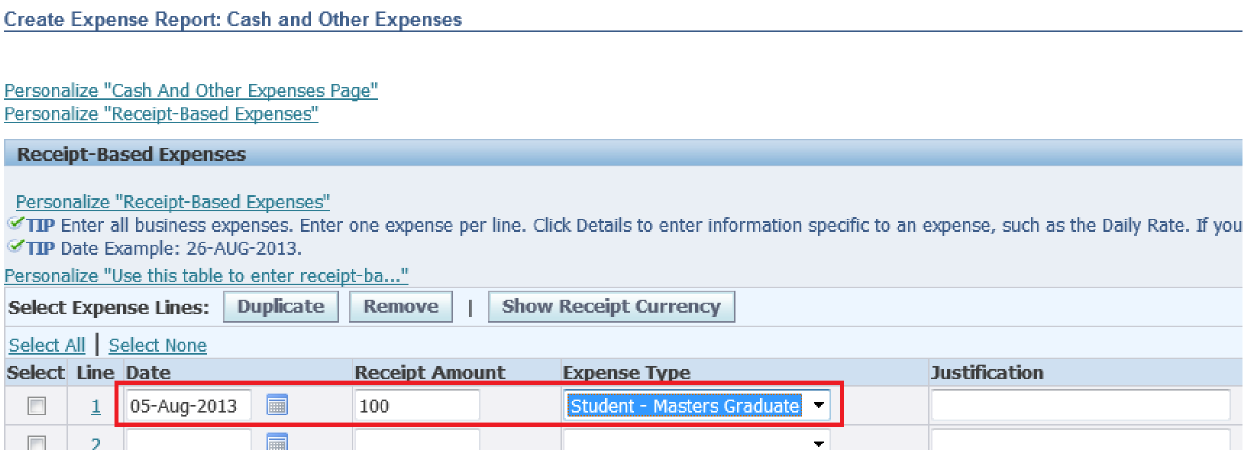


Step 6: Click Next to Move to the Next Page

Step 7: Select the Date (either the date when the payment is being submitted or any future date), however the selected date should be within the Project Active dates (i.e. within the project life cycle),

Step 8: Move to next field by Pressing "Tab" and Enter amount

Step 9: Move to next field by Pressing "Tab" and Select the Expenditure Type

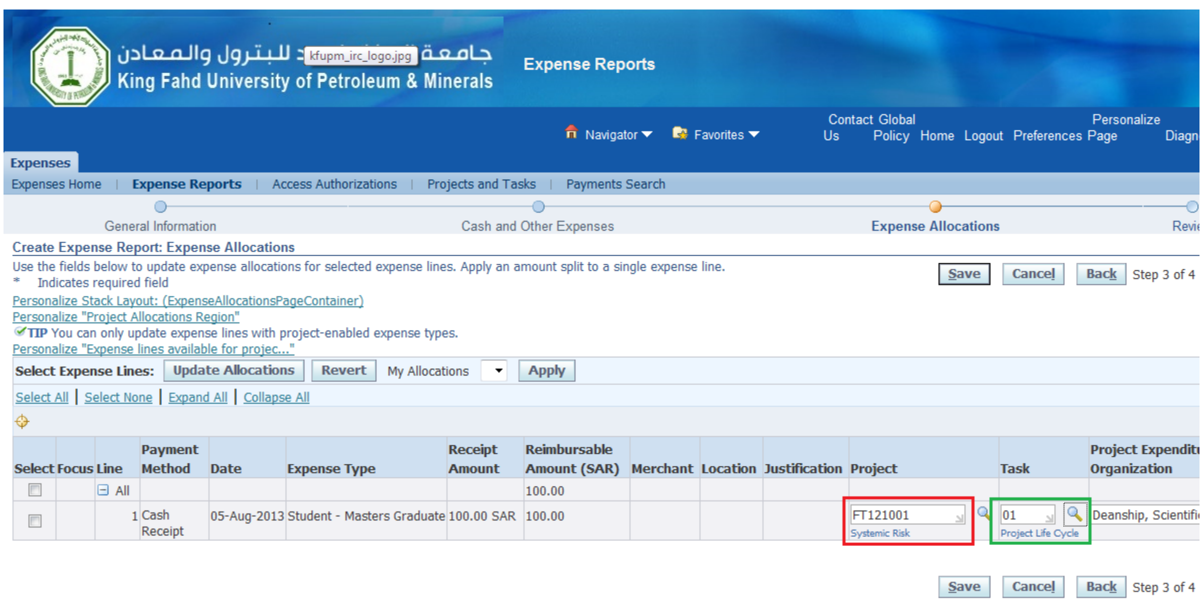


Note: You can submit multiple expenditure type (Such as Project Manager Compensation, Stationery, Reimbursement for Materials etc.), for single individual within one Expense Report by navigating to different lines.

Step 10: Click Next to Move to the Next Page

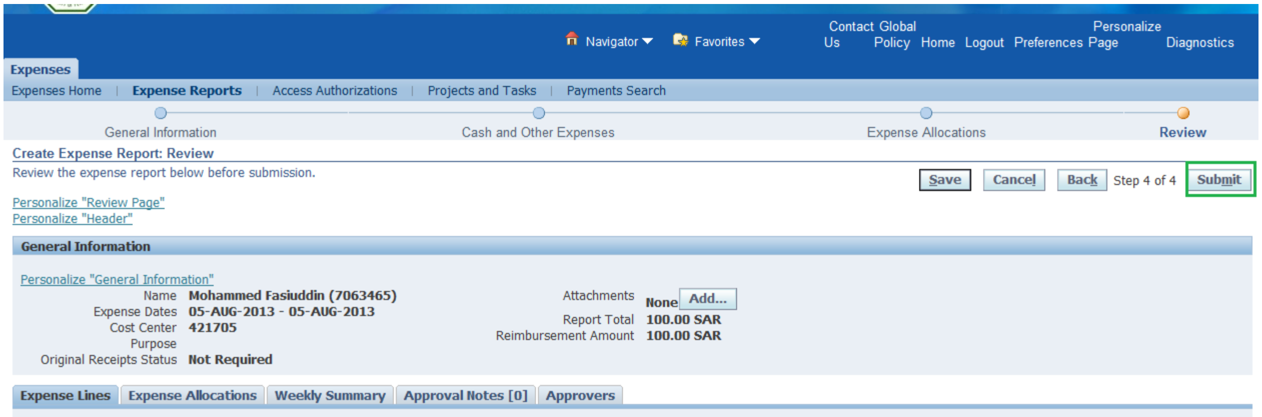
Step 11: Enter the Project Number (The number should be exactly the same as provided by DSR)

Step 12: Move to next field by Pressing “Tab” and Task Number (always “01”)



Step 13: Click Next to Move to the Next Page

Step 14: Click the “Submit” Button to Complete the Submission



Your have now successfully submitted the Expense Report for one Individual. If you have delegation from other members, you can perform their individual expense (Seperetely for each member) submission by Following Steps 4 – 14.