







Enter Expenses

- Use the CA portal at: <https://portalaccess.ca.com> ▪ You must know the purchase order (PO) number.
- You are unable to enter expenses if PO limits have been exceeded—if this occurs, please contact your PM.
- Please indicate if the expenses are to be billable to CA’s client.
- You can save a partially complete Service Expense Entry Sheet (SES), return to it to complete and submit.
- When expenses are submitted, the SES must be printed out and scanned with all applicable receipts into a PDF file, which is then electronically uploaded to CA.

For information on how to electronically submit receipts, please see the information accessible at: <http://www.ca.com/us/collateral/service-partners/na/ca-service-partner-program-tools.aspx>

To enter expenses:

Step	Action														
1.	On the CA portal, click the Employee Self Service → Service Expense Entry Sheet tabs.														
2.	On the Service Partner Consultant Expenses page, click the Create SES link.  Create SES														
3.	<p>On the Service Expense Entry Sheet page:</p> <ol style="list-style-type: none"> a. Identify the week the expenses were incurred, starting on Monday. NOTE: The calendar used to identify the applicable week requires a Monday date to be selected. b. Select the PO in the dropdown. c. Enter a brief description of the expenses—this description identifies the SES in the list presented. d. Indicate if the expenses are billable to CA’s client. <p>For example:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Expense Date (Week Beginning Monday)</td> <td><input type="text" value="04/05/2010"/> </td> </tr> <tr> <td>Internal Order/PO/Line/Start Date/End Date</td> <td><input type="text" value="TRAINING0002/4300001877/00020/01-01-2010/01-29-2011"/></td> </tr> <tr> <td>Internal Order/Description</td> <td>TRAINING0002/Training for PO - PARTNER exp</td> </tr> <tr> <td>Begin Date</td> <td>04/05/2010</td> </tr> <tr> <td>End Date</td> <td>04/11/2010</td> </tr> <tr> <td>Entry Sheet Description</td> <td><input type="text" value="Sample for Partners"/></td> </tr> <tr> <td>Entry Sheet is Rebillable to CA Customer</td> <td><input checked="" type="checkbox"/></td> </tr> </table>	Expense Date (Week Beginning Monday)	<input type="text" value="04/05/2010"/> 	Internal Order/PO/Line/Start Date/End Date	<input type="text" value="TRAINING0002/4300001877/00020/01-01-2010/01-29-2011"/>	Internal Order/Description	TRAINING0002/Training for PO - PARTNER exp	Begin Date	04/05/2010	End Date	04/11/2010	Entry Sheet Description	<input type="text" value="Sample for Partners"/>	Entry Sheet is Rebillable to CA Customer	<input checked="" type="checkbox"/>
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Expense Entry for Partners

Quick Reference Guide








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4.	<p>Enter expenses on the day they were incurred by category.</p> <div data-bbox="337 493 1416 760" data-label="Form"> <p>Expense Entry Sheet</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Line</th> <th>Other currency used</th> <th>Exchange Rate used</th> <th>Air Travel</th> <th>Air Travel Comment</th> <th>Lodging</th> <th>Lodging Comment</th> <th>Car Rental</th> <th>Car Rental Comment</th> <th>Per Diem</th> <th>Per Diem Comment</th> <th>Meals</th> <th>Meals Comment</th> <th>Mileage</th> <th>Mileage Comment</th> <th>Parking/Tolls</th> <th>Parkin</th> </tr> </thead> <tbody> <tr> <td>04/29/2013</td> <td>1</td> <td>GBP</td> <td>1.1874€</td> <td>100.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> </tr> <tr> <td>04/30/2013</td> <td>2</td> <td>-</td> <td>1.0</td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> </tr> <tr> <td>05/01/2013</td> <td>3</td> <td>-</td> <td>1.0</td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> </tr> <tr> <td>05/02/2013</td> <td>4</td> <td>-</td> <td>1.0</td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> </tr> <tr> <td>05/03/2013</td> <td>5</td> <td>-</td> <td>1.0</td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> </tr> <tr> <td>05/04/2013</td> <td>6</td> <td>-</td> <td>1.0</td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> </tr> <tr> <td>05/05/2013</td> <td>7</td> <td>-</td> <td>1.0</td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> </tr> <tr> <td colspan="4">TOTALS</td> <td>100.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> <td>0.0</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Calculate"/> <input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Print"/> <input type="button" value="Return"/> </p> </div> <p>NOTES: Expenses are entered in the currency used to pay them—the system converts the currency to that stipulated in the PO. If necessary, the value in the Exchange Rate field can be changed to the rate applied when the expense was incurred.</p>	Date	Line	Other currency used	Exchange Rate used	Air Travel	Air Travel Comment	Lodging	Lodging Comment	Car Rental	Car Rental Comment	Per Diem	Per Diem Comment	Meals	Meals Comment	Mileage	Mileage Comment	Parking/Tolls	Parkin	04/29/2013	1	GBP	1.1874€	100.0		0.0		0.0		0.0		0.0		0.0		0.0		04/30/2013	2	-	1.0	0.0		0.0		0.0		0.0		0.0		0.0		0.0		05/01/2013	3	-	1.0	0.0		0.0		0.0		0.0		0.0		0.0		0.0		05/02/2013	4	-	1.0	0.0		0.0		0.0		0.0		0.0		0.0		0.0		05/03/2013	5	-	1.0	0.0		0.0		0.0		0.0		0.0		0.0		0.0		05/04/2013	6	-	1.0	0.0		0.0		0.0		0.0		0.0		0.0		0.0		05/05/2013	7	-	1.0	0.0		0.0		0.0		0.0		0.0		0.0		0.0		TOTALS				100.0		0.0		0.0		0.0		0.0		0.0		0.0	
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5.	<p>When expenses are entered, to total amounts click the Calculate button <input type="button" value="Calculate"/> and to either:</p> <ol style="list-style-type: none"> Save a partially complete SES, click the Save button. <input type="button" value="Save"/> Submit a completed SES for processing, click the Submit button. <input type="button" value="Submit"/> <p>NOTE: When you have submitted the SES, you must print a copy, attach receipts and send the documents to CA.</p>																																																																																																																																																																		

Expense Sheet Status and Icons

The Service Partner Consultant Expenses page displays the status of expense sheets. A series of icons enables you to update, view, or delete expense sheets.



Icon	Action
	To update
	To copy
	To reverse
	To view
	To delete



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Correct Expenses

If your expenses are not approved by the PM, your SES is returned to you and appears in Open status in the list presented.

You can click the Update icon and make the necessary corrections.

Adjust Expenses


If necessary, approved expenses can be adjusted by ‘reversing’ the SES.

You can reverse an SES to—

- Remove the SES – if a mistake was made in an amount entered, remove the entire SES and submit a new SES
- Change the billable indicator on the SES
- Change the PO number on the SES

NOTE: If you adjust expenses, you do **not** need to resubmit receipts.

To adjust expenses:

Step	Action
1.	In the row of the appropriate SES, click the Reverse icon. ().

2.

On the Reverse Service Entry Sheet page:

- a. Select the appropriate type of reversal.
- b. Enter comments.
- c. Click the **Submit** button.

A green rectangular button with the word "Submit" in white text.

For example—

- Reverse SES Only
 - Reverse SES and Change Billable Indicator
 - Reverse SES and Change Proj/PO Assignment
- Internal Order

--select--

Comments:

To ensure approval, add explanatory comments here.