Online Expense Portal

QUICK REFERENCE GUIDE

TROUBLESHOOTING ENTRIES

After an expense entry is saved, it is listed on the Expense Reporting screen with a status of either **complete** or **incomplete**:

Payment Date	Payment Total	Expense Type	Payment Method Type	Vendor / Facility	Status
07/01/2016	150.00	Assistive Technology Rental	Point of Sale	Bob's Assistive Technology Center	Incomplete
07/01/2016	50.00	Testing Fees	Square	Bob's Testing Services	Incomplete
07/01/2016	450.00	Postsecondary Institution (College) Expenses	Point of Sale	Bob's Postsecondary College	Complete
07/15/2016	15.00	Curriculum	Phone, Mail, Internet	Curristore	Complete
07/19/2016	100.00	Curriculum	Phone, Mail, Internet	CurriStore	Complete

A **complete** status indicates that all required information is included; however, it does not imply that the expense will be approved.

An **incomplete** status indicates that at least one piece of required information is missing. It also implies that the expense may not get approved.

It is recommended to confirm that all entries have a **complete** status prior to submission. Below are some basic troubleshooting steps for incomplete entries:

ALL EXPENSES
- Confirm receipt is uploaded
- When submitting your report, make sure the signature on the verification page matches the **exact** name used on the application:

Signature of Parent/Guardian of Qualified Student

PRIVATE SCHOOL, ONLINE PROGRAM, & POST-SECONDARY EDUCATION EXPENSES
- Confirm the amount of all sub-categories equals the amount entered into the **Payment Total** field
  - Expense reports with numbers not adding up to the Payment Total cannot be submitted
- Confirm all entries are shown as listed on the invoice/receipt
- Confirm the price typed into each **amount** field is accurate

TUTORING SERVICES, EDUCATIONAL THERAPIES, AND PARAPROFESSIONAL EXPENSES:
- Confirm the **Verified Credentials** checkbox is selected
- Confirm credentials are uploaded

CURRICULA AND SUPPLEMENTAL MATERIALS EXPENSES:
- Confirm the amount of the entered items equals the amount entered into the **Payment Total** field
  - Expense reports with numbers not adding up to the Payment Total cannot be submitted
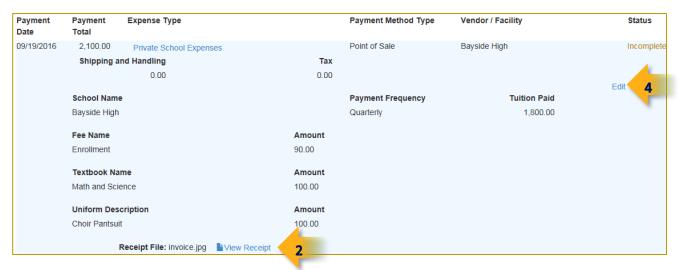- Confirm the price typed into each **amount** field is accurate
- Confirm supporting documentation for supplemental materials are uploaded

FIXING ENTRIES

Payment Date	Payment Total	Expense Type		Payment Method Type	Vendor / Facility	Status
			1			
09/19/2016	2,100.00	Private School Expenses		Point of Sale	Bayside High	Incomplete
10/05/2016	25.00	Private School Expenses		Point of Sale	zfghjzfgjfgj	Incomplete
10/13/2016	10.00	Curricula and Supplemental Materials		Phone, Mail, Internet	jhbljgkhvhb	Incomplete
11/04/2016	600.22	Curricula and Supplemental Materials		Phone, Mail, Internet	Curristore	Incomplete

Total Expenses reported for this period: $2,735.22

(Enter Expense | Submit Expense Report | Export To PDF)

1) Click the link under **Expense Type** that you would like to edit
   - Selecting a link expands the information:
     o For Curricula and Supplemental Materials, Private School Expenses, Online Private Program Expenses and Post-secondary Educational Expenses, confirm all numbers are correct and add up to the **Total Payment**

Payment Date	Payment Total	Expense Type	Payment Method Type	Vendor / Facility	Status
09/19/2016	2,100.00	Private School Expenses	Point of Sale	Bayside High	Incomplete

Shipping and Handling 0.00 — **Tax** 0.00 — Edit **4**

School Name Bayside High — **Payment Frequency** Quarterly — **Tuition Paid** 1,800.00

Fee Name Enrollment — **Amount** 90.00

Textbook Name Math and Science — **Amount** 100.00

Uniform Description Choir Pantsuit — **Amount** 100.00

Receipt File: invoice.jpg — View Receipt **2**

2) Confirm that the **Receipt File** has been uploaded

11/02/2016	150.00	Educational Therapies and Services	Phone, Mail, Internet	Therapy Hut	Incomplete

Therapist Name	Therapy Type	Applicant Has Verified The Credentials	Required Accreditation Type	
Trevor Noah	Speech Therapy	☐ **3**	Speech Language Pathologist Therapy license (SLP assistants are approved)	Edit **4**

Credential File: secondarytile.png — View Credential
Receipt File: invoice.jpg — View Receipt

3) If a credential is uploaded (for a tutor, therapist or paraprofessional), confirm the **Applicant Has Verified The Credentials** checkbox is selected

4) Click **Edit** to go back to the expense entry and make modifications
   - Save the expense entry after making corrections

If you are unable to correct an entry because of missing documentation, submit the expense report; ESA Staff will contact you to determine how to proceed.