

# CC Expense Report

## Create Expense Report

### Step 1

Start: Create Expense Report

The screenshot shows the 'Expense Report' creation screen. At the top, it says 'Report: NEXT' and 'Deanna Ziesman'. Below that is the 'General Information' section. It contains the following fields with labels A, B, C, and D:

- A:** \*Business Purpose: A dropdown menu showing 'In State Travel Related'.
- B:** \*Description: A text input field containing '123'.
- C:** Destination Location: A dropdown menu showing 'LEWIS AND CLARK COUNT Q'.
- D:** \*Accounting Date: A date picker showing '12/24/2025'.
- On the right side of the 'General Information' section, there are two buttons: 'Attach Receipt' and 'Accounting Defaults'.
- Below the 'General Information' section, there is a 'Creation Date' (12/24/2025) and 'Updated on' (12/24/2025).
- At the bottom, there is an 'Expense Details' section with a dropdown menu labeled 'Expense Report Action'.

**A** Business purpose: Select item      **B** Description: Name your Expense report

**C** Destination Loc: Select Location      **D** Expense Report Action: Select Action

<u>Business Purpose</u>	<u>Description</u>	<u>Expense Report Action</u>
In State Travel Related	<b>Meals</b> 11/1/25 to 11/15/25	Add Expense Line
Out State Travel Related	<b>Meals</b> 11/1/25 to 11/15/26	Add Expense Line
Procurement Card Non Trvl	<b>CC</b> - 11/1/25 to 11/7/25	Add from My Wallet

\*\*\* Meals and CC charges are not to be listed on the same Expense report.

All Meal reports will be titled as Meals then for date range reporting for.  
(Meal expense report should only be reported to supervisor once a Month)

ProCard/CC reports will be titled as CC then for the date range of the charges for.  
(CC expense report should only be reported to supervisor once a Month by 25th of each month)

## Following Instructions are for CC Expense Report

If you have already had a Default Accounting code setup move forward and save.

If you have not set up your Default Accounting code (follow instruction on doing this/ **this is a must for all employees**)

To charge to another funding source select Accounting

1. Select Item from Items listed in Wallet
2. Enter in a Description: (name of the Program/funding and anything else that is important to know about this transaction).
3. If charging to a different funding source other than Employee's Default (Select Accounting )

Expense Entry

UPS Invoices

Olivia Johnson

Total (1 Item) 118.94 USD

Monday, December 08, 2025

Procurement Card Transactions

UPS Invoice Payment 118.94 USD

1

Procurement Card Transactions - 12/08/2025

\*Date 12/08/2025

\*Expense Type Procurement Card Transaction

\*Description UPS Invoice Payment

2

Payment Details

\*Payment Procurement Card

Card Number \*\*\*\*1045

\*Amount 118.94 USD

Merchant

Merchant UPS\*BILLING CENTER

Additional Information

\*Billing Type Internal

Start Time (HH:MI) 12:00AM

End Time (HH:MI) 11:59PM

Attach Receipt 1 >

3 Accounting 2 >

Exceptions

Accidental Use of ProCard

Have you lost your receipt and/or cannot obtain one?

Receipt Split

4. Select: Change Value

Expense Report Defaults

Description

Accounting Tag [Change Value](#) **4**

Accounting Details

GL ChartFields Show All

%	GL Unit	Fund	Org	Program	Sub-Class	Project
<input type="text" value="100.00"/>	<input type="text" value="56030"/>	<input type="text" value="02426"/>	<input type="text" value="1140"/>	<input type="text" value="2026"/>	<input type="text" value="485H1"/>	<input type="text"/>

5. Select your Accounting Tag for Funding Code.

Accounting Tag

Total Amount 11.20

Remaining Amount 11.20

Undistributed Amount 0.00

Currency Code USD

[Manage Favorites](#)

Accounting Tag List 27 rows

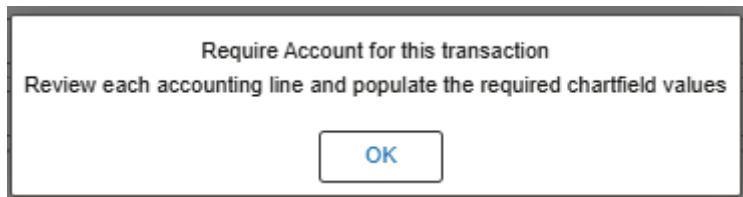
Accounting Tag	Description
<input type="radio"/>	DLAB-PR
<input type="radio"/>	DSA
<input type="radio"/>	M&E
<input type="radio"/>	MLAB
<input type="radio"/>	MPI-C
<input type="radio"/>	MPI-CIS
<input type="radio"/>	MPI-F
<input checked="" type="radio"/>	MPI-H
<input type="radio"/>	NADPRP
<input type="radio"/>	SHELLEGG
<input type="radio"/>	SHIELDED
<input type="radio"/>	ZOO

**Account Tag Codes list** located at the end of this manual.

6. The Account code is required

Select from the **Expense Code list** located at the end of this manual.

If you have any trouble deciding the Expense Code, there just enter/select 62886.



7. If you will be charging to another Funding sources, then set up your Favorites

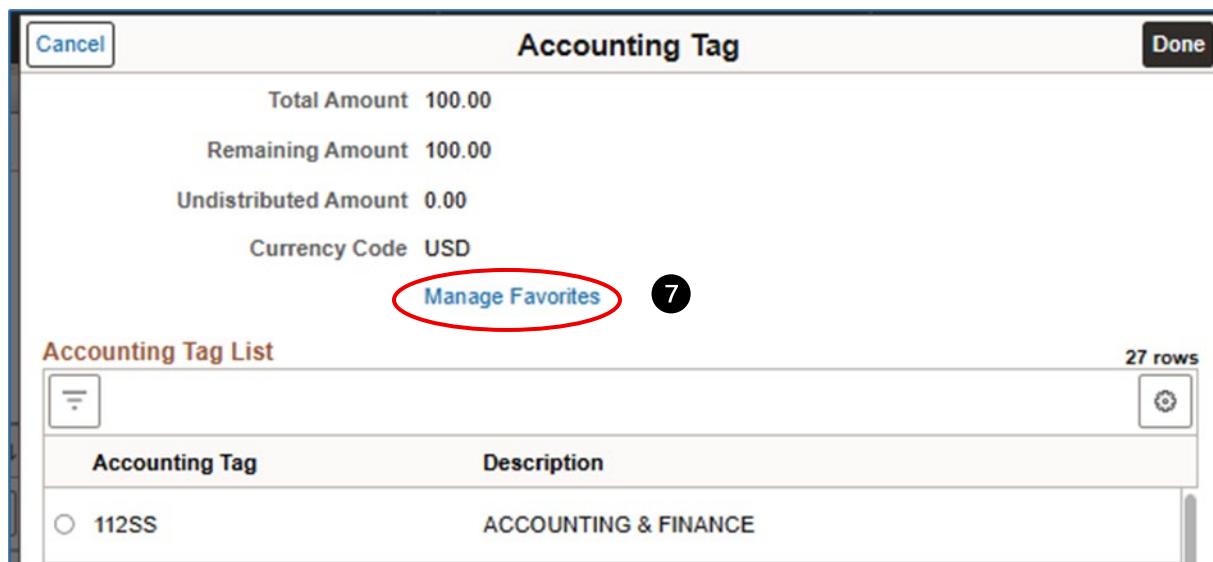
This will be useful for the account coding if you need to record costs to other funding sources

Start: Create Expense Report

Select “Accounting Defaults”

Select “Change Value”

Select “Manage Favorites”



Select ALL funding you might / will be coding to from the Accounting Tag list.

Accounting Tag / Speed Chart #	Description
ADT	ADT FY 2025
AHFEET	ANIMAL HEALTH FEES
AHLTH	ANIMAL HEALTH
ALTLVK	ALTERNATIVE LIVESTOCK
AVIAN	NAI - AVIAN FFY 2025
BISON	BISON FFY 2025
DSA	DSA
ECSR	ECSR FFY 2025
EPI	EPI FFY 2025
SHIP-SWINE	SHIP - SWINE 3/2026
ZOO	ZOONOTIC FFY 2025
AHBE1	AH-BE Split 50/50
DLAB-GF	DIAGNOSTIC LAB - General Fund
DLAB-PR	DIAGNOSTIC LAB NAPROP-Enterpri
DLAB-SSR	DIAGNOSTIC LAB - SSR
MLAB	MILK DIAGNOSTIC LAB
NADPRP	NADPRP 5/15/2026
NHLN-1	NAHLN - HB2
NHLN-2	NAHLNA - 170K Grant 7/24 to 6/26
NHLN-3	NAHLNA - 278 Grant 5/2026
M&E	MILK & EGG
SHELLEGG	SHELLEGG
SHIELDED	SHIELDED EGG
MPI-AHFEET	MPI - Animal Health Fees
MPI-C	MEAT INSP-Compliance FFY 2025
MPI-CIS	MEAT INSP-CIS Program FFY 26
MPI-F	MEAT INSP-Field FFY 2026
MPI-H	MEAT INSP-IN HOUSE/HLN FFY 2026
BE-HLN	BRANDS ENFORCEMENT-Helena
BE-INSP	BRANDS ENFORCEMENT-District In
BE-MRKT	BRANDS ENFORCEMENT-Market Insp
AHBE1	AH-BE Split 50/50
110SS	EXECUTIVE OFFICE
111SS	DEPUTY EXECUTIVE OFFICER
112SS	ACCOUNTING & FINANCE
113SS	INFORMATION TECHNOLOGY
115SS	PROCUREMENT/PURCHASING
116SS	LEGAL SERVICES
118SS	BOARD OF LIVESTOCK
120SY	LOSS MITIGATION
130SY	MILK CONTROL BUREAU

## Most Commonly used Expense Codes

Call if you have any questions Call - 406.444.4996

If NOT listed select "**62886**"

<b>Account</b>	<b>Description</b>	<b>Examples</b>
62108	Legal Services	Transcripts, Records
62801	Dues, Memberships	
62802	Subscriptions	
62809	Training, Conferences	If Cost of Conference is separate from Hotel stay
62817	Meeting Costs	
62823	Licenses and Permits	
62241	Office Supplies	Paper, batteries(small), cell phone accessories
62225	Books and Reference Materials	
62106	Lab Testing	
62208	Lab Small Equip and Supplies	
62225	Books and Reference Materials	
62240	Field Equipment	Cloud Storage, GPS Map, Safety supplies, Shears, Hammer, Boots, etc.
62263	Veterinary Supplies	
62186	Waste Disposal	
62529	Rent	Storage Unit
62517	Leased Equipment	Skid Loader, Copies etc.
62706	Vehicle Maintenance	Car Wash, Wipers, Oil Change etc.
62727	Tires	
62216	Gasoline	
62407	In-State Meals	Employee Employee
62408	In-State Lodging	(If Conf and Hotel are one charge)
62410	In-State Meals Overnight	Employee
62878	Parking Fees	Airport Parking, etc.
62412	Out-Of-State Commercial Transportation	Airline, Bus, Taxi, Uber, Lyft
62417	Out-Of-State Meals	Employee Employee
62418	Out-Of-State Lodging	(If Conf and Hotel are one charge)
62415	Out-Of-State Other	Baggage, Internet(work related)
62419	Out-Of-State Car Rental	Employee
62430	Out-Of-State Meals Overnight	Employee
62497	Non-Employee In-State Lodging	Broad Member (only)
62809	Training, Conferences	
62304	Postage	USPS - Mailing
62308	PO Box Rental	USPS - PO Box
62822	Shipping Freight	Fed Ex, UPS - <u>Must use this</u>