ONLINE EXPENSE PORTAL

PRIVATE SCHOOL EXPENSES

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INTRODUCTION

The purpose of this manual is to outline the steps required for completing a private school expense entry once the user is logged into the Applicant Portal:

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HELPFUL LINKS

- Applicant Portal Registration Instructions: Steps for registering for the ESA Applicant Portal
  - An account is required for accessing the online expense reporting system
- Glossary: Definitions of common words and terms used throughout the online expense reporting system
- Selecting an Expense Category: Guidance for choosing the appropriate expense type
- Troubleshooting & Fixing Entries: Help for correcting incomplete entries
- Uploading Credentials & Receipts: Suggestions for saving copies of credentials and receipts on your computer

All ESA Training Documents are located at: http://www.azed.gov/esa/training/

1.0 Select Student on the **Home Screen**

After logging into the Expense Portal, applicants will see their students listed on the Home screen (**Figure A**). Clicking the Home button at the top of any subsequent screen returns to this screen.

Click the blue **Report Expenses** button to begin (or continue) an expense report for a student.

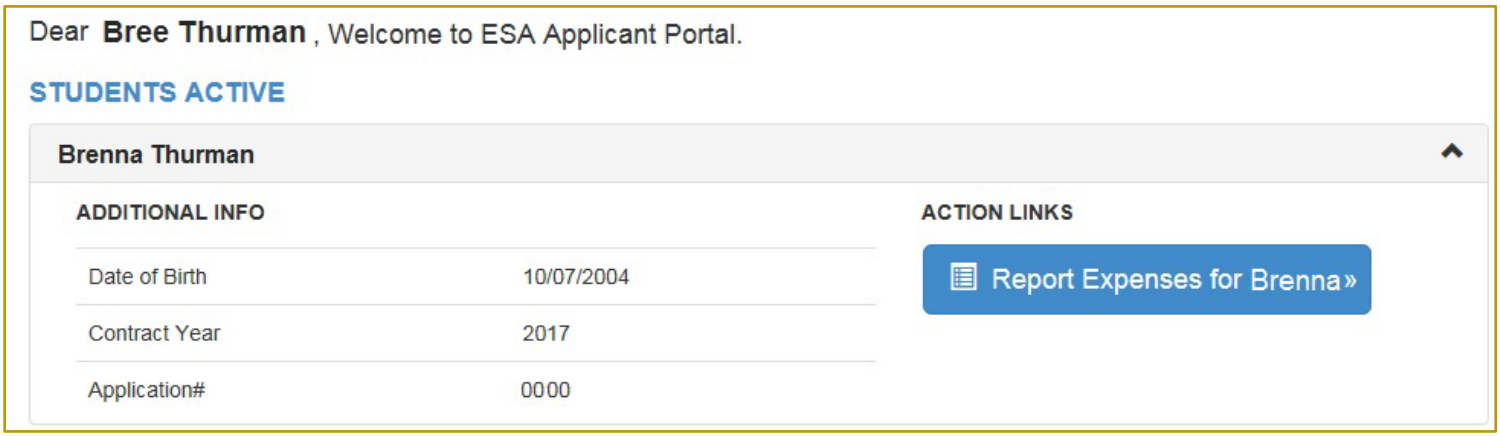


Figure A

2.0 Click "**Enter Expense**" to Begin the Expense Entry

A blank screen, as shown the screenshot below, indicates that this is the first expense entry. Once an expense entry is started (and the information is saved), they will appear on this screen (**Figure B**).

Click the **Enter Expense** button (shown in the blue box) to begin the expense entry.

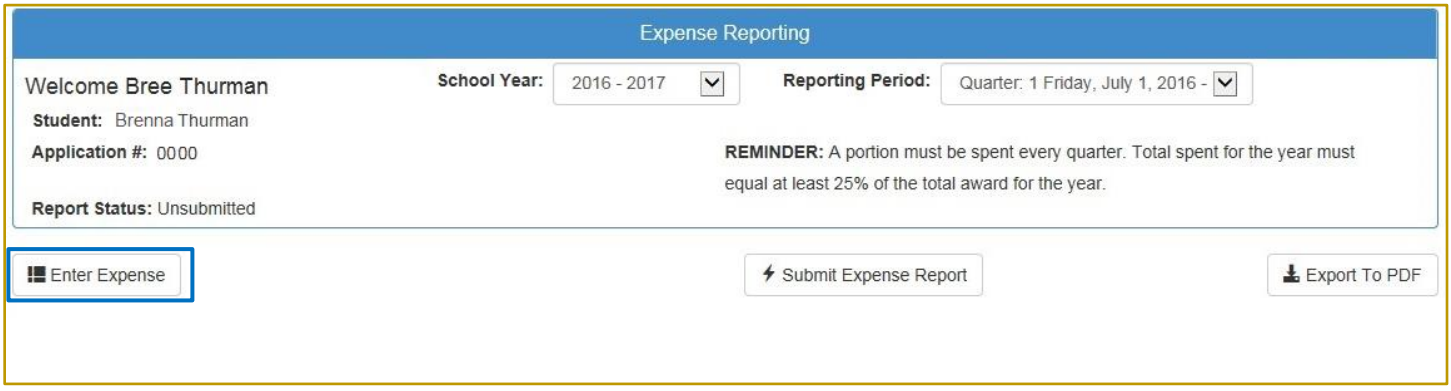


Figure B

➢ **Tips:**

- If correcting (or entering) expenses from a previous school year, choose the previous year from the **School Year** drop-down menu
- If correcting (or entering) expenses from a previous quarter, choose the quarter from the **Reporting Period** drop-down menu
  - If the previous quarter was in the prior school year, select the appropriate school year first

3.0 Choose the **Expense Type**

After clicking the **Enter Expense** button, a pop-up window displays with the available expense categories. Select **Private School Expenses** from this list (**Figure C**):

Figure C

➢ **Tips:**

- If entering **Postsecondary Institution (College) Expenses** or **Public School Tuition Expenses**, select the appropriate category instead
  - Screens for these categories are similar to the Private School screens shown in this document
- Options on this menu vary depending on your eligibility category
- Click **Back** to close this window

4.0 Enter the **Total Payment** Information

The first seven fields (shown in the blue box in **Figure D**) capture details regarding the entire transaction.

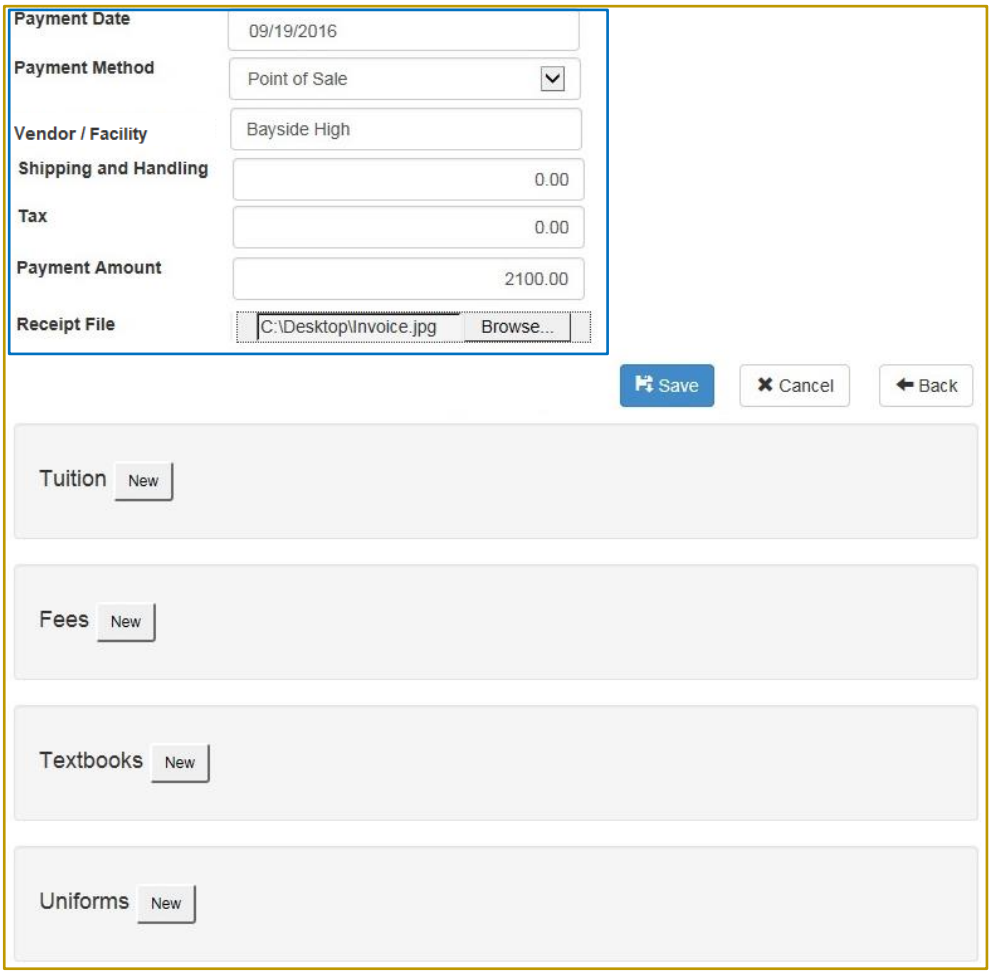


Figure D

➢ **Tips:**

- Clicking in the **Payment Date** field displays a calendar; select a date from the calendar, or manually enter a date into the textbox instead
- Make sure to enter the date of the payment rather than the date of the invoice
- **Vendor / Facility** is most likely the name of the school
- If something does not apply (such as shipping and handling), leave the field blank
- **Payment Amount** is the total amount indicated on receipt

5.0 Enter Line Items

Click **New** next to **Tuition**, **Fees**, **Textbooks**, and **Uniforms** (shown in **Figure D**) to specify how much of the total Payment Amount was spent in each category. If a category does not apply, leave the area blank.

➢ **Tips:**

- The sum of all line items must equal the total **Payment Amount**
- Transactions shown on the invoice, but with different payment dates, require separate expense entries

5.1 Specify the **Tuition Paid**

Clicking **New** next to **Tuition** (in Figure D) displays a pop-up window for entering tuition information (**Figure E**). Click **Save** after entering the information.

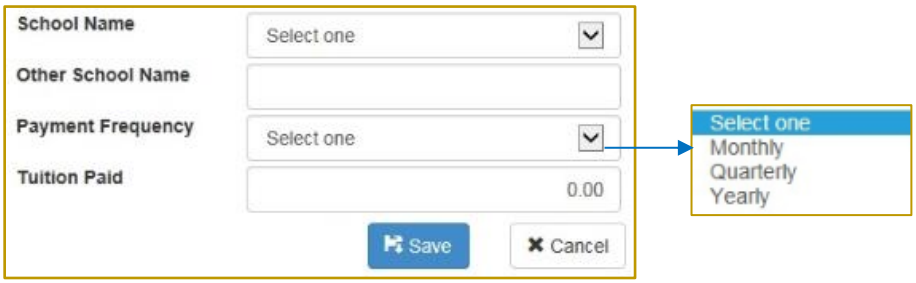


Figure E

➢ **Tips:**

- If your school is not available in the **School Name** menu, scroll to the bottom and select **Other**
  - The **Other School Name** textbox becomes available for typing the name of the school
- If selecting **Monthly** from the **Payment Frequency** menu, a new expense entry is required for each monthly payment
- If Tuition is the only expense, the **Tuition Paid** must equal the **Total Amount** (entered on the previous screen)

5.2 Enter **Fees**

Clicking **New** next to **Fees** (in Figure D) displays a pop-up window for entering any fees that are shown on your invoice (**Figure F**). Click **Save** after entering the information.

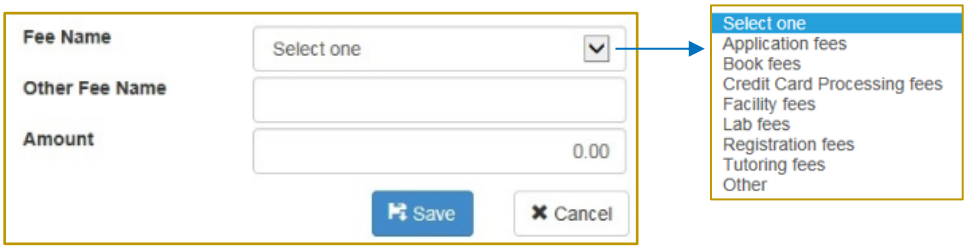


Figure F

➢ **Tips:**

- If a fee is not available in the **Fee Name** menu, scroll to the bottom and select **Other**
  - The **Other Fee Name** textbox becomes available for typing the name of the fee
- If there are multiple fees on the invoice, click **New** next to Fees (in Figure D) to separately enter each fee

5.3 Enter **Textbooks**

Clicking **New** next to **Textbooks** (in Figure D) displays a pop-up window for entering textbooks that are shown on your invoice (**Figure G**). Click **Save** after entering the information.

Figure G

➢ **Tips:**

- If there are multiple books shown on the invoice, click **New** next to Textbooks (in Figure D) to separately enter each book

5.4 Enter **Uniforms**

Clicking **New** next to **Uniforms** (in Figure D) displays a pop-up window for entering uniforms that are shown on your invoice (**Figure H**). Click **Save** after entering the information.

Figure H

➢ **Tips:**

- Enter the **Uniform Description** as shown on the invoice
- If multiple pieces are shown on the invoice, click **New** next to Uniform (in Figure D) to separately enter each piece
- **Team uniforms** for optional extra-curricular sports **are not** allowed under ESA, however, a required PE uniform would be acceptable
- Uniforms purchased elsewhere are not an allowable expense
- $800 per year are allowed for uniforms
- Enter all expenses charged to your ESA Card, even if you cannot find the receipt or if it was not an allowable expense

6.0 Save the Entire Entry

After entering all applicable information, click the **Save** button (shown in the blue box below) to save and complete the expense entry.

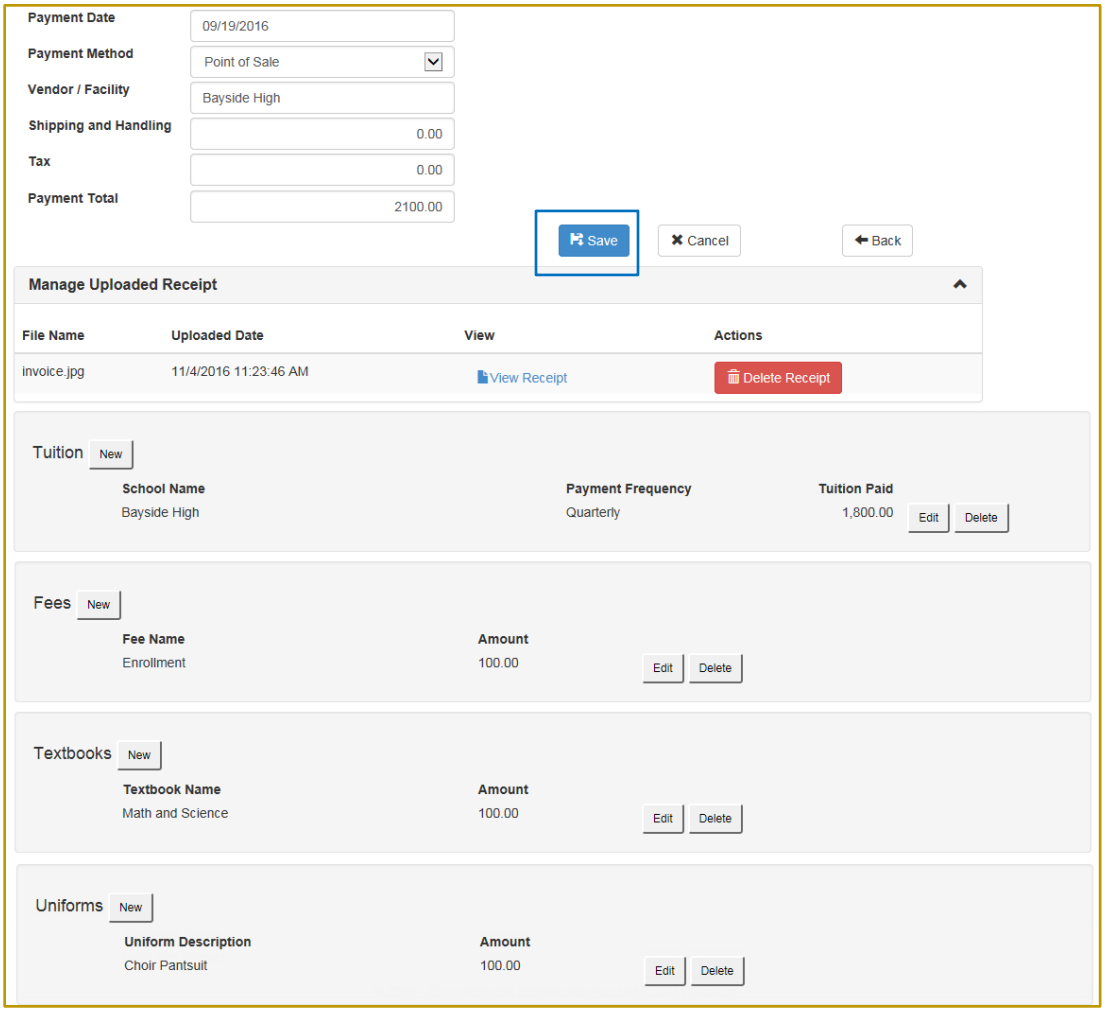


Figure I

➢ Tips:

- Confirm that an invoice has been uploaded before saving the entry
  - Uploaded files will be shown in the **Manage Uploaded Receipt** box
- Click **Edit** next to a line item to modify an entry and **Delete** to remove an entry
- Confirm that all price amounts are typed correctly so that the sum of all items equals the amount entered in the **Payment Total** field

This sample invoice shows the information that is entered in **Figure I**:

TYPE	DATE	NUMBER	MEMO	AMOUNT
INVOICE	9/15/2016	111111	QUARTER 1 TOTAL	2100.00
			Enrollment Fee	100.00
			July Tuition	600.00
			August Tuition	600.00
			Sept Tuition	600.00
			Math/Sci. Course Bk	100.00
			Choir Pantsuit, Med x 2	100.00
PAYMEMT	9/19/2016	123	PMT FULL QRT1 DEBIT	-2,100.00
BALANCE				**00.00**

7.0 Confirm Status says, "**Complete**"

When all the information for an expense entry is provided, the system reads "**Complete**" next to that entry.

If something is missing, the status reads, "**Incomplete**" instead (**Figure J**).

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

Figure J

7.1 Fixing and Deleting Entries

To correct or delete an entry, click the blue **Private School Expenses** link in the **Expense Type** column to expand the information, followed by **Edit**:

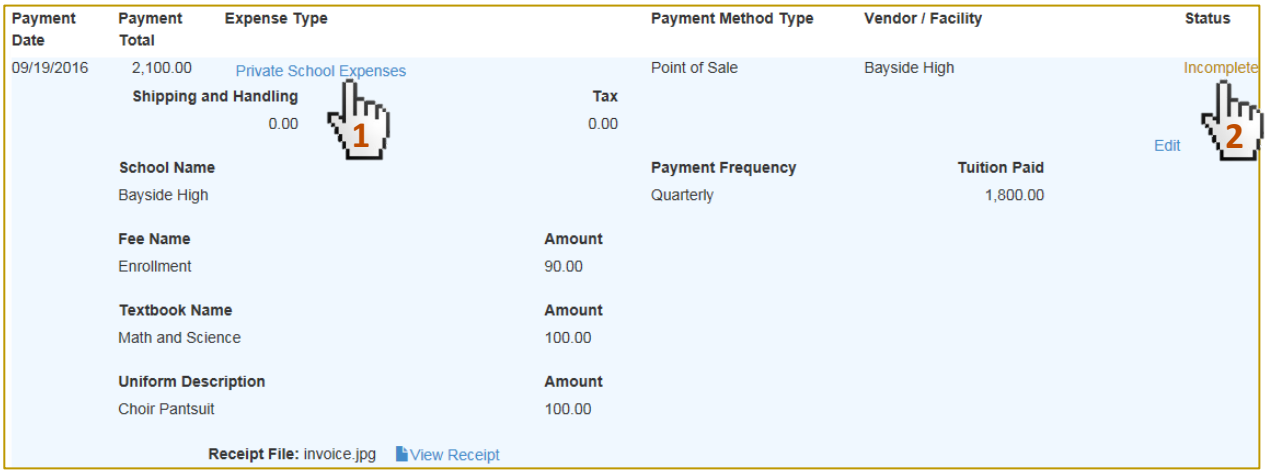
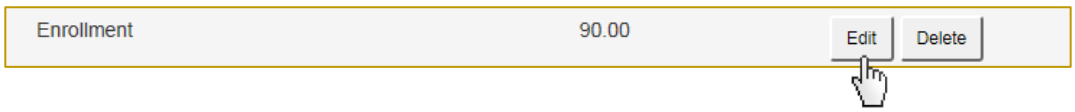
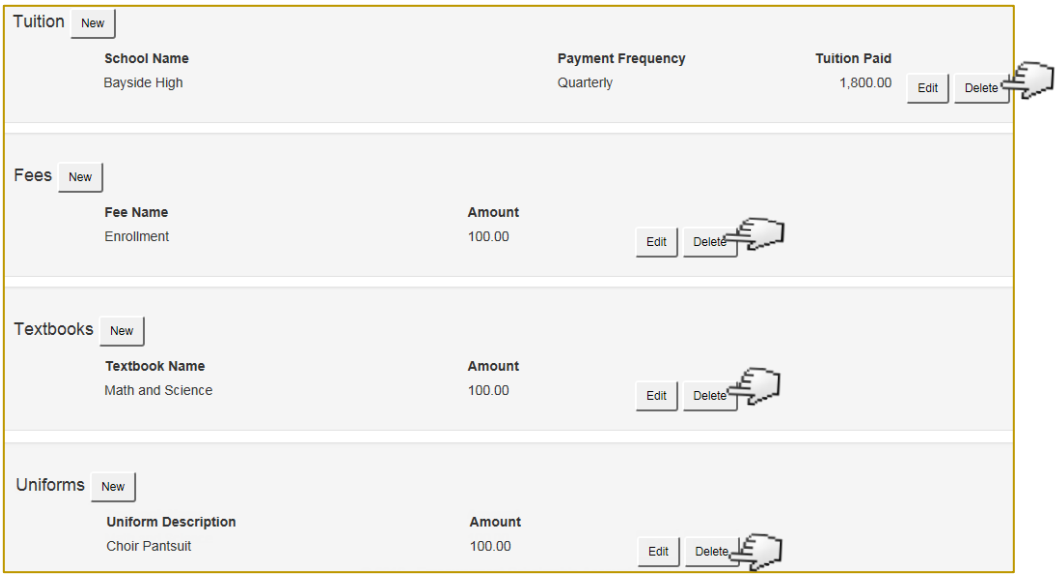


Figure K

To **modify** specific items, click the **Edit** button next to the item to make the correction:



To **delete** an entry, each entered item must be deleted. Once all items are removed, the expense entry will be deleted:



If you are unable to correct an entry, the expense report can still be submitted. ESA Staff will contact you to request the missing document(s) or more information.

8.0 Submit the Expense Report or Make a New Expense Entry

If you have additional expenses, click **Enter Expense** to begin a new expense entry.

When all your expense entries are complete, click **Submit Expense Report** to submit your expense report to ADE. Please be aware that **reports cannot be modified after submission**.

- If the **Submit Expense Report** button is not visible, it indicates that the price of all items does not equal the **Payment Total** amount
- You will receive a confirmation message and a confirmation email (if there is an email address on file) upon submission of an expense report

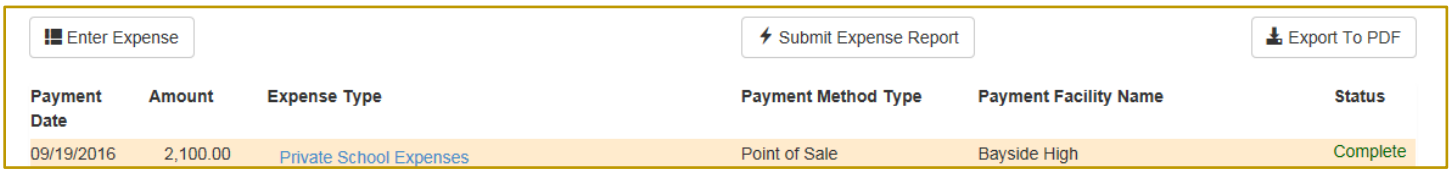


Figure L

Approvals, Denials, and Requests for Information will be sent via email.