

Guidelines business expenses in ETHIS

<https://sap-wdp.ethz.ch/irj/portal/ethis>

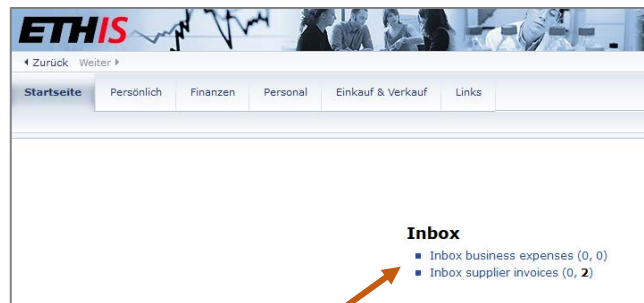
There are 3 main levels to work with in ETHIS for business expenses



Inbox on the front page:

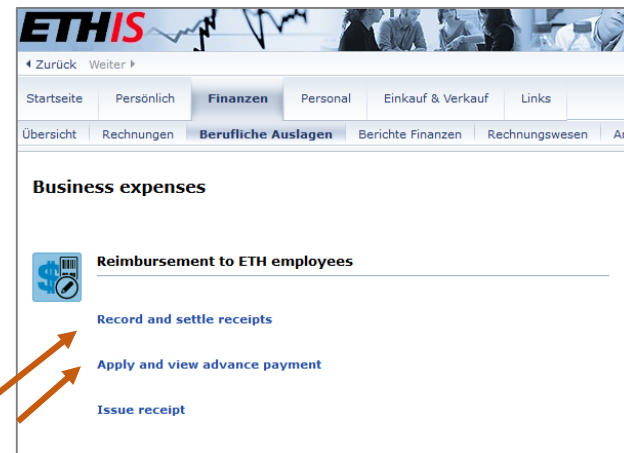
Here you find all tasks in ETHIS to be worked on:

1. Corrections of applications after rejection
 2. Confirmation of business expenses after the secretariat has submitted the application
- You will be announced by e-mail if new tasks are available in the Inbox
 - Then click on the respective item and you will be forwarded to the editing page



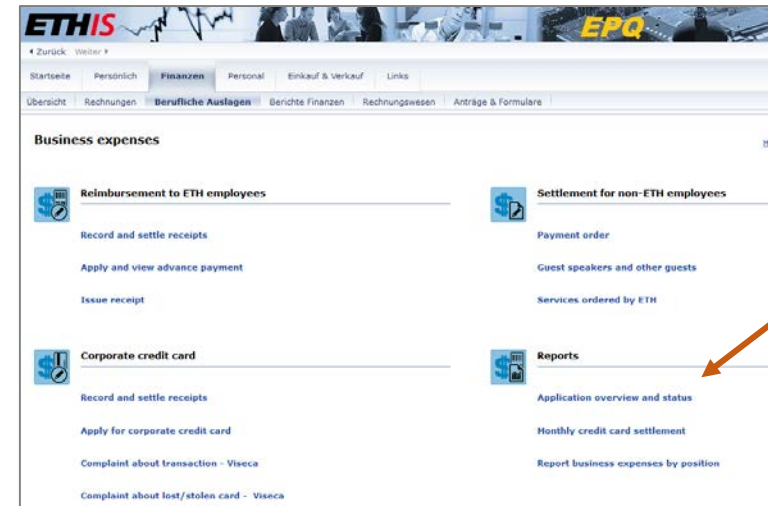
Record and change of new expenses :

- Here you can create new positions or change/adapt expenses already entered and saved
- > Please find details on the following pages
- In addition you can apply for advance payments



Check the status of your applications:

- Provides an overview of your running and finalised applications



How to enter new business expenses

1

- Log into ETHIS
- Menu «Finanzen»
- Submenu «Berufliche Auslagen»
- Record and settle receipts

The screenshot shows the ETHIS web interface. At the top, there are navigation tabs: 'Startseite', 'Persönlich', 'Finanzen', 'Personal', 'Einkauf & Verkauf', and 'Links'. Below these are sub-tabs: 'Übersicht', 'Rechnungen', 'Berufliche Auslagen', 'Berichte Finanzen', 'Rechnungswesen', and 'Anträge & Formulare'. The main content area is titled 'Business expenses' and contains several sections:

- Reimbursement to ETH employees:** Includes links for 'Record and settle receipts' (highlighted with a green arrow), 'Apply and view advance payment', and 'Issue receipt'.
- Corporate credit card:** Includes links for 'Record and settle receipts', 'Apply for corporate credit card', 'Complaint about transaction - Visa', and 'Complaint about lost/stolen card - Visa'.
- Settings:** Includes a link for 'Delegation and mail notification'.
- Settlement for non-ETH employees:** Includes links for 'Payment order', 'Guest speakers and other guests', and 'Services ordered by ETH'.
- Reports:** Includes links for 'Application overview and status', 'Monthly credit card settlement', and 'Report business expenses by position'.

2

- Click on delegation
- Add:
 - Christine (131230)
 - Kris (129155)
 - Christina (52331)

The screenshot shows the 'Settlement of business expenses for Kristine Haberer' page. At the top right, there is a 'Delegation Help' link with a red arrow pointing to it. Below the title, there is a progress bar with three steps: '1 Entering' (highlighted in orange), '2 Set up request', and '3 Confirmation'. A help icon (i) is followed by the text: 'This page allows you to enter receipts for reimbursement or assign Corporate Credit Card items to accounts. You can set up the request as soon as you have entered the selected items'. Below this is a table with columns: 'View: [Standard View]', 'Date of r...', 'Type of process', 'Incident', 'Type of expenditure', 'Fund', 'Leit...', 'Budget officer', 'Amount i...', and 'Status'. The table contains one row of data:

View: [Standard View]	Date of r...	Type of process	Incident	Type of expenditure	Fund	Leit...	Budget officer	Amount i...	Status
<input type="checkbox"/>	27.04.2018	Reimbursement	Big Party	Flights for ETH employees	2-73841-14	03514	Luc Van Gool	1.00	In entry
								0.00	

3



➤ Enter «new item»





Delegation Help

Settlement of business expenses for Kristine Haberer

1 Entering 2 Set up request 3 Confirmation

i This page allows you to enter receipts for reimbursement or assign Corporate Credit Card items to accounts. You can set up the request as soon as you have entered the selected items

View: [Standard View]  New item Default Values 


	Date of r...	Type of process	Incident	Type of expenditure	Fund	Leit...	Budget officer	Amount i...					Status
<input type="checkbox"/>	27.04.2018	Reimbursement	Big Party	Flights for ETH employees	2-73841-14	03514	Luc Van Gool	1.00					In entry
								0.00					


4

➤ Enter the information requested

Enter receipt for reimbursement


Incident / Financing

Incident: Big Party 

* Fund: 2-73841-14  Leitzahl: 03514 Budget officer: Luc Van Gool

Details of receipt


Proof number: 1

* Date of receipt: 27.04.2018 

Business transaction: Business travel ETH employees

* Type of expenditure: Flights for ETH employees G/L Account: 443001

* Amount: 1.00 * Currency: CHF Swiss Franc * Exchange Rate: 1.00000 Amount in CHF: 0.00

* Cost Center: 3514 



Posting text:


Remarks:





Please add additional information where necessary.

* Purpose of trip: Big Party

* Trip to: Bahamas

* Date of trip: 14.06.2018  * To: 24.02.2019 

 Upload attachments **Note: Only PDF files are accepted!**

Keep data  New item  Save  Check  Cancel

5

➤ Upload receipts/invoices as PDF

6

➤ Check → Save → **IMPORTANT:** Send memo to Christine and Kris, **please don't set up the request directly!**

➤ We will check all attachments and data and inform you if something is missing.

➤ We will set up the request and you will receive an e-mail asking for confirmation. Thanks!