

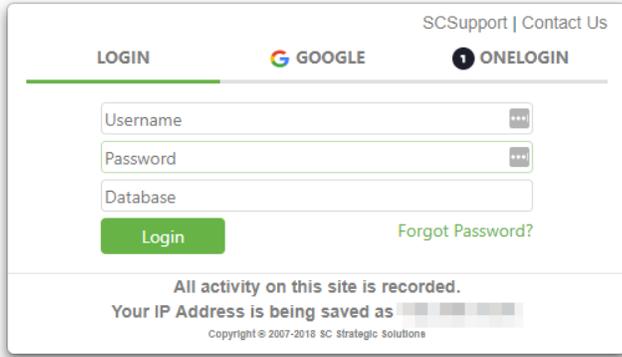
# How do I use the Mileage Form?

Modified on: Tue, 22 Aug, 2023 at 6:39 AM

**\*\*Some of the items discussed in this guide may not be available to your district\*\***

1. Go to [www.myscview.com](http://www.myscview.com) (<http://www.myscview.com/>) to log in.

If you've never logged in before, please contact your admin for your username and initial password.



2. Click on the "Tools" menu and click "Mileage"

Date	Total Miles	Total Amount	Travel From Desc.	Travel To Desc.	Status	PO No	Created Date
07/14/2021	42.20	\$24.27	94 Woodlawn Ave, Norwalk, OH	24581 Lorain Rd, North Olmste	Sandusky Employees	1802311	07/14/2021
06/06/2021	659.55	\$379.25	5135 Pearson Rd, Wright-Patte	365 Milan Ave, Norwalk, OH 44	Completed	54549	04/06/2021
06/06/2021	162.51	\$93.44	5135 Pearson Rd, Wright-Patte	94 Woodlawn Ave, Norwalk, OH	Draft		04/06/2021
06/06/2021	10.72	\$6.16	Drogan HQ 94 Woodlawn Ave	Office 600 Industrial Parkway N	Draft		04/06/2021
05/05/2021	144.68	\$87.69	24581 Lorain Rd, North Olmste	365 Milan Ave, Norwalk, OH 44	Sandusky Employees		04/01/2021
02/02/2021	90.16	\$64.59	600 Industrial Pkwy, Norwalk, OH	1 Cedar Point Dr, Sandusky, OH	Superintendent	99998	02/10/2021
01/18/2021	103.79	\$71.68	1 Cedar Point Dr, Sandusky, OH	24581 Lorain Rd, North Olmste	Not in Workflow	8080809	01/20/2021
01/13/2021	55.00	\$31.62			Submitted for Approval		01/13/2021
11/30/2020	97.00	\$55.78	5135 Pearson Rd, Wright-Patte	24581 Lorain Rd, North Olmste	Rejected Mileage	1	11/30/2020
10/28/2020	998.88	\$574.35	24581 Lorain Rd, North Olmste	365 Milan Ave, Norwalk, OH 44	Sandusky Employees	888552	10/28/2020
09/16/2020	84.32	\$60.48	94 Woodlawn Ave, Norwalk, OH	24581 Lorain Rd, North Olmste	Not in Workflow	888552	09/16/2020
09/15/2020	360.00	\$207.00	5135 Pearson Rd, Wright-Patte	94 Woodlawn Ave, Norwalk, OH	Completed	82828	09/15/2020
08/26/2020	161.73	\$92.99	94 Woodlawn Ave, Norwalk, OH	5135 Pearson Rd, Wright-Patte	Needs Submission	7777777	08/26/2020
08/26/2020	196.68	\$113.09	5135 Pearson Rd, Wright-Patte	24581 Lorain Rd, North Olmste	Needs Submission	1234	08/26/2020
08/20/2020	6.92	\$3.98	600 Industrial Pkwy, Norwalk, OH	10 Hawthorne Dr, Norwalk, OH	Not in Workflow	8080812	08/20/2020
08/20/2020	44.24	\$35.44	24581 Lorain Rd, North Olmste	94 Woodlawn Ave, Norwalk, OH	Sandusky Employees		08/20/2020
03/30/2020	165.00	\$94.88	Dayton 5135 Pearson Rd Fairb	Office 600 Industrial Parkway N	Not in Workflow		03/30/2020
04/07/2020	378.60	\$217.71	Dayton 5135 Pearson Rd Fairb	Office 600 Industrial Parkway N	Not in Workflow		04/07/2020
02/14/2020	378.60	\$217.71	Dayton 5135 Pearson Rd Fairb	Office 600 Industrial Parkway N	Not in Workflow		02/14/2020
02/14/2020	328.00	\$188.60	Office 600 Industrial Parkway N	Dayton 5135 Pearson Rd Fairb	Not in Workflow	123	02/14/2020
01/09/2020	1,218.00	\$764.44	Dayton 5135 Pearson Rd Fairb	Office 600 Industrial Parkway N	Not in Workflow	1200014	01/09/2020

3. This screen is referred to as Mileage Manager. Here you can see the details of all the Mileages you have created. In this screen you are able to add a Mileage with the button that says Add New. You are also able to copy a Mileage with Copy if it is exactly the same as one you have created prior.



**First Name and Last Name:** These fields will pre-populate with the name that is set under the user who is logged in. The name can be changed if necessary.

**Department:** This is a drop-down based on the list of departments in the user profile. If the user only has a single department, this box is automatically selected and locked for the user with the value of the department.

**Description:** This section is available for a general description for the Mileage request.

**Mileage Date:** The date of the mileage line item

**From:** When clicking this option, a list of predetermined destinations will appear if the district has decided to utilize this option. If there are no predetermined locations enabled, the list will be blank.

**To Destination:** The opposite of the From box, this will also provide a list of predetermined locations. Again, if there have been no locations set up, this will be blank.

From  To Destination

Name	Name 2	Address
Chad Middle School		31500 Viking Pkwy
Penn Station HS		14612 Pearl Rd
Superbowl		401 Chicago Ave
Troy Elementary		83 E Main Street

**Address Traveling From:** This is the physical address of the starting location.

**Address Traveling To:** This is the physical address of the ending location

**Total Miles:** The total miles between the From and To locations. This will automatically calculate based on the Google maps distance between the two locations if enough information is provided by the user. *For Admins: Ask support about tracking changes to this field.*

**Other Expenses:** Use this field if other expenses were incurred on the trip that would not fall directly under mileage driven.

**Comment:** Use this field to explain Other Expenses for this trip.

**Attach:** Used to add any relevant attachments to the form.

## Line Items

Once all of the relevant information has been filled out in the top section of the form, the line can be added to the overall mileage.

The screenshot shows a form interface with a table. Above the table are buttons for 'Add', 'Edit', 'Delete', 'Round Trip', and 'Copy'. Below these buttons is an 'Attach' button and a text input field containing 'No Attachments'. The table has the following structure:

Mileage	Mileage Amt	Expenses	Date	Travel From	Travel To	Comment
20.53	\$11.80	\$0.00	10/13/2020	31500 Viking Pkwy, We	601 Erieside Ave, Cleve	
						<b>Total: \$11.80</b>

**Add:** Clicking the Add button pulls all of the information that was filled out in the upper portion and creates a line item. If any required fields are missing, the form will warn that something is missing.

**Edit:** After a line item is created with the Add button, changes can be made by highlighting the line item and pressing Edit. This will take the information from the line item and push it back up into the upper section of the form. Any changes that need to be made should be done in the upper portion of the form. Once changes are made, the Add button should now say Update. Simply choose Update to save any changes.

**Delete:** Used to delete a line. Once deleted, a line cannot be recovered.

**Round Trip:** When a line item is created, use this to reverse the From and To locations. Any additional expenses incurred on the line being "round tripped" will be removed and only the mileage will remain. The overall comment will remain the same with (Round Trip) added to the end when the button is used. If the same trip is taken multiple times, the button can be used multiple times (as seen in screenshot).

**Copy:** Select the line you wish to copy and clicking this will copy the line. Perfect for those daily trips.

**Total:** The total amount is calculated based on the total of all expenses plus the mileage rate times the number of miles. If the total is not coming up correctly, the mileage rate is most likely incorrect or not set. Please contact support at [support@scview.com](mailto:support@scview.com) to correct the mileage rate.

## Creating a Requisition

**This feature may not be available to your district - contact your admin if you believe it should be enabled**

If the Create Requisition option is enabled, you will see a checkbox in the top-right corner of the form. Checking this box opens additional fields that need to be completed in order for the requisition to be created properly.

**Vendor #:** This is the person that will be receiving the mileage payment. If you are unsure of the vendor number, you can use the binoculars next to the field to search for the correct number.

**Deliver To Vendor #:** This is the approval path for the requisition once it is generated.

**Account #:** The account to be used to pay for the mileage

**Comment:** The description of the line item on the requisition

***The requisition is not created on submission - it must be processed via workflow***

## Creating an Invoice

**This feature may not be available to your district - contact your admin if you believe it should be enabled**

If the Submit with PO option is enabled, you will see a checkbox in the top-right corner of the form. Checking this box opens an additional field that needs to be completed in order for the invoice to be created properly.

- Submit with PO  
 Create Requisition

PO Number:

**PO Number:** This is the PO number that the invoice will be attached to. If the PO number does not exist or is invalid, the form will not be able to be submitted.

***The invoice is not created on submission - it must be processed via workflow. Once the Mileage form is at the final approval, the confirm screen will create the requisition or invoice and send to the workflow.***

Once the mileage is submitted and approved, invoice is created and will appear in the AP workflow to be processed. If you are someone that processes invoices, additional information on how to process an invoice for submission can be found [here](https://scview.zendesk.com/hc/en-us/articles/360011517493-How-do-I-submit-an-invoice-to-USAS-) (<https://scview.zendesk.com/hc/en-us/articles/360011517493-How-do-I-submit-an-invoice-to-USAS->).

## Submitting

Once all required fields have been completed, a draft can be saved or submitted. If the draft is saved, it does not enter workflow. Any fields filled in or attachments for the draft will remain. If the draft is submitted, the mileage is created along with the image and it then enters workflow.

## Expense Mode

If you do not have the Expense Mode of our Mileage Module and you would like to know more, please reach out to support.

## Account Code by Line

The screenshot shows the 'Add Expense Request' form. At the top, there are fields for Requestor Email (staff@scview.com), Employee ID (ANON548), First Name (scAdmin), Last Name (SCSS), Department (admin), and Routing Info. Below these is a Description field and an Attach button. The 'Line Details' section is highlighted in green. It includes a 'Type' dropdown menu with options like Mileage, District Vehicle, Lodging, Meals, Other, Parking, Personal Vehicle, Rental Car, SCVIEW7215 Active, Taxi/Bus, and Train, Bus, or Plane. To the right of the 'Type' dropdown is a date field and a 'Total Miles' field (0.00). Further right is an 'Account' field with a search icon and a list of account codes: Fund, Func, Obj, SCC, Subj, OPU, IL, Job. Below the 'Account' field is a 'Description of Travel To' field and a 'Comments' field. At the bottom of the form, there are 'Save Draft', 'Submit', and 'Cancel' buttons, and a 'Total: \$ 0.00' label.

Users can now add account numbers per line of their Expense/Mileage type, regardless if 'create requisitions' is selected.

After a 'type' is selected, if a user has access to account codes they can add an account code per line. The line account code will save for the next line (if multiples), if the user needs to change the account code they can input or use the binoculars icon



to search.

*Note: Account codes are not required unless in site settings (admin permissions) it is setup this way. For additional site settings for the Expense Mode of the Mileage Module, please click here.*