EX.020.100 – CREATING AND SUBMITTING AN EXPENSE REPORT

Purpose	To create and submit an Expense Report.
Description	There are two methods for creating an Expense Report: • Creating a Fluid Expense Report (recommended if creating expense report on a mobile device) • Creating a Classic Plus Expense Report
Security Role	• **BOR PeopleSoft User** • **BOR PeopleSoft User - No Tauth**
Dependencies/ Constraints	None
Additional Information	None

Procedure: Creating a Fluid Expense Report

Below are step-by-step instructions on how to create a Fluid Expense Report.

Step	Action
1.	Click the **NavBa**r icon.
2.	Click the **Navigator** link.
3.	Click the **Employee Self Service** link.
4.	Click the **Travel and Expenses** link.
5.	Click the **Expense Reports** link.
	Click the **Create/Modify** link.
	Click the **Add a New Value** tab.
2.	Verify the correct user name is listed at the top left of the page. ***Note:*** *Only Authorized Expense Users will be able to create expense reports on behalf of another user. To create an expense report on behalf of another user, click the Related Actions button located next to the name and select Change Employee. For more information, see EX.010.022 Authorize Users/Delegate Entry Authority.*
3.	Enter the **General Information** for the expense report which includes: • **Business Purpose** – Select a Business Purpose from the drop down menu. • **Description -** Enter a Description for the travel or expense. • **Destination Location -** Enter/Select the location of travel. • **Reference –** This field is not currently utilized by USG institutions.
4.	If there are attachments for the expense report, select **Attachments**. For more information, see Attaching Receipts to Travel & Expense Transactions Job Aid.
5.	If users need to update the Accounting Defaults to something other than the Default ChartField Values on the expense profile, click **Accounting Defaults** and edit the Accounting Details as needed.

6.	Under the Expense Details section, select the **Expense Report Action** dropdown menu. Select one of the following options: • **Add Expense Lines** – Expense Entry page displays allowing users to add expense lines individually. Proceed to Step 7. • **Add from Quick-Fill** – Quick-Fill window displays allowing users to add multiple expense types for single dates or a range of dates. Proceed to Step 8. • **Copy Expense Report** – Copy Expense Report Options window displays with options for copying Full Expense Report or By Expense Line Type. Proceed to step 9. ***Note:*** *Users should never copy an expense report from a previous year as the previous year accounting defaults will populate.*

Step	Action
7.	To Add Expense Lines, enter or select the following information: • **Date:** Date expense occurred. • **Expense Type:** Category of expenses. Examples include employee breakfast, employee lodging, employee mileage, etc. • **Description (optional):** Freeform field where employee can enter additional information related to expense type used. • **Payment:** Dropdown menu with predefined categories. Examples include cash, credit card, N/A (e.g. mileage), etc. • **Amount:** Amount of expense line. • **Billing Type:** Is always Internal. • **Accounting (optional):** Displays ChartField information that the expense is being charged to including Amount, GL Unit, Account, Fund, Department, Program, Class, Bud Ref, and Project fields. Depending on the expense type selected, additional required fields may display. For example, mileage expense types require mileage entry via the Reimbursable Miles link. Once the above line details are completed for an expense, the Add Expense button located in the upper left of the page may be used to add more expense lines if needed. Proceed to Step 10 to save or submit the expense report.

Step	Action
8.	To Add from Quick-Fill, enter or select the following information: • **Date From:** Beginning date of travel. • **Date To:** End date of travel. In the Add Expense Types section, scroll to view all available expense types. Select the One Day or All Days checkbox to add expense lines for the date(s) entered. When finished selecting expense types, click **Done**. The Expense Report General Information page displays. To update the details for the expense lines added above, click **Update Details**. Any missing information/errors/blank fields will be flagged with a red flag or highlighted in red. Complete any missing information, correct errors, and/or add any necessary details to the expense lines. The Add Expense button may be used to create additional expense lines if needed. Proceed to Step 10 to save or submit the expense report.

Step	Action

9.	To copy an expense report, enter/select the following information:
	
	• **Expense Report Copy Option:** Select one of the following options:
	    ○ Full Expense Report: Copy the entire existing expense report.
	    ○ By Expense Line Type**:** Copy only specific expense types from an existing expense report.
	• **From Date:** First day of travel from previous expense report.
	• **To Date:** Last day of travel from previous expense report.
	
	Click **Search.** The system displays Base Expense Reports from the search criteria entered.
	
	Select the radio dial button next to the expense report or expense lines to copy to a new expense report.
	
	Click the **Copy Expense Report** button.
	
	Click the **Update Details** button.
	
	Verify a new expense report was created with the copied information. The copied information should be edited for new travel/expenses. The Add Expense button may be used to create additional expense lines if needed.
	
	Proceed to Step 10 to save or submit the expense report.

10.	Once the user completes editing, the Expense Report can either be saved for later or submitted for approval. • To save, proceed to Step 11. • To submit for approval, proceed to Step 12.
11.	Click the **Save** button located at the top right. ***Note:*** *Lines or fields with errors are flagged or highlighted and these errors must be addressed before submitting the Expense Report.* ~~*End of Procedure.*~~

Step	Action
12.	To submit, click the **Review and Submit** button. ***Note:*** *If lines or fields contain errors, a message displays which reads, "Errors exist in this expense report, submission not possible until the errors are corrected." Users must address these errors before submitting the Expense Report.*
13.	The Expense Summary page displays. Review details and when ready, click the **Submit** button.
14.	The State of Georgia submission statement displays. Users must read and acknowledge this statement and click the **Submit** button.
15.	The expense report is submitted. The system navigates to the My Expense Reports page and a submission confirmation statement temporarily displays in a green bar at the top of the page.

Procedure: Creating a Classic Plus Expense Report

Below are step-by-step instructions on how to create a Classic Plus Expense Report.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **Employee Self-Service** link.
4.	Click the **Travel and Expenses** link.
5.	Click the **Expense Reports** link.
6.	Click the **Create/Modify** link.
7.	The system navigates to the Expense Report page. Verify the correct user Empl ID defaults in the **Empl ID** field. ***Note:*** *Only Authorized Expense Users will be able to create expense reports on behalf of another user. To create an expense report on behalf of another user, click the Lookup button. For more information, see EX.010.022 Authorize Users/Delegate Entry Authority.*
8.	Click the **Add** button. A blank Expense Report displays.
9.	Enter the **General Information** for the expense report which includes: • **Business Purpose** –Select a Business Purpose from the drop down menu. • **Report Description -** Enter a Description for the travel or expense. • **Reference –** This field is not currently utilized by USG institutions. • **Destination Location -** Enter/Select the location of travel.
10.	If there are attachments for the expense report, select the **Attachments** link. For more information, see Attaching Receipts to Travel & Expense Transactions Job Aid.

Step	Action
11.	The Quick Start dropdown menu (optional) contains the following options from which an expense report can be quickly created: • **A Template** – Create the expense report from a list of pre-defined travel templates. For more information, see EX.020.101 – Creating an Expense Report from a Template. • **A Travel Authorization** – Create the expense report from an approved Travel Authorization. For more information, see EX.020.102 Creating and Submitting an Expense Report from an Approved Travel Authorization. • **An Existing Report** – An existing expense report previously created by the Traveler. For more information, see EX.020.103 – Copying an Existing Expense Report. ***Note**: Users should never copy an expense report from a previous year as the previous year accounting defaults will populate.* If the Traveler wishes to use any of the above creation methods, select that option and click the GO button. If the Traveler does not want to use one of the Quick Start methods listed above, proceed to Step 12.
12.	In the **Expenses** section, enter the following information: • **Date:** Date expense occurred. • **Expense Type:** Dropdown menu of all expenses. Examples include employee breakfast, employee lodging, employee mileage, etc. • **Description:** Freeform field where employee can enter additional information related to expense type used. • **Payment Type:** Dropdown menu with predefined categories. Examples include cash, credit card, N/A (e.g. mileage), etc. • **Amount**: Amount of expense line. • **Currency**: Is always USD. Depending on the expense type selected, additional required fields may display. For example, mileage expense types require mileage entry via the Reimbursable Miles link. The Add Expense button may be used to create additional expense lines if needed.

Step	Action
13.	Once the user completes editing, the Expense Report can either be saved for later or submitted for approval. • To save, proceed to Step 14. • To submit for approval, proceed to Step 15.
14.	Click the **Save for Later** link located at the top right. ***Note:*** *Lines or fields with errors are flagged or highlighted and these errors must be addressed before submitting the Expense Report.* *End of Procedure.*
15.	To submit, click the **Summary and Submit** link located at the top right. ***Note:*** *Lines or fields with errors are flagged or highlighted and these errors must be addressed before submitting the Expense Report.*
16.	The summary page displays. Perform a final review of the totals. The following links are also available: • View Printable Version – Opens a new browser window automatically to display the printable expense report, which can be printed via the browser's print feature. If a new window does not display, check the browser's pop-up blocker. • View Analytics – Provides expense report totals by day and/or by department. • Notes – Free form field to add/view supporting information which will stay with the expense report for historical purposes. Additionally, the system records who added the note(s) and when the note was added. • Attachments – Functionality which allows someone to add/view supporting documentation to an expense report. For more information, see Attaching Receipts to Travel & Expense Transactions Job Aid.
17.	To submit, users must read and acknowledge the State of Georgia submission statement, located at the bottom of the page. Once read, check the checkbox to the left of the statement. The **Submit Expense Report** button becomes available.
18.	The Expense Report Submit Confirm window displays. Click the **OK** button.
19.	Click the **Submit** button. The expense report is submitted. The page refreshes and the Status updates to Submitted for Approval. The Approval History also displays and shows the at-a-glance approval history for the Expense Report.