EX.020.101 – CREATING AN EXPENSE REPORT FROM A TEMPLATE

Purpose	To create an expense report from a template.
Description	When an expense report is created, it can be done from a blank expense report, from an existing expense report, or from a template. A template has predefined expense types so a user can easily create an expense report by selecting the expense types that apply.
Security Role	**BOR PeopleSoft User** **BOR PeopleSoft User** - No Tauth
Assumptions	None
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to create an expense report from a template.

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 Report** link.
6.	Click the **Create/Modify** link.
7.	Verify the correct user Empl ID defaults in the **Empl ID** field.
8.	Click **Add**.
9.	If the User Defaults are set to open to a Blank Report, the Quick Start menu will appear in the top right of the page. If User Defaults are set to create from a Template, users may see the **Select a Template** screen.
10.	From the Quick Start menu select **A Template**.
11.	Click the **GO** button.
12.	A list of all public expense report templates and any private templates will display. For information on how to create a private template, see EX.010.031 – Creating a Private Expense Report Template.
13.	To create an Export Report, click the **Select** button next to a pre-defined template.
14.	In the Date Range section enter the starting date for travel/expenses in the **From** field.
15.	Enter the ending date of travel/expenses in the **To** field.
16.	Select expense type(s) from the list to apply them to the expense report. Expense report creation can be simplified by using the “One Day” or "All Days" checkboxes. If the expense should be copied to all dates in the date range, check the All Days box next to that Expense Type.
17.	Click the **OK** button. The expense report populates with expense lines based on the expense types selected.

Step	Action
18.	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.
19.	If there are attachments for the expense report, select the **Attachments** link. For more information, see Attaching Receipts to Travel & Expense Transactions Job Aid.
20.	If users need to update the Accounting Defaults to something other than the Default ChartField Values on the expense profile, click the Actions menu and select **Default Accounting for Report.** Click **GO** and edit the Accounting Details as needed. Click **OK** when finished.
21.	To populate Expense line details, enter or select the following information: • **Description (optional):** 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. • **Billing Type:** Is always Internal. • **Location:** Location of the travel or expense. • **Accounting Details (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 on the right of each expense line may be used to add more expense lines if needed. Proceed to Step 22 to save or submit the expense report.

Step	Action
22.	Once the user completes editing, the Expense Report can either be saved for later or submitted for approval. • To save, proceed to Step 20. • To submit for approval, proceed to Step 21.
23.	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.*
24.	To submit, click the **Summary 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.*
25.	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.
26.	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.
27.	The Expense Report Submit Confirm window displays. Click the **OK** button.

Step	Action
28.	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.