EX.020.103 – COPYING AN EXISTING EXPENSE REPORT

Purpose	To create an Expense Report by copying an existing one. The copied Expense Report can then be modified to match the new expense report requirements.
Description	When an expense report is created, Travelers can start with a blank expense report, copy from a Travel Authorization, copy an existing Expense Report, or create one from a template. Travelers can reduce entry time by copying a previous report, then modifying it to match the new expense report requirements. This can be quicker than creating a blank expense report from scratch.
Security Role	• BOR PeopleSoft User • BOR PeopleSoft User - No Tauth
Assumptions	None
Dependencies/ Constraints	None
Additional Information	None

Procedure: Copying a Fluid Expense Report

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

Step	Action
1.	Click the **Expense Report History** Tile on the Employee Self-Service homepage.
2.	Click the Action button next to the Expense Report to be copied.
3.	Select the **Copy To New Report** option. The system navigates to the Expense Report Entry page and creates a new draft Expense Report
4.	If needed, change summary details such as Business Purpose, Description, Destination Location, and Accounting Defaults.
5.	Click the **Update Details** button. The system navigates to the Expense Report Details page.
6.	If needed, change line details such as Date, Description, Amount and Reimbursable Miles. Also, users can add or delete expense lines from this page.
7.	Once editing is complete, the Expense Report can either be saved for later or submitted for approval. • To save, proceed to step 8. • To submit for approval, proceed to step 9.
8.	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.*
9.	To submit, click **Summary and Submit**. The Expense Summary page displays.
10.	Notice the Submit Expense Report button is grayed out. Users must click the checkbox to acknowledge the submission statement. Once the box is checked, the Submit Expense Report button becomes available.
11.	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.*
12.	The Expense Summary page displays. Review details and when ready, click the **Submit** button.

Step	Action
13.	The State of Georgia submission statement displays. Users must read and acknowledge this statement and click the **Submit** button.
14.	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: Copying a Classic Plus Expense Report

Below are step-by-step instructions on how to copy 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. The system navigates to the Expense Report page.
7.	Verify the correct user Empl ID defaults in the **Empl ID** field.
8.	Click the **Add** button.
9.	A blank Expense Report displays. From the **Quick Start** dropdown menu, select the “An Existing Report” option.
10.	Click the **GO** button.
11.	A list of existing expense reports displays. Click the **Select** button next to the Expense Report to be copied.
12.	The system navigates to the Create Expense Report page and the lines from the existing Expense Report are added to the draft Expense Report. Users can change details on the lines such as Date, Description, Amount and Reimbursable Miles. Also, users can add or delete lines, if needed.
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.

Step	Action
14.	To save, click the **Save for Later** link. ***Note:*** *Lines or fields with errors are flagged or highlighted and these errors must be addressed before submitting the Expense report.*
15.	To submit, click **Summary and Submit**. The Expense Summary page displays.
16.	Notice the Submit Expense Report button is grayed out. Users must click the checkbox to acknowledge the submission statement. Once the box is checked, the Submit Expense Report button becomes available.
17.	Click the **Submit Expense Report** button. ***Note:*** *Lines or fields with errors are flagged or highlighted and these errors must be addressed before submitting the Expense report.*
18.	The Expense Report Submit Confirm window displays. Click the **OK** button.
19.	The expense report is submitted. Note the red text below the traveler's name confirming that "Your Expense Report has been submitted for approval."
20.	Click the **Refresh Approval Status** button.
21.	The page refreshes and the Status updates to Submitted for Approval. The Approval History also displays and show the at-a-glance approval history for the Expense report.