EX.060.016 - VIEWING AN EXPENSE REPORT

Purpose	To identify the viewable information on an expense report.
Description	The Travel & Expense Module allows users to view the details of an expense report including the transaction status and approval history.
Security Role	**BOR_PeopleSoft_User**
Assumptions	None
Dependencies/ Constraints	User created an expense report. For more information, see EX.020.100 - Creating, Reviewing, and Submitting an Expense Report.
Additional Information	If users have saved and not yet submitted an expense report and would like to modify it, see EX.020.110 – Modifying an Expense Report.

Procedure

Below are step by step instructions on how to view a Fluid expense report.

Step	Action
1.	Click the **My Expense Reports** tile.
2.	Navigate to the left hand **Status** menu.
3.	Select the status type from the options listed to view all expense reports in that particular status. ***Note****: If there is an expense report in a particular status, the menu displays a total number of expense reports in that status.*
4.	Select an expense report to view.

5.	The system navigates to the Expense Summary page. Users can view the following expense report information in the header section of this page:
	
	• **Description**: shows the specific information entered about the travel purpose.
	• **Paperclip Icon**: this icon displays if attachments exist.
	• **General Information**: this icon navigates to the General Information page which contains expense report details such as Business Purpose, Description, Destination Location, etc. For more information, see Step 6.
	• **Name**: name of the traveler.
	• **Expense Report Summary section:**
	    o Total: total expenses incurred.
	    o Due to Employee: the total to be reimbursed to the employee, if applicable.
	• **Additional Information section:**
	    o View Analytics link: expenses summary by date, type, and/or department.
	    o Notes link: freeform field where the Traveler and/or Approver enters more specific information about the travel.
	    o View Printable Report link: opens a printable version of the expense report in a new browser tab.
	• **Approval Status section:**
	    o Report ID: displays the Expense Report ID and expense report status.
	    o History: displays where the expense report is in the approval process.

Step	Action
6.	Click the **General Information** icon to view the following expense report details: • **Business Purpose**: states the reason for employee travel. • **Description**: freeform field where the traveler enters more specific information about the travel purpose • **Destination Location**: the location of travel • **Reference**: this field is not currently utilized by USG institutions. • **Receipt Attachments**: if attachments were added, a total number will display. Attachments can be viewed by clicking this link. • **Accounting Defaults**: displays ChartField information that the expense report is being charged to including Amount, GL Unit, Account, Fund, Department Program, Class, Bud Ref, and Project fields. • **Creation Date:** date the traveler created the expense report. • **Updated On:** displays the most recent date the expense report was modified as well as the user who updated the expense report.

Procedure

Below are step by step instructions on how to view 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 **View** link. The system navigates to the Expense Report Search Criteria page.
7.	Enter or search for the **Report ID**. ***Note:*** *If users do not know the Report ID number, search criteria may be entered to locate the transaction.*

Step	Action
8.	Click the **Search** button. The system generates search results based on search criteria entered in the step above. ***Note:*** *If a Report ID was entered, the Expense Report automatically displays. If search criteria was entered, click an entry in the Report ID column to view the expense report*.
9.	The system navigates to the Expense Report summary page. Users can view the following expense report information in the header section of this page: • **Business Purpose**: states the reason for employee travel. • **Description**: freeform field where the traveler enters more specific information about the travel purpose. • **Reference**: this field is not currently utilized by USG institutions. • **Report**: displays the Expense Report ID and status. • **Created:** date the traveler created the expense report. • **Last Updated:** displays the most recent date the expense report was modified as well as the user who updated the expense report. • **Post State:** refers to whether or not accounting entries for the expense report have been posted to the General Ledger.
10.	To print the Expense Report, click the **View Printable Version** link. For more information on how to print an expense report, see EX.070.012 – Printing an Expense Report.
11.	To view expense report analytics by day and/or by department, click the **View Analytics** link.
12.	To view and/or add notes to the expense report, click the **Notes** link. ***Note:*** *Notes can be added at any point, no matter the expense report status.*
13.	To view attachment(s), click the **Attachments** link. ***Note:*** *The Attachments link only displays if attachments were added to the expense report.*

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>14.</td><td>Users can view the following information in the Totals section:

• Employee Expenses: displays the total of all expense lines
• Cash Advances Applied: total of cash advances applied to the expense report. However, not all institutions use cash advances.
• Non-Reimbursable Expenses: total of non-reimbursable expense lines.
• Prepaid Expenses: total of prepaid expense lines. Examples include direct billed expenses such as rental cars and lodging.
• Employee Credits: this field is not currently utilized by USG institutions
• Supplier Credits: this field is not currently utilized by USG institutions
• Amount Due to Employee: total to be reimbursed to the employee.
• Amount Due to Supplier: this field is not currently utilized by USG institutions.
• Submitted on: date the traveler submitted the expense report
• Submitted by: user who submitted the expense report

Note: If the expense report is in a Submitted for Approval status, the Withdraw Expense Report button will be available. If users would like to withdraw the Expense Report, see EX.020.113 – Withdrawing an Expense Report.</td></tr>
<tr><td>15.</td><td>Users can view Approval History levels and names of approvers, if not pooled, for this Expense Report as well as the approval history.

Under the Approval History section users can view:

• At a glance: gives a visual of approval workflow and where the expense report is in the approval path. If a checkmark displays over the icon in the approval workflow this means the expense report was approved by that person/level. If the icon in the approval workflow does not have a checkmark, this means the expense report has yet to be approved by that person/level.

• Action History Log which includes:
    ○ Action: approval action. Possible actions include Submitted, Reviewed, Approved, Sent Back for Revision, Resubmitted, and Denied
    ○ Role: approval level
    ○ Name: name of the Approver
    ○ Date/Time: displays date/time of the approval action</td></tr>
</table>

Step	Action
16.	To view the Expense Report line details, click the **Expense Details** link at the top right of the page.
17.	The system navigates to the Expense Report details page. Users can view the following information in the **Expenses** section of this page: • **Date**: date expense occurred • **Expense Type**: category of expenses. Examples include employee breakfast, employee lodging, employee parking, etc. • **Description**: freeform field where employee can type 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**: this field always populates USD (U.S. dollars) for USG institutions • **Accounting Details**: displays ChartField information that the expense is being charged to including Amount, GL Unit, Account, Fund, Department Program, Class, Bud Ref, and Project fields. Additional expense line details may appear depending on the Expense Type used. Example: The Reimbursable Miles field only appears for lines with an Expense Type of Mileage. ***Note:*** *The information viewed can be customized by expanding or collapsing the Expenses section of the page. This is accomplished by clicking the Expand All link or the Collapse All links.*
18.	To view additional expense reports, click the **Return to Search** button to return to the Search Criteria page. ***Note:*** *Users can select the Previous in List or Next in List buttons as needed, to view more Expense Reports.*