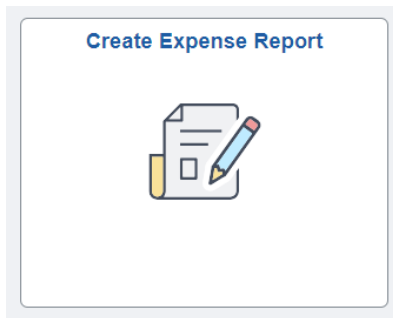


# Entering Expense Reports as a Delegate

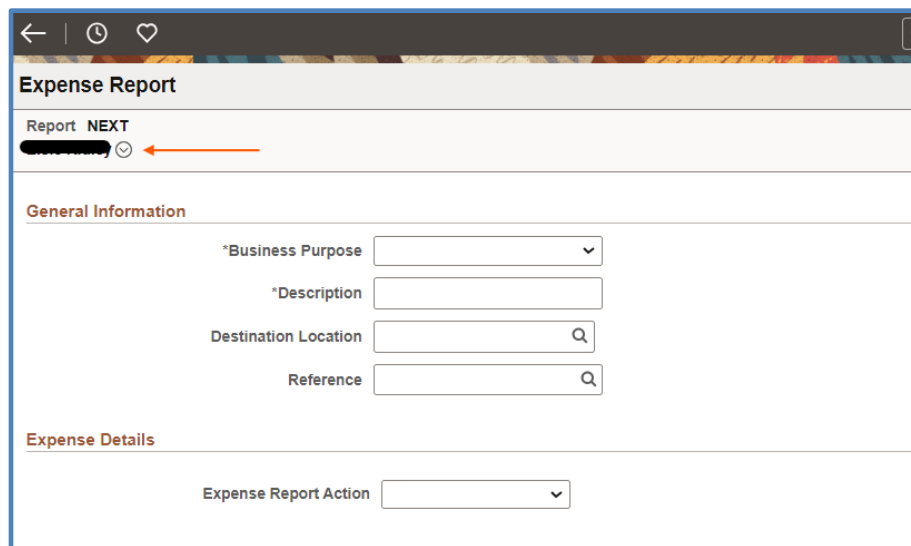
This job aid is designed to provide instructions on how to enter Expense Reports as a delegate using the GeorgiaFIRST PeopleSoft Financials Travel and Expense module. Fluid Navigation is shown first and Classic Navigation directions start on page 5.

## Fluid Navigation

1. Select the **Create Expense Report** tile found on your Employee Self Service homepage.



2. Select the action arrow next to the employee's name.



Expense Report

Report NEXT

←

**General Information**

\*Business Purpose

\*Description

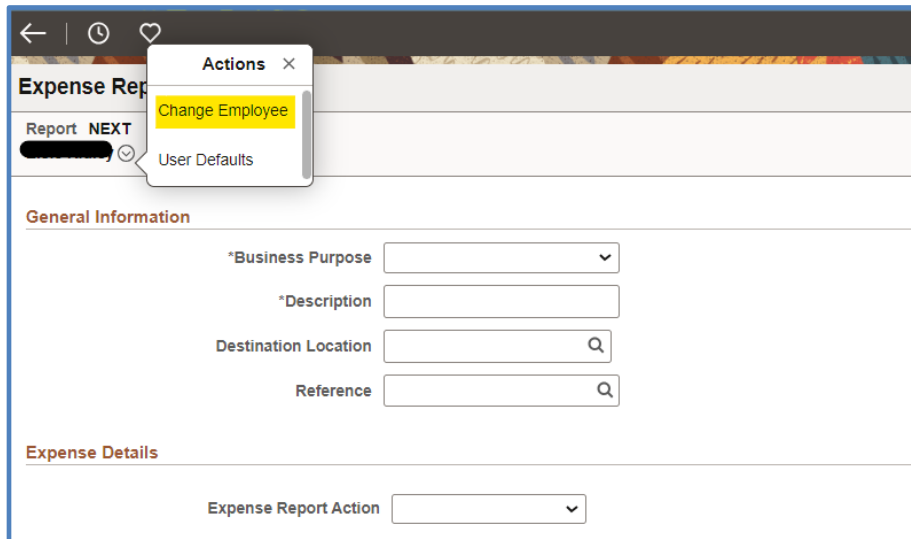
Destination Location

Reference

**Expense Details**

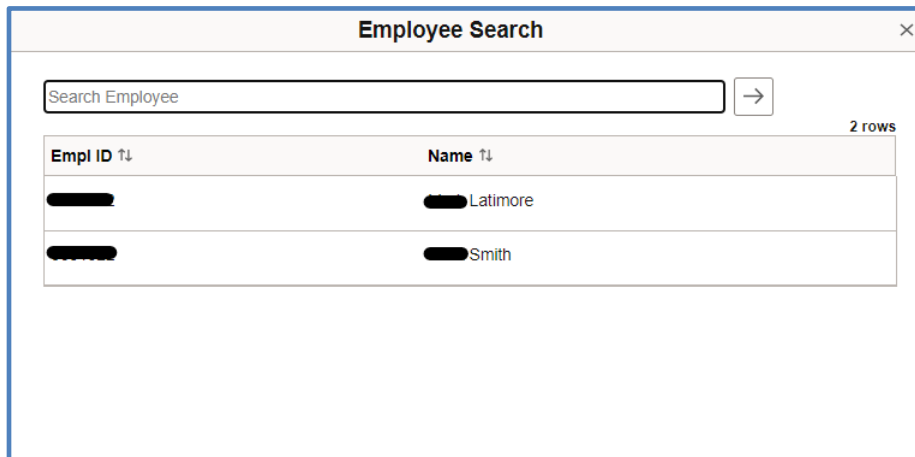
Expense Report Action

3. Select **Change Employee** from the Actions menu.



The screenshot shows the 'Expense Report' form. At the top left, there is a navigation bar with a back arrow, a clock icon, and a heart icon. Below this, the text 'Expense Rep' is visible. A 'Report NEXT' button is present, followed by a dropdown menu. The 'Actions' menu is open, showing three options: 'Change Employee' (highlighted in yellow), 'User Defaults', and 'User Defaults'. Below the menu, the form is divided into sections: 'General Information' and 'Expense Details'. The 'General Information' section contains four fields: '\*Business Purpose' (a dropdown menu), '\*Description' (a text input field), 'Destination Location' (a search input field with a magnifying glass icon), and 'Reference' (a search input field with a magnifying glass icon). The 'Expense Details' section contains one field: 'Expense Report Action' (a dropdown menu).

4. In the Employee Search box, choose an employee to create a report for.  
**Note:** Only employees for whom you are an authorized delegate will appear.



The screenshot shows the 'Employee Search' dialog box. At the top, there is a search bar labeled 'Search Employee' with a right-pointing arrow button. Below the search bar, there is a table with two columns: 'Empl ID ↑↓' and 'Name ↑↓'. The table contains two rows of data. The first row shows a redacted employee ID and the name 'Latimore'. The second row shows a redacted employee ID and the name 'Smith'. The text '2 rows' is displayed to the right of the table.

Empl ID ↑↓	Name ↑↓
[REDACTED]	Latimore
[REDACTED]	Smith

5. Enter the following information on the Expense Report header:

- a. \*Business Purpose
- b. \*Report Description
- c. Destination Location
- d. Select **Add Expense Lines** from the Expense Report Action menu

**General Information**

\*Business Purpose: Attend Meetings  
 \*Description: Meeting  
 Destination Location: [Search]  
 Reference: [Search]

Attach Receipt >  
 Accounting Defaults >

Creation Date: 08/24/2023 Brooklyn Davis  
 Updated on: 08/24/2023

**Expense Details**

Expense Report Action: [Dropdown]  
 Add Expense Lines  
 Add from Quick-Fill  
 Copy Expense Report

6. Next, enter your Expenses. Enter the following information on the Expense line:
  - a. \*Date
  - b. \*Expense Type,
  - c. Select a \*Payment Type.

Example:

Total (1 Item) 50.00 USD

Thursday, August 24, 2023

Emp Meals - Full Day	50.00 USD
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**Emp Meals - Full Day - 08/24/2023**

\*Date: 08/24/2023  
 \*Expense Type: Emp Meals - Full Day  
 Description: [Text Area]

**Payment Details**

\*Payment: Credit Card  
 \*Amount: 50.00 USD

**Additional Information**

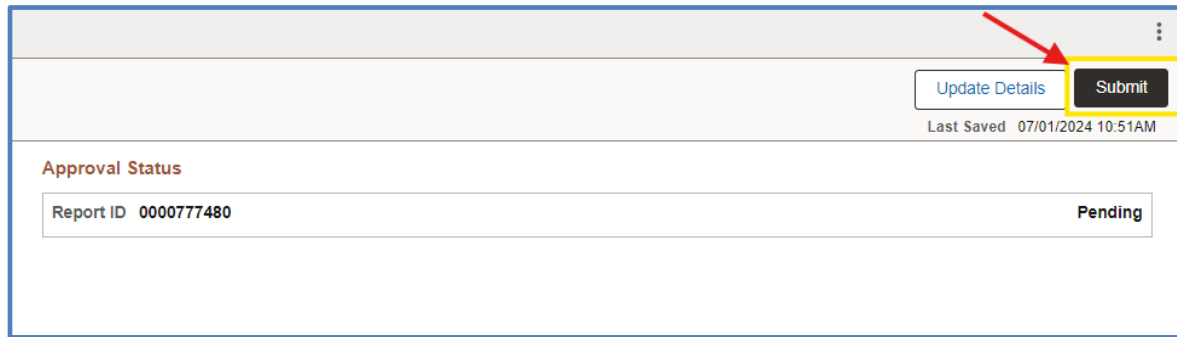
\*Billing Type: Internal  
 \*Expense Location: ATLANTA  
 First or Last Day of Travel >  
 Accounting 1 >

7. Review accounting details and or add any other expense lines needed by selecting the + Add button.
8. Once you finish the report, select the **Review and Submit** button found in the top right corner of the page.

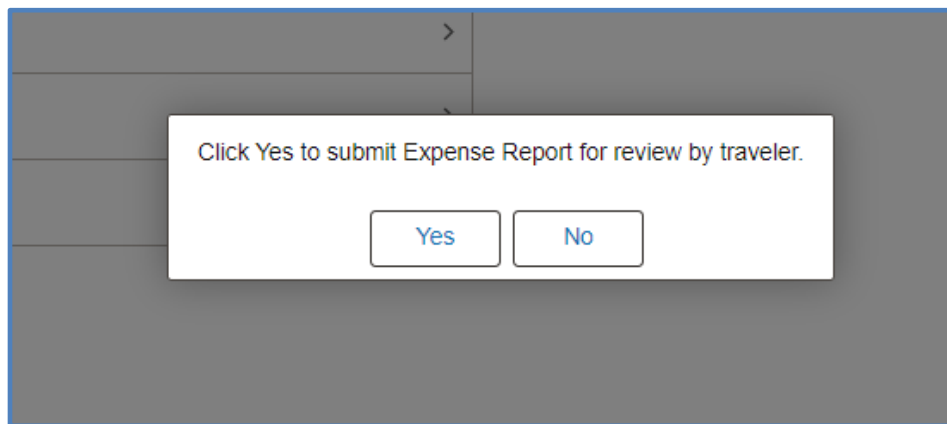
Save    Review and Submit

Last Saved 07/01/2024 10:46AM

9. Once on the summary page, select the Submit button.

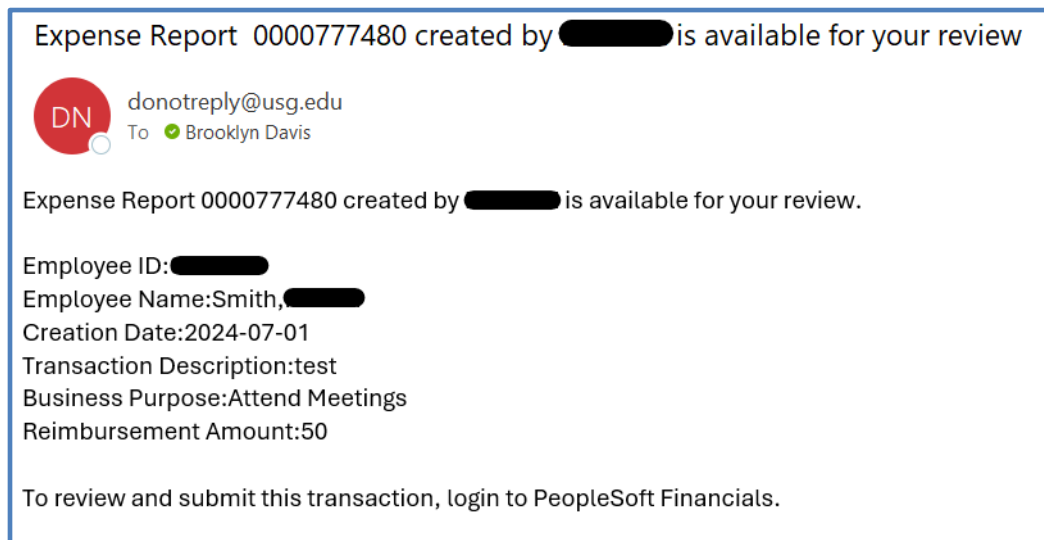


10. A message will appear verifying you would like to submit the report for the traveler to review.



11. Click **Yes** to send an email notification to the traveler.

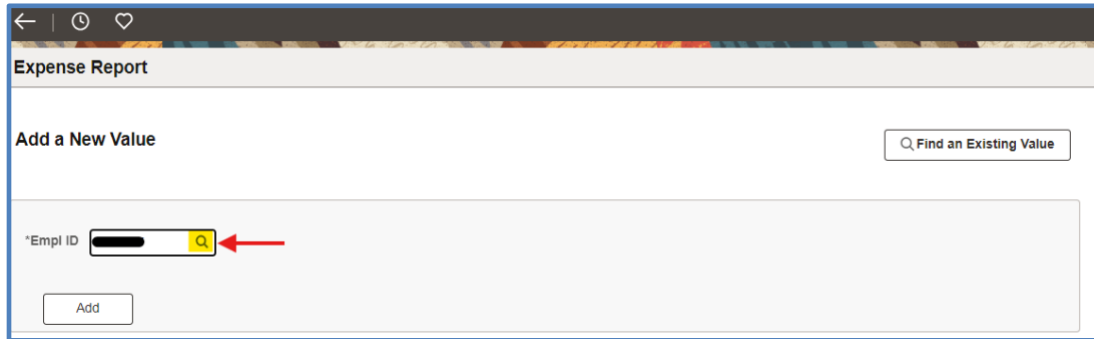
12. The traveler will receive a notification to review the Expense Report.



13. The traveler will then log in, review and submit the expense report.

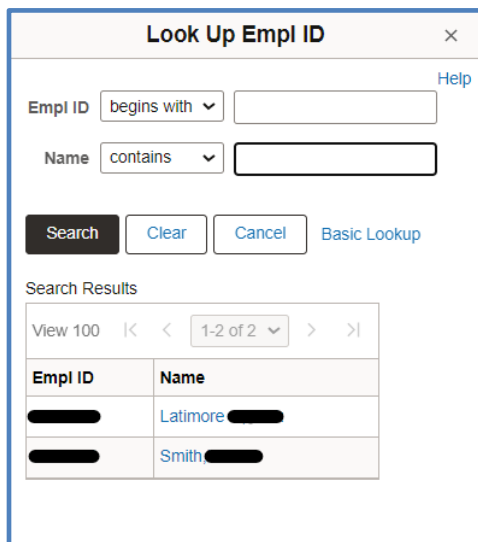
## Classic Navigation

1. Navigate to **Employee-Self Service > Travel and Expenses > Expense Report > Create/Modify**
2. Select the magnifying glass next to the Empl ID field.



The screenshot shows the 'Expense Report' form. At the top, there are navigation icons (back, refresh, heart) and the title 'Expense Report'. Below the title is a section 'Add a New Value' with a 'Find an Existing Value' button. The main area contains a field for '\*Empl ID' with a magnifying glass icon to its right, which is highlighted by a red arrow. Below the field is an 'Add' button.

3. In the Employee Search box, choose an employee to create a report on behalf of.  
**Note:** Only employees for whom you are an authorized delegate will appear.



The 'Look Up Empl ID' dialog box is shown. It has a title bar with a close button. Below the title bar are two search criteria: 'Empl ID' with a 'begins with' dropdown and an input field, and 'Name' with a 'contains' dropdown and an input field. There are 'Search', 'Clear', and 'Cancel' buttons, along with a 'Basic Lookup' link. Below the search criteria is a 'Search Results' section with a 'View 100' dropdown and a '1-2 of 2' dropdown. The results are displayed in a table:

Empl ID	Name
██████████	Latimore ██████████
██████████	Smith ██████████

4. Click **Add**.

**Create Expense Report**

Smith | Save for Later | Summary and Submit

Quick Start: ...Populate From [GO]

\*Business Purpose: [Dropdown]  
 \*Report Description: [Text Field]  
 Reference: [Text Field]

Destination Location: [Text Field] Attachments

**Expenses**

Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
		254 characters remaining		0.00	USD

Expand All | Collapse All

Total: 0.00 USD

5. Enter the following information on the Expense Report header:

- a. \*Business Purpose
- b. \*Report Description
- c. Destination Location

6. Next, enter your Expenses. Enter the following information on the Expense line:

- a.\*Date
- b.\*Expense Type,
- c. Select a \*Payment Type.

**Create Expense Report**

Smith | Save for Later | Summary and Submit

Actions: ...Choose an Action [GO]

\*Business Purpose: Attend Training  
 \*Report Description: Training  
 Reference: [Text Field]

Destination Location: ATLANTA Attachments

**Expenses**

Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
06/04/2024	Emp Meals - Full Day	254 characters remaining	Credit Card	50.00	USD

\*Billing Type: Internal | First or Last Day of Travel | Receipt Split

\*Location: ATLANTA

Default Rate  
 Non-Reimbursable  
 No Receipt

\*Exchange Rate: 1.00000000  
 Base Currency Amount: 50.00 USD

Accounting Details

Expand All | Collapse All

Total: 50.00 USD

7. Review Accounting details and or add any other expense lines needed by selecting the + Add button

8. Once you finish the report, select the **Summary and Submit** button found in the top right corner of the page.

Save for Later | **Summary and Submit**

Actions: ...Choose an Action [GO]

ATLANTA

Attachments

Total 50.00 USD

\*Payment Type: Credit Card \*Amount: 50.00 \*Currency: USD

\*Exchange Rate: 1.00000000

Base Currency Amount: 50.00 USD

9. Click the checkbox that the Expense Report is accurate.

Modify Expense Report

Save for Later | Expense Details

Smith Actions: ...Choose an Action [GO]

\*Business Purpose: Attend Training \*Description: Training

Totals View Printable Version View Analytics Notes Attachments

Employee Expenses (1 Line)	50.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 50.00 USD Amount Due to Supplier 0.00 USD

I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1000 or by imprisonment for not less than one nor more than five years, that the above statements are true and I have incurred the described expenses and the state use mileage in the discharge of my official duties for the state.

Submit Expense Report

10. Select the Submit Expense Report button.

11. A message will appear verifying you would like to submit the report for the traveler to review.

Click Yes to submit Expense Report for review by traveler. (28000,21)

Yes No

Amount Due to Supplier 0.00 USD

12. Click **Yes** to send an email notification to the traveler.
13. A message will appear in the top left corner of the page. The message says that the Expense report has been submitted to the traveler for review.

**View Expense Report**

---

Smith

Expense report 0000777481 has been submitted to the traveler for review.

<p><b>Business Purpose</b> Attend Training</p> <p><b>Description</b> Training</p> <p><b>Reference</b></p>	<p><b>Report</b> 0000777481 Pending</p> <p><b>Created</b> 07/01/2024 [REDACTED]</p> <p><b>Last Updated</b> 07/01/2024 [REDACTED]</p> <p><b>Post State</b> Not Applied</p>
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Totals ⓘ [View Printable Version](#) [View Analytics](#) [Notes](#)

Employee Expenses (1 Line)	50.00 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD

14. The traveler will receive a notification to review the Expense Report.

Expense Report 0000777481 created by [REDACTED] is available for your review

DN

donotreply@usg.edu

To ✔ Brooklyn Davis

Expense Report 0000777481 created by [REDACTED] is available for your review.

Employee ID: [REDACTED]

Employee Name: [REDACTED]

Creation Date: 2024-07-01

Transaction Description: Training

Business Purpose: Attend Training

Reimbursement Amount: 50

To review and submit this transaction, login to PeopleSoft Financials.

15. The traveler will then log in and review and submit the expense report.