

Creating and Submitting a Fluid Expense Report in PeopleSoft Financials

PeopleSoft Financials introduced a new Fluid user interface in Release 5.30. PeopleSoft fluid pages are designed to scale gracefully from large screen devices, such as laptops and desktops, to the reduced viewing space of tablets and smartphones. This job aid provides information on how to create a basic expense report using the new fluid Create Expense Report page.

There are specific Expense Report entry situations that will still require use of the classic Create Expense Report page. For example, if you wish to apply a Cash Advance or Travel Authorization, or if you need to edit Accounting Defaults on a Fluid Expense report after adding lines, you must do so in the Classic navigation.

Note: You can create a Fluid Expense Report, save it, then modify it from the Classic navigation: **Employee Self-Service > Travel and Expenses > Expense Reports > Modify.**

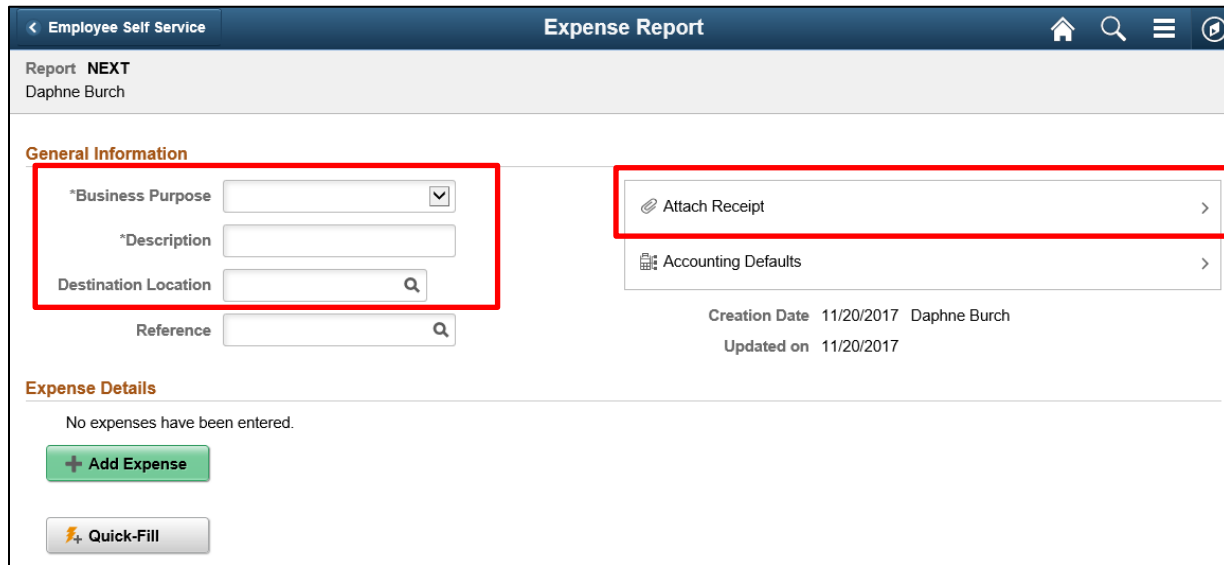
To create a Fluid Expense Report, log into PeopleSoft Financials.

1. Select the **Create Expense Report** tile. Selecting this tile will allow you to create a Fluid expense report for yourself or for someone that you are an Authorized Expense User for.



2. Enter the **General Information** for the expense report:
 - a. Select the appropriate **Business Purpose** from the drop down.
 - b. Enter a **Description**.
 - c. Enter/Select the **Destination Location**.
 - d. Use of the **Reference** field is optional.
3. If you have attachments for your expense report, select **Attach Receipt**. (If not, go to Step #4.)
 - a. Select the **Add Attachment** button.
 - b. Select the **My Device** button, search for your file, and select it by clicking **Open**.
 - c. Select the **Upload** button.

- d. When the upload is complete, a green bar will appear at the bottom of the File Attachment window reading **Upload Complete**.
- e. Click **Done**.
- f. Enter a description for the attachment in the **Description** field (optional).
- g. Repeat steps for additional attachments.
- h. Select the **Done** button when finished.



Employee Self Service | Expense Report

Report **NEXT**
Daphne Burch

General Information

*Business Purpose

*Description

Destination Location

Reference

Attach Receipt

Accounting Defaults

Creation Date 11/20/2017 Daphne Burch
Updated on 11/20/2017

Expense Details

No expenses have been entered.

4. If you need to update the Accounting Defaults to something different from the Default Chartfield Values on your expense profile, click **Accounting Defaults**.
 - a. An example of this would be if you need to charge the Expense Report to a different Department.
 - b. For Fluid Expense Report creation, it is recommended that you update the Accounting Defaults prior to adding expense lines. Due to an Oracle bug, the Accounting Defaults cannot be changed once lines have been added.
5. You will notice the **Quick-Fill** button located in the center of the page. It is not recommended to use Quick-Fill for Fluid Expense Report creation. If you wish to use this feature, create a Classic Expense Report via the **Employee Self-Service > Travel and Expenses > Expense Reports > Create** navigation.
6. To enter your expenses, click **Add Expense**.

Employee Self Service Expense Report

Report NEXT
 Daphne Burch

General Information

*Business Purpose: Attend Meetings
 *Description: Meeting in Atlanta
 Destination Location: ATLANTA
 Reference: [Search]

Attach Receipt
 Accounting Defaults

Creation Date: 11/20/2017 Daphne Burch
 Updated on: 11/20/2017

Expense Details

No expenses have been entered.

+ Add Expense (highlighted)

Quick-Fill

7. A new expense has been added. Click the lookup icon located next to Expense Type.

Expense Report

Meeting in Atlanta
 Daphne Burch

Save Review and Submit
 Last Saved 11/20/2017 5:53PM

Total (1 Item) 0.00 USD

+ Add - Delete Filter More

Monday, November 20, 2017

New Expense	0.00	USD
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New Expense - 11/20/2017

*Date: 11/20/2017
 *Expense Type: [Search icon highlighted]
 Description: [Text area]

Payment Details

*Payment: [Dropdown]
 *Amount: 0.00 USD [Search]

Additional Information

*Billing Type: Internal
 Accounting 1 >

The Expense Type Search window will display. It defaults to the Frequently Used Expense Types, which is a short list of Expense Types you use most often.

Cancel
Expense Type Search

Frequently Used
All Types

7 rows

Expense Type ◇
Emp Dinner
Emp Lunch
Emp Mileage T1
Emp Parking
Emp Meals - Full Day
Emp Breakfast
Emp Ground Gasoline

- You can click **All Types** to display all Expense Types. Once you have selected an Expense Type, the required fields for that type will display.

Cancel
Expense Type Search

Frequently Used
All Types

»

129 rows

Expense Type ◇
Agency Expense
Emp Air Transportation
Emp Baggage
Emp Breakfast
Emp Commercial Transp
Emp Dinner
Emp Ground Gasoline

9. For each expense:
 - a. Enter/select a date in the **Date** field. (**Please note:** This date must be a current or past date.)
 - b. Enter a **Description** for the **Expense Type** if needed. (Certain expense types require a description.)
 - c. Select the **Payment Type**.
 - d. Enter the **Amount** if not automatically populated based on **Expense Type**.
 - e. **Billing Type** cannot be changed because it is always Internal.

10. If you need to enter **Mileage**, continue. Otherwise, go to Step #11.
 - a. Select the appropriate mileage type (Emp Mileage T1, Emp Mileage T2, etc.).
 - b. Click the **Reimbursable Miles** box.

The screenshot shows the 'Expense Report' interface. On the left, a list of items is shown with a total of 0.00 USD. The main area displays details for 'Emp Mileage T1 - 11/20/2017'. Fields include:

- *Date: 11/20/2017
- *Expense Type: Emp Mileage T1
- Description: (empty)
- Mileage** section:
 - *Reimbursable Miles: (highlighted with a red box)
 - *Miles: (empty) x 0.5350
- Payment Details** section:
 - *Payment: (dropdown menu)
 - *Amount: 0.00 USD

The **Reimbursable Miles** window will display.

The 'Reimbursable Miles' dialog box is shown with the following fields:

- Report ID: 0000602416
- Total Miles Traveled: (input field)
- Commute/Personal Miles: (input field)
- Reimbursable Miles: (input field)

- c. Enter your **Total Miles Traveled** that day, as well as any **Commute/Personal Miles**. (Commute/Personal Miles are your typical commute from home to work.) The system will calculate your **Reimbursable Miles**.

Cancel
Reimbursable Miles
Done

Report ID 0000602416

Total Miles Traveled

Commute/Personal Miles

Reimbursable Miles 68

d. Click Done. The **Miles** and **Amount** fields will populate.

< Expense Report
Home Search Menu Refresh

Meeting in Atlanta

Daphne Burch

Total (1 Item) 0.00 USD

Monday, November 20, 2017

Emp Mileage T1 0.00 USD

Save Review and Submit

Last Saved 11/20/2017 5:53PM

Emp Mileage T1 - 11/20/2017

*Date

*Expense Type

Description

Mileage

*Reimbursable Miles

***Miles** x

Payment Details

*Payment

***Amount**

Additional Information

*Billing Type

*Originating Location

*Destination Location

Accounting

Exceptions

Non-Reimbursable No

No Receipt No

e. Enter/Select the **Originating Location**.

Expense Report

Meeting in Atlanta

Daphne Burch

Save Review and Submit

Last Saved 11/20/2017 5:53PM

Total (1 Item) 0.00 USD

Add
 Delete
 Filter
 More

Monday, November 20, 2017

Emp Mileage T1	36.38
	USD

Emp Mileage T1 - 11/20/2017

*Date

*Expense Type

Description

Mileage

*Reimbursable Miles >

*Miles x 0.5350

Payment Details

*Payment

*Amount

Additional Information

*Billing Type

*Originating Location

*Destination Location

Accounting 1 >

Exceptions

Non-Reimbursable No

No Receipt No

11. For hotel bills, continue. Otherwise, go to Step #12.
 - a. Add an expense line for lodging (Ex: Emp Lodging).
 - b. Enter the **Description** (optional).
 - c. Enter the **Number of Nights**.
 - d. Select the **Payment Type**.
 - e. Fill in the **Amount**.

< My Expense Reports
Expense Entry

Meeting in Atlanta

Daphne Burch

Save Review and Submit

Last Saved 11/20/2017 6:29PM

Total (3 Items) 192.38 USD	
+ Add	- Delete
⌵ Filter	⋮ More
▼ Monday, November 20, 2017	
Emp Lodging	129.00 USD
Emp Meals - Full Day	27.00 USD
Emp Mileage T1	36.38 USD

Emp Lodging - 11/20/2017

*Date

*Expense Type

Description

*Number of Nights

Payment Details

*Payment

*Amount

Additional Information

*Billing Type

*Expense Location

Accounting 1 >

Receipt Split
 Itemize Hotel Bill

Exceptions

Non-Reimbursable No

No Receipt No

12. For meals, continue. Otherwise, go to step #13.
 - a. Select the appropriate meal **Expense Type** (Ex: Emp Lunch, Emp Meals-Full Day).
 - b. If the meal occurred on a First or Last Day of travel and the 75% reimbursement rule applies, select the **First or Last Day of Travel** link.

Expense Report

Meeting in Atlanta **Save** **Review and Submit**

Daphne Burch Last Saved 11/20/2017 6:17PM

Total (2 Items) 36.38 USD

Monday, November 20, 2017

Emp Meals - Full Day	36.00 USD
Emp Mileage T1	36.38 USD

Emp Meals - Full Day - 11/20/2017

*Date 11/20/2017

*Expense Type Emp Meals - Full Day

Description

Payment Details

*Payment Credit Card

*Amount 36.00 USD

Additional Information

*Billing Type Internal

*Expense Location ATLANTA

First or Last Day of Travel

Accounting 1

Exceptions

Non-Reimbursable No

No Receipt No

c. Check the **Deduction Flag**.

Deductions for First or Last Day of Travel **Done**

Date 11/20/2017

Expense Type Emp Meals - Full Day

Per Diem Amount 36.00 USD

Deduction Details

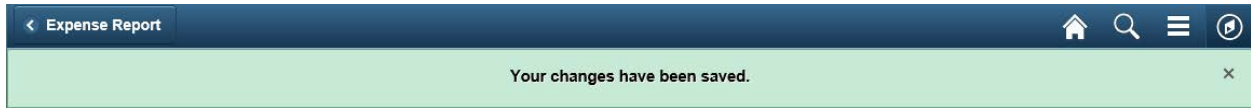
Expense Type	Deduction Percentage	Deduction Amount	Deduction Calculation	Total Amount
<input checked="" type="checkbox"/> Emp Meals - Full Day	25.00			9.00
Total Deductions				9.00

d. Select the **Done** button. A message will display at the top of the page that the deduction has been applied and you will notice that the Amount was reduced.

Expense Report

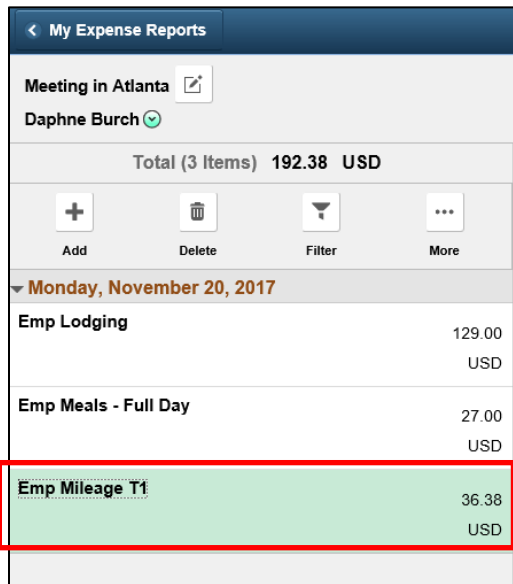
Deduction has been applied to the expense amount.

- e. Click the Save button. A message will appear at the top of the page confirming that your changes have been saved.

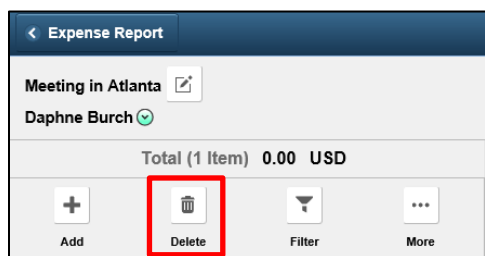


How to Delete an Expense Line on a Fluid Expense Report

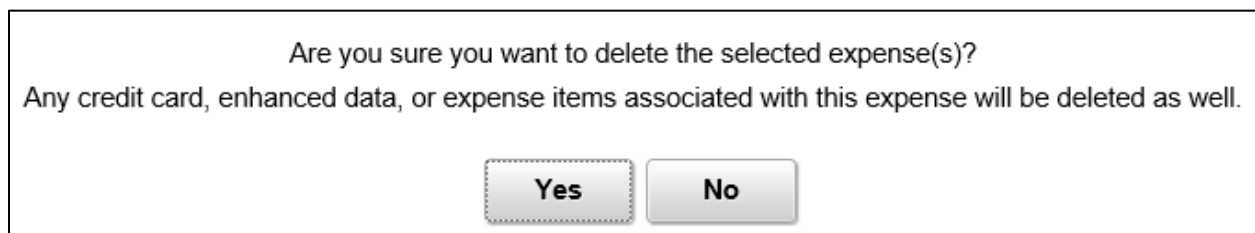
If you need to delete an expense line, select the line from the expenses listed on the left side of the page.



Then click **Delete**.

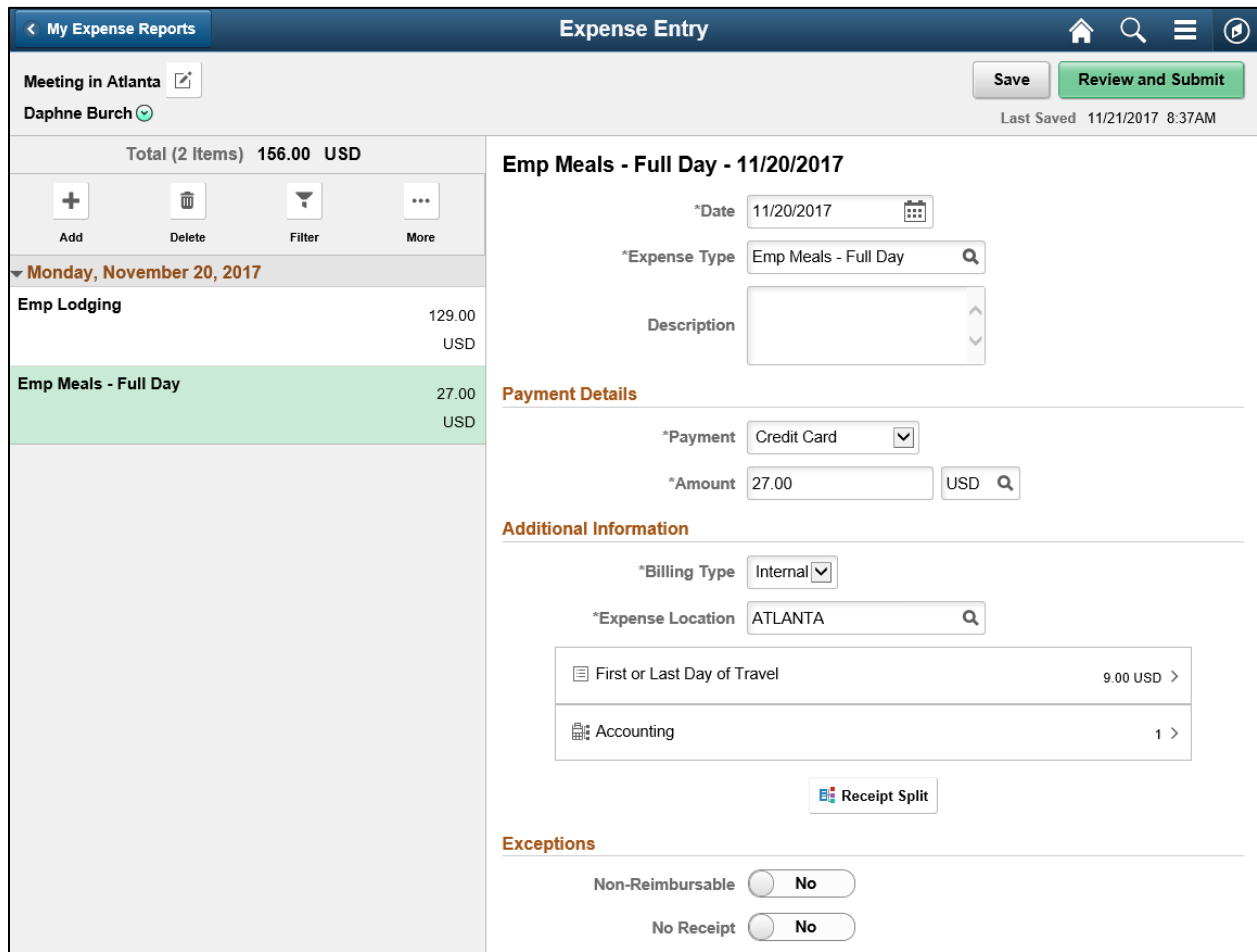


A window will display asking if you are sure you want to delete the selected expense(s).



Select **Yes**.

The line is deleted.



My Expense Reports | Expense Entry | Meeting in Atlanta | Daphne Burch | Save | Review and Submit | Last Saved 11/21/2017 8:37AM

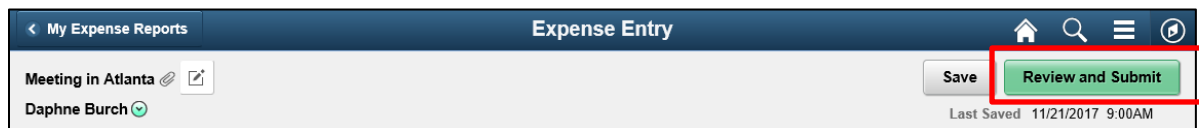
Total (2 Items) 156.00 USD

Monday, November 20, 2017	
Emp Lodging	129.00 USD
Emp Meals - Full Day	27.00 USD

Emp Meals - Full Day - 11/20/2017
 *Date: 11/20/2017
 *Expense Type: Emp Meals - Full Day
 Description:
Payment Details
 *Payment: Credit Card
 *Amount: 27.00 USD
Additional Information
 *Billing Type: Internal
 *Expense Location: ATLANTA
 First or Last Day of Travel: 9.00 USD >
 Accounting: 1 >
 Receipt Split
Exceptions
 Non-Reimbursable: No
 No Receipt: No

How to Submit a Fluid Expense Report

Once all lines have been added and your Expense Report is ready to be submitted, click the **Review and Submit** button.



My Expense Reports | Expense Entry | Meeting in Atlanta | Daphne Burch | Save | **Review and Submit** | Last Saved 11/21/2017 9:00AM

The Expense Summary page will display.

< Expense Entry
Expense Summary

Meeting in Atlanta

Daphne Burch

Update Details
Submit

Last Saved 11/21/2017 9:00AM

Expense Report Summary

Total (2 Items)	156.00 USD
Due to Employee	156.00 USD

Approval Status

Report ID 0000602416	Pending
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Additional Information

Travel Authorization

You have 1 approved Travel Authorization(s) that can be associated to this report. >

View Analytics >

Notes >

View Printable Report >

Click the **Submit** button.

The submission statement will display.

I certify the expenses submitted are accurate and comply with expense policy.

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

Cancel

Click **Submit**.

A message will appear at the top of the page confirming that your Expense Report has been submitted and you will be returned to the My Expense Reports page.

< Expense Entry
My Expense Reports

Expense Report 0000602416, Meeting in Atlanta, has been submitted. x

Job Aid: Creating and Submitting a Fluid Expense Report in PeopleSoft Financials
 GeorgiaFIRST Financials

12 | Page
 11.22.17