

Creating and Submitting an Expense Report

How to Create and Submit an Expense Report

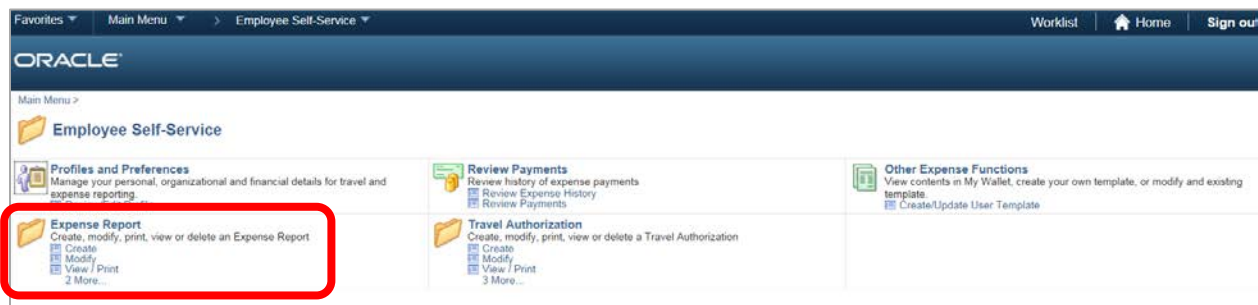
This job aid shows users how to create and submit an expense report. If you need to withdraw, modify, view, print, and delete an expense report, please see the Modifying an Expense Report job aid: http://www.usg.edu/gafirst-fin/documentation/job_aids/category/travel_and_expenses.

Please note: If you have not self-registered, you will need to do so before you create an expense report (http://www.usg.edu/gafirst-fin/documents/Registering_as_a_New_Self-Service_User.pdf). If you are self-registering and creating your report on the same day, you will need to see your expense administrator after you self-register so that the administrator can authorize your information.

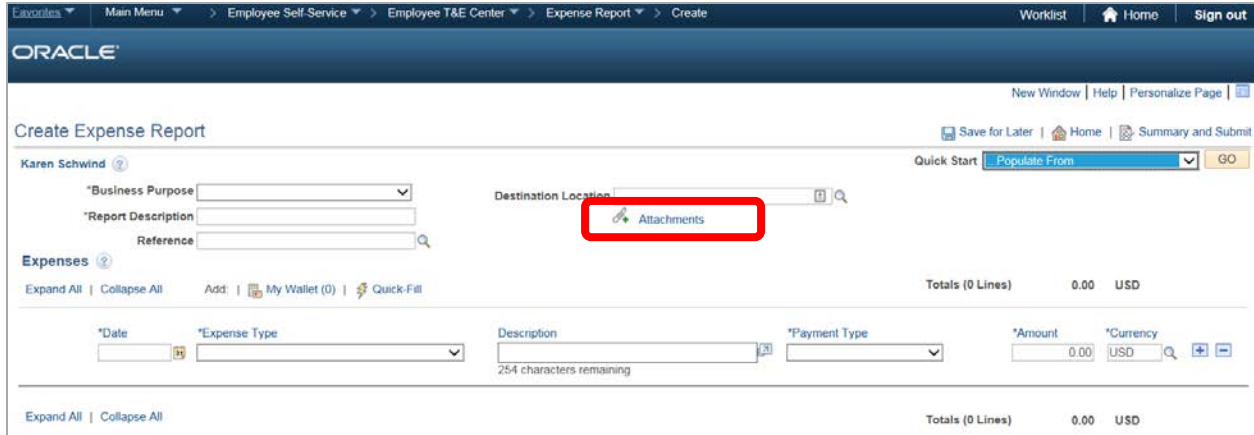
Consult your Travel & Expenses administrator for information about reimbursement policies or see GA State travel policies here: <https://sao.georgia.gov/state-travel-policy>

To create an expense report, log into PeopleSoft Self-Service:
<https://selfservice.fprod.gafirst.usg.edu>.

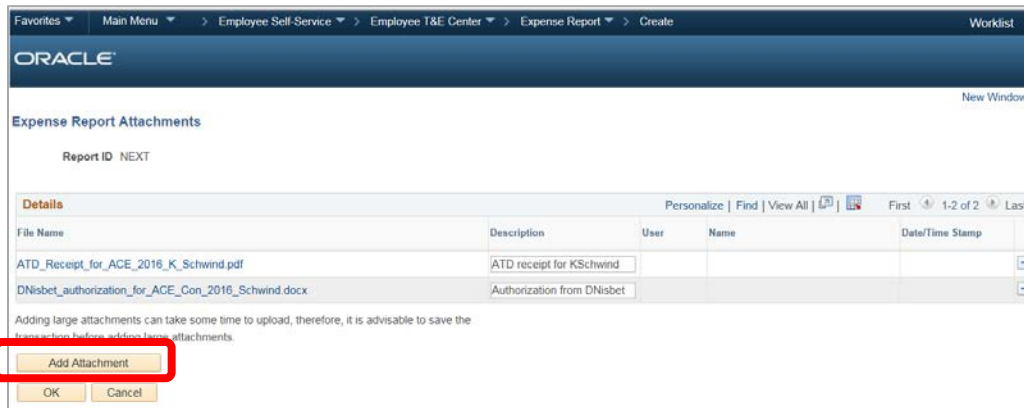
Follow the navigation: **Employee Self-Service > Expense Report > Create.**



1. Enter your **Employee ID**. Your Employee ID may already appear.
2. Enter the **General Information** for the expense report:
 - a. Select the appropriate **Business Purpose** from the drop down.
 - b. Enter a description in the **Report Description** field.
 - c. Enter/Select the **Destination Location**.
 - d. Leave **Reference** blank. We do not use this field.



Oracle
 Create Expense Report
 Karen Schwind
 *Business Purpose
 *Report Description
 Reference
 Destination Location
Attachments
 Expenses
 *Date *Expense Type Description *Payment Type *Amount *Currency
 254 characters remaining
 Totals (0 Lines) 0.00 USD



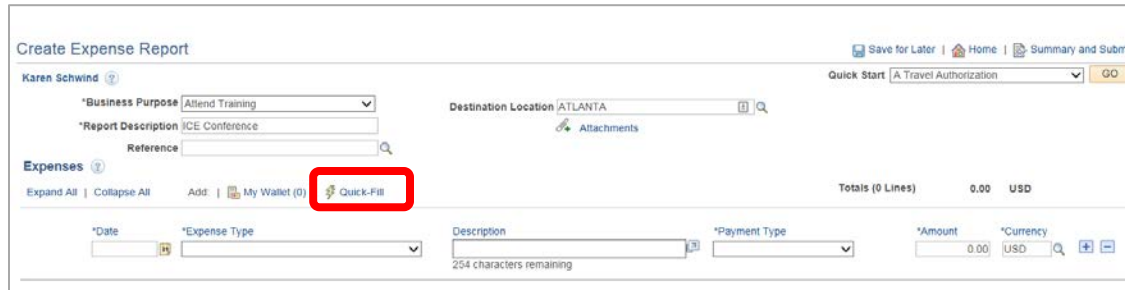
Oracle
 Expense Report Attachments
 Report ID: NEXT
 Details

File Name	Description	User	Name	Date/Time Stamp
ATD_Receipt_for_ACE_2016_K_Schwind.pdf	ATD receipt for KSchwind			
DNisbet_authorization_for_ACE_Con_2016_Schwind.docx	Authorization from DNisbet			

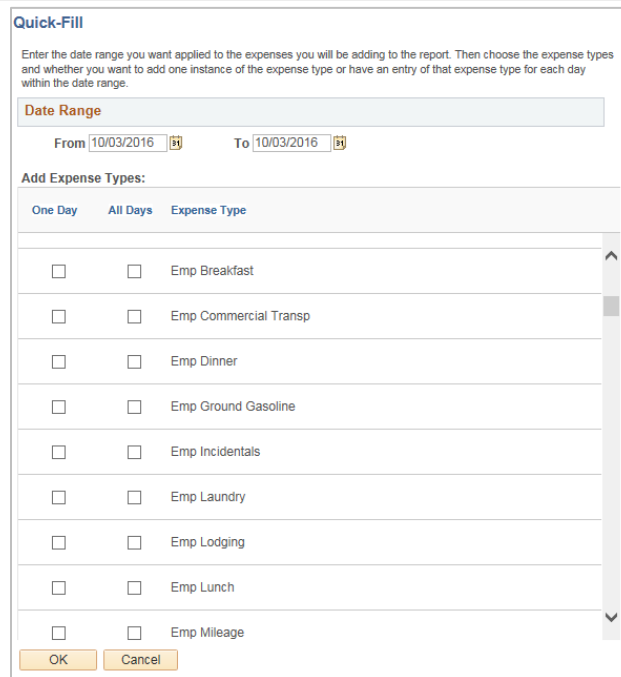
 Adding large attachments can take some time to upload, therefore, it is advisable to save the file to your desktop before adding large attachments.
Add Attachment
 OK Cancel

3. If you have attachments for your expense report, select the **Attachments** link. (If not, go to Step #4.)
 - a. Select the **Add Attachment** button.
 - b. Select the **Browse** button, search for your file, and select it.
 - c. Select the **Upload** button.
 - d. The attachment appears in the Expense Report Attachments window.
 - e. Enter a description for the attachment in the **Description** field (optional).
 - f. Repeat steps for additional attachments.
 - g. Select the **OK** button.

4. To easily add multiple expense lines that occur on a single day or a range of days, select the **Quick-Fill** link.



The screenshot shows the 'Create Expense Report' interface. At the top, there are navigation links: 'Save for Later', 'Home', and 'Summary and Submit'. Below that, the user's name 'Karen Schwind' is displayed. The form includes fields for 'Business Purpose' (Attend Training), 'Report Description' (ICE Conference), and 'Destination Location' (ATLANTA). There is a 'Quick Start' dropdown menu set to 'Travel Authorization' and a 'GO' button. Under the 'Expenses' section, there are options to 'Expand All', 'Collapse All', 'Add', 'My Wallet (0)', and 'Quick-Fill' (which is highlighted with a red box). Below this, there are input fields for 'Date', 'Expense Type', 'Description' (with a '254 characters remaining' indicator), 'Payment Type', 'Amount' (0.00), and 'Currency' (USD).



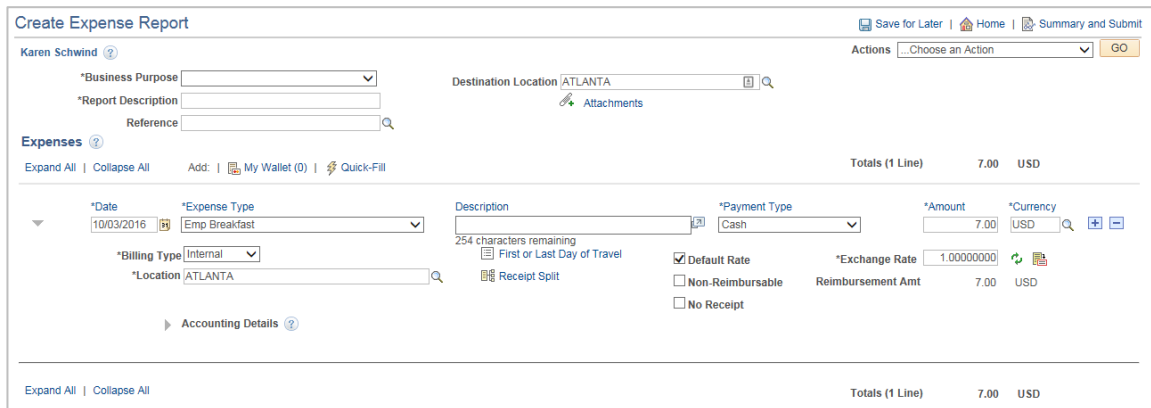
The 'Quick-Fill' dialog box prompts the user to 'Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.' It features a 'Date Range' section with 'From' and 'To' date pickers, both set to 10/03/2016. Below is the 'Add Expense Types' section, which has tabs for 'One Day' and 'All Days'. A table lists various expense types with checkboxes for selection:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	Emp Breakfast
<input type="checkbox"/>	<input type="checkbox"/>	Emp Commercial Transp
<input type="checkbox"/>	<input type="checkbox"/>	Emp Dinner
<input type="checkbox"/>	<input type="checkbox"/>	Emp Ground Gasoline
<input type="checkbox"/>	<input type="checkbox"/>	Emp Incidentals
<input type="checkbox"/>	<input type="checkbox"/>	Emp Laundry
<input type="checkbox"/>	<input type="checkbox"/>	Emp Lodging
<input type="checkbox"/>	<input type="checkbox"/>	Emp Lunch
<input type="checkbox"/>	<input type="checkbox"/>	Emp Mileage

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

- a. Enter a date or a range of dates in the **From** and **To** fields.
 - b. With a checkmark, select the expense type that applies to one day or all days.
 - c. Select the **OK** button. Expense lines populate with the date, expense type, and if it is a meal, the appropriate per diem amount for the **Destination Location** you entered.
 - d. Complete any missing details on the **Quick-Fill** expense lines you just added.
 - e. You may also add lines individually by using the plus (+) button instead of using Quick-Fill which was detailed in Step #4 above. See Step #5 below.
5. For each expense:
 - a. Enter/select date in the **Date** field. (**Please note:** This date must be a current or past date.)
 - b. In the **Expense Type** drop down, select the appropriate expense type.
 - c. Enter a **Description** for the **Expense Type** if needed. (Certain expense types require a description.)
 - d. Select the **Payment Type**.

- e. Enter the **Amount** if not automatically populated based on **Expense Type**.
- f. **Billing Type** cannot be changed because it is always Internal.



The screenshot shows the 'Create Expense Report' form. At the top, there are navigation links: 'Save for Later', 'Home', and 'Summary and Submit'. The user 'Karen Schwind' is logged in. The form includes the following fields and options:

- Business Purpose:** A dropdown menu.
- Report Description:** A text input field.
- Reference:** A text input field with a search icon.
- Destination Location:** A dropdown menu set to 'ATLANTA'.
- Expenses:** A section with 'Expand All' and 'Collapse All' links. It shows a table with one row:

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/03/2016	Emp Breakfast		Cash	7.00	USD
- Billing Type:** A dropdown menu set to 'Internal'.
- Location:** A dropdown menu set to 'ATLANTA'.
- Payment Type:** A dropdown menu set to 'Cash'.
- Amount:** A text input field set to '7.00'.
- Currency:** A dropdown menu set to 'USD'.
- Default Rate:** A checked checkbox.
- Non-Reimbursable:** An unchecked checkbox.
- No Receipt:** An unchecked checkbox.
- Exchange Rate:** A text input field set to '1.00000000'.
- Reimbursement Amt:** A text input field set to '7.00'.

6. For mileage continue. Otherwise go to Step #7.
 - a. For the **Expense Type**, select the appropriate mileage type.
 - b. Enter/select the **Originating Location**.
 - c. Select the **Payment Type** of **N/A (e.g., Mileage)**.
 - d. Select the **Reimbursable Miles** link (if the **Mileage Details** pop-up does not automatically display).
 - e. In the **Mileage Details** window, enter the **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**.
 - f. Select the **OK** button.
7. For hotel bills, continue. Otherwise, go to Step #8.
 - a. Add an expense line for lodging (Ex: Emp Lodging).
 - b. Enter the **Description** (optional), **Payment Type**, etc., just as you did with meals.
 - c. Fill in the **Amount Spent**.
 - d. Fill in the **Number of Nights**.
 - e. The **Itemize Hotel Bill** functionality gives you the ability to break your hotel bill into separate expense types. If you entered separate expenses, such as parking, in Step 4, you do not need to use **Itemize Hotel Bill**. If you wish to itemize, continue. If not, go to Step 8.
 - f. In **Itemize Hotel Bill**, you will divide the bill between the room charge and other charges, such as parking.
 - g. Add a line for lodging if you have not already.
 - h. In the amount field, enter the total amount of your hotel bill.
 - i. Then click the **Itemize Hotel Bill** link.
 - j. Click to select the relevant box(s) under **Charges Incurred on This Bill**. This information will be on your hotel receipt. Taxes are included with your **Room Rate**. The **Room Rate** will be multiplied by the **Number of Nights** you entered.
 - k. Click Continue.

- I. You will get a screen for other charges that you chose. Fill in the amount for each and click continue until you have accounted for all charges.
- m. When you have finished putting in charges, you should see a screen with total charges. The **Remaining** amount should be 0.00.
- n. Click **Done**.

Itemize Hotel Bill Report ID NEXT

General Hotel Bill Information

*Transaction Date: 09/01/2016
 Checkout Date

*Payment Type: Master Card
 *Billing Type: Internal
 *Number of Nights: 1
 Location: ATLANTA
 Description: Marriott

*Amount Spent: 179.00
 Currency: USD
 *Exchange Rate: 1.00000000
 Default Rate

Reimbursement Amt: 0.00 USD

 Non-Reimbursable
 Non-Refundable

Charges Incurred on This Bill

Room Charge Parking
 Room Service Laundry
 Telephone/Internet Misc Charges

Room Charge **Your Hotel Bill**

Details

Transaction Date	Number of Nights	Room Rate	Currency	Non-Reimbursable
09/01/2016	1		USD	<input type="checkbox"/>

Number of Nights: 1
 Room Charge Total: 0.00 USD
 Total Room Expense: 0.00 USD

[Return To Expense Report](#)

Your Hotel Bill

Total Bill: 179.00 USD
 Room Charge: 0.00
 Parking: 0.00
 Remaining: 179.00 USD

8. For meals on the first and last day of travel, continue. Otherwise go to step #9.
 - a. Select the **First or Last Day of Travel** link.

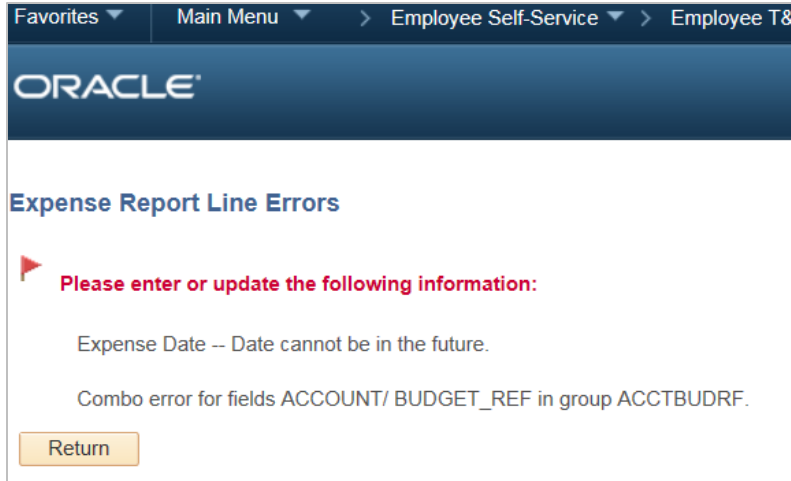
- b. Check the **Deduction Flag**.
 - c. Select the **OK** button.
 - d. The per diem amount will have been reduced by 25% to meet the state requirement of 75% reimbursement.
9. To copy expense lines, select **Copy Expense Lines** from the Actions drop down menu; otherwise go to step #10.
- a. Click **GO**.
 - b. In the **Copy Expense Lines** window, you can either copy the expense line to a single date or to a range of dates. You also have the option to include weekends or holidays.
 - c. Enter the appropriate date or range of dates in the **Copy Option** section.
 - d. Check the box(s) to select the expense line(s) you wish to copy.
 - e. Select the **OK** button.
10. To save the expense report, select the **Save for Later** button.

The screenshot shows the 'Create Expense Report' interface in Oracle PeopleSoft. At the top right, the 'Save for Later' button is highlighted with a red box. Below it, the 'Actions' dropdown menu is set to 'Copy Expense Lines'. The form contains the following data:

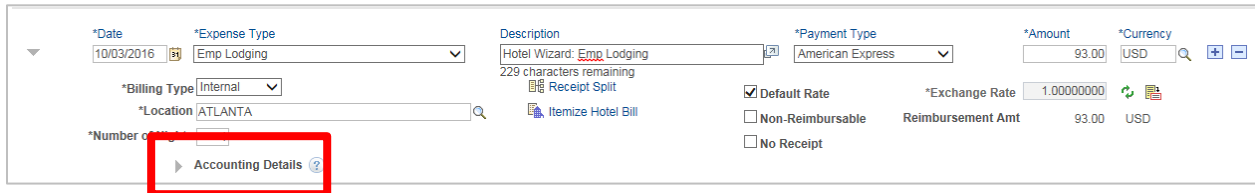
*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/03/2016	Emp Lodging	Hotel Wizard: Emp Lodging 229 characters remaining	American Express	93.00	USD
10/04/2016	Emp Lodging	Hotel Wizard: Emp Lodging 229 characters remaining	American Express	93.00	USD
10/03/2016	Emp Parking	Hotel Wizard: Emp Parking 229 characters remaining	American Express	14.00	USD

Summary: Totals (3 Lines) 200.00 USD

11. **Please note:** If you see a red flag like the one below, click the flag to see information about what is causing the error.

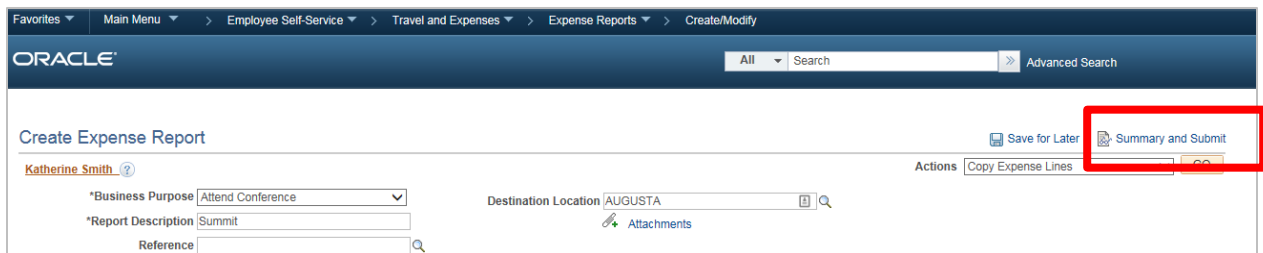


If you need to see **Accounting Details**, click the arrow to expand **Accounting Details**.



You will see the ChartField used on your expense report. Ask your Expense Administrator if you have questions about your ChartField.

12. Click the **Summary and Submit** link.



- The **Summary and Submit** page displays. Your Report ID should have the word Pending after it. A report is assigned Pending status when it has been created and saved.

Modify Expense Report

Karen Schwind

*Business Purpose: Attend Conference

*Description: ATD ACE Conference

Reference: [Search]

Report: 0000665465 Pending

Totals

Employee Expenses (1 Line)	129.00 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: 129.00 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

- To submit the expense report for approval, you must first check the verification checkbox indicating that the travel was for official business.
- After checking the verification checkbox, the **Submit Expense Report** button becomes enabled. Click the **Submit Expense Report** button to submit the expense report for approval.
- The **Expense Report Submit Confirm** window displays. Click **OK** to submit your expense report.
- You should see red text verifying that your expense report has been submitted.

View Expense Report

Katherine Smith

Your expense report 0000573138 has been submitted for approval.

Business Purpose	Attend Conference	Report	0000573138	Submission in Process
Description	Summit	Created	10/03/2016	Katherine Smith
Reference		Last Updated	10/03/2016	Katherine Smith