Department	
Responsibility/Role	
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Status	

Creating Expense Reports

Trigger:

Concept

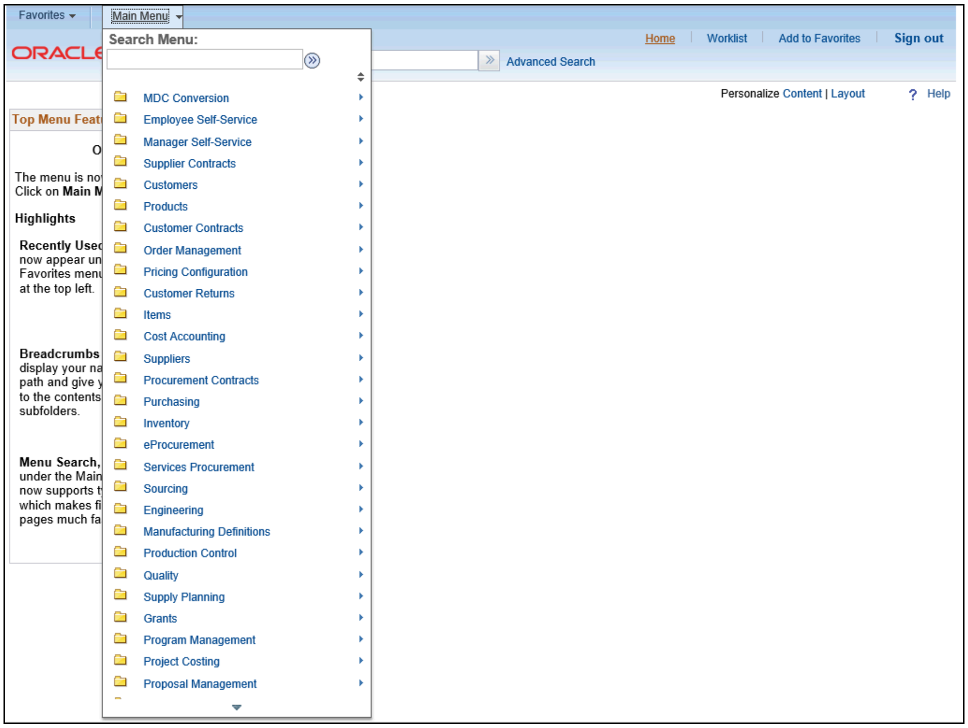
Required Field(s)	Comments

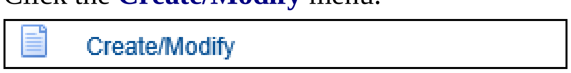
Output - Result(s)	Comments

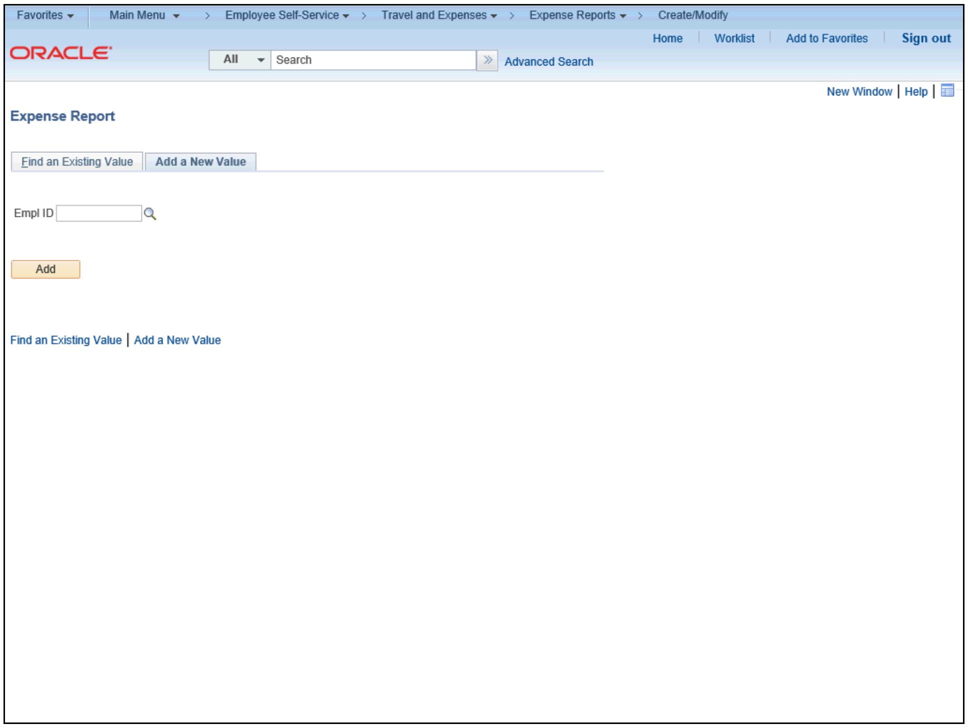
Additional Information

Procedure

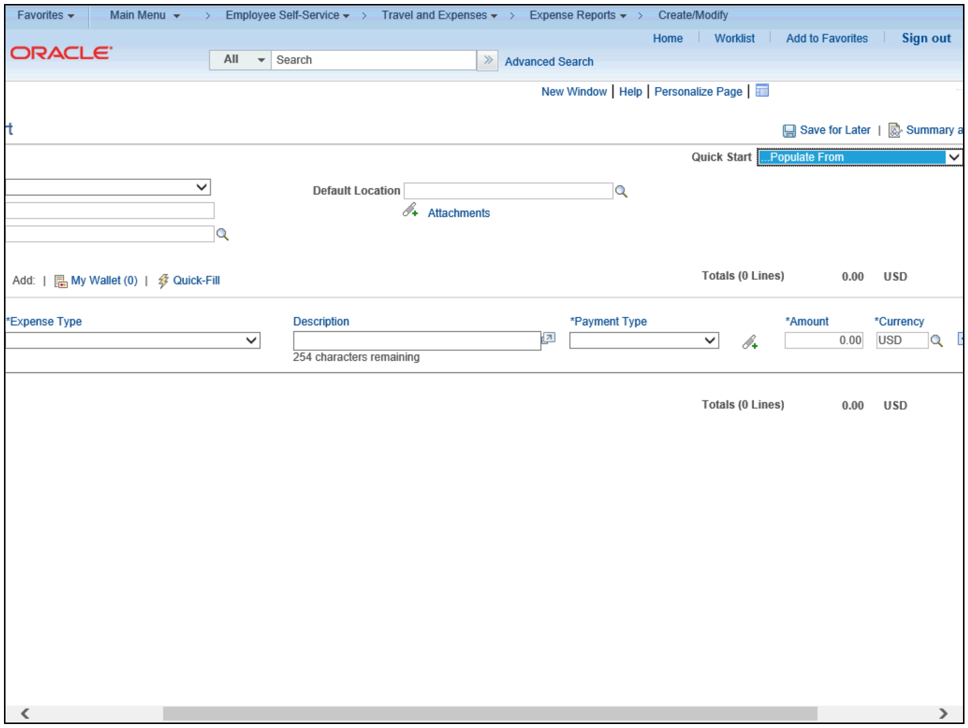
In this simulation, you will learn how to create and submit an expense report.



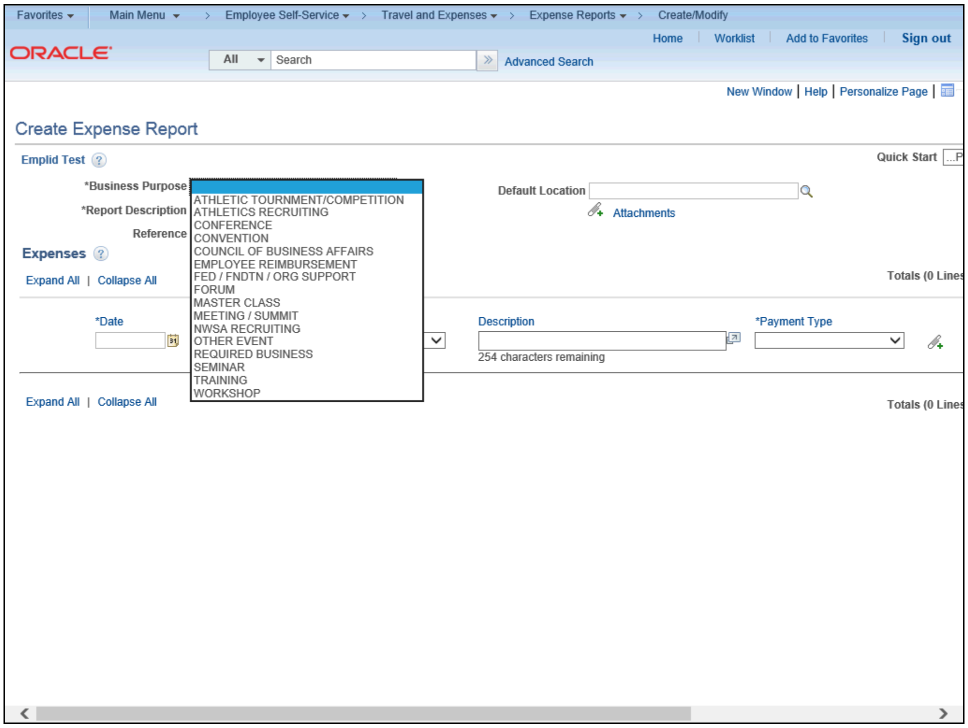
Step	Action
1.	Begin with the **Main Menu**. **Note:** If you are logging through the portal, navigate using **Main Menu, Financials**. Click the **Employee Self-Service** menu. 
2.	Click the **Travel and Expenses** menu. 
3.	Click the **Expense Reports** menu. 
4.	Click the **Create/Modify** menu. 



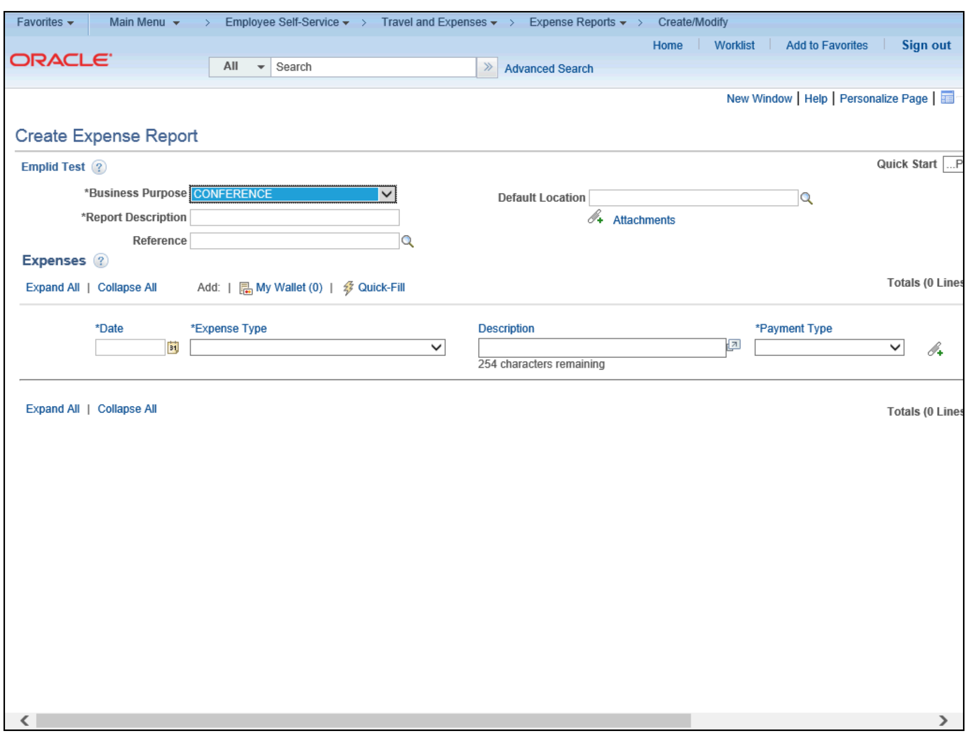
Step	Action
5.	Your **EMPL ID** will default, however, you can click the **Look up Empl ID (Alt+5)** button to select someone for whom you are assigned to prepare an Expense Report. 
6.	Click the **Add** button. 



Step	Action
7.	Click the scrollbar.
8.	Use the **Create Expense Report** page to add expense lines and provide information that is specific for each expense type. Expenses populates fields based on user default settings. These setting are determined on the **Employee Profile - User Defaults** page. Default values include: **Business Purpose**, **Location**, **Report Description**, **Payment Type**, and so on.
9.	**Embedded Help** icons are placed in some group boxes to help you understand how to proceed through the page. Click the **Help** button. 
10.	When you are finished using the information in the window, you can close it. Click the **Close** button. 
11.	Click the **Business Purpose** list. 

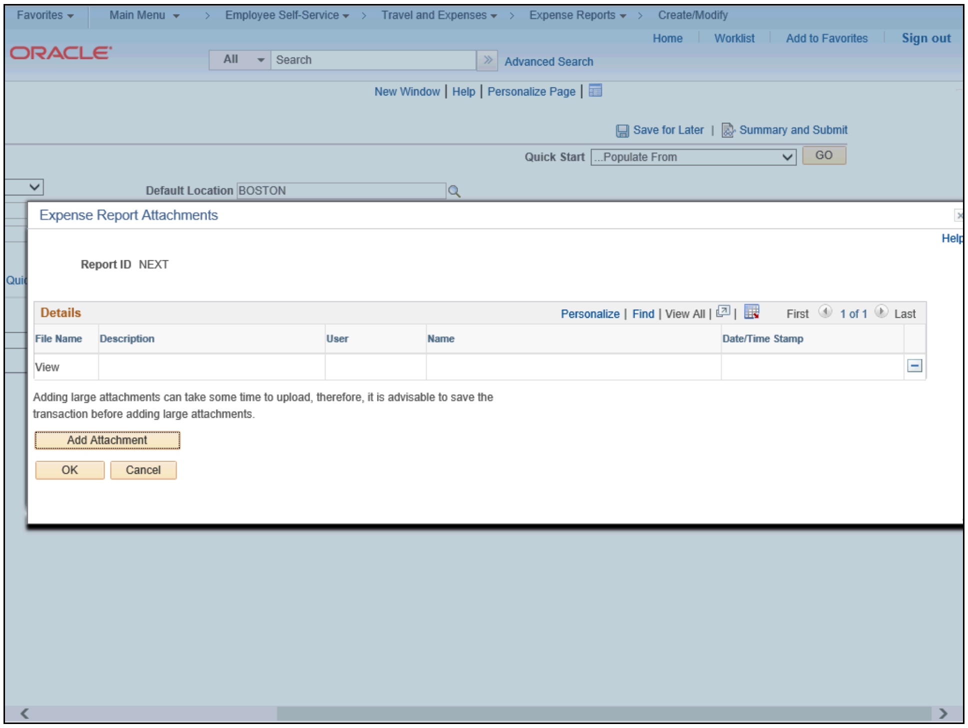


Step	Action
12.	Click the **CONFERENCE** list item. CONFERENCE

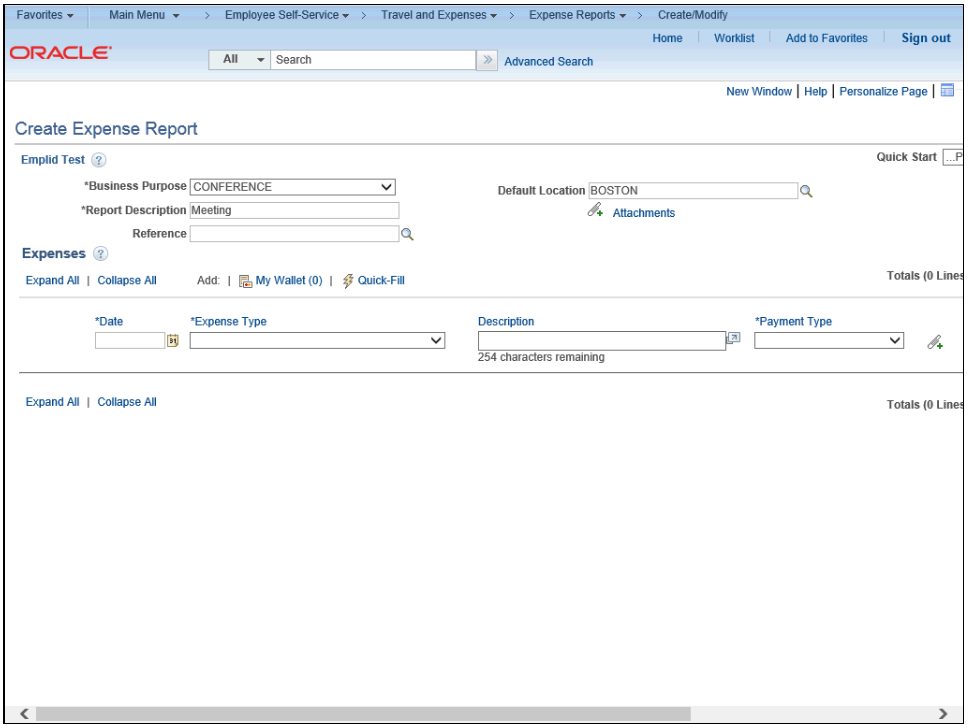


Step	Action
13.	Click in the **Report Description** field. *Report Description
14.	Enter the desired information into the **Report Description** field. Enter "**Meeting**". *Report Description
15.	In the **Default Location** field, select a city, country, or geographical area where the expenses were generally incurred. This location appears on each expense line where applicable, and you can change it throughout the expense report entry process. If you change the default location, Expenses applies the new location to newly added expenses; the change does not impact existing expense lines.
16.	Click the **Look up Default Location (Alt+5)** button.
17.	Click the **BOSTN** link. BOSTN
18.	Click the **horizontal** scrollbar.
19.	Click the **Quick Start** list. Quick Start ...Populate From
20.	Use the **Quick Start** list to change the method used for creating an expense report. These options are no longer available when you click in the Expenses section and begin entering an expense line. Options include: • **A Template:** Select to access the **Select a Template** page, where you can select a template to use to base a new expense report on • **A Travel Authorization:** Select to access the **Populate From A Travel Authorization** page, where you can select a travel authorization from which to create a new expense report that contains similar information • **An Existing Report:** Select to access the **Copy From an Existing Report** page, where you can select an existing expense report from which to create a new expense report that contains similar information • **Entries From My Wallet:** Select to access the **My Wallet** page, where you can select transactions to add to the expense report
21.	Click the **Attachments** link. Attachments

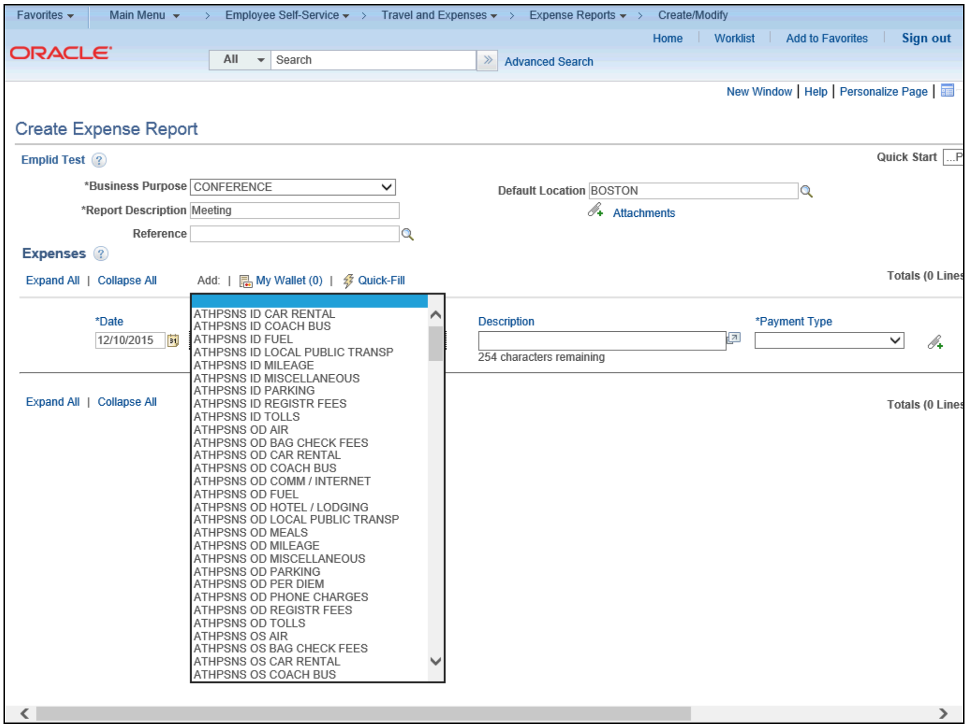
Step	Action
22.	Use the **Expense Report Attachments** page to add documents that are related to this expense report and general in nature.



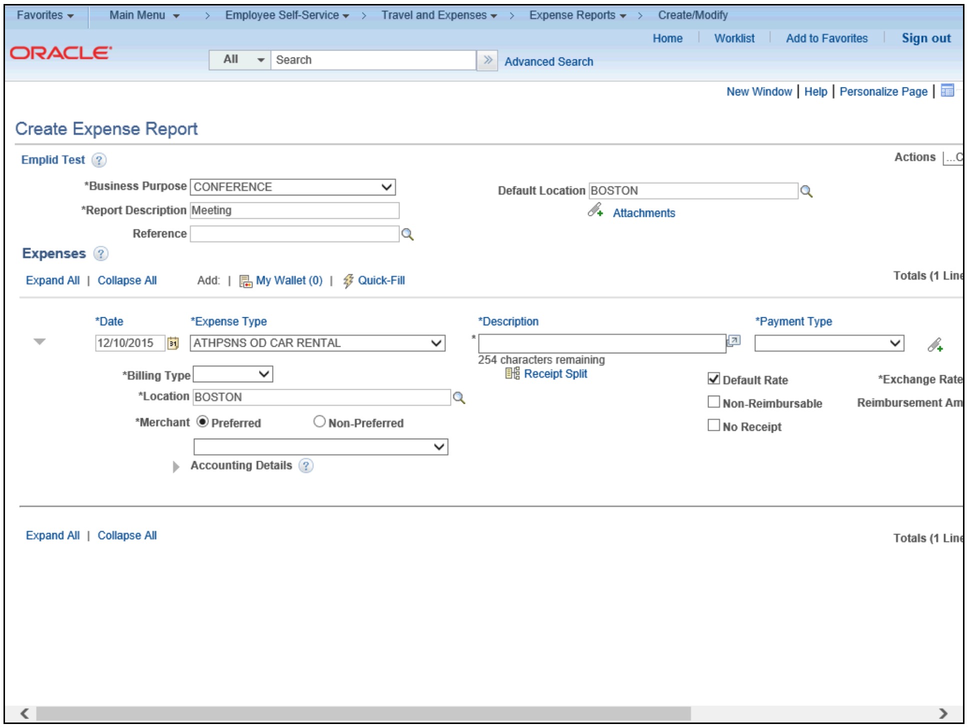
Step	Action
23.	You can attach expense type documents, such as a copy of a car rental receipt, at the expense line level. Click the **OK** button. 
24.	Use the **Quick-Fill** button (or link) to select multiple expense types.

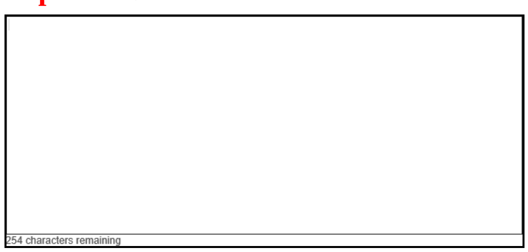


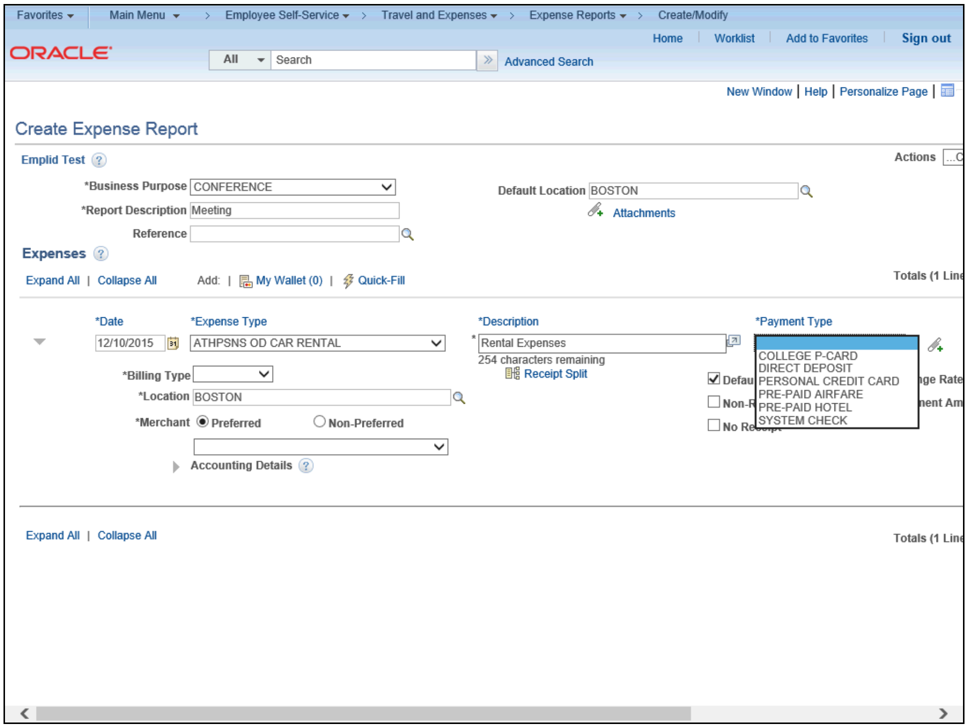
Step	Action
25.	Click the **Choose a date (Alt+5)** button. 
26.	Click the **10** link. 
27.	Click the **Expense Type** list. 



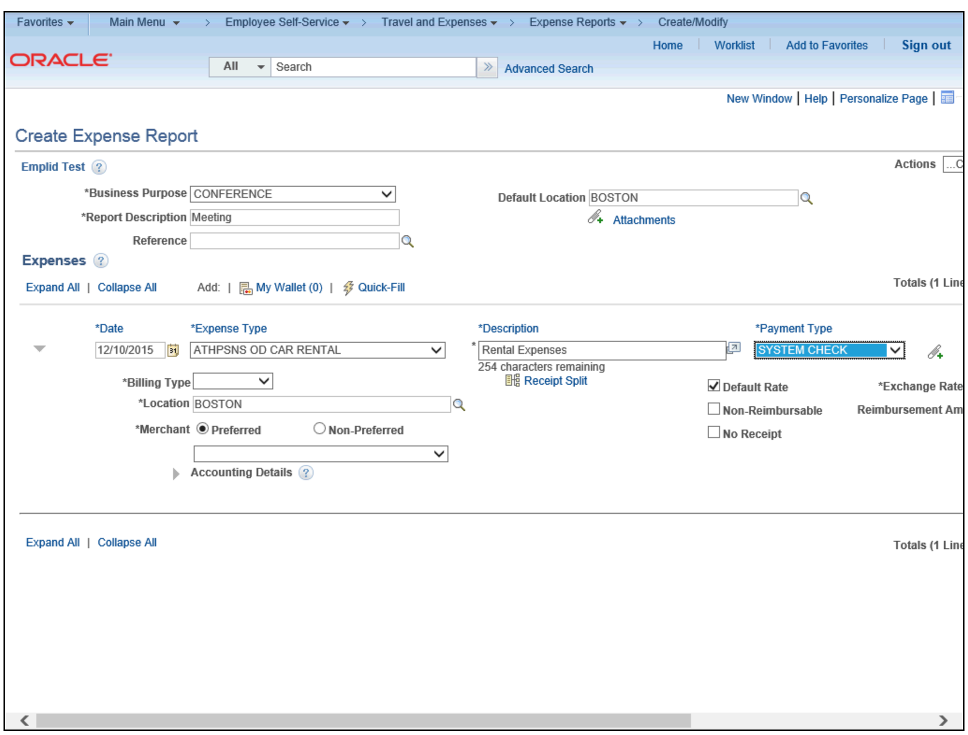
Step	Action
28.	Click the **ATHPSNS OD CAR RENTAL** list item. ATHPSNS OD CAR RENTAL
29.	Notice that as soon as you click in the Expense section, the Quick Start drop-down box changes to **Actions.**



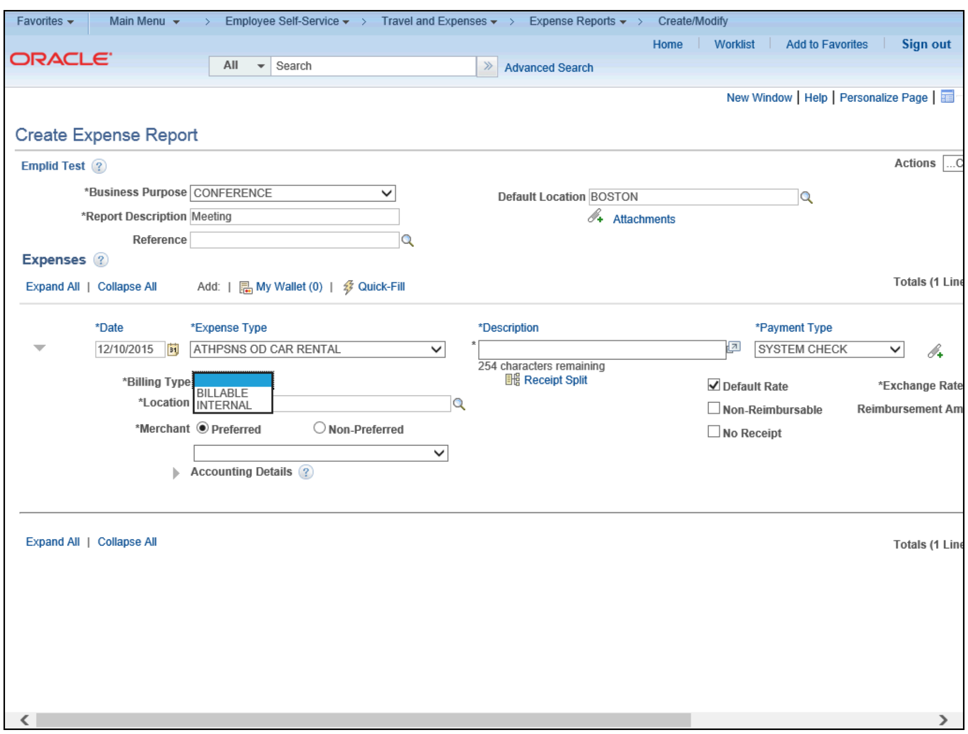
Step	Action
30.	Click the **Display Description in Modal Window** button. 
31.	Enter the desired information into the **Expense Report Entry** field. Enter "**Rental Expenses**". 
32.	Click the **Return** button. 
33.	Click the **Payment Type** list. 



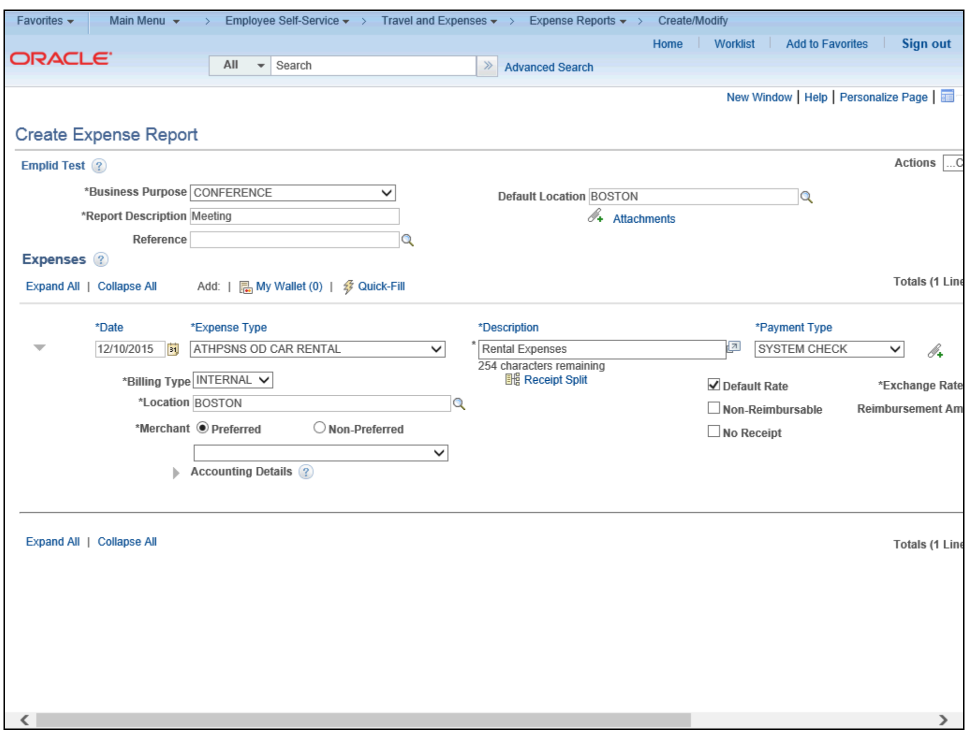
Step	Action
34.	Click the **SYSTEM CHECK** list item. SYSTEM CHECK



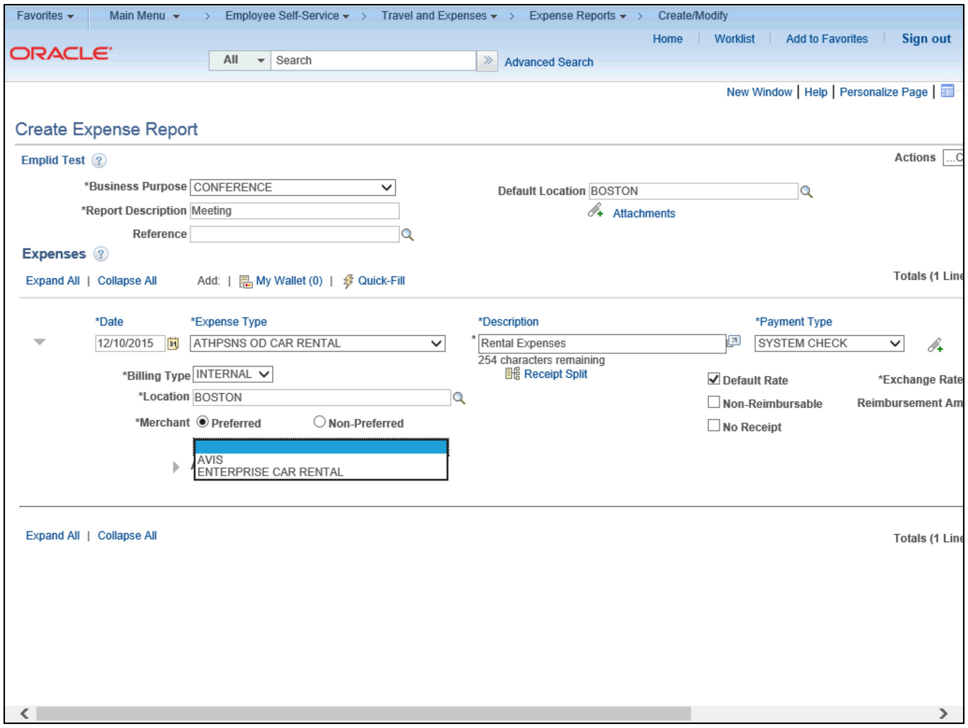
Step	Action
35.	Click the **horizontal** scrollbar. 
36.	Click in the **Amount** field. 
37.	Enter the desired information into the **characters remaining** field. Enter "**60**". 
38.	Note that the **Currency** field defaults to **USD**.
39.	Click the scrollbar.
40.	Select the appropriate **Billing Type** for the expense transaction. If you use Project Costing, the system requires billing codes to identify project costs that are both billable and charged to project costing ChartFields. Expenses sends the information to Project Costing, and Project Costing passes these items to Billing for processing. The billing type determines the billing code that Project Costing uses.
41.	Click the **Billing Type** list. 



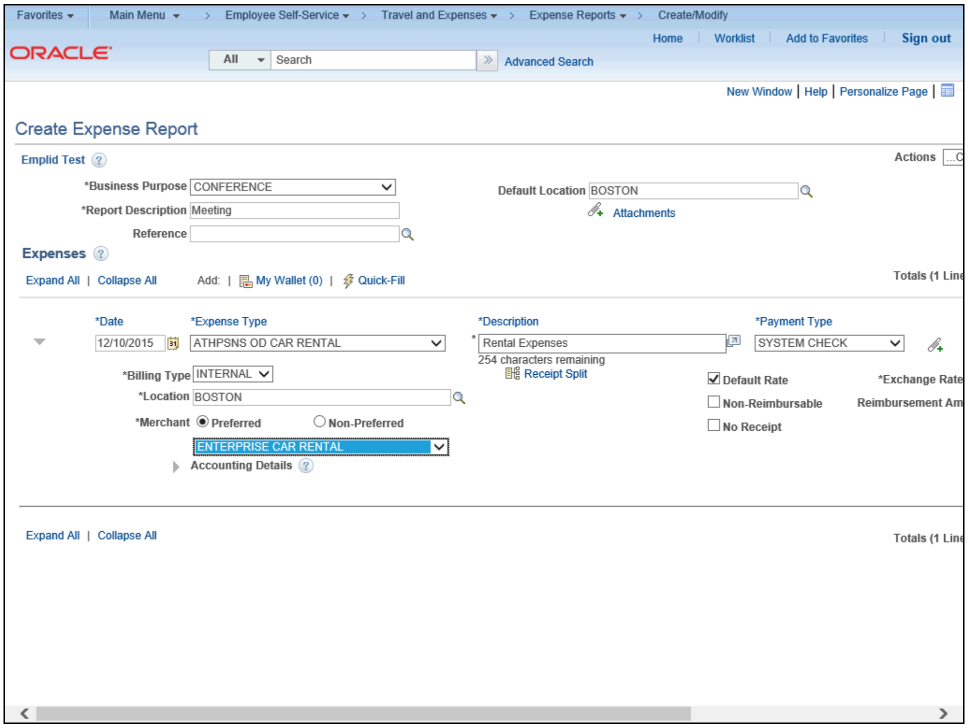
Step	Action
42.	Click the **INTERNAL** list item. INTERNAL
43.	Use the **Default Rate** check box to indicate whether you want to use system rate exchange tables or user-defined exchange rates are being used.
44.	Select **No Receipt** if there is no receipt to substantiate an expense item that requires a receipt. Expenses compares the expense to the minimum amount that is required for a receipt (as defined for the employee's business unit). If a receipt is required, you may need to provide an explanation for not having a receipt.
45.	The system populates the **Location** field if you entered a value in the Default Location field (at the top of the page) or if you've entered a previous line with a location.
46.	Use the **Merchant** options to select whether the merchant used for this expense line is a preferred or non-preferred merchant. If you select **Preferred,** then you must select from a list of merchants with whom your organization has a contractual agreement. The merchant list varies according to the expense type.



Step	Action
47.	Click the **Merchant** list. 



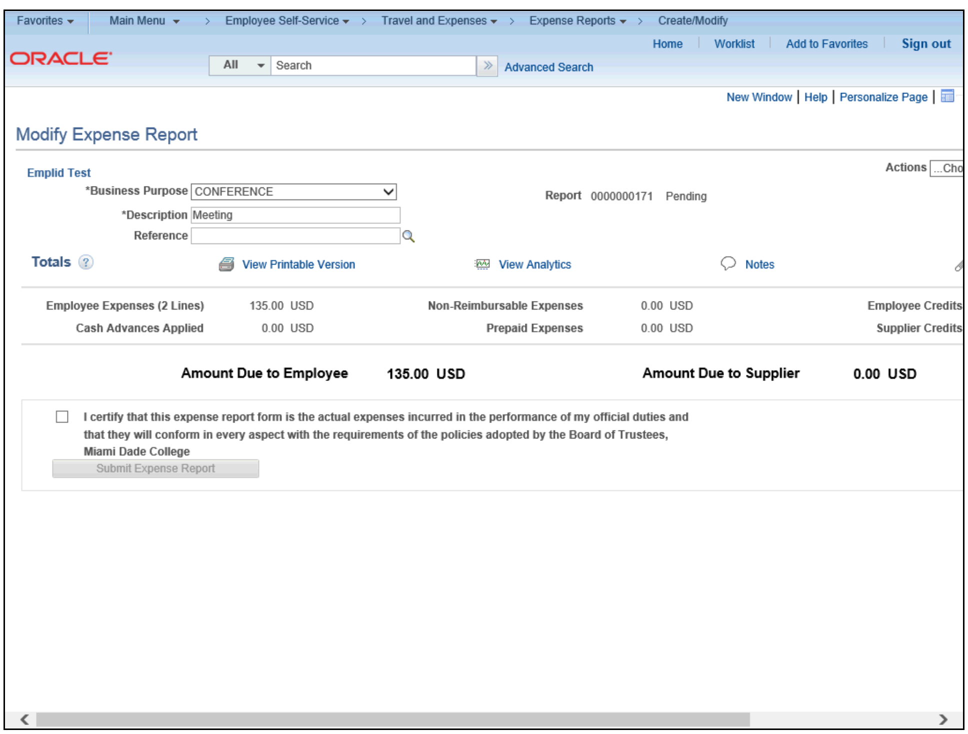
Step	Action
48.	Click the **ENTERPRISE CAR RENTAL** list item. 



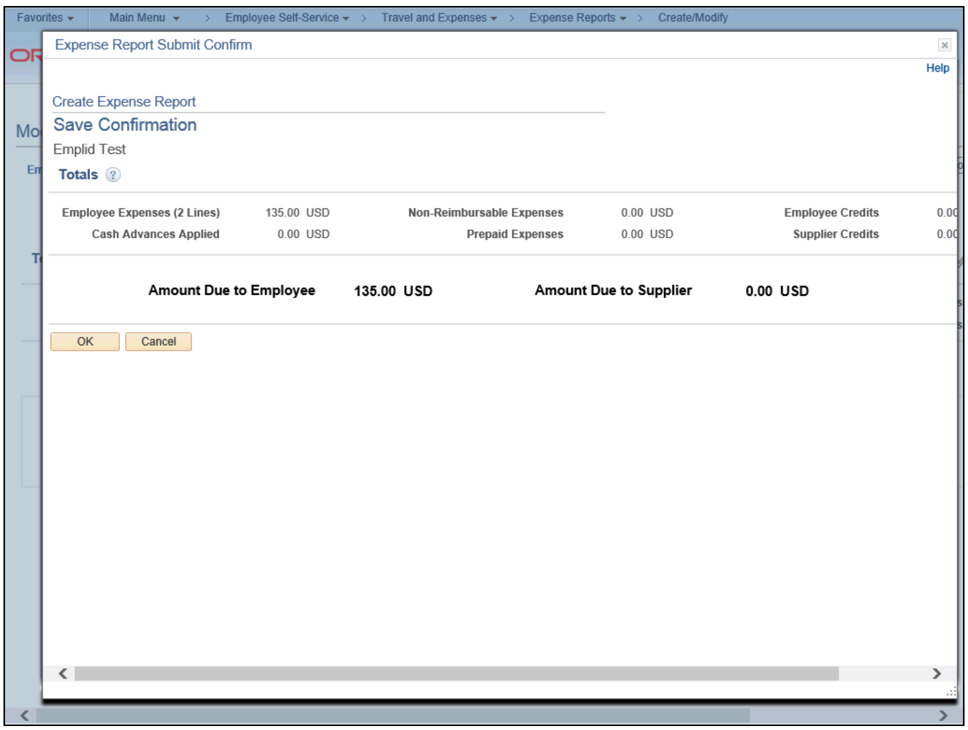
Step	Action
49.	Click the **horizontal** scrollbar.
50.	The **Reimbursement Amt** field displays the amount in the employee's base currency, which may be reimbursed to the employee.
51.	Click the **Expand Accounting Lines** button.
52.	Click in the **Oper Unit** field.
53.	Enter the desired information into the **Oper Unit** field. Enter "**HM01**".
54.	Click in the **Fund** field.
55.	Enter the desired information into the **Fund** field. Enter "**101**".
56.	Click in the **ICS** field.

Step	Action
57.	Enter the desired information into the **ICS** field. Enter "**5601000**".
58.	Click in the **Dept** field.
59.	Enter the desired information into the **Dept** field. Enter "**150170**".
60.	Click in the **Campus\Ctr** field.
61.	Enter the desired information into the **Campus\Ctr** field. Enter "**5000**".
62.	The **Account** field should be populated from the expense type chosen.
63.	Click the **horizontal** scrollbar.
64.	Click the **horizontal** scrollbar.
65.	Click in the **Bud Ref** field.
66.	Enter the desired information into the **Bud Ref** field. Enter "**2015-16**".
67.	Click the **horizontal** scrollbar.
68.	Click the **Actions** list. Actions ...Choose an Action
69.	Use the **Actions** list for additional features associated with expense report. Options are: - **Adjustment Cash Advance:** Select to have Expenses generate an adjustment cash advance if you owe money to the company **- Apply/View Cash Advance(s):** Select to access the **Apply Cash Advance(s)** page where you can select and apply part or all of a cash advance to the expense report **- Associate Travel Authorization**: Select to access the Associate Travel Authorization page where you can search and select a TA **- Copy Expense Lines:** Select to access the Copy Expense Lines page where you can copy expense lines to another date or dates

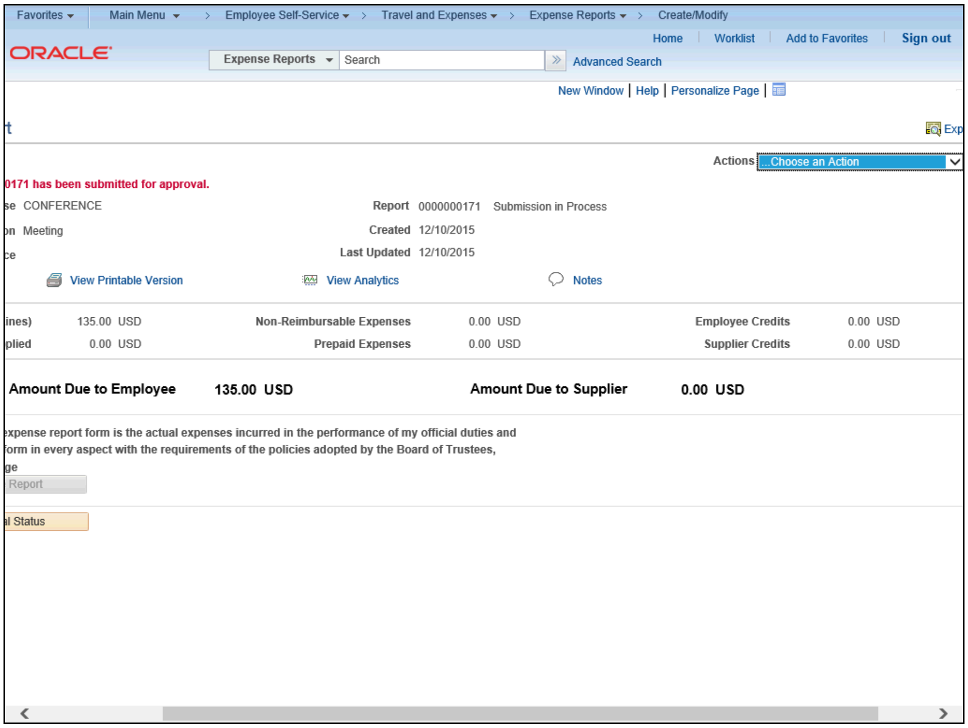
Step	Action
70.	Additional **Action** options include: - **Default Accounting for Report:** Select to access the **Accounting Defaults** page - **Expense Report Project Summary:** Select to access the **Expense Report Project Summary** page and view a summary of expense line items. This option is available only if Project Costing is installed - **Export to Excel:** Select to access the Export to Excel page where you can export expense lines to an Excel spreadsheet - **User Defaults:** Select to access the **Employee Profile - User Defaults** page to view or edit your defaults or preferences
71.	Click the **Save for Later** link. Save for Later
72.	Click the scrollbar.
73.	Click the **Summary and Submit** link. Summary and Submit
74.	Use the **View Printable Version** button (or link) to print a copy of the expense report.



Step	Action
75.	After reviewing the project total information, select the **Certification** check box to indicate that you agree with the certification statement. After you select this check box, the **Submit Expense Report** button becomes active. Click the **Submit Checkbox** option. ☐
76.	Click the **Submit Expense Report** button. Submit Expense Report



Step	Action
77.	If everything is correct, click the **OK** button to submit the expense report. The expense report is added to the approval process flow. After you submit an expense report you **cannot** modify it. Click the **OK** button. OK



Step	Action
78.	Click the scrollbar.
79.	Click the **Refresh Approval Status** button. Notice that it will display the approval history. The **Approval History** keeps track of who is the next Approver in line to approve this cash advance. It displays the names of the Employee, Preparer, Reviewer, Approvers, and their roles. It also displays the date and time in which the approval status was assigned. Refresh Approval Status
80.	**Note:** Before the expense report is approved, you can make modifications and recover from the approver's worklist by clicking on the **Withdraw Expense Report** button. You will get the following message: **Your expense report 0000000121 has been withdrawn from the approver's queue.**
81.	You have successfully created and submitted an expense report. **End of Procedure.**