

Department	
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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.

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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.		
	Employee Self-Service		
2.	Click the Travel and Expenses menu.		
	Travel and Expenses		
3.	Click the Expense Reports menu.		
	Expense Reports		
4.	Click the Create/Modify menu.		
	Create/Modify		



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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.



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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.		
	*Business Purpose V		



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Step	Action
12.	Click the CONFERENCE list item.
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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 StartPopulate 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 have a new experience report of
	 A Travel Authorization: Select to access the Populate From A Travel Authorization page, where you can called a travel authorization from which to
	Authorization page, where you can select a travel authorization from which to create a new expense report that contains similar information
	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.

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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. OK
24.	Use the Quick-Fill button (or link) to select multiple expense types.

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



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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.

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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.

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34.	Click the SYSTEM CHECK list item.
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Step	Action
35.	Click the horizontal scrollbar.
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36.	Click in the Amount field.
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37.	Enter the desired information into the characters remaining field. Enter "60".
	0.00 ×
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. *Billing Type

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Step	Action
42.	Click the INTERNAL list item.
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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.

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47.	Click the Merchant list.
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Step	Action
48.	Click the ENTERPRISE CAR RENTAL list item.
	ENTERPRISE CAR RENTAL



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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			
	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.			

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	Amo	ount Due to Employee	135.00 USD	Amount Due to Suppli	ier 0.00 USD
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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			

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-	Amount	Due to Employee	135.00 USD	Amount	Due to Supplier	0.00 USD	
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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



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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.		