#TR002

FVSU Business Procedures for Creating, Viewing, and Modifying an Expense Report
A Unit of the University System of Georgia

Process Name: Creating, Viewing, and Modifying an Expense Report	Date Created: 2/18/2020
Functional Area: Accounting Services	Last Updated: 2/18/2020
Purpose: To outline the process of creating and managing a travel expense report within PeopleSoft Financials	
Reviewed By <or> Reviewed By:	Director of Accounting Services
Process Frequency:	As Needed
Prerequisite Process: N/A	
Corresponding Policy:	

Create a Blank Expense (Classic View)

1. Log into PeopleSoft Self Service: http://fprod-selfservice.gafirst.usg.edu.
2. Select **NavBar Icon** (last icon in top right)
3. Select **Navigator**
4. Select **Employee Self-Service**
5. Select **Travel & Expense or Travel & Expense Center**
6. Select **Expense Report**
7. Select **Create/Modify**
8. Select **Add**
9. Enter the **General Information** for the expense report: **(Entering expenses from blank 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**
10. Select the **Attachments** link to attach documents and receipts
    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
    f. Select the **OK** button
    g. Repeat steps for additional attachments
    If you are not able to scan and attached documents, the expense report will need to be printed out, signed, dated and submitted along with required documents to Accounts Payable
11. For expenses that occur each day of the trip, select the **Quick Fill** link (**Optional, skip to step 11 to enter line by line)**
    a. Enter a date or a range of dates
    b. With a checkmark, select the expense type that applies to one day or all days
    c. Click **OK**
    d. Complete any missing detail on the **Quick Fill** lines you just added
    e. To add additional lines, click the **+** button

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12. For each expense:
    a. Enter/select date in the **Expense Date** field
    b. In the **Expense Type** drop down, select the appropriate expense type
    c. Enter a **description** for the **Expense Type** if needed
    d. Update the **Payment Type** if needed
    e. Enter the **amount** (if not automatically entered based on Expense Type)
    f. To add additional lines, click the **+** button
13. For mileage, Otherwise skip to step #14.
    a. For the Expense Type, select the appropriate mileage type
    b. Enter/select the originating location
    c. The **Payment Type** should be **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 pop-up, enter the total miles traveled that day
    f. Enter personal and/or commute miles
    g. Click **OK**
14. For meals on first and last day of travel (**Out-of-State),** if not meals, skip to #15
    a. Select the **First or Last day of Travel** link.
    b. Check the **Deduction** flag
    c. Click **OK**
    d. The per diem amount will have been deducted by 25% to meet the state requirement of 75% reimbursement
15. To copy expense lines, select **Copy Expense Lines** from the Actions drop down menu; otherwise go to step #16.
    a. Click **GO**
    b. In the **Copy Expense Lines** window, you can either copy the expense line to a single date or a range of dates. You also have the option to include weekends or holidays
    c. Enter a date in the **To Date** field
    d. Check to box to select the expense line you wish to copy
    e. Click **OK**
16. To save the expense report for later, select the **Save for Later** button.
17. Click the **Summary and Submit** link
18. To submit the Expense Report for approval, you must first check the verification checkbox indicating the travel was for official business.
19. After checking the verification selection the **Submit Expense Report** button becomes enabled. Click the **Submit Expense Report** button to submit the Expense Report for approval

Create an Expense Report from an Approved Travel Authorization (Classic View)

1. Log into PeopleSoft Self Service: http://fprod-selfservice.gafirst.usg.edu.
2. Select **NavBar Icon** (last icon in top right)

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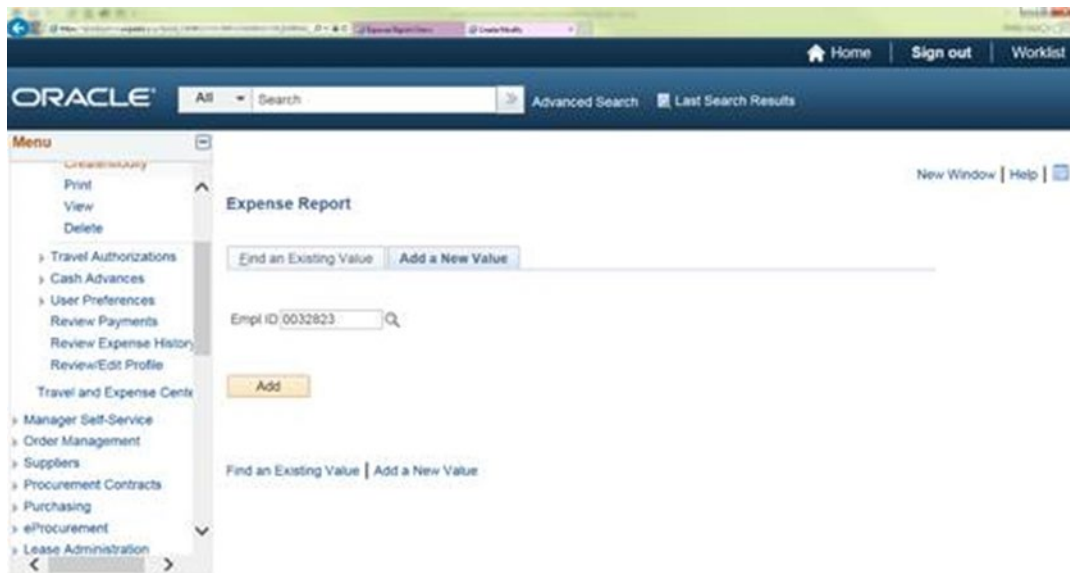*A Unit of the University System of Georgia*

3. Select **Navigator**
4. Select **Employee Self-Service**
5. Select **Expense Reports**
6. Select **Create/Modify**
7. Select **Add**
8. From the **Quick Start** menu that reads "**Populate From**" in the upper right corner of the page, select **A Travel Authorization** and click **GO**.
9. In the window that displays all approved travel authorizations, select the Travel Authorization you wish to apply.
10. The Travel Authorization lines are applied to the Expense Report
    a. Make any necessary changes to the Expense Report
11. To save the expense report for later, select **Save for Later** button
12. **Submit** the Expense Report for approval

View Expense Report (Classic View)

1. Access PSFIN Self-Service: http://fprod-selfservice.gafirst.usg.edu.
2. Select **NavBar Icon** (last icon in top right)
3. Select **Navigator**
4. Select **Employee Self-Service**
5. Select **Travel and Expenses**
6. Select **Expense Report**
7. Select **View**
8. Enter the **Expense Report ID** and click **Search** or click **Search** (with the ID field blank) display all Expense Reports
9. Select the **Expense Report ID** link to view the transaction
10. The Expense Report is displayed in a read-only format
11. To view the specifics of a particular expense line, select the **Expand Section** arrow on the appropriate line. You can also select the **Expand All** link to expand all lines
12. The **Approval History** section displays the approval levels and names of the approvers (if not pooled) which are still required for the transaction
13. The **Action History** section displays any actions that have been taken on the transaction

Modify Expense Report (Classic View)

1. Access PSFIN Self-Service: http://fprod-selfservice.gafirst.usg.edu.
2. Select **NavBar Icon** (last icon in top right)
3. Select **Navigator**
4. Select **Employee Self-Service**
5. Select **Travel and Expenses**
6. Select **Expense Report**
7. Select **Create/Modify**
8. On the **Find an Existing Value** tab

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9. Enter the **Expense Report ID** and click **Search** or click **Search** (with the ID field blank) to display all Expense Reports available for modification.
10. Select the **Expense Report ID** link to modify it.
11. Modify the Expense Report in the same fashion as you created it.

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Print Expense Report (Classic View)

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1. Access PSFIN Self-Service: http://fprod-selfservice.gafirst.usg.edu.
2. Select **NavBar Icon** (last icon in top right)
3. Select **Navigator**
4. Select **Employee Self-Service**
5. Select **Travel and Expenses**
6. Select **Expense Report**
7. Select **Print**
8. Enter the **Expense Report ID** and click **Search** or click **Search** (with the ID field blank) to display all Expense Reports
9. Select the **Expense Report ID** link to view the transaction
10. A read-only view of the Expense Report is displayed
11. Select the **Print Expense Report** link
12. A new window/tab will automatically open which will display the printed expense report. Note that this may take several minutes
13. Use the print function on your browser to print the report after it displays
14. When you have finished viewing and/or printing the report, close the report window to return to the Expense Report view page

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Delete Expense Report (Classic View)

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Note: Expense reports can only be deleted if they are in the "pending" stage