Expense Report Entry-Job Aid

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Creating an Expense Report (ER)
Select employee for whom ER is being entered
1. Once you are logged in to the Finance application, click on the Employee Self Service tile which is located on the Financials page.

NOTE: The tiles available to you depend on your security.
2. Under Expense Reports, select **Create/Modify**.

![Expense Reports menu]

Hint: To hide the navigation on the left side of the page, click the double bars on the edge of the menu.

3. If you are entering an expense report for yourself, your Employee ID will automatically default in the Empl ID field. Simply click **Add**.

![Expense Report form]

**Add**
4. If you are entering an expense report for another employee:
   a. Click on the (magnifying glass) to see a list of employees for whom you are authorized.
   b. Click on the desired Employee ID.

   ![Look Up Empl ID](image1)

   c. Click Add.

   ![Expense Report](image2)

Enter Header Information
5. On the Create Expense Report page, complete the following (*required):
   a. **Business Purpose** – Choose the reason for this travel from the drop-down list. NOTE: If ‘Other’ is chosen, you need to enter the description of the purpose of travel on the Notes section. (See section 9 Entering Notes)
   b. **Report Description** - Enter the description of the purpose of travel.
   c. **Terra Dotta ID** – Enter the 5-digit itinerary ID from Terra Dotta. (NOTE: This is not active as of yet for the Boston Campus, leave this field blank).
NOTE: You cannot enter default accounting information until at least one detail line has been entered.

Enter Expense Line information

6. Enter the expense lines as follows (*required fields):
   a. **Expense Date** - date of expense/travel date.
   b. **Expense Type** – Choose appropriate expense type from drop-down list.
      - The expense type *Taxable Reimbursement* should be selected if an expense is being reported 120 days or more past the date of the expense. It is considered taxable income per IRS regulations.
      - The expense type *Business Meeting* should be selected if reimbursement is for food purchased for a business meeting. A completed Business Entertainment Expense Authorization Form CON -04 must be attached to the ER.
   c. **Description** – Enter details related to the expense. NOTE: A full description of the type of expense incurred must be included here for Expense Type ‘Taxable Reimbursement’.
   d. **Payment Type** - Choose the applicable form of payment i.e. ‘Out of Pocket’ from the drop-down.
   e. **Amount** - Amount of expense. See ‘Additional Entry Notes’ below for information regarding Mileage and Per Diem.
   f. **Billing Type** - Identify the travel as In-State, Out-of-State or Foreign. Non-Travel should be used for supplies or business meals.
Additional Entry Notes:

- After at least one line has been entered, you can enter information for Default Accounting. (See Step #7)
- To add another line, click the \( + \) (plus) icon at the end of the detail line.
- To remove a line:
  - Click on the \( - \) (minus) icon.
  - Click OK when the Delete Confirmation box appears.
- When the Expense Type is ‘Mileage’, the Miles field becomes available.
  a. Refer to the Travel Policy to calculate mileage.
  b. Enter the total miles for the travel date.
  c. Mileage amount will automatically be calculated when tabbing out of the ‘Miles’ field.

![Mileage Calculation Example]

- When the Expense Type is Meals, click the GSA Per Diem Rates link. You will be taken to the GSA website to access a table of Per Diem rates based on the travel destination. Refer to your campus travel policy documentation for details about Per Diem.

![GSA Per Diem Rates]

- When the Expense Type is Business Meeting, all meeting attendees must be identified when reimbursement is for food purchased for a business meeting per IRS regulations.
  a. Click on the Attendees hyperlink, which becomes available when Expense Type is ‘Business Meeting’ and also ensure a CON-04 with the complete list of attendees is included with your supporting documentation.
b. The Expense Report’s employee’s name will be displayed.
   – Click on the + (plus) sign to add the other attendees.
   – Click on the OK button when all names have been added.

- **Missing Receipt:**
  a. Missing Receipt Affidavit CON-08 must be completed and attached to the ER for expenses over $25, **DO NOT check the no receipt check box**.
  b. A notation of the Missing Receipt Affidavit should be added to the **Notes section** of the ER. (See **Entering Notes** section 9 of this document.)

**Default Accounting**
7. Default accounting information will be applied to any Expense Report line where the accounting information was not manually updated. To add default accounting for this Expense Report:
   a. Select **Default Accounting** from the Actions drop-down list in the upper right corner of the page.
b. Click GO.

c. Some accounting fields may have default values in them based on your profile.
d. Enter the appropriate value in the ‘Speedchart’ field and press the <Tab> key. When you tab out of the ‘SpeedChart’ field, the appropriate values for the speedtype will be populated and the SpeedChart value will disappear from the field.

e. Click OK.

Accounting Information for Specific Line(s)
8. To add accounting information for specific expense report lines:
   a. Expand the Accounting Details section
   b. Enter desired SpeedChart
   c. Press <Tab> key
Entering Notes

9. To add Notes to your Expense Report, click on **Summary and Submit** in the upper right corner of the page.

10. Click on the **Notes** hyperlink.

11. After adding your comments/notes regarding travel, click the **Add Notes** button.

   NOTE: The first note entered should contain additional information related to the travel that is not included in any of the other description fields:
   - Dates of Travel
   - PI Name (if applicable)
   - Cash Advance # (if applicable)
   - BT# (if applicable)
   - Travel Destination
12. Notes are displayed in chronological order. Click OK to return to the Summary page.

![Expense Notes]

Save Expense Report for Later
13. Click Save for Later to save the Expense Report.
   - All data entered into the ER will be saved and an ER number will be assigned.
   - Any errors will be highlighted.
   - The Attachments hyperlink will become available.
   - The ER will not be submitted into workflow.

![Save for Later]

14. Any expense lines containing errors will have a (warning flag) upon saving or submitting.
   a. To display the error detail, click on the red flag.
   b. Any required fields left blank will be highlighted in red.
   c. Click Save for Later to ensure that all errors have been corrected.

Add Attachments
NOTE: This feature will be available beginning July 1, 2018. All online expense report submissions will need to have the supporting documents scanned and attached to the ER.

15. Click on the Attachments hyperlink to attach receipts and backup documentation required for the Expense Report.
See “Attachments in Expenses” Job Aid for additional instructions on how to add attachments to an expense report.

**Submitting an Expense Report for Approval**

16. When you are ready to submit the Expense Report for approval, click the *Summary and Submit* in the upper right corner of the page. (If you do not see Summary and Submit, you are already on that page.)

17. Select the check box in the certification section of the page and click the *Submit Expense Report* button.
18. If there are any remaining errors, you will be taken back to the Expense Details page.

After errors are corrected, go back to **Summary and Submit page** (Step #16)

19. The Save Confirmation page will appear to confirm submission. Click **OK**.

20. Make a note of the Expense Report ID that has been submitted. You will need to include this in the email notification you send to the appropriate departmental signatory/approver(s).

*NOTE - Once an Expense Report is submitted, it can no longer be accessed by the employee or authorized user unless it is either Withdrawn or “Sent Back” by an approver.*

21. A printable version of the report can be produced by clicking the **View Printable Version** hyperlink on the **Summary and Submit** page.

*NOTE: Signed ER’s with all supporting documentation **should be sent to the Controller’s office.**
Send Notification to Approver
NOTE: This feature should only be used by departments with online expense approval access.

22. Once an ER has been submitted for approval, the Notify button becomes available at the bottom of the page. This button is used to notify the traveler’s designated approvers via email that the expense report is ready for approval.

Refer to the job aid titled ‘How to Use Notify on EX Docs’ to use the Notify functionality.

Withdrawing an Expense Report
23. If an Expense Report has been submitted but has not been approved, it can be withdrawn from workflow.
   a. From the Financials page, navigate to Employee Self Service tile.
   b. Under the ‘Expense Reports’ header, click on View.
   c. Pull up the ER to be withdrawn.
   d. Click the Withdraw Expense Report button.

24. You will receive a message that the ER has been withdrawn.

The ER will be placed in the Modify Queue for edits/updates. Contact the Controller’s office to delete the ER.
Other options available under the Expense Report menu
- From the Financials page, select the *Employee Self Service* tile.
- Under the *Expense Reports* header, click on the desired action.

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<tr>
<th>Expense Reports</th>
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<td>Create/Modify</td>
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<tr>
<td>View</td>
</tr>
<tr>
<td>Print</td>
</tr>
<tr>
<td>Delete</td>
</tr>
</tbody>
</table>

Additional notes regarding actions on an ER:
- An Expense Report cannot be deleted or modified if it has been fully approved.
- An ER can be closed if it has been fully approved, but not published to Payroll.
- If an ER has been submitted but not fully approved, the ER can be Sent Back by an approver for modification or deletion.
- An ER can be viewed and printed at any phase of the approval process including after it has been fully approved.