Expense Report Entry-Job Aid

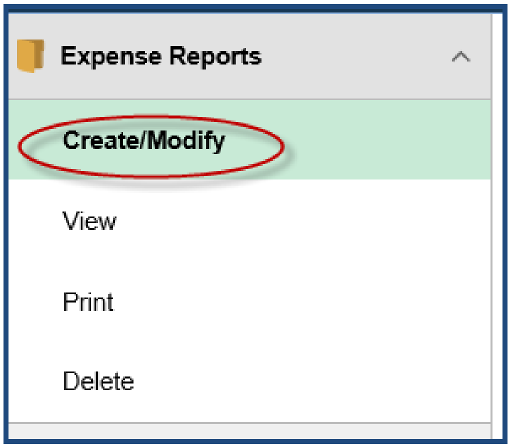
Contents

Creating an Expense Report (ER)

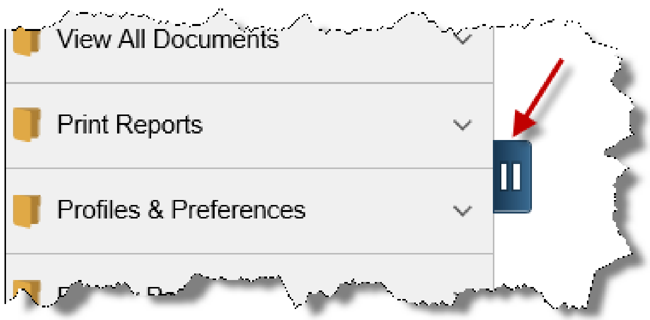
Select employee for whom ER is being entered

1. Once you are logged in to the Finance application, click on the ***Employee Self Service*** tile which is located on the Financial page.
   NOTE: The tiles available to you depend on your security.

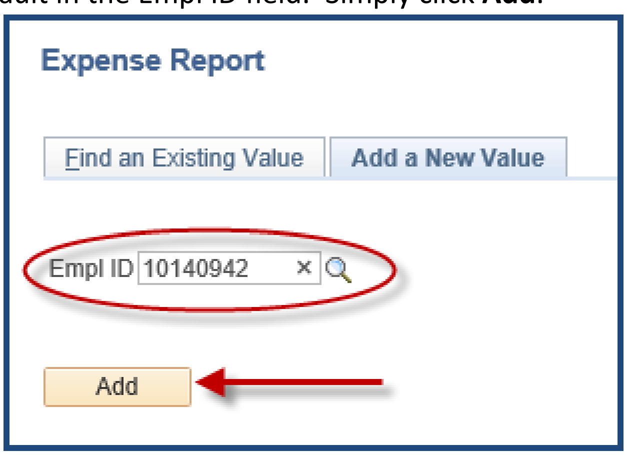
2. Under Expense Reports, select **Create/Modify**.



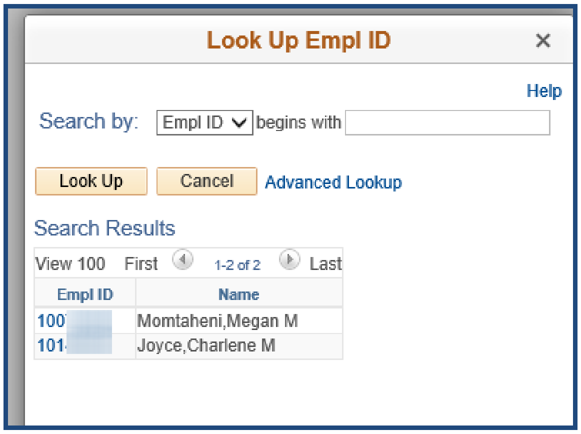
Hint: To hide the navigation on the left side of the page, click the double bars on the edge of the menu.



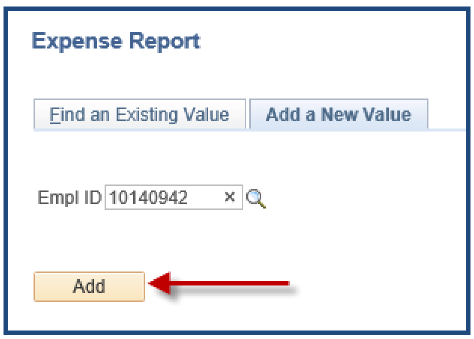
3. If you are entering an expense report for yourself, your Employee ID will automatically default in the Empl ID field. Simply click **Add**.



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.



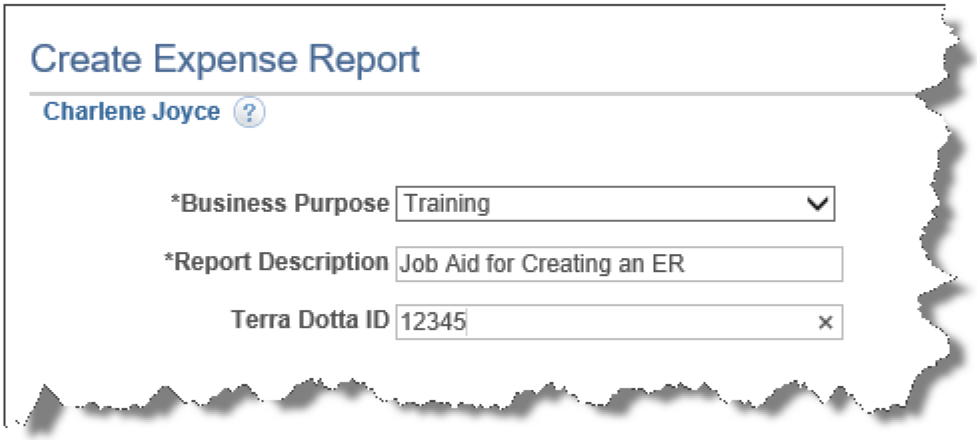
    c. Click **Add**.



Enter Header Information

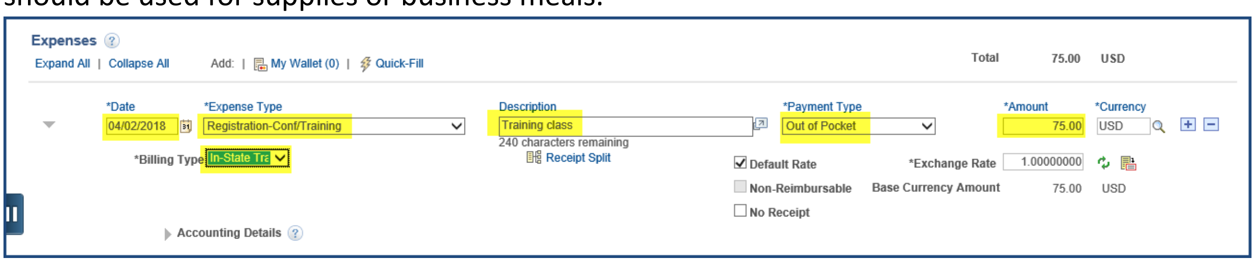
5. On the Create Expense Report page, complete the following (*required):
    a. ***Business Purpose** – Choose the reason for this travel from the drop-down list. NOTE: If 'Other' is chosen, you need to enter the description of the purpose of travel on the **Notes** section. (**See section 9 Entering 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.



Enter Expense Line information

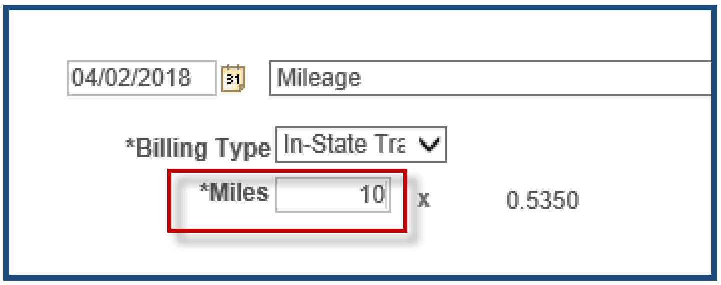
6. Enter the expense lines as follows (*required fields):
   a. ***Expense Date** - date of expense/travel date.
   b. ***Expense Type** – Choose appropriate expense type from drop-down list.
      – The expense type *Taxable Reimbursement* should be selected if an expense is being reported 120 days 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 Entertainment Expense 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 form of payment 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.



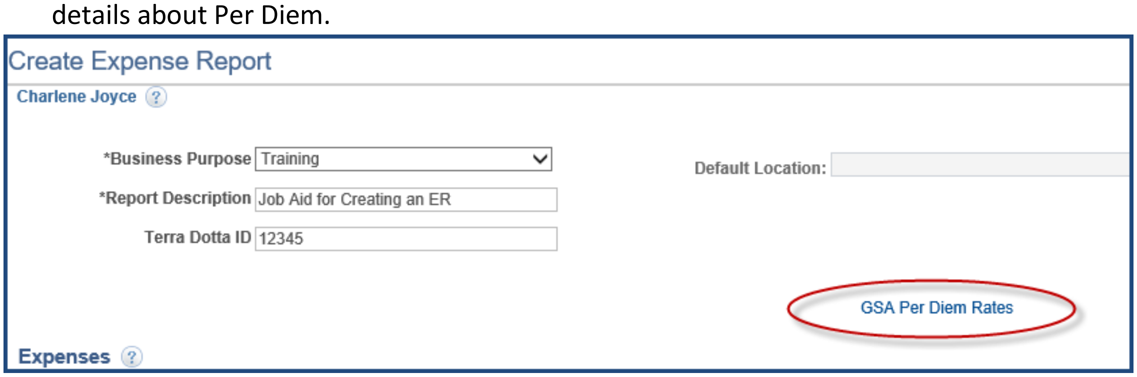
Additional Entry Notes:

- After at least one line has been entered, you can enter information for Default Accounting. (See Step #7)

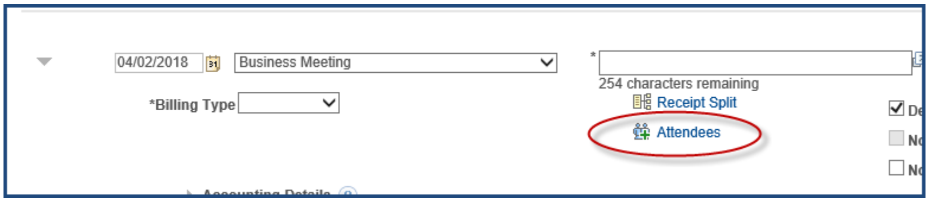
- To add another line, click the (plus) icon at the end of the detail line.
- To remove a line:
  - Click on the (minus) icon.
  - Click **OK** when the Delete Confirmation box appears
- When the Expense Type is ‘Mileage’, the miles field becomes available.
  a. Refer to the Travel Policy to calculate mileage.
  b. Enter the total miles for the travel date.
  c. Mileage amount will automatically be calculated when tabbing out of the ‘miles‘ field.



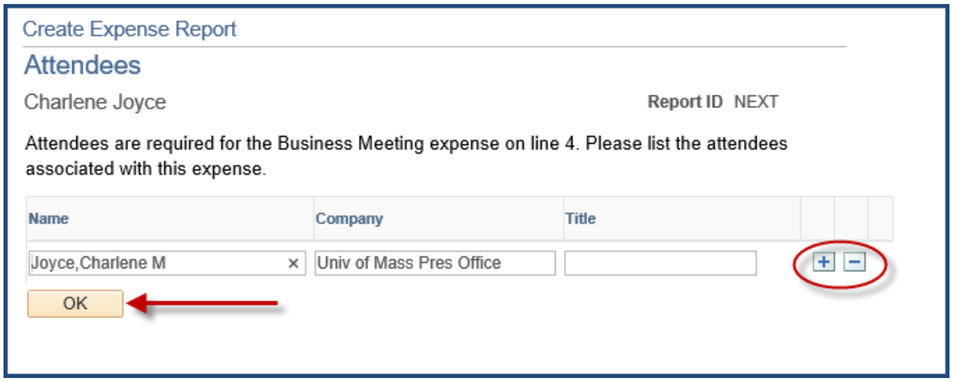
- When the Expense Type is Meals, click the **GSA Per Diem Rates** link.
  You will be taken to the GSA website to access a table of Per Diem rates based on the travel destination. Refer to your campus travel policy documentation for details about Per Diem.



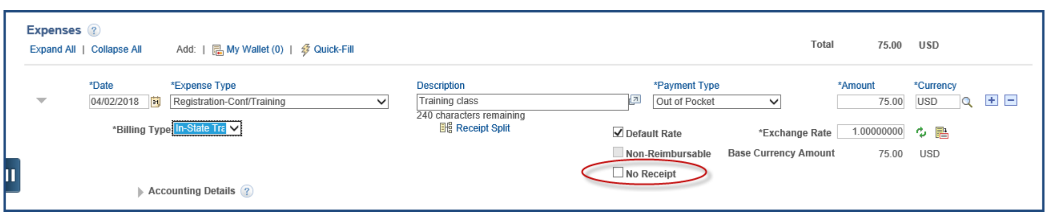
- When the Expense Type is **Business Meeting**, all meeting attendees must be identified when reimbursement is for food purchased for a business meeting per IRS regulations.
  a. When Expense Type is **‘Business Meeting’** a signed Entertainment Expense Form CON -04 with the complete list of attendees is to be included with your supporting documentation.
  b. Click on the Attendees hyperlink which becomes available when the Expense Type is Business Meeting.



c. 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.

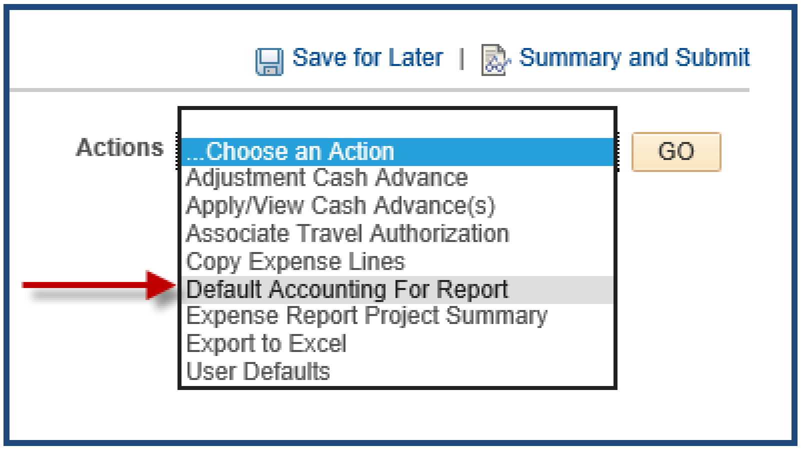


- **Missing Receipt:**
  a. Missing Receipt Affidavit CON-08 must be completed and attached to the ER for expenses over $25, **DO NOT check the no receipt box.**
  b. A notation of the Missing Receipt Affidavit should be added to the **Notes section** of the ER. (See ***Entering Notes*** section 9 of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

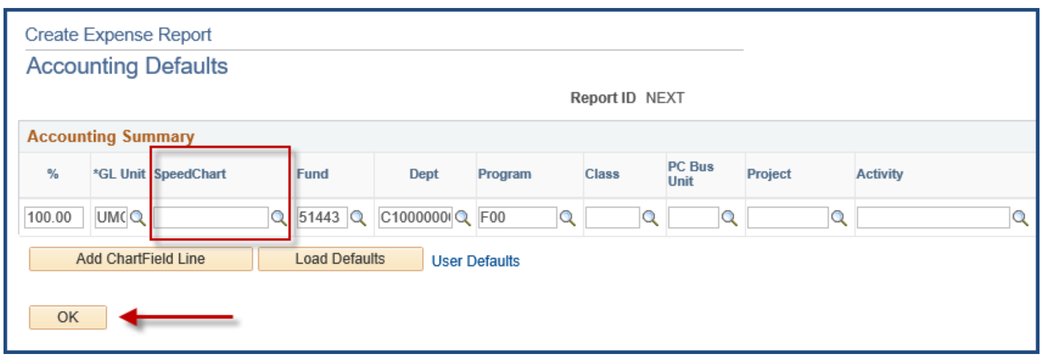


Default Accounting

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**.

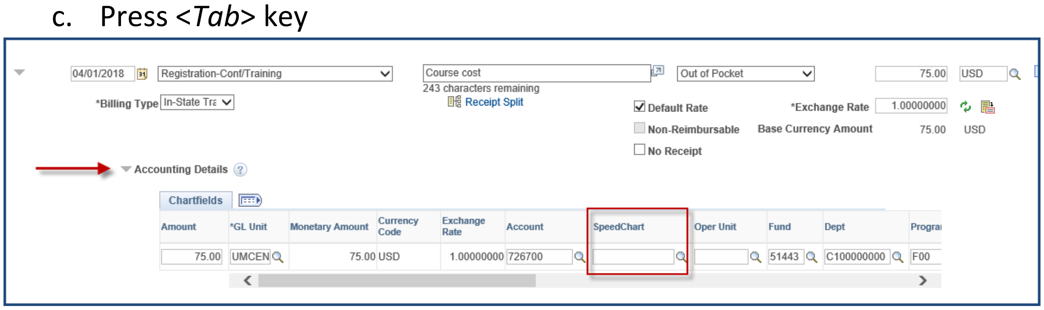


c. Some accounting fields may have default values in them based on your profile.
d. Enter the appropriate value in the 'Speedchart' field and press the <*Tab*> key. When you tab out of the 'SpeedChart' field, the appropriate values for the speedtype will be populated and the SpeedChart value will disappear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



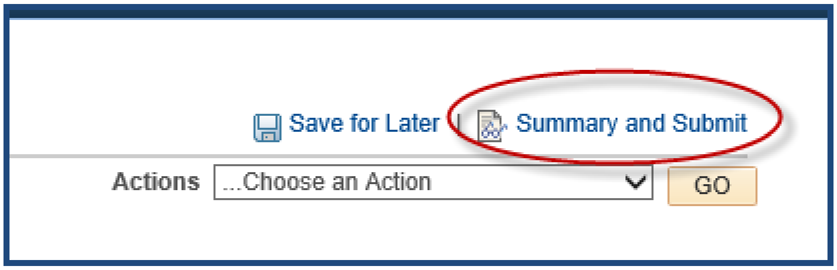
Accounting Information for Specific Line(s)

8. To add accounting information for specific expense report lines:
    a. Expand the Accounting Details section
    b. Enter desired SpeedChart
    c. Press <*Tab*> key

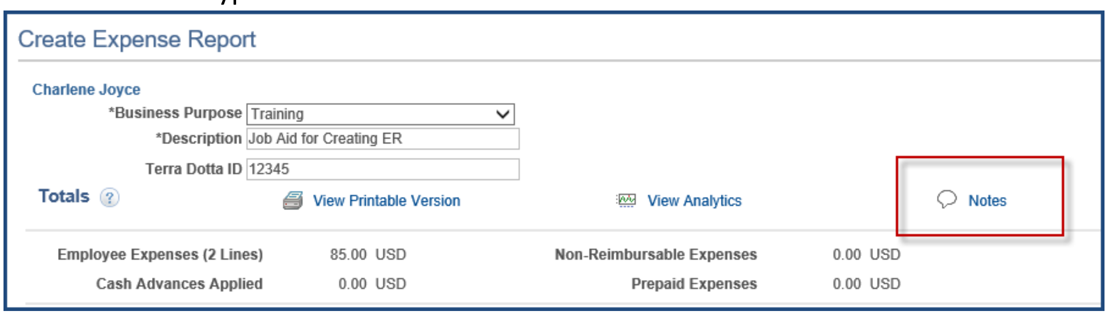


Entering Notes

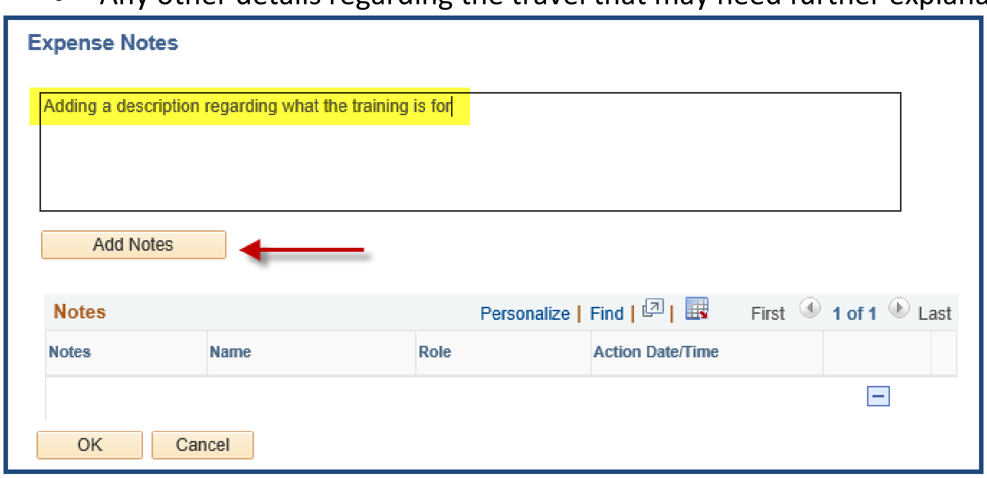
9. To add Notes to your Expense Report, click on ***Summary and Submit*** in the upper right corner of the page.



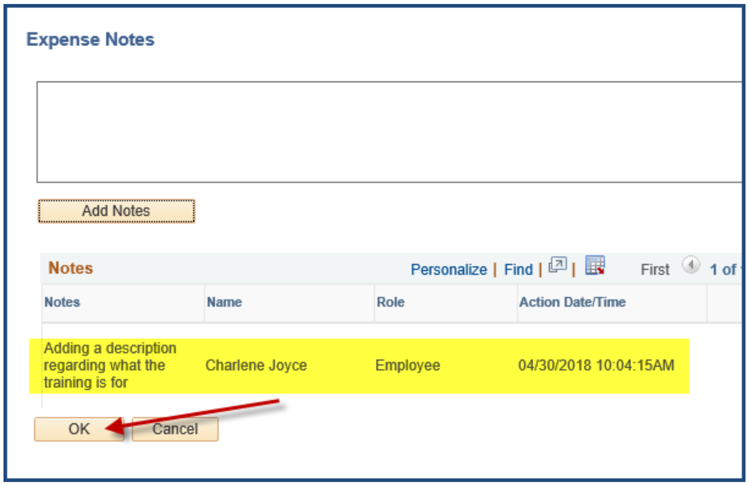
10. Click on the **Notes** hyperlink.



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:
    - Dates of Travel
    - PI Name (if applicable)
    - Cash Advance ID # (if applicable)
    - BT# (if applicable)
    - Travel Destination
    - Any other details regarding the travel that may need further explanation

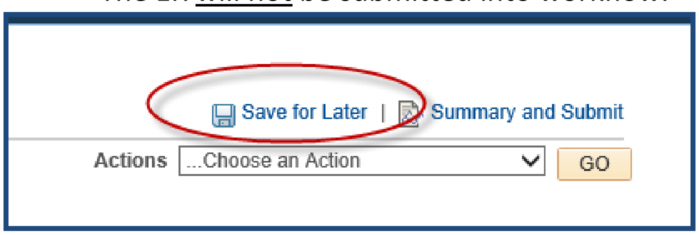


12. Notes are displayed in chronological order. Click **OK** to return to the *Summary* page.



Save Expense Report for Later

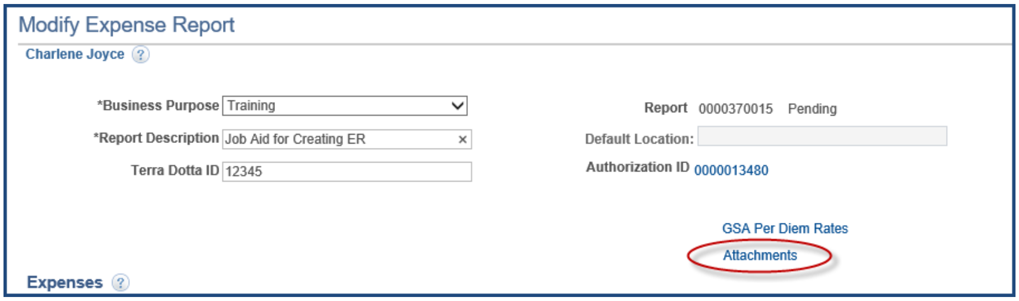
13. Click ***Save for Later*** to save the Expense Report.
    - All data entered into the ER will be saved and an ER number will be assigned.
    - Any errors will be highlighted.
    - The **Attachments** hyperlink will become available.
    - The ER <u>will not</u> be submitted into workflow.



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

15. Click on the ***Attachments*** hyperlink to attach receipts and backup documentation required for the Expense Report.



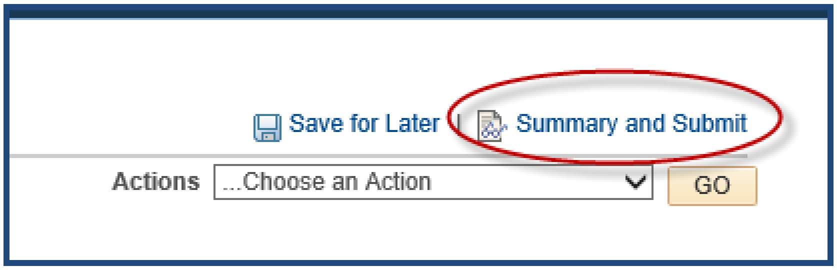
See *"Attachments in Expenses"* Job Aid for additional instructions on how to add attachments to an expense report.

Attachments must include:

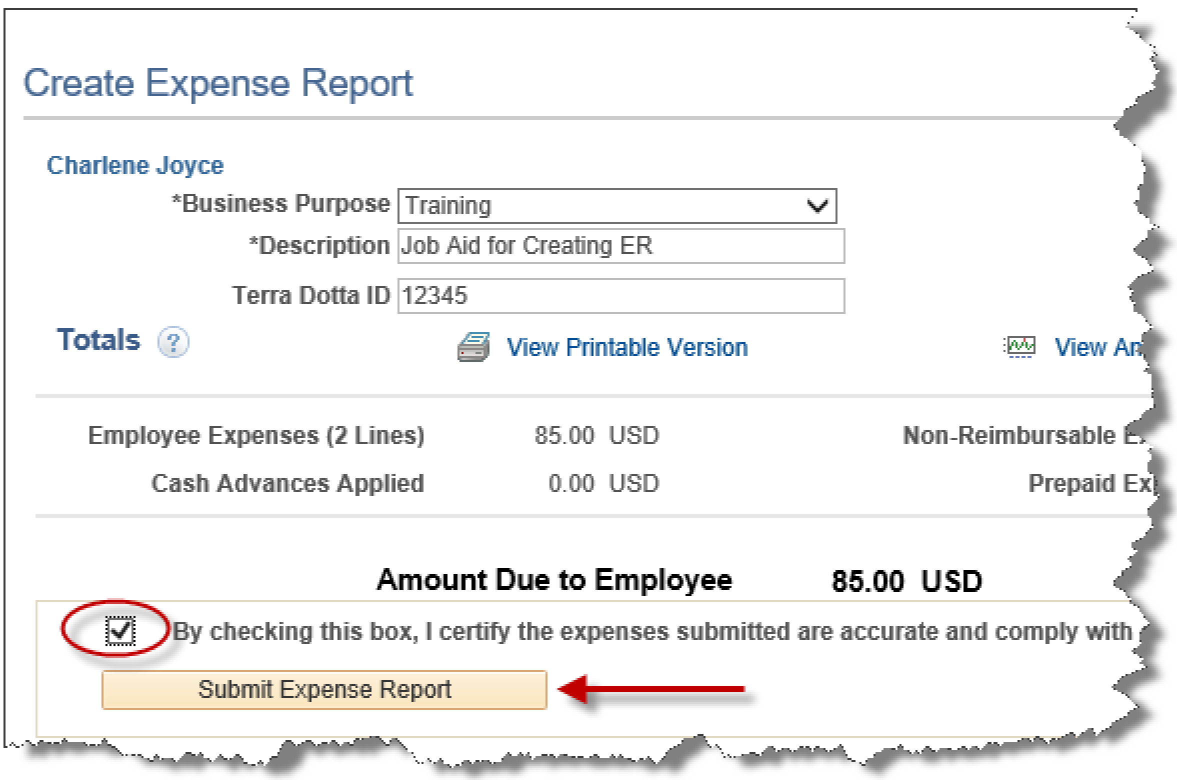
a. Signed 2 page summary report with all **required** signatures
b. Terra Dotta Registration screen shot
c. Itemized Receipts
d. Meal Per Diem printout
e. Maps – mileage
f. Additional documents to validate the travel expense

Submitting an Expense Report for Approval

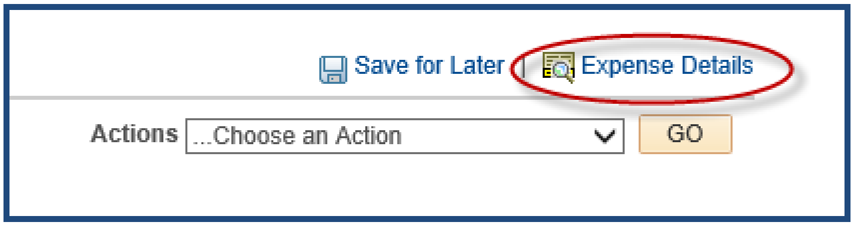
16. When you are ready to submit the Expense Report for approval, click the ***Summary and Submit*** in the upper right corner of the page. (If you do not see Summary and Submit, you are already on that page.)



17. Select the check box in the certification section of the page and click the **Submit Expense Report** button.

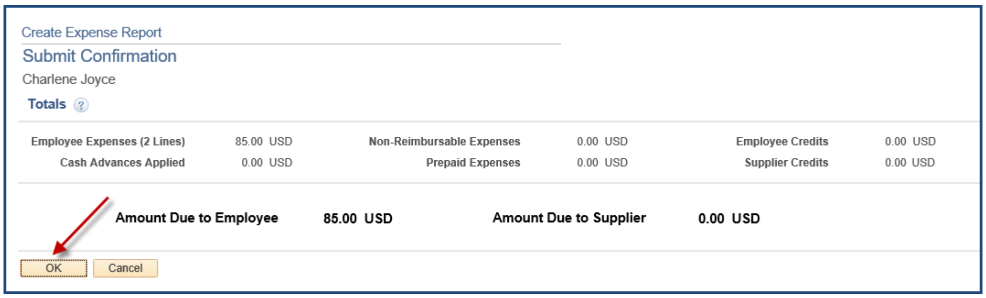


18. If there are any remaining errors, you will be taken back to the Expense Details page.

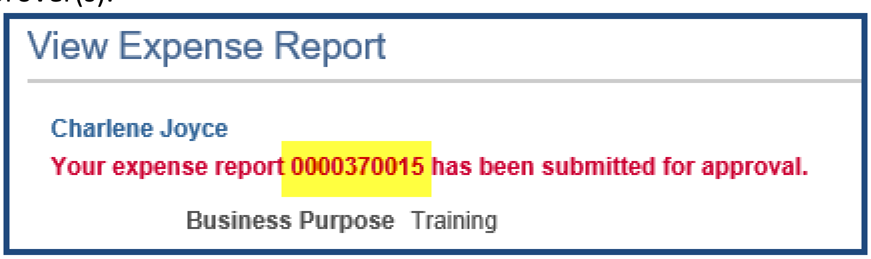


After errors are corrected, go back to **Summary and Submit page** (Step #16)

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



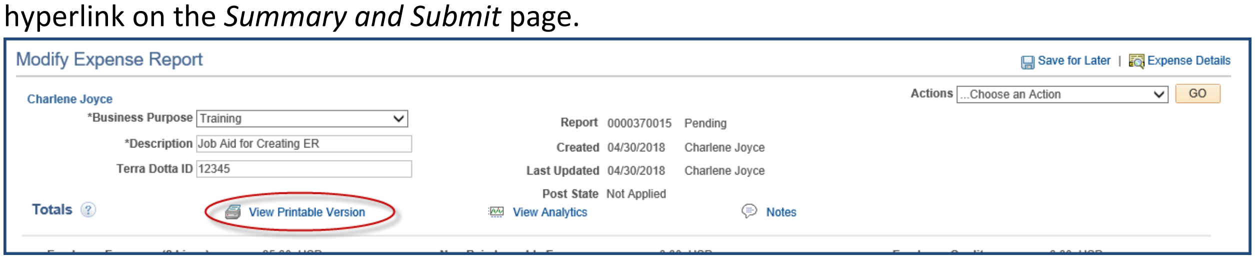
20. Make a note of the Expense Report ID that has been submitted. You will need to include this in the email notification if you use the NOTIFY feature to alert the appropriate approver(s).



*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.

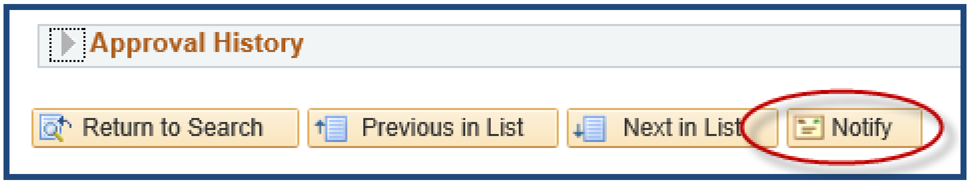
Print Expense Report

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



Send Notification to Approver

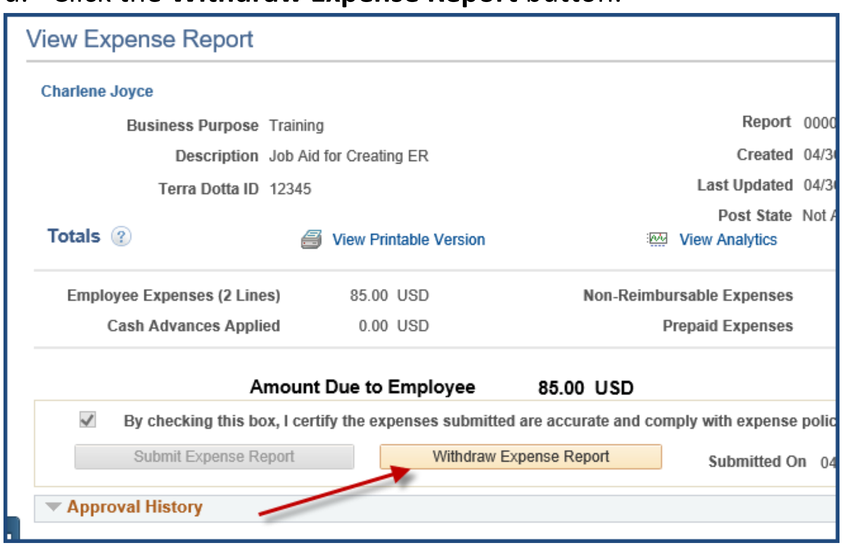
22. Once an ER has been submitted for approval, the **Notify** button becomes available at the bottom of the page. This button is used to notify the traveler's designated approvers via email that the expense report is ready for approval.



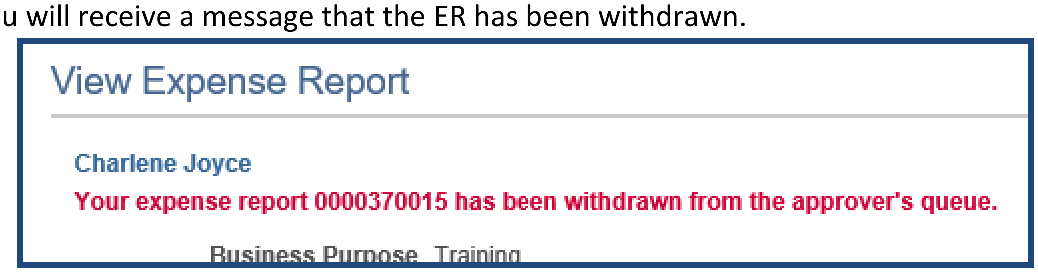
Refer to the job aid titled *'How to Use Notify on EX Docs'* to use the Notify functionality.

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 Main Menu, navigate to ***Employee Self Service** tile.*
    b. Under the 'Expense Report' header, click on *View*.
    c. Pull up the ER to be withdrawn.
    d. Click the **Withdraw Expense Report** button.

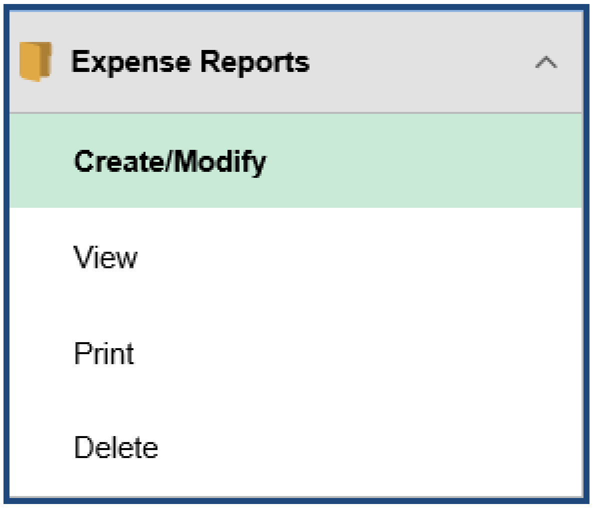


24. You will receive a message that the ER has been withdrawn.



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.



Additional notes regarding actions on an ER:

- An Expense Report cannot be <u>deleted</u> or <u>modified</u> if it has been fully approved.
- An ER can be <u>closed</u> 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.