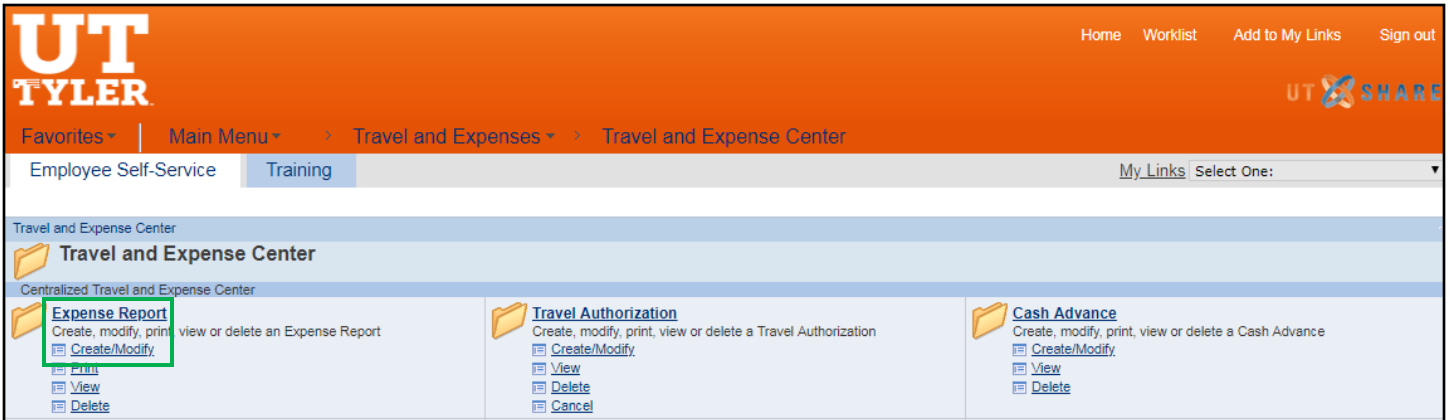


Creating an Expense Report

Navigate to Travel and Expenses > Travel and Expense Center > Expense Report > Created/Modify



Enter the **Empl ID** – Click **Add**

OR Click on the Search icon and enter the last name and click on **Look Up** – Choose the correct Employee – Click **Add**

The screenshot shows the 'Expense Report' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these buttons is a text input field labeled 'Empl ID' with a search icon to its right. The 'Empl ID' field is highlighted with a green box. At the bottom of the form is an 'Add' button.

The screenshot shows the 'Look Up Empl ID' form. It has two rows of input fields. The first row is for 'Empl ID' with a 'begins with' dropdown menu and an empty text box. The second row is for 'Name' with a 'begins with' dropdown menu and an empty text box. Below the input fields are three buttons: 'Look Up', 'Clear', and 'Cancel'. The 'Look Up' button is highlighted. To the right of the 'Cancel' button is a link labeled 'Basic Lookup'. Below the buttons is the text 'Search Results'.

On the Create Expense Report Screen:

- Select the **Business Purpose** (drop down)
- Enter a **Report Description**
- Enter a **Reference** (Travel Authorization number)
- Enter **Comments** (optional)
- Choose a **Default Location** (city traveled to)
- Add any required attachments to the **Attachments** hyperlink.

Option 1 – Quick Fill procedures

- Click on the **Quick Fill** hyperlink

The screenshot shows the 'Create Expense Report' interface. At the top, it says 'Create Expense Report' and 'Patricia Speer'. There are navigation links for 'Save for Later', 'Home', and another 'Home'. The form has several input fields: '*Business Purpose' (a dropdown menu), '*Report Description', 'Reference', and 'Comment'. There is also a 'Default Location' field and an 'Attachments' link. A 'Budget Information' box shows 'Budget Status: Not Budget Checked' and 'Budget Options'. A 'Quick Start' dropdown is set to '...Populate From' with a 'GO' button. At the bottom left, there are 'Expenses' controls: 'Expand All', 'Collapse All', 'Add: My Wallet (0)', and a 'Quick-Fill' button which is highlighted with a green box. The bottom right shows 'Total 0.00 USD' and 'Last Updated 05/29/2019 11:41:24AM By'.

- Enter the **Date Range** of the travel receipts

The 'Quick-Fill' section provides instructions: 'Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.' Below this is a 'Date Range' section with a 'From' date picker set to '05/13/2019' and a 'To' date picker set to '05/15/2019'. Both date pickers have a calendar icon to the right.

- Scroll down and select all of the expense types for which the traveler has expenses, choosing either One Day or All Days. Once complete, click on the **OK** button.

Quick-Fill

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From To

Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	TR-In State-Airfare
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TR-In State-Lodging
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TR-In State-Lodging - Tax
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TR-In State-Meal Actuals
<input type="checkbox"/>	<input type="checkbox"/>	TR-In State-Meal Per Diem
<input type="checkbox"/>	<input type="checkbox"/>	TR-In State-Mileage
<input type="checkbox"/>	<input type="checkbox"/>	TR-In State-Parking
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TR-In State-Rental Car
<input type="checkbox"/>	<input type="checkbox"/>	TR-In State-Transportation
<input type="checkbox"/>	<input type="checkbox"/>	TR-In State-Travel Incidentals

For example: rental car would be One Day because of one charge and Meals would be All Days.

- The original page now has populated all of the requested entries.
- Continue with instructions found on page 4 – “Options 1 and 2

Option 2 standard procedures

- Enter the **Date** the expense occurred
- Select an **Expense Type** (drop down)

Options 1 and 2

- Enter a **Description** (purpose for the expense)
- Select the **Payment Type** (drop down)
- Enter the **Amount** of the expense
- Enter the Cost Center or Project number in the **Speed Chart**
- Click on the + plus sign to add more lines or the – minus sign to remove a line

Create Expense Report Save for Later | Home | Home

Patricia Speer [?](#)

*Business Purpose: TRV-Participate/Officiate Evnt

*Report Description:

Reference:

Comment:

Default Location: TX DALLAS

Attachments:

Budget Information

Budget Status: Not Budget Checked

Budget Options

Actions: ...Choose an Action

Last Updated: 05/15/2019 11:13:03AM By

Expenses [?](#)

Expand All | Collapse All | Add:

	Total	10.00	USD			
*Date: 05/12/2019 <input type="text"/>	*Expense Type: TR-In State-Meal Actuals <input type="text"/>	Description: Dinner at Diner <input type="text"/>	*Payment Type: Paid By Employee <input type="text"/>	*Amount: 10.00 <input type="text"/>	*Currency: USD <input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
*Billing Type: Expense <input type="text"/>	239 characters remaining		*Exchange Rate: 1.00000000 <input type="text"/>	Base Currency Amount: 10.00 USD		<input type="button" value="Receipt Split"/>
Accounting Details ?		SpeedChart: <input type="text"/>		Default Rate: <input checked="" type="checkbox"/>		Non-Reimbursable: <input type="checkbox"/>
				No Receipt: <input type="checkbox"/>		
Expand All Collapse All	Total	10.00	USD			

To see the full Chartfield string click on the arrow ► in front of Accounting Details.

If the Accounting Details have been set for the traveler to the correct cost center etc., then the speed chart may not be needed.

A screenshot of the Accounting Details section in a software interface. At the top left, there is a green checkmark next to the text "Accounting Details" and a question mark icon. Below this is a "SpeedChart" search box. A "Chartfields" button is also visible. The main part of the image is a table with the following columns: Amount, *GL Unit, Monetary Amount, Currency Code, Exchange Rate, Account, Fund, Dept, Cost Center, Function, and Program. The first row of data contains the following values: 10.00, UTYL, 10.00, USD, 1.00000000, 62106, 3105, 115300, 31001387, 700, and an empty field. Each cell in the table has a magnifying glass icon for search.

After all lines have been entered, click on **Save for Later** and a Report number will be assigned and the document status will show "Pending".

A screenshot of the "Modify Expense Report" page. At the top right, there is a "Save for Later" button highlighted with a green box. Below it is a "Budget Information" section with "Budget Status" set to "Not Budget Checked" and "Budget Options" highlighted with a green box. The "Report" number "0000210587" and its status "Pending" are highlighted with a yellow box. Other fields include "Business Purpose" (TRV-Participate/Officiate Evnt), "Report Description" (Participate in ABCD event), "Default Location" (TX DALLAS), and a "Comment" (total reimbursement up to \$200.00). The "Last Updated" timestamp is 05/15/2019 11:46:00AM by user 6001207034.

If not enough information has been entered, the screen will display red boxes that still need information.

A screenshot of an expense entry form. The "Description" field is highlighted with a red box, indicating it is required. The "Amount" field is also highlighted with a red box and contains the value "0.00". Other fields include "Date" (05/22/2019), "Expense Type" (NT-Hardware & Materials), "Billing Type" (Expense), "Payment Type", "Exchange Rate" (1.00000000), and "Currency" (USD). There are checkboxes for "Default Rate", "Non-Reimbursable", and "No Receipt". A "Receipt Split" button is also visible. At the bottom, there is an "Accounting Details" section with a "SpeedChart" search box.

Click on the **Budget Options** hyperlink. A commitment control screen will open.

Click on the **Budget Check** button to run the process.

Commitment Control

Commitment Control Details

Source Transaction Type Expense Sheet
Budget Checking Header Status Not Budget Checked
Commitment Control Amount Type Encumbrance

Override Transaction

Budget Check ⓘ

Go to Transaction Exceptions Go To Activity Log

OK Cancel

The screen will show a status of **“Valid”** or **“Exception”**

If the budget check process results in a Valid status, click the **OK** button at the bottom of the page.

Commitment Control

Commitment Control Details

Source Transaction Type Expense Sheet
Budget Checking Header Status Valid
Commitment Control Amount Type Encumbrance
Commitment Control Tran ID 0005136866
Commitment Control Tran Date 05/28/2019
 Override Transaction

Budget Check ⓘ

Go to Transaction Exceptions Go To Activity Log

OK Cancel

If the Budget Check process results in an Exception message

Budget Checking has logged 'Error' Exceptions. Do you want to Transfer to the Exceptions? (18021,1091)

Selecting "Yes" will transfer you to the Transaction Exception Panel for this document while refreshing and minimizing the calling panel.

Selecting "No" will refresh the panel.

You can transfer later by using the "Go to Transaction Exception Header" Push Button on this secondary panel.

Yes

No

Determine whether the chart fields are all correct and fix, or contact the Budget team (budget@uttyler.edu) for assistance.

After Budget Error has been resolved, rerun the Budget checking process and when Budget Check is complete, click on the **OK** button.

Click on the **Summary and Submit** hyperlink to review and submit the expense report. The report is now titled “Modify Expense Report”

Modify Expense Report Save for Later | **Summary and Submit**

Patricia Speer

*Business Purpose: TRV-Participate/Officiate Evnt
 *Report Description: Participate in ABCD event
 Reference:
 Post State: Not Applied
 Comment: total reimbursement up to \$200.00

Report: 0000210587 Pending
 Default Location: TX DALLAS
 Attachments

Budget Information
 Budget Status: Valid
 Budget Options:
 Actions: ...Choose an Action **GO**

Last Updated: 05/17/2019 2:54:22PM By: 6001207034

Expenses
 Expand All | Collapse All | Add: My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
05/12/2019	TR-In State-Meal Actuals	Dinner at Diner	Paid By Employee	1.00	USD

Total: 1.00 USD

If changes need to be made, then click on the **Expense Details** hyperlink and the previous page is shown. Make the necessary changes, Save for Later, re-Budget Check, re-Submit.

When complete, click on the **Submit Expense Report** button to finalize the report.

Modify Expense Report Save for Later | **Expense Details**

Patricia Speer

*Business Purpose: TRV-Participate/Officiate Evnt
 *Description: Participate in ABCD event
 Reference:

Report: 0000210587 Pending
 Created: 05/15/2019 Patricia Speer
 Last Updated: 05/17/2019 Patricia Speer
 Post State: Not Applied

Totals View Printable Version | View Analytics | Notes | Attachments

Employee Expenses (1 Line)	1.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1.00 USD		Amount Due to Supplier	
				0.00 USD	

Submit Expense Report

Click the **OK** button to complete or click the **Cancel** button to return to the Expense Report to make any needed changes.

Expense Report

Submit Confirmation

Patricia Speer

Totals

Employee Expenses (1 Line)	1.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1.00 USD	Amount Due to Supplier		0.00 USD

OK Cancel

If the **OK** button was clicked then the Expense Report is submitted for approval.

Click on the **Refresh Approval Status** button to see the Approval History

View Expense Report

Patricia Speer Actions ...Choose an Action

Your expense report 0000210587 has been submitted for approval.

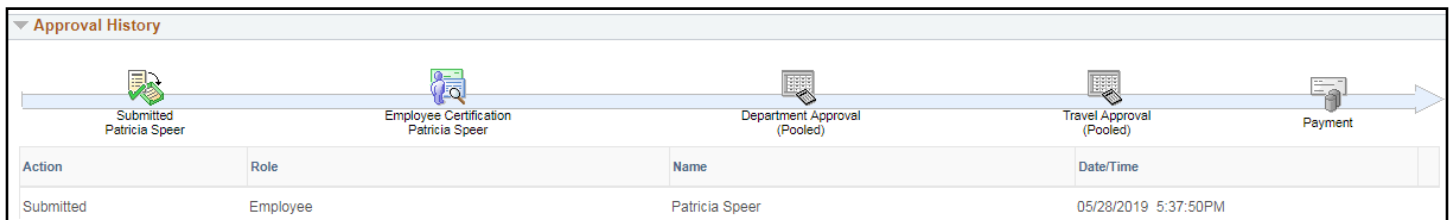
Business Purpose TRV-Participate/Officiate Evt
 Description Participate in ABCD event
 Reference

Report 0000210587 Submission in Process
 Created 05/15/2019 Patricia Speer
 Last Updated 05/17/2019 Patricia Speer
 Post State Not Applied

Totals View Printable Version View Analytics Workflow History Notes

Employee Expenses (1 Line)	1.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		1.00 USD	Amount Due to Supplier		0.00 USD

The Approval History shows whose workflow the report is waiting on.



Clicking the **Withdraw Expense Report** button will open the report back up and make any needed changes or add attachments. This can be done any time before the approvals have started.

View Expense Report Expense Details

Patricia Speer Actions ...Choose an Action

Business Purpose TRV-Participate/Officiate Evt Report 0000210587 Submitted for Approval
 Description Participate in ABCD event Created 05/15/2019 Patricia Speer
 Reference Last Updated 05/17/2019 Patricia Speer

Totals

Post State Not Applied

Employee Expenses (1 Line)	1.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 1.00 USD Amount Due to Supplier 0.00 USD

Submitted On 05/17/2019 Submitted By Patricia Speer

Approval History

Submitted Patricia Speer Employee Certification Patricia Speer Department Approval (Pooled) Travel Approval (Pooled) Payment

Action	Role	Name	Date/Time
Submitted	Employee	Patricia Speer	05/17/2019 3:28:53PM

Click the **Refresh Approval Status** button until the Approval History displays the Action of Withdrawn

Approval History

Action	Role	Name	Date/Time
Submitted	Employee	Patricia Speer	05/28/2019 5:37:50PM

Approval History

Action	Role	Name	Date/Time
Submitted	Employee	Patricia Speer	05/21/2019 10:54:19AM
Withdrawn	Employee	Patricia Speer	05/21/2019 10:55:39AM

Navigate back to Expense Report > Create/Modify > Find an Existing Value and key in the Report ID. The report is now open for changes to be made.

Once all changes are complete, follow the same steps as were used when creating the Expense Report: Save for Later – Budget Options - Budget Check – OK – Summary and Submit – Submit Expense Report – OK and the expense report is once again submitted for approval.