

Known Issue: KI9.2-70_EX Issues Adding Meal Lines to a Fluid Expense Report Using Quick-fill

POSTED: December 1, 2017

STATUS: Active

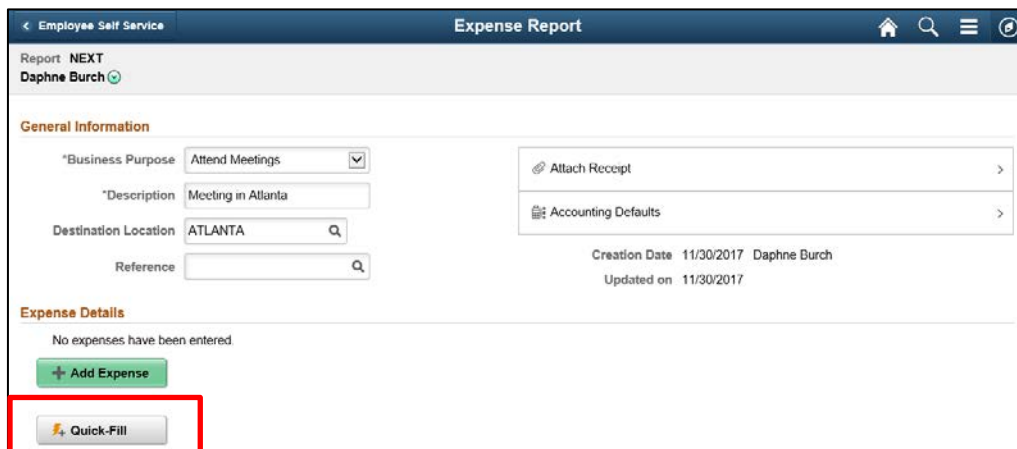
When a traveler creates a Fluid Expense Report and uses Quick-Fill to add expense lines, the system generates an error on the Accounting Details for the expense lines added.

The steps that cause this issue to occur are outlined below:

1. Click the Create Expense Report tile from the Fluid Employee Self Service homepage.



2. A new Expense Report will display. Click the Quick-Fill button.

A screenshot of the "Expense Report" form in the PeopleSoft system. The form has a dark blue header with "Employee Self Service" and "Expense Report". Below the header, it says "Report NEXT" and "Daphne Burch". The form is divided into sections: "General Information" and "Expense Details". In the "General Information" section, there are fields for "Business Purpose" (Attend Meetings), "Description" (Meeting in Atlanta), "Destination Location" (ATLANTA), and "Reference". There are also buttons for "Attach Receipt" and "Accounting Defaults". In the "Expense Details" section, it says "No expenses have been entered." and there is a green "Add Expense" button. At the bottom of the form, there is a red box highlighting a "Quick-Fill" button.

3. Enter a date range and select Expense Types.

Cancel

Quick-Fill

Done

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.

Quick-Fill Options

Date From 11/28/2017 Date To 11/29/2017





Add Expense Types 129 rows

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	Emp Baggage
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Emp Breakfast
<input type="checkbox"/>	<input type="checkbox"/>	Emp Commercial Transp
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Emp Dinner
<input type="checkbox"/>	<input type="checkbox"/>	Emp Ground Gasoline
<input type="checkbox"/>	<input type="checkbox"/>	Emp Incidentals
<input type="checkbox"/>	<input type="checkbox"/>	Emp Laundry
<input type="checkbox"/>	<input type="checkbox"/>	Emp Lodging
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Emp Lunch

4. Click Done. The expense types selected were added to the expense report.

Employee Self Service

Expense Report

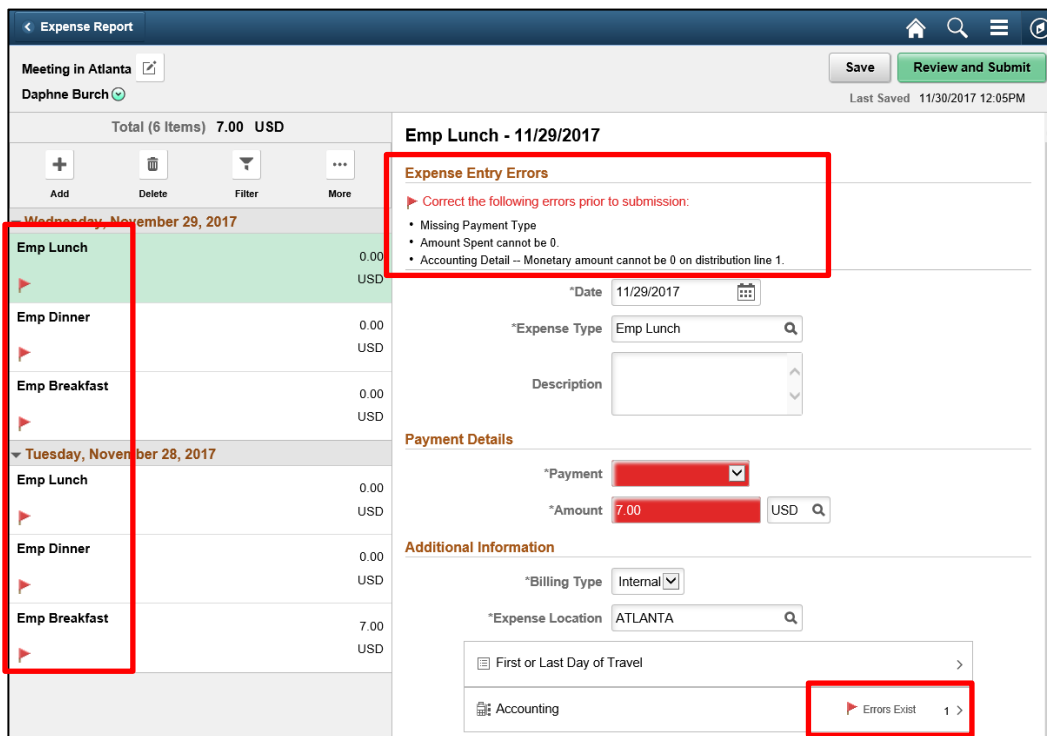





Expense Report ID 0000602421, Meeting in Atlanta, has been created.


5. Select the Update Details button to view the line details.


Update Details

The system will flag missing information in red and list Expense Entry Errors at the top of the page.



Expense Report

Meeting in Atlanta 

Daphne Burch 

Save Review and Submit

Last Saved 11/30/2017 12:05PM

Total (6 Items) 7.00 USD

+ - Filter More

Add Delete Filter More

Wednesday, November 29, 2017

Emp Lunch 0.00 USD

Emp Dinner 0.00 USD

Emp Breakfast 0.00 USD

Tuesday, November 28, 2017

Emp Lunch 0.00 USD

Emp Dinner 0.00 USD

Emp Breakfast 7.00 USD

Emp Lunch - 11/29/2017

Expense Entry Errors

Correct the following errors prior to submission:

- Missing Payment Type
- Amount Spent cannot be 0.
- Accounting Detail -- Monetary amount cannot be 0 on distribution line 1.

*Date 11/29/2017

*Expense Type Emp Lunch

Description

Payment Details

*Payment

*Amount 7.00 USD

Additional Information

*Billing Type Internal

*Expense Location ATLANTA

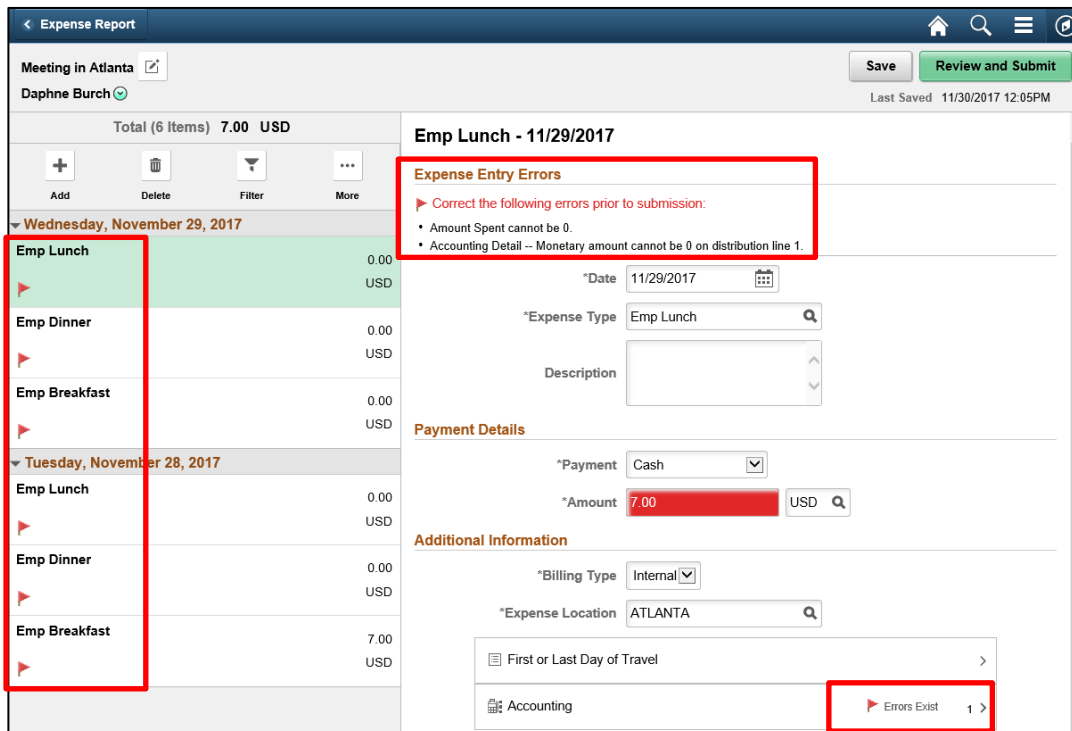
First or Last Day of Travel

Accounting


Errors Exist 1 >


Even after selecting a Payment from the dropdown menu, other errors remain due to the system reading the per diem amount as \$0.00.

Clicking Save does not make the errors disappear.



Expense Report

Meeting in Atlanta 

Daphne Burch 

Save Review and Submit

Last Saved 11/30/2017 12:05PM

Total (6 Items) 7.00 USD

+ - Filter More

Add Delete Filter More

Wednesday, November 29, 2017

Emp Lunch 0.00 USD

Emp Dinner 0.00 USD

Emp Breakfast 0.00 USD

Tuesday, November 28, 2017

Emp Lunch 0.00 USD

Emp Dinner 0.00 USD

Emp Breakfast 7.00 USD

Emp Lunch - 11/29/2017

Expense Entry Errors

Correct the following errors prior to submission:

- Amount Spent cannot be 0.
- Accounting Detail -- Monetary amount cannot be 0 on distribution line 1.

*Date 11/29/2017

*Expense Type Emp Lunch

Description

Payment Details

*Payment Cash

*Amount 7.00 USD

Additional Information

*Billing Type Internal

*Expense Location ATLANTA

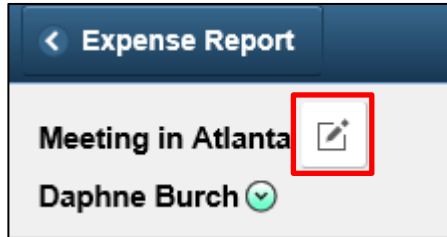
First or Last Day of Travel

Accounting

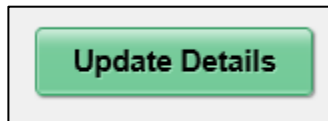
Errors Exist 1 >

Functional Workaround

1. Select the Expense Report Header/General Information button.



2. No changes need to be made. Now select the Update Details button.



The errors due to Amount being \$0.00 will disappear.

Expense Report

Meeting in Atlanta
Daphne Burch

Save
Review and Submit

Last Saved 11/30/2017 12:16PM

Total (6 Items) 7.00 USD

Add
Delete
Filter
More

Wednesday, November 29, 2017

Emp Lunch	0.00	USD
Emp Dinner	7.00	USD
Emp Breakfast	7.00	USD
Tuesday, November 28, 2017		
Emp Lunch	7.00	USD
Emp Dinner	7.00	USD
Emp Breakfast	7.00	USD

Emp Lunch - 11/29/2017

*Date 11/29/2017

*Expense Type Emp Lunch

Description

Payment Details

*Payment Cash

*Amount 7.00 USD

Additional Information

*Billing Type Internal

*Expense Location ATLANTA

First or Last Day of Travel

Accounting 1

Receipt Split

You can also create a Classic Expense report by navigating to **Employee Self-Service > Travel and Expenses > Expense Reports > Create**.

Estimated Resolution

A fix for this issue will be provided by Oracle and an update will be provided as soon as the expected resolution date is determined.

MORE INFORMATION AND SUPPORT: For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at http://www.usg.edu/customer_services. (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

ADDITIONAL RESOURCES: For information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/customer_services/service_level_guidelines. For USG services status, please visit <http://status.usg.edu>.