

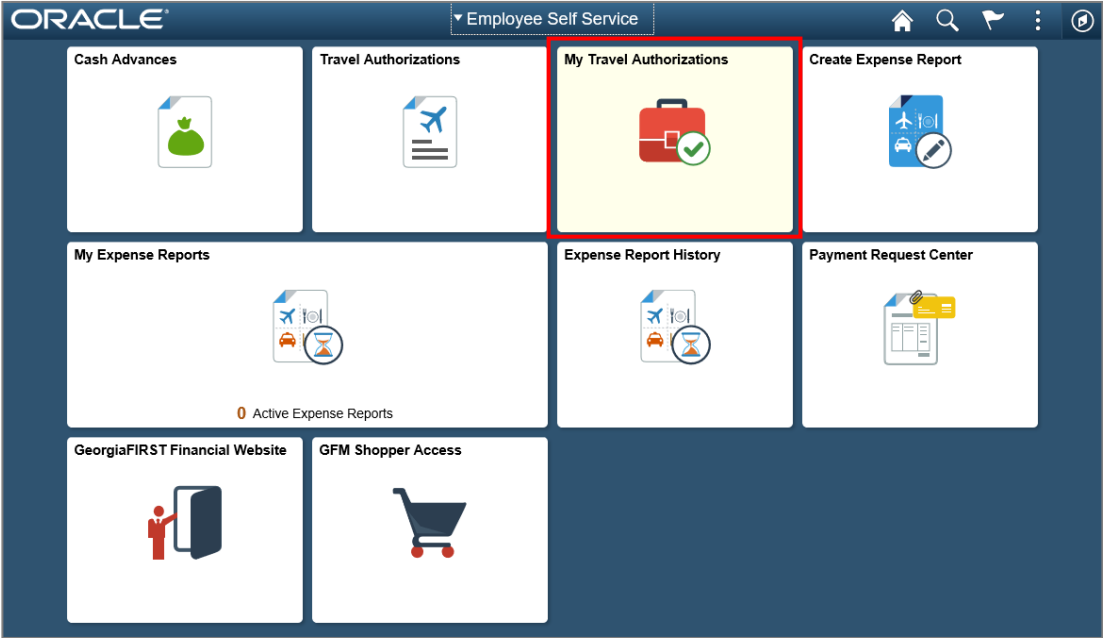
CREATING AN EXPENSE REPORT FROM AN APPROVED TRAVEL AUTHORIZATION

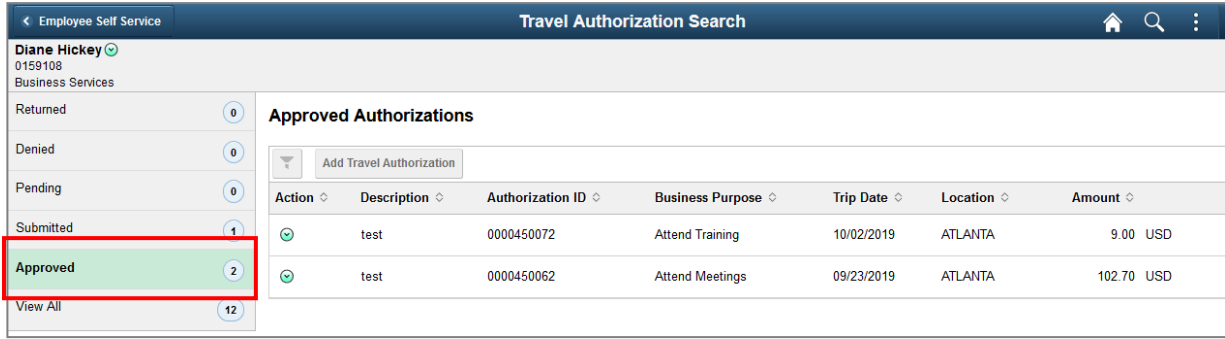
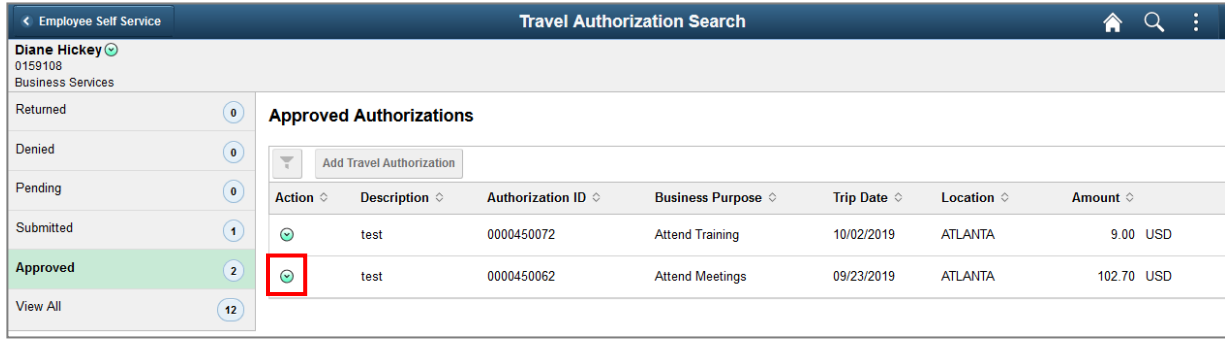
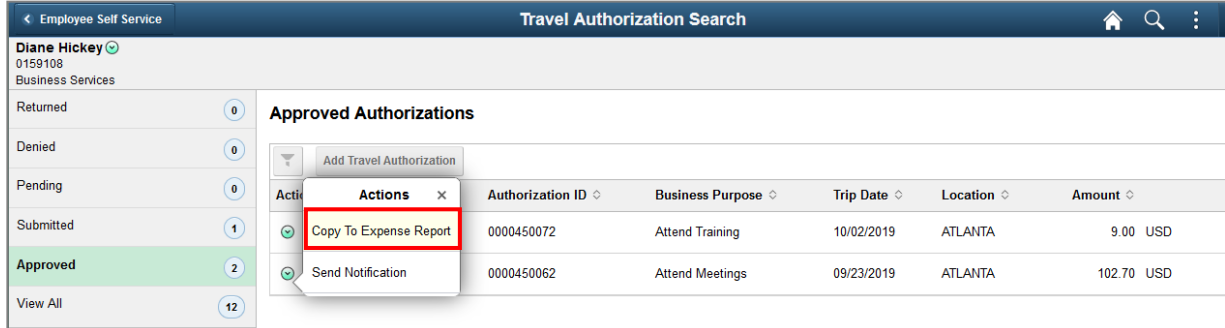
This job aid provides detailed information on the two methods for creating an Expense Report from an Approved Travel Authorization. The two methods for creating an Expense Report from an approved Travel Authorization are:

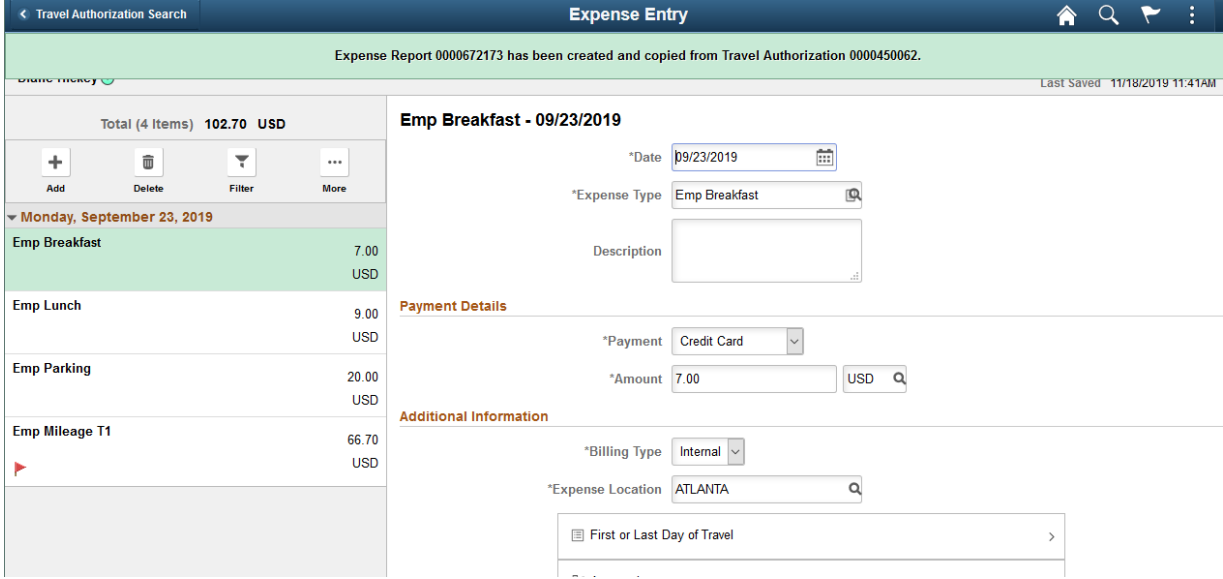
1. Creating a Fluid Expense Report by clicking the My Travel Authorizations tile on the homepage, selecting the Actions button, and selecting Copy To Expense Report.
2. Creating a Classic Expense Report by using the Navigation Bar to navigate to Employee Self Service > Travel and Expenses > Expense Report > Create.

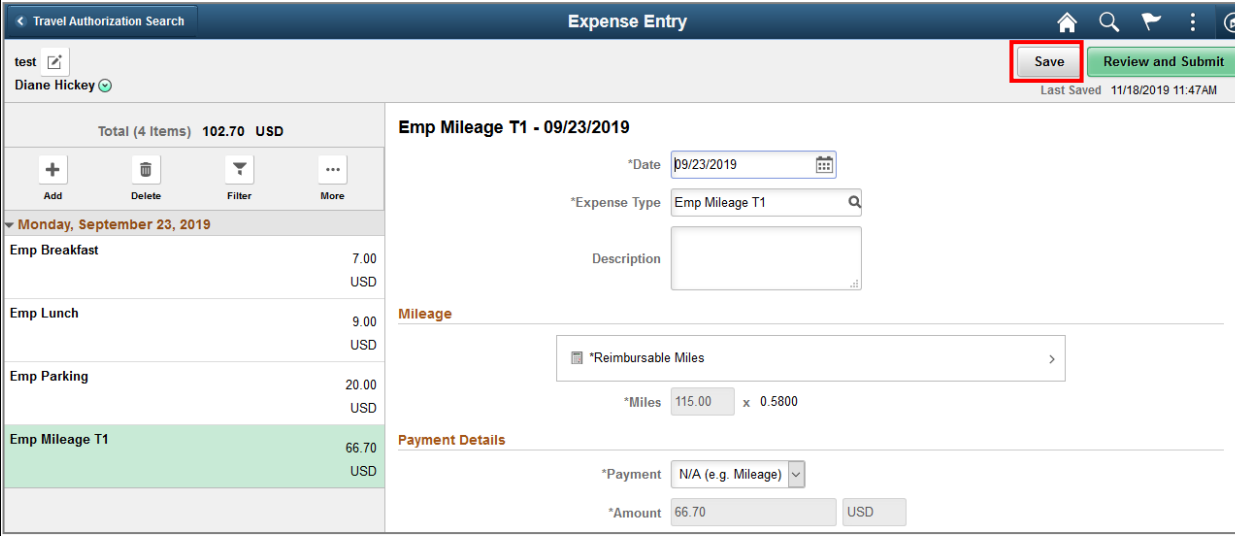
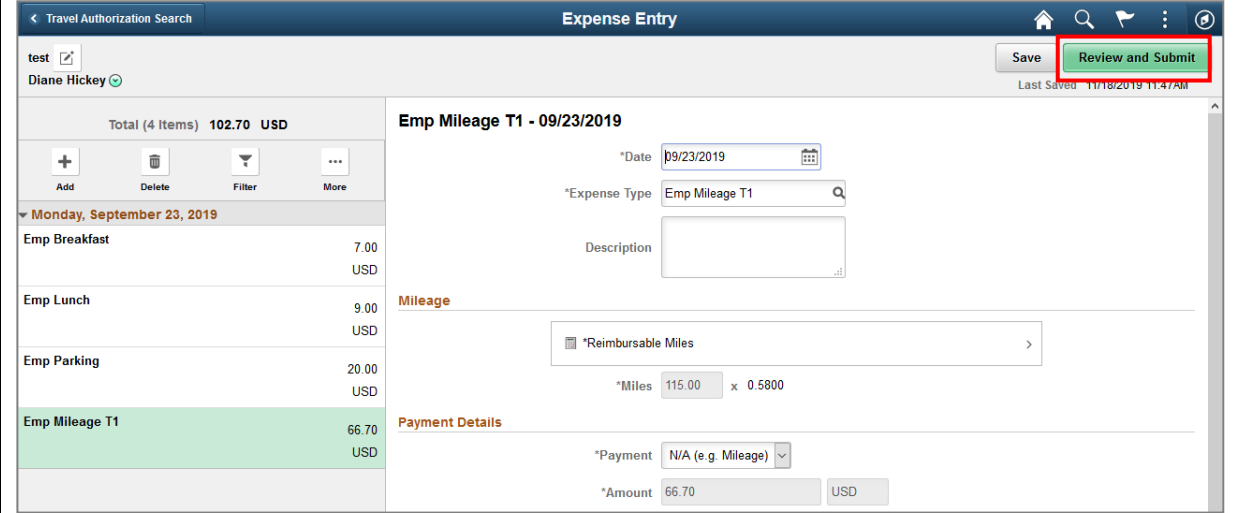
CREATING A FLUID EXPENSE REPORT

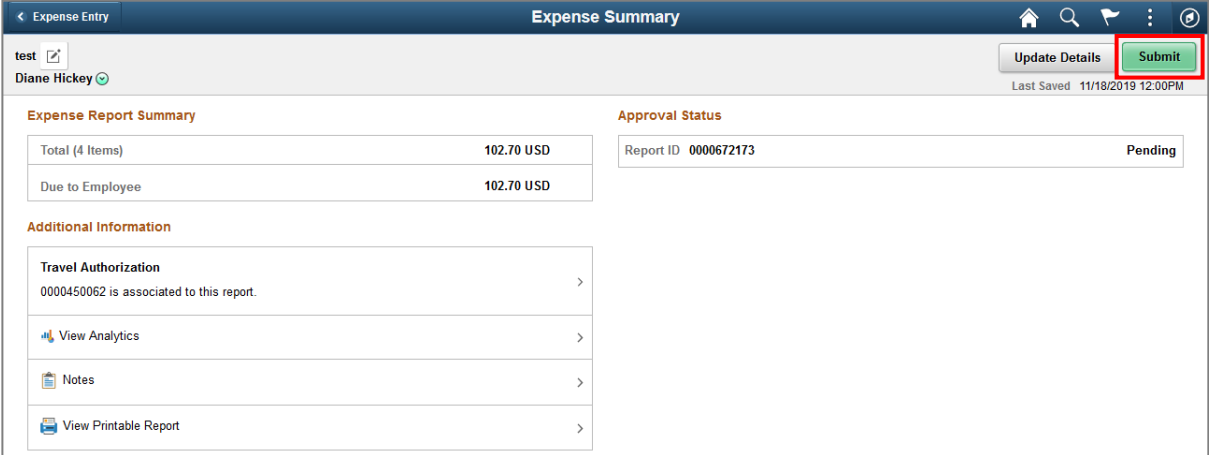
Below are step by step instructions on how to create a Fluid Expense Report from an approved Travel Authorization. Although a Fluid Expense Report is easy to create and gives users the option of using a mobile device, users cannot apply a Cash Advance to a Fluid Expense Report.

Step	Action
1.	Log in to PeopleSoft Financials.
2.	Navigate to the Employee Self Service homepage.
3.	<p>Click the My Travel Authorizations Tile.</p> 
4.	The Travel Authorization Search page displays. Select Approved from the left menu and all Approved Travel Authorizations display.

Step	Action
	 <p>The screenshot shows the 'Travel Authorization Search' interface for Diane Hickey. On the left, there is a filter menu with categories: Returned (0), Denied (0), Pending (0), Submitted (1), and Approved (2) (highlighted with a red box). Below the filter menu is a 'View All' button with a count of 12. The main area displays a table of 'Approved Authorizations' with columns: Action, Description, Authorization ID, Business Purpose, Trip Date, Location, and Amount. Two rows are visible: one for 'Attend Training' (Authorization ID: 0000450072, Amount: 9.00 USD) and one for 'Attend Meetings' (Authorization ID: 0000450062, Amount: 102.70 USD).</p>
5.	<p>Select the Action button next to the Travel Authorization you wish to use to create an Expense Report.</p>  <p>This screenshot is identical to the previous one, but the 'Action' button (represented by a green circle with a checkmark) for the 'Attend Meetings' row is highlighted with a red box.</p>
6.	<p>Select the Copy To Expense Report option.</p>  <p>This screenshot shows the 'Actions' menu open for the 'Attend Meetings' row. The menu contains two options: 'Copy To Expense Report' (highlighted with a red box) and 'Send Notification'. The background table is partially visible.</p>


Step	Action
7.	<p>The system navigates to the Expense Entry page and creates a new draft Expense Report from the approved Travel Authorization. Users can change details on the lines such as Date, Description, Amount and Reimbursable Miles. Also, users can add or delete lines.</p> <p>Note: Lines with errors are flagged with a red flag and these errors must be addressed before submitting the Expense report.</p> 
8.	<p>Once the user completes editing, the Expense Report can either be saved for later or submitted for approval.</p> <ul style="list-style-type: none"> To save, proceed to Step 7. To submit for approval, proceed to Step 8.

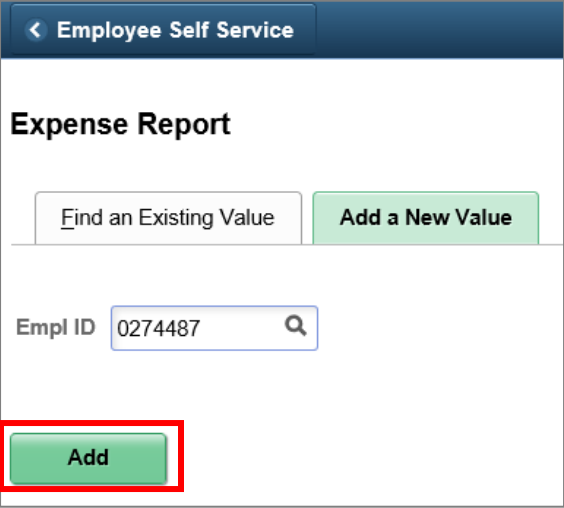
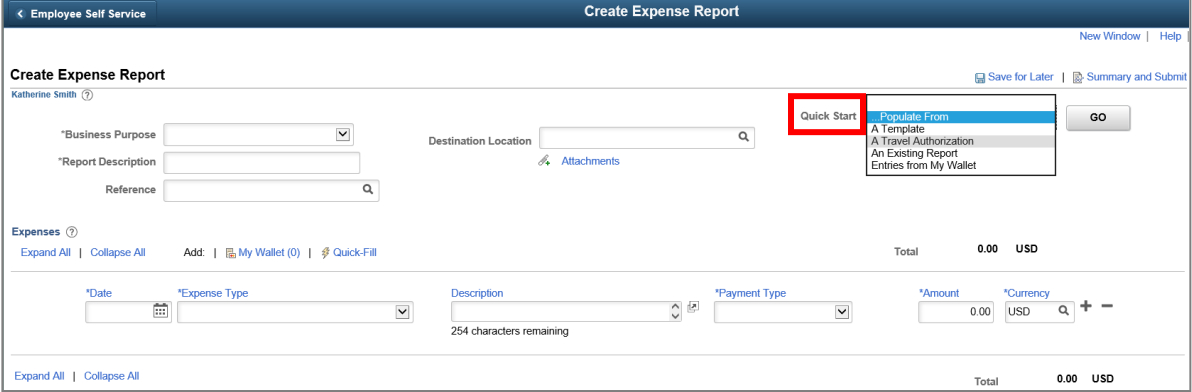
Step	Action												
9.	<p>Click the Save button located at the top right.</p>  <p>The screenshot shows the 'Expense Entry' form for 'Emp Mileage T1 - 09/23/2019'. The 'Save' button is highlighted with a red box. The form includes a summary table on the left and detailed input fields on the right.</p> <table border="1" data-bbox="311 436 695 856"> <thead> <tr> <th colspan="2">Total (4 Items) 102.70 USD</th> </tr> </thead> <tbody> <tr> <td>Monday, September 23, 2019</td> <td></td> </tr> <tr> <td>Emp Breakfast</td> <td>7.00 USD</td> </tr> <tr> <td>Emp Lunch</td> <td>9.00 USD</td> </tr> <tr> <td>Emp Parking</td> <td>20.00 USD</td> </tr> <tr> <td>Emp Mileage T1</td> <td>66.70 USD</td> </tr> </tbody> </table> <p>End of Procedure. Remaining steps apply to Review and Submit.</p>	Total (4 Items) 102.70 USD		Monday, September 23, 2019		Emp Breakfast	7.00 USD	Emp Lunch	9.00 USD	Emp Parking	20.00 USD	Emp Mileage T1	66.70 USD
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10.	<p>To submit, click the Review and Submit button.</p>  <p>The screenshot shows the same 'Expense Entry' form, but now the 'Review and Submit' button is highlighted with a red box. The form content is identical to the previous screenshot.</p>												

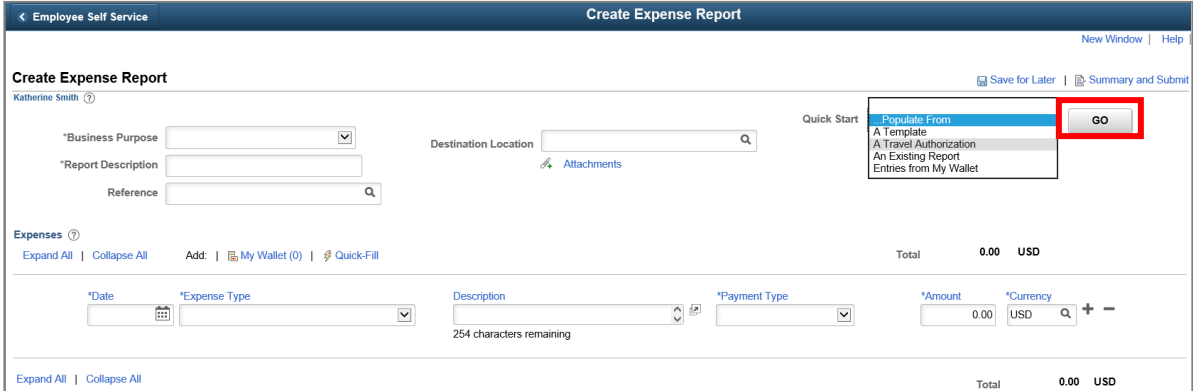
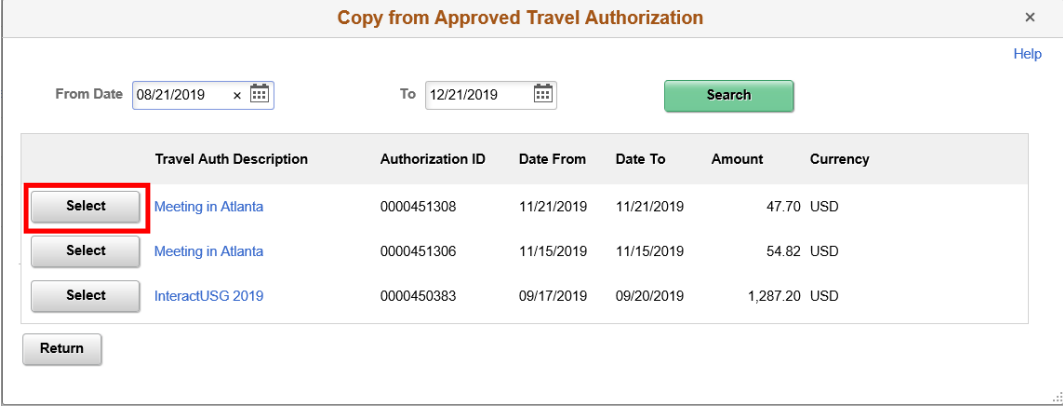
Step	Action
11.	<p>The Expense Summary page displays. Click the Submit button.</p> 
12.	<p>The State of Georgia submission statement displays. Users must read and acknowledge this statement and click the Submit button.</p> <div data-bbox="732 921 1118 1316" style="border: 1px solid gray; padding: 10px; text-align: center;"> <p>I certify the expenses submitted are accurate and comply with expense policy.</p> <p>I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1000 or by imprisonment for not less than one nor more than five years, that the above statements are true and I have incurred the described expenses and the state use mileage in the discharge of my official duties for the state.</p> <p>Submit Cancel</p> </div>
13.	<p>The expense report is submitted. The system navigates to the My Expense Reports page and a submission confirmation statement temporarily displays in a green bar at the top of the page.</p> <p>End of Procedure.</p>

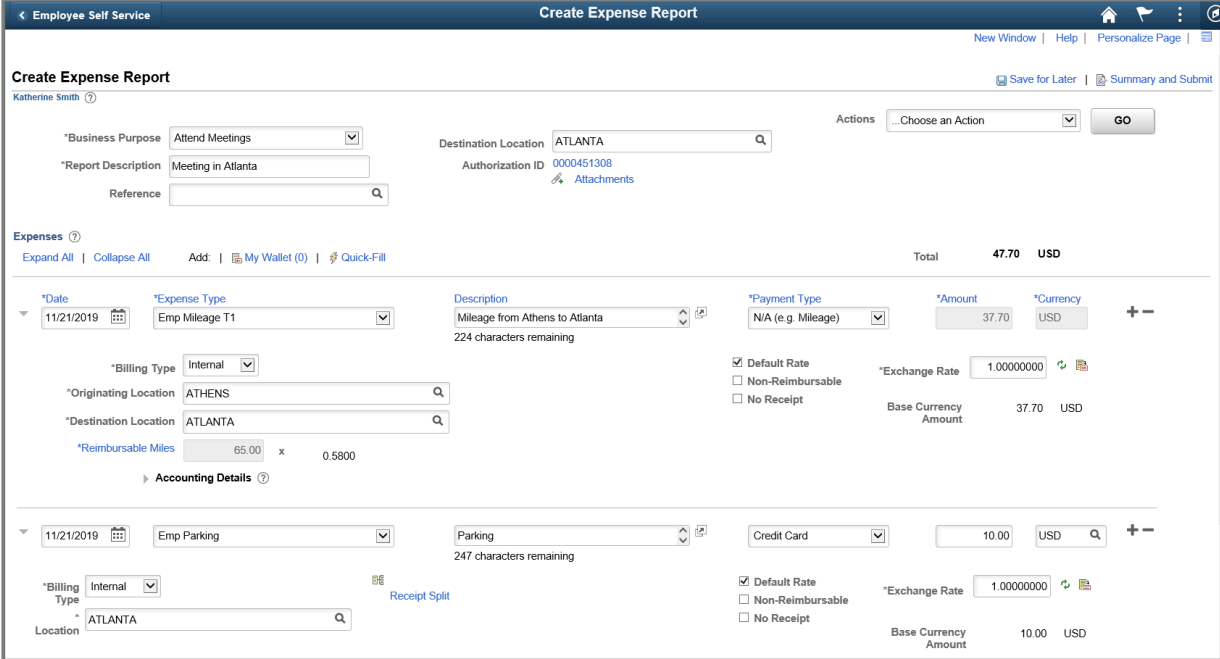
CREATING A CLASSIC EXPENSE REPORT

Below are step-by-step instructions on how to create a Classic Expense Report from an Approved Travel Authorization.

Step	Action
1.	Log in to PeopleSoft Financials.
2.	Click the NavBar icon.
3.	Click the Navigator icon.
4.	Click the Travel and Expenses link.
5.	Click the Expense Reports link.
6.	Click the Create link.
7.	<p>The system navigates to the Expense Report page. Verify the user's Empl ID defaults in the Empl ID field.</p> 

Step	Action
8.	<p>Click the Add button.</p>  <p>The screenshot shows the 'Employee Self Service' interface for 'Expense Report'. It includes a search bar for 'Empl ID' with the value '0274487'. Below the search bar is a green 'Add' button, which is highlighted with a red rectangular box.</p>
9.	<p>A blank Expense Report displays. From the Quick Start menu, located in the top right corner of the page, select "A Travel Authorization" option from the dropdown menu.</p>  <p>The screenshot shows the 'Create Expense Report' form. The 'Quick Start' button is highlighted with a red box, and its dropdown menu is open, showing options: 'Populate From', 'A Template', 'A Travel Authorization', 'An Existing Report', and 'Entries from My Wallet'. The 'A Travel Authorization' option is selected. The form includes fields for 'Business Purpose', 'Report Description', 'Reference', 'Destination Location', and 'Attachments'. The 'Expenses' section is currently empty, showing a total of 0.00 USD.</p>

Step	Action																												
10.	<p>Click the GO button.</p>  <p>The screenshot shows the 'Create Expense Report' interface. At the top, there are navigation links for 'New Window' and 'Help'. Below that, the user's name 'Katherine Smith' is displayed. The form includes fields for 'Business Purpose', 'Report Description', 'Reference', and 'Destination Location'. A 'Quick Start' dropdown menu is open, showing options: 'Populate From', 'A Template', 'A Travel Authorization', 'An Existing Report', and 'Entries from My Wallet'. The 'GO' button next to 'Populate From' is highlighted with a red box.</p>																												
11.	<p>A list of Approved Travel Authorizations displays. Click Select button next to the desired Travel Authorization to create an Expense Report.</p>  <p>The screenshot shows a dialog box titled 'Copy from Approved Travel Authorization'. It has a search interface with 'From Date' (08/21/2019) and 'To' (12/21/2019) fields, and a 'Search' button. Below the search fields is a table of travel authorizations. The first row is highlighted, and its 'Select' button is highlighted with a red box.</p> <table border="1" data-bbox="341 955 1347 1144"> <thead> <tr> <th></th> <th>Travel Auth Description</th> <th>Authorization ID</th> <th>Date From</th> <th>Date To</th> <th>Amount</th> <th>Currency</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>Meeting in Atlanta</td> <td>0000451308</td> <td>11/21/2019</td> <td>11/21/2019</td> <td>47.70</td> <td>USD</td> </tr> <tr> <td>Select</td> <td>Meeting in Atlanta</td> <td>0000451306</td> <td>11/15/2019</td> <td>11/15/2019</td> <td>54.82</td> <td>USD</td> </tr> <tr> <td>Select</td> <td>InteractUSG 2019</td> <td>0000450383</td> <td>09/17/2019</td> <td>09/20/2019</td> <td>1,287.20</td> <td>USD</td> </tr> </tbody> </table>		Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency	Select	Meeting in Atlanta	0000451308	11/21/2019	11/21/2019	47.70	USD	Select	Meeting in Atlanta	0000451306	11/15/2019	11/15/2019	54.82	USD	Select	InteractUSG 2019	0000450383	09/17/2019	09/20/2019	1,287.20	USD
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Step	Action
12.	<p>The system navigates to the Create Expense Report page and the lines from the approved Travel Authorization are applied to the draft Expense Report. Users can change details on the lines that came from the Travel Authorization, such as Date, Description, Amount and Reimbursable Miles. Also, users can add or delete lines.</p> <p>Note: Lines with errors are flagged with a red flag and these errors must be addressed before submitting the Expense report.</p> 
13.	<p>Once the user completes editing, the Expense Report can either be saved for later or submitted for approval.</p> <ul style="list-style-type: none"> • To save, proceed to Step 14. • To submit for approval, proceed to Step 15.

Step	Action
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14. To save, click **Save for Later**. The Expense Report is now Saved.

Create Expense Report

Katherine Smith

Business Purpose: Attend Meetings | Destination Location: ATLANTA | Authorization ID: 0000451308

Report Description: Meeting in Atlanta

Expenses Total: **47.70 USD**

Date	Expense Type	Description	Payment Type	Amount	Currency
11/21/2019	Emp Mileage T1	Mileage from Athens to Atlanta 224 characters remaining	N/A (e.g. Mileage)	37.70	USD
11/21/2019	Emp Parking	Parking 247 characters remaining	Credit Card	10.00	USD

End of Procedure. Remaining steps apply to Review and Submit.

15. To submit, click **Summary and Submit**.

Create Expense Report

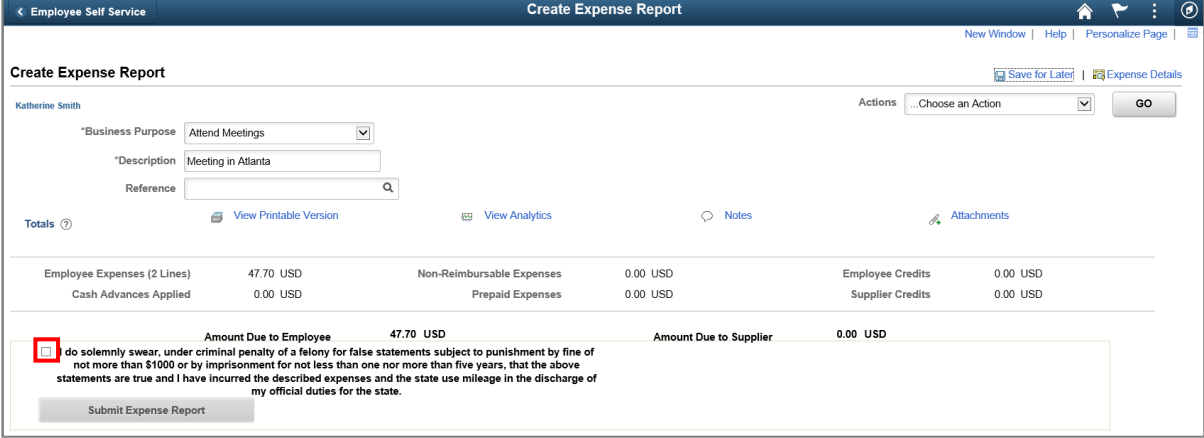

Katherine Smith

Business Purpose: Attend Meetings | Destination Location: ATLANTA | Authorization ID: 0000451308

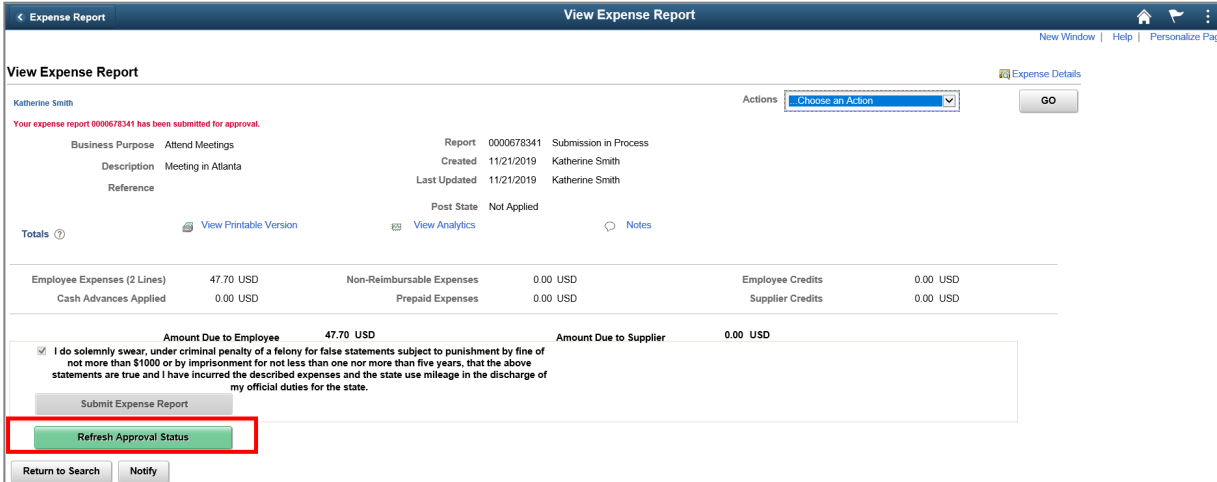
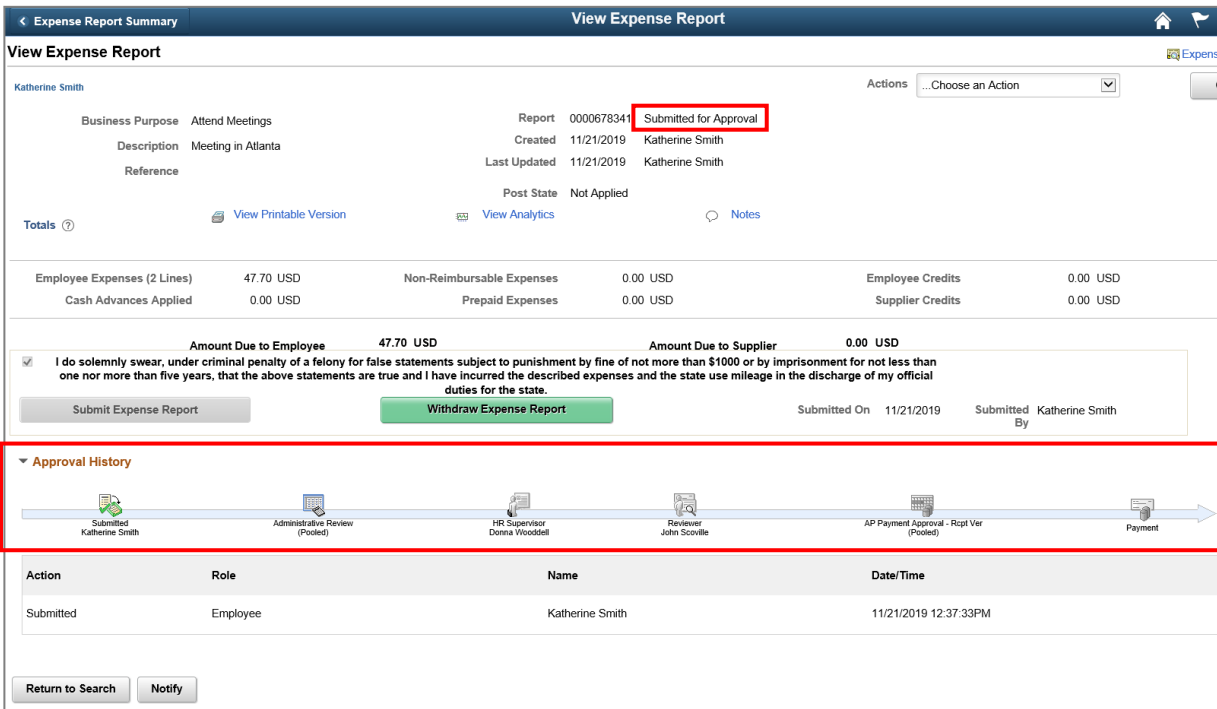
Report Description: Meeting in Atlanta

Expenses Total: **47.70 USD**

Date	Expense Type	Description	Payment Type	Amount	Currency
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11/21/2019	Emp Parking	Parking 247 characters remaining	Credit Card	10.00	USD

Step	Action
16.	<p>The Expense Summary page displays. The Submit Expense Report button is grayed out. Users must click the checkbox to acknowledge the submission statement. Once the box is checked, the Submit Expense Report button becomes available.</p>  <p>The screenshot shows the 'Create Expense Report' interface for Katherine Smith. The business purpose is 'Attend Meetings' and the description is 'Meeting in Atlanta'. The totals section shows Employee Expenses of 47.70 USD. At the bottom, there is a sworn statement with a checkbox that is currently unchecked. The 'Submit Expense Report' button is grayed out.</p>
17.	<p>Click the Submit Expense Report button.</p>  <p>The screenshot shows the same 'Create Expense Report' interface. The checkbox next to the sworn statement is now checked. The 'Submit Expense Report' button is now green and highlighted with a red box, indicating it is active.</p>

Step	Action																																
18.	<p>The Expense Report Submit Confirm window displays. Click the OK button.</p> <div data-bbox="326 338 1539 737" style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; color: #A52A2A;">Expense Report Submit Confirm</p> <p>Create Expense Report</p> <p>Submit Confirmation</p> <p>Katherine Smith</p> <p>Totals ?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Employee Expenses (2 Lines)</td> <td style="text-align: right;">47.70 USD</td> <td>Non-Reimbursable Expenses</td> <td style="text-align: right;">0.00 USD</td> <td>Employee Credits</td> <td style="text-align: right;">0.00 USD</td> </tr> <tr> <td>Cash Advances Applied</td> <td style="text-align: right;">0.00 USD</td> <td>Prepaid Expenses</td> <td style="text-align: right;">0.00 USD</td> <td>Supplier Credits</td> <td style="text-align: right;">0.00 USD</td> </tr> <tr> <td colspan="2" style="text-align: right;">Amount Due to Employee</td> <td style="text-align: right;">47.70 USD</td> <td colspan="2" style="text-align: right;">Amount Due to Supplier</td> <td style="text-align: right;">0.00 USD</td> </tr> </table> <p style="margin-top: 10px;"> <input style="border: 2px solid red; padding: 2px 10px;" type="button" value="OK"/> <input style="padding: 2px 10px;" type="button" value="Cancel"/> </p> </div>	Employee Expenses (2 Lines)	47.70 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		47.70 USD	Amount Due to Supplier		0.00 USD														
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19.	<p>The expense report is submitted. Note the red text below the traveler's name confirming that "Your Expense Report has been submitted for approval."</p> <div data-bbox="326 898 1539 1801" style="border: 1px solid gray; padding: 5px;"> <p style="background-color: #004a7c; color: white; padding: 5px;"> < Expense Report View Expense Report </p> <p>View Expense Report</p> <p>Katherine Smith</p> <p style="border: 2px solid red; padding: 2px; display: inline-block;">Your expense report 0000678341 has been submitted for approval.</p> <table style="width: 100%; margin-top: 10px;"> <tr> <td>Business Purpose</td> <td>Attend Meetings</td> <td>Report</td> <td>0000678341</td> <td>Submission in Process</td> </tr> <tr> <td>Description</td> <td>Meeting in Atlanta</td> <td>Created</td> <td>11/21/2019</td> <td>Katherine Smith</td> </tr> <tr> <td>Reference</td> <td></td> <td>Last Updated</td> <td>11/21/2019</td> <td>Katherine Smith</td> </tr> <tr> <td></td> <td></td> <td>Post State</td> <td colspan="2">Not Applied</td> </tr> </table> <p style="margin-top: 10px;"> <input type="button" value="Totals ?"/> <input type="button" value="View Printable Version"/> <input type="button" value="View Analytics"/> <input type="button" value="Notes"/> </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td>Employee Expenses (2 Lines)</td> <td style="text-align: right;">47.70 USD</td> <td>Non-Reimbursable Expenses</td> <td style="text-align: right;">0.00 USD</td> </tr> <tr> <td>Cash Advances Applied</td> <td style="text-align: right;">0.00 USD</td> <td>Prepaid Expenses</td> <td style="text-align: right;">0.00 USD</td> </tr> <tr> <td colspan="2" style="text-align: right;">Amount Due to Employee</td> <td style="text-align: right;">47.70 USD</td> <td style="text-align: right;">Amount Due to Supplier</td> </tr> </table> <p style="margin-top: 10px;"> <input checked="" type="checkbox"/> I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1000 or by imprisonment for not less than one nor more than five years, that the above statements are true and I have incurred the described expenses and the state use mileage in the discharge of my official duties for the state. </p> <p style="margin-top: 10px;"> <input type="button" value="Submit Expense Report"/> <input style="background-color: #4CAF50; color: white; padding: 5px 20px;" type="button" value="Refresh Approval Status"/> </p> <p style="margin-top: 10px;"> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> </p> </div>	Business Purpose	Attend Meetings	Report	0000678341	Submission in Process	Description	Meeting in Atlanta	Created	11/21/2019	Katherine Smith	Reference		Last Updated	11/21/2019	Katherine Smith			Post State	Not Applied		Employee Expenses (2 Lines)	47.70 USD	Non-Reimbursable Expenses	0.00 USD	Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Amount Due to Employee		47.70 USD	Amount Due to Supplier
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Step	Action								
20.	<p>Click the Refresh Approval Status button.</p>  <p>The screenshot shows the 'View Expense Report' interface for Katherine Smith. The report ID is 0000678341, and its status is 'Submission in Process'. The business purpose is 'Attend Meetings' for a 'Meeting in Atlanta' on 11/21/2019. The total amount due to the employee is 47.70 USD, and the amount due to the supplier is 0.00 USD. A red box highlights the 'Refresh Approval Status' button at the bottom of the page.</p>								
21.	<p>The page refreshes and the Status updates to Submitted for Approval. The Approval History also displays and show the at-a-glance approval history for the Expense report.</p>  <p>The screenshot shows the 'View Expense Report' interface after a refresh. The status has updated to 'Submitted for Approval'. The 'Approval History' section is expanded, showing a timeline of the report's progress: Submitted by Katherine Smith, followed by Administrative Review (Pooled), HR Supervisor (Donna Wooddell), Reviewer (John Scoville), AP Payment Approval - Rcpt Ver (Pooled), and finally Payment. A table below the timeline lists the actions and roles.</p> <table border="1" data-bbox="341 1533 1518 1606"> <thead> <tr> <th>Action</th> <th>Role</th> <th>Name</th> <th>Date/Time</th> </tr> </thead> <tbody> <tr> <td>Submitted</td> <td>Employee</td> <td>Katherine Smith</td> <td>11/21/2019 12:37:33PM</td> </tr> </tbody> </table> <p>At the bottom of the page, the text End of Procedure. is displayed in a grey box.</p>	Action	Role	Name	Date/Time	Submitted	Employee	Katherine Smith	11/21/2019 12:37:33PM
Action	Role	Name	Date/Time						
Submitted	Employee	Katherine Smith	11/21/2019 12:37:33PM						