



## Modifying an Expense Report

How to Withdraw, Modify, View, Print, and Delete an Expense Report

Users often need to withdraw, modify, view, print or delete an expense report that has already been submitted. This job aid shows users how to perform all of these functions. If you need to submit an expense report, please see the Creating and Submitting an Expense Report job aid: <u>https://www.usg.edu/gafirst-</u>

fin/documents/Creating and Submitting an Expense Report Job Aid.pdf

#### Withdraw an Expense Report

Access PSFIN Self-Service: <u>https://selfservice.fprod.gafirst.usg.edu</u> and follow the navigation: **Employee Self-Service > Expense Report > View/Print.** 

1. Enter one of the criteria listed under Search Criteria and click Search.

ORACLE
Expense Report Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value
▼ Search Criteria
Report ID begins with  Report Description begins with  Name begins with  Empl ID begins with  Creation Date =
Case Sensitive
Search Clear Basic Search 🗭 Save Search Criteria

- 2. The Expense Report is displayed.
- 3. If an expense report has been submitted and no approval action has been taken, it can be withdrawn and edited. To do so, click the **Withdraw Expense Report** button. This will return the report to pending status so that it can be modified (see below).



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Favorites  Main Menu  Employee Self-Service	Travel and Expenses 🔻 > Expense Reports 🔻	> View		
ORACLE		All - Search	>> Advanced	Search 🛛 🧕 Last Search Results
View Expense Report				Kate Stress Expense Details
Katherine Smith			Actions Choose a	n Action V GO
Business Purpose Attend Conference	Report 0000	573138 Submitted for Approval		
Description Summit	Created 10/0	3/2016 Katherine Smith		
Reference	Last Updated 10/0	3/2016 Katherine Smith		
	Post State Not A	Applied		
Totals (?) 🖉 View Printable Version	View Analytics	Notes		
Employee Expenses (3 Lines) 200.00 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	200.00 USD	Amount Due to Supplier	0.00 USD	
I do solemnly swear, under criminal penalty of a felony for than one nor more than five years, that the above stateme	or false statements subject to punishment by fin ents are true and I have incurred the described en ornicial duties for the state.	e of not more than \$1000 or by impriso xpenses and the state use mileage in th	nment for not less he discharge of my	
Submit Expense Report	Withdraw Expense Report	Submi	tted On 10/03/2016 Subr	nitted Katherine Smith By

#### Modify an Expense Report

Access PSFIN Self-Service: <u>https://selfservice.fprod.gafirst.usg.edu</u> and follow the navigation: **Employee Self-Service > Expense Report > Create/Modify.** 

- 1. Enter one of the criteria listed under Search Criteria and click **Search**.
- 2. Select the **Expense Report ID** link to modify it.
- 3. Modify the expense report in the same fashion that you created it.

### View an Expense Report

Access PSFIN Self-Service: <u>https://selfservice.fprod.gafirst.usg.edu</u> and follow the navigation: **Employee Self-Service > Expense Report > View/Print.** 

1. Enter one of the criteria listed under Search Criteria and click Search.

Expense Report	
Enter any information you have and click Searc	n. Leave fields blank for a list of all values
Find an Existing Value	
Search Criteria	
Report ID begins with 🗸	
Report Description begins with V	
Name begins with V	
Empl ID begins with V	Q
Report Status = 🗸	~
Creation Date = 🗸	31
Case Sensitive	
Creation Date = V	

2. The Expense Report is displayed in a read-only format.

Job Aid: How to Withdraw, Modify, View, Print, and Delete an Expense Report Georgia*FIRST* Financials





3. To view specific expense lines, select the **Expense Details** link located in the top right corner.

Favorites 🔻	Main Menu 🔻	> Employee Self-Service 🔻 > Tr	ravel and Expenses 🔻 > Expense Rep	orts 🔻 > 🛛 Viev	N		
ORACLE			All 👻 Search	Advanced Search	o Last Search Results		
View Exp	ense Report						R Expense Details
Katherine S	Smith					Actions Choose an Action	✓ GO
	Business Purpose	Attend Conference	Report	0000573138	Submitted for Approval		
	Description	Summit	Created	10/03/2016	Katherine Smith		
	Reference		Last Updated	10/03/2016	Katherine Smith		
Totals 👔	D	View Printable Version	Post State	Not Applied	○ Notes		

4. Select the **Expand Section** arrow on the appropriate line. You can also select the **Expand All** link to expand all lines.

ORACLE		
		New Window   Help   Personalize Page   🔤
View Expense Report		Summary and Submit
Karen Schwind 👔		Actions Choose an Action 🗸 GO
Business Purpose Attend C Report Description ATD AC Reference	ionference Report 0( E Conference d	000565485 Pending Attachments (2)
Expand All   Collapse All		Totals (1 Line) 129.00 USD
*Date *Expense Ty 05/25/2016 Registration	Pe Description Registration for ATD ACE Confer 219 characters remaining	rence Payment Type *Amount *Currency Credit Card 129.00 USD
Expand All   Collapse All		Totals (1 Line) 129.00 USD

5. Click the **Summary** link to see the **Summary** page.

Favorites ▼ Main Menu ▼ > Employee Self-Service ▼ > Travel and Expense	s ▼ > Expense Reports ▼ > View	
ORACLE	All - Search Advanced Search E Last Search Res	ults
View Expense Report Katherine Smith @	Actions [Choose an Action	Summary
Business Purpose Attend Conference Report Description Summit Reference	Report 0000573138 Submitted for Approval	

- 6. The **Approval History** section displays the approval levels and names of the approvers (if not pooled) for the transaction.
- 7. The **Action History** section displays any actions that have been taken on the transaction.

#### Print an Expense Report





Access PSFIN Self-Service: <u>https://selfservice.fprod.gafirst.usg.edu</u> and follow the navigation: **Employee Self-Service > Expense Report > View/Print.** 

- 1. Enter one of the criteria listed under **Search Criteria** and click **Search**.
- 2. A read-only view of the Expense Report is displayed.
- 3. Select the View Printable Version link.
- 4. A new window/tab will automatically open which will display the printed expense report. If no window/tab opens, check the pop-up blocker in your browser. You may have to turn pop-up blocking off.
- 5. Select Print Expense Report.

					New Window Help Personalize Page		
Expense Report					Print Expense Report		
aren Schwind Description ATC Business Purpose Atte	ACE Conference nd Conference		Report 0000565465	Pending			
ate Expense Type Description	Non-Reimbursable	No Receipt Additional Information	Receipt Required	Payment Type	Transaction Amt Merchant	Exchange Rate Location	Amount
05/25/2016 Registration Registration for ATD ACE Confere	nce	3	V	Credit Card	129.00 USD	1.00000000	129.00 USD
Employee Expens Cash Advances Appli	es 129.00 USD ed 0.00 USD	Non-	Reimbursable Expenses Prepaid Expenses	0.00 USD 0.00 USD		Amount Due to Supplier Amount Due to Employee	0.00 L 129.00 L

6. When you have finished viewing and/or printing the report, close the report window to return to the Expense Report view page.

#### Delete an Expense Report

Access PSFIN Self-Service: <u>https://selfservice.fprod.gafirst.usg.edu</u> and follow the navigation: **Employee Self-Service > Expense Report > Delete.** 

- 1. Enter the **Expense Report ID** or click **Search** and locate the expense report you want to delete. Only expense reports in Pending status can be deleted.
- 2. Put a checkmark in the appropriate box to select the expense report you wish to delete.
- 3. Select the Delete Selected Report(s) button.
- 4. The **Delete Confirmation** message is displayed.