

Modifying an Expense Report

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

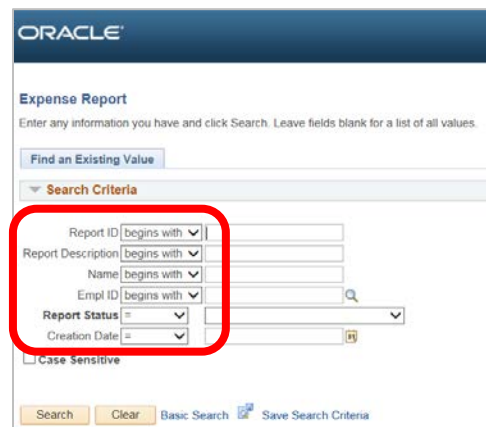
Users often need to withdraw, modify, view, print or delete an expense report that has already been submitted. This job aid shows users how to perform all of these functions. If you need to submit an expense report, please see the Submitting an Expense Report job aid:

http://www.usg.edu/gafirst-fin/documentation/job_aids/category/travel_and_expenses.

Withdraw an Expense Report

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

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



The screenshot shows the Oracle Expense Report search interface. The 'Search Criteria' section is highlighted with a red box. It contains the following fields:

- Report ID: begins with
- Report Description: begins with
- Name: begins with
- Empl ID: begins with
- Report Status: =
- Creation Date: =

There is also a 'Find an Existing Value' button and a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and '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 If an expense report has been submitted and no approval action has been taken, it can be withdrawn and edited.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).

View Expense Report Expense Details

Katherine Smith Actions: ...Choose an Action

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 **Post State:** Not Applied

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 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.

Submitted On: 10/03/2016 **Submitted By:** Katherine Smith

Modify an Expense Report

Access PSFIN Self-Service: <https://selfservice.fprod.gafirst.usg.edu> 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: <https://selfservice.fprod.gafirst.usg.edu> 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 Search. Leave fields blank for a list of all values.

Search Criteria

Report ID begins with

Report Description begins with

Name begins with

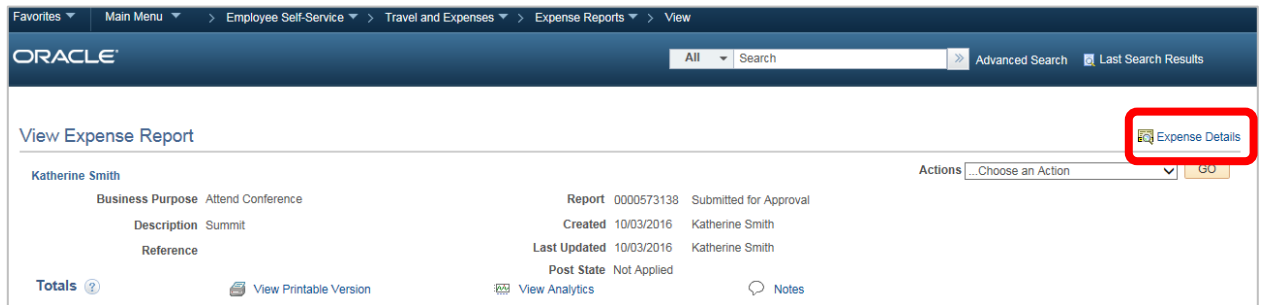
Empl ID begins with

Report Status =

Creation Date =

Case Sensitive

- The Expense Report is displayed in a read-only format.
- To view specific expense lines, select the **Expense Details** link located in the top right corner.



Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Expense Reports ▾ > View

ORACLE All Search >> Advanced Search Last Search Results


View Expense Report Expense Details

Katherine 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
 Post State Not Applied

Totals ? View Printable Version View Analytics Notes

- 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 Conference Report 0000565465 Pending
 Report Description ATD ACE Conference Attachments (2)
 Reference

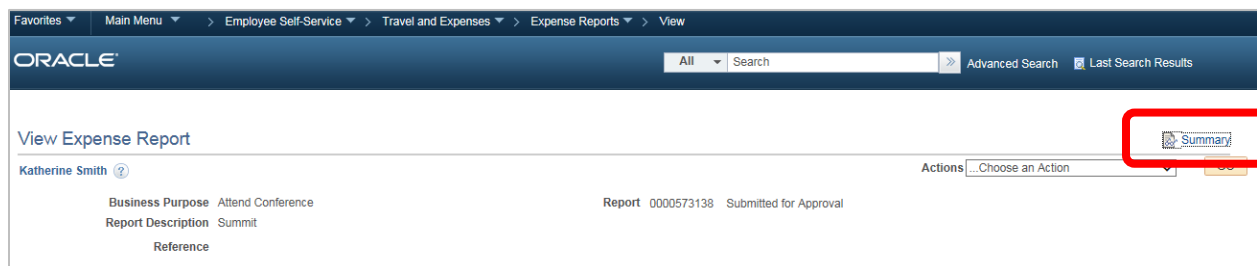
Expand All Collapse All Totals (1 Line) 129.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
05/25/2016	Registration	Registration for ATD ACE Conference <small>219 characters remaining</small>	Credit Card	129.00	USD

▶ Totals (1 Line) 129.00 USD

Expand All | Collapse All

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



Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Expense Reports ▾ > View

ORACLE All Search >> Advanced Search Last Search Results

View Expense Report Summary

Katherine Smith Actions | Choose an Action GO

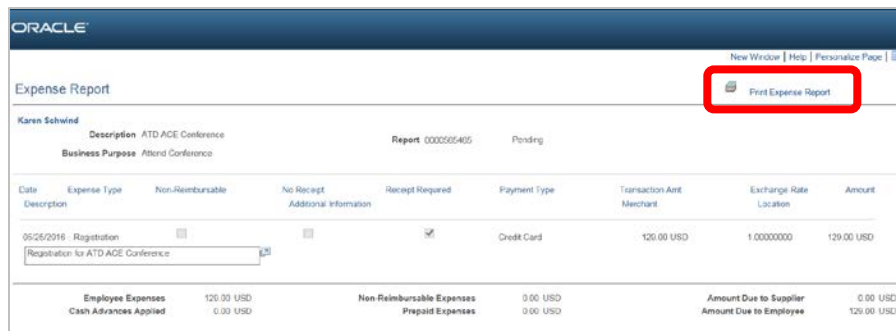
Business Purpose Attend Conference Report 0000573138 Submitted for Approval
 Report Description Summit
 Reference

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

Print an Expense Report

Access PSFIN Self-Service: <https://selfservice.fprod.gafirst.usg.edu> 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**.



The screenshot shows the Oracle Expense Report interface. At the top right, there is a 'Print Expense Report' button highlighted with a red box. Below this, the report details for 'Karen Schwind' are displayed, including the description 'ATD ACE Conference' and 'Business Purpose Attend Conference'. A table of transactions follows, with columns for Date, Expense Type, Non-Reimbursable, No Receipt Additional Information, Receipt Required, Payment Type, Transaction Amt Merchant, Exchange Rate Location, and Amount. A summary table at the bottom shows 'Employee Expenses' of 120.00 USD and 'Amount Due to Employee' of 120.00 USD.

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: <https://selfservice.fprod.gafirst.usg.edu> 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.