**Introduction**

Lesson Description:

This lesson is designed to instruct end-users on how to enter Expense Reports in the PSFIN v9.2 Travel and Expense module.

Objectives and Tasks:

By the end of this lesson, participants will be able to successfully enter an Expense Report in the Travel and Expenses module in PSFIN v9.2. The tasks covered in this lesson include:

* Create an Expense Report from a Blank Report
* Define the fields on an Expense Report
* Enter Mileage on an Expense Report
* Enter First and Last Day Per Diem on an Expense Report
* Use Quick-Fill functionality to add an expense type to multiple days at one time
* Define how to add electronic attachments to an Expense Report
* Submit an Expense Report for approval
* View a submitted Expense Report
* Modify an Expense Report
* Print an Expense Report
* Delete an Expense Report

\**Note: This Expense Report lesson does not cover applying Travel Authorizations and/or Cash Advances to Expense Reports. This instruction is covered in separate lessons.*

Accompanying Materials:

* Expense Reports\_PPT
* Expense Reports\_Job Aids

**Creating an Expense Report and Identify Expense Report Fields**

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| Slide 2 | Creating an Expense Report – Process   * Traveler enters Expense Report online   + Traveler can scan and attach electronic copies of receipts and other documentation   + Traveler electronically signs Expense Report and attests that the report is accurate and travel was conducted for business purposes (verification step) * Traveler submits Expense Report online   + Workflow sends submitted Expense Report to first approver * Approver(s) approve/deny Expense Report online * Final approval comes from AP Auditor   + This step makes the Expense Report available for payment |
| Slide 3 | Purpose of Expense Reports:   * For employees to seek reimbursement for travel * For employees to seek reimbursement for supplies or other items purchased to perform job duties (this is dependent on the institution and may not be applicable) |
| Slide 4 | New Features in v9.2 Expense Reports   * Use same link to create or modify an Expense Report * Quick-Fill allows users to add same expense type(s) to multiple days of a trip * Per Diem on First/Last day of travel can have 25% automatic deduction applied * No more odometer readings for mileage * New expense type of “Commercial Transportation” available for things such as Taxi, Bus, etc. * Can attach electronic copies of receipts/documentation * Online verification of official travel before being able to submit for approval * All information is entered on the same page now – no longer have to leave the page to see and enter the details for an expense line |
| Slide 5 | Creating an Expense Report   1. Access PSFIN Self-Service: <http://fprod-selfservice.gafirst.usg.edu>. 2. Select **Employee Self-Service** 3. Select **Expense Report** 4. Select **Create/Modify** link (this link was previously named “Create” in old version) |
| Slide 6 | Expense Report Fields – Header   * Business Purpose: Purpose of Expense Report (mandatory) * Report Description: Free text field to enter detailed description (mandatory) * Reference: Field not used * Destination Location: Where did the traveler go * Attachments: Link for attaching scanned receipts and/or other supporting documentation   Expense Report Fields – Expense Line (basics – depending on Expense Type, other fields may appear)   * Date: Date the expense was incurred (cannot submit an expense for a future date) (mandatory) * Expense Type: Identifies the expense incurred (mandatory) * Description: New in 9.2 – can now add a free-text description to further define the expense line * Payment Type: how the expense was paid (mandatory) * Amount: Amount traveler is seeking for reimbursement; certain expense types will input this information and may not be edited * Accounting Details: Chartstring charged for the expense line |
| Slide 7 | Entering Mileage on Expense Report   * New in v9.2, travelers no longer need to enter odometer readings for mileage * On Mileage Entry Details pop-up, Travelers enter the total miles traveled on that date, plus the total Commute and/or Personal miles traveled (to be deducted from total) * If Mileage Entry Details pop-up does not automatically display (when lines are copied or added via Quick-Fill), traveler select the Mileage Entry link |
| Slide 8  Slide 9 | First/Last Day of Travel Per Diem   * State requirement is to deduct 25% from per diem (meals) on first and last day of travel * After selecting a meal as an expense type, the First or Last Day of Travel” link appears on that line * Link brings up “Deductions for First or Last Day of Travel” page * If the meal was on the first or last day of travel, traveler selects the Deduction flag to apply the deduction percentage of 25% * Adjustment Amount is carried to Expense Report |
| Slide 10 | Quick-Fill Functionality   * Gives travelers the ability to enter an expense line for multiple days of a trip * Traveler enter date range and selects applicable expense types * Traveler indicates if expense type applies to one day or all days in date range * Suggestion: Do not use Quick Fill functionality to enter meals for first and last day of travel…25% deduction is not automatically taken off * Once all lines added through Quick Fill, traveler can edit each line as needed |
| Slide 11 | Expense Report Attachments   * Useful for attaching scanned copies of receipts and/or other supporting documentation that is needed for expense justification * Attachments stay with the expense report so that all approvers can view them * To add an attachment, browse for the file and upload it * Can add multiple attachments to the same Expense Report |
| Slide 12 | Submitting Expense Report for Approval   * Travelers can save the expense report for later and come back to work on it (Modify Expense Report) * Before submitting expense report, traveler must select the checkbox for online verification.   + Indicates that Expense Report is true and accurate   + Expenses were incurred as part of their job * Submit button will not appear until this checkbox is selected * Electronic verification is equivalent of employee signing the printed expense report * Once checked, the Submit Expense Report button is enabled * Once submitted, Expense Report enters workflow for approvals |

**Working with Expense Reports**

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| Slide 13 | Working with Expense Reports   * Travelers are able to do the following with Expense Reports, depending on the status:   + View   + Modify   + Print   + Delete |
| Slide 14 | Viewing Expense Reports   * Travelers can view Expense Reports as it goes through processing * The different statuses an Expense Report may have include:   + Pending (saved but not yet submitted)   + Submitted (for approval)   + Pending Approval (an Approver has placed it on hold for more time to review)   + Approved (ready to be processed for payment)   + Paid * Feature is helpful to verify information on an Expense Report or just to check on its status * Navigation: Travel and Expenses > Expense Report > View * Traveler enters an Expense Report ID or leaves the field blank and click “Search” to display all of their Expense Reports |
| Slide 15 | Modify an Expense Report   * A Traveler can modify an Expense Report as long as it has not been submitted for approval * Expense Report must be in a “Pending” status in order to be modified (saved but not submitted) * Once an Expense Report is in Workflow, it cannot be modified * Navigation: Travel and Expenses > Expense Report > Create/Modify * On the Find and Existing tab, Traveler enters an Expense Report ID or leaves the field blank and click “Search” to display all of their Expense Reports that are eligible for modification * Traveler modifies Expense Report using same procedures as creating it |
| Slide 16 | Print an Expense Report   * Travelers can print an Expense Report at any stage in the process if needed * For the Traveler, when printing, the Expense Report opens as a PDF file in a new tab/window * Navigation: Travel and Expenses > Expense Report > Print * Traveler enters an Expense Report ID or leaves the field blank and click “Search” to display all of their Expense Reports * Traveler selects the Print Expense Report link on the read-only view of their Expense Report – then use browser print function |
| Slide 17 | Delete an Expense Report   * Traveler may delete an Expense Report they have saved but not yet submitted * Only Expense Reports in a Pending status may be deleted * Navigation: Travel and Expenses > Expense Report > Delete * Traveler enters an Expense Report ID or leaves the field blank and click “Search” to display all of their Expense Reports * Traveler selects the Expense Report to delete and click “Delete Selected Report(s) button |