

Expense Report Entry-Job Aid

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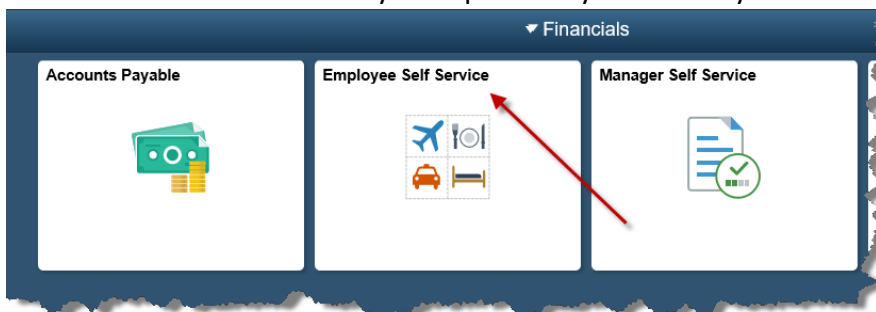
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Creating an Expense Report (ER)

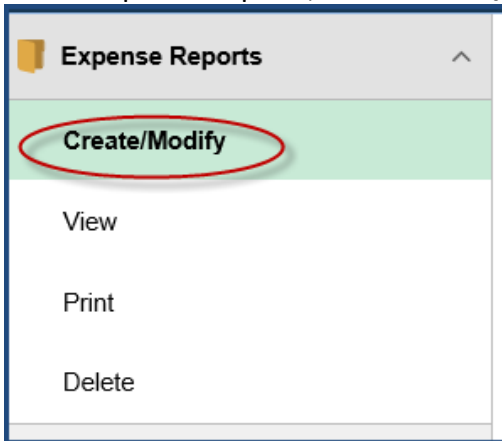
Select employee for whom ER is being entered

1. Once you are logged in to the Finance application, click on the **Employee Self Service** tile that is located on the Financials page.

NOTE: The tiles available to you depend on your security.



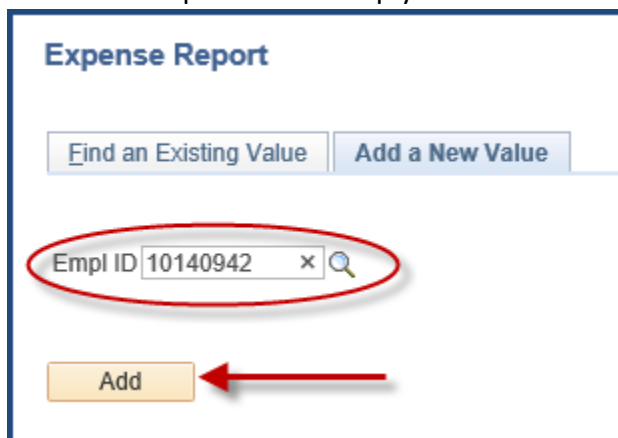
2. Under Expense Reports, select **Create/Modify**.




Hint: To hide the navigation on the left side of the page, click the double bars on the edge of the menu.

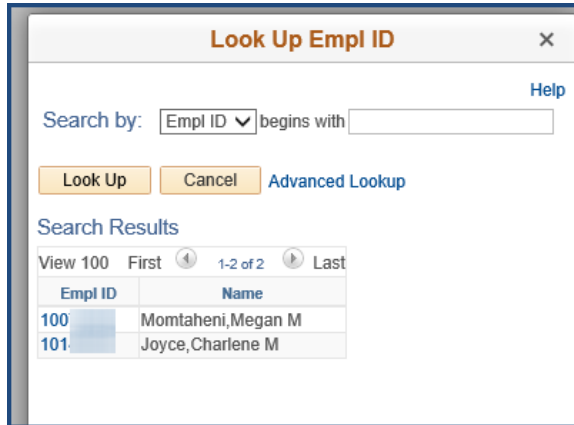


3. If you are entering an expense report for yourself, your Employee ID will automatically default in the Empl ID field. Simply click **Add**.

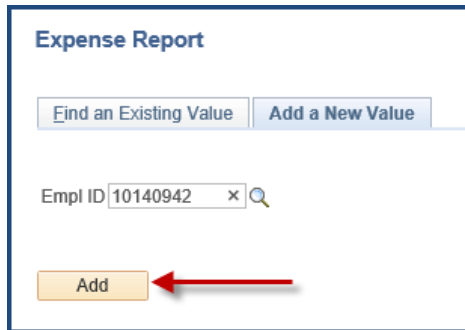




4. If you are entering an expense report for another employee:
 - a. Click on the  (magnifying glass) to see a list of employees for whom you are authorized.
 - b. Click on the desired Employee ID.



- c. Click **Add**.



Copy from Travel Authorization (if applicable)

5. If a Travel Authorization was required per policy, the TA must be populated into the Expense Report:
 - a. Adjust the 'From Date' & 'To Date' as needed to return the applicable TA
 - b. Click **Search**. A list of the employee's approved TAs will appear in the 'Travel Authorization Description' field.



- c. Click on the **Select** button for the desired TA. The Expense Report will automatically be populated with the lines entered on the TA.

Copy from Approved Travel Authorization

From Date To

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="button" value="Select"/>	Sun City	0000013480	04/01/2018	04/01/2018	10.00	USD
<input type="button" value="Select"/>	F92-10144 / Testing Notify	0000013461	04/11/2018	04/11/2018	2.00	USD

- d. If a Travel Authorization was not required per policy for the incurred expenses, the Expense Report can be created without a TA by clicking the **Return** button.

Copy from Approved Travel Authorization

From Date To

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="button" value="Select"/>	Sun City	0000013480	04/01/2018	04/01/2018	10.00	USD
<input type="button" value="Select"/>	F92-10144 / Testing Notify	0000013461	04/11/2018	04/11/2018	2.00	USD



Enter Header Information

6. On the Create Expense Report page, complete the following (*required):
 - a. ***Business Purpose** – Choose the reason for this travel from the drop-down list.
NOTE: If 'Other' is chosen, you need to enter the description of the purpose of travel on the **Notes** section. (See step **12**.)
 - b. ***Report Description** - Enter the description of the purpose of travel.
 - c. **Terra Dotta ID** – This is the 5-digit itinerary ID from the Terra Dotta Travel Registry.
(Note: If the Expense Report was created by copying a Travel Authorization, this field will be copied over from the TA.) The field is only applicable for *overnight* travel. Leave it Blank if it is not applicable.

The screenshot shows a web form titled "Create Expense Report" for user "Charlene Joyce". It contains three input fields: a dropdown menu for "*Business Purpose" with "Training" selected, a text box for "*Report Description" containing "Job Aid for Creating an ER", and a text box for "Terra Dotta ID" containing "12345".

NOTE: You cannot enter default accounting information until at least one detail line has been entered.



Enter Expense Line information

7. Enter the expense lines as follows (*required fields):

If the ER has been populated from a Travel Authorization, be sure to update expense lines with applicable dates, amounts and detail as needed to reflect actual expenses incurred

- a. ***Expense Date** - date of expense/travel date.
- b. ***Expense Type** – Choose appropriate expense type from drop-down list.
 - The expense type *Taxable Reimbursement* should be selected if an expense is being reported 120 days or more past the date of the expense. It is considered taxable income per IRS regulations.
 - The expense type *Business Meeting* should be selected if reimbursement is for food purchased for a business meeting. A completed Entertainment Expense Form must be attached to the ER.
- c. **Description** – Enter details related to the expense. NOTE: A full description of the type of expense incurred must be included here for Expense Type ‘*Taxable Reimbursement*’.
- d. ***Payment Type** - Choose form of payment of ‘Paid via Procard’ or ‘Out of Pocket’ from the drop-down.
- e. ***Amount** - Amount of expense. See ‘Additional Entry Notes’ below for information regarding Mileage and Per Diem.
- f. ***Billing Type** - Identify the travel as In-State, Out-of-State or Foreign. Non-Travel should be used for supplies or business meals. If ‘Paid via ProCard’ is chosen as the Payment Type, ‘ProCard’ must be chosen for the Billing Type.

Additional Entry Notes:

- After at least one line has been entered, you can enter information for Default Accounting. (See Step #13)
- To add another line, click the (plus) icon at the end of the detail line.
- To remove a line:
 - Click on the (minus) icon.
 - Click **OK** when the Delete Confirmation box appears
- When the Expense Type is ‘Mileage’, the Miles field becomes available.
 - a. Refer to the Travel Manual for the policy to calculate mileage.
 - b. Enter the total miles for the travel date.



- c. Mileage amount will automatically be calculated when tabbing out of the 'Miles' field.

04/02/2018 Mileage

*Billing Type In-State Trz

*Miles 10 x 0.5350

- When the Expense Type is Meals, click the **GSA Per Diem Rates** link. You will be taken to the GSA website to access a table of Per Diem rates based on the travel destination. Refer to your campus travel policy documentation for details about Per Diem.

Create Expense Report

Charlene Joyce

*Business Purpose Training

*Report Description Job Aid for Creating an ER

Terra Dotta ID 12345

Default Location:

GSA Per Diem Rates

Expenses

- When the Expense Type is **Business Meeting**, all meeting attendees must be identified when reimbursement is for food purchased for a business meeting per IRS regulations.
 - a. Click on the **Attendees** hyperlink, which becomes available when Expense Type is 'Business Meeting'.

04/02/2018 Business Meeting

*Billing Type

254 characters remaining

Receipt Split

Attendees

- b. The Expense Report's employee name will be displayed.
 - Click on the **+** (plus) sign to add the other attendees.
 - Click on the **OK** button when all names have been added.

Create Expense Report

Attendees

Charlene Joyce Report ID NEXT

Attendees are required for the Business Meeting expense on line 4. Please list the attendees associated with this expense.

Name	Company	Title
Joyce, Charlene M x	Univ of Mass Pres Office	

+ -

OK

- **No Receipt:** The 'No Receipt' box should not be checked if a receipt is not available.
 - a. Missing Receipt Affidavit must be completed and attached to the ER for expenses over \$25 if required by your campus's travel policy.
 - b. A notation of the Missing Receipt Affidavit should be added to the **Notes** for the ER. (See *Entering Notes* section of this document.)

Expenses

Expand All | Collapse All | Add | My Wallet (0) | Quick-Fill

Total 75.00 USD

Date	Expense Type	Description	Payment Type	Amount	Currency
04/02/2018	Registration-Cost/Training	Training class 240 characters remaining	Out of Pocket	75.00	USD

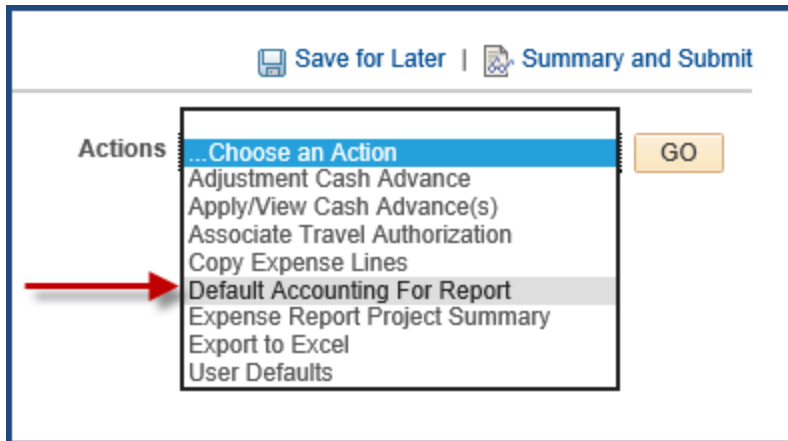
*Billing Type: In State Tr

Default Rate *Exchange Rate: 1.00000000
 Non-Reimbursable Base Currency Amount: 75.00 USD
 No Receipt

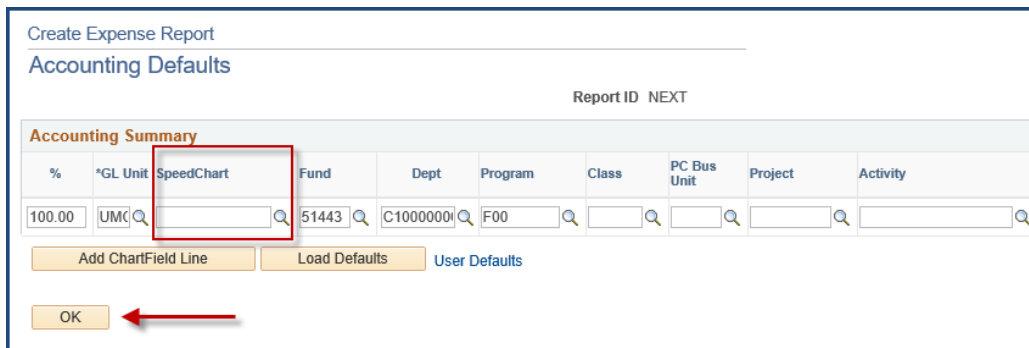
Accounting Details ?

Default Accounting

8. Default accounting information will be applied to any Expense Report line where the accounting information was not manually updated. To add default accounting for this Expense Report:
 - a. Select **Default Accounting** from the *Actions* drop-down list in the upper right corner of the page.
 - b. Click **GO**.



- c. Some accounting fields may have default values in them based on your profile.
- d. Enter the appropriate value in the 'Speedchart' field and press the <Tab> key. When you tab out of the 'SpeedChart' field, the appropriate values for the speedtype will be populated and the SpeedChart value will disappear from the field.
- e. Click **OK**.



Accounting Information for Specific Line(s)

9. To add accounting information for specific expense report lines:
 - a. Expand the Accounting Details section
 - b. Enter desired SpeedChart
 - c. Press <Tab> key

The screenshot shows the 'Accounting Details' section of the software. A red arrow points to the 'Accounting Details' dropdown menu. Below it, a table shows columns for Amount, GL Unit, Monetary Amount, Currency Code, Exchange Rate, Account, SpeedChart, Oper Unit, Fund, Dept, and Program. The 'SpeedChart' column is highlighted with a red box.

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	SpeedChart	Oper Unit	Fund	Dept	Program
75.00	UMCEN	75.00 USD	1.00000000	726700				51443	C100000000	F00

Entering Notes

10. To add Notes to your Expense Report, click on **Summary and Submit** in the upper right corner of the page.

The screenshot shows the 'Summary and Submit' button in the software interface. The button is circled in red. Below it is an 'Actions' dropdown menu with the text '...Choose an Action' and a 'GO' button.

11. Click on the **Notes** hyperlink.

The screenshot shows the 'Create Expense Report' page. The 'Notes' hyperlink is highlighted with a red box. The page shows fields for Business Purpose (Training), Description (Job Aid for Creating ER), and Terra Dotta ID (12345). Below these are 'Totals' and a 'View Analytics' button.

Totals			
Employee Expenses (2 Lines)	85.00 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD

12. After adding your comments/notes regarding travel, click the **Add Notes** button.
 NOTE: The first note entered should contain additional information related to the travel that is not included in any of the other description fields.

Expense Notes

Adding a description regarding what the training is for

Add Notes

Notes Personalize | Find | 1 of 1 Last

Notes	Name	Role	Action Date/Time
-------	------	------	------------------

OK Cancel

13. Notes are displayed in chronological order. Click **OK** to return to the *Summary* page.

Expense Notes

Add Notes

Notes Personalize | Find | 1 of 1

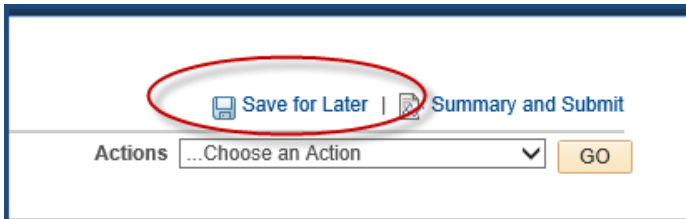
Notes	Name	Role	Action Date/Time
Adding a description regarding what the training is for	Charlene Joyce	Employee	04/30/2018 10:04:15AM


OK Cancel

Save Expense Report for Later

14. Click **Save for Later** to save the Expense Report.

- All data entered into the ER will be saved and an ER number will be assigned.
- Any errors will be highlighted.
- The **Attachments** hyperlink will become available.
- The ER will not be submitted into workflow.

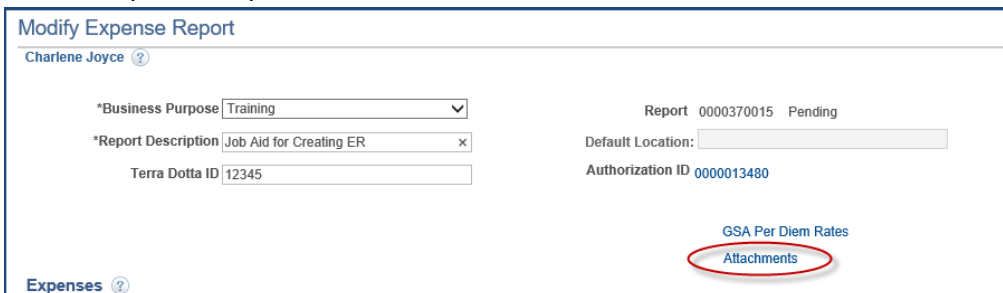


15. Any expense lines containing errors will have a  (warning flag) upon saving or submitting.

- a. To display the error detail, click on the red flag.
- b. Any required fields left blank will be highlighted in red.
- c. Click **Save for Later** to ensure that all errors have been corrected.

Add Attachments

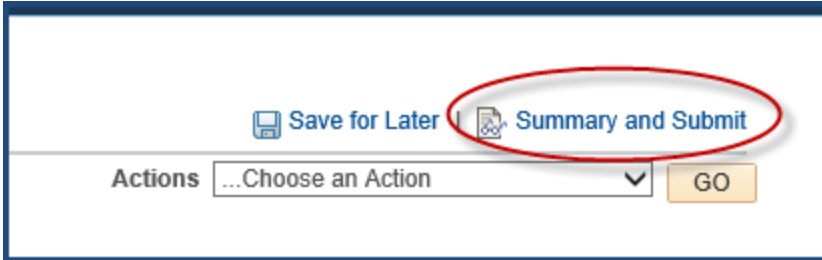
16. Click on the **Attachments** hyperlink to attach receipts and backup documentation required for the Expense Report.



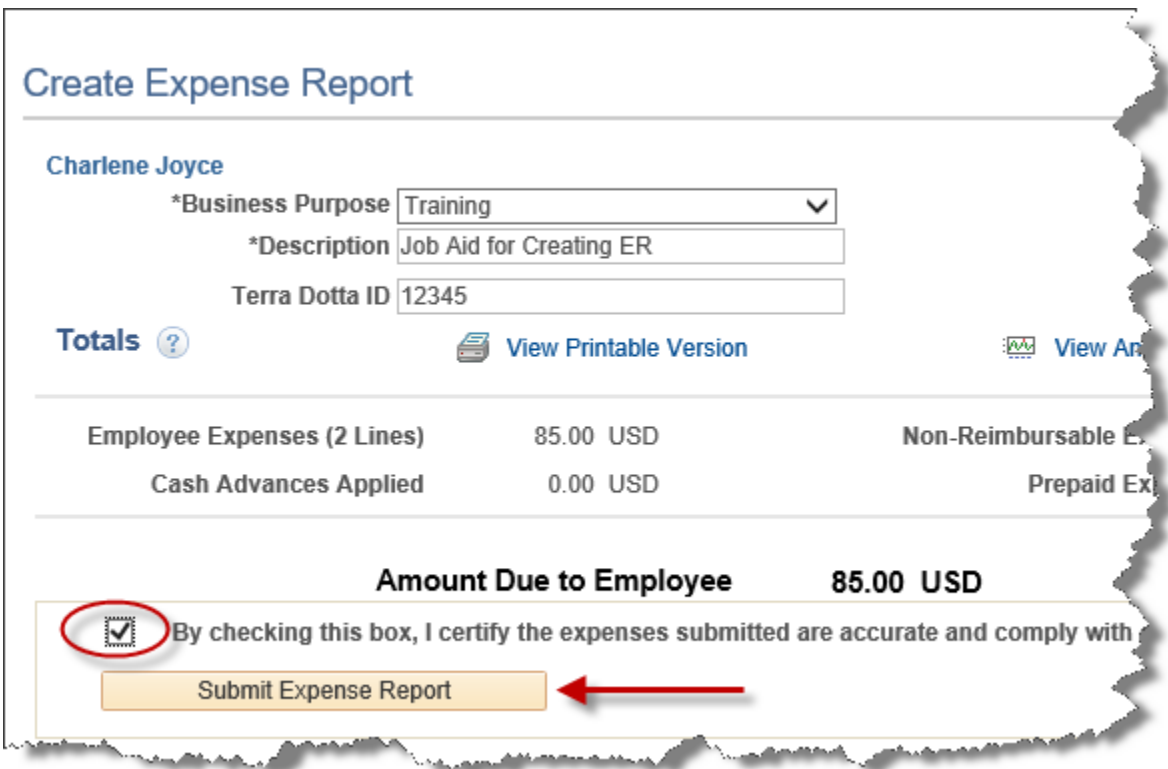
See "Attachments in Expenses" Job Aid for additional instructions on how to add attachments to an expense report.

Submitting an Expense Report for Approval

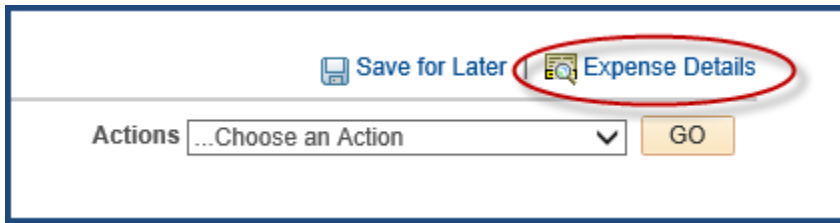
17. When you are ready to submit the Expense Report for approval, click the **Summary and Submit** in the upper right corner of the page. (If you do not see Summary and Submit, you are already on that page.)



18. Select the check box in the certification section of the page and click the **Submit Expense Report** button.

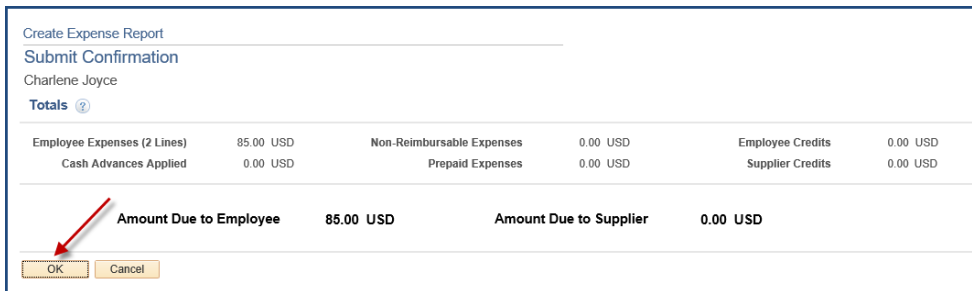


19. If there are any remaining errors, you will be taken back to the Expense Details page.

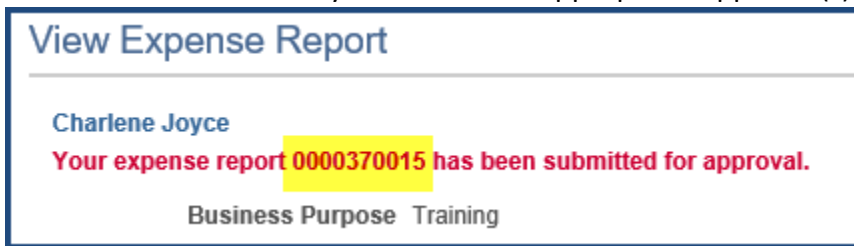


After errors are corrected, go back to Summary and Submit page (Step #21)

20. The Save Confirmation page will appear to confirm submission. Click **OK**.



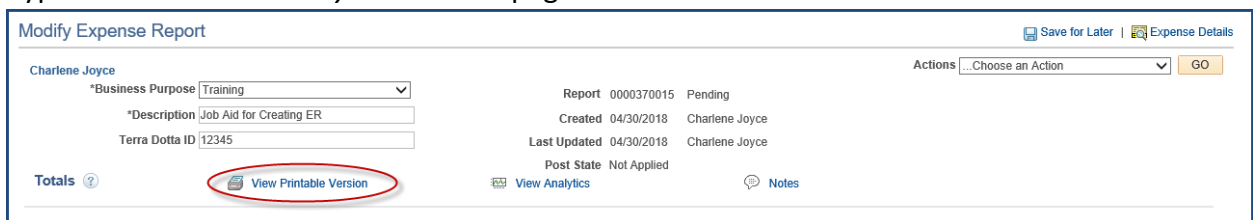
21. Make a note of the Expense Report ID that has been submitted. You will need to include this in the email notification you send to the appropriate approver(s).



*Note- Once an Expense Report is submitted, it can no longer be accessed by the employee or authorized user unless it is either Withdrawn or "Sent Back" by an approver.

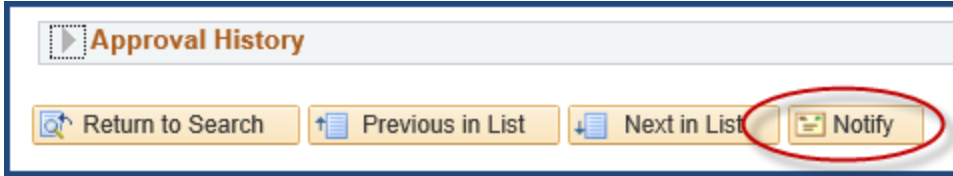
Print Expense Report

22. A printable version of the report can be produced by clicking the *View Printable Version* hyperlink on the *Summary and Submit* page.



Send Notification to Approver

23. Once an ER has been submitted for approval, the **Notify** button becomes available at the bottom of the page. This button is used to notify the traveler’s designated approvers via email that the expense report is ready for approval.

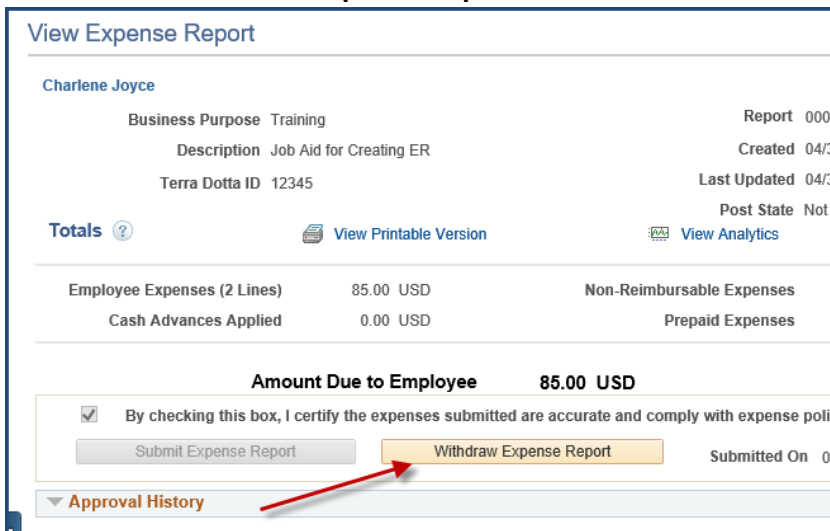


Refer to the job aid titled ‘How to Use Notify on EX Docs’ to use the Notify functionality.

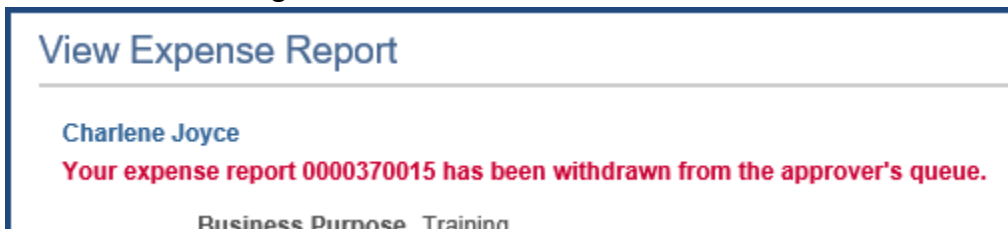
Withdrawing an Expense Report

24. If an Expense Report has been submitted but has not been approved, it can be withdrawn from workflow.

- a. From the Main Menu, navigate to **Employee Self Service** tile.
- b. Under the ‘Expense Report’ header, click on *View*.
- c. Pull up the ER to be withdrawn.
- d. Click the **Withdraw Expense Report** button.



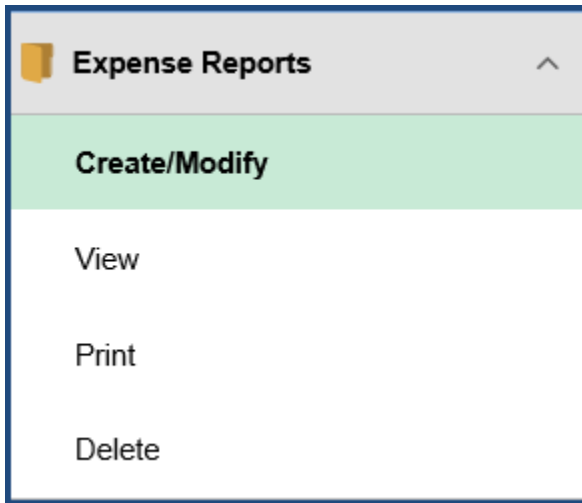
25. You will receive a message that the ER has been withdrawn.





Other options available under the Expense Report menu

- From the Financials page, select the **Employee Self Service** tile.
- Under the **Expense Reports** header, click on the desired action.



Additional notes regarding actions on an ER:

- An Expense Report cannot be deleted or modified if it has been fully approved.
- An ER can be closed if it has been fully approved, but not published to Payroll.
- If an ER has been submitted but not fully approved, the ER can be Sent Back by an approver for modification or deletion.
- An ER can be viewed and printed at any phase of the approval process including after it has been fully approved.