

Creating and Submitting a Fluid Expense Report in PeopleSoft Financials

There are specific Expense Report entry situations that will still require use of the classic Create Expense Report page. For example, if you wish to apply a Cash Advance or Travel Authorization, or if you need to edit Accounting Defaults on a Fluid Expense report after adding lines, you must do so in the Classic navigation.

Note: You can create a Fluid Expense Report, save it, then modify it from the Classic navigation: **Employee Self-Service > Travel and Expenses > Expense Reports > Modify.**

To create a Fluid Expense Report, log into PeopleSoft Financials.

1. Select the **Create Expense Report** tile. Selecting this tile will allow you to create a Fluid expense report for yourself or for someone that you are an Authorized Expense User for.



2. Enter the **General Information** for the expense report:
 - a. Select the appropriate **Business Purpose** from the drop down.
 - b. Enter a **Description**.
 - c. Enter/Select the **Destination Location**. If multiple locations, leave blank.
 - d. Use of the **Reference** field is optional.
3. If you have attachments for your expense report, select **Attach Receipt**. (If not, go to Step #4.)
 - a. Select the **Add Attachment** button.
 - b. Select the **My Device** button, search for your file, and select it by clicking **Open**.
 - c. Select the **Upload** button.
 - d. When the upload is complete, a green bar will appear at the bottom of the File Attachment window reading **Upload Complete**.
 - e. Click **Done**.
 - f. Enter a description for the attachment in the **Description** field (optional).
 - g. Repeat steps for additional attachments.
 - h. Select the **Done** button when finished.

Employee Self Service Expense Report

Report NEXT
Daphne Burch

General Information

*Business Purpose
 *Description
 Destination Location
 Reference

Attach Receipt >
 Accounting Defaults >

Creation Date 11/20/2017 Daphne Burch
 Updated on 11/20/2017

Expense Details

No expenses have been entered.

+ Add Expense
 Quick-Fill

4. If you need to update the Accounting Defaults to something different from the Default Chartfield Values on your expense profile, click **Accounting Defaults**.
 - a. An example of this would be if you need to charge the Expense Report to a different Department.
 - b. For Fluid Expense Report creation, it is recommended that you update the Accounting Defaults **prior** to adding expense lines. Due to an Oracle bug, the Accounting Defaults cannot be changed once lines have been added. Any changes would require action on each separate expense entry.
5. To enter your expenses, click **Add Expense**.

Employee Self Service Expense Report

Report NEXT
Daphne Burch

General Information

*Business Purpose
 *Description
 Destination Location
 Reference

Attach Receipt >
 Accounting Defaults >

Creation Date 11/20/2017 Daphne Burch
 Updated on 11/20/2017

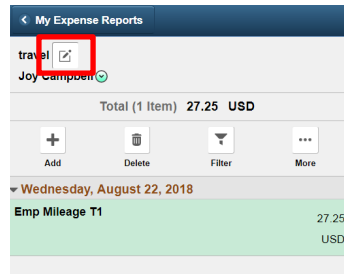
Expense Details

No expenses have been entered.

+ Add Expense
 Quick-Fill

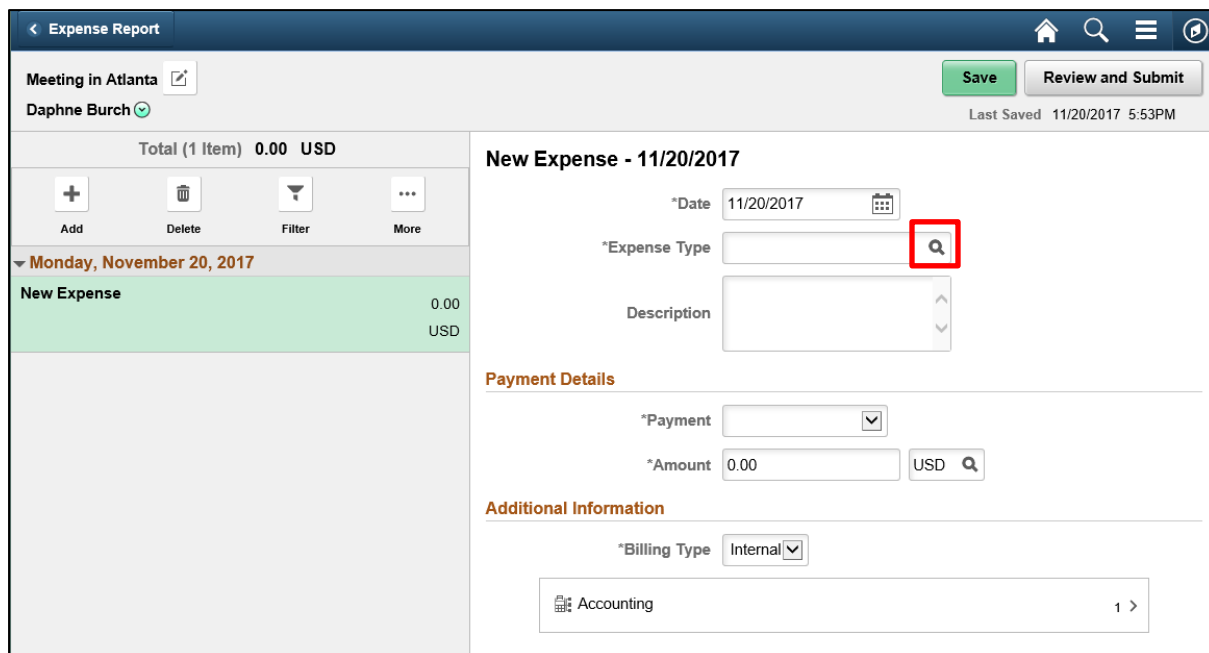
6. If you need to upload attachments from the Expense page:

a. Click the **Pencil & Paper** button



b. The General Information Page appears. Select **Update Details**. Continue with step #5.

7. A new expense has been added. Click the lookup icon located next to Expense Type.



The Expense Type Search window will display. It defaults to the Frequently Used Expense Types, which is a short list of Expense Types you use most often.

Expense Type Search

Cancel

Frequently Used All Types

7 rows

Expense Type ▾

- Emp Dinner
- Emp Lunch
- Emp Mileage T1
- Emp Parking
- Emp Meals - Full Day
- Emp Breakfast
- Emp Ground Gasoline

- You can click **All Types** to display all Expense Types. Once you have selected an Expense Type, the required fields for that type will display.

Expense Type Search

Cancel

Frequently Used All Types

Search Expense Type >>

129 rows

Expense Type ▾

- Agency Expense
- Emp Air Transportation
- Emp Baggage
- Emp Breakfast
- Emp Commercial Transp
- Emp Dinner
- Emp Ground Gasoline

9. For each expense:
 - a. Enter/select a date in the **Date** field. (**Please note:** This date must be a current or past date.)
 - b. Enter a **Description** for the **Expense Type** if needed. (Certain expense types require a description.)
 - c. Select the **Payment Type**.
 - d. Enter the **Amount** if not automatically populated based on **Expense Type**.
 - e. **Billing Type** cannot be changed because it is always Internal.

10. If you need to enter **Mileage**, continue. Otherwise, go to Step #11.
 - a. Select the appropriate mileage type (Emp Mileage T1).
 - b. Click the **Reimbursable Miles** box.

The screenshot shows the 'Expense Report' interface. On the left, there is a list of expenses for 'Monday, November 20, 2017', including 'Emp Mileage T1' with an amount of 0.00 USD. On the right, the details for 'Emp Mileage T1 - 11/20/2017' are shown. The 'Date' is 11/20/2017, and the 'Expense Type' is 'Emp Mileage T1'. The 'Description' field is empty. Under the 'Mileage' section, the '*Reimbursable Miles' checkbox is checked and highlighted with a red box. Below it, the '*Miles' field is set to 0.5350. Under the 'Payment Details' section, the '*Payment' dropdown is set to 'Internal' and the '*Amount' is 0.00 USD.

The **Reimbursable Miles** window will display.

The 'Reimbursable Miles' dialog box is shown. It has a 'Cancel' button on the left and a 'Done' button on the right. The 'Report ID' is 0000602416. There are three input fields: 'Total Miles Traveled', 'Commute/Personal Miles', and 'Reimbursable Miles'. The 'Reimbursable Miles' field is currently empty.

- c. Enter your **Total Miles Traveled** that day, as well as any **Commute/Personal Miles**. (Commute/Personal Miles are your typical commute from home to work.) The system will calculate your **Reimbursable Miles**.

Cancel
Reimbursable Miles
Done

Report ID 0000602416

Total Miles Traveled

Commute/Personal Miles

Reimbursable Miles 68

d. Click Done. The **Miles** and **Amount** fields will populate.

< Expense Report
Home Search Menu Refresh

Meeting in Atlanta

Daphne Burch

Total (1 Item) 0.00 USD

+ Add
🗑️ Delete
🔍 Filter
⋮ More

Monday, November 20, 2017

Emp Mileage T1	0.00 USD
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Emp Mileage T1 - 11/20/2017

*Date

*Expense Type

Description

Mileage

*Reimbursable Miles

*Miles x 0.5350

Payment Details

*Payment

*Amount USD

Additional Information

*Billing Type

*Originating Location

*Destination Location

Accounting

Exceptions

Non-Reimbursable No

No Receipt No

Save Review and Submit

Last Saved 11/20/2017 5:53PM

e. Enter/Select the **Originating Location**.

The screenshot displays the 'Expense Report' interface for a user named Daphne Burch. The report title is 'Meeting in Atlanta'. The main entry is 'Emp Mileage T1' dated 11/20/2017, with an amount of 36.38 USD. The interface includes sections for 'Mileage' (68 miles at 0.5350 rate), 'Payment Details' (N/A payment type, 36.38 amount), 'Additional Information' (Internal billing type, MCDONOUGH as the originating location, ATLANTA as the destination location), and 'Exceptions' (Non-Reimbursable and No Receipt both set to No).

11. For hotel bills, continue. Otherwise, go to Step #12.
 - a. Add an expense line for lodging (Ex: Emp Lodging).
 - b. Enter the **Description** (optional).
 - c. Enter the **Number of Nights**.
 - d. Select the **Payment Type**.
 - e. Fill in the **Amount**.

My Expense Reports
Expense Entry

Meeting in Atlanta

Daphne Burch

Save Review and Submit

Last Saved 11/20/2017 6:29PM

Total (3 Items) 192.38 USD	
+ Add	- Delete
Filter	More
Monday, November 20, 2017	
Emp Lodging	129.00 USD
Emp Meals - Full Day	27.00 USD
Emp Mileage T1	36.38 USD

Emp Lodging - 11/20/2017

*Date: 11/20/2017

*Expense Type: Emp Lodging

Description:

*Number of Nights:

Payment Details

*Payment: Credit Card

*Amount: USD

Additional Information

*Billing Type: Internal

*Expense Location: ATLANTA

Accounting: 1 >

Receipt Split
 Itemize Hotel Bill

Exceptions

Non-Reimbursable: No

No Receipt: No

12. For meals, continue. Otherwise, go to step #13.
 - a. Select the appropriate meal **Expense Type** (Ex: Emp Lunch, Emp Meals-Full Day).
 - b. If the meal occurred on a First or Last Day of travel and the 75% reimbursement rule applies for out of state overnight travel, select the **First or Last Day of Travel** link.

Expense Report

Meeting in Atlanta
Daphne Burch

Total (2 Items) 36.38 USD

Monday, November 20, 2017

Emp Meals - Full Day	36.00 USD
Emp Mileage T1	36.38 USD

Emp Meals - Full Day - 11/20/2017

*Date: 11/20/2017

*Expense Type: Emp Meals - Full Day

Description:

Payment Details

*Payment: Credit Card

*Amount: 36.00 USD

Additional Information

*Billing Type: Internal

*Expense Location: ATLANTA

First or Last Day of Travel

Accounting: 1

Receipt Split

Exceptions

Non-Reimbursable: No

No Receipt: No

c. Check the **Deduction Flag**.

Deductions for First or Last Day of Travel

Date: 11/20/2017

Expense Type: Emp Meals - Full Day

Per Diem Amount: 36.00 USD

Deduction Details

Expense Type	Deduction Percentage	Deduction Amount	Deduction Calculation	Total Amount
<input checked="" type="checkbox"/> Emp Meals - Full Day	25.00			9.00
Total Deductions				9.00

d. Select the **Done** button. A message will display at the top of the page that the deduction has been applied and you will notice that the Amount was reduced.

Expense Report

Deduction has been applied to the expense amount.

13. If you need to update the Chartfield for a single expense line, click and expand **Accounting Details**.

- a. An example of this would be if you need to charge the Expense entry Project ID from Intercampus Travel (830ICT) to Conference Travel (830FACD)
- b. Other example for changing would be for specific grants or to a different Department.

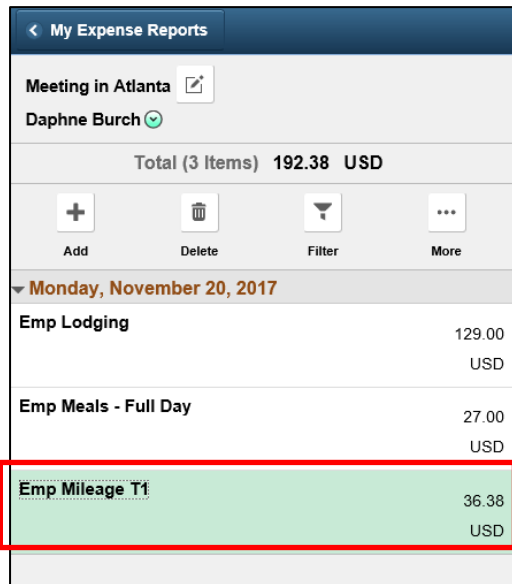
The screenshot shows the 'Expense Entry' form in PeopleSoft. The left sidebar lists items for 'Monday, November 20, 2017': 'Emp Lodging' (129.00 USD) and 'Emp Meals - Full Day' (27.00 USD). The main form area is titled 'Emp Meals - Full Day - 11/20/2017'. It includes fields for Date (11/20/2017), Expense Type (Emp Meals - Full Day), and Description. Below these are sections for 'Payment Details' (Payment: Credit Card, Amount: 27.00 USD) and 'Additional Information' (Billing Type: Internal, Expense Location: ATLANTA). A dropdown menu for 'Accounting' is highlighted with a red box, showing 'Accounting' with a value of 1. At the bottom, there are 'Exceptions' for 'Non-Reimbursable' and 'No Receipt', both set to 'No'.

- e. Click the Save button. A message will appear at the top of the page confirming that your changes have been saved.

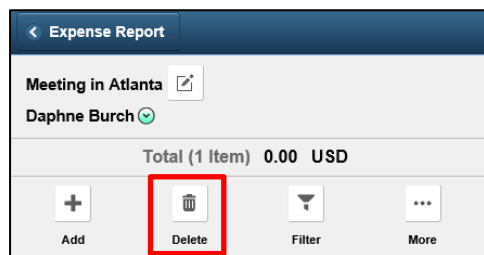
The screenshot shows the top of the 'Expense Report' page. A green banner at the top contains the message: 'Your changes have been saved.' The page header includes navigation icons and the text 'Expense Report'.

How to Delete an Expense Line on a Fluid Expense Report

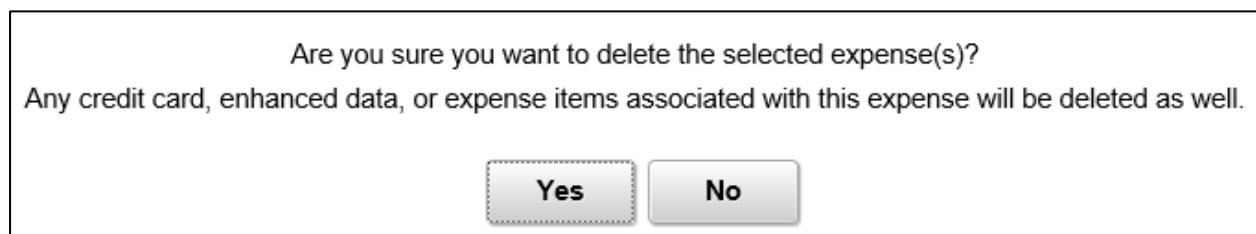
If you need to delete an expense line, select the line from the expenses listed on the left side of the page.



Then click **Delete**.



A window will display asking if you are sure you want to delete the selected expense(s).



Select **Yes**.

The line is deleted.

How to Submit a Fluid Expense Report

Once all lines have been added and your Expense Report is ready to be submitted, click the **Review and Submit** button.

The Expense Summary page will display.

Expense Report Summary

Total (2 Items)	156.00 USD
Due to Employee	156.00 USD

Approval Status

Report ID 0000602416	Pending
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Additional Information

- Travel Authorization**
You have 1 approved Travel Authorization(s) that can be associated to this report.
- View Analytics
- Notes
- View Printable Report

Click the **Submit** button.

The submission statement will display.

I certify the expenses submitted are accurate and comply with expense policy.

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.

Click **Submit**.

A message will appear at the top of the page confirming that your Expense Report has been submitted and you will be returned to the My Expense Reports page.

My Expense Reports

Expense Report 0000602416, Meeting in Atlanta, has been submitted.