

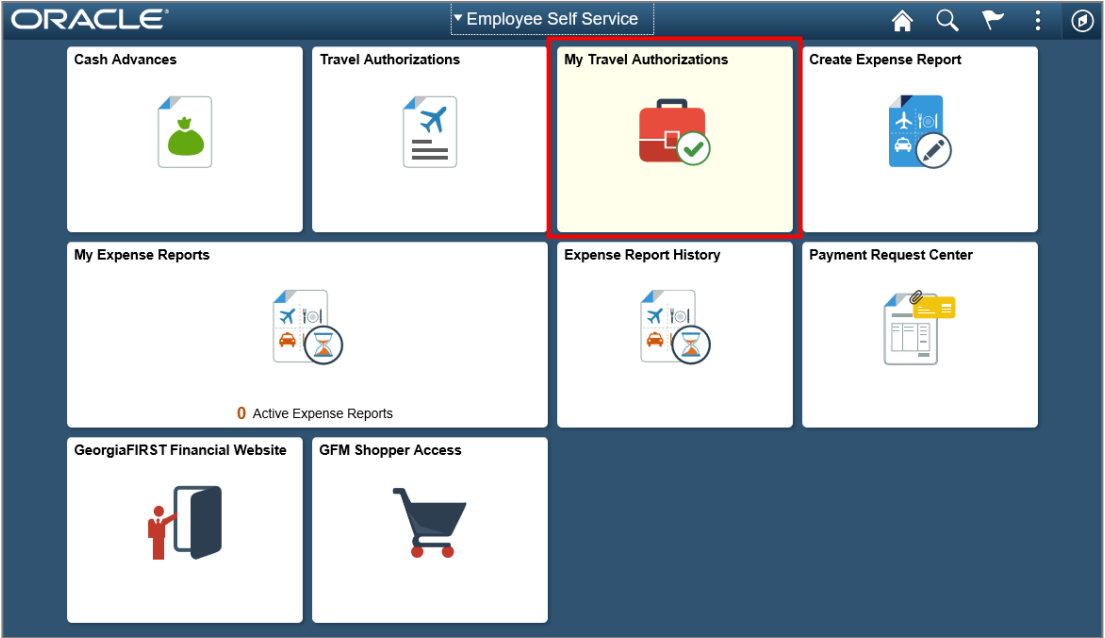
## **CREATING AN EXPENSE REPORT FROM AN APPROVED TRAVEL AUTHORIZATION**

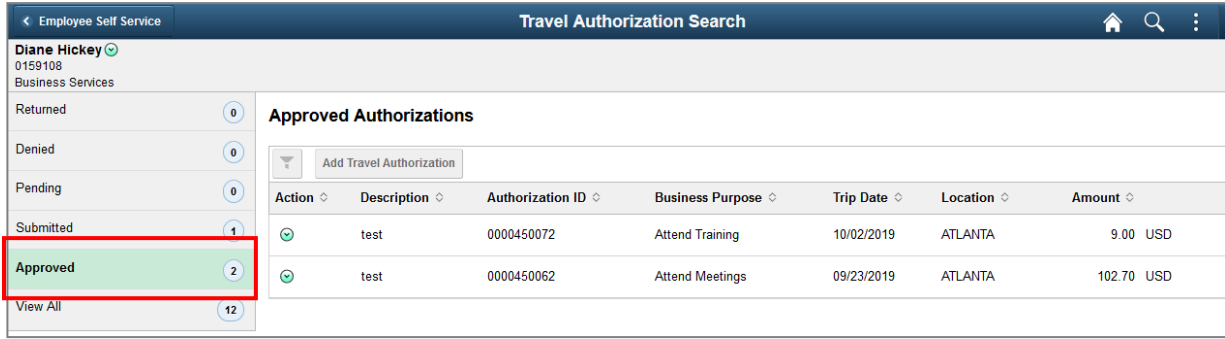
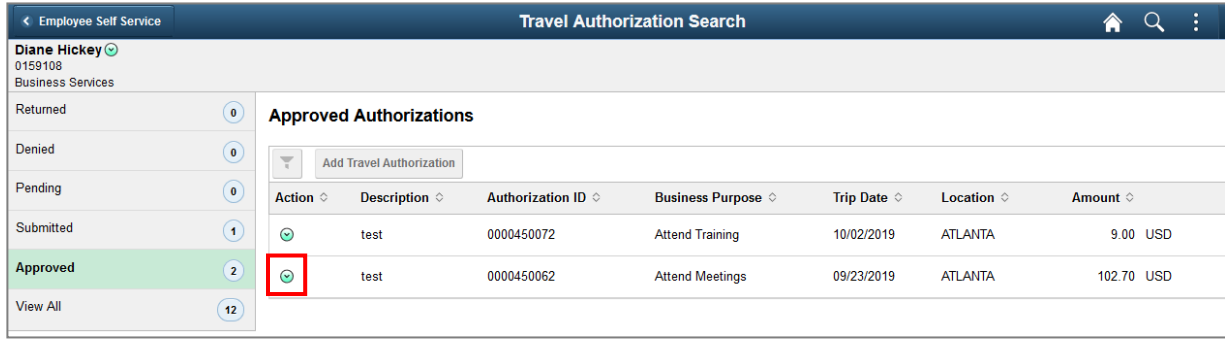
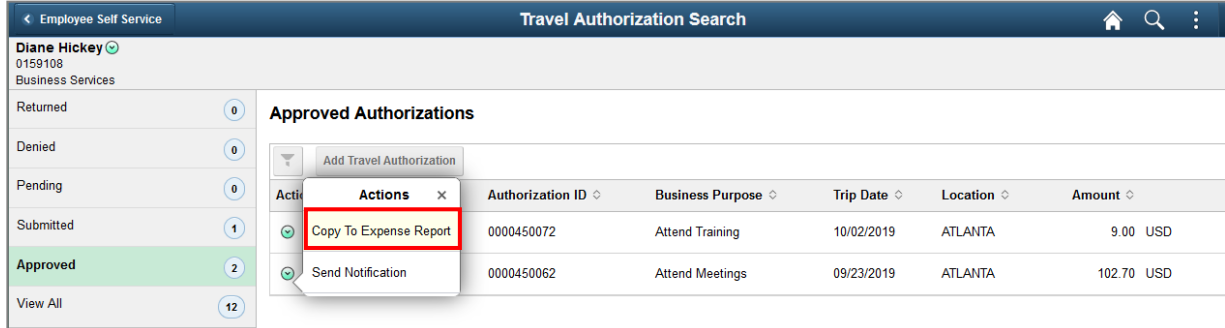
This job aid provides detailed information on the two methods for creating an Expense Report from an Approved Travel Authorization. The two methods for creating an Expense Report from an approved Travel Authorization are:

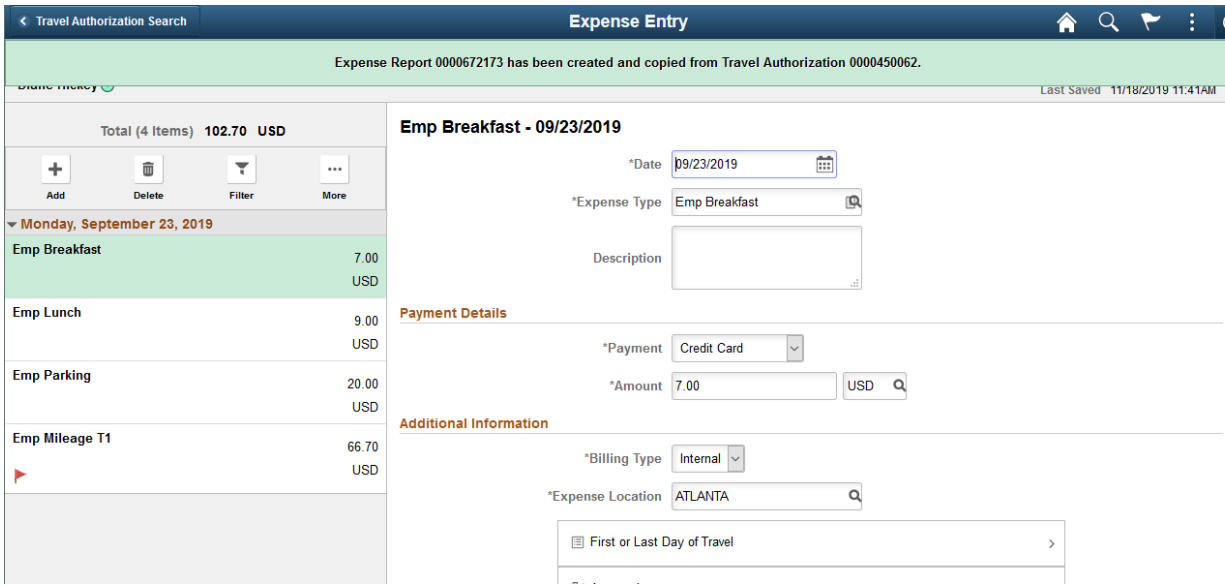
1. Creating a Fluid Expense Report by clicking the My Travel Authorizations tile on the homepage, selecting the Actions button, and selecting Copy To Expense Report.
2. Creating a Classic Expense Report by using the Navigation Bar to navigate to Employee Self Service > Travel and Expenses > Expense Report > Create.

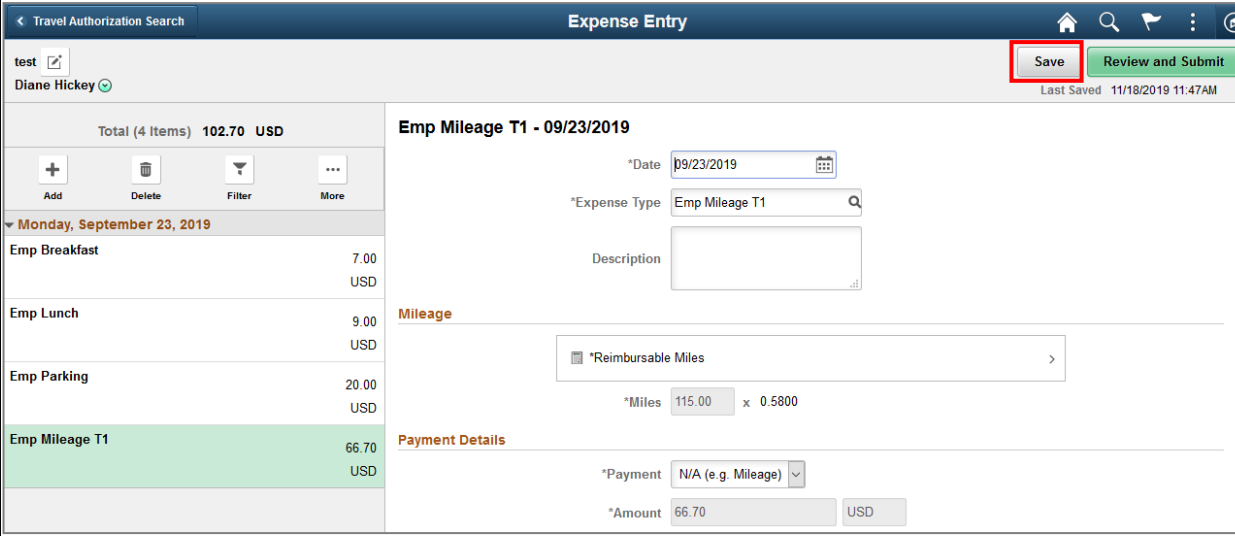
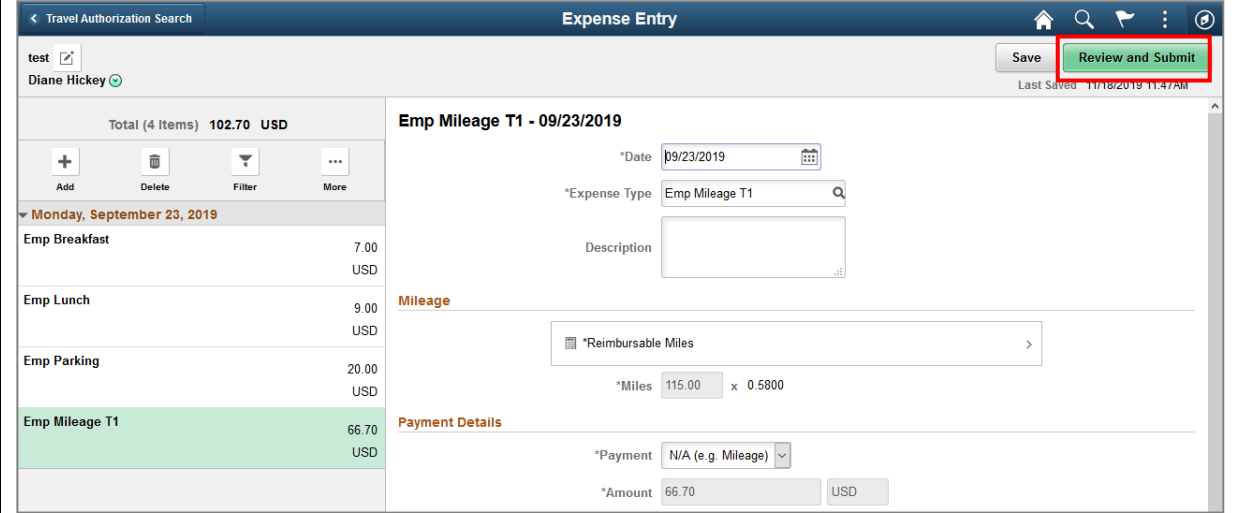
## CREATING A FLUID EXPENSE REPORT

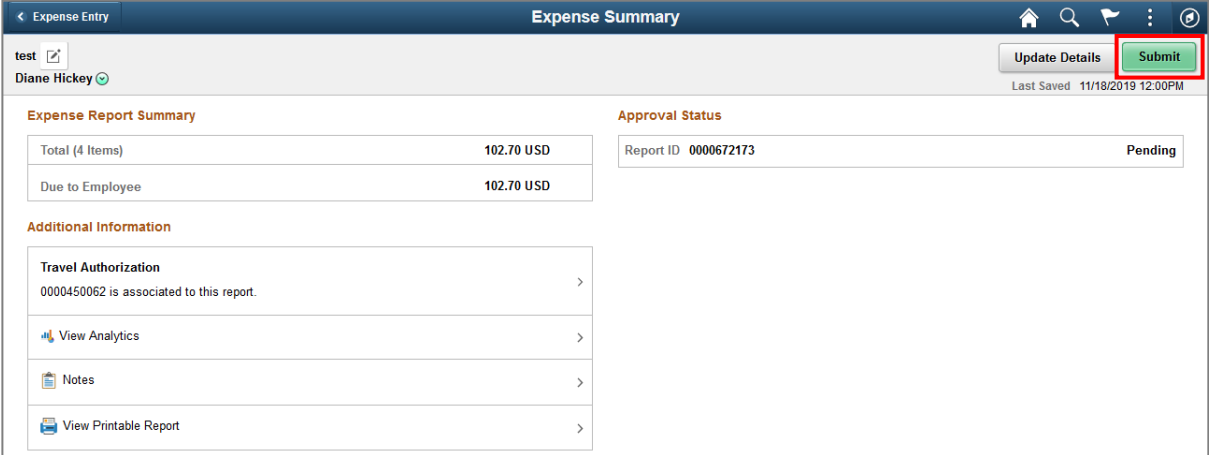
Below are step by step instructions on how to create a Fluid Expense Report from an approved Travel Authorization. Although a Fluid Expense Report is easy to create and gives users the option of using a mobile device, users cannot apply a Cash Advance to a Fluid Expense Report.

Step	Action
1.	Log in to PeopleSoft Financials.
2.	Navigate to the Employee Self Service homepage.
3.	<p>Click the <b>My Travel Authorizations</b> Tile.</p>  <p>The screenshot shows the Oracle Employee Self Service interface. The 'My Travel Authorizations' tile, which features a red briefcase icon with a green checkmark, is highlighted with a red border. Other visible tiles include 'Cash Advances', 'Travel Authorizations', 'Create Expense Report', 'My Expense Reports', 'Expense Report History', 'Payment Request Center', 'GeorgiaFIRST Financial Website', and 'GFM Shopper Access'.</p>
4.	The Travel Authorization Search page displays. Select <b>Approved</b> from the left menu and all Approved Travel Authorizations display.

Step	Action
	 <p>The screenshot shows the 'Travel Authorization Search' interface for Diane Hickey. On the left, there is a filter menu with categories: Returned (0), Denied (0), Pending (0), Submitted (1), <b>Approved (2)</b>, and View All (12). The 'Approved' category is highlighted with a red box. The main area displays a table of 'Approved Authorizations' with columns: Action, Description, Authorization ID, Business Purpose, Trip Date, Location, and Amount. Two rows are visible: one for 'Attend Training' (9.00 USD) and one for 'Attend Meetings' (102.70 USD).</p>
5.	<p>Select the Action button next to the Travel Authorization you wish to use to create an Expense Report.</p>  <p>This screenshot is identical to the previous one, but the 'Action' button (represented by a green circle with a checkmark) for the 'Attend Meetings' row is highlighted with a red box.</p>
6.	<p>Select the <b>Copy To Expense Report</b> option.</p>  <p>This screenshot shows the 'Actions' menu open for the 'Attend Meetings' row. The menu contains two options: 'Copy To Expense Report' and 'Send Notification'. The 'Copy To Expense Report' option is highlighted with a red box.</p>


Step	Action
7.	<p>The system navigates to the Expense Entry page and creates a new draft Expense Report from the approved Travel Authorization. Users can change details on the lines such as Date, Description, Amount and Reimbursable Miles. Also, users can add or delete lines.</p> <p><b>Note:</b> Lines with errors are flagged with a red flag and these errors must be addressed before submitting the Expense report.</p> 
8.	<p>Once the user completes editing, the Expense Report can either be saved for later or submitted for approval.</p> <ul style="list-style-type: none"> <li>To save, proceed to Step 7.</li> <li>To submit for approval, proceed to Step 8.</li> </ul>

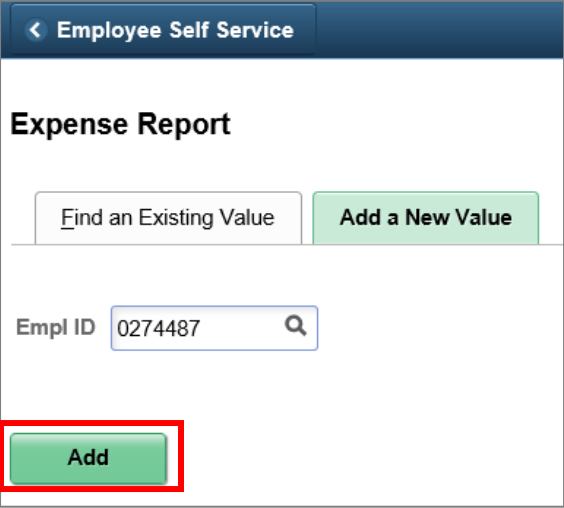
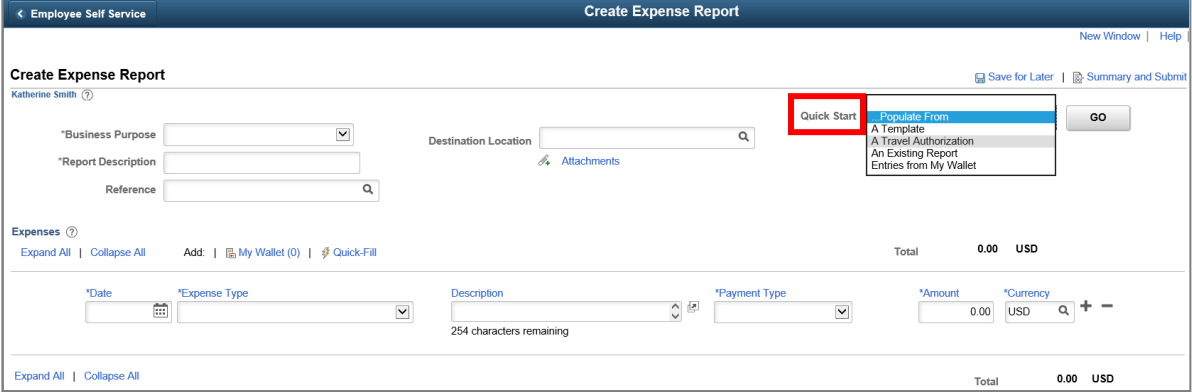
Step	Action										
9.	<p>Click the <b>Save</b> button located at the top right.</p>  <p>The screenshot shows the 'Expense Entry' form for 'Emp Mileage T1 - 09/23/2019'. The 'Save' button is highlighted with a red box. The form includes a summary table on the left and detailed input fields on the right.</p> <table border="1" data-bbox="311 436 695 856"> <thead> <tr> <th colspan="2">Total (4 Items) 102.70 USD</th> </tr> </thead> <tbody> <tr> <td>Emp Breakfast</td> <td>7.00 USD</td> </tr> <tr> <td>Emp Lunch</td> <td>9.00 USD</td> </tr> <tr> <td>Emp Parking</td> <td>20.00 USD</td> </tr> <tr> <td>Emp Mileage T1</td> <td>66.70 USD</td> </tr> </tbody> </table> <p><b>End of Procedure. Remaining steps apply to Review and Submit.</b></p>	Total (4 Items) 102.70 USD		Emp Breakfast	7.00 USD	Emp Lunch	9.00 USD	Emp Parking	20.00 USD	Emp Mileage T1	66.70 USD
Total (4 Items) 102.70 USD											
Emp Breakfast	7.00 USD										
Emp Lunch	9.00 USD										
Emp Parking	20.00 USD										
Emp Mileage T1	66.70 USD										
10.	<p>To submit, click the <b>Review and Submit</b> button.</p>  <p>The screenshot shows the same 'Expense Entry' form, but now the 'Review and Submit' button is highlighted with a red box. The 'Save' button is no longer highlighted.</p>										

Step	Action
11.	<p>The Expense Summary page displays. Click the <b>Submit</b> button.</p> 
12.	<p>The State of Georgia submission statement displays. Users must read and acknowledge this statement and click the <b>Submit</b> button.</p> <div style="border: 1px solid gray; padding: 10px; text-align: center;"> <p><b>I certify the expenses submitted are accurate and comply with expense policy.</b></p> <p>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.</p> <p><b>Submit</b>      Cancel</p> </div>
13.	<p>The expense report is submitted. The system navigates to the My Expense Reports page and a submission confirmation statement temporarily displays in a green bar at the top of the page.</p> <p><b>End of Procedure.</b></p>

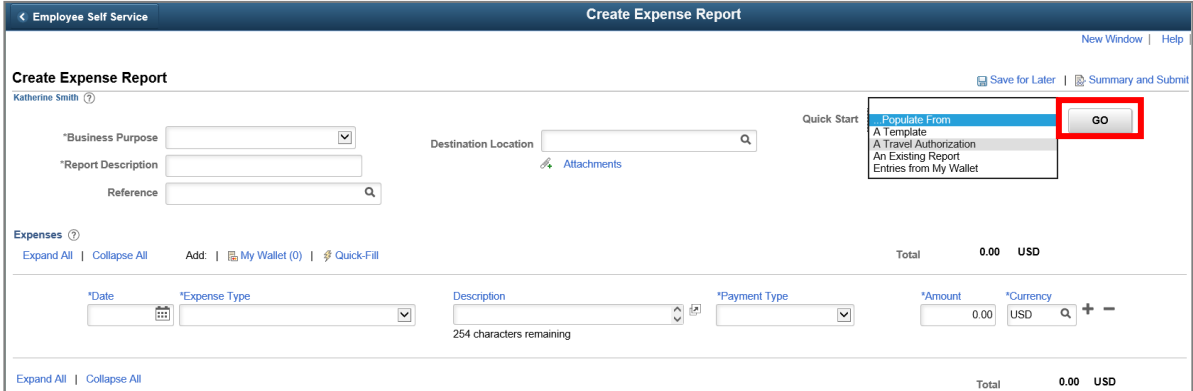
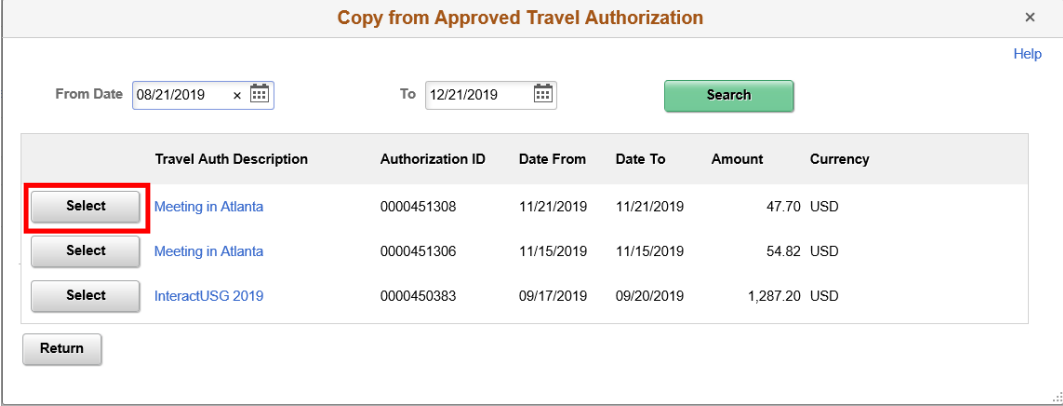
## CREATING A CLASSIC EXPENSE REPORT

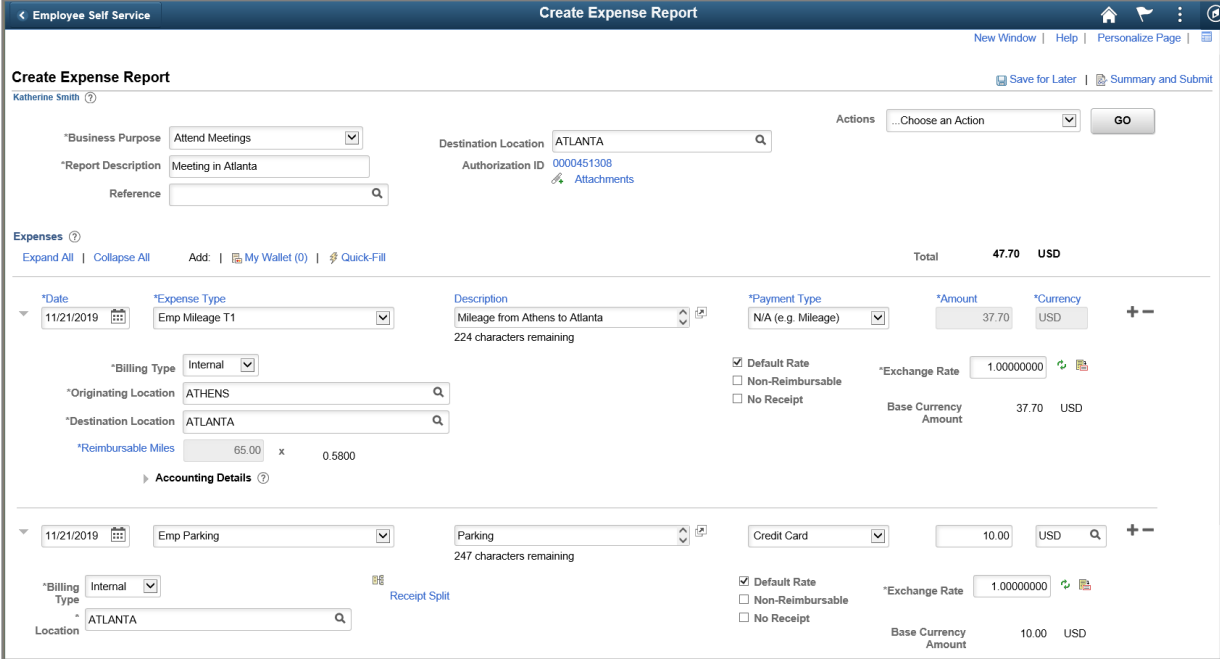
Below are step-by-step instructions on how to create a Classic Expense Report from an Approved Travel Authorization.

Step	Action
1.	Log in to PeopleSoft Financials.
2.	Click the <b>NavBar</b> icon.
3.	Click the <b>Navigator</b> icon.
4.	Click the <b>Travel and Expenses</b> link.
5.	Click the <b>Expense Reports</b> link.
6.	Click the <b>Create</b> link.
7.	<p>The system navigates to the Expense Report page. Verify the user's Empl ID defaults in the <b>Empl ID</b> field.</p> 

Step	Action
8.	<p>Click the <b>Add</b> button.</p>  <p>The screenshot shows the 'Employee Self Service' interface for 'Expense Report'. It includes a search bar for 'Empl ID' with the value '0274487'. Below the search bar is a green 'Add' button, which is highlighted with a red rectangular box.</p>
9.	<p>A blank Expense Report displays. From the <b>Quick Start</b> menu, located in the top right corner of the page, select "A Travel Authorization" option from the dropdown menu.</p>  <p>The screenshot shows the 'Create Expense Report' form. The 'Quick Start' dropdown menu is open, and 'A Travel Authorization' is selected. The form includes fields for 'Business Purpose', 'Report Description', 'Reference', and 'Destination Location'. The 'Expenses' section is currently empty, showing a total of 0.00 USD.</p>



Step	Action																												
10.	<p>Click the <b>GO</b> button.</p>  <p>The screenshot shows the 'Create Expense Report' interface. At the top, there are navigation links for 'Employee Self Service' and 'Create Expense Report'. Below this, there are input fields for 'Business Purpose', 'Report Description', and 'Reference'. A 'Destination Location' field with a search icon is also present. A 'Quick Start' dropdown menu is open, showing options: 'Populate From', 'A Template', 'A Travel Authorization', 'An Existing Report', and 'Entries from My Wallet'. The 'GO' button next to the dropdown is highlighted with a red box.</p>																												
11.	<p>A list of Approved Travel Authorizations displays. Click <b>Select</b> button next to the desired Travel Authorization to create an Expense Report.</p>  <p>The screenshot shows a dialog box titled 'Copy from Approved Travel Authorization'. It has a search interface with 'From Date' (08/21/2019) and 'To' (12/21/2019) fields, and a 'Search' button. Below the search fields is a table of travel authorizations. The first row is highlighted, and its 'Select' button is highlighted with a red box.</p> <table border="1" data-bbox="341 955 1347 1144"> <thead> <tr> <th></th> <th>Travel Auth Description</th> <th>Authorization ID</th> <th>Date From</th> <th>Date To</th> <th>Amount</th> <th>Currency</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>Meeting in Atlanta</td> <td>0000451308</td> <td>11/21/2019</td> <td>11/21/2019</td> <td>47.70</td> <td>USD</td> </tr> <tr> <td>Select</td> <td>Meeting in Atlanta</td> <td>0000451306</td> <td>11/15/2019</td> <td>11/15/2019</td> <td>54.82</td> <td>USD</td> </tr> <tr> <td>Select</td> <td>InteractUSG 2019</td> <td>0000450383</td> <td>09/17/2019</td> <td>09/20/2019</td> <td>1,287.20</td> <td>USD</td> </tr> </tbody> </table>		Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency	Select	Meeting in Atlanta	0000451308	11/21/2019	11/21/2019	47.70	USD	Select	Meeting in Atlanta	0000451306	11/15/2019	11/15/2019	54.82	USD	Select	InteractUSG 2019	0000450383	09/17/2019	09/20/2019	1,287.20	USD
	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency																							
Select	Meeting in Atlanta	0000451308	11/21/2019	11/21/2019	47.70	USD																							
Select	Meeting in Atlanta	0000451306	11/15/2019	11/15/2019	54.82	USD																							
Select	InteractUSG 2019	0000450383	09/17/2019	09/20/2019	1,287.20	USD																							

Step	Action
12.	<p>The system navigates to the Create Expense Report page and the lines from the approved Travel Authorization are applied to the draft Expense Report. Users can change details on the lines that came from the Travel Authorization, such as Date, Description, Amount and Reimbursable Miles. Also, users can add or delete lines.</p> <p><b>Note:</b> Lines with errors are flagged with a red flag and these errors must be addressed before submitting the Expense report.</p> 
13.	<p>Once the user completes editing, the Expense Report can either be saved for later or submitted for approval.</p> <ul style="list-style-type: none"> <li>• To save, proceed to Step 14.</li> <li>• To submit for approval, proceed to Step 15.</li> </ul>

Step	Action
------	--------

14. To save, click **Save for Later**. The Expense Report is now Saved.

**Create Expense Report**

Katherine Smith

Business Purpose: Attend Meetings  
Report Description: Meeting in Atlanta  
Destination Location: ATLANTA  
Authorization ID: 0000451308

Expenses

Date	Expense Type	Description	Payment Type	Amount	Currency
11/21/2019	Emp Mileage T1	Mileage from Athens to Atlanta 224 characters remaining	N/A (e.g. Mileage)	37.70	USD
11/21/2019	Emp Parking	Parking 247 characters remaining	Credit Card	10.00	USD

Total: 47.70 USD

**End of Procedure. Remaining steps apply to Review and Submit.**

15. To submit, click **Summary and Submit**.

**Create Expense Report**

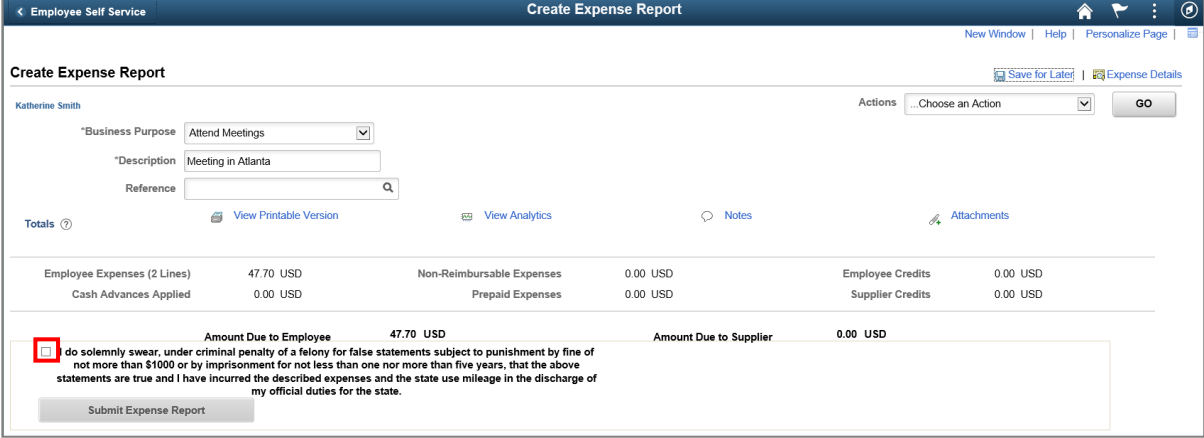

Katherine Smith

Business Purpose: Attend Meetings  
Report Description: Meeting in Atlanta  
Destination Location: ATLANTA  
Authorization ID: 0000451308

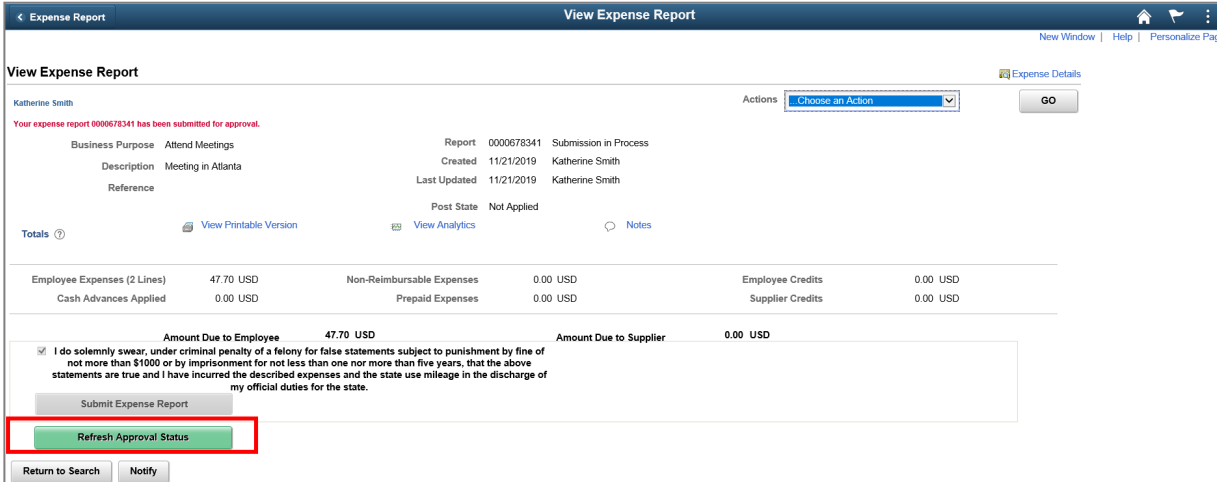
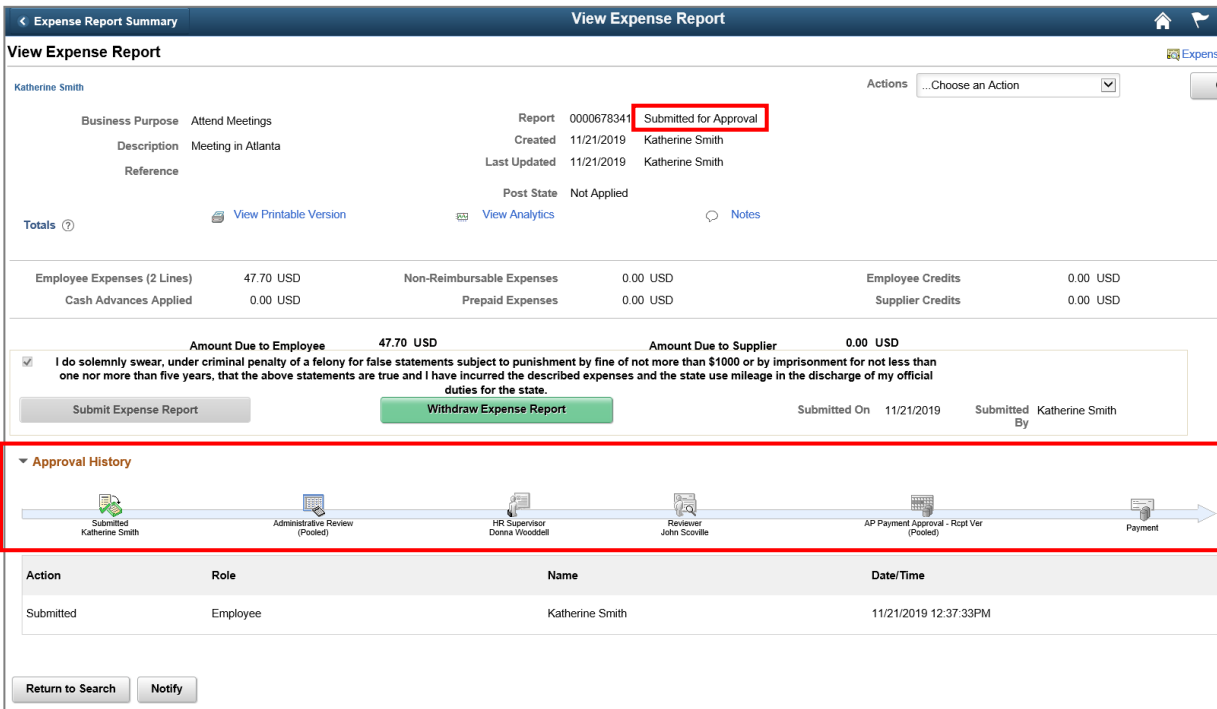
Expenses

Date	Expense Type	Description	Payment Type	Amount	Currency
11/21/2019	Emp Mileage T1	Mileage from Athens to Atlanta 224 characters remaining	N/A (e.g. Mileage)	37.70	USD
11/21/2019	Emp Parking	Parking 247 characters remaining	Credit Card	10.00	USD

Total: 47.70 USD

Step	Action
16.	<p>The Expense Summary page displays. The Submit Expense Report button is grayed out. Users must click the checkbox to acknowledge the submission statement. Once the box is checked, the Submit Expense Report button becomes available.</p>  <p>The screenshot shows the 'Create Expense Report' interface for Katherine Smith. The business purpose is 'Attend Meetings' and the description is 'Meeting in Atlanta'. The totals section shows Employee Expenses of 47.70 USD. The acknowledgment statement is: '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.' The 'Submit Expense Report' button is currently disabled (grayed out).</p>
17.	<p>Click the <b>Submit Expense Report</b> button.</p>  <p>This screenshot is identical to the previous one, but the checkbox next to the acknowledgment statement is now checked, and the 'Submit Expense Report' button is highlighted with a green box, indicating it is now available for clicking.</p>

Step	Action																																
18.	<p>The Expense Report Submit Confirm window displays. Click the <b>OK</b> button.</p> <div data-bbox="326 338 1539 737" style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center; color: #a52a2a;"><b>Expense Report Submit Confirm</b></p> <p>Create Expense Report</p> <p><b>Submit Confirmation</b></p> <p>Katherine Smith</p> <p>Totals ?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Employee Expenses (2 Lines)</td> <td style="text-align: right;">47.70 USD</td> <td>Non-Reimbursable Expenses</td> <td style="text-align: right;">0.00 USD</td> <td>Employee Credits</td> <td style="text-align: right;">0.00 USD</td> </tr> <tr> <td>Cash Advances Applied</td> <td style="text-align: right;">0.00 USD</td> <td>Prepaid Expenses</td> <td style="text-align: right;">0.00 USD</td> <td>Supplier Credits</td> <td style="text-align: right;">0.00 USD</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Amount Due to Employee</b></td> <td style="text-align: right;"><b>47.70 USD</b></td> <td colspan="2" style="text-align: right;"><b>Amount Due to Supplier</b></td> <td style="text-align: right;"><b>0.00 USD</b></td> </tr> </table> <p style="margin-top: 10px;"> <input style="border: 2px solid red; padding: 2px 10px;" type="button" value="OK"/> <input style="padding: 2px 10px;" type="button" value="Cancel"/> </p> </div>	Employee Expenses (2 Lines)	47.70 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	<b>Amount Due to Employee</b>		<b>47.70 USD</b>	<b>Amount Due to Supplier</b>		<b>0.00 USD</b>														
Employee Expenses (2 Lines)	47.70 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																												
<b>Amount Due to Employee</b>		<b>47.70 USD</b>	<b>Amount Due to Supplier</b>		<b>0.00 USD</b>																												
19.	<p>The expense report is submitted. Note the red text below the traveler's name confirming that "Your Expense Report has been submitted for approval."</p> <div data-bbox="326 898 1539 1801" style="border: 1px solid #ccc; padding: 10px;"> <p style="background-color: #2c5e8c; color: white; padding: 5px;"> <span style="float: left;">&lt; Expense Report</span> <span style="float: right;">View Expense Report</span> </p> <p><b>View Expense Report</b></p> <p>Katherine Smith</p> <p style="border: 2px solid red; padding: 2px; display: inline-block;">Your expense report 0000678341 has been submitted for approval.</p> <table style="width: 100%; margin-top: 10px;"> <tr> <td><b>Business Purpose</b></td> <td>Attend Meetings</td> <td><b>Report</b></td> <td>0000678341</td> <td>Submission in Process</td> </tr> <tr> <td><b>Description</b></td> <td>Meeting in Atlanta</td> <td><b>Created</b></td> <td>11/21/2019</td> <td>Katherine Smith</td> </tr> <tr> <td><b>Reference</b></td> <td></td> <td><b>Last Updated</b></td> <td>11/21/2019</td> <td>Katherine Smith</td> </tr> <tr> <td></td> <td></td> <td><b>Post State</b></td> <td colspan="2">Not Applied</td> </tr> </table> <p style="margin-top: 10px;"> <input type="button" value="Totals ?"/> <input type="button" value="View Printable Version"/> <input type="button" value="View Analytics"/> <input type="button" value="Notes"/> </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td>Employee Expenses (2 Lines)</td> <td style="text-align: right;">47.70 USD</td> <td>Non-Reimbursable Expenses</td> <td style="text-align: right;">0.00 USD</td> </tr> <tr> <td>Cash Advances Applied</td> <td style="text-align: right;">0.00 USD</td> <td>Prepaid Expenses</td> <td style="text-align: right;">0.00 USD</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Amount Due to Employee</b></td> <td style="text-align: right;"><b>47.70 USD</b></td> <td style="text-align: right;"><b>Amount Due to Supplier</b></td> </tr> </table> <p style="margin-top: 10px;"> <input checked="" type="checkbox"/> 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.         </p> <p style="margin-top: 10px;"> <input type="button" value="Submit Expense Report"/> <input style="background-color: #4CAF50; color: white; padding: 5px 15px;" type="button" value="Refresh Approval Status"/> </p> <p style="margin-top: 10px;"> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> </p> </div>	<b>Business Purpose</b>	Attend Meetings	<b>Report</b>	0000678341	Submission in Process	<b>Description</b>	Meeting in Atlanta	<b>Created</b>	11/21/2019	Katherine Smith	<b>Reference</b>		<b>Last Updated</b>	11/21/2019	Katherine Smith			<b>Post State</b>	Not Applied		Employee Expenses (2 Lines)	47.70 USD	Non-Reimbursable Expenses	0.00 USD	Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	<b>Amount Due to Employee</b>		<b>47.70 USD</b>	<b>Amount Due to Supplier</b>
<b>Business Purpose</b>	Attend Meetings	<b>Report</b>	0000678341	Submission in Process																													
<b>Description</b>	Meeting in Atlanta	<b>Created</b>	11/21/2019	Katherine Smith																													
<b>Reference</b>		<b>Last Updated</b>	11/21/2019	Katherine Smith																													
		<b>Post State</b>	Not Applied																														
Employee Expenses (2 Lines)	47.70 USD	Non-Reimbursable Expenses	0.00 USD																														
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD																														
<b>Amount Due to Employee</b>		<b>47.70 USD</b>	<b>Amount Due to Supplier</b>																														

Step	Action								
20.	<p>Click the <b>Refresh Approval Status</b> button.</p>  <p>The screenshot shows the 'View Expense Report' interface for Katherine Smith. The report number is 0000678341, and the status is 'Submission in Process'. The business purpose is 'Attend Meetings' for a 'Meeting in Atlanta' on 11/21/2019. The amount due to the employee is 47.70 USD, and the amount due to the supplier is 0.00 USD. A red box highlights the 'Refresh Approval Status' button at the bottom of the page.</p>								
21.	<p>The page refreshes and the Status updates to Submitted for Approval. The Approval History also displays and show the at-a-glance approval history for the Expense report.</p>  <p>The screenshot shows the 'View Expense Report' interface after a refresh. The status is now 'Submitted for Approval'. The 'Approval History' section is expanded, showing a flow: Submitted (Katherine Smith) -&gt; Administrative Review (Pooled) -&gt; HR Supervisor (Donna Wooddell) -&gt; Reviewer (John Scoville) -&gt; AP Payment Approval - Rcpt Ver (Pooled) -&gt; Payment. A table below the flow shows the submission details.</p> <table border="1" data-bbox="341 1533 1518 1606"> <thead> <tr> <th>Action</th> <th>Role</th> <th>Name</th> <th>Date/Time</th> </tr> </thead> <tbody> <tr> <td>Submitted</td> <td>Employee</td> <td>Katherine Smith</td> <td>11/21/2019 12:37:33PM</td> </tr> </tbody> </table> <p>At the bottom of the page, a grey box contains the text: <b>End of Procedure.</b></p>	Action	Role	Name	Date/Time	Submitted	Employee	Katherine Smith	11/21/2019 12:37:33PM
Action	Role	Name	Date/Time						
Submitted	Employee	Katherine Smith	11/21/2019 12:37:33PM						