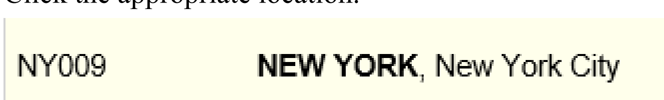
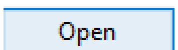
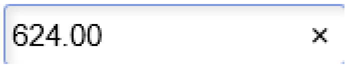
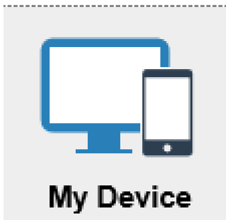
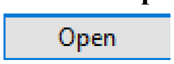
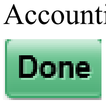
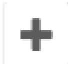
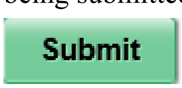
Creating an Expense Report

Step	Action
1.	Click the **Expenses** tile.
2.	Click the **Create Expense Report** tile.
3.	The Expense Report page is displayed. If you are creating the report as a delegate for another employee, you would click the **Actions** button by your name to change your perspective. 
4.	Click the **Business Purpose** drop-down list. Users can choose from In-State Travel, Out-of-State Travel, Group Travel Paid by Employee or Non-Travel Reimbursement. It is important to remember that non-travel related reimbursements due to employees are also submitted using an expense report. For the purpose of this demonstration, we will select a travel related option. 
5.	You can select the appropriate option from the list. 
6.	In the **Description** field, you enter a description for the expense reimbursement. Examples include things like conference presentation, studies abroad, etc. for travel related reimbursements. A description for a non-travel reimbursement may include something like ziploc bags used in research lab.
7.	The Travel To field is the destination for the trip. Enter appropriate information into the **Travel To** field. **Note**: For US states, type the State Name first, i.e. FLORIDA. For international locations, type the country first, i.e. FRANCE.
8.	A window will appear as you are typing to display possible options. Click the appropriate location. 
9.	**Note**: Reference field provides a drop-down menu for additional reference types that departments can use for internal reporting. It is NOT a required field.
10.	**Note**: An Accounting Tag is a ten character "short cut" for populating a full chart string distribution. This will indicate your funding source. Users must populate the Budget Year under the Accounting Defaults section. If your department or unit has provided you with an accounting tag, enter that in the **Accounting Tag** field.

Step	Action
11.	**Note**: Files can be attached at the expense header for all receipts or at each expense line level for each individual receipt. Click the **Attach Receipt** link to add a receipt.
12.	To browse your device for the attachment, click the **My Device** button. 
13.	Click the file that you want to upload. **Note**: When attaching at the header level, you can only have one attachment. To work around this, you can attach a pdf document with multiple receipts together.
14.	To upload the attachment, click the **Open** button. 
15.	Click the **Upload** button. 
16.	You can enter a description for the attachment in the **Description** field.
17.	Once you are finished entering the description, click the **Done** button. 
18.	**Note:** The message under **Expense Report** states that the attachments have been saved.
19.	
20.	**Note**: Regardless of whether an Accounting Tag was used, or if the ChartField distribution is manually keyed, the Budget Reference field is required. Budget Reference refers to the Fiscal Year that the charges should be posted to. UGA's fiscal year runs from July 1-June 30. To locate the Bud Ref, click the lookup magnifying glass in the **Bud Ref** field. 
21.	Click the appropriate Budget Reference link. 
22.	Be sure to review the accounting details before closing the window. Use the scrollbar at the bottom of the window to review the entire chartstring. **Note:** If the department code lists "**74999999**", you **MUST** change that to reflect the appropriate unit, college, or school. Failure to change this field will result in your document flowing to the wrong approval workflow.

Step	Action
23.	Click the **Done** button. Done
24.	Click the **Add Expense** button. Add Expense
25.	The **Expense Entry** page is displayed. Click the **Add** button to add a new expense.
26.	You can select the date using the calendar icon.
27.	Use the look up magnifying glass to the right of the **Expense Type** field to select the appropriate expense type.
28.	The **Expense Type Search** dialog box is displayed. You can choose the type of expense from the list. **Note**: Expense Types are categorized to show D for Domestic Travel, I for International Travel, and O for Other which can be used for Non-Travel related expenses. Expense Type Search
29.	When you use the Expense Type Search for the first time, the **Frequently Used** list is empty. This list will build as the traveler uses different expense types. To view all types of expenses, click the **All Types** button. Frequently Used
30.	To view the expense categories, click the **Collapse All** link. Collapse All
31.	The four main expense categories are displayed. To reveal the expense type within a category, click the appropriate link. Employee Domestic Travel
32.	Click the appropriate expense type. D-Air Travel
33.	Enter appropriate information into the **Description** field.
34.	The **Payment** field defaults to Employee Paid. Leave the default for this field. Employee Paid
35.	Enter appropriate information into the **Amount** field.

Step	Action
36.	**Note**: The amount automatically formats according to the selected currency. 
37.	Enter appropriate information into the **Ticket #** field. **Note**: Ticket numbers are required for airfare expense types.
38.	To attach a related receipt, click the **Attach Receipt** button.
39.	Click on the **Add Attachment** button to upload an attachment to the expense. 
40.	To browse your device for the attachment, click the **My Device** button. 
41.	Click the file that you want to upload. Press **[Enter]** to continue.
42.	Click the **Open** button to upload the appropriate attachment. 
43.	To complete the attachment upload, click the **Upload** button. 
44.	A status bar will appear below the attachment(s) indicating if the upload was a success. Once the upload is successful, click the **Done** button 
45.	You can enter a description for the attachment in the **Description** field.
46.	Once you are finished entering the description, click the **Done** button. 
47.	**Note**: The attachments have been saved. Click the **Accounting** button to review the ChartFields distributions.
48.	The **Expense Report Distributions** page is displayed. Once you are done reviewing the Accounting Details, click the **Done** button. 
49.	Click the **Save** button. 

Step	Action
50.	You can click the **Add Expense** button to add other expenses to the report. 
51.	Once you are done adding all the expenses to the report, click the **Review and Submit** button. 
52.	To review the notes attached to an expense report, if any, click the **Notes** button. 
53.	The Notes window is displayed. From this window, you can add new notes, or view or delete existing notes. Click the **Add Notes** button. 
54.	After typing in your notes, click the **Done** button. 
55.	The inserted note is now visible within the Notes window. Click the **Done** button. 
56.	A green bar will appear across the top of the screen to notify you that the note has been successfully saved.
57.	The **Expense Summary** page summarizes the number of expenses and the amount due to the employee. Once you are done reviewing Additional Information on th**e Expense Report,** click the **Submit** button. **Note**: The Submit button will not work for a delegated user. The employee whose expenses are being submitted must login and submit the report. 
58.	
59.	The selected Expense Report has been submitted for approval.
60.	You have completed the steps to create an Expense Reports for travel related expense items. **Note:** Functionality does exist to create an expense report from a travel authorization. This functionality SHOULD NOT be used as detailed expense types are required on the expense report. **End of Procedure.**