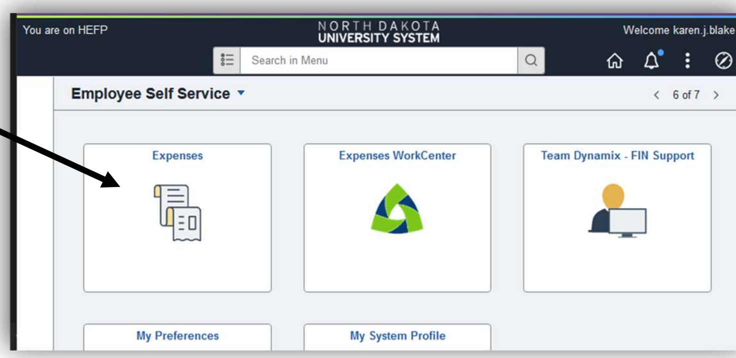
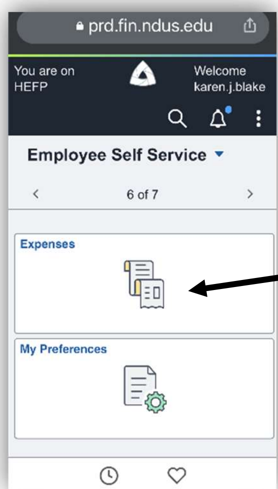
Navigating the Expenses Fluid Screens

First, go to your Employee Self Service homepage and select "Expenses." This will take you to the Fluid screens, which are designed to be used on mobile devices in addition to laptop or desktop computers.

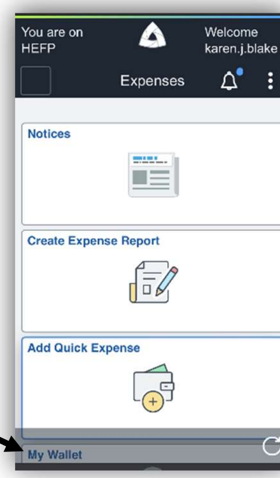


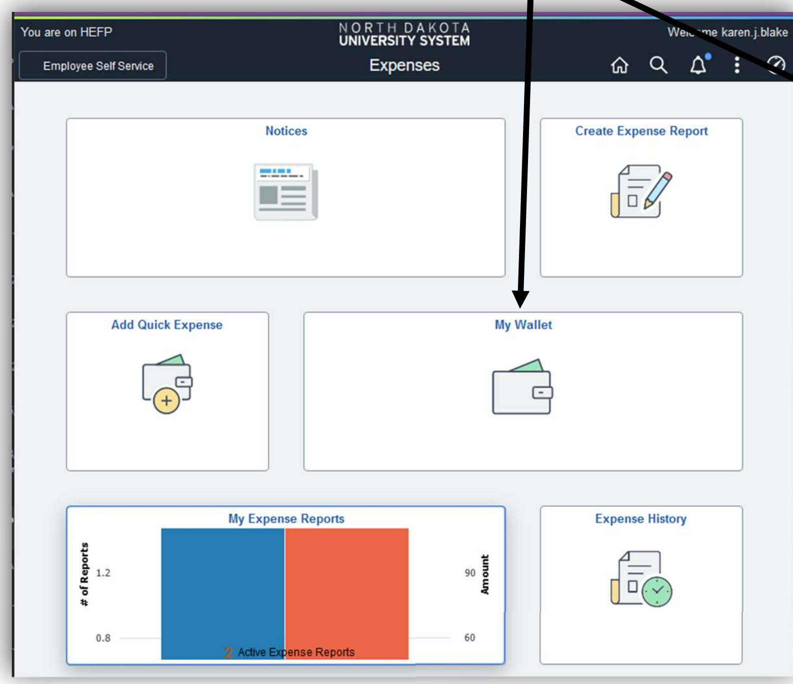


Since mobile devices can be used, we will include mobile screens in this training/reference guide. To use your mobile device, simply log in to PeopleSoft on mobile browser as you normally do on your computer. Here is how the link appears on a mobile device.

The tiles on the "Expenses" screen allow you to navigate through the various options available to you, either as the employee <u>or</u> as a delegate for someone else.

Select the "My Wallet" tile to get started. (Scroll down to reach the wallet link on your mobile device.)

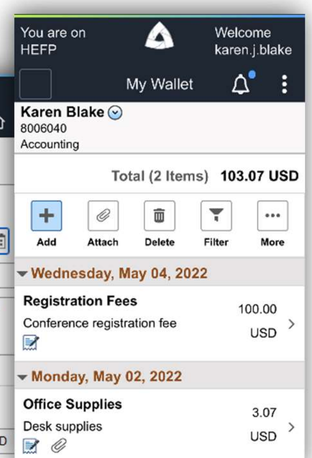




The "wallet" allows you to enter and store your expense at the time of purchase, even while in travel status. Once the expense is in the wallet, it stays there until you or your delegate attaches it to an expense report, or until you delete it.

You can view your wallet at any time to see expenses waiting for reimbursement. Here is a sample wallet in desktop and mobile view:

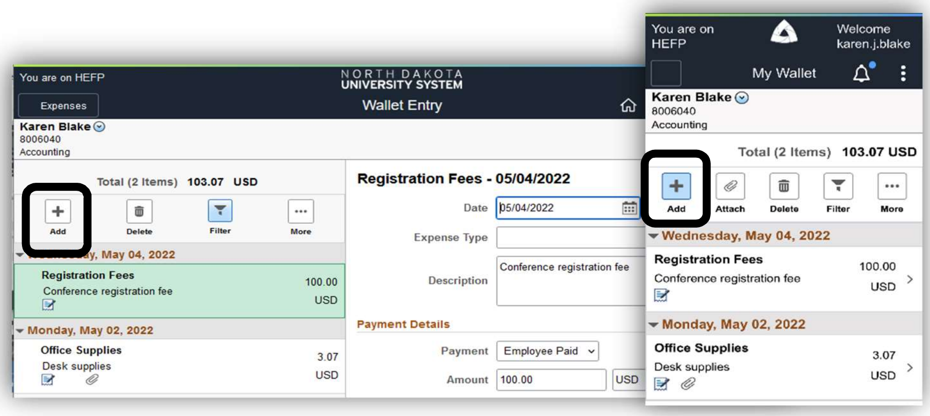
Note that expenses are arranged by date, and attachment links are shown if the attachment has been added.



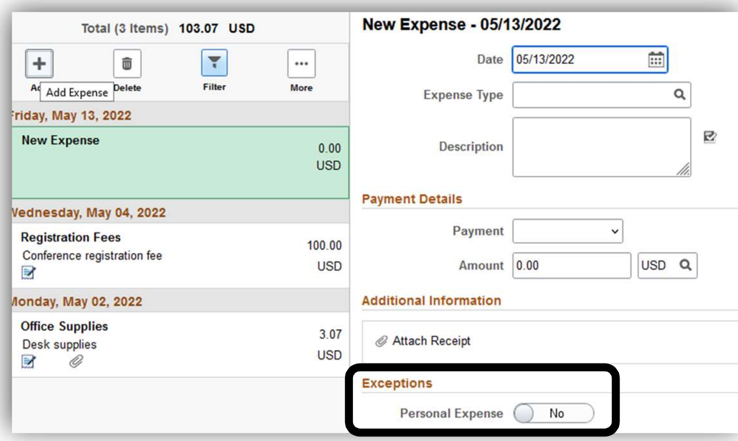
Adding Expenses to the Wallet

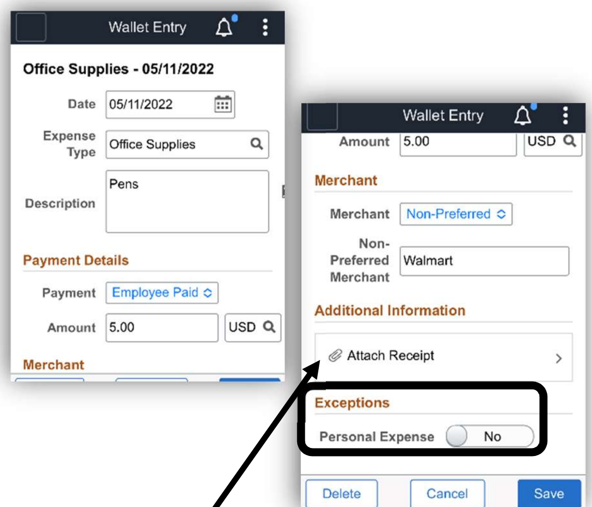
To add a new expense to your wallet, click "Add."

The system will prompt you to enter the date, expense type (account code description) and payment details. There is also a link to attach the receipt – on a mobile device you can take a photo of your receipt.

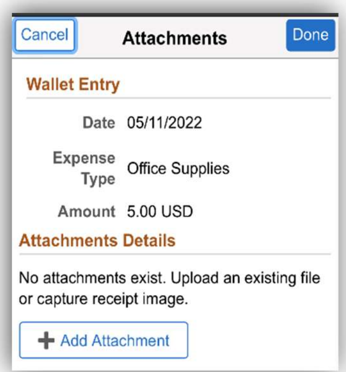


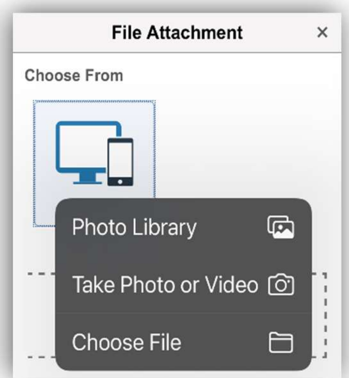
***Do not move the slider for "Personal Expense."

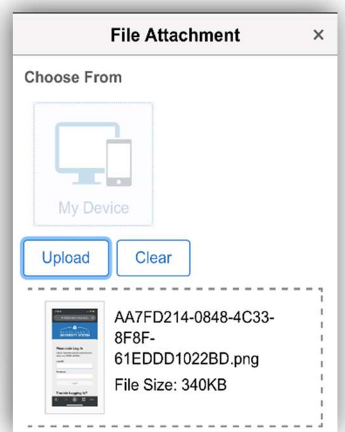


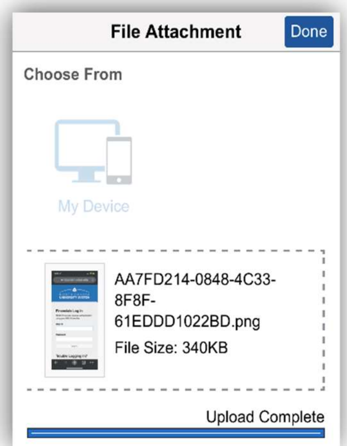


Attaching the receipt from a mobile device is easy. First, click the "Attach Receipt" link. Then follow these steps:









1. Click "Add Attachment"

2. Click the device image to open the attachment options

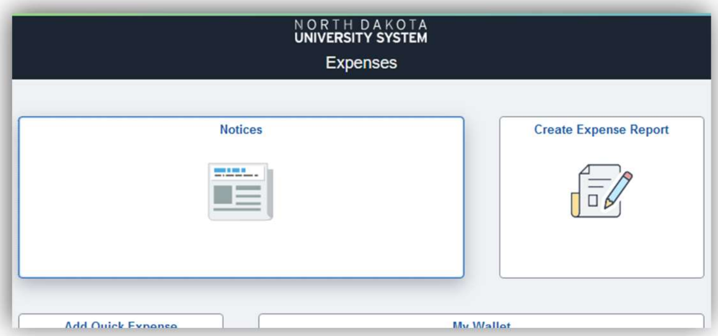
3. Choose your desired file and click "Upload"

4. Click "Done"

Creating the Expense Report

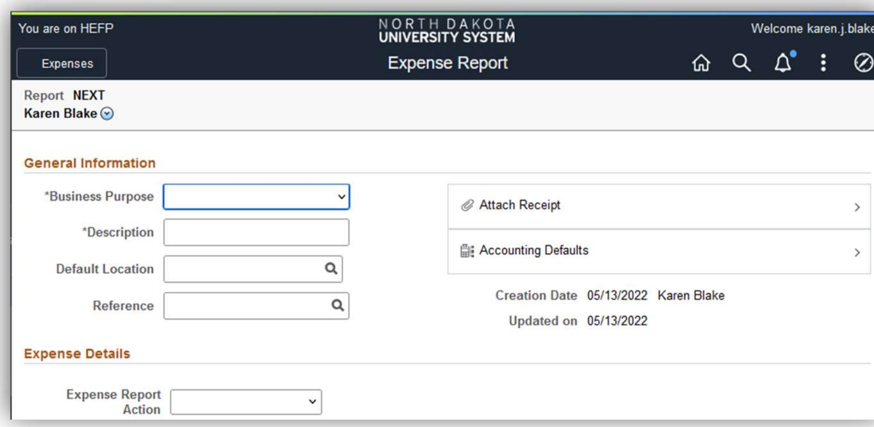
There are a number of ways to create an expense report. Since this activity is easiest on a desktop screen, we will focus primarily on that screen for this portion of the guide. However, navigation is similar in the mobile screen, so you will be able to create a report by following the links shown, using the concepts provided in the Wallet section above to assist you.

From the Expenses area, choose “Create Expense Report”



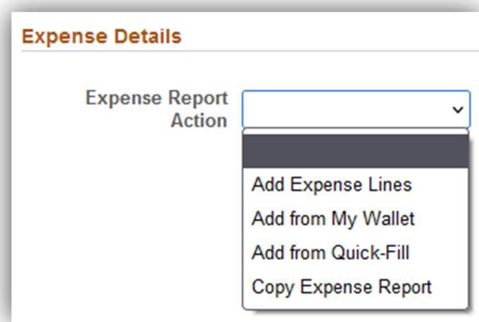
In the Expense Report header screen, shown here, you will select your business purpose, enter the description, put your DESTINATION in the default location, and attach any general receipts or information. This receipt link is the best place to attach conference schedules, agendas, or any documentation that would apply to the whole report.

You can verify your fund/department and program or project numbers by clicking “Accounting Details.”



Once you have all your header information entered, use the drop down menu from “Expense Report Action” to select the appropriate action.

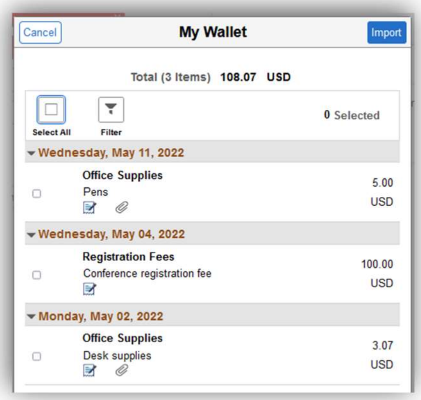
- Add Expense Lines = you will have a blank report and can start from scratch
- Add from My Wallet = you can select items from your wallet and import them
- Add from Quick-Fill = you can enter a range of dates for your travel time, and select expenses to add to one day or to all days (such as meals, mileage, lodging, airfare, etc)
- Copy Expense Report = you can copy an existing report, for instance if you have a repetitive expense that is paid monthly



Different actions are helpful in different circumstances: if preparing a multi-day conference trip, you may want to start with quick-fill to get the basic meals applied to each day right away. If you are entering a number of receipts for purchases related to a project, you may want to start with adding from the wallet. You will learn which methods work best for each situation (and if you are preparing a report from your phone, that will also make a difference in the ease of entry for each option.)

Starting with a blank report is straightforward, but the other options may be more useful. Let’s look at what each of these options looks like on the next page.

Add from My Wallet



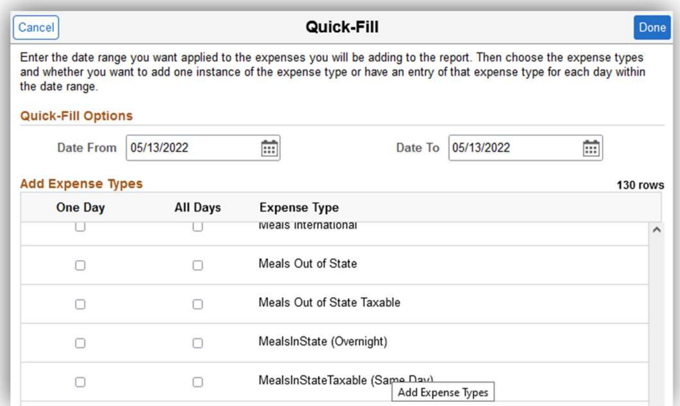
To create the expense report from items in the wallet, click to select all the items that you would like to include, and then click "Import" (top right hand corner)

- ✓ All the selected expenses will be added to the expense report
- ✓ You may still add additional expenses on the expense report screen
- ✓ Best for multiple purchases from stores or online items

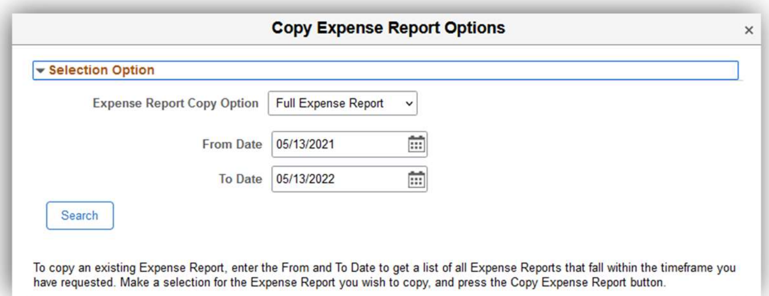
Add from Quick-Fill

To create the expense report using Quick-Fill, first enter the date range of the travel, and then scroll through and add the expense types that you would like included.

- ✓ You may choose to add each expense type to just one day or to all days
- ✓ You may still add additional expenses on the expense report screen
- ✓ Best for travel entries covering multiple days
- ✓ You may add wallet expenses later; use quick-fill for expenses that are not in the wallet already

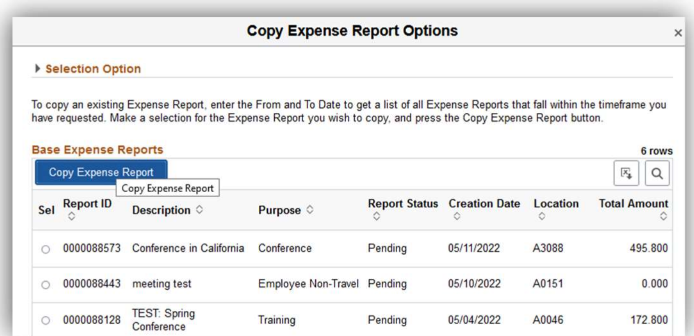


Copy Expense Report

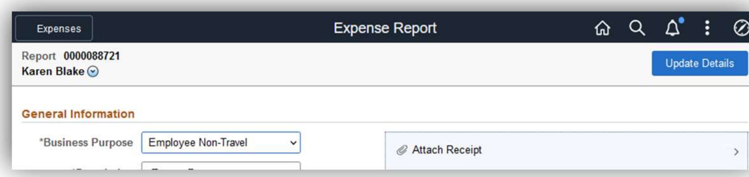


To copy a previous expense report, enter the date range and then select if you'd like to copy a full report or if you'd like to copy specific lines from a report.

- ✓ You may still add additional expenses on the expense report screen
- ✓ Best for recurring purchases or reimbursements
- ✓ Watch date ranges very carefully when copying lines from previous expense reports
- ✓ Does not appear to import attachments (i.e. maps)

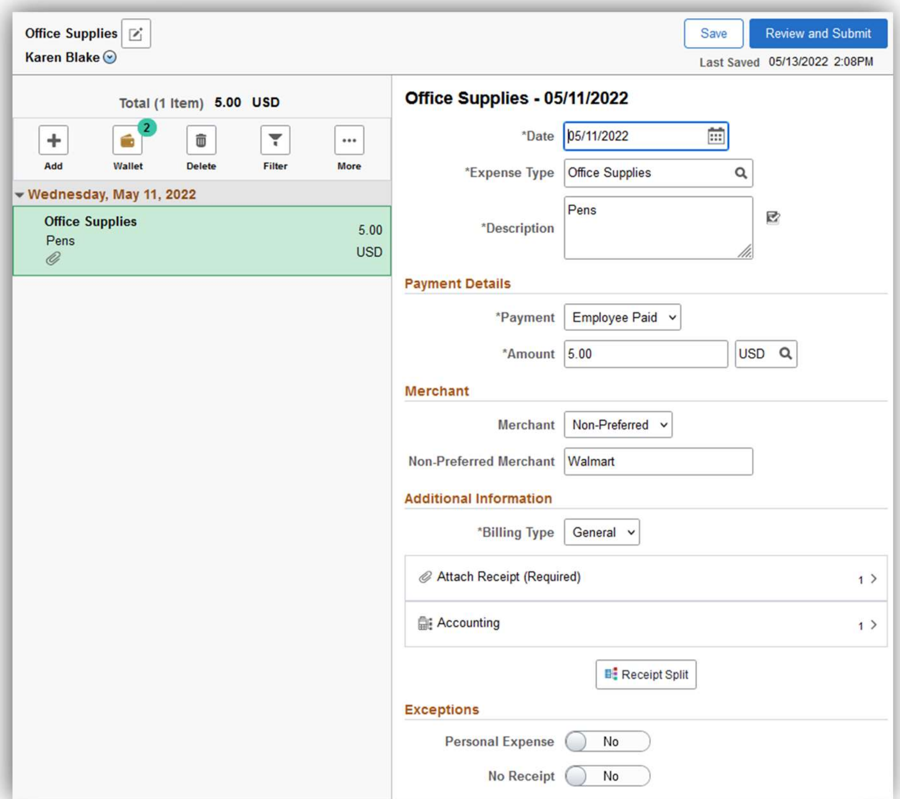


Working with Expense Report Lines



Once you have chosen your creation method, click "Update Details" to move to the expense lines screen.

The details screen will show you a list of your expenses, sorted by date, on the left side. If you are working from a mobile device, this will behave as a screen of its own and clicking each expense line will take you into the information for that particular expense.

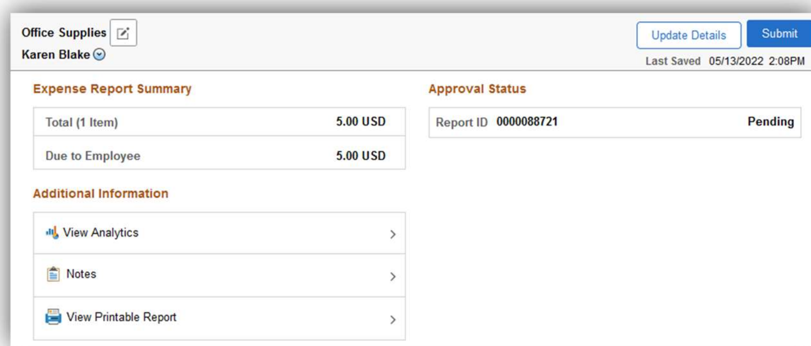


- ✓ Be sure that the information is provided for each line.
- ✓ Attach receipts or other documentation as needed.
- ✓ Use the "Add" to add blank lines, use "Wallet" to pull more expenses in from the wallet, or select an expense and use "Delete" to remove it, which will put it back into the wallet if it started there.
- ✓ Click "More" to access Quick-Fill and Copy options if you wish to add more lines using those methods.

****Be certain that the "Personal Expense" and "No Receipt" sliders are both set to "No."*

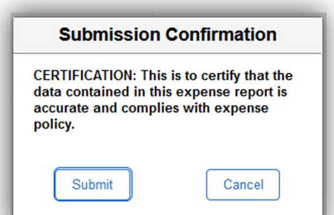
Choose "Review and Submit" when you have completed the report.

The review screen will show you the amount to be reimbursed. From here you can add notes, view the printable version, adjust items by clicking the pencil to go back to the header or clicking "Update Details" or continue to submission.



Clicking "Submit" will pop up a submission window:

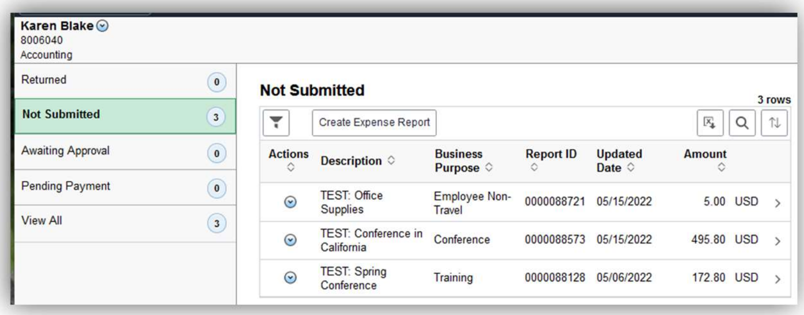
Simply click "Submit."



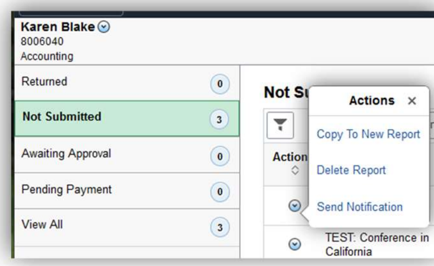
Viewing, Editing, and Deleting Your Expense Reports

To access your reports that are in process, go to the "Expenses" tile and select "My Expense Reports." The tile will show the graph for any reports belonging to the individual who is logged in; once you get into the screen, you can access reports for other individuals if you are their delegate.

The left side of the screen will show you the total number of reports (for the individual shown) that are returned, not submitted, awaiting approval, or pending payment. In the main screen, you will see the list of expense reports that are in each category. To edit a report, simply select it and it will open the report to the expense lines so that you can continue editing.



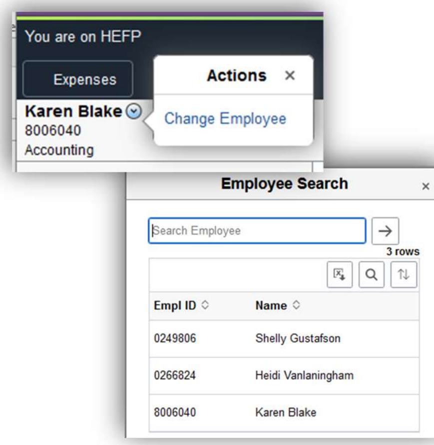
You may use the arrow to the left of each line to take other actions, including deleting the report, copying it to a new report, or **sending a notification** to another employee (if you have created an expense report as their delegate.)



Acting as a Delegate

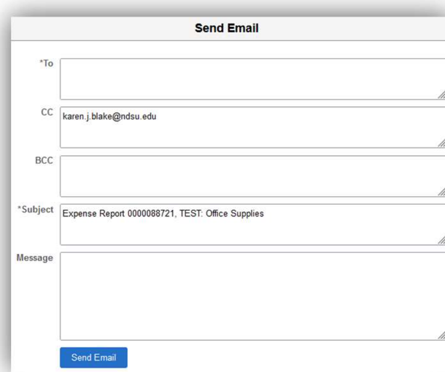
PeopleSoft allows users to be added as a "delegate" for other users. This allows the delegate to create and edit expense reports for another individual, but not to submit the report on their behalf.

If you are set as a delegate on expense reports, you may always view and switch to another individual's information by clicking the arrow next to your own name on the applicable screen. Click "Change Employee" to open the list of employees, and select the desired employee to see their information and enter or edit their reports.



Sending A Notification

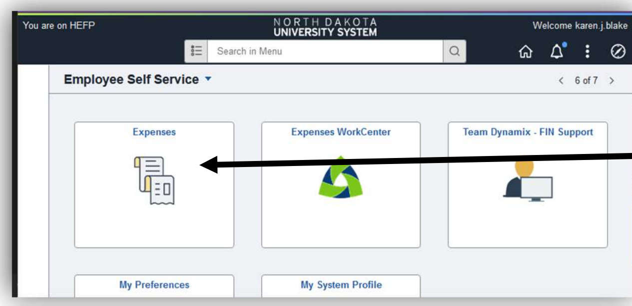
Once you have created a report for someone else, simply click "Send Notification" (shown in bold letters above.) An email window will open – type in their email address and a brief message to let them know that their expense report is ready for review and submission. When you are finished, click "Send Email" and the email will be sent to them and a CC: will be sent to you.



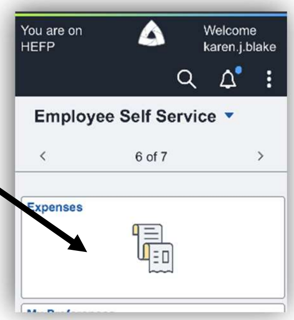
Submitting a Report Entered by Your Delegate

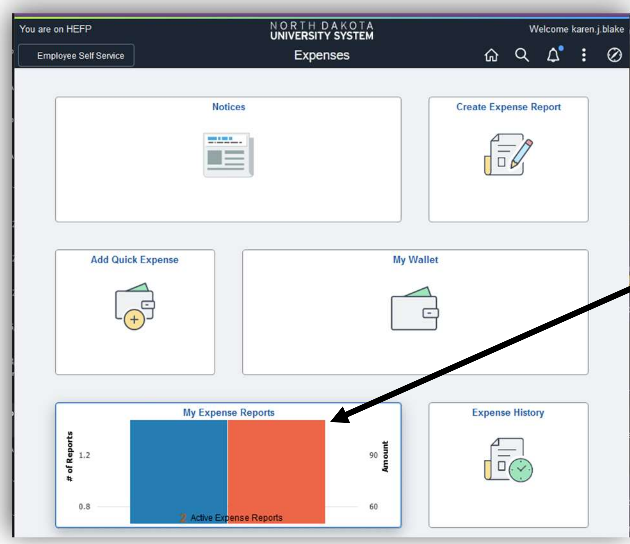
In the past, emails from a delegate contained a direct link to the expense report. That functionality appears to have been removed by Oracle in this release, but in return, they have made it easier to locate and submit your reports quickly and easily, even from a mobile device.

When you receive an email indicating that a report is ready, follow these steps: (*Desktop screens on left, mobile on right*)



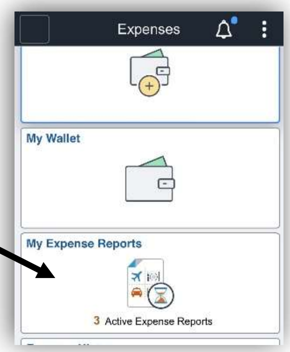
Step 1: Select the Expenses tile from the Employee Self Service homepage.

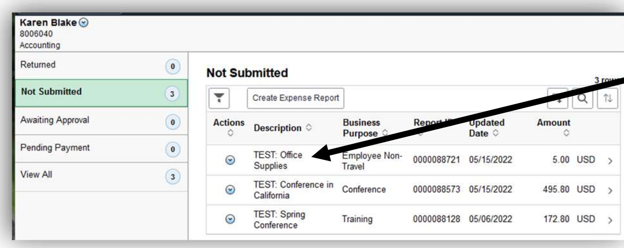




Step 2: Select the tile that says My Expense Reports. You will be able to see how many reports are available for your review/edit/submission.

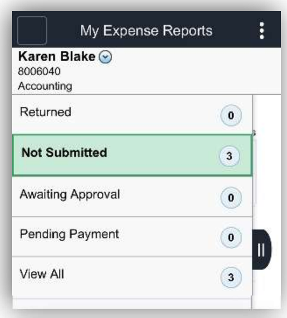
(On a mobile device, scroll down to reach this tile.)

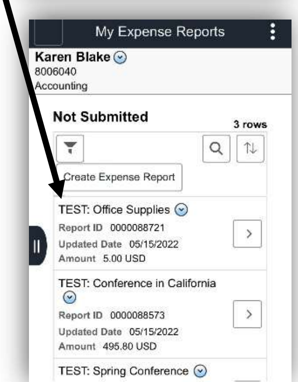


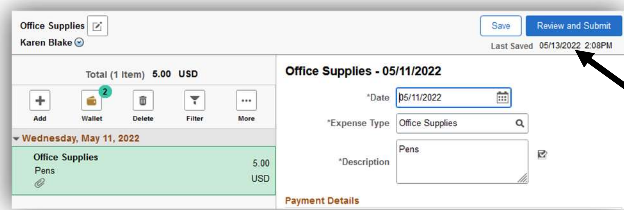


Step 3: From the Not Submitted list, select the expense report you wish to submit.

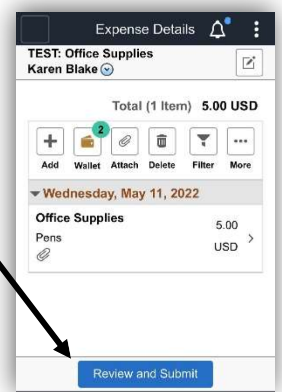
(On a mobile device, you will first need to click "Not Submitted" to view the list.)

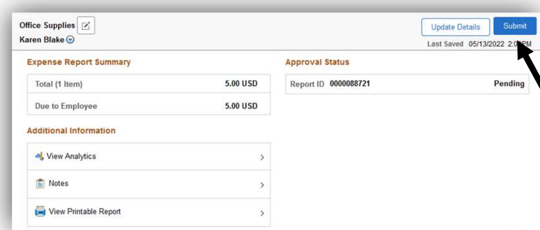




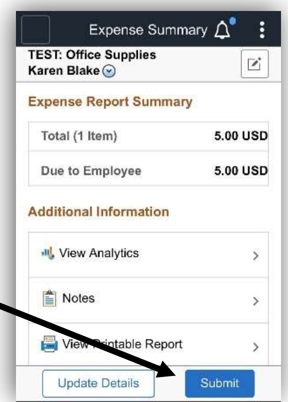


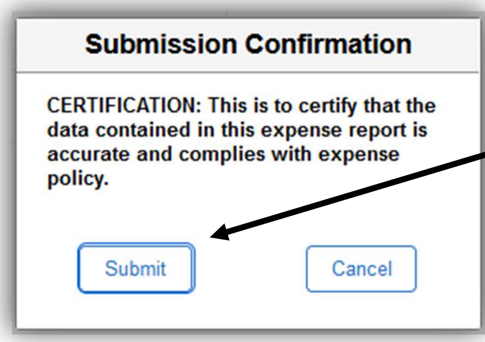
Step 4: Click the Review and Submit button





Step 5: Review the Expense Report Summary for accuracy, verifying the amount to be paid is correct. You may view the analytics, notes, or report, if desired. Click Submit.



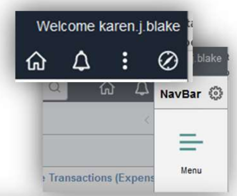


Step 6: Read the Submission Confirmation and click Submit to verify that the report is accurate and in compliance with the applicable policies.

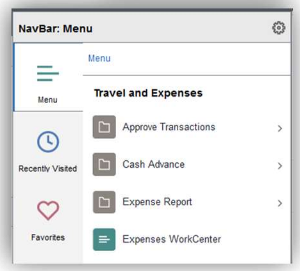
Using the Expenses WorkCenter (Desktop Only)

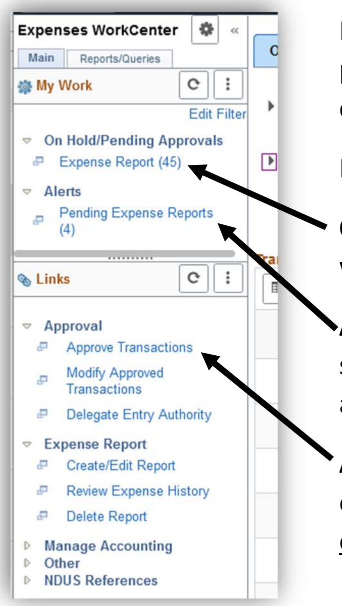
The Expenses WorkCenter allows you to monitor expense reports that have been submitted for your approval, or expense reports that you have created, both for yourself and for others.

To reach the WorkCenter, click the compass on the top right corner of any PeopleSoft screen to open the NavBar. When the NavBar opens, click Menu.



Scroll down the menu to locate "Travel and Expenses" and click it to open the submenu. From there, click "Expenses WorkCenter."





Like other WorkCenters, the Expenses WorkCenter contains a main work area with a task panel on the left (shown here) that contains various links. You may need to edit the filters; contact the Financial Systems Trainer for assistance if needed.

Pay special attention to these three main links:

On Hold/Pending Approvals: This section provides a list of items awaiting your approval, which may include other items besides expense reports. *You cannot approve from this link.*

Alerts: This link provides a list of your pending expense reports, including any you created for someone else. This link shows all reports that have been created but not yet submitted for approval, *including those that have been sent back for corrections.*

Approval: The "Approve Transactions" link allows an approver to review and approve each expense report in their pending list and is the most efficient method to find and approve expense reports on a desktop device.