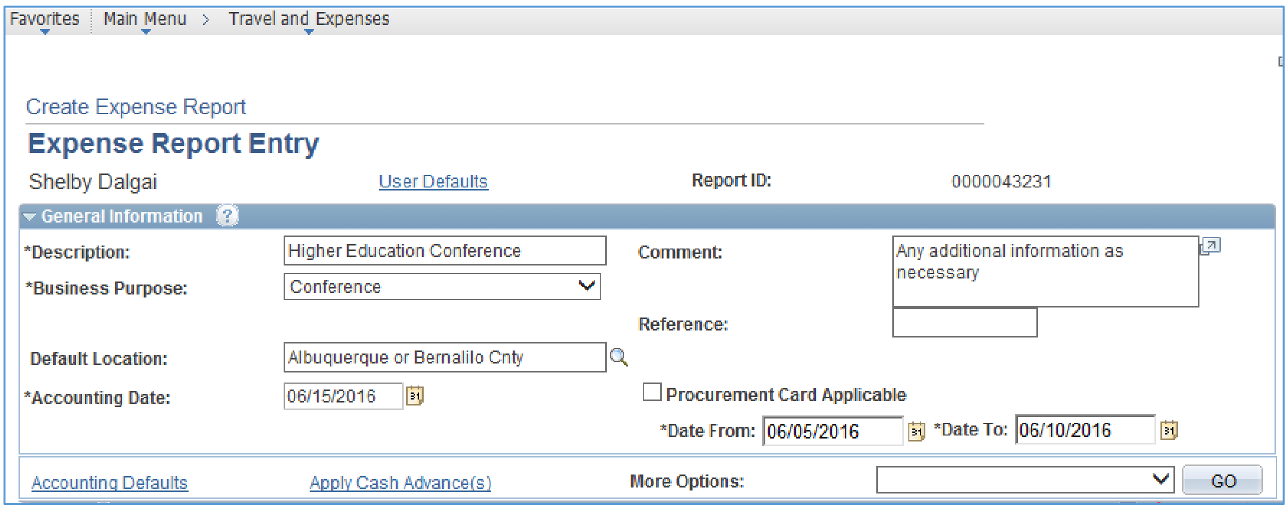
Creating an Expense Report

Creating an expense report is completed by the travel proxy. An expense report goes through approval processes based on the selected speedchart. After the expense report is approved an EFT or system check is generated.

Navigation:

Travel Expense Center, Create Expense Report



Expense Report Entry

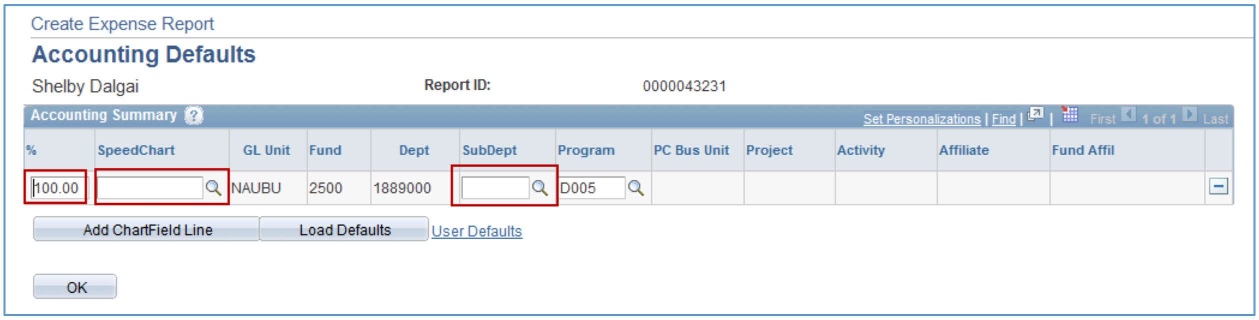
Quick Start: Select from the drop down menu. A Blank Expense Report is defaulted.
Description: A description of the expense report. This field is 32 characters in length.
Comment: Additional information about the expense report.
Business Purpose: Predefined business purposes are required to be selected from the drop down menu.
Default Location: The location of business.
Accounting Date: Defaults to create date.
Procurement Card Applicable: Selected only if a portion of this travel was expensed by the NAU PCard. The Pcard expenses are **NOT** applied to an Expense Report.
Date From and Date To: The actual beginning and end dates of the travel.
Accounting Defaults: The speedchart where the Traveler's charges will be expensed. The speedchart selected will populate the entire Expense Report.

You may:

- Accept the default accounting *(These are the traveler's auto-filled dept chartfields)*
- Change the accounting by selecting the SpeedChart number from the magnifying glass
- Select the Sub Dept. if applicable
- Split the accounting adjusting % *(See example below)*
- Click "OK" to return back to expense Report and apply accounting

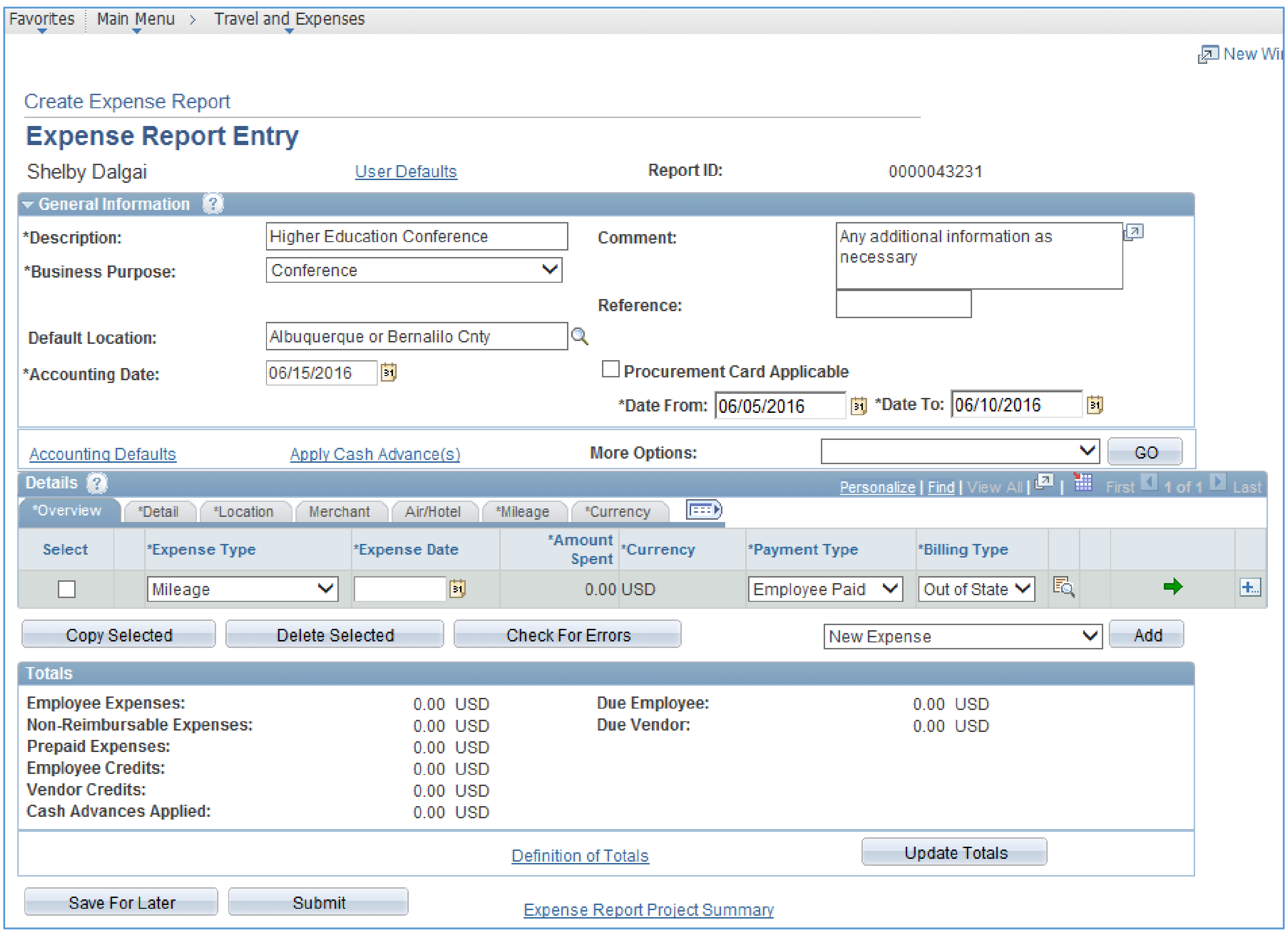
COMPTROLLER'S OFFICE

NORTHERN ARIZONA UNIVERSITY
Associate Vice President and Comptroller's Office



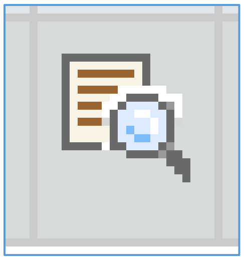
Apply Cash Advance(s): Applies cash advance(s) to the expense report.
More Options: A drop down menu of associated documents to the expense report.

Details Overview Tab:



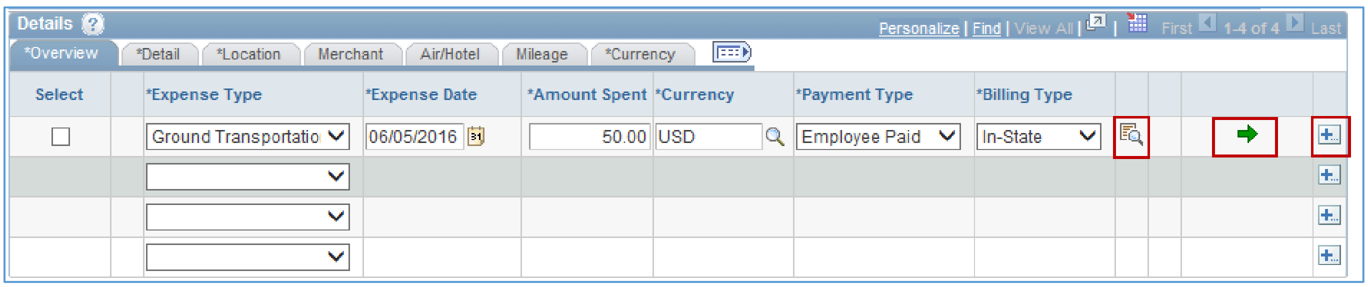
Details - Overview Tab

Expense Type: A drop down menu of travel and non-travel expense types.
Expense Date: First date of travel or actual expense date.
Amount Spent: The actual amount of out of pocket expense. This field is grayed out when the expense type of Mileage is selected.
Currency: This field is defaulted. DO NOT change currency type.
Payment Type: Only one selection. This field will default to all added lines.
Billing Type: A drop down menu of travel and non-travel billing types.



Accounting Detail Button: The Accounting Defaults changes the accounting details for the entire document.

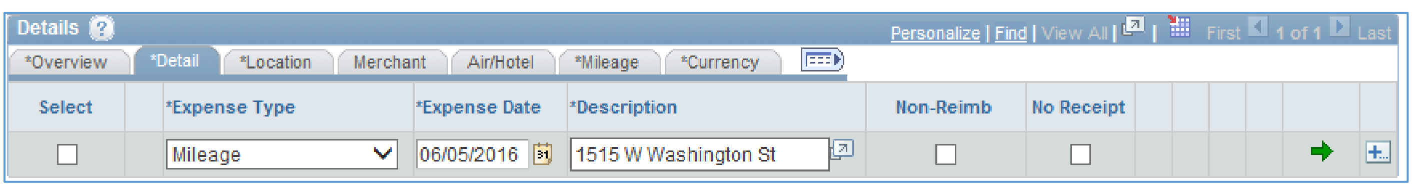
The Accounting Detail is used to make speedchart changes per individual line.



***View Additional Fields:*** The button to access the next field that is applicable for the expense type.

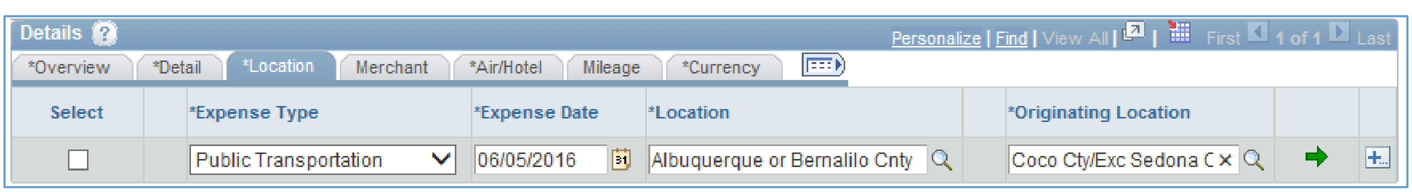
***Add Multiple Rows Button:*** The add button can insert one or more blank lines to the Details grid.

Details – Details Tab:



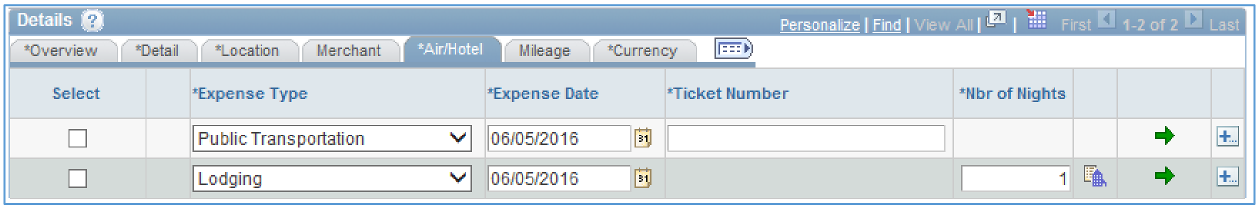
Description: Address where the transaction occurred. If non-travel related expense, describe merchandise purchased.

Details - Location Tab:



Location: Location where traveler incurred the expense. If a Default Location was selected in the General Information group box or if you enter a previous line with a location, this field will populate.
Originating Location: The location from where the traveler began their business travel.

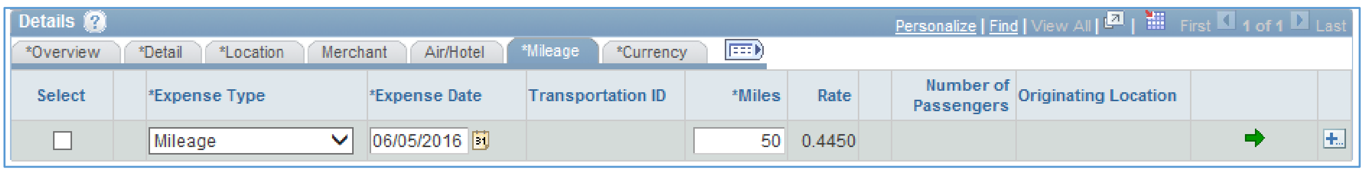
Details - Air/Hotel Tab:



Ticket Number: Enter the unique airline ticket number or confirmation number.

Number of Nights: Enter the number of nights that the expense covers.

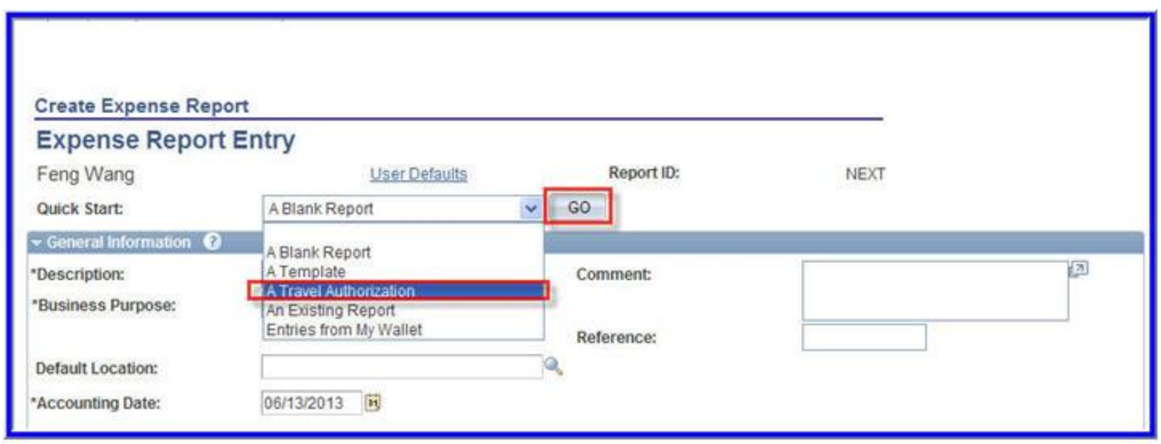
Details - Mileage Tab:



Miles: Total miles traveler drove. (Round to a whole number)
Rate: Displays the State rate to calculate the reimbursement for the distance traveled.

Populate an Expense Report from a Travel Authorization

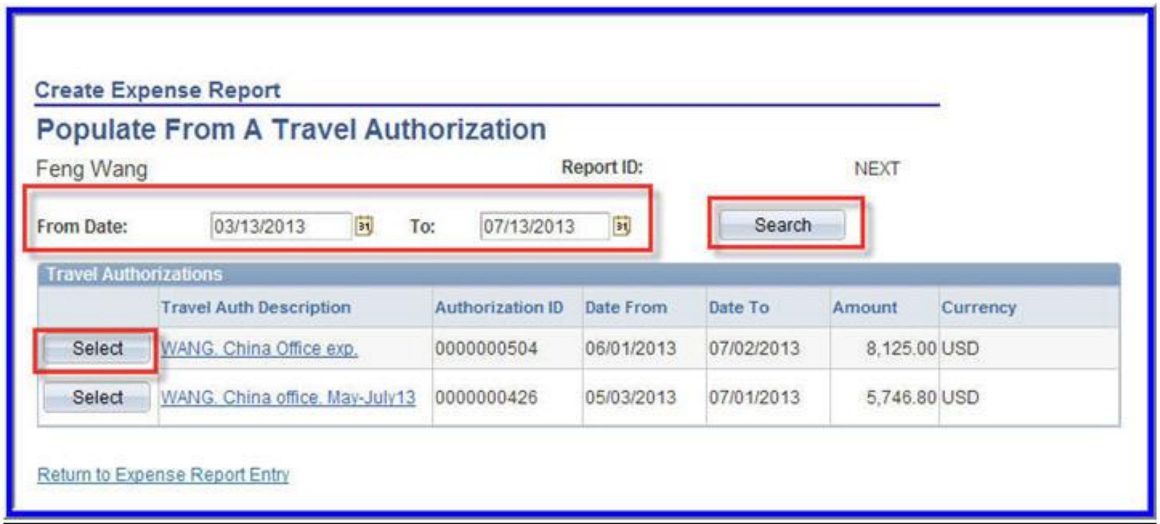
Travel Expense Center>Expense Report>Create



Quick Start: Select from the drop down menu a Travel Authorization

Go

POPULATE FROM A TRAVEL AUTHORIZATION



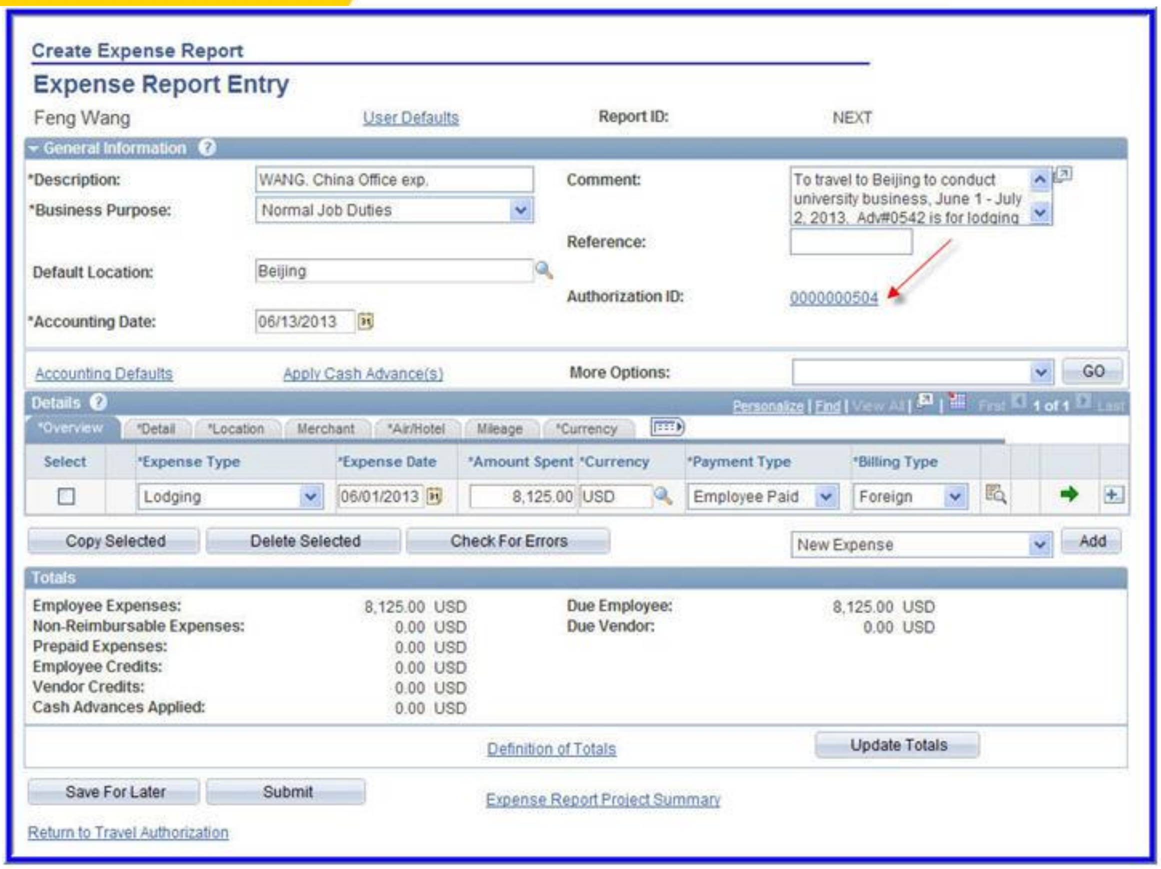
Date Range: Select a date range to display approved travel authorizations from a specified period. (Optional).

Search: Select the search button.

Select: select the travel authorization for the expense report.

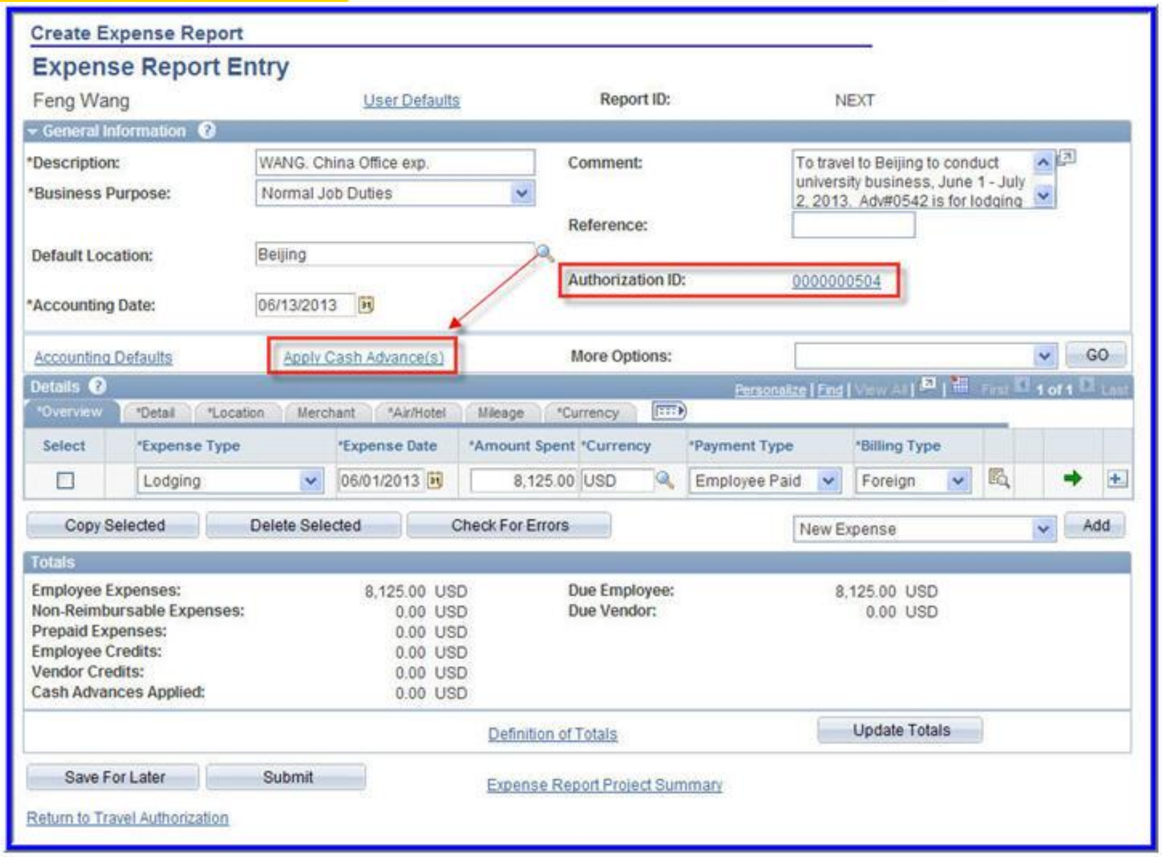
EXPENSE REPORT ENTRY

The Expense Report Entry page will populate the fields with the selected travel authorization data. Update the expense report based on the actual out of pocket expenses.



APPLY CASH ADVANCE

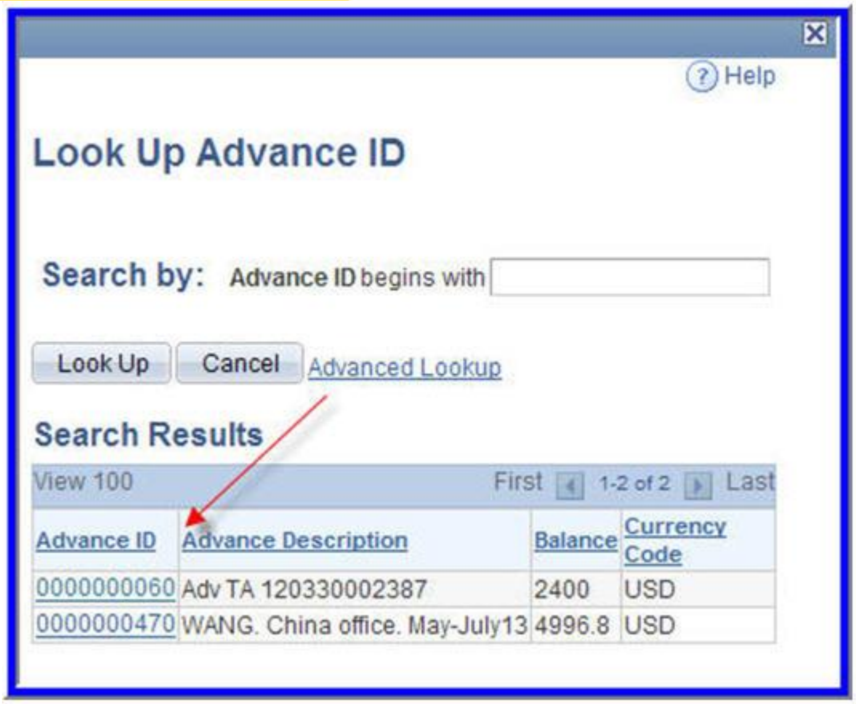
You can apply more than one cash advance to an expense report. When a cash advance is applied, PeopleSoft Expenses updates the cash advance balance accordingly. If the expense report is denied, the balance of the cash advance is restored and available for use on another expense report.



Apply Cash Advance(s): *Select the Apply Cash Advance(s) hyper link*

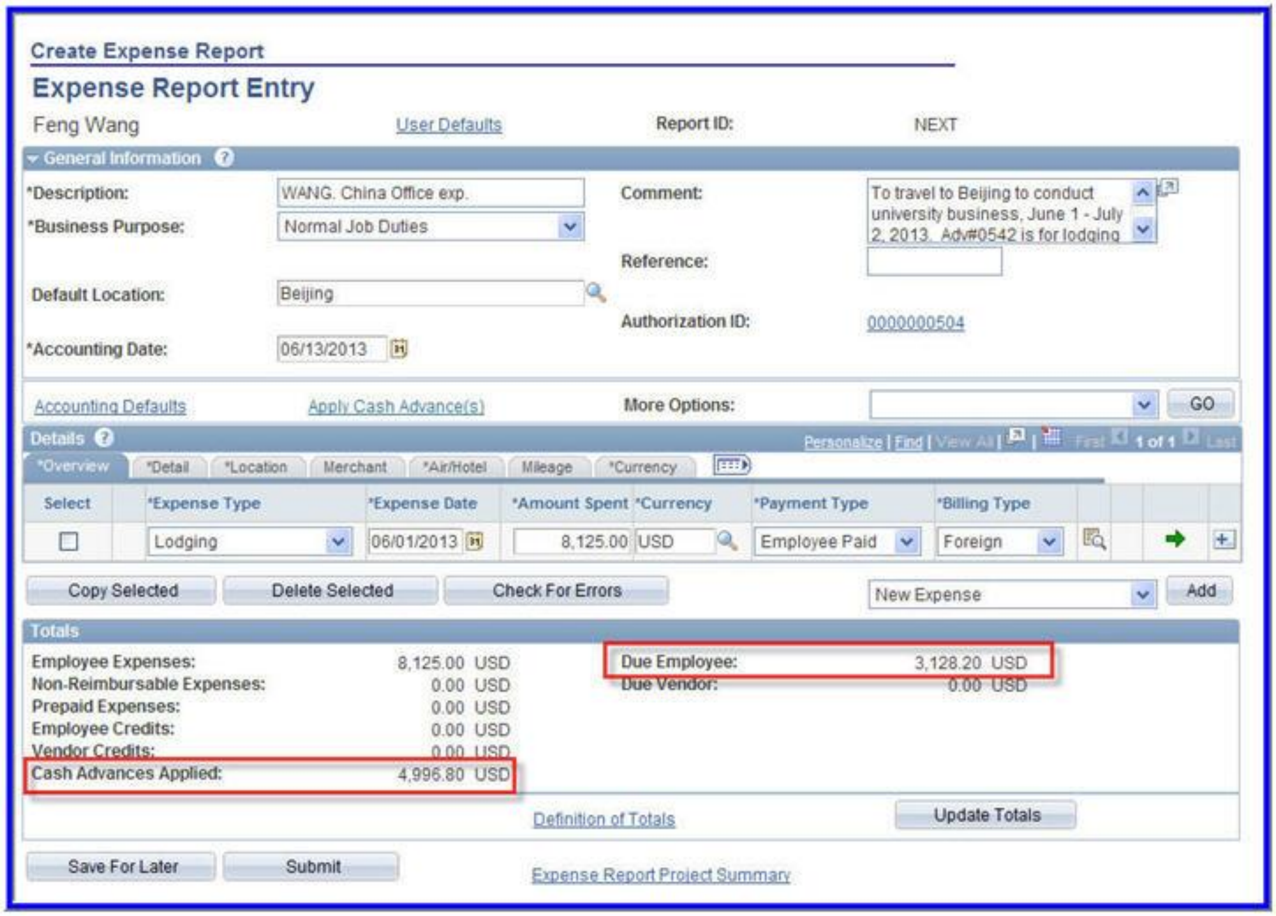
APPLY CASH ADVANCE LOOKUP

Advance ID: Select the magnifying glass. A Lookup page will display



Advance ID: Select the cash advance ID that you want to apply to the expense report. You can apply more than one cash advance to an expense report.

Advance Amount: ***The amount of the CA.***
Total Applied: The amount of the cash advance that is applied to expense report.
Add Cash Advance: Click to add another line to select an additional cash advance to apply to the expense report.
Update Totals: If you change the cash advance applied amount, click to update the Total Advance Applied.
Total Due Employee: Indicates the amount due to either the employee or the company after applying the total cash advance amounts.
OK: Takes you back to Expense Report Entry. Verify Cash Advance applied and Due Employee matches your Exhibit J amounts. Then Submit.



Create Expense Report

Expense Report Entry

Feng Wang | User Defaults | Report ID: NEXT

General Information

*Description:	WANG. China Office exp.	Comment:	To travel to Beijing to conduct university business, June 1 - July 2, 2013. Adv#0542 is for lodging
*Business Purpose:	Normal Job Duties	Reference:	
Default Location:	Beijing	Authorization ID:	0000000504
*Accounting Date:	06/13/2013		

Accounting Defaults | Apply Cash Advance(s) | More Options: | GO

Details

Personalize | Find | View All | First 1 of 1 Last

*Overview | *Detail | *Location | Merchant | *Air/Hotel | Mileage | *Currency

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
☐	Lodging	06/01/2013	8,125.00	USD	Employee Paid	Foreign

Copy Selected | Delete Selected | Check For Errors | New Expense | Add

Totals

Employee Expenses:	8,125.00 USD	Due Employee:	3,128.20 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	4,996.80 USD		

Definition of Totals | Update Totals

Save For Later | Submit | Expense Report Project Summary