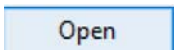
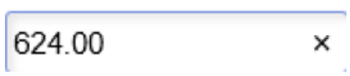
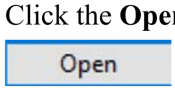
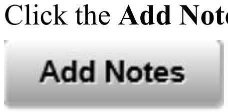
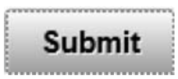
Creating Expense Reports

Step	Action
1.	Click the **Expenses** tile.
2.	Click the **Create Expense Report** tile.
3.	In-State Travel
4.	You can select the appropriate option from the list. Click the **Out-of-State Travel** list item from the drop-down menu. Out-of-State Travel
5.	**Note**: In the description field, you can 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. In the **Description** field, enter "**Presentation**".
6.	The Travel To field is the destination for the trip. In the **Travel To field, e**nter "**NEW YORK**". **Note**: For US states, type the State Name first, i.e. FLORIDA. For international locations, type the country first, i.e. FRANCE.
7.	**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. For the purpose of this demonstration, in the **Reference** field, enter "**meet**".
8.	Click on the **Attend Meetings** option. **MEET**ING Attend Meetings
9.	**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. For the purpose of this demonstration, we will enter the first few characters of an Accounting Tag. Enter "**29gx**" into the **Accounting Tag** field.
10.	Click the **29GXCARDEV Career Development State Accou** option. 18000 **29GX**CARDEV Career Development State Accou
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.	
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. In the **Description** field, enter "**Presentation**".
17.	Once you are finished entering the description, click the **Done** button. 
18.	
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 **2018** option. 
22.	Click the **Done** button. 
23.	Click the **Add Expense** button. 
24.	The **Expense Entry** page is displayed. Click the **Add** button to add a new expense. 
25.	You can select the date using the calendar icon.

	Click [**Enter**] to continue.
26.	Use the look up magnifying glass to the right of the **Expense Type** field to select the appropriate expense type.
27.	The **Expense Type Search** dialog box is displayed. You can choose the type of expense from the list. **Note**: 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. Click the **D-Air Travel** Expense Type. 
28.	In the **Description** field, enter "**Air Travel**".
29.	The **Payment** field defaults to Employee Paid. Leave the default for this field. Click [**Enter**] to continue. 
30.	In the **Amount** field, enter, "**624**".
31.	**Note**: The amount automatically formats according to the selected currency. Click [**Enter**] to continue. 
32.	**Note**: Ticket numbers are required for airfare expense types. In the **Ticket #** field, enter "**AMAfg45321**".
33.	To attach a related receipt, click the **Attach Receipt** button.
34.	Click on the **Add Attachment** button to upload an attachment to the expense. 
35.	To browse your device for the attachment, click the **My Device** button. 
36.	Click the file that you want to upload. Press **[Enter]** to continue.
37.	Click the **Open** button to upload the appropriate attachment. 

38.	To complete the attachment upload, click the **Upload** button. 
39.	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 
40.	You can enter a description for the attachment in the **Description** field. In the Description field enter "**Air Ticket**".
41.	Once you are finished entering the description, click the **Done** button. 
42.	**Note**: The attachments have been saved. Click the **Accounting** button to review the ChartFields distributions.
43.	The **Expense Report Distributions** page is displayed. Once you are done reviewing the Accounting Details, click the **Done** button. 
44.	Click the **Save** button. 
45.	You can click the **Add Expense** button to add other expenses to the report. For this lesson we will not repeat the process. Click [**Enter**] to continue. 
46.	Once you are done adding all the expenses to the report, click the **Review and Submit** button. 
47.	To review the notes attached to an expense report, if any, click the **Notes** button. 
48.	The Notes window is displayed. From this window, you can add new notes, or view or delete existing notes. Click the **Add Notes** button. 
49.	Click the **Done** button. 

50.	The inserted note is now visible within the Notes window. Click the **Done** button. 
51.	A green bar will appear across the top of the screen to notify you that the note has been successfully saved. Press **[Enter]** to continue.
52.	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. 
53.	
54.	The selected Expense Report has been submitted for approval. Click [**Enter**] to continue.
55.	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.**