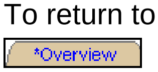
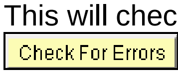
Creating Expense Reports

1.	Click the **Employee Self-Service** link. Employee Self-Service
2.	Click the **Travel and Expense Center** link. Travel and Expense Center
3.	Click the **Expense Report** link. Expense Report
4.	Click the **Create** link. Create
5.	Click the **Add** button. Add
6.	Click the **Return to Expense Report Entry** link. You MUST click the Return to Expense Report Entry link to be re-directed to the blank Expense Report page. Return to Expense Report Entry
7.	Enter the desired information into the ***Description:** field. Enter a valid value e.g. "**UPK Training Exercise**".
8.	Click the button to the right of the **Business Purpose** field. For the purpose of this Exercise, select the Conference option in the drop-down box as the desired Business Purpose. Conference
9.	Click the **Look up Default Location (Alt+5)** graphic. This will bring up the Default Location search field.
10.	Click the dropdown button to activate the menu. Then select the Description option. This will allow you to search for domestic locations. Expense Location
11.	Click the table. Type in Florida (for the purpose of this Exercise) to find all of the available locations in Florida.
12.	Click the **Florida,Miami** link. Florida,Miami

13.	Click the **Accounting Defaults** link. Accounting Defaults
14.	Click the **Add ChartField Line** button. Add ChartField Line
15.	Enter the desired information into the field. Enter a valid value e.g. "**50.00**". For **Contracts & Grants** project IDs, the following fields must be populated: **Department** (Organizational Department ID) **Class** **Fund Code** **PC Bus Unit:** Enter 'FSR01' **Project** **Activity:** Enter 'SPN' Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_GL_DEPT_PROJ_LOOKUP
16.	Enter the desired information into the field. Enter a valid value e.g. "**144000102**".
17.	Enter the desired information into the field. Enter a valid value e.g. "**210**".
18.	Click the **OK** button. OK
19.	Click the **Expense Type** table. Select Domestic Meals from the table. Domestic Meals
20.	Click the **Expense Date** cell. Enter in 4/1/2009 into the field.
21.	Enter the desired information into the **Amount Spent** field. Enter a valid value e.g. "**10.00**".
22.	Click the **Payment Type** cell. Select Out of Pocket from the table.
23.	Click the **Accounting Detail** graphic.

24.	For **Contracts & Grants** project IDs, the following fields must be populated: **Department** (Organizational Department ID) **Class** **Fund Code** **PC Bus Unit:** Enter 'FSR01' **Project** **Activity:** Enter 'SPN' Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_GL_DEPT_PROJ_LOOKUP
25.	Click the **OK** button. 
26.	Click the **Expense Type** cell. Select Domestic Registration from the table. 
27.	Enter the desired information into the **Amount Spent** field. Enter a valid value e.g. "**15.00**".
28.	Click the **Payment Type** cell. Select Out of Pocket from the table. 
29.	Click the ***Detail** link. The Detail link allows you add further information to the assigned expense types. 
30.	Brief description ex: lunch, dinner, etc. REMINDER: Meal rate set by 112.061 FL Statue
31.	Ex: Reg. Fee You can use this field to include information such as Registration fee for a non-employee (candidate) of FIU.
32.	Click the **Overview** tab. To return to the default expense report entry page. 
33.	Click the **Check For Errors** button. This will check your document for errors, and allow you to Submit it or Save For Later. 

34.	Click the **Missing or invalid information was found. Click this icon to view** graphic. The Flag Icon indicates that there is an error with that expense type. Click on the Flag Icon to show the specific error and correct it.
35.	You cannot future date this field. Notice the error above stating that the "Expense Date-- Date cannot be in the future". We will change the date to 3/30/2009 to correct this error. Enter the desired information into the ***Expense Date:** field. Enter a valid value e.g. "**3/30/2009**".
36.	Click the **Check Expense For Errors** button. This will check the expense for any additional errors. Check Expense For Errors
37.	Click the **Next Expense** button. To move on to the second expense with errors. Next Expense
38.	Enter the desired information into the ***Expense Date:** field. Enter a valid value e.g. "**3/30/2009**". Notice the error above stating that the "Expense Date-- Date cannot be in the future". We will change the date to 3/30/2009 to correct this error.
39.	Click the **Check Expense For Errors** button. This will check the expense for any additional errors. Check Expense For Errors
40.	Click the **Return to Expense Report** link. Return to Expense Report
41.	Click the **Update Totals** button. This will make sure that the Amount Spent totals are updated correctly. Update Totals
42.	In order to print the Bar code sheet to fax for payment, you **MUST** click the **Submit** button. Submit
43.	Click the **More Options** list.
44.	Click the **Printable View** list item. Printable View

45.	Click the **GO** button. GO
46.	Click an entry in the **Report ID** column. 0000190830
47.	Click the **Expense Report** tab. Notice the Bar Code to your right. Your Expense Manager and Prepay Auditor have 12 days in which to approve you expense report. If you property fill out the expense report, you should be reimbursed within 12 working days of which you submitted your Expense Report. You are now ready to fax to main number for **ImageNow: 305-348-1355** **IMPORTANT:** Print this sheet to fax with your receipts. Only one bar code per Expense Report. If any receipt you submit has a bar code on them, tuck it back or scratch it off with a black sharpie marker and then affix to the expense receipt sheet. Expense Report
48.	Once you click the **Expense Receipt** tab, print this sheet to affix your receipts. You are ready to fax to main number for **ImageNow**: **305-348-1355**
49.	Click the **Home** link. Home
50.	Congratulations. You have successfully created an Expense Report. **End of Procedure.**