



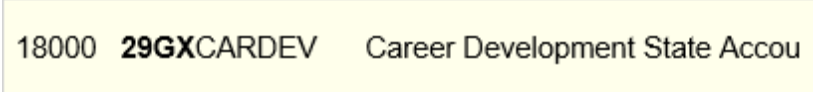

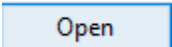










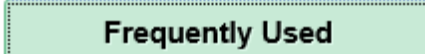



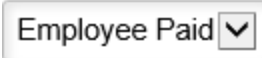
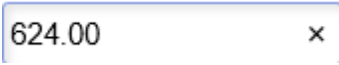


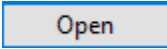













Creating an Expense Report



Step	Action
1.	Click the Expenses tile.
2.	Click the Create Expense Report tile.
3.	
4.	
5.	<p>You can select the appropriate option from the list.</p> <p>Click the Out-of-State Travel list item from the drop-down menu.</p> 
6.	<p>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.</p> <p>In the Description field, enter "Presentation".</p>
7.	<p>The Travel To field is the destination for the trip. In the Travel To field, enter "NEW YORK".</p> <p>Note: For US states, type the State Name first, i.e. FLORIDA. For international locations, type the country first, i.e. FRANCE.</p>
8.	<p>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.</p> <p>For the purpose of this demonstration, in the Reference field, enter "meet".</p>
9.	<p>Click on the Attend Meetings option.</p> 
10.	<p>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.</p> <p>Enter "29gx" into the Accounting Tag field.</p>
11.	<p>Click the 29GXCARDEV Career Development State Accou option.</p> 

Step	Action
12.	<p>Note: Files can be attached at the expense header for all receipts or at each expense line level for each individual receipt.</p> <p>Click the Attach Receipt link to add a receipt.</p>
13.	<p>To browse your device for the attachment, click the My Device button.</p> 
14.	
15.	<p>To upload the attachment, click the Open button.</p> 
16.	<p>Click the Upload button.</p> 
17.	<p>You can enter a description for the attachment in the Description field.</p> <p>In the Description field, enter "Presentation".</p>
18.	<p>Once you are finished entering the description, click the Done button.</p> 
19.	
20.	
21.	<p>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.</p> <p>To locate the Bud Ref, click the lookup magnifying glass in the Bud Ref field.</p> 
22.	<p>Click the 2018 option.</p> 
23.	<p>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.</p> <p>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.</p> <p>Press [Enter] to continue.</p>

Step	Action
24.	Click the Done button. 
25.	Click the Add Expense button. 
26.	The Expense Entry page is displayed. Click the Add button to add a new expense. 
27.	You can select the date using the calendar icon. Click [Enter] to continue. 
28.	Use the look up magnifying glass to the right of the Expense Type field to select the appropriate expense type. 
29.	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. Press [Enter] to continue. 
30.	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. 
31.	To view the expense categories, click the Collapse All link. 
32.	The four main expense categories are displayed. Click the Employee Domestic Travel menu. 
33.	Click the D-Air Travel Expense Type. 
34.	In the Description field, enter " Air Travel ".

Step	Action
35.	<p>The Payment field defaults to Employee Paid. Leave the default for this field.</p> <p>Click [Enter] to continue.</p> 
36.	<p>In the Amount field, enter, "624".</p>
37.	<p>Note: The amount automatically formats according to the selected currency.</p> <p>Click [Enter] to continue.</p> 
38.	<p>Note: Ticket numbers are required for airfare expense types. In the Ticket # field, enter "AMAg45321".</p>
39.	<p>To attach a related receipt, click the Attach Receipt button.</p>
40.	<p>Click on the Add Attachment button to upload an attachment to the expense.</p> 
41.	<p>To browse your device for the attachment, click the My Device button.</p> 
42.	<p>Click the file that you want to upload.</p> <p>Press [Enter] to continue.</p>
43.	<p>Click the Open button to upload the appropriate attachment.</p> 
44.	<p>To complete the attachment upload, click the Upload button.</p> 
45.	<p>A status bar will appear below the attachment(s) indicating if the upload was a success.</p> <p>Once the upload is successful, click the Done button</p> 
46.	<p>You can enter a description for the attachment in the Description field.</p> <p>In the Description field enter "Air Ticket".</p>
47.	<p>Once you are finished entering the description, click the Done button.</p> 

Step	Action
48.	<p>Note: The attachments have been saved.</p> <p>Click the Accounting button to review the ChartFields distributions.</p>
49.	<p>The Expense Report Distributions page is displayed. Once you are done reviewing the Accounting Details, click the Done button.</p> <p></p>
50.	<p>Click the Save button.</p> <p></p>
51.	<p>You can click the Add Expense button to add other expenses to the report. For this lesson we will not repeat the process.</p> <p>Click [Enter] to continue.</p> <p></p>
52.	<p>Once you are done adding all the expenses to the report, click the Review and Submit button.</p> <p></p>
53.	<p>To review the notes attached to an expense report, if any, click the Notes button.</p> <p></p>
54.	<p>The Notes window is displayed. From this window, you can add new notes, or view or delete existing notes.</p> <p>Click the Add Notes button.</p> <p></p>
55.	<p>Click the Done button.</p> <p></p>
56.	<p>The inserted note is now visible within the Notes window.</p> <p>Click the Done button.</p> <p></p>
57.	<p>A green bar will appear across the top of the screen to notify you that the note has been successfully saved.</p> <p>Press [Enter] to continue.</p>

Step	Action
58.	<p>The Expense Summary page summarizes the number of expenses and the amount due to the employee.</p> <p>Once you are done reviewing Additional Information on the Expense Report, click the Submit button.</p> <p>Note: The Submit button will not work for a delegated user. The employee whose expenses are being submitted must login and submit the report.</p> 
59.	
60.	<p>The selected Expense Report has been submitted for approval.</p> <p>Click [Enter] to continue.</p>
61.	<p>You have completed the steps to create an Expense Reports for travel related expense items.</p> <p>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.</p> <p>End of Procedure.</p>