Submitting a Pending Expense Report after the PeopleSoft Financials Upgrade

As an individual who had an expense report in a pending status on November 30 (prior to the upgrade associated with Release 5.30), you will need to submit the pending expense report for approval when the system is back up on Monday, December 4, after 10AM.

Upon logging into PeopleSoft, you will see a new fluid interface. There are two ways you can access your pending expense report to submit it into workflow…the fluid interface or the traditional classic view.

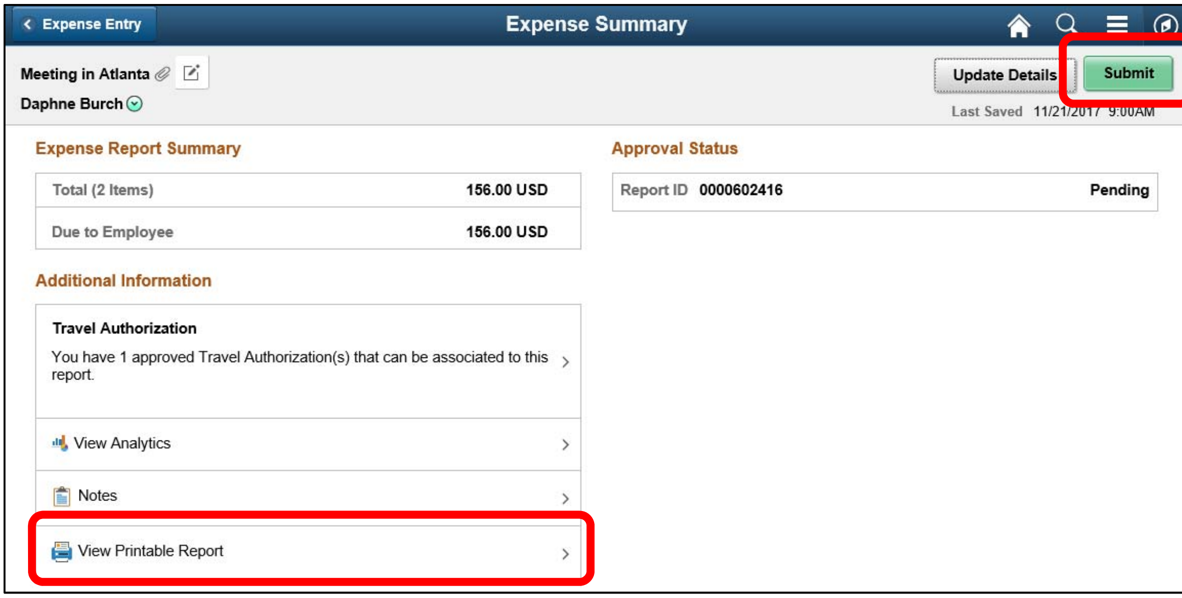
Using the Fluid Interface

You can utilize the new fluid interface by clicking on the **"My Expense Reports"** tile on the new fluid homepage. Once you click on the tile, you should be able to search for your pending expense report.

Once the report is opened, you will be able to review the report. Next click on the **Review and Submit** button.

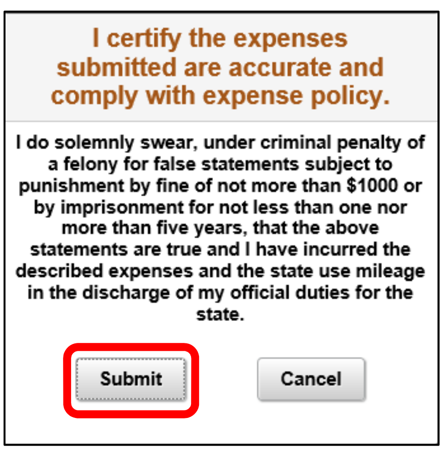
The Expense Summary page will display.

Click the **Submit** button. If you are not on the paperless pilot program, you can still print your expense report by clicking on the **View Printable Report** option.



The submission statement will display.

Click **Submit.**



A message will appear at the top of the page confirming that your Expense Report has been submitted and you will be returned to the My Expense Reports page.

Using the Traditional "Classic View"

As an alternative, you can utilize the traditional "classic view" in the PeopleSoft Financials system by clicking on the **Compass** icon. This will access the NavBar. Once on the NavBar, click the **Navigator** icon. The traditional PeopleSoft menu will be displayed. You can then proceed to **Employee Self Service**. This will take you into the traditional view of PeopleSoft that should look very similar to the view prior to the upgrade. You will be able to go to Expense Report > Modify to access your report for review and submission.