

Creating and Submitting a Fluid Expense Report in PeopleSoft Financials

PeopleSoft Financials introduced a new Fluid user interface in Release 5.30. PeopleSoft fluid pages are designed to scale gracefully from large screen devices, such as laptops and desktops, to the reduced viewing space of tablets and smartphones. This job aid provides information on how to create a basic expense report using the new fluid Create Expense Report page.

Using the Fluid Interface

To use the new fluid pages to create a Fluid Expense Report, log into PeopleSoft Financials Employee Self Service.

1. Select the **Create Expense Report** tile. Selecting this tile will allow you to create a Fluid expense report for yourself or for someone that you are an Authorized Expense User for.



2. Enter the **General Information** for the expense report:
 - a. Select the appropriate **Business Purpose** from the drop down.
 - b. Enter a **Description**.
 - c. Enter/Select the **Destination Location**.
 - d. Use of the **Reference** field is optional.

The screenshot shows the 'Expense Report' form in the 'Employee Self Service' interface. The form is for a report titled 'NEXT' by Daphne Burch. The 'General Information' section contains the following fields:

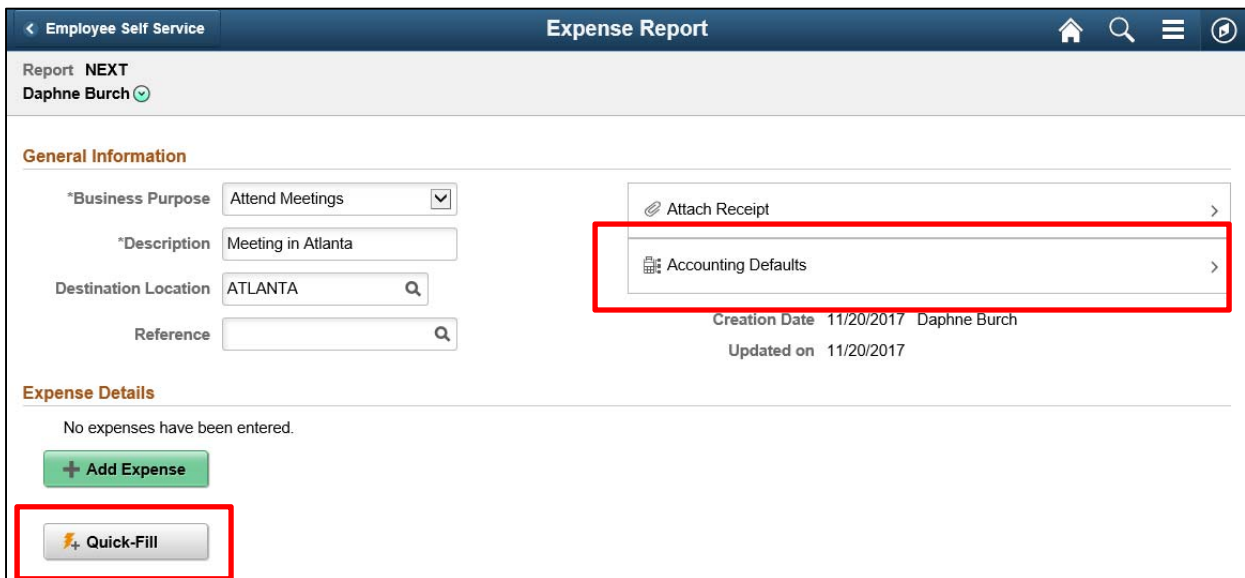
- *Business Purpose: A dropdown menu.
- *Description: A text input field.
- Destination Location: A text input field with a search icon.
- Reference: A text input field with a search icon.

 To the right of these fields are two buttons: 'Attach Receipt' and 'Accounting Defaults', both with right-pointing arrows. Below the 'General Information' section, the 'Expense Details' section indicates 'No expenses have been entered.' and provides two buttons: '+ Add Expense' and '+ Quick-Fill'. The form also displays 'Creation Date 11/20/2017 Daphne Burch' and 'Updated on 11/20/2017'.

3. If you have attachments for your expense report, select **Attach Receipt**. (If not, go to Step #4.)
 - a. Select the **Add Attachment** button.
 - b. Select the **My Device** button, search for your file, and select it by clicking **Open**.
 - c. Select the **Upload** button.
 - d. When the upload is complete, a green bar will appear at the bottom of the File Attachment window reading **Upload Complete**.
 - e. Click **Done**.
 - f. Enter a description for the attachment in the **Description** field (optional).
 - g. Repeat steps for additional attachments.
 - h. Select the **Done** button when finished.

4. If you need to update the Accounting Defaults to something different from the Default Chartfield Values on your expense profile, click **Accounting Defaults**.
 - a. An example of this would be if you need to charge the Expense Report to a different Department.
 - b. For Fluid Expense Report creation, it is recommended that you update the Accounting Defaults prior to adding expense lines. Due to an Oracle bug, the Accounting Defaults cannot be changed once lines have been added.

5. You will notice the **Quick-Fill** button located in the center of the page. It is not recommended to use Quick-Fill for Fluid Expense Report creation. If you wish to use this feature, create a Classic Expense Report via the **Employee Self-Service > Travel and Expenses > Expense Reports > Create** navigation.



Employee Self Service Expense Report

Report NEXT
Daphne Burch

General Information

*Business Purpose Attend Meetings

*Description Meeting in Atlanta

Destination Location ATLANTA

Reference

Attach Receipt

Accounting Defaults

Creation Date 11/20/2017 Daphne Burch
Updated on 11/20/2017

Expense Details

No expenses have been entered.

+ Add Expense

Quick-Fill

6. To enter your expenses, click **Add Expense**.

Employee Self Service Expense Report

Report NEXT
 Daphne Burch

General Information

*Business Purpose: Attend Meetings
 *Description: Meeting in Atlanta
 Destination Location: ATLANTA
 Reference: [Search]

Attach Receipt
 Accounting Defaults

Creation Date: 11/20/2017 Daphne Burch
 Updated on: 11/20/2017

Expense Details

No expenses have been entered.

+ Add Expense (highlighted)

Quick-Fill

7. A new expense has been added. Click the lookup icon located next to Expense Type.

Expense Report

Meeting in Atlanta
 Daphne Burch

Save Review and Submit
 Last Saved 11/20/2017 5:53PM

Total (1 Item) 0.00 USD

+ Add - Delete Filter More

Monday, November 20, 2017

New Expense	0.00	USD
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New Expense - 11/20/2017

*Date: 11/20/2017
 *Expense Type: [Lookup icon highlighted]
 Description: [Text area]

Payment Details

*Payment: [Dropdown]
 *Amount: 0.00 USD

Additional Information

*Billing Type: Internal
 Accounting 1 >

The Expense Type Search window will display. It defaults to the Frequently Used Expense Types, which is a short list of Expense Types you use most often.

Expense Type Search

Cancel

Frequently Used All Types

7 rows

Expense Type
Emp Dinner
Emp Lunch
Emp Mileage T1
Emp Parking
Emp Meals - Full Day
Emp Breakfast
Emp Ground Gasoline

- You can click **All Types** to display all Expense Types. Once you have selected an Expense Type, the required fields for that type will display.

Expense Type Search

Cancel

Frequently Used All Types

Search Expense Type »

129 rows

Expense Type
Agency Expense
Emp Air Transportation
Emp Baggage
Emp Breakfast
Emp Commercial Transp
Emp Dinner
Emp Ground Gasoline

9. For each expense:
 - a. Enter/select a date in the **Date** field. (**Please note:** This date must be a current or past date.)
 - b. Enter a **Description** for the **Expense Type** if needed. (Certain expense types require a description.)
 - c. Select the **Payment Type**.
 - d. Enter the **Amount** if not automatically populated based on **Expense Type**.
 - e. **Billing Type** cannot be changed because it is always Internal.

10. If you need to enter **Mileage**, continue. Otherwise, go to Step #11.
 - a. Select the appropriate mileage type (Emp Mileage T1, Emp Mileage T2, etc.).
 - b. Click the **Reimbursable Miles** box.

The screenshot shows the 'Expense Report' interface. On the left, a list of items is shown with a total of 0.00 USD. The main area displays details for 'Emp Mileage T1 - 11/20/2017'. Fields include:

- *Date: 11/20/2017
- *Expense Type: Emp Mileage T1
- Description: (empty)
- Mileage** section:
 - *Reimbursable Miles: (highlighted with a red box)
 - *Miles: [input field] x 0.5350
- Payment Details** section:
 - *Payment: [dropdown menu]
 - *Amount: 0.00 USD

The **Reimbursable Miles** window will display.

The 'Reimbursable Miles' dialog box is shown with the following fields:

- Report ID: 0000602416
- Total Miles Traveled: [input field]
- Commute/Personal Miles: [input field]
- Reimbursable Miles: [input field]

- c. Enter your **Total Miles Traveled** that day, as well as any **Commute/Personal Miles**. (Commute/Personal Miles are your typical commute from home to work.) The system will calculate your **Reimbursable Miles**.

Cancel
Reimbursable Miles
Done

Report ID 0000602416

Total Miles Traveled

Commute/Personal Miles

Reimbursable Miles 68

- d. Click Done. The **Miles** and **Amount** fields will populate.

< Expense Report

Save Review and Submit

Meeting in Atlanta
Last Saved 11/20/2017 5:53PM

Daphne Burch

Total (1 Item) 0.00 USD

+ Add
🗑 Delete
🔍 Filter
⋮ More

Monday, November 20, 2017

Emp Mileage T1	0.00 USD
----------------	-------------

Emp Mileage T1 - 11/20/2017

*Date

*Expense Type

Description

Mileage

*Reimbursable Miles

*Miles

x

Payment Details

*Payment

*Amount

USD

Additional Information

*Billing Type

*Originating Location

*Destination Location

Accounting

Exceptions

Non-Reimbursable No

No Receipt No

e. Enter/Select the **Originating Location**.

< Expense Report

Meeting in Atlanta

Daphne Burch

Total (1 Item) 0.00 USD

Add
 Delete
 Filter
 More

▼ Monday, November 20, 2017

Emp Mileage T1	36.38
	USD

Emp Mileage T1 - 11/20/2017

*Date

*Expense Type

Description

Mileage

*Reimbursable Miles >

*Miles x 0.5350

Payment Details

*Payment

*Amount

Additional Information

*Billing Type

*Originating Location

*Destination Location

Accounting 1 >

Exceptions

Non-Reimbursable No

No Receipt No

Save
Review and Submit

Last Saved 11/20/2017 5:53PM

11. For hotel bills, continue. Otherwise, go to Step #12.
 - a. Add an expense line for lodging (Ex: Emp Lodging).
 - b. Enter the **Description** (optional).
 - c. Enter the **Number of Nights**.
 - d. Select the **Payment Type**.
 - e. Fill in the **Amount**.

My Expense Reports
Expense Entry
🏠 🔍 ☰ 🔄

Meeting in Atlanta

Daphne Burch

Save Review and Submit

Last Saved 11/20/2017 6:29PM

Total (3 Items) 192.38 USD

+ Add
🗑️ Delete
🔍 Filter
⋮ More

Monday, November 20, 2017

Emp Lodging	129.00 USD
Emp Meals - Full Day	27.00 USD
Emp Mileage T1	36.38 USD

Emp Lodging - 11/20/2017

*Date

*Expense Type

Description

*Number of Nights

Payment Details

*Payment

*Amount

Additional Information

*Billing Type

*Expense Location

Accounting 1 >

Receipt Split
 Itemize Hotel Bill

Exceptions

Non-Reimbursable No

No Receipt No

12. For meals, continue. Otherwise, go to step #13.
 - a. Select the appropriate meal **Expense Type** (Ex: Emp Lunch, Emp Meals-Full Day).
 - b. If the meal occurred on a First or Last Day of travel and the 75% reimbursement rule applies, select the **First or Last Day of Travel** link.
 - c. In addition, if a meal was provided on the first or last day of travel, be sure to adjust the amount appropriately for the provided meal.

Expense Report

Meeting in Atlanta | Daphne Burch | Save | Review and Submit | Last Saved 11/20/2017 6:17PM

Total (2 Items) 36.38 USD

Monday, November 20, 2017

Emp Meals - Full Day	36.00 USD
Emp Mileage T1	36.38 USD

Emp Meals - Full Day - 11/20/2017

*Date: 11/20/2017
 *Expense Type: Emp Meals - Full Day
 Description: [Empty]
Payment Details
 *Payment: Credit Card
 *Amount: 36.00 USD
Additional Information
 *Billing Type: Internal
 *Expense Location: ATLANTA
 First or Last Day of Travel
 Accounting 1

Exceptions
 Non-Reimbursable: No
 No Receipt: No

- d. Check the **Deduction Flag**.

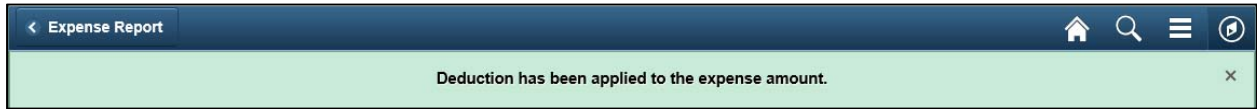
Deductions for First or Last Day of Travel | Cancel | Done

Date: 11/20/2017
 Expense Type: Emp Meals - Full Day
 Per Diem Amount: 36.00 USD

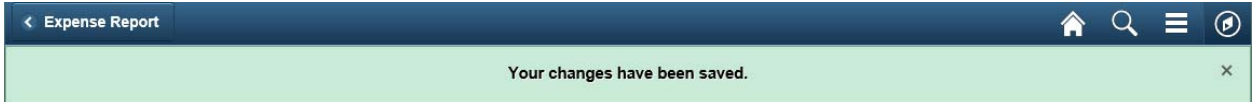
Deduction Details

Expense Type	Deduction Percentage	Deduction Amount	Deduction Calculation	Total Amount
<input checked="" type="checkbox"/> Emp Meals - Full Day	25.00			9.00
Total Deductions				9.00

- e. Select the **Done** button. A message will display at the top of the page that the deduction has been applied and you will notice that the Amount was reduced.

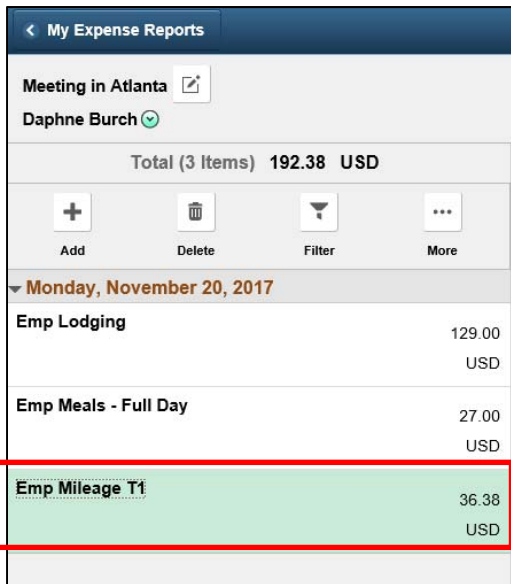


- f. Click the Save button. A message will appear at the top of the page confirming that your changes have been saved.

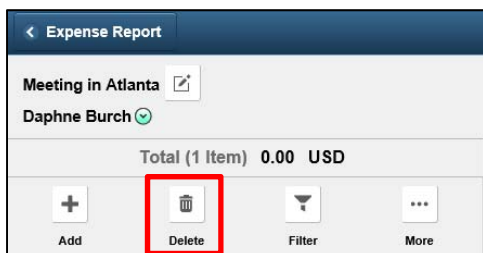


How to Delete an Expense Line on a Fluid Expense Report

If you need to delete an expense line, select the line from the expenses listed on the left side of the page.



Then click **Delete**.



A window will display asking if you are sure you want to delete the selected expense(s).

Are you sure you want to delete the selected expense(s)?
 Any credit card, enhanced data, or expense items associated with this expense will be deleted as well.

Select **Yes**.

The line is deleted.

< My Expense Reports
Expense Entry

Meeting in Atlanta

Daphne Burch

Last Saved 11/21/2017 8:37AM

Total (2 Items) 156.00 USD	
+ Add	- Delete
▼ Monday, November 20, 2017	
Emp Lodging	129.00 USD
Emp Meals - Full Day	27.00 USD

Emp Meals - Full Day - 11/20/2017

*Date: 11/20/2017

*Expense Type: Emp Meals - Full Day

Description:

Payment Details

*Payment: Credit Card

*Amount: 27.00 USD

Additional Information

*Billing Type: Internal

*Expense Location: ATLANTA

First or Last Day of Travel 9.00 USD >

Accounting 1 >

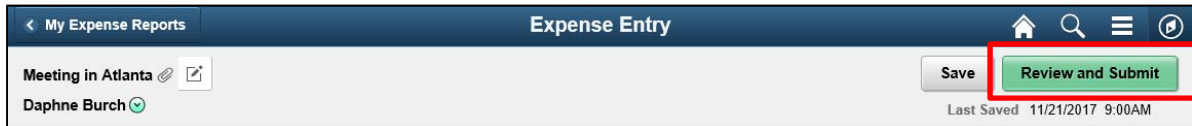
Exceptions

Non-Reimbursable No

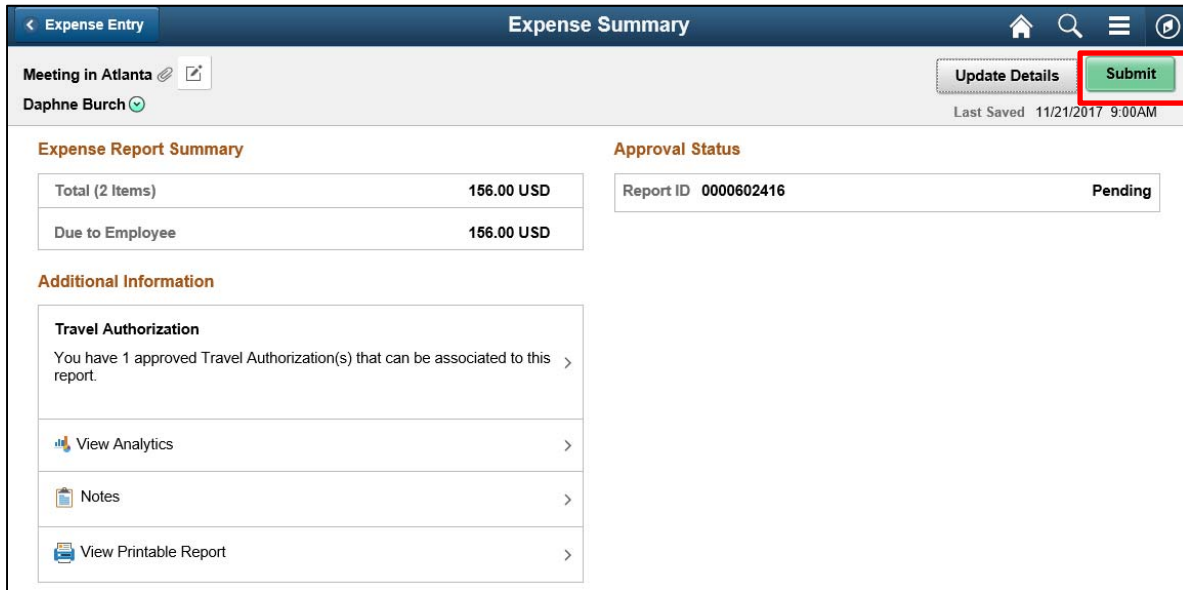
No Receipt No

How to Submit a Fluid Expense Report

Once all lines have been added and your Expense Report is ready to be submitted, click the **Review and Submit** button. **This must be completed by the Traveler not the Delegate.**



The Expense Summary page will display.



Click the **Submit** button.

The submission statement will display.

I certify the expenses submitted are accurate and comply with expense policy.

I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1000 or by imprisonment for not less than one nor more than five years, that the above statements are true and I have incurred the described expenses and the state use mileage in the discharge of my official duties for the state.

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.



Since the process is now paperless you are not required to send the paper copy to the Travel Department. It is recommended that you maintain the paper copy of your receipts which can be done electronically in your department for two years in case the report is pulled for audit. The approvers can view the attachments and notes and will be able to approve the reimbursement without having to view the paper copy.

IMPORTANT REMINDERS:

- The Traveler must **submit** the expense report.
- Paper copies are still required for Fiscal Year End Encumbrances, Cash Advances, Prepaid expenses (airfare, registrations, lodging) as well as any nonemployee travel expenses. Check Requests are still in the paper format also.
- Attach Conference Agenda
- Attach detailed receipts for Lodging, rental car, airfare showing proof of payment
- Include hours of travel on Single Day Travel
- Attach 45-day form and Missing Receipt Form (each require signatures prior to upload/attach by the traveler)
- Enter separate line entries for parking, internet, and lodging expenses on the hotel receipt.

Contact Travel Services with any questions about the Procedure

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