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.
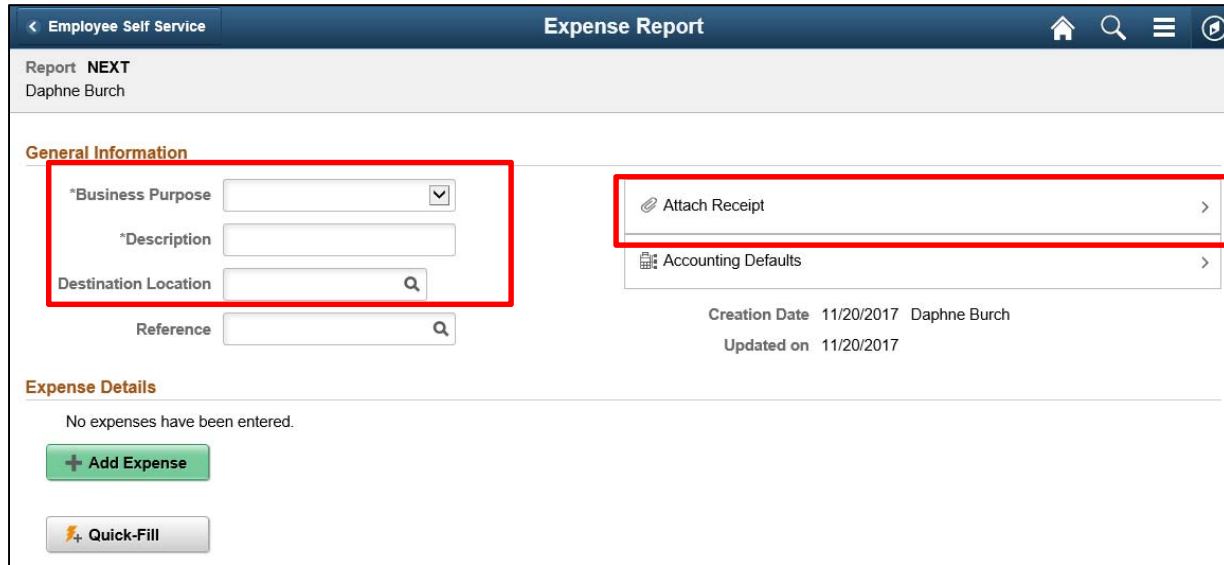
Using the Fluid Interface

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.

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.

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

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

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.

8. 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.

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 **Reimbursable Miles** window will display.

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	75
Commute/Personal Miles	7
Reimbursable Miles	68

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

‹ Expense Report   🏠 🔍 ☰ 🧭

Meeting in Atlanta ✎   **Save**   **Review and Submit**
Daphne Burch ⌄   Last Saved 11/20/2017 5:53PM

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   11/20/2017 📅
*Expense Type   Emp Mileage T1 🔍
Description

Mileage

📋 *Reimbursable Miles   ›

*Miles   68   x   0.5350

Payment Details

*Payment   ▼
*Amount   36.38   USD

Additional Information

*Billing Type   Internal ▼
*Originating Location   🔍
*Destination Location   ATLANTA 🔍

📇 Accounting   1 ›

Exceptions

Non-Reimbursable   ◯ No
No Receipt   ◯ No

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

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**.

<table>
<tr><td>‹ My Expense Reports</td><td colspan="2">Expense Entry</td><td>🏠 🔍 ☰ ⦿</td></tr>
<tr><td colspan="2">Meeting in Atlanta ✎
Daphne Burch ⌄</td><td>Save | Review and Submit
Last Saved 11/20/2017 6:29PM</td></tr>
</table>

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 11/20/2017 📅

*Expense Type Emp Lodging 🔍

Description

*Number of Nights 1

Payment Details

*Payment Credit Card ▾

*Amount 129.00 USD 🔍

Additional Information

*Billing Type Internal ▾

*Expense Location ATLANTA 🔍

🏢 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.

   d. Check the **Deduction Flag**.

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.

< Expense Report

Deduction has been applied to the expense amount.   ×
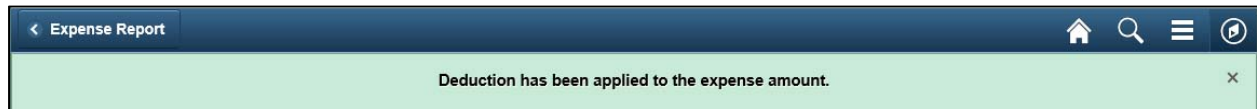
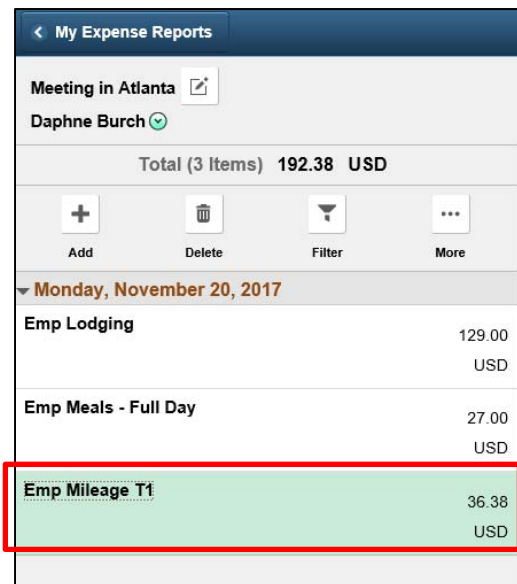f. Click the Save button. A message will appear at the top of the page confirming that your changes have been saved.

< Expense Report

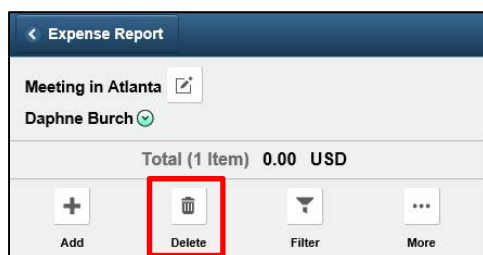Your changes have been saved.   ×

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.

< My Expense Reports

Meeting in Atlanta
Daphne Burch

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

Then click **Delete**.

< Expense Report

Meeting in Atlanta
Daphne Burch

Total (1 Item) 0.00 USD

+ Add   🗑 Delete   ▼ Filter   ⋯ More

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.
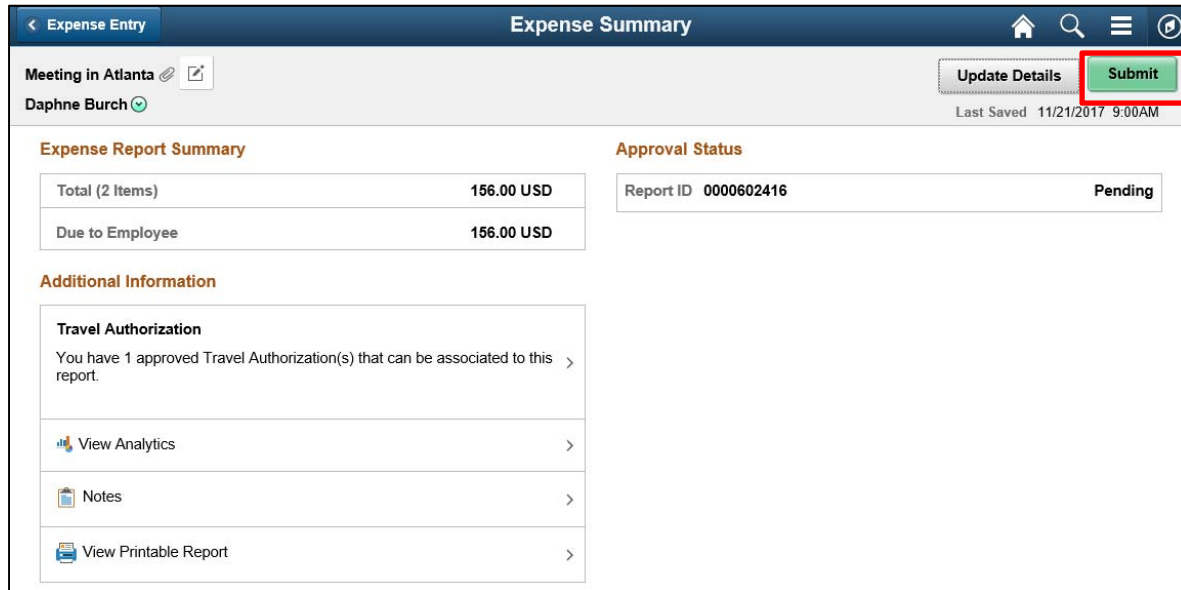
Yes   No

Select **Yes**.

The line is deleted.

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.**
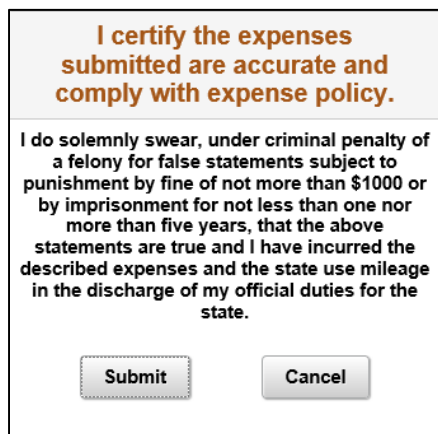

The Expense Summary page will display.

Click the **Submit** button.

The submission statement will display.

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.

‹ Expense Entry	My Expense Reports	🏠 🔍 ☰ ⊘
	Expense Report 0000602416, Meeting in Atlanta, has been submitted.	✕

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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