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**.

```
Reimbursable Miles

Report ID 0000602416
Total Miles Traveled 75
Commute/Personal Miles 7
Reimbursable Miles 88
```

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

![Deduction applied](image)

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

![Changes saved](image)

**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.

![Expense report](image)

Then click **Delete**.

![Delete highlighted](image)
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.
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.**

![Expense Entry](Image)

The Expense Summary page will display.

![Expense Summary](Image)

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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