

# Creating and Submitting a Fluid Expense Report in PeopleSoft Financials

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There are specific Expense Report entry situations that will still require use of the classic Create Expense Report page. For example, if you wish to apply a Cash Advance or Travel Authorization, or if you need to edit Accounting Defaults on a Fluid Expense report after adding lines, you must do so in the Classic navigation.

**Note:** You can create a Fluid Expense Report, save it, then modify it from the Classic navigation: **Employee Self-Service > Travel and Expenses > Expense Reports > Modify.**

To create a Fluid Expense Report, log into PeopleSoft Financials.

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**. If multiple locations, leave blank.
  - 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.

Employee Self Service | Expense Report

Report NEXT  
Daphne Burch

**General Information**

\*Business Purpose   
 \*Description   
 Destination Location   
 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

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. 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

Attach Receipt >  
 Accounting Defaults >

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

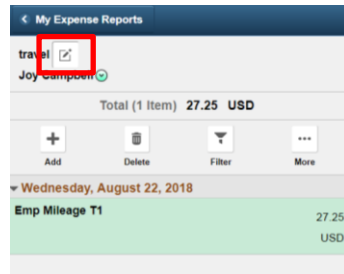
**Expense Details**

No expenses have been entered.

+ Add Expense  
 Quick-Fill

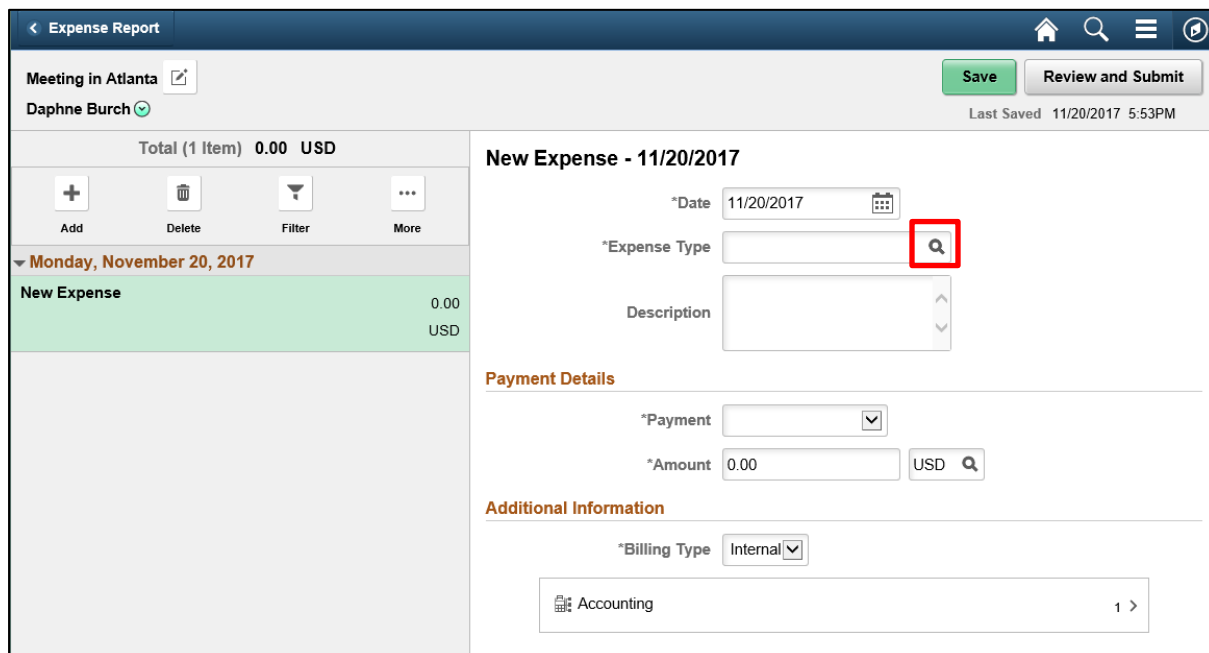
6. If you need to upload attachments from the Expense page:

a. Click the **Pencil & Paper** button



b. The General Information Page appears. Select **Update Details**. Continue with step #5.

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.

**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).
  - b. Click the **Reimbursable Miles** box.

The screenshot shows the 'Expense Report' interface. On the left, a table lists the expense: 'Emp Mileage T1' for 'Monday, November 20, 2017' with an amount of '0.00 USD'. On the right, the 'Emp Mileage T1 - 11/20/2017' form is displayed. The form includes fields for '\*Date' (11/20/2017), '\*Expense Type' (Emp Mileage T1), and 'Description'. Below these is the 'Mileage' section, where the '\*Reimbursable Miles' option is selected and highlighted with a red box. Other fields include '\*Miles' (0.5350), '\*Payment' (dropdown), and '\*Amount' (0.00 USD).

The **Reimbursable Miles** window will display.

The 'Reimbursable Miles' dialog box is shown. It has a title bar with 'Cancel' and 'Done' buttons. The 'Report ID' is 0000602416. There are three input fields: 'Total Miles Traveled', 'Commute/Personal Miles', and 'Reimbursable Miles'.

- 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
Home Search Menu

Meeting in Atlanta

Daphne Burch

Total (1 Item) 0.00 USD

**Monday, November 20, 2017**

**Emp Mileage T1** 0.00 USD

**Emp Mileage T1 - 11/20/2017**
Save Review and Submit

Last Saved 11/20/2017 5:53PM

\*Date

\*Expense Type

Description

**Mileage**

\*Reimbursable Miles

\*Miles  x

**Payment Details**

\*Payment

\*Amount

**Additional Information**

\*Billing Type

\*Originating Location

\*Destination Location

Accounting

**Exceptions**

Non-Reimbursable  No

No Receipt  No

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

The screenshot displays the 'Expense Report' interface for a user named Daphne Burch. The report title is 'Meeting in Atlanta'. The total amount is 0.00 USD. A single expense line is visible for 'Monday, November 20, 2017', which is an 'Emp Mileage T1' for 36.38 USD. The detailed view for this expense shows the date as 11/20/2017 and the expense type as 'Emp Mileage T1'. The description is empty. Under the 'Mileage' section, it shows 68 reimbursable miles at a rate of 0.5350. The payment details indicate the payment is 'N/A (e.g. Mileage)' with an amount of 36.38 USD. In the 'Additional Information' section, the billing type is 'Internal', and the 'Originating Location' is 'MCDONOUGH', which is highlighted with a red box. The destination location is 'ATLANTA'. There are also fields for 'Accounting' and 'Exceptions' (Non-Reimbursable and No Receipt), both set to 'No'.

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** Home Search Menu

Meeting in Atlanta Save Review and Submit

Daphne Burch Last Saved 11/20/2017 6:29PM

Total (3 Items) **192.38 USD**

**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:

**Payment Details**

\*Payment: Credit Card

\*Amount: 129.00 USD

**Additional Information**

\*Billing Type: Internal

\*Expense Location: ATLANTA

Accounting:

**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.



Expense Report

Meeting in Atlanta

Daphne Burch

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:

**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

Receipt Split

**Exceptions**

Non-Reimbursable: No

No Receipt: No

c. Check the **Deduction Flag**.

Cancel

**Deductions for First or Last Day of Travel**

Done

Date: 11/20/2017

Expense Type: Emp Meals - Full Day

Per Diem Amount: 36.00 USD

**Deduction Details**

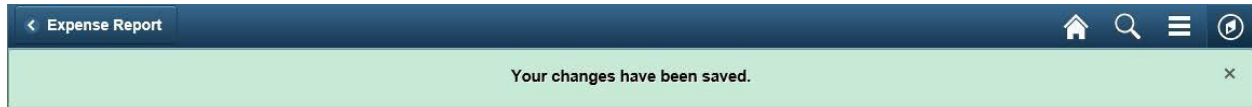
Expense Type	Deduction Percentage	Deduction Amount	Deduction Calculation	Total Amount
<input checked="" type="checkbox"/> Emp Meals - Full Day	25.00			9.00
<b>Total Deductions</b>				<b>9.00</b>

d. 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

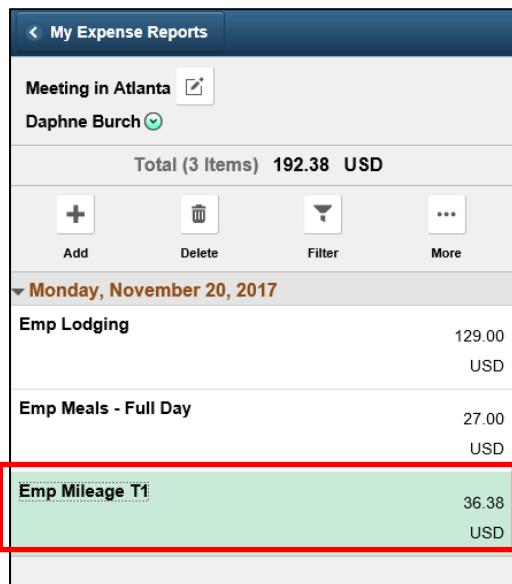
Deduction has been applied to the expense amount.

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

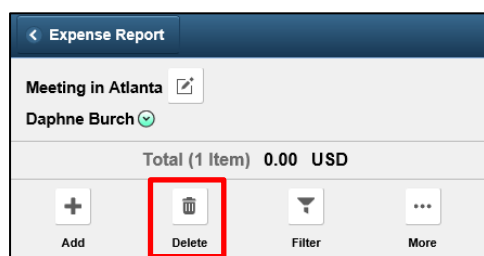


### How to Delete an Expense Line on a Fluid Expense Report

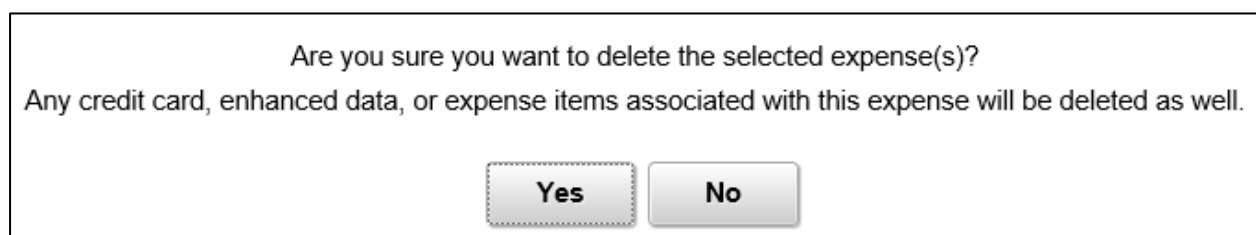
If you need to delete an expense line, select the line from the expenses listed on the left side of the page.



Then click **Delete**.



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



Select **Yes**.

The line is deleted.

**Expense Entry**

Meeting in Atlanta Save **Review and Submit**

Daphne Burch Last Saved 11/21/2017 8:37AM

Total (2 Items) 156.00 USD

**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.

**Expense Entry**

Meeting in Atlanta Save **Review and Submit**

Daphne Burch Last Saved 11/21/2017 9:00AM

The Expense Summary page will display.

The screenshot shows the 'Expense Summary' page in PeopleSoft. At the top, there is a navigation bar with 'Expense Entry' and 'Expense Summary'. Below this, the report title 'Meeting in Atlanta' and the user 'Daphne Burch' are displayed. On the right, there are 'Update Details' and 'Submit' buttons, along with a 'Last Saved' timestamp of 11/21/2017 9:00AM.

The main content area is divided into two sections:

- Expense Report Summary:** A table showing 'Total (2 Items)' as 156.00 USD and 'Due to Employee' as 156.00 USD.
- Approval Status:** A box showing 'Report ID 0000602416' and a status of 'Pending'.

Below these sections is an 'Additional Information' area with several links: 'Travel Authorization' (with a note about 1 approved authorization), 'View Analytics', 'Notes', and 'View Printable Report'.

Click the **Submit** button.

The submission statement will display.

The submission statement form contains the following text:

**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.

At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

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.

The screenshot shows the 'My Expense Reports' page. A green notification banner at the top of the content area reads: 'Expense Report 0000602416, Meeting in Atlanta, has been submitted.' The banner includes a close button (X) on the right.