Quick Start Guide

Creating Expense Reports

Tile Navigation: Employee Self Service > Expenses > Create/Modify > Add

Alternate Navigation: NavBar > Navigator > PeopleSoft Financials > Employee Self Service > Travel and Expenses > Expense Reports > Create/Modify > Add

Action Steps

1 **Complete all required fields on expense report**

- **Business Purpose –** Choose the appropriate category for the expenses.
- **Default Location –** Click the magnifying glass to select one of the locations from the list provided to show where the expenses occurred.
- **Report Description –** Enter a name for the expense report so that you can reference later if needed (similar to naming a Word document).
- **Business Purpose Detail –** Provide an explanation of valid business expenses (i.e., “Expenses for weekly meetings at Partners entities”).
- **Approver –** Enter your approver’s User ID. If unknown, click the magnifying glass, search by Description, and enter the approver’s last name.
- **Accounting Defaults –** Click the **Accounting Defaults** hyperlink to enter or verify your accounting information.
- **Enter each expense line** by completing: Date, Expense Type, Description, Payment Type, Amount, and Billing Type.
- Enter additional required expense detail as needed (e.g. Miles, Attendees, etc.).
- Click to add expense lines.

2 **Save for Later –** Click to submit the report on a later date. This will initiate the error check and flag lines with errors. Clear all errors to save for later.

3 **Summary and Submit –** Click when report is complete. This will initiate the error check and flag lines with errors. Clear errors to successfully submit.

!! **Delegates Only:** A delegate can create an expense report on behalf of another employee (see the *Designating a Delegate* guide) but a delegate cannot attest to the validity of an expense report. The payee must attest and submit the expense report to begin the approval process.

For a delegate to submit the report for attestation

- Click Save for Later and make sure the ‘Send Attestation Notification’ checkbox is checked.

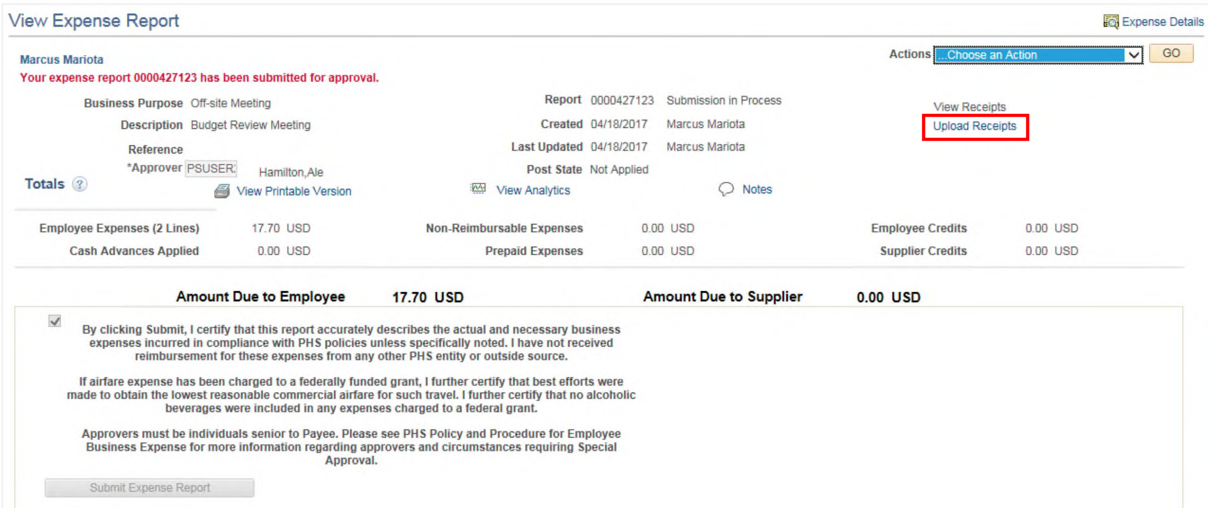
For a delegate to save for later (save the report without sending for attestation) to complete at a later date

- Un-check the ‘Send Attestation Notification’ checkbox first and click Save for Later.

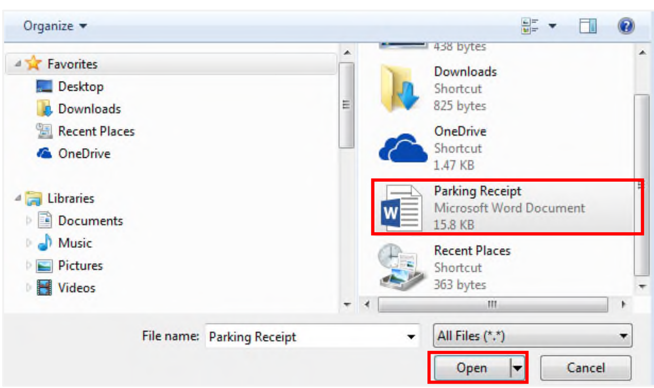
4 **Submit Expense Report –** Check the attestation box to confirm that the business expenses are valid. Click *Submit Expense Report* to proceed.

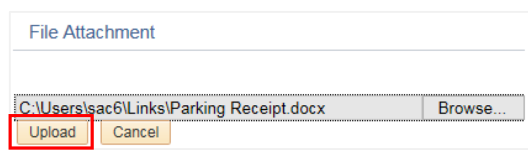
5 **Submit Confirmation –** Confirmation page will appear. Click **OK**.

6 **Upload Receipts –** Click the Upload Receipts hyperlink. You can no longer fax receipts. It is required that you scan the receipts and upload to the report.



7 **Attach Supporting Documentation -** Browse your computer to locate and select the file(s) you wish to upload.





!! **Please Note:** You must upload all receipts to begin the expense approval process. If you do not have a receipt for an expense line, you must select "No Receipt" and provide an explanation by selecting the "No Receipt Comment" icon . Expense type "Mileage" is the only exception. You don't need to submit a receipt or provide *No Receipt Comment* for Mileage.

Please contact the PHS Client Services for assistance 617-726-2142.