

5. Create Expense Report

The dashboard is divided into several sections:

- Notices:** Contains two notices. The first is about international travel registration. The second is about on-line booking services.
- Add Quick Expense:** A button with a wallet icon and a plus sign.
- My Wallet:** Shows a wallet icon and the text "0 Wallet Transactions".
- Create Expense Report:** A button with a blue icon containing a plane, a car, and a pencil. This button is circled in red.
- My Expense Reports:** A bar chart showing the number of reports and amount. The x-axis is labeled "Pending" and has a value of "1 Active Expense Reports". The y-axis is labeled "# of Reports" and "Amount".
- Expense History:** A button with a document icon containing a plane, a car, and a clock.

6. You will need to enter information in all the fields that are highlighted

General Information

*Business Purpose

*Description

Travel To

Reference

Accounting Tag

Attach Receipt

Accounting Defaults

Creation Date 09/10/2019 Michelle Scott
Updated on 09/10/2019

Business Purpose:

Description: ex. Presenting... Research...

Travel To: You must enter the state in this box or country

Reference: Select the magnifying glass

Accounting Tag: Speedtype

Attach Receipt: You may upload all receipts to this page/screen. If you have an airfare receipt, you will be required to upload it to the line item as well.

When selecting the "Accounting Defaults" tab you will be taken to the following screen:

You must enter the current fiscal year in the "Bud Ref" column then select Done.

Expense Report Defaults

Description test

Accounting Defaults

GL ChartFields Show All

%	*GL Unit	Bud Ref	Fund	Program
100.00	18000	2020	20400	12100

Budget Reference	Description
2020	2020

7. Add Expense

General Information

*Business Purpose Out-of-State Travel

*Description conference

Travel To FLORIDA, Miami

Reference CONFERENCE

Accounting Tag 25FDNFREND

Attach Receipt

Accounting Defaults

Creation Date 09/10/2019 Michelle Scott

Updated on 09/10/2019

Expense Details

No expenses have been entered.

+ Add Expense

Select the calendar icon to change the date that correspond to the date listed on receipt.

Expense type: Select the magnify glass and choose the appropriate expense

Description: You may enter a very brief description for expense

Payment: Amount paid

Ticket #: You will be required to enter

Attach Receipt: Here is where you would enter the receipt that corresponds to the expense type if you did not enter it on the initial screen/page. If the expense is airfare you will need to attach it here.

conference  Save Review and Submit
 Michelle Scott  Last Saved 09/10/2019 12:31PM

Total (1 Item) 585.00 USD

 Add  Delete  Filter  More

Monday, September 02, 2019

D-Air Travel	585.00
research	USD

D-Air Travel - 09/02/2019

*Date 09/02/2019 

*Expense Type D-Air Travel 

Description research

Payment Details

*Payment Employee Paid 

*Amount 585.00 USD 

Additional Information

Billing Type Default Value

*Ticket # 011110001110

 Attach Receipt (Required)  No Receipts >

 Accounting 1 >

To add additional expenses you will need to selete the add icon.

Total (1 Item) 0.00 USD

 Add  Delete  Filter  More

Tuesday, September 10, 2019

New Expense	0.00
	USD

New Expense - 09/10/2019

*Date 09/10/2019 

*Expense Type 

Description

Payment Details

*Payment 

*Amount 0.00 USD 

Additional Information

Billing Type Default Value

8. Once you have entered all expense, select save then select review and submit

The screenshot shows an expense report interface. At the top left, there is a header with 'conference' and a user profile for 'Michelle Scott'. On the top right, there are two buttons: 'Save' (highlighted with a red circle) and 'Review and Submit'. Below the header, there is a summary bar showing 'Total (1 Item) 585.00 USD'. A table below this shows a single entry: 'D-Air Travel' with a description of 'research' and an amount of '585.00 USD'. To the right of the table, there are input fields for '*Expense Type' (set to 'D-Air Travel'), 'Description' (set to 'research'), '*Payment' (set to 'Employee Paid'), and '*Amount' (set to '585.00 USD').

9. The Expense Summary page: You will be able to add a note and/or view all approved Travel Authorizations.

You must associate your Travel Authorization TA.

To associate your travel authorization, select the tab that states “You have travel authorizations approve.

Locate the travel authorization that corresponds to the expense report, then select associate.

10. Select Done

11. Submit

12. A Submission Confirmation box will appear, please read and select submit.