Expenses Tile

The **Expenses** tile alerts you with the total amount of expenses in your wallet that still needs to be applied to an expense report.

Navigation

Employee Self Service > Expenses tile

<u>Helpful Tips:</u>

PeopleSoft Fluid pages are designed to be used on all types of devices such as smart phones, tablets and desktops. When accessing a PeopleSoft fluid page, the system detects the device you are using and renders the appropriate page.

There will be more screen space on devices such as a tablet or desktop. For example, in the **Create Expense Report** tile, the **General Information** and **Expense Details** are combined and displayed on a single page to allow you to add the expenses without having to drill down to a different page.

If you're a delegate and need to do an action on the behalf of another employee, select **Change Employee** from the **Actions** menu in the header. This is available in all tiles (except **Notices**) within the **Expenses** tile.
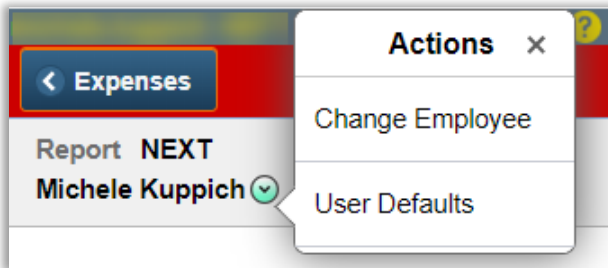
If at anytime you're in a tile and need to go back to the **Expenses Hompage** or another tile, use the **Actions List** in the upper right of the page. Depending on the tile you are currently in, the list of tiles will be different, but the **Expenses Hompage** will always be an option.
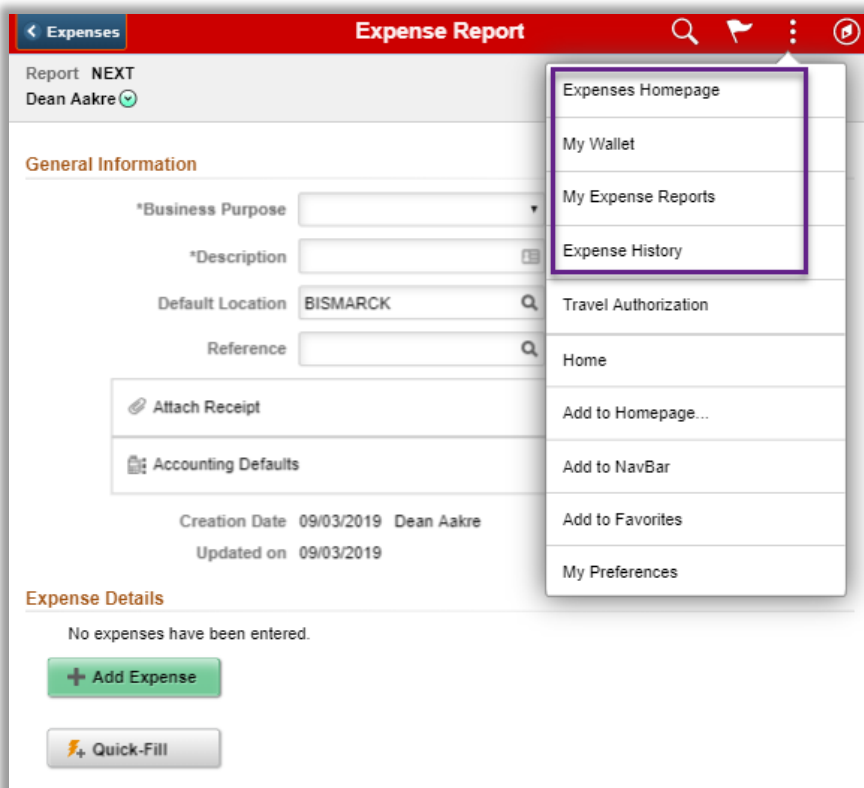
Create Expense Report Tile

Getting Started:

General Information

Business Purpose (required)

- Select a business purpose from the list.

Description (required)

- Enter a description to identify the expense report.

Default Location

- Enter a city or county where the expenses were incurred. This location will be applied on each expense entry where applicable, and you can change it throughout the expense report process.

Reference (not required)

- This field is rarely used. Contact your central accounting office to see if it's utilized at your campus.

Attach Receipt

- Add an attachment to the header of the expense report. This is a great place to capture or upload a receipt image for an expense from your smartphone or tablet.
- Once the attachment is uploaded, you can review the attachment by selecting either the Image preview icon or by image file name.

An expense report is automatically created when you select any one of the following options:

- **Add Expense**
- **Create Expense Report (mobile)**
- **Attach Receipt**
- **Accounting Defaults**

Example of a page as displayed on a tablet/desktop.

Accounting Defaults

- Select to establish default funding for your expense report. The default funding will change back to the original default funding on future reports.

Add Expense (mobile only - displayed after clicking **Create Expense Report**)

- Select **Add Expense** button to add a new expense item manually.

Add from My Wallet (optional) (mobile only - displayed after clicking **Create Expense Report**)

- Import expenses from the wallet. The number indicated in the **Add from My Wallet** button is the number of available wallet entries that can be imported into an expense report.

Quick Fill (optional) (mobile only - displayed after clicking **Create Expense Report**)

- Enter the date range you want applied to the expenses you're adding to the report. Then choose the expense types and if you want it applied to one day or each day within the date range.

Example of a page as displayed on a smartphone.

Expense Entry page

The Expense Entry page is where you enter your expense entries.

By default, the **Date** displays the current date.

To add an expense item, select an **Expense Type** from the lookup.   You can then choose an expense type from the **Frequently Used** tab (default) or from the **All Types** tab.

The **Frequently Used** tab will list the top 10 frequently used expense types in the last six months.

There are two options to choose from on the drop down for **Display Option** within the **All Types** tab.

> **Expense Category** lists the expense types by expense category.
>
>> By default, the list is expanded, select **Collapse All** to see the list of categories.
>
> **Expense Type** lists the expense type alphabetically.

You can also search for an expense type by entering the description of the expense type in the **Search Expense Type** field.

After you select an expense type, the system automatically modifies the **Expense Entry** page and displays any additional fields required for the selected expense type.

On devices such as a tablet or a desktop, the **Expense Details** and **Expense Entry** pages are combined and displayed on the same page.

On a smartphone, the **Expense Details** and **Expense Entry** pages are not combined and displayed on separate pages.

Expense Details panel/page

 Add Add new expense lines.

 Wallet Import entries from your wallet.

 Delete Delete an expense entry that was entered or imported from the wallet.

 Filter Narrow down the expenses displayed on the grid.

 More Open additional action buttons.

 Select All Select or Deselect all the expense entries. You can also use the individual check boxes in the grid or select a row to select an expense item.

Quick-Fill Select to determine which expense types you want to add to expense reports. You can also determine whether you want to add one instance of the expense type or have an entry of that expense type for each day within a date range.

Copy Copy one or more expense entries.

More Select to return to the previous action options.

Example of a page as displayed on a smartphone.

Example of a page as displayed on a tablet/desktop.

When you complete your expense entries, select **Save/Review and Submit**. The system will validate the entry. If there are errors, correct them and select **Save** again. If you're on the **Expense Summary** page, you'll need to click on the **Update Details** button to go back and make changes. On a smartphone, you'll be directed to an **Expense Details** page where expense entries can be updated, added, imported, deleted, etc. On a tablet/desktop, you'll be directed to the Expense Entry page where the same actions can be done.

Select the **Review and Submit** button to review your expense report on the **Expense Summary** page before submitting the report.

Once you're ready to submit the report, click the **Submit** button and confirm your submission by checking the **Submission Confirmation** box.

Once submitted, you'll be directed to the **My Expense Reports** page where you can see all your reports that are waiting for approval.

Example of a page as displayed on a tablet/desktop.
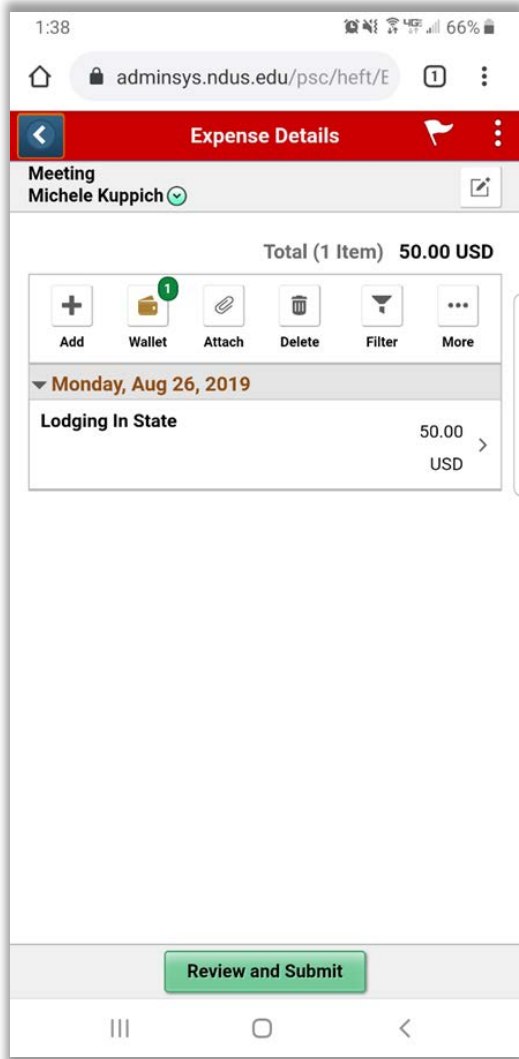
Example of a page as displayed on a smartphone.
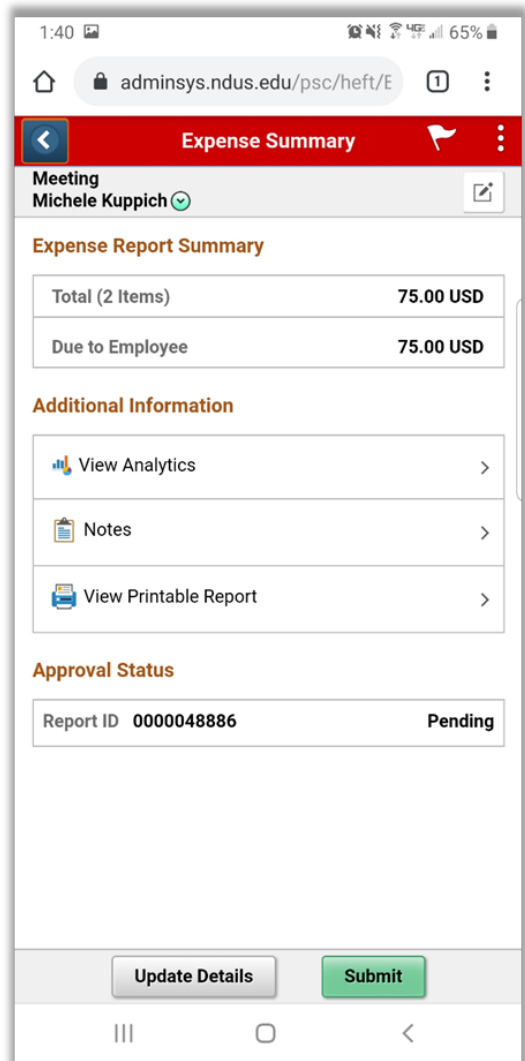
Example of a page as displayed on a smartphone.

Add Quick Expense Tile (optional)

The **Quick Expense** tile can be used to create entries that will be stored in your wallet. Those wallet entries can then be added to your expense report later.
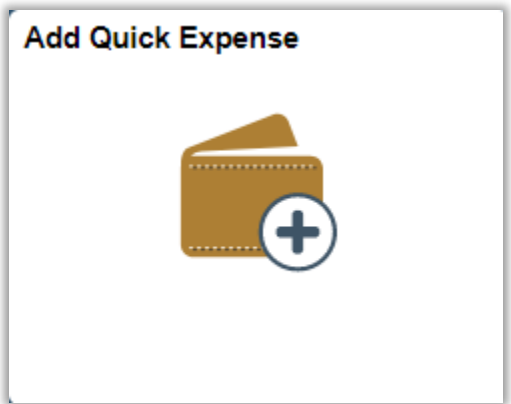
Unlike creating a report from the **Expense Entry** screen, the fields on the **Wallet Entry** screen are not required, therefore, fields can be left blank and completed later.

Depending on the **Expense Type** that is chosen, additional fields will display. The only exception would be the **Per Diem Deduction** option. The deductions would need to be done on the **Expense Entry** page.

On a tablet or a desktop, when you select the **Add Quick Expense** tile, a new expense line displays on the left panel. When you complete your entry and select **Save**, the left panel updates the new expense line with the entered expense type.

On a smartphone, the new expense line displays on the panel after you complete your entry and select Save.

The buttons on the panel function the same as they do on the **Expense Entry** screen. The wallet button is the exception, this button exports selected wallet entries into a new expense report.

Example of a page as displayed on a tablet/desktop.

Example of a page as displayed on a smartphone.

My Wallet Tile (optional)

The **My Wallet** tile holds your entries from the **Add Quick Expense** tile. You'll also be able to add new entries here.

The graphical information on the **My Wallet** tile will show the top 7 expense types in your wallet. If you are using a larger device such as tablet or desktop, the tile will display the top 10 expense types. The bottom of the tile will display the number of expenses stored in your wallet.

The data displayed is for the employee ID that is linked to the login ID. If a user has access to multiple employee expenses, this amount will not include the amount from other employees. Only **My Wallet** entries that have not been assigned to an expense report will be included.

The **My Wallet Dashboard** will display with the tile indicated '0 Wallet Transactions' if you do not have unassigned wallet transactions. However, you will still be able to select the tile.

Select the **My Wallet** tile to view the **My Wallet** page.

Use the **My Wallet** page to view a list of all outstanding wallet entries that have not yet been imported into an expense report for reimbursement. These entries can also come from the **Add Quick Expense tile.**

Example of a page as displayed on a smartphone.

Example of a page as displayed on a tablet/desktop.

My Expense Reports Tile

The **My Expense Report** tile displays the total number of expenses that have not been submitted, approved or paid. If you are using a larger device, the tile will display the graphical view of the expense amounts and the number of expenses in each status.
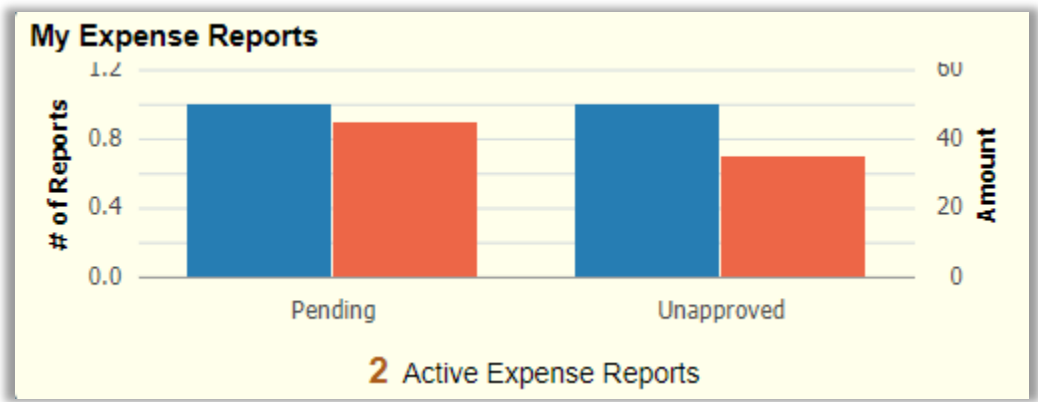
The data displayed is for the employee ID that is linked to the user logged in.

The **My Expense Reports** page displays all your expenses in various statuses including returned by approver or prepay auditor, not submitted, submitted and waiting for approval or approved and pending for payment.

The data displays in a two-panel format. The left panel displays the expense report categories and the report count for each category.

The right panel displays the expense reports based on the expense category you select on the left panel. The number bubble next to each status indicates the number of expense report in that status. The status that is highlighted in green is the status that is currently being selected.

On the right panel, select an expense report and drill down to **My Expense Reports** page. From this page, you can easily find the status of your expense report and who is the next in line to approve your report.
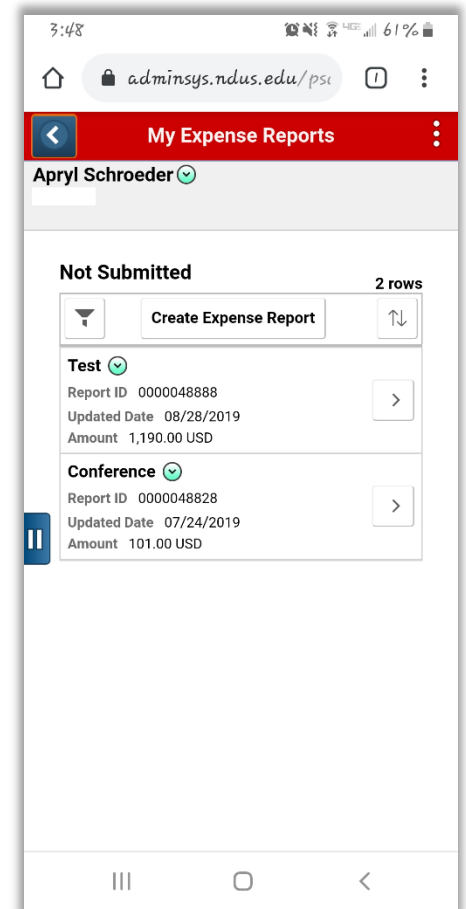
Example of a page as displayed on a smartphone.

The following actions are available to you when you view the **My Expense Reports**.
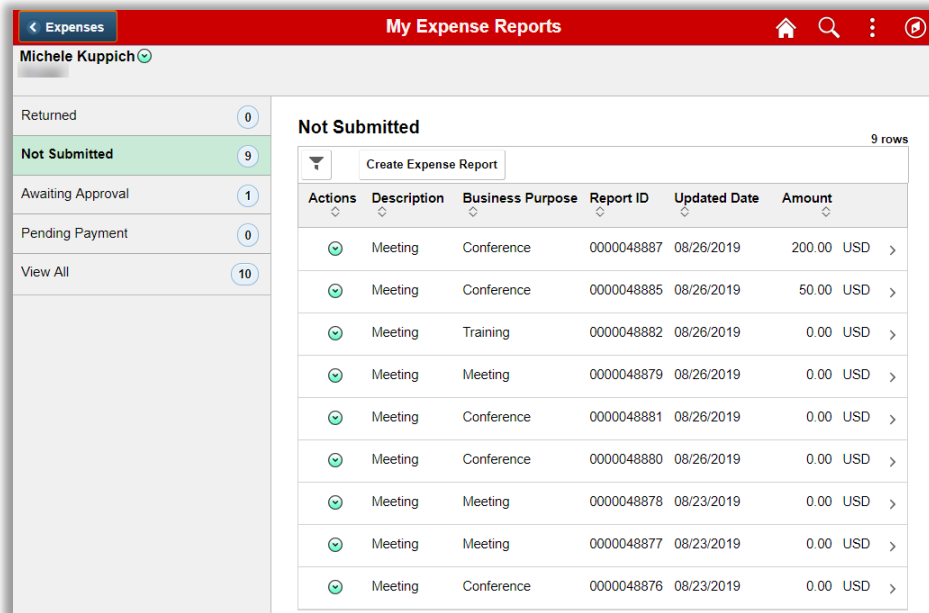
Copy To New Report

- Copy the existing report to a new expense report.

Delete Report

- Delete an Expense Report that is in pending status. This button is available only if the expense report status is not submitted or returned by approver.

Send Notification

- Send an e-mail notification to the approver or other people. The system automatically populates the subject field with the Expense Report ID and the report description. Unlike the classic version, the body of the email will not include a link to the expense report.

*Example of a page as displayed on a tablet/desktop.*

Expense History tile

Use the **Expense History** tile from the **Expenses Homepage** to display the history data for expense reports and **My Wallet** transactions.

The data displays in a two-panel format. The left panel displays the expense history categories and the report-count for each category. The right panel displays the expense history based on the expense category you select on the left panel.

On the right panel, you can select an **Expense Report History** or a **Wallet History**.

Use the **Expense Report History** page to view the expense reports that are completed in the last 6 months. By default, the system will display the last 6 months of your data. You can adjust this by using the **My Preferences** page (accessible from the **Actions List**).
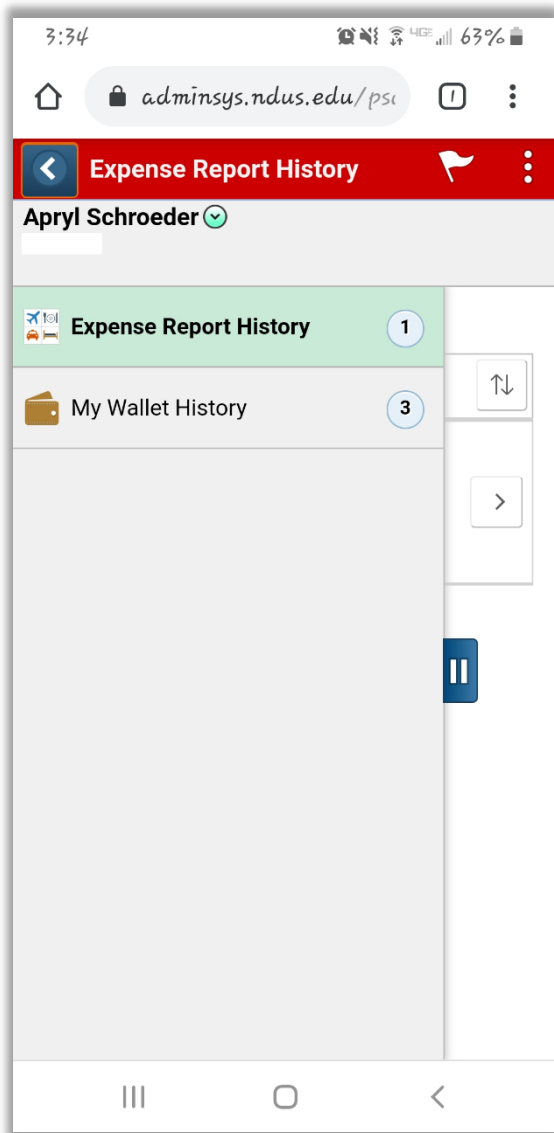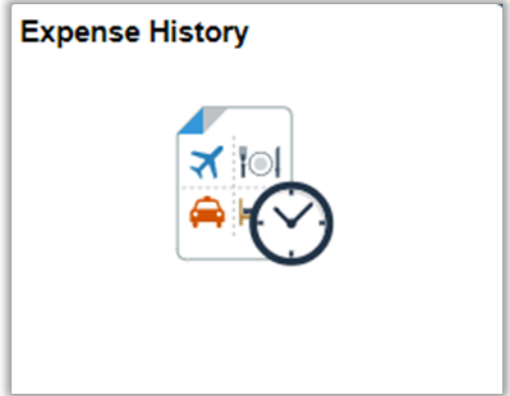
Example of page as displayed on a smartphone.

Within the **Expense Report History** page, you can perform the following actions:

Create Expense Report
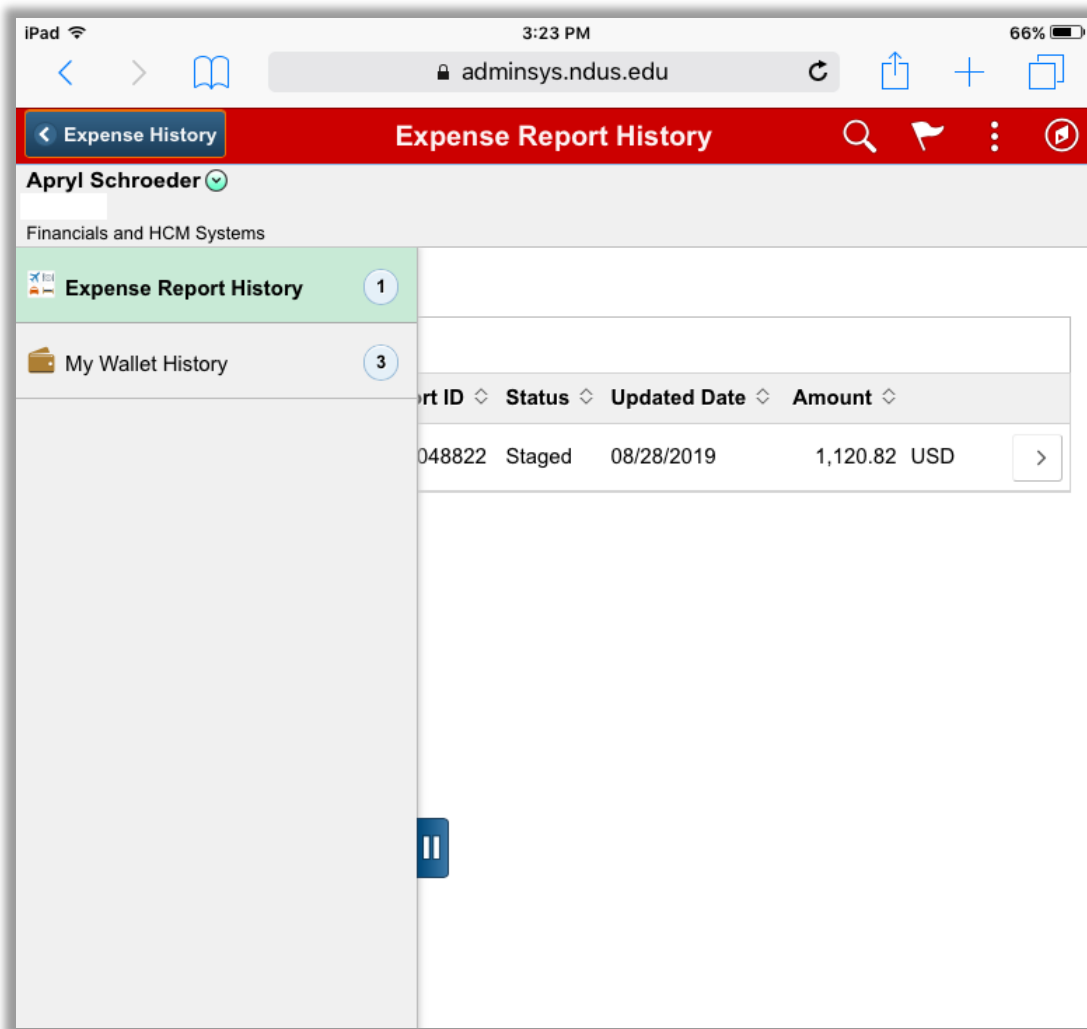**Copy Expense Report** - Copy the existing report to a new expense report
Send Notification - Send an e-mail notification to the approver or other people.

Within the **My Wallet History** page, you can perform the following actions:

Add Expense
View Expense Report - This option is available only if the wallet entry is assigned to an expense report.
Send Notification - Send an e-mail notification to the approver or other people. **Restore My Wallet** - Restore deleted wallet transactions.

Example of a page as displayed on a tablet/desktop.