

Controller’s Office – Travel and Expense

**Expense Report
Preparing an Employee Reimbursement (non-travel)**

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I. Objectives

By the end of this procedure, you should be able to:

- Enter an Expense Report
- Splitting the accounting distribution on an Expense Report
- Modify an Expense Report before submitting by adding an expense line
- Fix Errors
- View an Expense Report
- Print an Expense Report
- Delete an Expense Report before submitting

II. Action Grid for Expense Reports

EXPENSE REPORT ACTIONS

| | Create/Modify | View | Delete | Withdraw | Print | Cancel |
|-----------------|---|--------------------------------|---|---|---------------------------------|--|
| | Add a new value to create and submit or Save for Later to modify (Pending Status) | View transactions (Any Status) | Save for Later, but not submitted for approval (Pending Status). Returned by the approver for modifications. Or, withdrawn placing it back into a Pending Status. | Submitted for approval (Submitted Status), but not budget checked | Print transactions (Any status) | Contact the Accounts Payable Department to cancel an approved expense report |
| PROXY | ✓ | ✓ | ✓ | ✓ | ✓ | × |
| EMPLOYEE | ✓ | ✓ | ✓ | ✓ | ✓ | × |

Note: If you have any problems processing an Expense Report please contact the Accounts Payable Department.

III. Tips and Tricks

Here are few tips and tricks that will help when creating an Expense Report:

- As the Proxy, your USC ID will default. Be sure to **change** if creating on behalf of an employee.
- Use the **Default Accounting for Report** action to populate the accounting detail for each expense line. Just be sure to change it if different for a **line(s)**.
- Be sure to have all receipts scanned as one document, ready to upload at the **Header** level.

IV. Prerequisites

Before creating an Expense Report have the following available:

- All of the receipts for the trip scanned into one document
- A valid chartfield string

To retrieve a valid chartfield combination navigate to:

Main Menu > USC Conversion > USC Charfield Mapping > USC Department/Fund Inquiry

Use the “Crosswalk” page to identify the chartfield string is valid PeopleSoft. When using the Crosswalk, be sure to enter the current fiscal year to ensure you are using the correct chartfield string. You can perform a search using any of the fields at the top of the page to further refine your results.

Step 1: Enter the appropriate information in any of the available fields to validate the chartfield string. For this example, the **Operating Unit** and **Department** are entered.

Step 2: Click in the **Fiscal Year** field and enter the current fiscal year.

Step 3: Click the **Search** button.

The screenshot displays the 'USC Dept/Fund Inquiry' page. The search criteria are as follows:

| Field | Value |
|---------------------|--------|
| USC Department/Fund | |
| Oper Unit | CL071 |
| Fund Code | |
| Dept | 130200 |
| Class Field | |
| Product | |
| Fiscal Year | 2020 |
| PC Business Unit | |
| Project | |
| Activity | |

The search results table is currently empty, showing only the header row:

| | USC Department | USC Fund | Description | Fiscal Year | Operating Unit | Department | Fund Code | Class Field | PC |
|---|----------------|----------|-------------|-------------|----------------|------------|-----------|-------------|----|
| 1 | | | | | | | | | |

Step 4: Notice several valid chartfield strings are returned. Search for the one you need to verify.

| | USC Department | USC Fund | Description | Fiscal Year | Operating Unit | Department | Fund Code | Class Field | PC |
|---|----------------|----------|-----------------------------|-------------|----------------|------------|-----------|-------------|-------|
| 1 | 13020 | A000 | CHEMISTRY | 2020 | CL071 | 130200 | A0001 | 101 | |
| 2 | 13020 | A064 | AARON VANNUCCI STARTUP FUND | 2020 | CL071 | 130200 | AN300 | 202 | USCIP |
| 3 | 13020 | A067 | PARASTOO HASHENMI STARTUP | 2020 | CL071 | 130200 | AN300 | 202 | USCIP |
| 4 | 13020 | E012 | CHEMISTRY/TANG STARTUP; | 2020 | CL071 | 130200 | EN300 | 202 | USCIP |

V. Searching for USC ID

To populate the USC ID field, use the Look Up USC ID button and search by last name. This search will find the **USC ID** linked to a USC employee.

Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/ Modify

Step 1: Click the **Add a New Value** tab.

Step 2: Click the **Look Up USC ID** button.

Step 3: Click in the **Name** field and enter the appropriate last name.

Step 4: Click the **Search** button.

| Empl ID | USC ID | Name |
|-----------|-----------|---------------------|
| A00444586 | A00444586 | Smith, Karen Rounds |
| A02345130 | A02345130 | Winnington, Mary F |
| A02672804 | A02672804 | KNEAS, DAVID |

Step 5: Click the **Name** link, this will populate the **USC ID** field with your ID. When entering an expense transaction on someone's behalf, be sure to select their USC ID here.

Look Up USC ID

USC ID begins with

Empl ID begins with

Name begins with

[Search](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View 100 | 1-2 of 2

| Empl ID | USC ID | Name |
|-----------|-----------|-----------------------|
| K83595946 | K83595946 | BLACKBURN,MCKINLEY |
| Y30709434 | Y30709434 | Blackburn,Katherine S |

Step 6: Notice the **USC ID** is now populated with the ID for the appropriate individual.

Expense Report

[Find an Existing Value](#) [Add a New Value](#)

USC ID

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

VI. Create an Expense Report

An Expense Report in PeopleSoft makes it easy to transform a handful of receipts into a final document for expense reimbursement(s).

This example creates an expense report for the business purpose of Employee Reimbursement (non-travel).

Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/ Modify

Step 1: Click the **Add a New Value** tab.

Step 2: Click in the **USC ID** field and enter the appropriate ID. See section **V. Searching for USC ID** for help with populating this field.

Step 3: Click the **Add** button.

The screenshot shows the 'Expense Report' page in PeopleSoft. The breadcrumb trail is 'Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify'. The page title is 'Expense Report'. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs, the 'USC ID' field contains the value 'Y30709434'. An 'Add' button is visible below the USC ID field.

Step 4: Verify you are creating the Expense Report for the correct individual.

Step 5: Click in the **Business Purpose** dropdown arrow.

The screenshot shows the 'Create Expense Report' page in PeopleSoft. The breadcrumb trail is 'Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify'. The page title is 'Create Expense Report'. The 'By' field contains the name 'Katherine Blackburn'. The '*Business Purpose' dropdown menu is set to 'Employee Travel'. Other fields include '*Report Description', 'Reference', 'Default Location', '*Trip Location', '*Date From', and '*Date To'. There are also links for 'Attachments' and 'Notes'.

Step 6: Select **Employee Reimbursement (non-travel)** from the list. Remember, this option will become available **October 1**.

The screenshot shows the 'Create Expense Report' form in the FUAT system. The user is Katherine Blackburn. The 'Business Purpose' dropdown menu is open, showing the following options: 'Employee Reimburse(Non-Travel)' (highlighted), 'Employee Travel', 'Procurement Card', and 'Team Card'. Other fields include 'Report Description', 'Reference', 'Default Location', 'Trip Location', 'Date From', and 'Date To'. There are also links for 'Attachments' and 'Notes'.

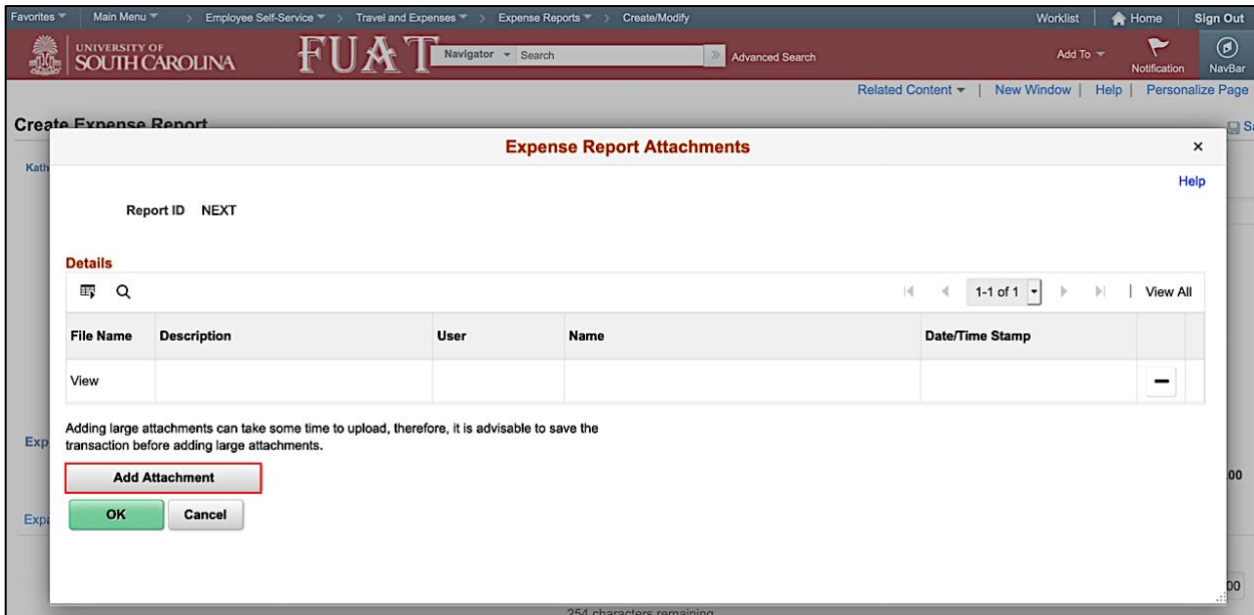
Step 7: Notice some fields disappear. Add a **Report Description**. Be sure to use something that will help you identify the report.

The screenshot shows the 'Create Expense Report' form in the FUAT system. The user is Katherine Blackburn. The 'Business Purpose' dropdown menu is now set to 'Employee Reimburse(Non-Travel)'. The 'Report Description' field is highlighted and contains the text 'Clean/Office Sup for Chem Lab'. The 'Attachments' and 'Notes' links are visible.

Step 8: Click the **Attachments** link to add important documentation. Use this link to attach all documentation at the Header level. All important documentation should be attached as a single attachment.

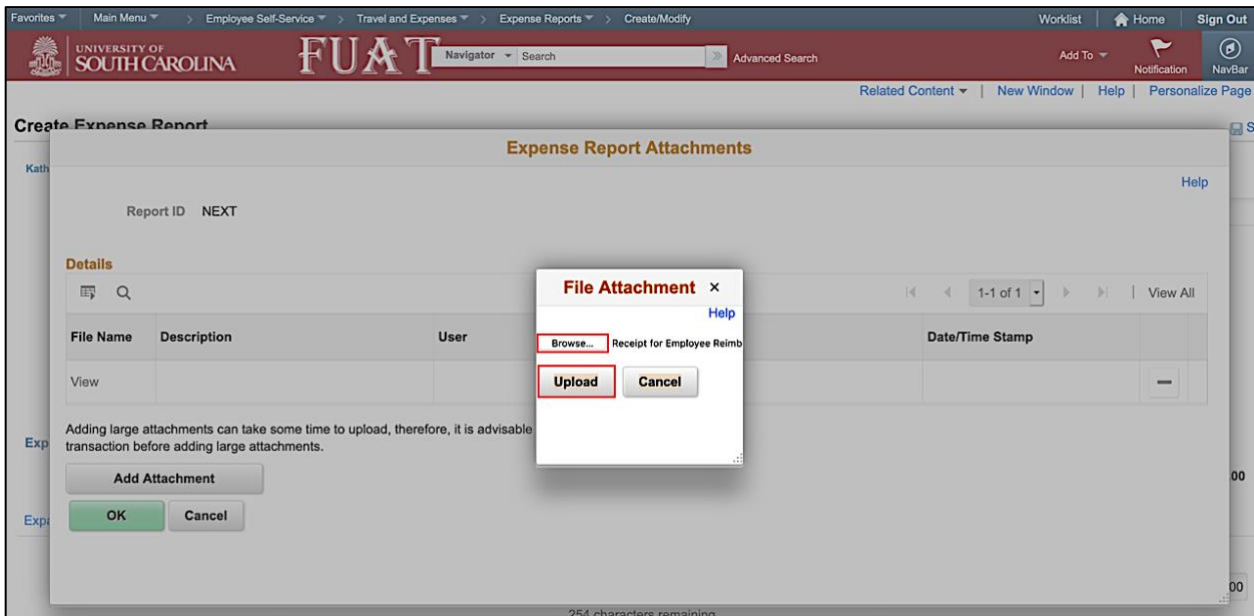
The screenshot shows the 'Create Expense Report' form in the FUAT system. The user is Katherine Blackburn. The 'Business Purpose' dropdown menu is set to 'Employee Reimburse(Non-Travel)'. The 'Report Description' field contains the text 'Clean/Office Sup for Chem Lab'. The 'Attachments' link is highlighted with a red box.

Step 9: Click the **Add Attachment** button.

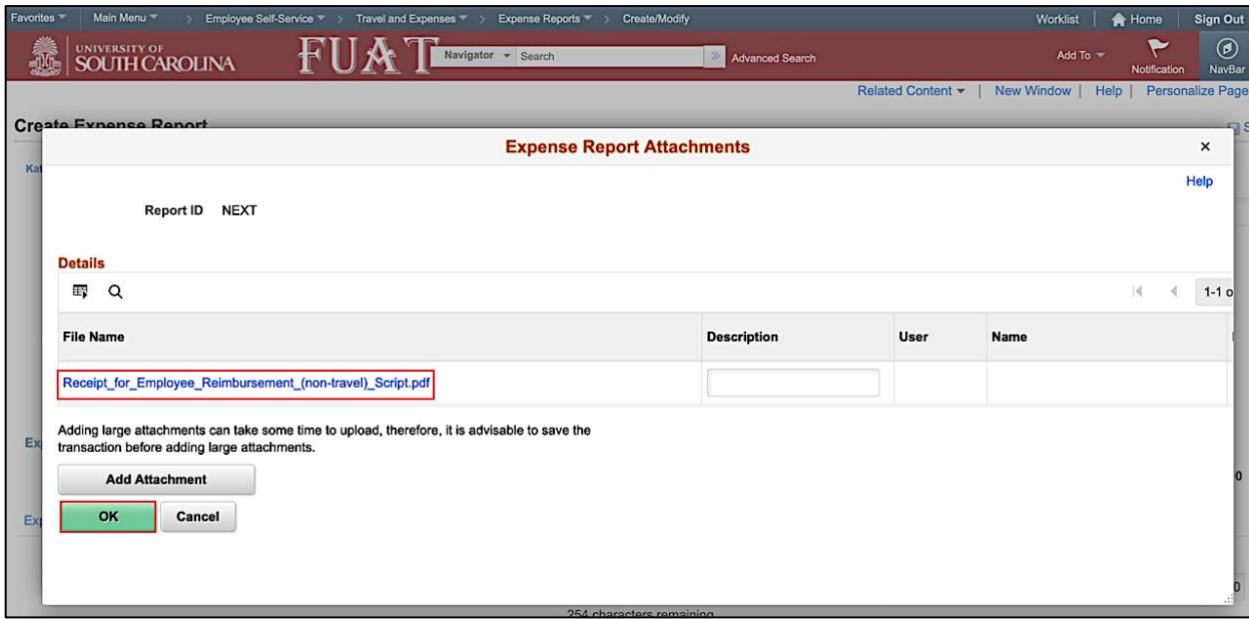


Step 10: Click the **Browse** button to search for the document to be attached to the Expense Report.

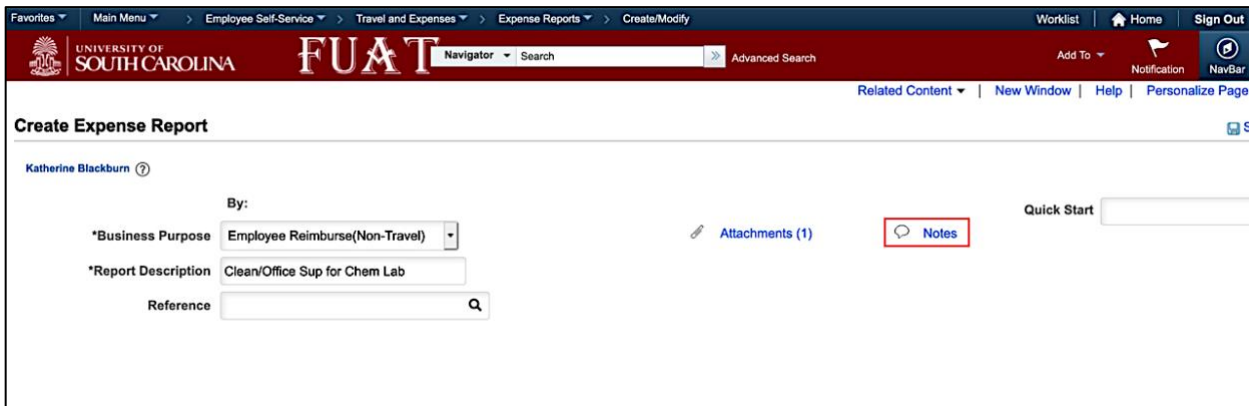
Step 11: When you find the scanned receipts for this reimbursement, click the **Upload** button.



Step 12: The document is attached, click the **OK** button.

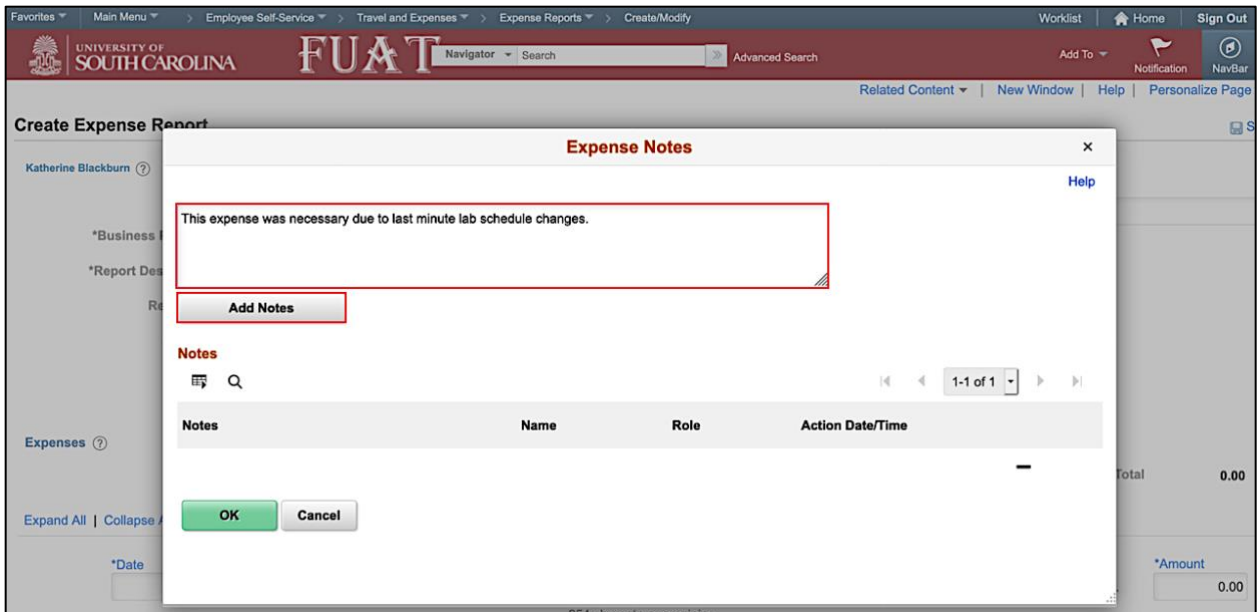


Step 13: You can use the **Note** area to provide your approvers some additional information. Click the **Notes** link.

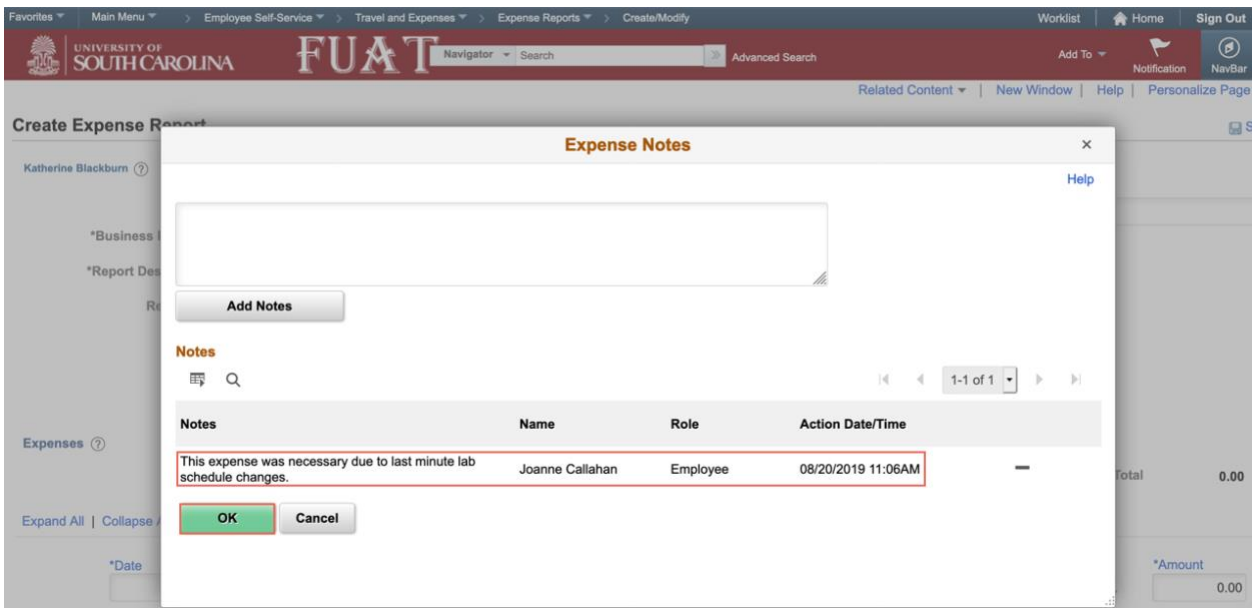


Step 14: Use the text box to add any additional information you feel is important for approvers to know.

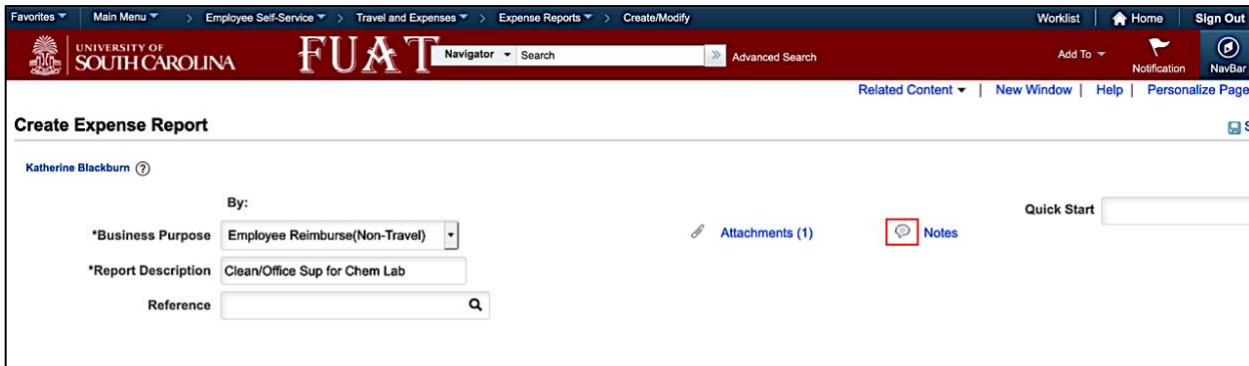
Step 15: Click the **Add Notes** button.



Step 16: Notice the note has been added to the report. Click the **OK** button to continue.



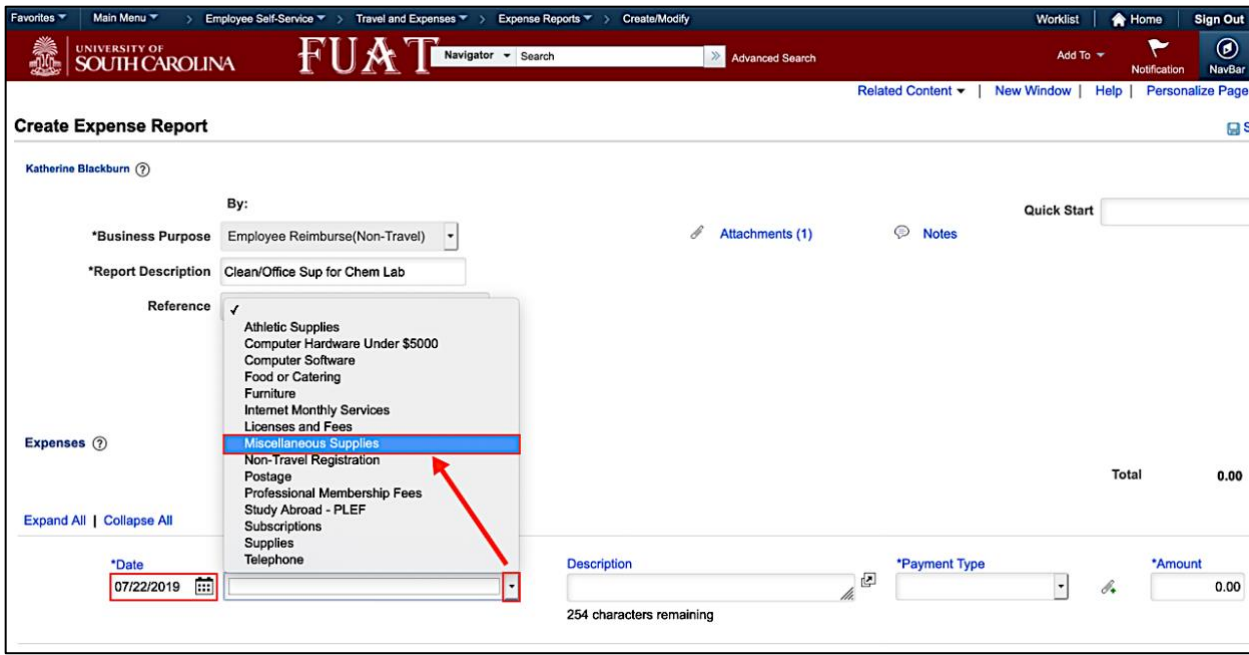
Step 17: Squiggles identify that there is a note.



Now let's add the first expense line.

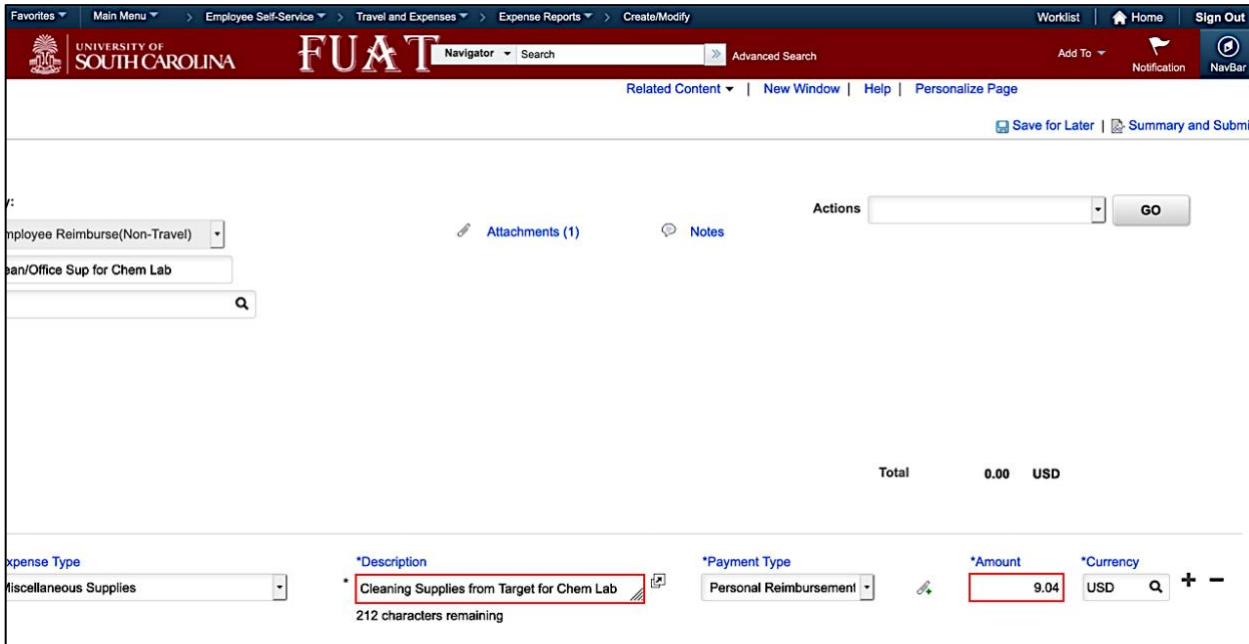
Step 18: Click in the **Date** field and add the date that is on the receipt you attached to the report for this expense line.

Step 19: Select the **Expense Type** from the drop-down list. Be sure to select a type that matches the attached receipt for this expense line.

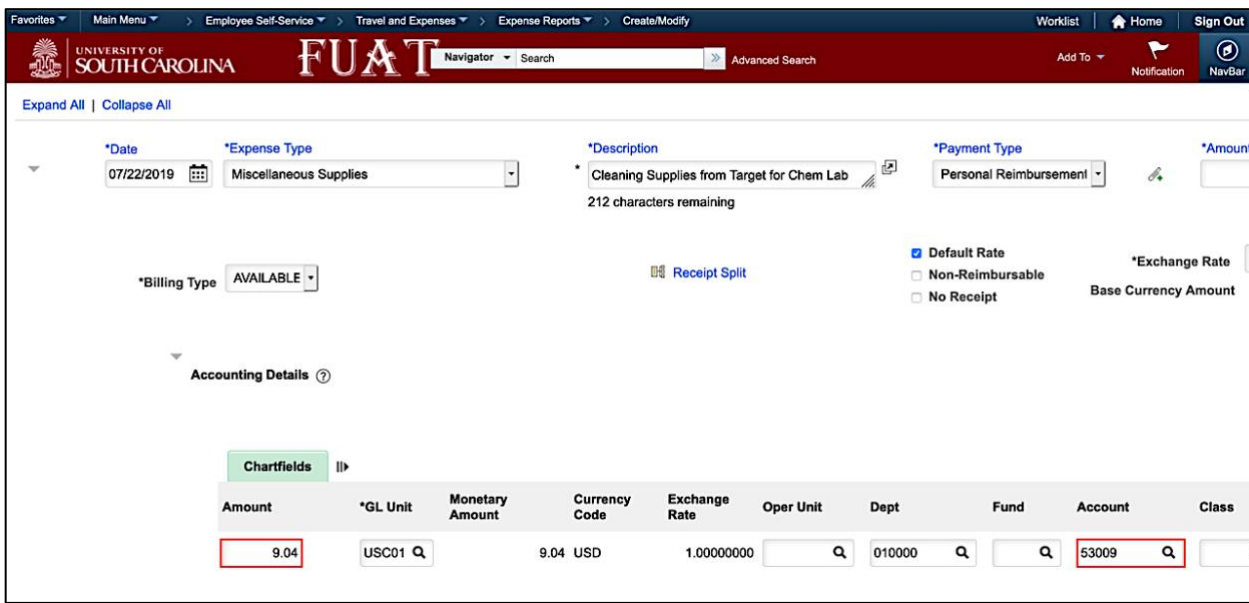


Step 20: Click in the **Description** field and enter an appropriate description for the expense.

Step 21: Click in the **Amount** field and add the amount identified on the receipt for which you are being reimbursed. Be sure to include the tax. The **Amount** field in the Chartfield string will populate when you tab to a new field.

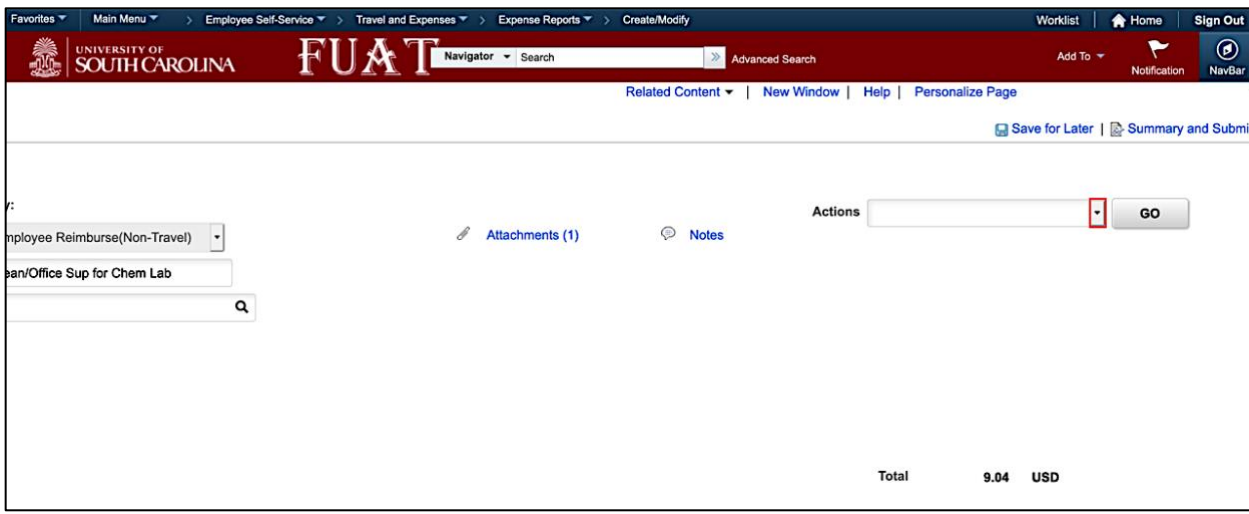


Step 22: The amount field is populated and the Account automatically defaults to **53009** for miscellaneous supplies and does not require a change.



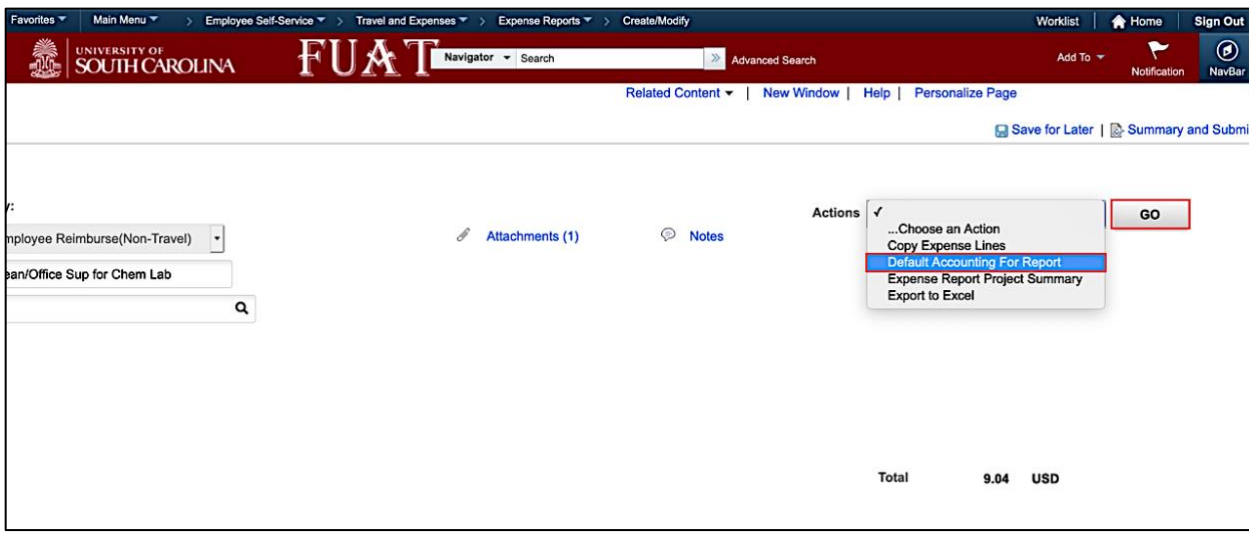
Now add the chartfield information.

Step 23: If the chartfield information is the same for all expense lines added to this report, go up to the top right of the screen and click the **Actions** dropdown arrow. The **Actions** dropdown option does not become available until an Expense line is added.



Step 24: Select **Default Accounting for Report** from the list. This is helpful when using the same chartfield string for all expense lines as it will populate the accounting details for all lines. If using a different chartfield string for an expense, be sure to make the change on that line.

Step 25: Click the **GO** button.



Step 26: Enter the Chartfield string (Make sure these are valid CF values from the Crosswalk table). Be sure to change the Department as it defaults to 010000.

Step 27: Click the **OK** button.

University of South Carolina FUAT Navigator Search Advanced Search

Create Expense Report
Accounting Defaults

Report ID NEXT

Accounting Summary

| % | *GL Unit | Oper Unit | Dept | Fund | Class | PC Bus Unit | Project | Activity | Cost Share | Product | Funding Source |
|--------|----------|-----------|--------|-------|-------|-------------|---------|----------|------------|---------|----------------|
| 100.00 | USC01 | CL071 | 130200 | A0001 | 101 | | | | | | |

Add ChartField Line Load Defaults User Defaults

OK

Step 28: Notice the chartfield string is populated for each expense line.

University of South Carolina FUAT Navigator Search Advanced Search

Expense Type: Miscellaneous Supplies

*Description: Cleaning Supplies from Target for Chem Lab
212 characters remaining

*Payment Type: Personal Reimbursement

*Amount: 9.04 *Currency: USD

AVAILABLE

Receipt Split

Default Rate: Non-Reimbursable: No Receipt:

*Exchange Rate: 1.00000000
Base Currency Amount: 9.04 USD

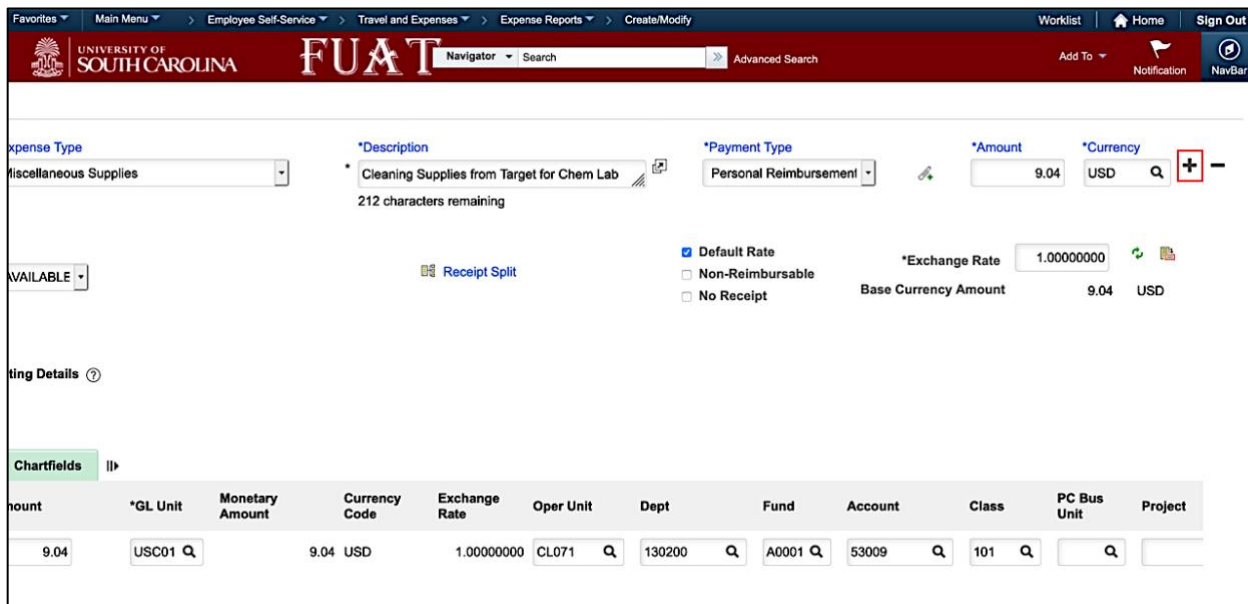
Expense Details

Chartfields

| Amount | *GL Unit | Monetary Amount | Currency Code | Exchange Rate | Oper Unit | Dept | Fund | Account | Class | PC Bus Unit | Project |
|--------|----------|-----------------|---------------|---------------|-----------|--------|-------|---------|-------|-------------|---------|
| 9.04 | USC01 | 9.04 | USD | 1.00000000 | CL071 | 130200 | A0001 | 53009 | 101 | | |

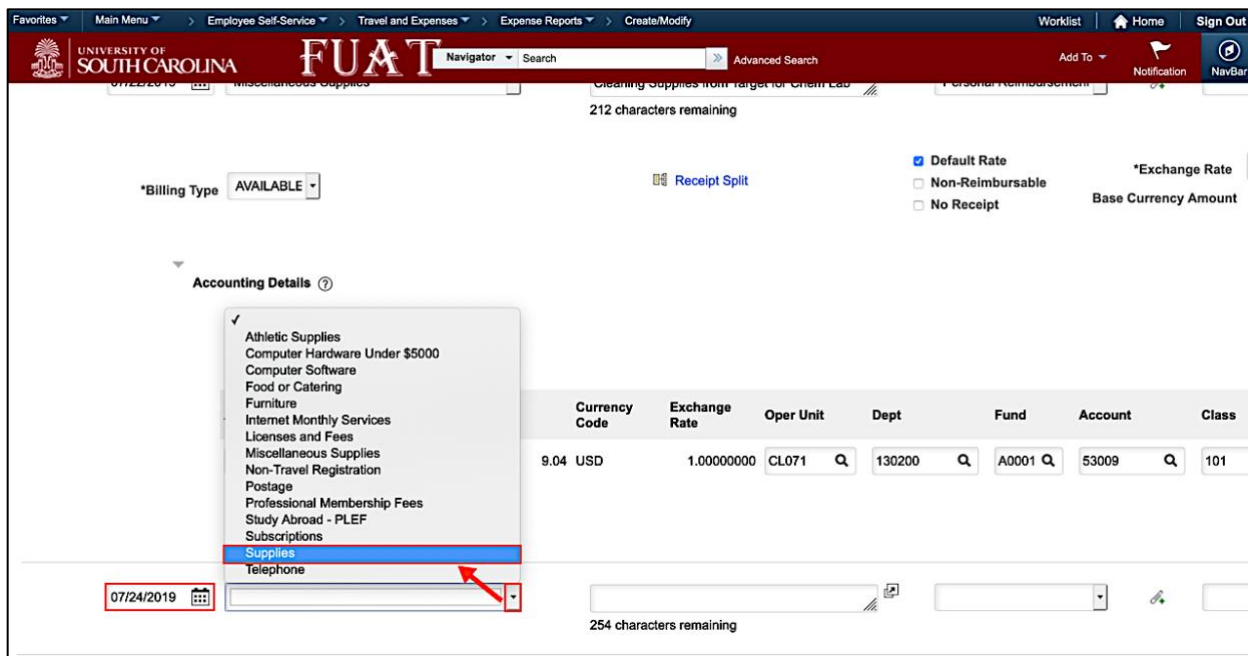
To add an additional Expense line:

Step 29: To add an additional expense line for the miscellaneous expenses, scroll to all the way to the right of the first line and click the **Insert Line** icon.



Step 30: Click in the **Date** field and add the date that is on the receipt you attached to the report.

Step 31: Select the **Expense Type** from the drop-down list. Be sure to select a type that matches the attached receipts.



Step 32: Click in the **Description** field and enter an appropriate description for the expense.

Step 33: Click in the **Amount** field and add the amount identified on the receipt for which you are being reimbursed. Be sure to include the tax. The **Amount** field in the Chartfield string will populate when you tab to a new field.

The screenshot shows the 'Create/Modify' screen in the FUAT system. The description field contains 'Office Supplies from Walmart for Chem Lab'. The amount field is populated with '36.28' and the currency is 'USD'. The chartfield table below shows the following values:

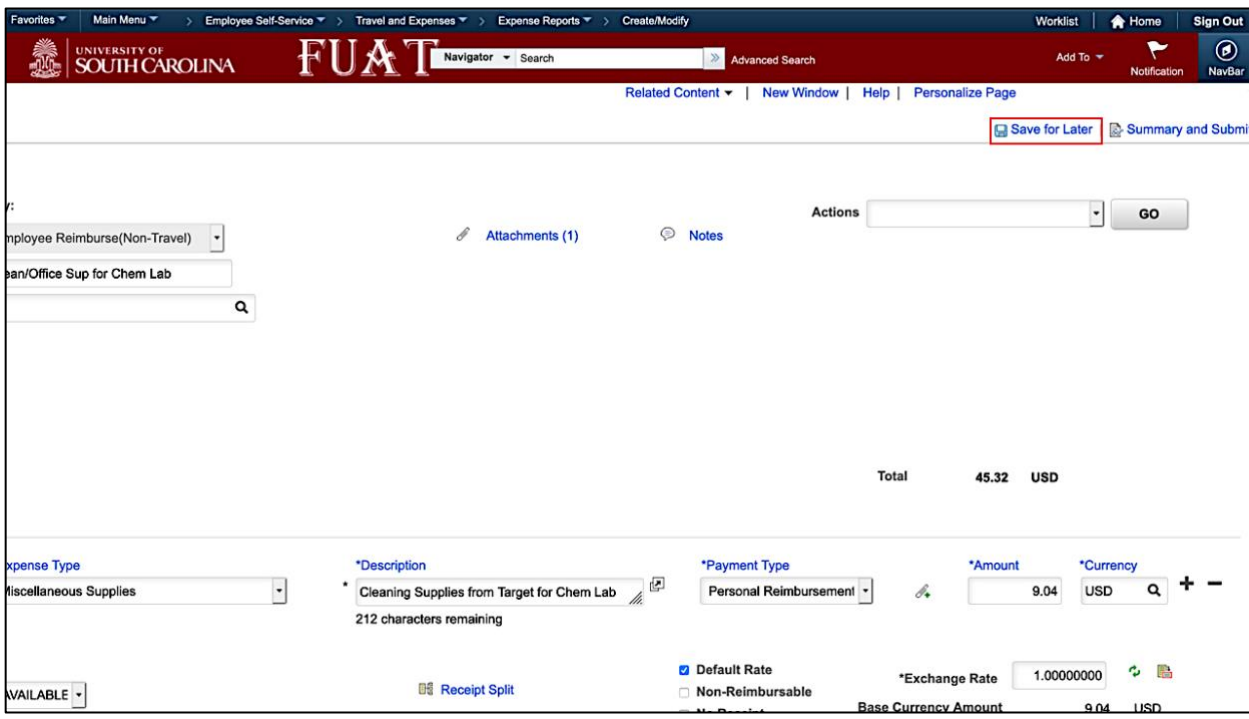
| Amount | *GL Unit | Monetary Amount | Currency Code | Exchange Rate | Oper Unit | Dept | Fund | Account | Class | PC Bus Unit | Project |
|--------------|----------|-----------------|---------------|---------------|-----------|--------|-------|---------|-------|-------------|------------|
| | USC01 | | USD | 1.00000000 | CL071 | 130200 | A0001 | 53001 | 101 | | |
| Total | | | | | | | | | | 9.04 | USD |

Step 34: The amount field is populated, the chartfield information is the default accounting added for the first line, and the Account automatically defaults to **53001** for office supplies and does not require a change.

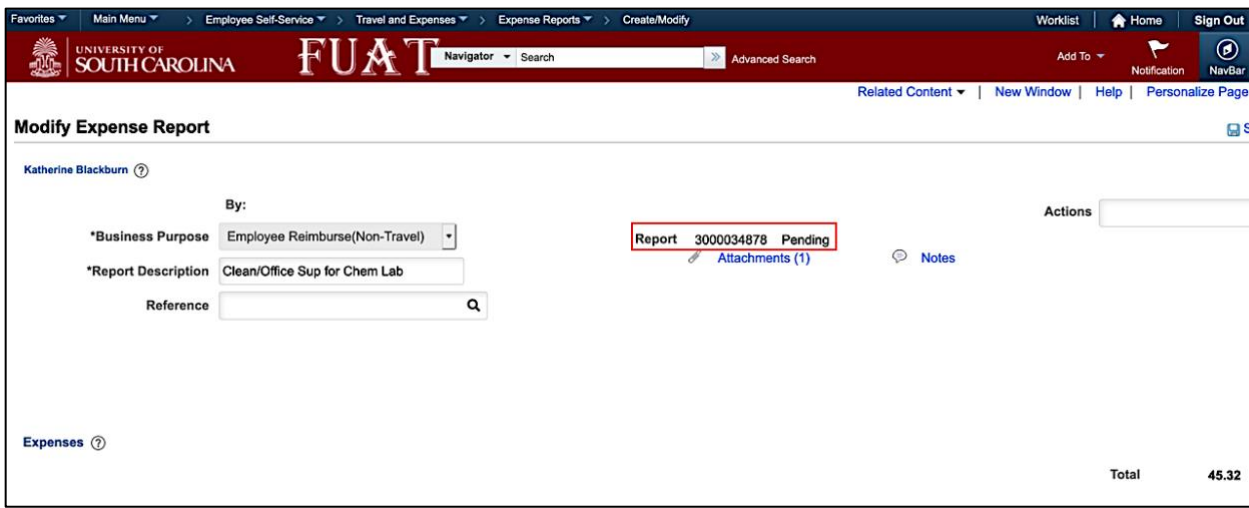
The screenshot shows the same 'Create/Modify' screen. The amount field is now '36.28' and the Base Currency Amount is also '36.28'. The chartfield table is updated as follows:

| Amount | *GL Unit | Monetary Amount | Currency Code | Exchange Rate | Oper Unit | Dept | Fund | Account | Class | PC Bus Unit | Project |
|--------------|----------|-----------------|---------------|---------------|-----------|--------|-------|---------|-------|--------------|------------|
| 36.28 | USC01 | 36.28 | USD | 1.00000000 | CL071 | 130200 | A0001 | 53001 | 101 | | |
| Total | | | | | | | | | | 45.32 | USD |

Step 35: This expense report is complete, scroll up to the top right of the screen and click the **Save for Later** link. This will identify any errors you may have and allow to you to go back to this Expense Report and modify it if necessary. You can click the Summary and Submit link if ready to submit for approval.

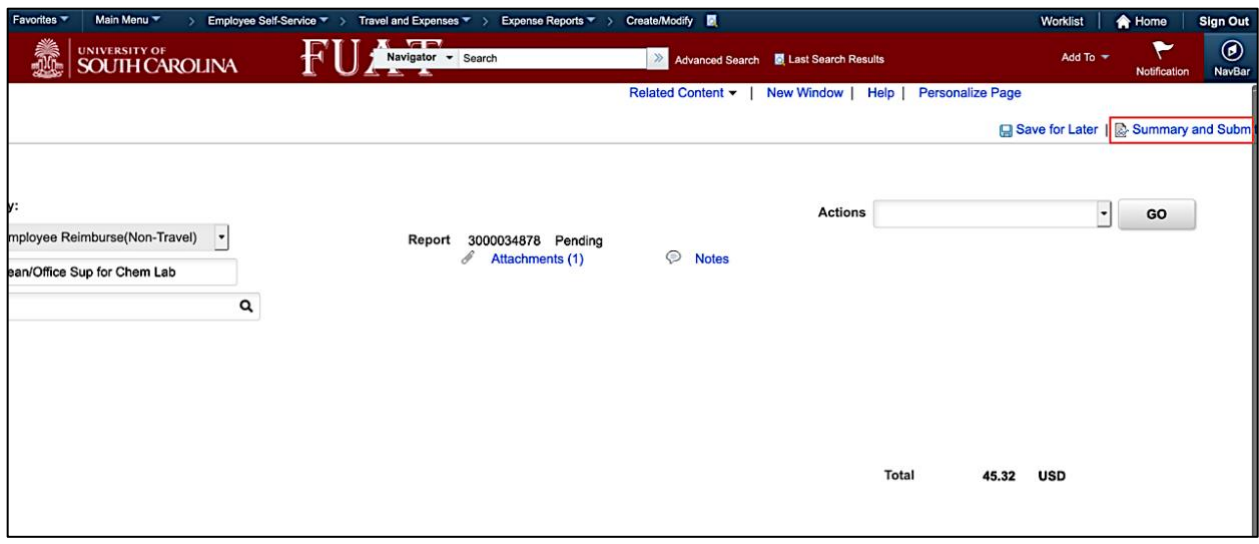


Step 36: Notice a **Report ID** is assigned when you click the **Save for Later** link.



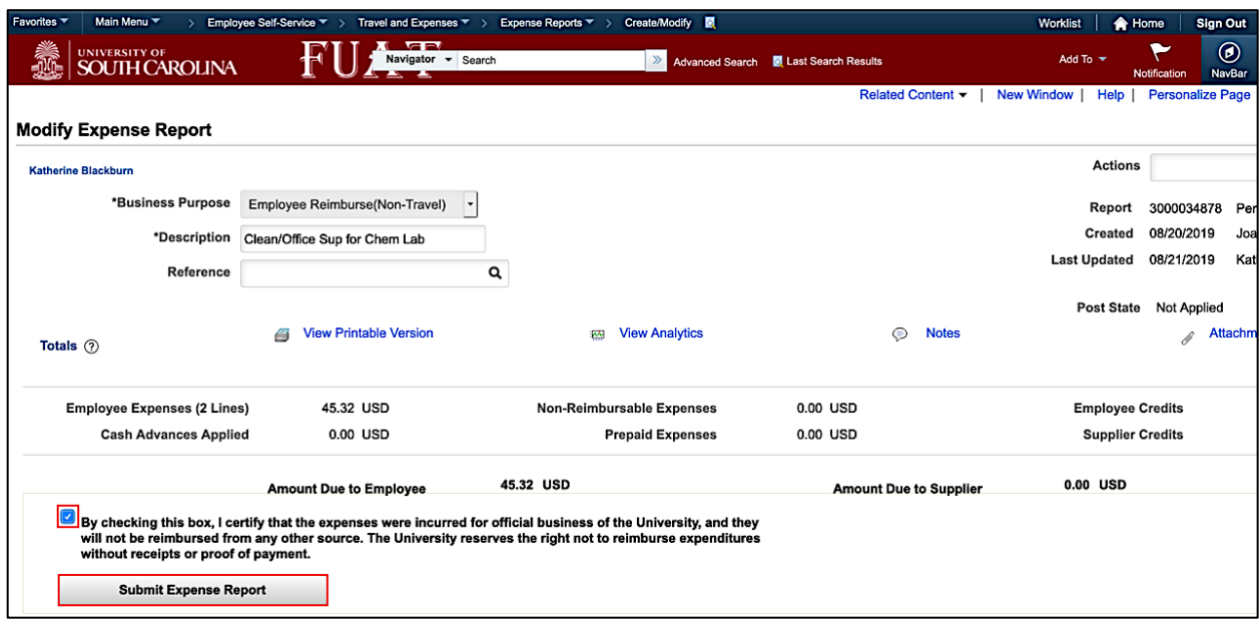
The Expense Report is now complete and ready to submit for approval.

Step 37: Click the **Summary and Submit** link if ready to submit for approval.

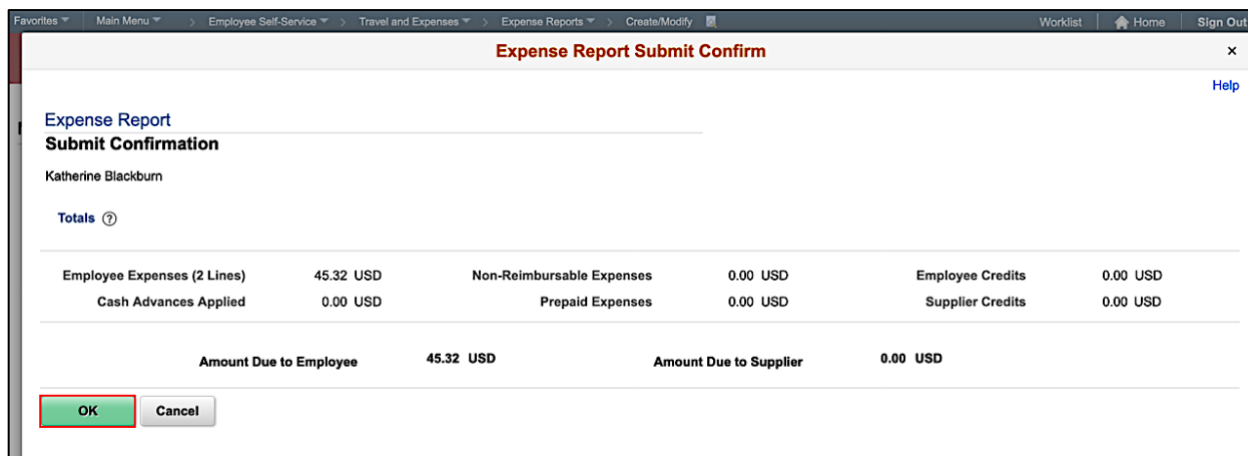


Step 38: Click to select the box certifying the expenses submitted were incurred for official business of the University.

Step 39: Click the **Submit Expense Report** button.



Step 40: Review to ensure there are no errors. Click the **OK** button.



Expense Report Submit Confirmation

Katherine Blackburn

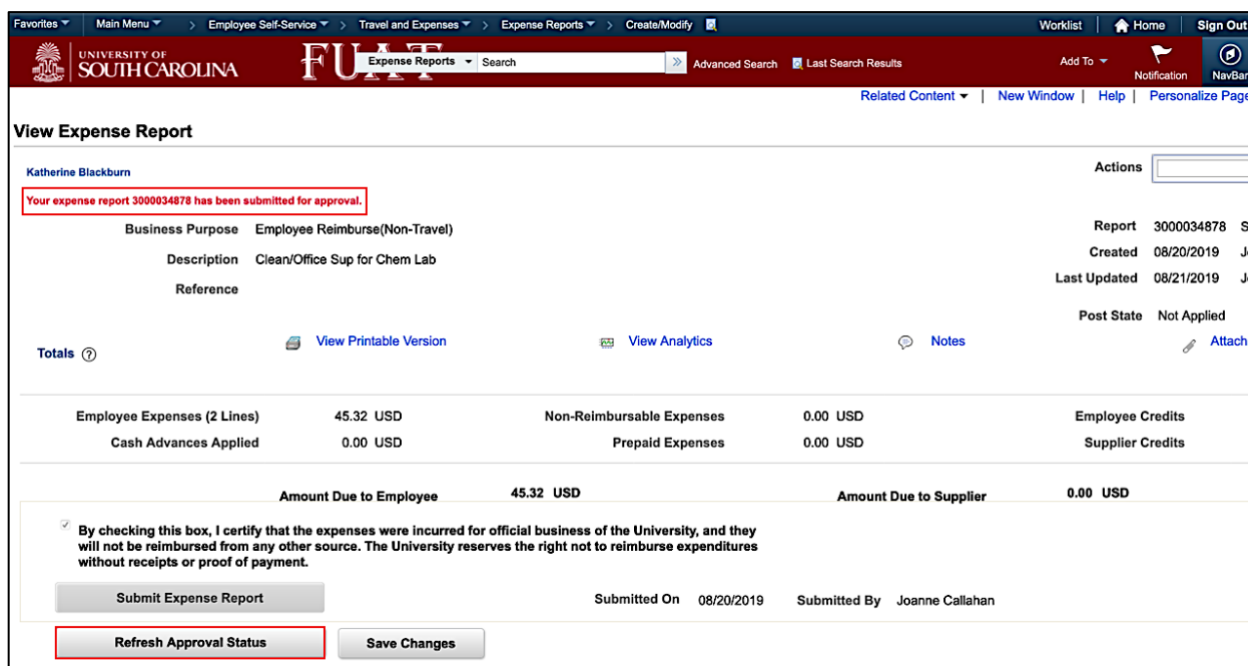
Totals ⓘ

| | | | | | |
|-------------------------------|-----------|---------------------------|-------------------------------|------------------|-----------------|
| Employee Expenses (2 Lines) | 45.32 USD | Non-Reimbursable Expenses | 0.00 USD | Employee Credits | 0.00 USD |
| Cash Advances Applied | 0.00 USD | Prepaid Expenses | 0.00 USD | Supplier Credits | 0.00 USD |
| Amount Due to Employee | | 45.32 USD | Amount Due to Supplier | | 0.00 USD |

OK **Cancel**

Step 41: Notice the message indicating the Expense Report has been submitted for approval.

Step 42: Click the **Refresh Approval Status** to update the status to Submitted for Approval.



View Expense Report

Katherine Blackburn

Your expense report 3000034878 has been submitted for approval.

Business Purpose: Employee Reimburse(Non-Travel)
 Description: Clean/Office Sup for Chem Lab
 Reference:

Totals ⓘ

| | | | | | |
|-------------------------------|-----------|---------------------------|-------------------------------|------------------|-----------------|
| Employee Expenses (2 Lines) | 45.32 USD | Non-Reimbursable Expenses | 0.00 USD | Employee Credits | |
| Cash Advances Applied | 0.00 USD | Prepaid Expenses | 0.00 USD | Supplier Credits | |
| Amount Due to Employee | | 45.32 USD | Amount Due to Supplier | | 0.00 USD |

By checking this box, I certify that the expenses were incurred for official business of the University, and they will not be reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or proof of payment.

Submit Expense Report Submitted On 08/20/2019 Submitted By Joanne Callahan

Refresh Approval Status Save Changes

Step 43: The Report status is **Submitted for Approval**.

Step 44: Click the **Expand Section Approval History** button to review the Approval level.

View Expense Report

Katherine Blackburn

Business Purpose: Employee Reimburse(Non-Travel)
 Description: Clean/Office Sup for Chem Lab
 Reference:

Report: 3000034878 Submitted for Approval
 Created: 08/20/2019 Joanne Callahan
 Last Updated: 08/21/2019 Joanne Callahan
 Post State: Not Applied
 Attachments (1)

| | | | | | |
|-----------------------------|--|--------------------------------|------------------------|---------------------------------|----------|
| Totals | View Printable Version | View Analytics | Notes | Attachments (1) | |
| Employee Expenses (2 Lines) | 45.32 USD | Non-Reimbursable Expenses | 0.00 USD | Employee Credits | 0.00 USD |
| Cash Advances Applied | 0.00 USD | Prepaid Expenses | 0.00 USD | Supplier Credits | 0.00 USD |
| Amount Due to Employee | | 45.32 USD | Amount Due to Supplier | | 0.00 USD |

By checking this box, I certify that the expenses were incurred for official business of the University, and they will not be reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or proof of payment.

Submit Expense Report Withdraw Expense Report Submitted On: 08/21/2019 Submitted By: Joanne Callahan

[Save Changes](#)

[Approval History](#)

Step 45: Review the Approval History.

[Save Changes](#)

Approval History

Expense Report Employee

SHEET_ID=3000034878:Pending [View/Hide Comments](#)

Employees Approval Required

Pending
 Katherine Blackburn
 Employee

[Comment History](#)

Expense Report Approval 1

SHEET_ID=3000034878:Awaiting Further Approvals [View/Hide Comments](#)

Level 1 Approval

Not Routed
 Multiple Approvers
 Department Approvers

[Comment History](#)

Expense Report Approval 2

SHEET_ID=3000034878:Awaiting Further Approvals [View/Hide Comments](#)

Level 2 Approval

Not Routed
 Multiple Approvers
 Level 2 Approvers

[Comment History](#)

Controller's Office Approval

SHEET_ID=3000034878:Awaiting Further Approvals [View/Hide Comments](#)

Accounts Payable Approval

Not Routed
 Multiple Approvers
 Accounts Payable Approval

[Comment History](#)

VII. Splitting the Accounting Distribution on an Expense Report

Use the Default Accounting for Expense action to charge the expense to two departments.

Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/ Modify

To create an Expense Report, follow the steps in **Section VII. Create an Expense Report**. The steps below show how to split the accounting distribution for an expense report.

To split the accounting distribution by percentage using Default Accounting for Report:

Step 1: Click the **Actions** dropdown arrow.

The screenshot shows the FUAT web application interface. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The page title is 'UNIVERSITY OF SOUTH CAROLINA FUAT'. The main content area displays an expense report for 'Employee Reimburse(Non-Travel)' with a report number of 3000034878 and a status of 'Pending'. The report is for 'Dean/Office Sup for Chem Lab'. The 'Actions' dropdown menu is open, showing options: '...Choose an Action', 'Copy Expense Lines', 'Default Accounting For Report' (highlighted), 'Expense Report Project Summary', and 'Export to Excel'. The 'GO' button is highlighted with a red box. At the bottom right, the total amount is '45.32 USD'.

Step 2: Select **Default Accounting for Report** from the actions list.

Step 3: Click the **GO** button.

This screenshot is identical to the previous one, but the 'Default Accounting For Report' option in the 'Actions' dropdown menu is now selected and highlighted in blue. The 'GO' button remains highlighted with a red box. The total amount at the bottom right is still '45.32 USD'.

Step 4: Click in the **Percentage** field and enter the appropriate percentage.

Step 5: Enter the Chartfield string (Make sure these are valid CF values from the Crosswalk table).

Step 6: Click the **Add Chartfield Line** to add the second chartfield line.

Expense Report
Accounting Defaults

Report ID 3000034878

Accounting Summary

| % | *GL Unit | Oper Unit | Dept | Fund | Class | PC Bus Unit | Project | Activity | Cost Share | Product | Funding Source |
|-------|----------|-----------|---------|--------|-------|-------------|---------|----------|------------|---------|----------------|
| 50.00 | USC01Q | CL071Q | 130200Q | A0001Q | 101Q | | | | | | |

Buttons: Add ChartField Line, Load Defaults, User Defaults, OK

Step 7: Click in the **Percentage** field and enter the appropriate percentage.

Step 8: Enter the Chartfield string (Make sure these are valid CF values from the Crosswalk table). A different Department was entered on this line.

Step 9: Click the **OK** button.

Expense Report
Accounting Defaults

Report ID 3000034878

Accounting Summary

| % | *GL Unit | Oper Unit | Dept | Fund | Class | PC Bus Unit | Project | Activity | Cost Share | Product | Funding Source |
|-------|----------|-----------|---------|--------|-------|-------------|---------|----------|------------|---------|----------------|
| 50.00 | USC01Q | CL071Q | 130200Q | A0001Q | 101Q | | | | | | |
| 50.00 | USC01Q | CL071Q | 130290Q | A0001Q | 101Q | | | | | | |

Buttons: Add ChartField Line, Load Defaults, User Defaults, OK

Step 10: Notice the cost is split between the two chartfield strings.

The screenshot shows the 'Create/Modify' page for an expense report in the FUAT system. The expense details are as follows:

- Date: 07/22/2019
- Expense Type: Miscellaneous Supplies
- Description: Cleaning Supplies from Target for Chem Lab (212 characters remaining)
- Payment Type: Personal Reimbursement
- Billing Type: AVAILABLE
- Receipt Split:
- Default Rate:
- Non-Reimbursable:
- No Receipt:
- Exchange Rate: 1.00000000
- Base Currency Amount: 9.04

The 'Accounting Details' section is expanded to show a table of chartfields:

| Amount | *GL Unit | Monetary Amount | Currency Code | Exchange Rate | Oper Unit | Dept | Fund | Account | Class |
|--------|----------|-----------------|---------------|---------------|-----------|--------|-------|---------|-------|
| 4.52 | USC01 | 4.52 | USD | 1.00000000 | CL071 | 130200 | A0001 | 53009 | 101 |
| 4.52 | USC01 | 4.52 | USD | 1.00000000 | CL071 | 130290 | A0001 | 53009 | 101 |

To split the accounting distribution by amount on the expense line:

Step 1: Click the **Expand Accounting Lines** button.

The screenshot shows the 'Expenses' list in the FUAT system. The total amount for the expense line is 45.32. The 'Expand Accounting Lines' button is highlighted with a red box. The expense details are:

- Date: 07/22/2019
- Expense Type: Miscellaneous Supplies
- Description: Cleaning Supplies from Target for Chem Lab (212 characters remaining)
- Payment Type: Personal Reimbursement
- Amount: 9.04
- Billing Type: AVAILABLE
- Receipt Split:
- Default Rate:
- Non-Reimbursable:
- No Receipt:
- Exchange Rate: 1.00000000
- Base Currency Amount: 9.04

Step 2: Click in the **Amount** field and add the amount Department A is responsible for.

Step 3: Enter the Chartfield string (Make sure these are valid CF values from the Crosswalk table).

The screenshot shows the 'Create/Modify' page in the FUAT system. The top navigation bar includes 'Favorites', 'Main Menu', 'Employee Self-Service', 'Travel and Expenses', 'Expense Reports', and 'Create/Modify'. The main form contains the following fields:

- *Date: 07/22/2019
- *Expense Type: Miscellaneous Supplies
- *Description: Cleaning Supplies from Target for Chem Lab (212 characters remaining)
- *Payment Type: Personal Reimbursement
- *Amount: 9.04
- *Billing Type: AVAILABLE
- *Exchange Rate: 1.0000000
- Base Currency Amount: 9.04

The 'Accounting Details' section includes a 'Chartfields' table with the following data row:

| Amount | *GL Unit | Monetary Amount | Currency Code | Exchange Rate | Oper Unit | Dept | Fund | Account | Class | PC Bus Unit |
|--------|----------|-----------------|---------------|---------------|-----------|--------|-------|---------|-------|-------------|
| 4.52 | USC01 | 4.52 | USD | 1.00000000 | CL071 | 130200 | A0001 | 53009 | 101 | |

Step 4: Use the scroll bar to view the **Add a New Row (+)** button.

Step 5: Click the **Add a New Row** button to add a second accounting line.

This screenshot shows the 'Chartfields' table from the previous step, with a scroll bar at the bottom. The 'Add a New Row (+)' button is highlighted with a red box. The table has the following columns:

| Amount | Activity | Cost Share | Product | Funding Source | Subcategory | Category | Source Type |
|--------|----------|------------|---------|----------------|-------------|----------|-------------|
| 4.52 | | | | | | | |

Step 6: Click in the **Amount** field and add the amount Department B is responsible for.

Step 7: Enter the Chartfield string (Make sure these are valid CF values from the Crosswalk table).

Note: The **account code** populates when the Expense Type is selected and does need to be changed.

The screenshot shows the 'Create/Modify' page for an expense report in the FUIR system. The 'Accounting Details' section is expanded, showing a table of chartfields. The second row is highlighted with a red border, indicating the current selection.

| Amount | *GL Unit | Monetary Amount | Currency Code | Exchange Rate | Oper Unit | Dept | Fund | Account | Class | PC Bus Unit |
|--------|----------|-----------------|---------------|---------------|-----------|--------|-------|---------|-------|-------------|
| 4.52 | USC01 | 4.52 USD | USD | 1.00000000 | CL071 | 130200 | A0001 | 53009 | 101 | |
| 4.52 | USC01 | 4.52 USD | USD | 1.00000000 | CL071 | 130290 | A0001 | 53009 | 101 | |

VIII. Modifying an Expense Report

Modify an unsubmitted expense report or an expense report that was submitted and returned by an approver.

Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/ Modify

Modifications can include:

- Changing Amounts
- Adding additional Expense Lines
- Removing an Expense Line
- Updating the Accounting Detail
- Confirmation of the receipts to the expense report dollar totals

Step 1: Click the **Find an Existing Value** tab.

Step 2: Click in the **Report ID** field and enter the appropriate ID.

Step 3: Click the **Search** button.

The screenshot shows the 'Expense Report' search interface. At the top, there is a navigation bar with 'Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify'. Below this is a search bar with 'FUAT' and a search button. The main content area has a title 'Expense Report' and a sub-header 'Find an Existing Value' (highlighted in red). Below the title, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. Under 'Search Criteria', there are several search fields: 'Report ID' (beginning with '3000034878'), 'Report Description', 'Name', 'Empl ID', 'USC ID', 'Business Purpose', and 'Creation Date'. A 'Search' button is highlighted in red at the bottom left.

Step 4: Click the **Expand All** link to view the expense lines and accounting details.

Modify Expense Report

Katherine Blackburn

By: Actions

*Business Purpose: Employee Reimburse(Non-Travel) Report: 3000034878 Pending Attachments (1) Notes

*Report Description: Clean/Office Sup for Chem Lab

Reference:

Expenses

Total: 45.32

Expand All Collapse All

| *Date | *Expense Type | *Description | *Payment Type | *Amount |
|------------|------------------------|---|------------------------|---------|
| 07/22/2019 | Miscellaneous Supplies | * Cleaning Supplies for the Chem Lab 220 characters remaining | Personal Reimbursement | 9.04 |
| 07/24/2019 | Supplies | * Office Supplies from Walmart for Chem Lab 213 characters remaining | Personal Reimbursement | 36.28 |

Step 5: To modify this report by adding an additional expense line, scroll all of the down to the end of the report and click the **Insert Line** icon.

Supplies

* Office Supplies from Walmart for Chem Lab
213 characters remaining

Personal Reimbursement 36.28 USD **+**

AVAILABLE Receipt Split

Default Rate
 Non-Reimbursable
 No Receipt

*Exchange Rate: 1.00000000
Base Currency Amount: 36.28 USD

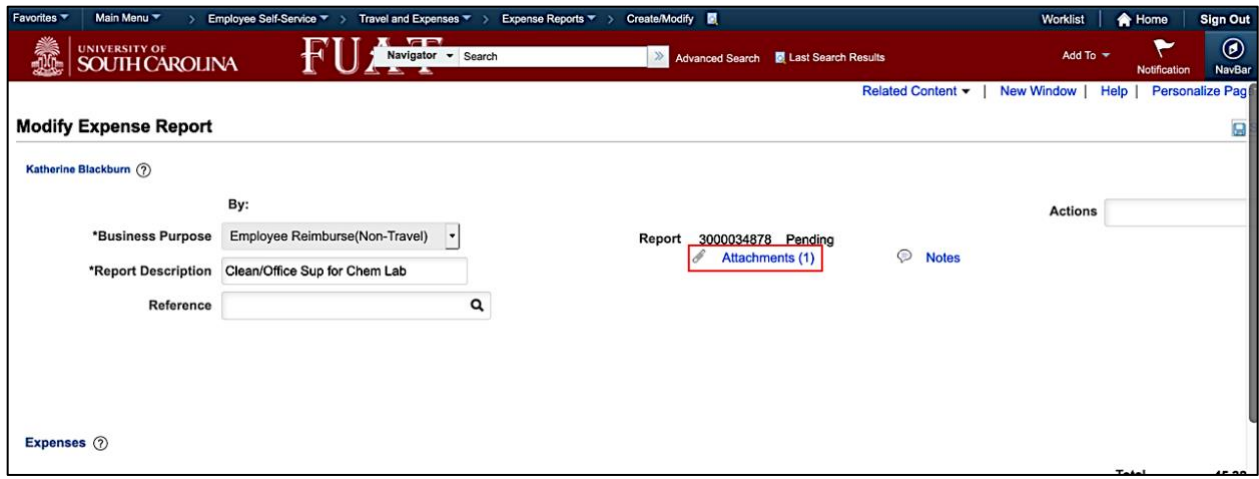
Accounting Details

Chartfields

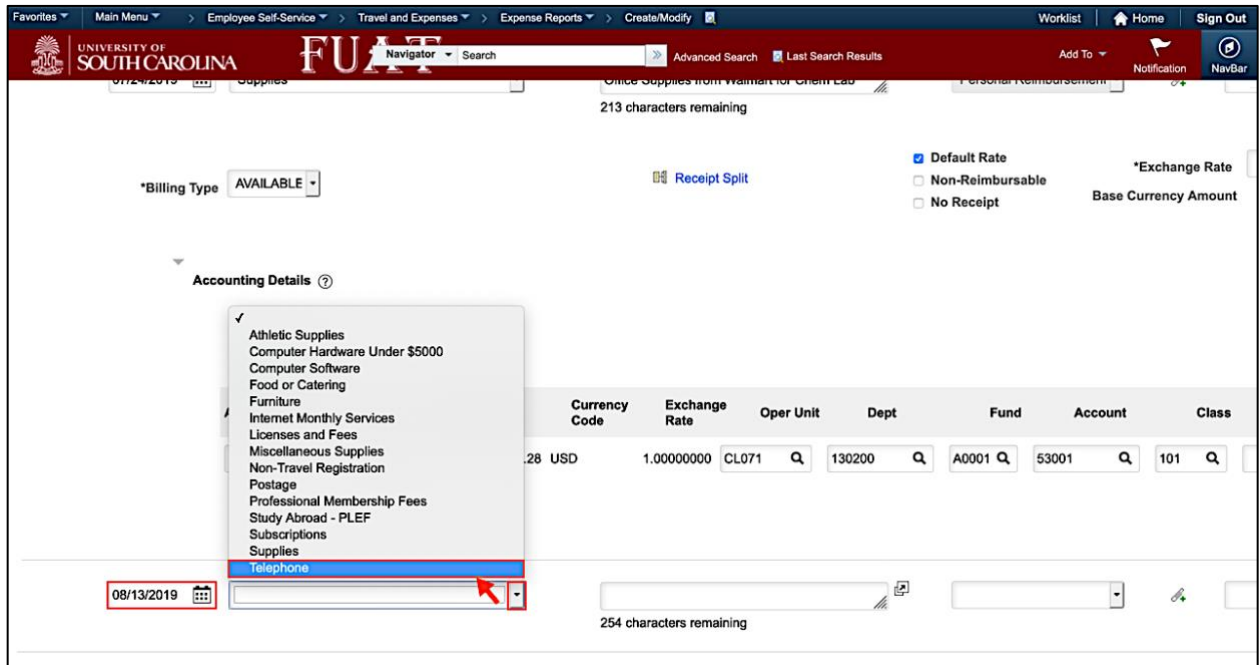
| Amount | *GL Unit | Monetary Amount | Currency Code | Exchange Rate | Oper Unit | Dept | Fund | Account | Class | PC Bus Unit | Project |
|--------------|----------|-----------------|---------------|---------------|-----------|-------|-------|---------|-------|-------------|---------|
| 36.28 | USC01 | 36.28 USD | 1.00000000 | CL071 | 130200 | A0001 | 53001 | 101 | | | |
| Total | | | | | | | | | | 45.32 USD | |

Step 6: Click in the **Date** field and add the date that is on the receipt you attached to the report.

Note: Be sure to attach the receipt for this expense at the **Header** level, not the line level.



Step 7: Select the **Expense Type** from the drop-down list. Be sure to select a type that matches the attached receipts.



Step 8: Click in the **Description** field and enter an appropriate description for the expense.

Step 9: Click in the **Amount** field and add the amount identified on the receipt for which you are being reimbursed. Be sure to include the tax. The **Amount** field in the Chartfield string will populate when you tab to a new field.

The screenshot shows the 'Create/Modify' screen for an expense report. The 'Chartfields' table is visible, and the 'Description' field is highlighted with a red box. The 'Amount' field is also highlighted with a red box.

| Amount | *GL Unit | Monetary Amount | Currency Code | Exchange Rate | Oper Unit | Dept | Fund | Account | Class | PC Bus Unit | Project |
|--------|----------|-----------------|---------------|---------------|-----------|--------|-------|---------|-------|-------------|---------|
| 36.28 | USC01 | 36.28 | USD | 1.00000000 | CL071 | 130200 | A0001 | 53001 | 101 | | |

Telephone

* TL Verizon Cell Phone Reimbursement
219 characters remaining

Personal Reimbursement

140.90 USD

Receipt Split

Default Rate
Non-Reimbursable
No Receipt

*Exchange Rate 1.00000000
Base Currency Amount 0.00 USD

Step 10: Notice the new line populates the accounting details with the default accounting added to this report. If the chartfield information is different for this line, make the changes on this line.

The screenshot shows the 'Create/Modify' screen for an expense report. The 'Accounting Details' section is expanded, and the 'Chartfields' table is visible. The 'Amount' field is highlighted with a red box.

08/13/2019 Telephone

* TL Verizon Cell Phone Reimbursement
219 characters remaining

Personal Reimbursement

140.90

Receipt Split

Default Rate
Non-Reimbursable
No Receipt

*Exchange Rate 1.00000000
Base Currency Amount 140.90

Billing Type AVAILABLE

Accounting Details

| Amount | *GL Unit | Monetary Amount | Currency Code | Exchange Rate | Oper Unit | Dept | Fund | Account | Class | PC Bus Unit |
|--------|----------|-----------------|---------------|---------------|-----------|--------|-------|---------|-------|-------------|
| 140.90 | USC01 | 140.90 | USD | 1.00000000 | CL071 | 130200 | A0001 | 52035 | 101 | |

Step 11: Notice the **Total** has been updated to reflect the change.

Step 12: Click the **Save for Later** link to save the changes. This will identify any errors that need to be corrected and will allow you to make changes to this report.

The screenshot shows the 'Create/Modify' page for an expense report. The report is titled 'Office Sup for Chem Lab' and has a total amount of 186.22 USD. The 'Save for Later' link is highlighted in red. The interface includes a navigation bar with 'Favorites', 'Main Menu', 'Employee Self-Service', 'Travel and Expenses', 'Expense Reports', and 'Create/Modify'. The report details include: Report 3000034878, Pending status, and 1 attachment. The expense type is 'Miscellaneous Supplies' and the payment type is 'Personal Reimbursement'. The amount is 9.04 USD. The exchange rate is 1.00000000. The base currency amount is 9.04 USD. The 'Save for Later' link is highlighted in red.

The Expense Report is now complete and ready to submit for approval.

Step 13: Click the **Summary and Submit** link if ready to submit for approval.

The screenshot shows the 'Create/Modify' page for an expense report. The report is titled 'Office Sup for Chem Lab' and has a total amount of 186.22 USD. The 'Summary and Submit' link is highlighted in red. The interface includes a navigation bar with 'Favorites', 'Main Menu', 'Employee Self-Service', 'Travel and Expenses', 'Expense Reports', and 'Create/Modify'. The report details include: Report 3000034878, Pending status, and 1 attachment. The expense type is 'Miscellaneous Supplies' and the payment type is 'Personal Reimbursement'. The amount is 9.04 USD. The exchange rate is 1.00000000. The base currency amount is 9.04 USD. The 'Summary and Submit' link is highlighted in red.

Step 14: Click to select the box certifying the expenses submitted are accurate.

Step 15: Click the **Submit Expense Report** button.

Modify Expense Report

Katherine Blackburn

*Business Purpose: Employee Reimburse(Non-Travel)

*Description: Clean/Office Sup for Chem Lab

Reference: [Search]

Totals

| | | | | | |
|-------------------------------|------------|---------------------------|-------------------------------|------------------|-----------------|
| Employee Expenses (3 Lines) | 186.22 USD | Non-Reimbursable Expenses | 0.00 USD | Employee Credits | |
| Cash Advances Applied | 0.00 USD | Prepaid Expenses | 0.00 USD | Supplier Credits | |
| Amount Due to Employee | | 186.22 USD | Amount Due to Supplier | | 0.00 USD |

By checking this box, I certify that the expenses were incurred for official business of the University, and they will not be reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or proof of payment.

Submit Expense Report

Step 16: Review to ensure there are no errors. Click the **OK** button.

Expense Report Submit Confirm

Expense Report

Save Confirmation

Katherine Blackburn

Totals

| | | | | | |
|-------------------------------|------------|---------------------------|-------------------------------|------------------|-----------------|
| Employee Expenses (3 Lines) | 186.22 USD | Non-Reimbursable Expenses | 0.00 USD | Employee Credits | 0.00 USD |
| Cash Advances Applied | 0.00 USD | Prepaid Expenses | 0.00 USD | Supplier Credits | 0.00 USD |
| Amount Due to Employee | | 186.22 USD | Amount Due to Supplier | | 0.00 USD |

OK **Cancel**

Step 17: Notice the message indicating the Expense Report has been submitted for approval.

Step 18: Click the **Refresh Approval Status** to update the status to Submitted for Approval.

The screenshot shows the 'View Expense Report' page for Katherine Blackburn. A red box highlights the message: "Your expense report 3000034878 has been submitted for approval." The report details are as follows:

| | | | | |
|------------------|--------------------------------|--------------|-------------|----|
| Business Purpose | Employee Reimburse(Non-Travel) | Report | 3000034878 | Su |
| Description | Clean/Office Sup for Chem Lab | Created | 08/20/2019 | Jo |
| Reference | | Last Updated | 08/20/2019 | Jo |
| | | Post State | Not Applied | |

Totals:

| | | | | | |
|-----------------------------|------------|---------------------------|------------------------|------------------|----------|
| Employee Expenses (3 Lines) | 186.22 USD | Non-Reimbursable Expenses | 0.00 USD | Employee Credits | |
| Cash Advances Applied | 0.00 USD | Prepaid Expenses | 0.00 USD | Supplier Credits | |
| Amount Due to Employee | | 186.22 USD | Amount Due to Supplier | | 0.00 USD |

By checking this box, I certify that the expenses were incurred for official business of the University, and they will not be reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or proof of payment.

Buttons: Submit Expense Report, Refresh Approval Status, Save Changes.

Step 19: The Report status is **Submitted for Approval**.

The screenshot shows the 'View Expense Report' page for Katherine Blackburn. The report status is now "Submitted for Approval". The report details are as follows:

| | | | | |
|------------------|--------------------------------|--------------|-------------|------------------------|
| Business Purpose | Employee Reimburse(Non-Travel) | Report | 3000034878 | Submitted for Approval |
| Description | Clean/Office Sup for Chem Lab | Created | 08/20/2019 | Joanne Callahan |
| Reference | | Last Updated | 08/20/2019 | Joanne Callahan |
| | | Post State | Not Applied | |

Totals:

| | | | | | |
|-----------------------------|------------|---------------------------|------------------------|------------------|----------|
| Employee Expenses (3 Lines) | 186.22 USD | Non-Reimbursable Expenses | 0.00 USD | Employee Credits | 0.00 USD |
| Cash Advances Applied | 0.00 USD | Prepaid Expenses | 0.00 USD | Supplier Credits | 0.00 USD |
| Amount Due to Employee | | 186.22 USD | Amount Due to Supplier | | 0.00 USD |

By checking this box, I certify that the expenses were incurred for official business of the University, and they will not be reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or proof of payment.

Buttons: Submit Expense Report, Withdraw Expense Report, Submitted On: 08/20/2019, Submitted By: Joanne Callahan, Save Changes.

Step 20: Click the **Expand Section Approval History** button to review the Approval level.

The screenshot displays the 'Approval History' section for SHEET_ID=3000034878. The interface includes a navigation bar at the top with 'Favorites', 'Main Menu', 'Employee Self-Service', 'Travel and Expenses', 'Expense Reports', and 'Create/Modify'. The University of South Carolina logo and 'FURAP' are visible in the header. The main content area shows four approval stages:

- Expense Report Employee:** SHEET_ID=3000034878: Pending. Status: Pending. Approver: Katherine Blackburn (Employee).
- Expense Report Approval 1:** SHEET_ID=3000034878: Awaiting Further Approvals. Status: Not Routed. Approver: Multiple Approvers (Department Approvers).
- Expense Report Approval 2:** SHEET_ID=3000034878: Awaiting Further Approvals. Status: Not Routed. Approver: Multiple Approvers (Level 2 Approvers).
- Controller's Office Approval:** SHEET_ID=3000034878: Awaiting Further Approvals. Status: Not Routed. Approver: Multiple Approvers (Accounts Payable Approval).

IX. Correcting Errors when Creating an Expense Report

When you attempt to save for later or submit the expense report for approval and a transaction line has missing or invalid information red flags and red boxes appear. You can save an expense report with missing or invalid information; however, you cannot submit an expense report for approval with missing or invalid information. Additionally, once the expense report is submitted for approval no additional changes can be made to the expense report without having the Approver return your expense report for updates and corrections, or you withdraw the report before it is budget checked.

Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/ Modify

Step 1: Click the **Missing or invalid information was found** icon to access the Expense Detail for [expense type] page to view and correct missing or invalid information pertaining to the expense transaction line.

Modify Expense Report

Katherine Blackburn

By:

*Business Purpose: Employee Reimburse(Non-Travel)

*Report Description: Clean/Office Sup for Chem Lab

Reference:

Report: 3000034878 Pending

Attachments (1) | Notes

Expenses

| *Date | *Expense Type | *Description | *Payment Type | *Amount |
|------------|------------------------|--------------------------|------------------------|--------------------|
| 07/22/2019 | Miscellaneous Supplies | 254 characters remaining | Personal Reimbursement | |
| | | | | Total 45.32 |

*Billing Type: AVAILABLE

Receipt Split

Default Rate
 Non-Reimbursable
 No Receipt

*Exchange Rate:
Base Currency Amount

Step 2: Read the message carefully. The system indicates what needs to be entered or updated.

Step 3: Click the **Return** button to correct the error. Keep in mind that correction of one error could create another error. Simply continue reviewing and correct errors until fully resolved.

The screenshot shows the 'Modify Expense Report' page for Katherine Blackburn. The report is for 'Employee Reimburse(Non-Travel)' with report number 3000034878 and status 'Pending'. An error dialog box titled 'Expense Report Line Errors' is displayed, stating: 'Please enter or update the following information: Missing Description'. A 'Return' button is highlighted in the dialog. The background shows the expense line with a red error bar and the text '254 characters remaining'.

Step 4: The required Description field is missing information. Click in the **Description** field and enter 'Cleaning Supplies for the Chem Lab'.

Step 5: Click the **Save for Later** button.

The screenshot shows the 'Modify Expense Report' page after the error has been corrected. The description field now contains 'Cleaning Supplies for the Chem Lab' with '220 characters remaining'. The 'Save for Later' button is highlighted with a red box. The total amount is 45.32 USD. The expense line details are as follows:

| *Expense Type | *Description | *Payment Type | *Amount | *Currency |
|------------------------|--|------------------------|---------|-----------|
| Miscellaneous Supplies | Cleaning Supplies for the Chem Lab 220 characters remaining | Personal Reimbursement | 9.04 | USD |

Additional options shown include 'AVAILABLE', 'Receipt Split', 'Default Rate' (checked), 'Non-Reimbursable' (unchecked), 'No Receipt' (unchecked), and an exchange rate of 1.00000000. The base currency amount is 9.04 USD.

Step 6: Notice the **Missing or invalid information was found** icon and red box are no longer there because the error has been corrected.

Modify Expense Report

Katherine Blackburn

By: Report 3000034878 Pending Attachments (1) Notes

*Business Purpose: Employee Reimburse(Non-Travel)

*Report Description: Clean/Office Sup for Chem Lab

Reference:

Expenses

Total: 45.32

Expand All | Collapse All

| *Date | *Expense Type | *Description | *Payment Type | *Amount |
|------------|------------------------|--|------------------------|---------|
| 07/22/2019 | Miscellaneous Supplies | Cleaning Supplies for the Chem Lab 220 characters remaining | Personal Reimbursement | |

*Rillion Turn AVAILABLE Receipt Split Default Rate Non-Reimbursable Exchange Rate Base Currency Amount

The Expense Report is now ready to submit for approval.

X. Printing an Expense Report

You can obtain a printable version of your expense report.

Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Print

Step 1: Click in the **Report ID** field and enter an appropriate ID.

Step 2: Click the **Search** button.

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Report ID begins with 3000034878

Search Advanced Search

Step 3: Select the **Report ID** for the Expense Report you would like a printable version of.

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Report ID begins with 3000034878

Search Advanced Search

Search Results

View All 1-1 of 1

| Report ID | Report Description | Name | Empl ID | USC ID | Business Purpose | Report Status | Creation Date |
|------------|-------------------------------|-----------------------|-----------|-----------|--------------------------------|---------------|---------------|
| 3000034878 | Clean/Office Sup for Chem Lab | Blackburn,Katherine S | Y30709434 | Y30709434 | Employee Reimburse(Non-Travel) | Submitted | 08/20/2019 |

Step 4: Click the **Print Express Report** link to view a printable version of the expense report.

Expense Report

Katherine Blackburn
 Description Clean/Office Sup for Chem Lab
 Report 3000034878 Submitted for Approval USC ID Y30709434
 Business Purpose Employee Reimburse(Non-Travel)

[Print Expense Report](#)

| Date | Expense Type | Non-Reimbursable | No Receipt Additional Information | Receipt Required | Payment Type | Transaction Amt Merchant | Exchange Rate Location | Amount |
|------------|--|--------------------------|-----------------------------------|-------------------------------------|------------------------|--------------------------|------------------------|------------|
| 07/22/2019 | Miscellaneous Supplies Cleaning Supplies for the Chem Lab | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Personal Reimbursement | 9.04 USD | 1.00000000 | 9.04 USD |
| 07/24/2019 | Supplies Office Supplies from Walmart for Chem Lab | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Personal Reimbursement | 36.28 USD | 1.00000000 | 36.28 USD |
| 08/13/2019 | Telephone TL Verizon Cell Phone Reimbursement | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Personal Reimbursement | 140.90 USD | 1.00000000 | 140.90 USD |

| | | | | | |
|-----------------------|------------|---------------------------|----------|------------------------|------------|
| Employee Expenses | 186.22 USD | Non-Reimbursable Expenses | 0.00 USD | Amount Due to Supplier | 0.00 USD |
| Cash Advances Applied | 0.00 USD | Prepaid Expenses | 0.00 USD | Amount Due to Employee | 186.22 USD |

Step 5: Review the Expense Report.

ORACLE Expense Report PeopleSoft Expenses EXC4500

| | |
|----------------------|--|
| Report | 3000034878 |
| Employee | Katherine Blackburn |
| Reference | Business Purpose Employee Reimburse(Non-Travel) |
| From Date | To Date |
| Trip Location | |

Expense Lines

| Date | Expense Type | Non-Reimbursable | No Receipt | Receipt Required | Payment Type | Transaction Amount | Exchange Rate | Amount |
|-------------|--|--------------------------|--------------------------|-------------------------------------|------------------------|--------------------|---------------|------------|
| Description | Additional Information | | | Merchant | Location | | | |
| 07/22/2019 | Miscellaneous Supplies Cleaning Supplies for the Chem Lab | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Personal Reimbursement | 9.04 USD | 1.00 | 9.04 USD |
| 07/24/2019 | Supplies Office Supplies from Walmart for Chem Lab | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Personal Reimbursement | 36.28 USD | 1.00 | 36.28 USD |
| 08/13/2019 | Telephone TL Verizon Cell Phone Reimbursement | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Personal Reimbursement | 140.90 USD | 1.00 | 140.90 USD |

| | |
|---------------------------|------------|
| Employee Expenses | 186.22 USD |
| Cash Advances Applied | 0.00 USD |
| Non-Reimbursable Expenses | 0.00 USD |
| Prepaid Expenses | 0.00 USD |
| Amount Due to Supplier | 0.00 USD |
| Amount Due to Employee | 186.22 USD |

| | | | | | | |
|----------------|------------|-----------------|---------|---------------|------------|-------------|
| Employee Phone | Department | Entered By user | Receipt | Creation Date | Print Date | Page Number |
| | 010000 | JOANNEC | | 08/20/2019 | 8/20/2019 | Page 1 of 1 |

XI. Viewing an Expense Report

The View navigation displays the Expense Report in a read-only mode. You can view only the Expense Reports you submitted for approval.

Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > View

Step 1: Click in the **Report ID** field and enter an appropriate ID.

Step 2: Click the **Search** button.

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Realtime Search | Keyword Search

▼ Search Criteria

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with 🔍

USC ID begins with

Business Purpose begins with 🔍

Report Status =

Creation Date = 📅

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Step 3: Click the **View Printable Version** link to view a read only page of the Expense Report that can be printed.

Step 4: Click the **Notes** link to view any additional notes provided by the Employee or Proxy.

Step 5: Click to **Attachments** link to review all important documents/ receipts.

View Expense Report

Katherine Blackburn

Business Purpose: Employee Reimburse(Non-Travel)
 Description: Clean/Office Sup for Chem Lab
 Reference:

Report: 3000034878 Submitted for Approval
 Created: 08/20/2019 Joanne Callahan
 Last Updated: 08/20/2019 Joanne Callahan
 Post State: Not Applied

Totals [View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments \(1\)](#)

| | | | | | |
|-----------------------------|------------|---------------------------|----------|------------------------|----------|
| Employee Expenses (3 Lines) | 186.22 USD | Non-Reimbursable Expenses | 0.00 USD | Employee Credits | 0.00 USD |
| Cash Advances Applied | 0.00 USD | Prepaid Expenses | 0.00 USD | Supplier Credits | 0.00 USD |
| Amount Due to Employee | | 186.22 USD | | Amount Due to Supplier | |
| | | | | 0.00 USD | |

By checking this box, I certify that the expenses were incurred for official business of the University, and they will not be reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or proof of payment.

Submit Expense Report Withdraw Expense Report Submitted On 08/20/2019 Submitted By Joanne Callahan

Save Changes

Approval History

Step 6: Click the **Expense Details** link to review the expense lines and accounting details

Expense Report

Blackburn

Business Purpose: Employee Reimburse(Non-Travel)
 Description: Clean/Office Sup for Chem Lab
 Reference:

Report: 3000034878 Submitted for Approval
 Created: 08/20/2019 Joanne Callahan
 Last Updated: 08/20/2019 Joanne Callahan
 Post State: Not Applied

[View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments \(1\)](#) [Expense Details](#)

| | | | | | |
|-----------------------------|------------|---------------------------|----------|------------------------|----------|
| Employee Expenses (3 Lines) | 186.22 USD | Non-Reimbursable Expenses | 0.00 USD | Employee Credits | 0.00 USD |
| Cash Advances Applied | 0.00 USD | Prepaid Expenses | 0.00 USD | Supplier Credits | 0.00 USD |
| Amount Due to Employee | | 186.22 USD | | Amount Due to Supplier | |
| | | | | 0.00 USD | |

By checking this box, I certify that the expenses were incurred for official business of the University, and they will not be reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or proof of payment.

Submit Expense Report Withdraw Expense Report Submitted On 08/20/2019 Submitted By Joanne Callahan

Save Changes

Step 7: Click the **Expand All** link to review expense line details.

View Expense Report

Katherine Blackburn

Business Purpose: Employee Reimburse(Non-Travel)
 Report Description: Clean/Office Sup for Chem Lab
 Report Reference: Reference

Report: 3000034878 Submitted for Approval
 Attachments (1) Notes

Actions: ...Choose an Action GO

Expenses

Expand All Collapse All

| *Date | *Expense Type | *Description | *Payment Type | *Amount | *Currency |
|------------|------------------------|---|------------------------|--------------|-------------------|
| 07/22/2019 | Miscellaneous Supplies | Cleaning Supplies for the Chem Lab 220 characters remaining | Personal Reimbursement | 9.04 | USD |
| 07/24/2019 | Supplies | Office Supplies from Walmart for Chem Lab 213 characters remaining | Personal Reimbursement | 36.28 | USD |
| 08/13/2019 | Telephone | TL Verizon Cell Phone Reimbursement 219 characters remaining | Personal Reimbursement | 140.90 | USD |
| | | | | Total | 186.22 USD |

Step 8: Click the **Summary** link to return to the view page.

Expense Report

Katherine Blackburn

Business Purpose: Employee Reimburse(Non-Travel)
 Report Description: Clean/Office Sup for Chem Lab
 Report Reference: Reference

Report: 3000034878 Submitted for Approval
 Attachments (1) Notes

Actions: ...Choose an Action GO

Expenses

Summary

and All | Collapse All

| *Date | *Expense Type | *Description | *Payment Type | *Amount | *Currency |
|------------|------------------------|---|------------------------|--------------|-------------------|
| 07/22/2019 | Miscellaneous Supplies | Cleaning Supplies for the Chem Lab 220 characters remaining | Personal Reimbursement | 9.04 | USD |
| 07/24/2019 | Supplies | Office Supplies from Walmart for Chem Lab 213 characters remaining | Personal Reimbursement | 36.28 | USD |
| 08/13/2019 | Telephone | TL Verizon Cell Phone Reimbursement 219 characters remaining | Personal Reimbursement | 140.90 | USD |
| | | | | Total | 186.22 USD |

Step 9: Click the **Expand Section Approval History** button to view the approval history.

The screenshot displays the 'Expense Reports' section of the FUAT system. At the top, there is a navigation bar with 'Expense Reports' selected. Below the navigation bar, a message states: 'will not be reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or proof of payment.' Below this message are buttons for 'Submit Expense Report', 'Withdraw Expense Report', and 'Save Changes'. The submission details show 'Submitted On 08/20/2019' and 'Submitted By Joanne Callahan'. The 'Approval History' section is expanded, showing four approval levels:

- Expense Report Employee:** SHEET_ID=300034878: Pending. Status: Pending. Approver: Katherine Blackburn, Employee.
- Expense Report Approval 1:** SHEET_ID=300034878: Awaiting Further Approvals. Status: Not Routed. Approver: Multiple Approvers, Department Approvers.
- Expense Report Approval 2:** SHEET_ID=300034878: Awaiting Further Approvals. Status: Not Routed. Approver: Multiple Approvers, Level 2 Approvers.
- Controller's Office Approval:** SHEET_ID=300034878: Awaiting Further Approvals. Status: Not Routed. Approver: Multiple Approvers, Accounts Payable Approval.

XII. Delete an Expense Report

You can delete expense reports:

- If you create an expense report and decide not to process it, you can delete it **before** you submit it for approval.
- If you submit an expense report and the approver returns it to you, you can delete the expense report.
- If you submit an expense report and withdraw it, you can delete the expense report.

Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Delete

Step 1: Click in the **Report ID** field and enter an appropriate ID.

Step 2: Click the **Search** button.

Delete Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

USC ID begins with

Name begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Step 3: Select the **Expense Report** you would like to delete.

Step 4: Click the **Delete Selected Report(s)** button to delete the selected Expense Report.

Travel and Expense

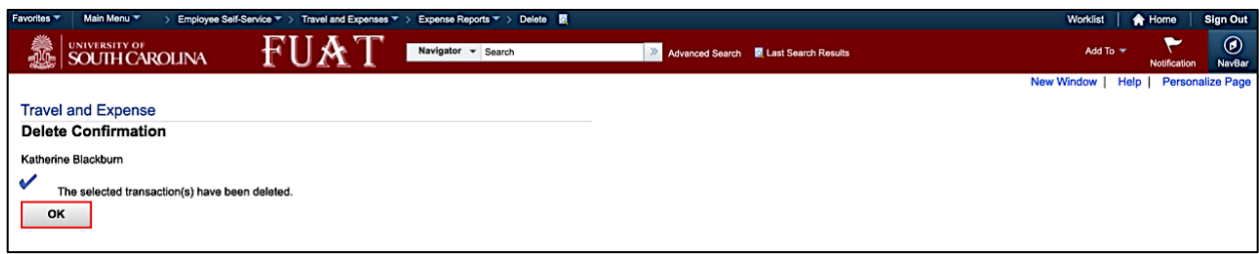
Delete an Expense Report

Katherine Blackburn

Delete an Expense Report

| Select | Report ID | Report Description | Creation Date | Amount | Currency |
|-------------------------------------|------------|--------------------|---------------|--------|----------|
| <input checked="" type="checkbox"/> | 3000034873 | Supplies and Food | 08/12/2019 | 150.00 | USD |
| <input type="checkbox"/> | 3000034872 | Supplies and Food | 08/12/2019 | 150.00 | USD |

Step 5: Click the **OK** button.



Step 6: Notice the Expense Report is no longer in the list.

