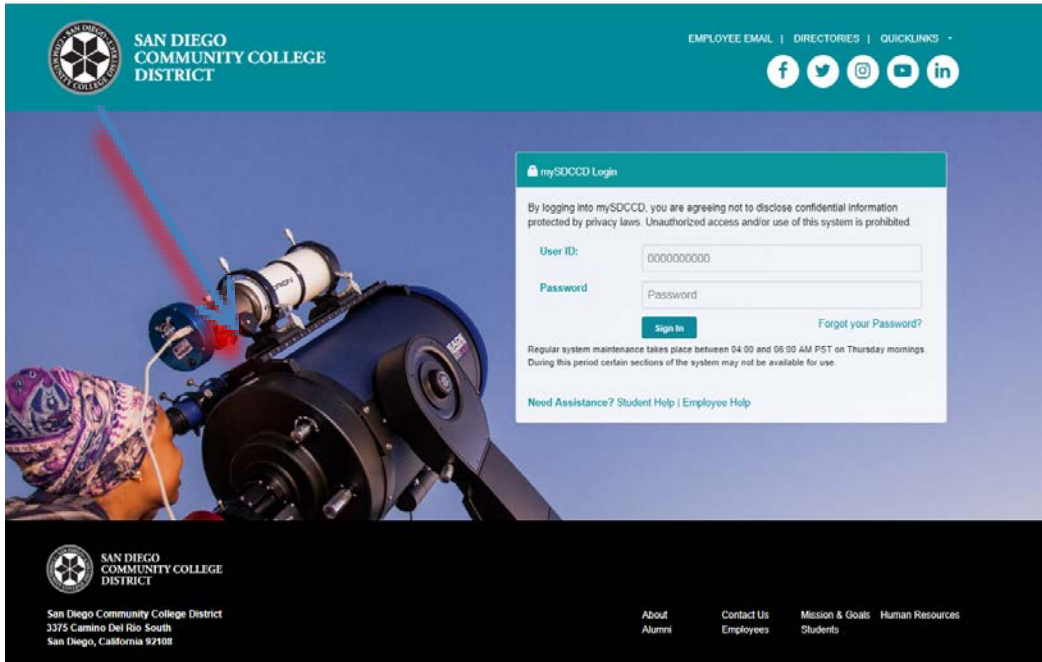


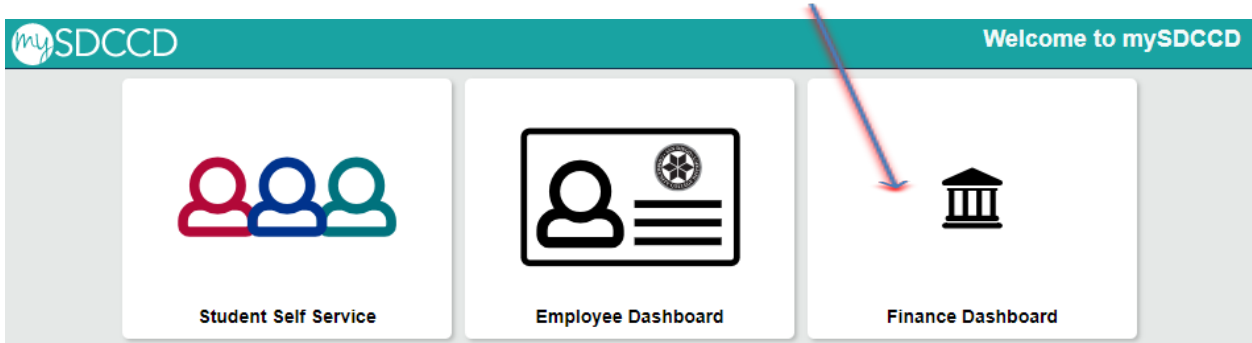
PUM Updated - Expense Report Procedure

For Reconciliation after Travel is completed you will submit an Expense Report (ER)

1. Log into PeopleSoft using myportal.sdccd.edu (no change)



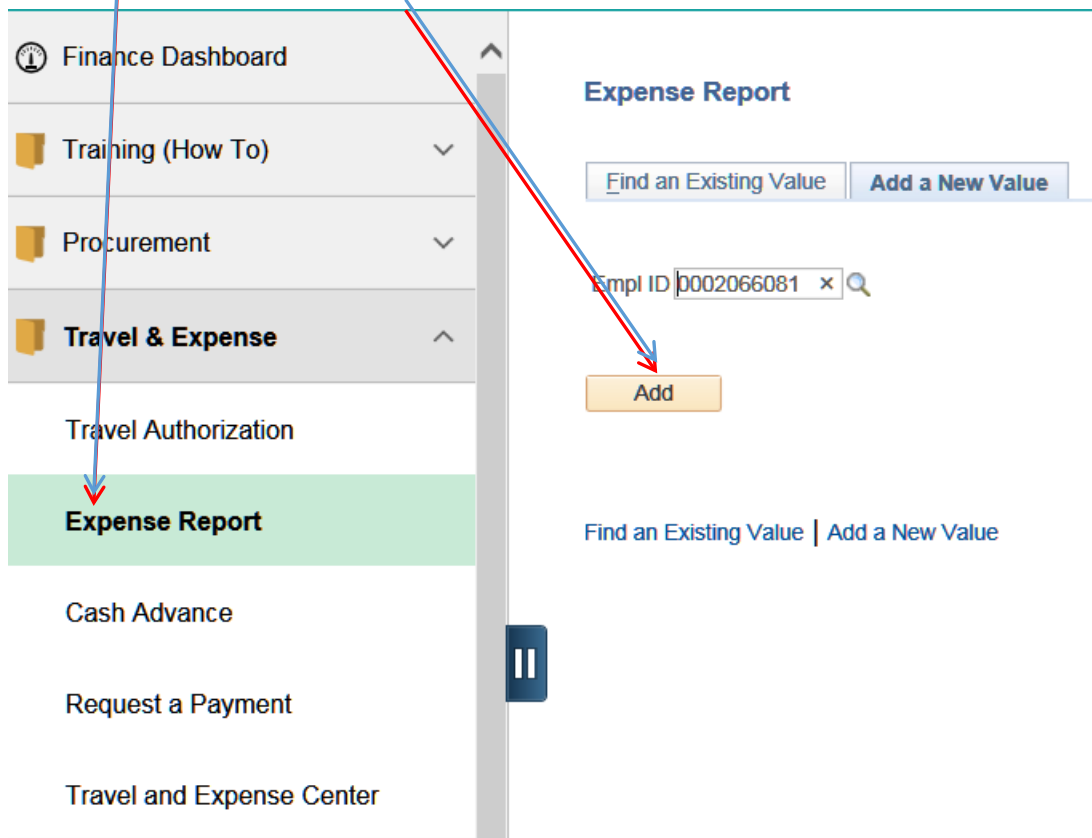
2. Click on the Finance Dashboard on the main portal.



3. Click on Travel & Expense

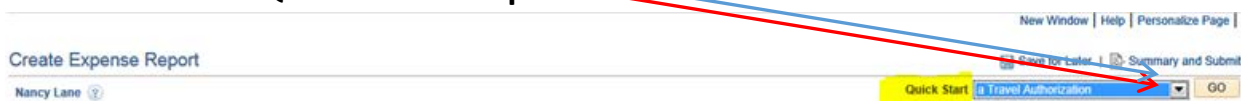


4. Choose Expense Report. The Empl. ID Field should be pre-populated with your #. Click the “Add a New Value” tab and then click “Add” to create a new E.R.



- ✚ The Empl ID should be that of the individual for whom the ER is being created/modified – if you do not see the correct Empl ID, click the magnifying glass to perform a search.
- ✚ You will only have access to Empl IDs of travelers for whom you are an authorized user.
- ✚ Only ERs previously created and “Saved for Later” but NOT “Submitted” can be modified

5. Click on the “Quick Start” dropdown menu



Choose “A Travel Authorization”
Click “GO”

6. Click "Select" to choose the T.A. you will close.

Copy from Approved Travel Authorization

From Date To

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="button" value="Select"/>	Debt Symposium San Diego	0000002395	11/04/2016	11/04/2016	50.00	USD

7. Make necessary changes and updates to the amounts and dates

Expenses Add: Totals (0 Lines) 50.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
<input type="text" value="11/04/2016"/>	<input type="text" value="Meetings & Conferences"/>	<input type="text" value="MEETING"/>	<input type="text" value="Prepaid Hotel & Conferen"/>	<input type="text" value="50.00"/>	<input type="text" value="USD"/>
*Billing Type <input type="text" value="Internal Dist"/>		<input type="checkbox"/> Receipt Split	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate <input type="text" value="1.00000000"/>	<input type="button" value="Refresh"/>
		<input type="checkbox"/> Non-Reimbursable	Reimbursement Amt	<input type="text" value="50.00"/>	<input type="text" value="USD"/>
		<input type="checkbox"/> No Receipt			

8. Click "Save for Later" to save your work and obtain an E.R.

Modify Expense Report

Nancy Lane ...Choose an Action

*Business Purpose

*Report Description

Reference

Report: 0000003334 Pending

Default Location

Authorization ID 0000002395

9. Upload receipts for actual expenses as an attachment. Please combine all receipts into one PDF.

a. Click "Attachments"

Create Expense Report

Nancy Lane ...Choose an Action

*Business Purpose

*Report Description

Reference

Default Location

Authorization ID 0000004241

Expenses Add: Total 417.10 USD

b. Click “Add Attachment”

Travel Auth Attachments

Travel Authorization ID NEXT

Details			
File Name	Description	User	Name
View			

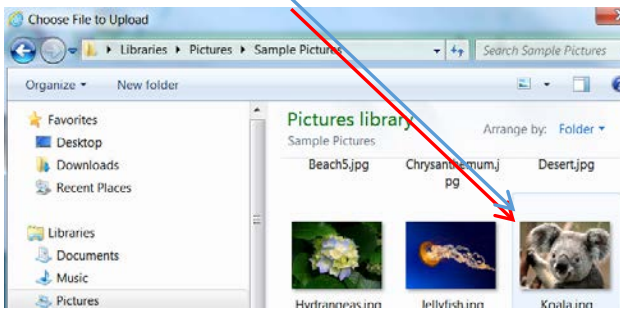
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.



c. Click “Browse”



d. Choose document as attachment



e. Click “Upload”



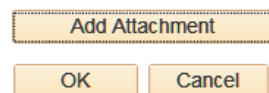
f. Click “OK”

Expense Report Attachments

Report ID NEXT

Details				Personalize
File Name	Description	User	Name	
Koala.jpg				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.



You now see the number of Attachments in parentheses.

Note: Please combine all receipts into one PDF.

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/20/2017	Meetings & Conferences	PUM	Employee Paid	800.00	USD

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Product	Account	Oper Unit	PC Bus Unit
800.00	DIS01	800.00 USD		1.00000000	1110	74200	672000	5358		

10. Click on "Summary and Submit" to submit for approval.

11. Check the box to certify accuracy. Then, click "Submit Expense Report"

Totals	View Printable Version	View Analytics	Notes	Attachments	
Employee Expenses (1 Line)	800.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	50.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	0.00 USD	Amount Due to Supplier	0.00 USD		

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
Submit Expense Report

NOTE: If you have an outstanding Cash Advance a warning will appear below 'Amount Due to Employee':

Warning

Outstanding Cash Advance Balance 577.84 USD

There are available Cash Advances that can be applied to this expense report.
Select the Outstanding Cash Advances link to Apply or View Cash Advances to this expense report.

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
Submit Expense Report

14. If a red flag appears, an error must be corrected. An entry may be required in the 'Older Transaction Comment' field if the dates are older than 10 days (you can type anything into the bubble, i.e. 'system issue'):

The screenshot shows an expense report form with a red flag on the date field (11/04/2016). A dialog box titled "Older Transaction Explanation" is open, displaying the following text:

Expense Report
 Older Transaction
 Nancy Lane Report ID 000003334
 The date entered for the Meetings & Conferences expense on line 1 is older than what is allowed by company policy. Please provide an explanation as to why.
 Delayed due to system issues
 OK

The Accounting Details may need to be updated:

The Accounting Details section shows a table with the following data:

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Product	Account
800.00	DIS01	800.00	USD	1.00000000	1110	74200	672000	5358

Once the errors have been fixed click on "Summary and Submit" again. Check the Compliance box to the left, then click "Submit Expense Report".


The screenshot shows the "Modify Expense Report" page with the "Summary and Submit" button highlighted. Below the button, there is a compliance checkbox that is checked:

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

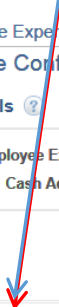
Click OK to confirm:

Create Expense Report
Save Confirmation

Totals 

Employee Expenses (1 Line)	50.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	50.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		0.00 USD	Amount Due to Supplier		0.00 USD

OK Cancel



Wait for a red notification that the ER has been submitted. The status changes to Submission in Process:

Your expense report 0000003334 has been submitted for approval.

Business Purpose Professional Development

Description Debt Symposium San Diego

Reference

Report 0000003334 Submission in Process

Created 10/14/2016 Nancy Lane

Last Updated 10/14/2016 Nancy Lane

The Expense Report will now flow to the Travel Liaison for approval. **If the ER was greater than the TA, it will route to the original workflow approvals.** A check will be cut on the Tuesday or Thursday following final approval and will be mailed to your home address on file with HCM OR you can complete and submit a Special Handling form provided by Accounts Payable should you wish to pick-up your check from the District Office.