# 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

	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 Or, withdrawn placing it back into a Pending Status.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
ROXY	✓	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	×
PLOYEE	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	×

### **EXPENSE REPORT ACTIONS**

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.

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ISC Dept/Fund Inquiry								200115-2
Fiscal Year Pe	Oper Unit CL071 Q C Business Unit Q	Fund Code Dept Q 130200 Q Project Q	Class Field Q Activity Q	Product				
Search EP Q USC Department	USC Fund	Description	Fiscal Year	Operating Unit	Department	Fund Code	Class Field	

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

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### 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.

Favorites * Main Menu * > Employee Self-Service * > Travel and Expenses	Expense	Reports 🕋 🕥	Create/Modify		Worklist	🚖 Home	Sign Out
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USC ID Y61544101 Q Add	Search Search Resu Only the first View 100		Cancel Basic Lookup an be displayed.				
	view 100	(4 4	1-300 of 300 🔹 🕨 🕨				
Find an Existing Value   Add a New Value	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.

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	Look Up USC ID ×	Add To 👻 🏹 🙆 Notification NavBar
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Add	Search Results View 100	
Find an Existing Value   Add a New Value	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.

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### 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.

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USC ID Y	30709434 <b>Q</b>			
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**Step 4:** Verify you are creating the Expense Report for the correct individual.

Step 5: Click in the Business Purpose dropdown arrow.

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	By:						Quick Star			
*Business Purpose	Employee Travel	Defa	ault Location			۹		_		
*Report Description		די ו	Trip Location							
Reference		Q	*Date From	Ē	*Date To	<b></b>				
			8.	Attachments		♀ Notes				

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

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	Employee Reimburse(Non-Travel)					Quick Start		
*Business Purpose	✓ Employee Travel Procurement Card	Default Location			۹			
*Report Description	Team Card	*Trip Location						
Reference	٩	*Date From	ii ii	Date To	<b></b>			
			Attachment	s	Notes			

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

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*Business Purpose	Employee Reimburse(Non-Travel) •	ð	Attachments	♀ Notes			
*Report Description	Clean/Office Sup for Chem Lab						
Reference	٩						

**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.

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Step 9: Click the Add Attachment button.

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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.

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

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

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

Sign OL FUA SOUTH CAROLINA Navigator - Search Advanced Search Related Content - New Window Pad Create Expense Re **Expense Notes** × Katherine Blackburn (? Help This expense was necessary due to last minute lab schedule changes \*Business \*Report De Add Notes Notes **■** Q 1-1 of 1 -14 4 > ÞI Role Name Action Date/Tin Expenses ⑦ otal 0.00 Expand All | Collapse OK Cancel \*Date \*Amount 0.00

Step 15: Click the Add Notes button.

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

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Expenses ⑦	Notes	Name	Role	Action Date/Time		IJ		
	This expense was necessary due to last minute lab schedule changes.	Joanne Callahan	Employee	08/20/2019 11:06AM	-	To	otal	0.00
Expand All   Collapse /	OK Cancel							
*Date							*Amou	nt
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**Step 17:** Squiggles identify that there is a note.

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*Report Description	Clean/Office Sup for Chem Lab				
Reference	٩				

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.

Favorites  Main Menu  En	nployee Self-Service 🔻 > Travel and Expenses 🄻 > Expense R	Reports V Create/Modify		Worklist	A Home	Sign Out
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*Report Description	Clean/Office Sup for Chem Lab					
Reference Expenses ⑦ Expand All   Collapse All	Athletic Supplies Computer Hardware Under \$5000 Computer Software Food or Catering Furniture Internet Monthly Services Licenses and Fees Mon-Travel Registration Postage Professional Membership Fees Study Abroad - PLEF				Total	0.00
	Subscriptions Supplies					
*Date	Telephone	Description	*Payment Type		*Amor	
07/22/2019 🗰			li.	-	8.	0.00
		254 characters remaining				

**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.

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			Total	0.00 USD		
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liscellaneous Supplies	Cleaning Supplies from Target for Chem Lab	Personal Reimburs	ement - S.	9.04 U	sd q.	+ -
	212 characters remaining					

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

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#### 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.

Favorites  Main Menu  Employee Self-	-Service  Travel and Expenses  Expense Reports	Create/Modify	Worklist 🛛 🏫 Home 🛛 Sign Out
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nployee Reimburse(Non-Travel)	Attachments (1)	Notes	
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		Total	9.04 USD

**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.

Favorites  Main Menu  Employee Set	If-Service  Travel and Expenses  Expense Reports	> Create/Modify	Worklist	A Home	Sign Out
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/: nployee Reimburse(Non-Travel) • san/Office Sup for Chem Lab	Attachments (1)	Related Content •   New Window   Actions	Choose an Action Copy Expense Lines Default Accounting For Report Expense Report Project Summary Export to Excel		
			Total 9.04 USD		

**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.

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

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#### 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.

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xpense Type			*Description	n			*Payme	ent Type		*Amour	nt *Cu	rrency	
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**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.

Favorites 🔻	Main Menu 🔻 > Emp	oloyee Self-Service 🔻 > Tra	vel and Expenses 🔻 > Expe	nse Reports 🔻 > Crea	te/Modify					Workl	ist 📔 🏫 H	lome	Sign Out
	UNIVERSITY OF	• FU2	Navigator + 5		Adva	nced Search	au //		croom	A		Notification	() NavBar
					cters remaining		111.						
	*Billing Type AVAILABLE • Accounting Details ⑦ Athletic Supplies Computer Hardware Under \$5000 Computer Hardware Under \$5000 Computer Software Food or Catering Furniture Internet Monthly Services Licenses and Fees		nder \$5000	🖼 Receipt Split				<ul> <li>Default Rate</li> <li>Non-Reimbursable</li> <li>No Receipt</li> </ul>		*Exchang Base Currency /		-	
		Internet Monthly Service	æs	Currency Code	Exchange Rate	Oper Unit	0	Dept		Fund	Account		Class
		Miscellaneous Supplie		9.04 USD	1.00000000	CL071	Q.	130200	۹	A0001 Q	53009	Q	101
-		Non-Travel Registratio Postage Professional Members Study Abroad - PLEF Subscriptions Supplies Telephone											
	07/24/2019		· ·				11.	8			-	I.	
				254 chara	cters remaining		11.						<u>.</u>

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.

WALLABLE     Chartfields     Image: Chartfields     Im	Worklist   🏫 Home   Sign
AlLABLE     Image: Chartfields in the image: Chartfield in the image: Chart	Add To + P ( Notification N
AILABLE • M Receipt Split Non-Reimbursable Base Currency Amount ng Details ⑦ Chartfields II ount *GL Unit Monetary Code Rate Oper Unit Dept Fund Account Class	36.28 USD Q + -
Chartfields   > Dunt *GL Unit Monetary Currency Exchange Oper Unit Dept Fund Account Class	1.00000000 🕫 陆 0.00 USD
unt *GL Unit Monetary Currency Exchange Oper Unit Dept Fund Account Class	
USC01 Q USD 1.00000000 CL071 Q 130200 Q A0001 Q 53001 Q 101 Q	PC Bus Unit Project
	Q Q
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.

Favorites * Main Menu * >> Employee Self-Service * >> Travel and Expenses *>> Expense Reports *>> Create/Modify	Worklist	A Home	Sign Out
UNIVERSITY OF FUAT INVIGATOR Search Advanced Search	Add To 1	Notification	() NavBar
Supplies • Office Supplies from Walmart for Chem Lab	36.28	USD C	. + -
e AVAILABLE • Base Currency		00000 🍄 36.28 USI	<b>B</b>
counting Details ③			
Chartfields         III>           Amount         *GL Unit         Monetary Amount         Currency Code         Exchange Rate         Oper Unit         Dept         Fund         Account	Class PC Uni	Bus Pro	ject
36.28 USC01 Q 36.28 USD 1.00000000 CL071 Q 130200 Q A0001 Q 53001 Q 101	۹ ۹		۹
Tot	al 45.32	USD	

Preparing an Employee Reimbursement (non-travel)

**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.

Favorites  Main Menu  Employee Self-Service	▼ > Travel and Expenses ▼ > Expense Reports ▼ > Cr	reate/Modify	Worklist 🛛 🏫 Home 🔰 Sign Out
SOUTH CAROLINA	FUAT Navigator - Search	Advanced Search	Add To 👻 🏹 🔞
	R	Related Content -   New Window   Help   Perso	onalize Page
r:	& Attachments (1)	Actions     Notes	• 60
nployee Reimburse(Non-Travel)  an/Office Sup for Chem Lab		Y 11003	
, and a second s			
		Total	45.32 USD
xpense Type	*Description	*Payment Type	*Amount *Currency
tiscellaneous Supplies •	Cleaning Supplies from Target for Chern Lab     212 characters remaining	Personal Reimbursement • $\theta_*$	9.04 USD Q + -
WAILABLE -	📑 Receipt Split	Default Rate     Excha     Non-Reimbursable     Base Currence	nge Rate 1.00000000 🗘 🖺

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

Favorites  Main Menu  Er	nployee Self-Service 🔻 > Travel and Expenses 🔻 > Expense Reports 🔻	> Create/Modify		Worklist	A Home	Sign Out
SOUTH CAROLIN	JA FUAT Navigator - Search	Advanced Search		Add To	- P Notification	() NavBar
			Related Content •	New Window   H	lelp   Person	alize Page
Modify Expense Report						🕞 Sa
Katherine Blackburn (?)						
	By:			Actions		
*Business Purpose	Employee Reimburse(Non-Travel)	Report 3000034878 Pending	Notes			
*Report Description	Clean/Office Sup for Chem Lab	Attachments (1)	Notes			
Reference	٩					
Expenses ⑦						
and the second					Total	45.32

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

fravel and Expenses ▼ > Expense Reports ▼ > Create/Modify Sign Out klist Navigator - Search ٢ FU SOUTH CAROLINA Advanced Search 🛛 🗟 Last Search Results NavB Related Content - | New Window | Help | Personalize Page Save for Later | Summary and Subn • Actions GO mployee Reimburse(Non-Travel) Report 3000034878 Pending Attachments (1) Notes an/Office Sup for Chem Lab ۹ Total 45.32 USD

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.

Favorites  Main Menu  Emplo	yee Self-Service  Travel and Expenses  E	xpense Reports 🔻 > Create/Modify 🗾		Worklist 🛛 🏫 Home 🛛 Sign Out
SOUTH CAROLINA	FU Navigator - Search	Advanced Search	Last Search Results	Add To 👻 🚩 🔞 Notification NavBar
			Related Content -	New Window   Help   Personalize Page
Modify Expense Report				
Katherine Blackburn				Actions
*Business Purpose	Employee Reimburse(Non-Travel) -			Report 3000034878 Per
*Description	Clean/Office Sup for Chem Lab			Created 08/20/2019 Joa
Reference	٩			Last Updated 08/21/2019 Kat
				Post State Not Applied
Totals ⑦	View Printable Version	View Analytics	Notes	& Attachm
Employee Expenses (2 Line	s) 45.32 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits
Cash Advances Applie	ed 0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits
	Amount Due to Employee 4	5.32 USD	Amount Due to Supplier	0.00 USD
By checking this box, I ce will not be reimbursed fro without receipts or proof	ertify that the expenses were incurred for off or any other source. The University reserve of payment.	icial business of the University, and they s the right not to reimburse expenditures		
Submit Expense Re	eport			

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

Favo	tes 🔻 Main Menu 🔻 > Employee Self-Servic	ce 🔻 > Travel and	Expenses 🔻 > Expense Reports 🔻	> Create/Modif	y 🖪	Workl	st 🛛 🏫 Home	Sign Out
			Expense Re	oort Submi	t Confirm			×
								Help
								Tiop
	Expense Report							
	Submit Confirmation							
	Katherine Blackburn							
	Totals ⑦							
	Employee Expenses (2 Lines)	45.32 USD	Non-Reimbursable E	xpenses	0.00 USD	Employee Credits	0.00 USD	
	Cash Advances Applied	0.00 USD	Prepaid E	xpenses	0.00 USD	Supplier Credits	0.00 USD	
	Amount Due to E	nployee	45.32 USD	Amou	unt Due to Supplie <del>r</del>	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.

and the second sec		·		Home of the
SOUTH CAROLINA		Search Advanced Search	Last Search Results	Add To 👻 🚩 🚺 Notification NavBar
			Related Content -	New Window   Help   Personalize Page
View Expense Report				
Katherine Blackburn				Actions
Your expense report 3000034878 has been su	ibmitted for approval.			
Business Purpose	Employee Reimburse(Non-Travel)			Report 3000034878 St
Description	Clean/Office Sup for Chem Lab			Created 08/20/2019 Jo
Reference				Last Updated 08/21/2019 Jo
				Post State Not Applied
Totals ⑦	View Printable Version	View Analytics	Notes	🖉 Attachn
Employee Expenses (2 Lines	) 45.32 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits
Cash Advances Applied	d 0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits
	Amount Due to Employee	45.32 USD	Amount Due to Supplier	0.00 USD
	any other source. The University re-	or official business of the University, and they serves the right not to reimburse expenditures		
Submit Expense Repo	rt	Submitted On 08/20/2019	Submitted By Joanne Callaha	n
Refresh Approval State	Save Changes			

Step 43: The Report status is Submitted for Approval.

Worklist nse Reports Create/Modify 0 FUAT Expense Reports · Search SOUTH CAROLINA » Adv h 🔽 Last Si Add To The second Related Content • New Window Help View Expense Report Expense Actions -Katherine Blackburn Report 3000034878 Submitted for Approval Business Purpose Employee Reimburse(Non-Travel) Created 08/20/2019 Joanne Callahan Description Clean/Office Sup for Chem Lab Last Updated 08/21/2019 Joanne Callahan Reference Post State Not Applied Jiew Printable Version Wiew Analytics Notes Attachments (1) Totals ⑦ 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 45.32 USD 0.00 USD Amount Due to Employee Amount Due to Supplier <sup>27</sup> 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 44: Click the Expand Section Approval History button to review the Approval level.

Step 45: Review the Approval History.

Source Control     Source Control     Server Control <th>avorites 🔻 Main Menu 🔻 &gt; Employee Self-Service 🍸 &gt; Travel a</th> <th>and Expenses 🔻 &gt; Expense Reports 🔻 &gt; Create/Mo</th> <th>dify 🛄</th> <th></th> <th>Worklist 🛛 🏫 Home 🔰 Sign O</th>	avorites 🔻 Main Menu 🔻 > Employee Self-Service 🍸 > Travel a	and Expenses 🔻 > Expense Reports 🔻 > Create/Mo	dify 🛄		Worklist 🛛 🏫 Home 🔰 Sign O
Approval History Expense Report Baptoyee  Setter JD-300034878:Pending Convent History Expense Report Approval Expending Convent History Expense Report Approval Expending Convent History Expense Report Approval E  Setter JD-300034878:Availing Further Approvals Convent History Expense Report Approval E  Setter JD-300034878:Availing Further Approvals Set		Expense Reports - Search	Move Advanced Search	Last Search Results	
Expense Report Employee SHEET_ID=3000034878:Pending ©View/Hide Comments Environment History Expense Report Approval Comment History Expense Report Approval Multiple Approvars Comment History Expense Report Approval Comment History Expense Report Approval SHEET_ID=3000034878:Awaiting Further Approvals ©View/Hide Comments Level Approval Multiple Approval Comment History Comment History Comment History	Save C	hanges			
Expense Report Employee SHEET_ID=3000034878:Pending ©View/Hide Comments Environment History Expense Report Approval Comment History Expense Report Approval Multiple Approvars Comment History Expense Report Approval Comment History Expense Report Approval SHEET_ID=3000034878:Awaiting Further Approvals ©View/Hide Comments Level Approval Multiple Approval Comment History Comment History Comment History					
SHEET_ID=300034878:Pending   Pending   Katherine Blackburn   Commant History   Expense Report Approval 1   • SHEET_ID=300034878:Awaiting Further Approvals © View/Hide Comments   Iwit Routed   Mot Routed   Multiple Approvers   Descriment History   Expense Report Approval 2   • Commant History   Expense Report Approval 5    Expense Report Approval 5    • Commant History   Expense Report Approval 5    Expense Report Approval 5    • Commant History   Expense Report Approval 5    Expense Report Approval    Expense Report Approval  Expense Report Approval	Approval History				
Encloyer Agerow Readed Pending Comment History Expense Report Approval 1 SHEET_ID=300034878:Awalting Further Approvals Oview/Hide Comments Level 1 Agerowal Multiple Approvers Comment History Expense Report Approval 2 SHEET_ID=300034878:Awalting Further Approvals Oview/Hide Comments Level 2 Agerowal Multiple Approvers Comment History Comment History	Expense Report Employee				
Pending   Comment History   Expense Report Approval 1   Itematil Approval   Not Routed   Mobility Approval   SHEET_ID=3000034878:Awaiting Further Approvals © View/Hide Comments   Comment History   Expense Report Approval 2   SHEET_ID=3000034878:Awaiting Further Approvals © View/Hide Comments   Level 2 Approval   Multiple Approval 2   SHEET_ID=3000034878:Awaiting Further Approvals © View/Hide Comments   Level 2 Approval   SHEET_ID=3000034878:Awaiting Further Approvals © View/Hide Comments   Level 2 Approval   SHEET_ID=3000034878:Awaiting Further Approvals © View/Hide Comments   Level 2 Approval   Not Routed	SHEET_ID=3000034878:Pending	View/Hide Comments			
Kathorine Blackburn   Comment History     Expense Report Approval 1   SHEET_ID=3000034878:Awaiting Further Approvals @View/Hide Comments   Liverit Approval   Multiple Approvers   Comment History   Expense Report Approval 2   SHEET_ID=3000034878:Awaiting Further Approvals @View/Hide Comments   Liverit Approval   Comment History   Expense Report Approvals   Not Routed   Multiple Approvers   Comment History   Expense Report Approvals   Not Routed   Multiple Approvers   Controller's Office Approvals   Oview/Hide Comments   Accounte Prepator Approvals   View/Hide Comments   Multiple Approvers   Controller's Office Approvals   View/Hide Comments   Accounte Prepator Approvals   Not Routed	Employee Approval Required				
Expense Report Approval 1  SHEET_ID=3000034878:Awaiting Further Approvals View/Hide Comments Live 1 Approval Not Routed Comment History  Expense Report Approval 2  SHEET_ID=3000034878:Awaiting Further Approvals View/Hide Comments Live 1 Approval Comment History	Katherine Blackburn				
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Level 1 Approval Not Routed Populationer Approvals Comment History Expense Report Approval 2 SteEt JD=3000034878:Awaiting Further Approvals View/Hide Comments Level 2 Approval Not Routed Mot Routed Comment History Controller's Office Approval SHEET JD=3000034878:Awaiting Further Approvals View/Hide Comments Accounts Psystel Approval Not Routed Not Routed	Expense Report Approval 1				
Not Routed Department Approvers Department Approval Expense Report Approval 2 SHEET_ID=3000034878:Awaiting Further Approvals View/Hide Comments Level 2 Approval Comment History Comment History Controller's Office Approval SHEET_ID=3000034878:Awaiting Further Approvals View/Hide Comments Accounts Psystel Approval Not Routed Not R	SHEET_ID=3000034878:Awaiting Further A	pprovals View/Hide Comments			
Multiple Approvers Comment History Expense Report Approval 2 SHEET_ID=3000034878:Awalting Further Approvals View/Hide Comments Level 2 Approvers Multiple Approvers Comment History Controller's Office Approval SHEET_ID=3000034787.Akwalting Further Approvals View/Hide Comments Accounts Psystel Approval No Routed No Routed	Level 1 Approval	-			
Expense Report Approval 2  SHEET_ID=3000034878:Awaiting Further Approvals View/Hide Comments Level 2 Approvers Controller's Office Approval  SHEET_ID=3000034878:Awaiting Further Approvals View/Hide Comments Accounts Psystel Approval  Not Routed State Approval	Multiple Approvers				
SHEET_ID=3000034878:Awaiting Further Approvals View/Hide Comments Level 2 Approvers Level 2 Approvers Comment History Controller's Office Approval SHEET_ID=3000034878:Awaiting Further Approvals View/Hide Comments Accounts Frystele Approval Not Routed Not Routed Not Routed Not Routed Accounts Frystele Approval	Comment History				
Level 2 Approval  Not Routed  SHEET_ID=300034878:Awaiting Further Approvals  View/Hide Comments  Accounts Psystel Approval  Not Routed  Not Routed  Not Routed  Accounts Psystel Approval	Expense Report Approval 2				
Not Routed         Invit 2 Approvers         Invit 2 Approvers         Controller's Office Approval         SHEET_ID=3000034878:Awaiting Further Approvals © View/Hide Comments         Accounts Psystek Approval         Not Routed         More Routed         More Routed         Accounts Psystek Approval	SHEET_ID=3000034878:Awaiting Further A	pprovals View/Hide Comments			
Multiple Approvers  Comment History  SHEET_ID=3000034878:Awaiting Further Approvals View/Hide Comments Accounts Psystels Approval  Not Routed  Not Routed  Accounts Psystels Approval  Controller's Office Approval	Level 2 Approval				
Controller's Office Approval  SHEET_ID=3000034878:Awaiting Further Approvals Oview/Hide Comments Accentris Payable Approval  Not Routed Modulified Approvars  Accounts Payable Approval	Multiple Approvers				
SHEET_ID=3000034878:Awaiting Further Approvals OVew/Hide Comments Accounts Payable Approval Not Routed Multiple Approvers Accounts Payable Approval	Comment History				
Accounts Psysble Approval Not Routed Multiple Approvers Accounts Psysble Approval	Controller's Office Approval				
Not Routed Multiple Approvers Accounts Psysble Approval	SHEET_ID=3000034878:Awaiting Further A	pprovals OView/Hide Comments			
Multiple Approvers Accounts Payable Approved	Accounts Payable Approval				
Comment History	Multiple Approvers				
	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:

Favorites  Main Menu  Employee Self-	-Service 🔻 > Travel and Expenses 🔻	> Expense Reports	Create/Modify			Worklist	A Home	Sign Out
SOUTH CAROLINA	FUAT	ator - Search	Advar	nced Search		Add To 🤜	Notification	() NavBar
			Related Content -	New Window   H	Help   Personalize F	Page		
						Save for Later	🛃 Summary	and Submi
y: imployee Reimburse(Non-Travel) • ean/Office Sup for Chem Lab	Report 3	3000034878 Pending <sup>2</sup> Attachments (1)	Notes	Actions		ŀ	• GO	
					Total 45	.32 USD		

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

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

Step 3: Click the GO button.

Favorites  Main Menu  Employee Self-S	Service ▼ > Travel and Expenses ▼ > Expense Reports ▼ >	Create/Modify	Worklist	A Home	Sign Out
SOUTH CAROLINA	FUAT Navigator - Search	Advanced Search	Add To 🔻	Notification	() NavBar
		Related Content	elp   Personalize Page		,
			🔛 Save for Later	Summary	and Subm
y: Imployee Reimburse(Non-Travel) • ean/Office Sup for Chem Lab	Report 3000034878 Pending	Actions  Notes	Choose an Action Copy Expense Lines       Default Accounting For Report       Expense Report Project Summary       Export to Excel       Total     45.32 USD	60	]

**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.

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counting														
					R	eport ID	30000348	78						
ounting Sur	nmary													
Q												14	- € 1	-1 of 1 🔹
			Dept	Fund	Class		PC Bus Unit	Project	Activity		Cost Share	Product	Fundi	ng Source
%⊽	*GL Unit	Oper Unit	set.											
% <b>⊽</b> 50.00	*GL Unit USC01Q	Oper Unit	130200 Q	A0001 Q	101	٩	٩	٩		۹	٩	٩		٩

**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.

Favorites 🔻	Main Me	nu 🔻 > I	Employee Self-Ser	vice 🔻 > Trave	and Expenses	> Expe	inse Re	ports 🔻 > Cre	ate/Modify			Worklist	A Home	Sign Out
	UNIVERSIT	I CAROLI	NA		Navigator - S	Search			Advanced Search	n 📃 Last Search Resu	Its	Add To	- Motification	() NavBar
Expens	se Repo	ort								R	elated Content -	New Window	Help   Person	alize Page
Accou	inting D	)efaults				ı	Report	ID 3000034	1878					
Accounti	ing Sumi	mary												
III, C	2											14	1-2 of 2	• •
%	,	*GL Unit	Oper Unit	Dept	Fund	Class		PC Bus Unit	Project	Activity	Cost Share	Product	Funding Source	;e
50.0	10	USC01Q	CL071 Q	130200 <b>Q</b>	A0001 Q	101	۹	٩	٩	٩	٩	٩	٩	-
50.0	0	USC01Q	CL071 Q	130290 <b>Q</b>	A0001 Q	101	۹	٩	٩	٩	٩	٩	٩	-
0		rtField Line		Load Det	faults	User D	Default	8						

Favorites 🔻	Main Menu 🔻 > E	mployee Self-Service 🔻	> Travel and Expen	ises 🔻 > Expens	e Reports 🔻 > C	reate/Modify 🧕				Work	dist 🔒 🏫	Home	Sign Out
<b>Ž</b>	UNIVERSITY OF	na F		<ul> <li>Search</li> </ul>		Advanced Search	🛃 Last Search	h Results		۸	dd To 🔻	Notification	() NavBar
	*Date	*Expense Type			*Descri	otion			*Payme	nt Type			*Amount
~	07/22/2019	Miscellaneous Su	pplies	-		ng Supplies from Targ	et for Chem La	ab //.	Persor	nal Reimburser	ment -	I.	
					212 cha	racters remaining							
	*Billing Typ	e AVAILABLE -				Receipt Split			<ul> <li>Default</li> <li>Non-Rei</li> <li>No Rece</li> </ul>	mbursable	Base	*Exchang Currency	
	Act	counting Details ⑦											
		Chartfields	<b>II</b> •										
		Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept		Fund	Accoun	it	Class
		4.52	USC01 Q		4.52 USD	1.0000000	CL071 0	٦ 1302	00 Q	A0001 <b>Q</b>	53009	۹	101
		4.52	USC01 Q		4.52 USD	1.00000000	CL071 0	٦ 1302	90 Q	A0001 Q	53009	۹	101

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

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

Step 1: Click the Expand Accounting Lines button.

Favorites T Ma	ain Menu 🍸 🔷 🗲 Em	ployee Self-Service 🔻 >	Travel and Expenses > Ex	pense Reports 🔻 > Create/Modify 🧕		Worklist Ar Hor	ne Sign Out
	UTH CAROLIN	n Fl	Navigator - Search	Advanced Search 🛛 🛃 Last Search	h Results	Add to	fication NavBar
Expenses ⑦						Total	45.32
		*Expense Type Miscellaneous Suppl	es -	*Description Cleaning Supplies from Target for Chem Lab 212 characters remaining	*Payment Type Personal Reimburser	ment 🔹 🖋	*Amount 9.04
	*Billing Typ	AVAILABLE -		Receipt Split	<ul> <li>Default Rate</li> <li>Non-Reimbursable</li> <li>No Receipt</li> </ul>	*Exchange Ra Base Curren Amou	cy 9.0
	A	ccounting Details ⑦					

**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).

UINA Type neous Supplies	· ·		ption ng Supplies from Tar aracters remaining Dft Receipt Split	rget for Chem Lai		*Payn Pers	eimbursable		<i>d</i> ≁ *Exchar Currency	Notification *Amount	
neous Supplies	·	* Cleani	ng Supplies from Tar aracters remaining		• <i>II</i> .	Pers Defaul Non-R	onal Reimburs t Rate eimbursable		*Exchar	nge Rate	9.04
LE -		212 cha				Non-R	eimbursable	Base			1.00000
LE •			B Receipt Split			Non-R	eimbursable	Base			1.0000
LE -			Receipt Split					Base			
alls (?)											
elds II>											
*GL Unit	t Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept		Fund	Account	(	Class	PC Bu Unit
52 USC01	Q	4.52 USD	1.00000000	CL071 Q	130200	۹	A0001 Q	53009	۹	101 Q	
fi	*GL Uni	fields II> *GL Unit Monetary Amount	fields II> *GL Unit Monetary Currency Amount Code	fields II> *GL Unit Monetary Currency Exchange Amount Code Rate	fields II> *GL Unit Monetary Currency Exchange Oper Unit Amount Code Rate Oper Unit	fields II> *GL Unit Monetary Currency Exchange Oper Unit Dept Amount Code Rate	fields II> *GL Unit Monetary Currency Exchange Oper Unit Dept Amount Code Rate	fields II> *GL Unit Monetary Currency Exchange Oper Unit Dept Fund	fields II> *GL Unit Monetary Currency Exchange Oper Unit Dept Fund Account	fields II> *GL Unit Monetary Currency Exchange Oper Unit Dept Fund Account of Amount Code Rate	fields II> *GL Unit Monetary Currency Exchange Oper Unit Dept Fund Account Class

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.

Favorites T Ma	ain Menu 🔻	> Employee	Self-Service	Travel and Expenses	🔻 > Expense Re	ports 🔻	> Create/Modify 🔯					Worklis	a   🏫 I	Home	Sign Out
	VERSITY OF	ROLINA	Fl	Navigator -	Search		>>> Advanced	l Search 🛛 📓 Last Se	arch Results			Ado	I To 🔻	Notification	() NavBar
				212 charact	ers remaining										
AVAILABLE -	]			I	e Receipt Split 图		(	<ul> <li>Default Rate</li> <li>Non-Reimburs</li> <li>No Receipt</li> </ul>	able	*E Base Cur	xchange rrency Ar		1.000000		nsd (
ounting Details	0														
Chartfields	IÞ														
Amount		Activi	ty	Cost Share	Product		Funding Source	Subcategory		Category	5	Gource Typ	e		
4.52		۹	c	<b>\</b>	٩	۹	٩		۹		٩	۹		+	-

**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.

Favorites 🔻	Main Menu 🔻 >	Employee Self-Service	Travel and	Expenses 🔻 > Expe	nse Reports 🔻 > Cr	reate/Modify	0				Worklist	A Hor	me S	Sign Out
	UNIVERSITY OF	JINA 1	UNavig	gator - Search		Advar	nced Sea	irch 📃 Last Sear	rch Results		Add To 🔫		Fication	() NavBar
*Billing T	ype AVAILABLE -				Receipt Split				efault Rate on-Reimbursable o Receipt		Exchange F Irrency Am		1.0000	9.04
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	Chartfields	IÞ												
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	4.52	USC01 Q		4.52 USD	1.00000000	CL071	۹	130290	Q A0001 Q	53009	<b>Q</b> 101	۹		٩

### 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.

Favorites T Main Men	u 🔻 > Emp	loyee Self-Service 🔻 > Trave	and Expenses	s 🔻 > Expense Reports 🔻	> Create/Modify		Worklist	A Home	Sign Out
	Y OF CAROLINA	∖ FU≱	Navigator -	Search	Advanced Search	Last Search Results	Add To 🔻	Notification	() NavBar
Expense Repor	t							New Windo	w   Help
		lick Search. Leave fields bl	ank for a list	of all values.					
Find an Existing	Value Ad	id a New Value							
Search Criteria									
Report ID	begins with	- 3000034878							
Report Description	begins with	•							
Name	begins with	•							
Empl ID	begins with	•	۹						
USC ID	begins with	•							
Business Purpose	begins with	•	۹						
Creation Date	= •		Ē						
Case Sensitive									
Search Clear	Basic Sear	ch 📓 Save Search Criter	ia						

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

	UNIVERSITY OF	A Navigator - Search	🛞 Advanced Search 🛛 💆 Last Search Result	lts	Add To		Fication NavB
			Re	elated Content -	New Window		Personalize Pag
lodify	Expense Report						6
Katherine	Blackburn (?)						
		By:			Actions	-	
	*Business Purpose	Employee Reimburse(Non-Travel)	Report 3000034878 Pending	Notes			
	*Report Description	Clean/Office Sup for Chem Lab	Attachments (1)	Notes			
	Reference	٩					
Expense Expand /						Total	45.3
		*Expense Type	*Description	*Payment Type	5		45.3 *Amount
Expense Expand A	Collapse All	*Expense Type Miscellaneous Supplies					
	NII Collapse All *Date		* Closening Supplier for the Cham Lab	-			*Amount
	NII Collapse All *Date		Cleaning Supplies for the Chem Lab	Personal Reir	nbursement -		*Amount

**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.

Favorites V	Main Menu 🍸 🔷 🔉 E	mployee Self-Service	> Travel and E	xpenses 🔻 >	Expense Reports T	> Create/Modi	ify 🔩				Worklist	A Home	Sign Out
	versity of WTH CAROLI	na F		ator - Search		» A	dvanced Search	🛃 Last Sear	ch Results		Add To 👻	Notification	(1) NavBar
Supplies		•		upplies from V racters remain	Valmart for Chem	Lab 🎢 🛃	Person	al Reimburse	ement -	d.	36.28 US	ο α	+ -
AVAILABLE -				E Receipt	Split		Default F Non-Rei No Rece	nbursable		Exchange Rate urrency Amount	1.00000000	🤹 🖺 8 USD	
nting Details (	D												
Chartfields	IÞ												
mount	*GL Unit	Monetary Amount	Currency Code	Exchang Rate	e Oper Unit	Dept		Fund	Account	Class	PC Bus Unit	Projec	t –
36.28	USC01 Q	36.28	USD	1.00000000	CL071 Q	130200	<b>Q</b> A000	1 <b>Q</b> 530	01 <b>Q</b>	101 <b>Q</b>	٩		۹
										Total	45.32 US	D	

**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.

Favorites  Main Menu  Er	mployee Self-Service 🔻 > Travel and Expenses 🔻	> Expense Reports 🕶 > Create/Modify 📓		Worklist	A Home Sign Out
SOUTH CAROLIN		rch Advanced Search	Last Search Results	Add To 🔫	Notification NavBa
			Related Content -	New Window   He	elp   Personalize Pag
Modify Expense Report					
Katherine Blackburn ⑦					
	By:			Actions	
*Business Purpose	Employee Reimburse(Non-Travel)	Report 3000034875			
*Report Description	Clean/Office Sup for Chem Lab	a Attachm	nents (1) 👳 Notes		
Reference	C				
Expenses ⑦					

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

Favorites  Main Menu  Employee Self-Service  Travel and Expenses	Expense Reports * > 0	Create/Modify				Worklist 📔 🏫 H	ome Sign Out
SOUTH CAROLINA		Advanced Sear	ch 📓 Last Sea	rch Results		Add To 🔫	lotification NavBar
Onzerzona mi ouppilea	Onic	e Supplies nom wai	mart for Green	Lau III.	1 craonai r	Celimbursement	Ø+
*Billing Type AVAILABLE • Accounting Details @		Characters remaining			<ul> <li>Default Rate</li> <li>Non-Reimburs</li> <li>No Receipt</li> </ul>	able	Exchange Rate
Athletic Supplies Computer Hardware Under \$5000 Computer Software Food or Catering Furniture Internet Monthly Services Licenses and Fees	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class
Miscellaneous Supplies Non-Travel Registration Postage Professional Membership Fees Study Abroad - PLEF Subscriptions Supplies	.28 USD	1.00000000 CL0	171 <b>Q</b>	130200	Q A0001 Q	53001 Q	101 Q
08/13/2019 📰	254 0	characters remaining		li.		•	8.

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.

Favorites 🔻	Main Menu 🔻	> Employee Self-S	Service 🔻 > Trave	el and Expenses 🔻 >	Expense Report	rts 🔻 > Create/Mod	ify 🔯			Worklist	A Home	Sign Out
	UNIVERSITY OF	OLINA	FU2	Navigator - Sean	ch	» A	dvanced Search	Last Search Results		Add To	- P Notification	(D) NavBar
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nt	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project	
36.28	USC01 Q	36.28	B USD	1.00000000 CL	.071 Q	130200 <b>Q</b>	A0001 Q	53001 Q	101 Q	۹	۹	
phone		•		rizon Cell Phone		t 🌈 🛃	Personal R	eimbursement 🝷	<i>I</i> •	140.90	USD Q	+ -
			219 cl	naracters remainin	ng							
				Receipt Sp	lit T	0	Default Rate Non-Reimbursa No Receipt	ble	Exchange Rate	1.00000000	🗢 🖺 USD	
Details (?	'n											

**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.

Favorites V Main Me	nu 👻 > Employee	Self-Service	Travel and Expenses  >	Expense Reports V > C	reate/Modify			Worklis	st   🏫 Home	Sign Out
	I CAROLINA	FU	Navigator - Search	1	Advanced Searc	h 🛛 📓 Last Sear	ch Results	Ad	d To 👻 🏷 Notifice	0
08/13/2019	Telephone		•	* TL Verizon Cell Phe	one Reimbursement		Personal Re	eimbursement -	<i>I</i> •	140.90
				219 characters rem	aining					
				Receip	t Solit		Default Rate Non-Reimbursal	*Ex	change Rate	1.0000000
*Billing Type	AVAILABLE •				c opin		<ul> <li>No Receipt</li> </ul>		ency Amount	140.9
~										
Acc	ounting Details ᠀									
	Chartfields	₽								
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	140.90	USC01 Q	140.90 USE	1.0000000	CL071 Q	130200	Q A0001 Q	52035 Q	101 <b>Q</b>	٩

**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.

Favorites  Main Menu  Employee Self-Service	e 🔻 > Travel and Expenses 🔻 > Expense Reports 🔻	> Create/Modify	Worklist 🛛 🏫 Home 🛛 Sign Out
SOUTH CAROLINA	RU Navigator - Search	Advanced Search 🛛 💆 Last Search Resu	ts Add To - V Notification NavBar
		Related Content - New Window   Help	Personalize Page
pyee Reimburse(Non-Travel)	Report 3000034878 Pending Attachments (1)		- GO
٩			
		Тс	tal 186.22 USD
ense Type	*Description	*Payment Type	*Amount *Currency
ellaneous Supplies -	Cleaning Supplies for the Chem Lab     220 characters remaining	Personal Reimbursement	<i>∂</i> ₊ 9.04 USD Q <b>+ −</b>
LABLE -	Receipt Split	Default Rate     Non-Reimbursable     No Receipt     B	*Exchange Rate 1.00000000 C Ease Currency Amount 9.04 USD

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.

Favorites  Main Menu  Employee Self	-Service  Travel and Expenses  Expense Reports	Create/Modify <a>[]</a>		Worklist	A Home	Sign Out
SOUTH CAROLINA	FU Navigator - Search	Advanced Sea	rch 🛛 🗮 Last Search Results	Add To 🔫	Notification	(D) NavBar
		Related Content -	New Window   Help   Persona	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	Summary and	l Submit
pyee Reimburse(Non-Travel)	Report 3000034878 Pending Attachments (1)	Notes	Actions	•	GO	
			Total	186.22 USD		

avorites 🔻 Main Menu 🔻 > Emplo	yee Self-Service 🔻 🚿 Travel and Expenses 🔻 🚿	Expense Reports 🔻 > Create/Modify		Worklist 📔 🏫 Hor	ne Sign Ou
SOUTH CAROLINA	RU Navigator - Searc	ch Advanced Search	h 📴 Last Search Results	Add To 👻 Noti	fication NavBa
			Related Content -	New Window   Help   F	Personalize Pag
Modify Expense Report					
Katherine Blackburn				Actions	
*Business Purpose	Employee Reimburse(Non-Travel) -			Report	3000034878 I
*Description	Clean/Office Sup for Chem Lab			Created (	)8/20/2019 J
Reference		۹		Last Updated	)8/20/2019 J
				Post State	Not Applied
Totals ⑦	View Printable Version	🗃 View Analytics	Notes		Attack
Employee Expenses (3 Line	s) 186.22 USD	Non-Reimbursable Expenses	0.00 USD	Employee Cr	edits
Cash Advances Applie	d 0.00 USD	Prepaid Expenses	0.00 USD	Supplier Cr	edits
	Amount Due to Employee	186.22 USD	Amount Due to Supplier	0.00 USD	
By checking this box, I ce will not be reimbursed fro without receipts or proof	rtify that the expenses were incurred for m any other source. The University rese	official business of the University, and the rves the right not to reimburse expenditure	y		
Submit Expense Re	port				

Step 15: Click the Submit Expense Report button.

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

Favo	orites 🕷 Main Menu 🕷 > Employee Sel	If-Service 🔻 > Travel and E	Expenses 🆘 > Expense Reports 🔻 > Create/Mo	dify 📓	Worklis	st 🔰 🏫 Home	Sign Out
			Expense Report Subr	nit Confirm			×
	Expense Report						Help
1	Save Confirmation						
	Katherine Blackburn						
	Totals ⑦						
	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	
		e to Employee	186.22 USD Am	ount 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.

Favorites  Main Menu  Employee S	Self-Service  Travel and Expenses	Expense Reports > Create/Modify		Worklist   🏫 Hon	me Sign Out
SOUTH CAROLINA		Search     Advanced Search	Last Search Results	Add To 🔫 Noti	tification NavBar
			Related Content -	New Window   Help   F	Personalize Page
View Expense Report					
Katherine Blackburn				Actions	[
Your expense report 3000034878 has been subr	mitted for approval.				
Business Purpose E	mployee Reimburse(Non-Travel)			Report	3000034878 Su
Description C	lean/Office Sup for Chem Lab			Created	08/20/2019 Jo
Reference				Last Updated	08/20/2019 Jo
				Post State	Not Applied
Totals (?)	View Printable Version	View Analytics	Notes		& Attachr
Employee Expenses (3 Lines)	186.22 USD	Non-Reimbursable Expenses	0.00 USD	Employee Cr	redits
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Cr	redits
	Amount Due to Employee	186.22 USD	Amount Due to Supplier	0.00 USD	
	ny other source. The University re syment.	for official business of the University, and they eserves the right not to reimburse expenditures			
Refresh Approval Status	Save Changes				

Step 19: The Report status is Submitted for Approval.

Favorites  Main Menu  Employee	Self-Service  Travel and Expenses	> Expense Reports  > Create/Modify			Worklist   🚖 Home   Sign Out
SOUTH CAROLINA	FUAT∎	cpense Reports	Advanced Search 🛛 Last Search Results		Add To 👻 🚩 🕖
				Related Content - New V	Vindow   Help   Personalize Page
View Expense Report					🖾 Expense
Katherine Blackburn				Actions	•
Business Purpose Er	mployee Reimburse(Non-Travel)			Report 3000034878	Submitted for Approval
Description Cl	lean/Office Sup for Chem Lab			Created 08/20/2019	Joanne Callahan
Reference				Last Updated 08/20/2019	Joanne Callahan
Kelefelde				Post State Not Applied	
Totals ⑦	View Printable Version	🗃 View Analytics	Notes		achments (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	
<b>2 .</b>			••		
	any other source. The University re-	or official business of the University, and they serves the right not to reimburse expenditures			
Submit Expense Repor	rt Withdraw Expe	ense 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.

es ▼ Main Menu ▼ > Employee Self-Sen	rice 🔻 > Travel and Expenses 🔻 > Expense Reports	▼ > Create/Modify 🧕	Worklist	A Home	Sign Ou
SOUTH CAROLINA	Expense Reports - Search	Advanced Search 🛛 Last Search Results	Add To 🔫	Notification	Ø NavBa
Approval History					
xpense Report Employee					
SHEET_ID=3000034878:Pend	ing				
Employee Approval Required					
Pending Katherine Blackburn Employee					
xpense Report Approval 1					
SHEET_ID=3000034878:Awai	ting Further Approvals				
Level 1 Approval					
Not Routed Multiple Approvers Department Approvers					
xpense Report Approval 2					
SHEET_ID=3000034878:Awai	ting Further Approvals				
Level 2 Approval					
Not Routed Multiple Approvers Level 2 Approvers					
controller's Office Approval					
SHEET_ID=3000034878:Awai	ting Further Approvals				
Accounts Payable Approval					
Not Routed 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.

Favorites Vain Menu > En	nployee Self-Service 🔻 > Travel and Expenses 🔻 > Expense	e Reports 🔻 > Create/Modify 🧕	Worklist	A Home Sign Out
SOUTH CAROLIN	A RU Navigator - Search	Advanced Search 🛛 📓 Last Search Resu	ults Add To	Notification NavBar
		R	elated Content -   New Window   I	Help   Personalize Page
Modify Expense Report				G 8
Katherine Blackburn ⑦				
	By:		Actions	
*Business Purpose	Employee Reimburse(Non-Travel)	Report 3000034878 Pending		
*Report Description	Clean/Office Sup for Chem Lab	Attachments (1)	Notes	
Reference	٩			
Expenses ⑦				
				Total 45.32
Expand All   Collapse All				
*Date	*Expense Type	*Description	*Payment Type	*Amoun
07/22/2019	Miscellaneous Supplies	254 characters remaining	Personal Reimbursement	· 8.
			Default Rate	
*Billing Type	AVAILABLE +	Receipt Split	□ Non-Reimbursable	*Exchange Rate
Billing Type			No Receipt B	ase 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.

Favorites 🔻 🛛 🕅	Main Menu 🔻 > En	mployee Self-Se	rvice 🔻 > Travel and Exper	ises 🔻 > Expense Repo	orts 🔻 > Create/Modify 📓			Worklist	🟫 Home	Sign Out
	VERSITY OF	NA	FU	<ul> <li>Search</li> </ul>	Advanced Search	📓 Last Search Res	sults	Add To	- P Notification	Ø NavBar
						1	Related Content - I	New Window	Help   Person	alize Page
Modify Ex	pense Report									🕞 S
Katherine Blac	ckburn 🧿									
		By:						Actions		
*1	Business Purpose	Employee I	Reimburse(Non-Travel)	•	Report 3000034878		Notes			
*F	Report Description	Clean/Off		Expen	se Report Line Errors	ienis (1)	×			
	Reference			arreta da da			Help			
			Please enter or update	the following information	1					
			Missing Description		-					
			Return							
Expenses (	9		<u>Entrans</u>							
		100	_						Total	45.32
-										
Expand All	Collapse All									
	*Date	*Expense T	уре		*Description		*Payment T	Гуре		*Amount
* ►	07/22/2019	Miscellane	ous Supplies	·	* 254 characters remaining	7	Personal I	Reimbursement	• 8.	

**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.

Favorites Vain Menu Employee Se	If-Service 🔻 👌 Travel and Expenses 🔻 👌 Expense Reports 🄻 👌	Create/Modify	Work	klist   🏫 Home 🔰 Sign Out
UNIVERSITY OF SOUTH CAROLINA	FU Navigator - Search	Advanced Search 💆 Last Search Resul	its A	Add To - K Ø Notification NavBar
			🔛 Save for	Later Summary and Submit
<i>(</i> :		Actions		- GO
nployee Reimburse(Non-Travel) • ean/Office Sup for Chem Lab	Report 3000034878 Pending Attachments (1)	Notes		
٩				
			Total 45.32 USD	
xpense Type	*Description	*Payment Type	*Amount	*Currency
liscellaneous Supplies	Cleaning Supplies for the Chem Lab     220 characters remaining	Personal Reimbursement -	<i>A</i> + 9.04	USD Q + -
WAILABLE -	Receipt Split	Default Rate     Non-Reimbursable     No Receipt     Ba	*Exchange Rate 1.000 ase Currency Amount	000000 🌣 陆 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.

avorites 🔻	Main Menu 🍷 > Er	mployee Self-Service 🔻 >	Travel and Expenses  > Ex	pense Reports 🔻 > Create/Modify 🗾		Worklist	A Home	Sign Out
🎄 🖇	NIVERSITY OF	μ Fl	Navigator - Search	Advanced Search 🛛 Last Se	earch Results	Add To	- Motificatio	n NavBa
					Related Conte	ent - New Window	Help   Perso	onalize Pag
Modify E	xpense Report							
Katherine Bla	ackburn ⑦							
		By:				Actions		
	*Business Purpose	Employee Reimburs	e(Non-Travel) -	Report 3000034878 Pendir	ing			
	Report Description	Clean/Office Sup for	Chem Lab	Attachments (1)	No	tes		
	Reference		۹					
Expenses	0							
							Total	45.32
Expand All	Collapse All							
	*Date	*Expense Type		*Description		Payment Type		*Amou
-	07/22/2019	Miscellaneous Supp	lies	Cleaning Supplies for the Chem Lab		Personal Reimbursement	· 8.	
			-	220 characters remaining	110		_	
					<b>D</b>	efault Rate		
	*Rilling Type			B Receipt Split	1.8.4.7	on-Reimbursable		nge Rate
vascript:subm	itAction win0(document.	win0.'#ICSetFieldEX SHEE	T ENTRY.EOTL UI BTN ID.ER T	OOLBAR#SAVE'):	N	o Receint	<b>Base Currency</b>	/ 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.

Favorities * Main Menu * >> Employee Self-Service *>> Travel and Expenses *>> Expense Reports *>> Print	Worklist	A Home	Sign Out
SOUTH CAROLINA FU Navigator - Search Advanced Search & Last Search Results	Add To 🔫	Notification	(D) NavBar
		New Window	v   Help
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.

Favorites 🔻	Main Menu	Service  Travel and Expe	inses 🏹 🔿 Exp	ense Reports 🔻	> Print			Worklist	A Home	Sign Out
S S	VIVERSITY OF	FU	tor - Search		Advanced Search	🛃 Last Search Resul	ts	Add To	- Motificatio	n NavBar
	Report prmation you have and click Sear Existing Value	ch. Leave fields blank for	a list of all va	lues.					New Wind	low   Help
✓ Search C Search by:		s with 3000034878								
Search Search Resu	Advanced Search									
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.

ns  Main Menu  Travel and Exployee Self-Service  Travel and Exployee	enses 🔻 > Expense Reports 💌 >	Print			Worklist	A Home Sign
SOUTH CAROLINA FUA	Navigator - Search	h 🍡 A	tvanced Search 🛛 📓 Last Search Res	ults	Add To 🔫	Notification Na
					New Window   H	elp   Personalize I
kpense Report					Print Expense Report	•
therine Blackburn						
Description Clean/Office Sup for Chem Lab		Report 3000034878	Submitted for Approval	US	C ID Y30709434	
Business Purpose Employee Reimburse(Non-Trave	91)					
ite Expense Type Non-Reimbursable Description	No Receipt Additional Information	Receipt Required	Payment Type	Transaction Amt Merchant	Exchange Rate Location	Amount
07/22/2019 Miscellaneous Supplies	0	$\bigtriangledown$	Personal Reimbursement	9.04 USD	1.00000000	9.04 USD
Cleaning Supplies for the Chem Lab	2					
07/24/2019 Supplies			Personal Reimbursement	36.28 USD	1.00000000	36.28 USD
Office Supplies from Walmart for Chem Lab	2					
08/13/2019 Telephone			Personal Reimbursement	140.90 USD	1.00000000	140.90 USD
TL Verizon Cell Phone Reimbursement	2					
Employee Expenses 186.22 USD	N	on-Reimbursable Expenses	0.00 USD	Amo	unt Due to Supplier	0.00 USD
Cash Advances Applied 0.00 USD		Prepaid Expenses	0.00 USD		nt Due to Employee	186.22 USD

Step 5: Review the Expense Report.

ORAC	LE Expense	Report					PeopleSoft	Expenses EXC4500
Report 300003487	78							
Employee Katherine			USCID Y30709434					
Reference	•		Business Purpos Employee Reimbu Travel)	se urse(Non-				
From Date	)		To Date					
Trip Local	tion							
Expense Li Date	Expense Type	Non- Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description	1	Thermourbuble	Additional Inform	nation	Merchant		Location	
07/22/2019	Miscellaneous Supplies			Ø	Personal Reimbursement	9.04 USD	1.00	9.04 USD
Cleaning Supp	lies for the Chem Lab							
07/24/2019	Supplies			Ø	Personal Reimbursement	36.28 USD	1.00	36.28 USD
Office Supplies	from Walmart for Chem Lab			•				
08/13/2019	Telephone			Ø	Personal Reimbursement	140.90 USD	1.00	140.90 USD
TL Verizon Cel	I Phone Reimbursement							
						Employee Expenses		186.22 U
						Cash Advances Applied		0.00 US
						Non-Reimbursable Expenses		0.00 US
						Prepaid Expenses		0.00 US
						Amount Due to Supplier		0.00 US
						Amount Due to Employee		186.22 US
Employee Pho	ne Department	Entered By user		Receipt	Creation Da	ta	Print Date	Page Number
ampioyee Pho	010000	JOANNEC		Receipt	08/20/2019		7nnt Date 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.

Favorites <b>*</b> Main Men	u 🔻 > Employee Self-S	ervice 🔻 > Travel and Expen	ses 🔻 > Expense Reports 🔻 > Vie	w		Worklist	A Home	Sign Out
SOUTH	r of CAROLINA	FU Expense Repo	rts ▼ Search	Advanced Search	🛃 Last Search Results	Add To	Notification	Ø NavBar
Expense Repor	t						New Windo	w   Help
Enter any information	you have and click Search	h. Leave fields blank for a I	st of all values.					
Realtime Search	Keyword Search							
Search Criteria								
Report ID	begins with - 30000	34878						
Report Description	begins with							
Name	begins with							
Empl ID	begins with	۹						
USC ID	begins with							
Business Purpose	begins with	۹						
Report Status			•					
Creation Date	= •	<b></b>						
Case Sensitive								
Search Clear	Basic Search	ave 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.

Favorites  Main Menu  Employee	Self-Service  Travel and Expense	es ▼ > Expense Reports ▼ > View				Worklist 👚 Home	Sign Out
SOUTH CAROLINA	FUAT	Expense Reports   Search	Advanced Search	Last Search Results		Add To 👻 🚩 Notification	Ø NavBar
					Related Content - New 1	Window   Help   Person	alize Page
View Expense Report							Expense
Katherine Blackburn					Actions	1	•
Business Purpose E	mployee Reimburse(Non-Travel)				Report 3000034878	Submitted for Approval	
	Clean/Office Sup for Chem Lab				Created 08/20/2019	Joanne Callahan	
Reference					Last Updated 08/20/2019	Joanne Callahan	
					Post State Not Applie	i .	
Totals ⑦	View Printable Version	View Analytics		Notes	& A	ttachments (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	Amour	nt Due to Supplier	0.00 USD		
By checking this box, I certil will not be reimbursed from without receipts or proof of	any other source. The Universit	red for official business of the University, an y reserves the right not to reimburse expend	d they litures				
Submit Expense Repo	ort Withdraw	Expense Report Submitted On	08/20/2019 Submitte	d By Joanne Callahan			
Approval History	Save Changes						
Approval history							

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

Favorites V Main Menu V	> Employee Self-Se	ervice 🔻 > Travel and	Expenses 🔻 > Expense Reports 👻 > View			Worklist	A Home	Sign Out
SOUTH CARC	DLINA	FUA	Expense Reports - Search	Advanced Search	Last Search Results	Add To 1	Notificatio	n NavBar
					Related Content •	New Window   Help   Per	sonalize Pag	e
xpense Report							Expens	e Details
e Blackburn					Actions		•	GO
Business Purpose E	Employee Reimbu	rse(Non-Travel)			Report	3000034878 Submitted for Approv	/al	
	Clean/Office Sup for				Created	08/20/2019 Joanne Callahan		
Reference					Last Updated	08/20/2019 Joanne Callahan		
					Post State	Not Applied		
0	View Print	ntable Version	Wiew Analytics	Note	15	Attachments (1)		
mployee Expenses (3 Lines)	186.22	2 USD	Non-Reimbursable Expenses	0.00 USD	Employee Cr	redits 0.00 USD		
Cash Advances Applied	0.00	USD	Prepaid Expenses	0.00 USD	Supplier Cr	redits 0.00 USD		
	Amount Due t	o Employee	186.22 USD	Amount Due to Sup	oplier 0.00 USD			
	any other sourc		for official business of the University, and t serves the right not to reimburse expenditu					
Submit Expense Repo	ort	Withdraw Expe	ense Report Submitted On 08	/20/2019 Submitted By Joann	e Callahan			
		Save Changes						

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

	IVERSITY OF	ι FUA:T■	ense Reports 👻 Search 🔅 Advanced Search					Votification
w Exp	ense Report			R	telated Content -   I	New Window	Help	Personalize
atherine Bla	ackburn (?)							
		Employee Reimburse(Non-Travel) Clean/Office Sup for Chem Lab	Report 3000034878 Submitted for Approval	Action	nsChoose an Act	tion	•	GO
	⑦ Collapse All				Total	186.22	USD	
		*Expense Type Miscellaneous Supplies	*Description * Cleaning Supplies for the Chem Lab 220 characters remaining	*Payment Type Personal Reimbursement	Total *Amo &	unt *	USD Currency USD	
xpand All	Collapse All *Date		Cleaning Supplies for the Chem Lab		*Amo	unt ។ 9.04	Currency	

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

Favorites <b>*</b> Main Menu <b>*</b>	> Employee Self-Service > Travel and Exp	penses * > Expense Reports * > View			Worklist   🏫 Home   Sign Out
SOUTH CAL	ROLINA FUAT	Expense Reports  V Search  V Advanced S	earch 🛛 🛛 Last Search Results		Add To + C Ø
			Relat	ted Content - New Windo	ow   Help   Personalize Page
Expense Report					Summar
erine Blackburn ⑦					10 A
	Employee Reimburse(Non-Travel) Clean/Office Sup for Chem Lab	Report 3000034878 Submitted for Approva		Choose an Action	- 60
enses ⑦ and All   Collapse All				Total 186.22	USD
*Date 07/22/2019	*Expense Type Miscellaneous Supplies	*Description Cleaning Supplies for the Chem Lab	*Payment Type Personal Reimbursement	*Amount #• 9.04	*Currency USD
07/24/2019	Supplies	• Office Supplies from Walmart for Chem Lab	Personal Reimbursement	<i>d</i> • 36.28	USD
08/13/2019	Telephone	* TL Verizon Cell Phone Reimbursement	Personal Reimbursement	<i>B</i> * 140.90	USD

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

Favorites  Main Menu  Employee Self-Service	> Travel and Expenses T > Expense Reports	▼ > View		Worklist   🏫 Home   Sign Ou
	UAT Expense Reports + S	1011 - 10000 - 10000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 -	Last Search Results	Add To 🖛 🚩 🙋 Notification NavBa
will not be reimbursed from any other so without receipts or proof of payment.	ource. The University reserves the right n	ot to reimburse expenditures		
Submit Expense Report	Withdraw Expense Report	Submitted On 08/20/2019 Submitte	ed By Joanne Callahan	
	Save Changes			
Approval History				
Expense Report Employee				
SHEET_ID=3000034878:Pending				
Employee Approval Required				
Pending Katherine Blackburn				
Expense Report Approval 1				
SHEET_ID=3000034878:Awaiting	Further Approvals			
Level 1 Approval				
Not Routed				
Multiple Approvers Department Approvers				
Expense Report Approval 2				
SHEET_ID=3000034878:Awaiting	Further Approvals			
Level 2 Approval				
Not Routed				
Multiple Approvers				
Controller's Office Approval				
SHEET ID=3000034878:Awaiting	Further Approvals			
Accounts Payable Approval				
Not Routed 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.

Fercintes 👻 Main Menu 👻 > Employee Self-Service 👻 > Travel and Expenses 👻 > Expense Reports 🌪 > Delete 🔳	Worklist	A Home	Sign Out
🐉 UNIVERSITY OF SOUTH CAROLINA FUAT Isearch 🖉 Advanced Search Results	Add To 🔫	Notification	Ø NavBar
Delete Expense Report Enter any information you have and click Search. Leave fields blank for a list of all values.		New Windo	w   Help
Find an Existing Value			
▼ Search Criteria			
Empl ID begins with - Y30709434 Q			
USC ID begins with •			
Name begins with *			
Case Sensitive           Search         Clear         Basic 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.

Favorites 🔻	Main Menu 🔻	> Employee Self-Service *	> Travel and Expenses	Expense Reports > Del	ete 📓	Worklist	🔒 🔒 Hon	me Sign O	ut
	UNIVERSITY OF	ROLINA F	UAT	Navigator - Search	Advanced Search	🛃 Last Search Results Add To		Finitiation Nave	
Delete	and Expense an Expense e Blackburn					New Window	Help   F	Personalize Pa	ge
Delete a	n Expense Rep	ort ()							
Sele	ct Report ID	Report Description	Creation	n Date Arnount	Currency				
	30000348	373 Supplies and Food	08/12/20	150.00	USD				
	30000348	372 Supplies and Food	08/12/20	150.00	USD				
	Delete Selected	d Report(s)							

Favorites * Main Menu * > Employee Self-Service * > Travel and Expenses * > Expense Reports * > Delete 📓	Worklist	A Home	Sign Out
🞄 INIVERSITY OF SOUTHCAROLINA FUAT Newlgator - Search 🔊 Advanced Search 🛚 Last Search Results	Add To	o → 🛛 🚩 Notificatio	n NavBar
	New Window	Help   Perso	nalize Page
Travel and Expense			
Delete Confirmation			
Katherine Blackburn			
The selected transaction(s) have been deleted.			
ОК			

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

Favorities * Main Menu * > Employee Self-Service * > Travel and Expenses * > Expense Reports * > Delete 🖪						Worklist	A Home	Sign Out	
	UNIVERSITY OF	dlina FU		tor - Search	Advanced S	arch 📓 Last Search Results	Add To 👻	Notification	NavBar
Delete Katherine	and Expense an Expense Blackbum Expense Repo						New Window   He	alp   Perso	nalize Page
Selec	t Report ID	Report Description	Creation Date	Amount	Currency				
	300003487	2 Supplies and Food	08/12/2019	150.00	USD				
	Delete Selected	Report(s)							