

**Controller’s Office – Travel and Expense**

**Travel Card**

**Preparing an Expense Report using My Wallet**

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## I. Objectives

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

- Review/update Expense Types in My Wallet
- Create an Expense Report using My Wallet

## II. Action Grid for Expense Reports

### EXPENSE REPORT ACTIONS

	<b>Create/Modify</b>	<b>View</b>	<b>Delete</b>	<b>Withdraw</b>	<b>Print</b>	<b>Cancel</b>
	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 Or, withdrawn placing it back into a Pending Status.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
<b>PROXY</b>	✓	✓	✓	✓	✓	×
<b>EMPLOYEE</b>	✓	✓	✓	✓	✓	×

**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 using My Wallet:

- Collect **all receipts** from the employee (the traveler)
- Download the monthly statement from Bank of America, and **reconcile the monthly statement** using the receipts provided to you by the employee.
- Go into **My Wallet** to make sure all of the Expense Types are appropriate for Travel (Hotel/Lodging, Air Travel, and Registration). Change the expense types for those that are not.
- Be sure to have all receipts and monthly statement scanned as one document, ready to upload at the **Header** level.
- 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)**.

## IV. Prerequisites

Before creating an Expense Report have the following available:

- All of the receipts and monthly statement 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	CL040
Fund Code	
Dept	155300
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.

UNIVERSITY OF SOUTH CAROLINA FUPG									
Navigator Search Advanced Search									
RELAY	2020	CL040	155300	J1000	202	USCSP	10007410	1	
TEST BENCH DEVLPMNT AND PROOF CONCP T RES	2020	CL040	155300	J1000	202	USCSP	10008280	1	
ADMIN ACCT FOR GRAPES NSF IUCRC CNTR MEM	2020	CL040	155300	J1000	202	USCSP	10008381	1	
OPERATING ACCT. GRAPES NSF IUCRC CNT MEM	2020	CL040	155300	J1000	202	USCSP	10008382	1	
GRAPES-GR-18-05 BATTERY LIFE EXT METHOD	2020	CL040	155300	J1000	202	USCSP	10008981	1	
DEVELOPMENT OF ALKALI METALS EARTH METAL	2020	CL040	155300	L1000	202	USCSP	10008222	1	
IN VITRO IN VIVO MED FSBLTY BIO AVLBLE T	2020	CL040	155300	L1000	202	USCSP	10008834	1	
LOW COST COMPACT NEUTRON DETECTORS USING	2020	CL040	155300	N1600	202	USCIP	80003211	1	
ENVIRONMENT ADAPTIVE POS IDPNDNT WIRELES	2020	CL040	155300	N1600	202	USCIP	80003256	1	
TOWARD FULLY ELECTRICALLY RECONFIGURABLE	2020	CL040	155300	F1000	202	USCSP	10009142	1	
ESRDC-SUPPORT FOR UNDERGRAD RESRCH PRTCP	2020	CL040	155300	F1000	202	USCSP	10009231	1	
SC GEAR:ADVNCNG DEFECT CONTRLED NONLINEA	2020	CL040	155300	F1000	202	USCSP	10009305	1	
REMOTE EGG OILING SYSTEM W AUTONOMOUS AU	2020	CL040	155300	F1000	202	USCSP	10009306	1	
PRGRM DRCTR COMMNCTNS, CIRCUITS, SENSING	2020	CL040	155300	F1000	301	USCSP	10009316	1	
CUBIC BORON NITRIDE:NEW EXTRM SEMICNDCTR	2020	CL040	155300	F1000	202	USCSP	10009422	1	

## V. Using My Wallet to Review/Update Expense Types

Each day, transactions will interface from Bank of America into PeopleSoft. These transactions are displayed and can be updated on the **My Wallet** page. Travel card liaisons or cardholders will use this page to change the expense type if not appropriately identified as Hotel/Lodging, Air Travel, and Registration. Liaisons will visit the My Wallet page the 26<sup>th</sup> of every month to ensure the expense types, for the current monthly statement, are correct and make all necessary updates.

**Main Menu > Employee Self Service > Travel and Expenses > My Wallet**

**Step 1:** Click the **Search** button to view the list of cardholders for which you are the liaison. Cardholders can select their employee ID if reviewing their own transactions.

The screenshot shows the 'My Wallet' page in PeopleSoft. The breadcrumb trail is 'Main Menu > Employee Self-Service > Travel and Expenses > My Wallet'. The page header includes the University of South Carolina logo and a search bar. Below the header, there is a 'Find an Existing Value' button and a 'Search Criteria' section. The search criteria are set to 'Empl ID' and 'begins with'. A red box highlights the 'Search' button.

**Step 2:** Select a **cardholder** to display the **Review My Wallet Receipts** page. Liaisons will choose from a list of cardholders for which they are responsible.

The screenshot shows the 'My Wallet' page with search results. The search criteria are 'Empl ID' and 'begins with'. The search results are displayed in a table with the following data:

Empl ID	USC ID	Name
A43698341	A43698341	Besmann, Theodore Martin
A75679914	A75679914	GINN, HERBERT
J14887355	J14887355	WANG, YI
T72787361	T72787361	MATOLAK, DAVID
U08369578	U08369578	DOUGAL, ROGER

The row for GINN, HERBERT is highlighted in red. The page also shows a 'Search Results' section with a 'View All' button and a pagination control showing '1-7 of 7'.

**Note:** The **Search Criteria**, Transaction Status, Card Program and Account Number, may default based on the Visa transactions loaded into My Wallet for the cardholder. For example, if the cardholder has transactions loaded for **only one** card account number, the My Wallet page will populate defaults. If the cardholder has transactions assigned to **different accounts or programs**, they will be required to select the card program and account number.

**Step 3:** Click the **Card Program** drop-down arrow.

The screenshot shows the 'My Wallet' page for Herbert Ginn. Under 'Review My Wallet Receipts', the 'Search Criteria' section includes:

- From Posting Date: 09/09/2018
- Through Date: 09/09/2019
- \*Receipt Data Source: All Data Sources
- \*Transaction Status: Unassigned
- \*Card Program: (Dropdown arrow highlighted with a red box)
- \*Account Number: (Empty dropdown)

A 'Search' button is located to the right of the date fields.

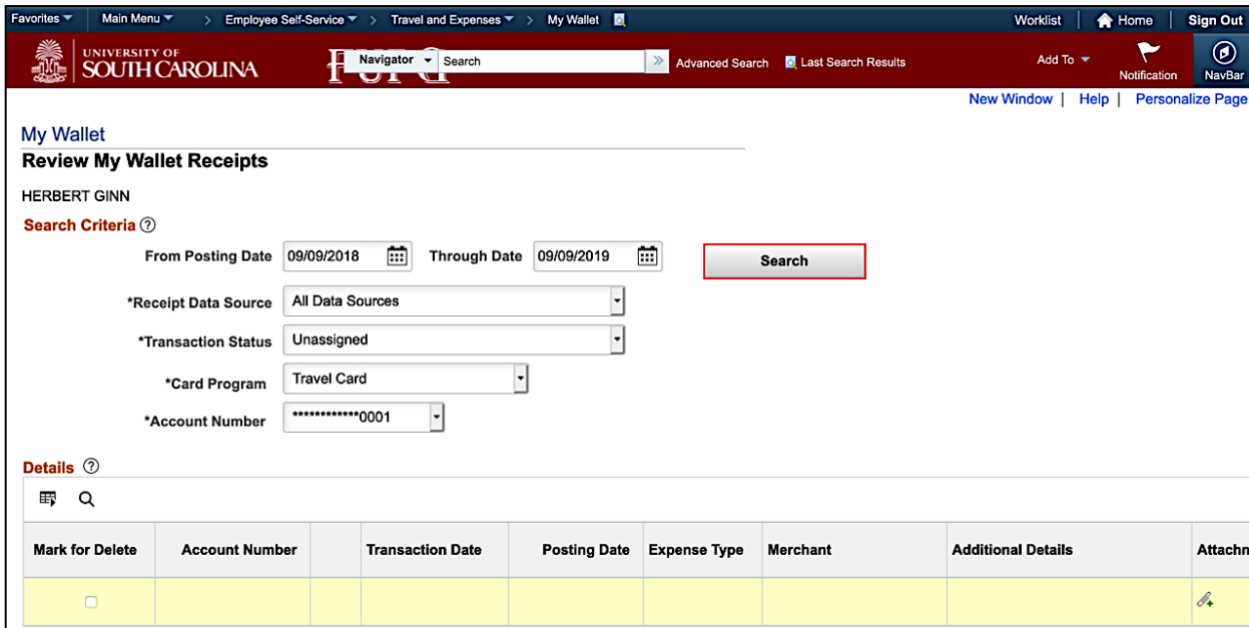
**Step 4:** Select **Travel Card** from the list.

The screenshot shows the same 'My Wallet' page, but the '\*Card Program' dropdown menu is open, displaying two options:

- Procurement Card
- Travel Card (highlighted with a blue bar)

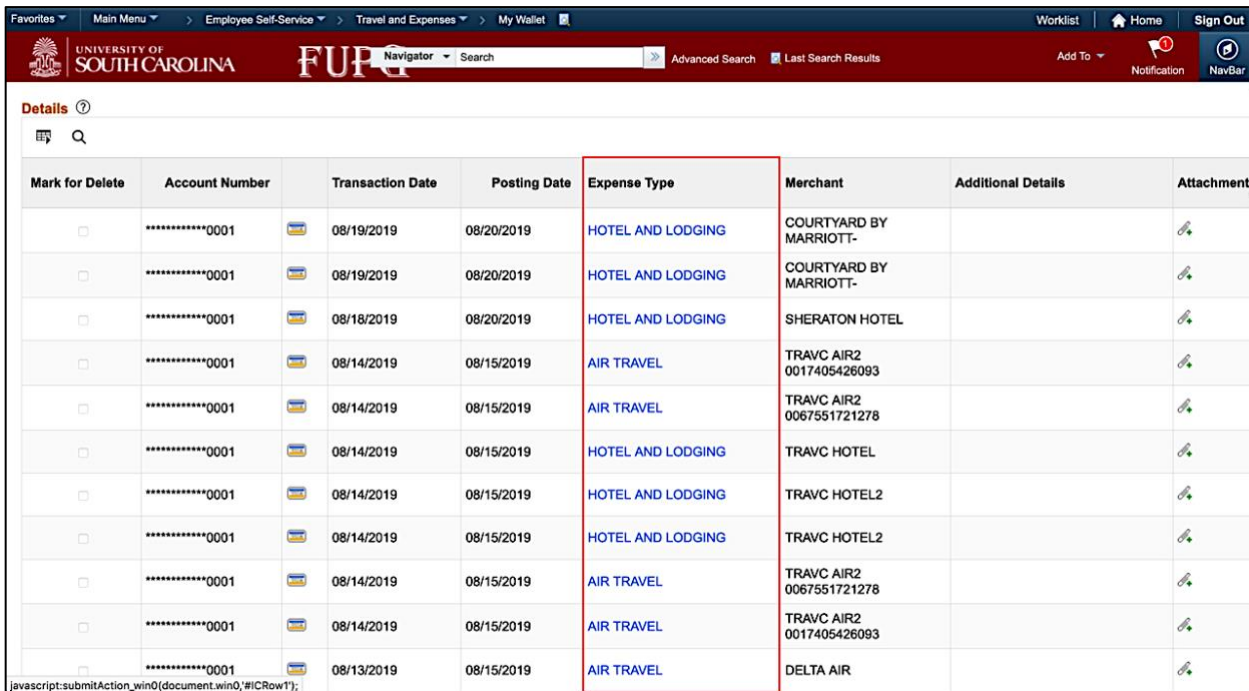
The other search criteria fields remain the same as in the previous screenshot.

**Step 5:** Click the **Search** button after the Card Program and Account Number are populated correctly.



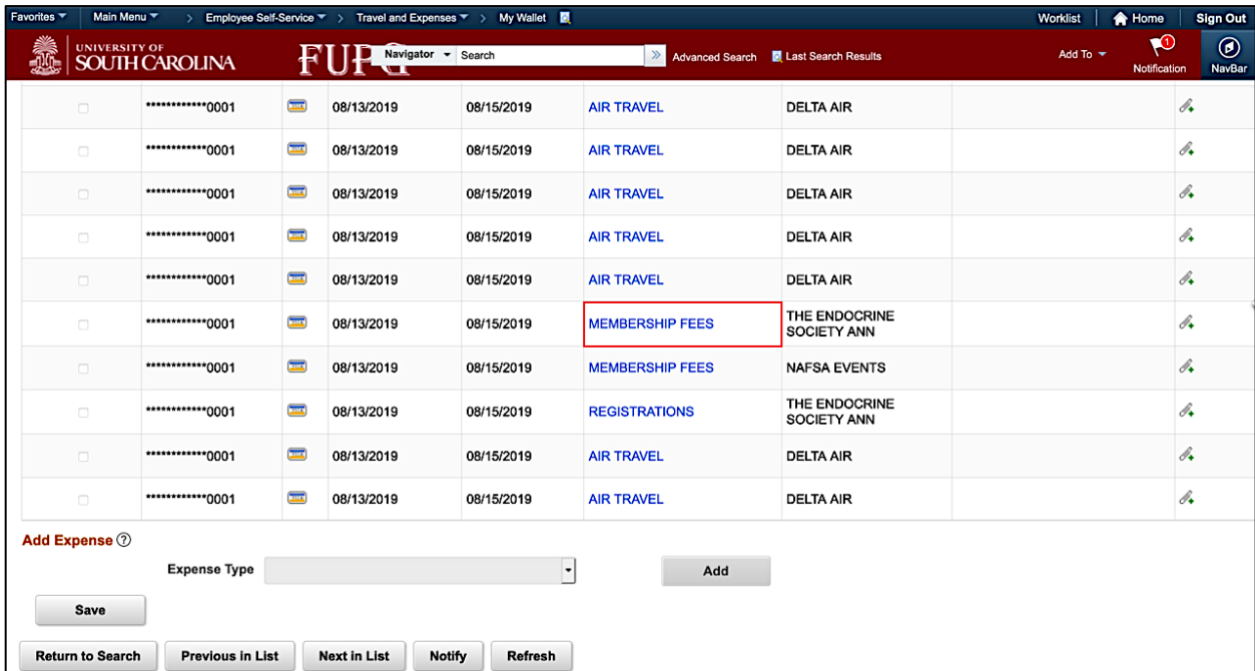
After clicking search, the page displays the account number, transaction date, visa posting date, the default expense type, the merchant interfaced from Visa, additional information entered by the cardholder or liaison, attachments and the transaction amount.

**Step 6:** Review each transaction to ensure all expense types are correct. If you find an incorrect expense type use the following steps to change the expense type.



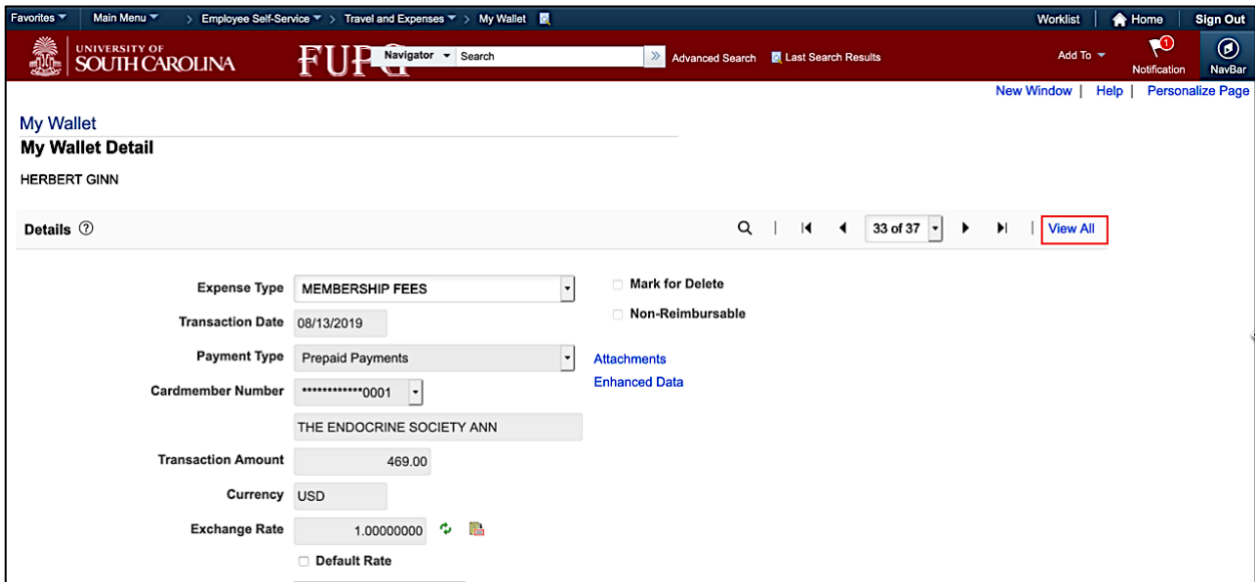


**Step 7:** While reviewing each transaction, you may need to change an expense type. To do this, click on the **Expense Type** to open the **My Wallet Detail** page.



On the **My Wallet Detail** page, the default Expense Type can be changed, the Expense Location updated and a Description added. When saved, all of this information will carry over from My Wallet into the expense report.

**Step 8:** To update each expense line, begin by clicking the **View All** link. This will allow you to scroll through each line one by one as you make all necessary updates.

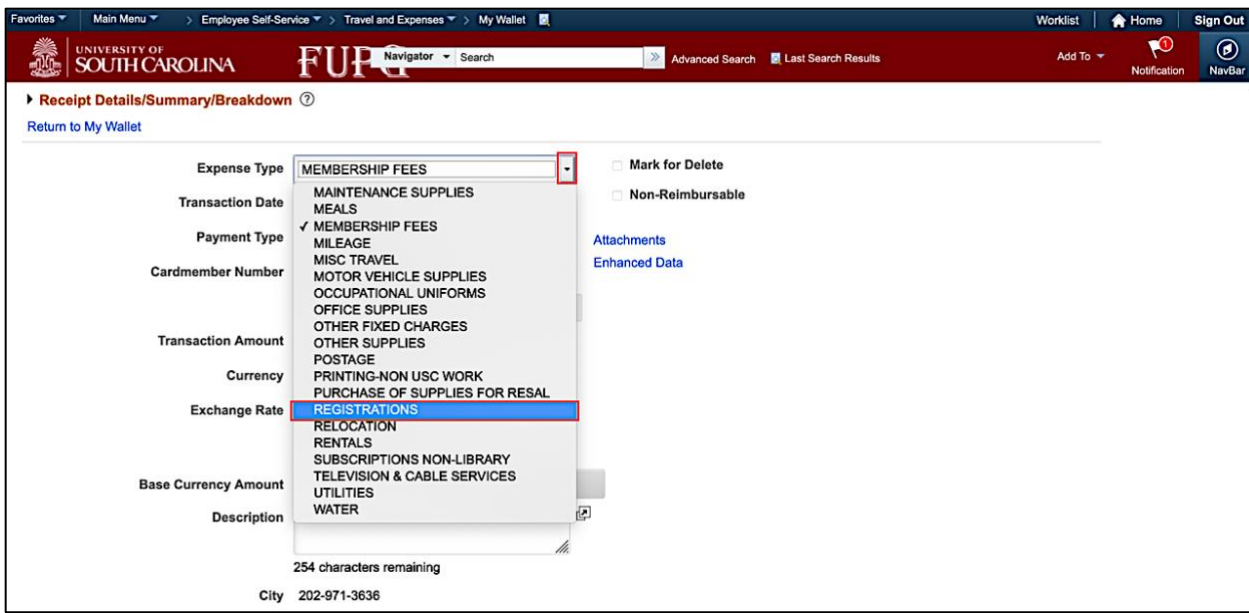


The first transaction now appears at the top of the screen. Add the Expense Location and Description for each transaction line. Be sure to change the expense type where applicable.

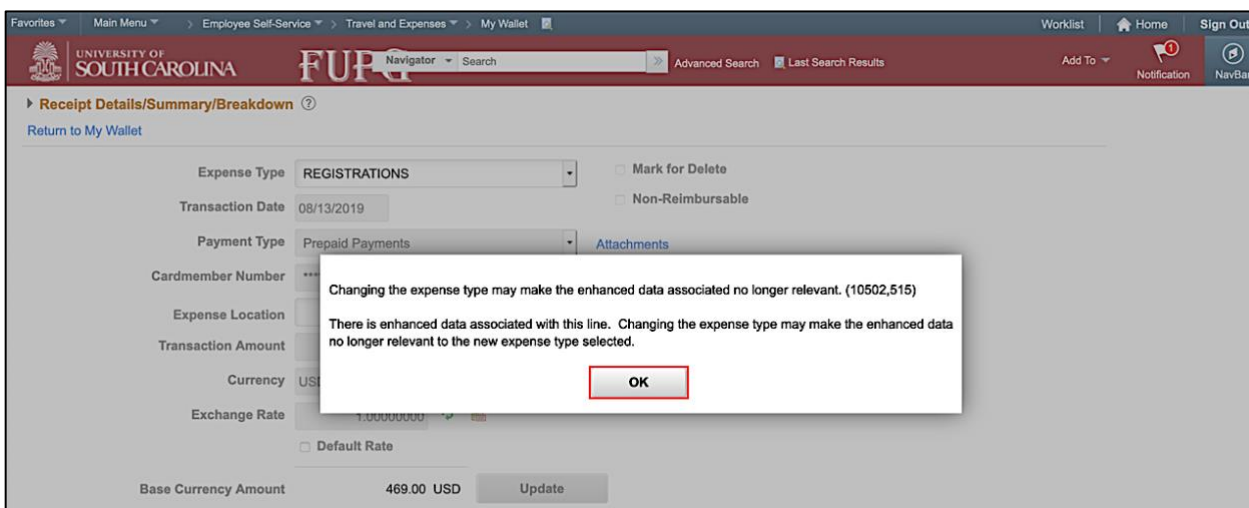
To update a transaction, use the steps below.

**Step 9:** Click the **Expense Type** drop-down arrow.

**Step 10:** Select the appropriate **Expense Type**. For this example, select **Registration**. Remember, the only expense types allowable for a Travel card are Hotel/Lodging, Air Travel, and Registration.



**Step 11:** Click the **OK** button to continue. The enhanced data is additional information and does not affect the expense line in any way.



**Step 12:** Click the **Enhanced Data** link to see the transaction detail provided by the merchant.

The screenshot shows the 'My Wallet' page in the FUPG system. The 'Expense Type' is 'HOTEL AND LODGING'. The 'Transaction Date' is '08/14/2019'. The 'Payment Type' is 'Prepaid Payments'. The 'Cardmember Number' is '\*\*\*\*\*0001'. The 'Expense Location' is 'TRAVC HOTEL2'. The 'Number of Nights' is '4'. The 'Transaction Amount' is '508.30'. The 'Currency' is 'USD'. The 'Exchange Rate' is '1.00000000'. There are checkboxes for 'Mark for Delete' and 'Non-Reimbursable'. A red box highlights the 'Enhanced Data' link.

**Step 13:** Review the information. For example, hotel and lodging will typically provide information such as the transaction date, total amount, number of nights, and a summary of expenses. The summary can be helpful with identifying expenses not allowable on the Travel Card, such as telephone.

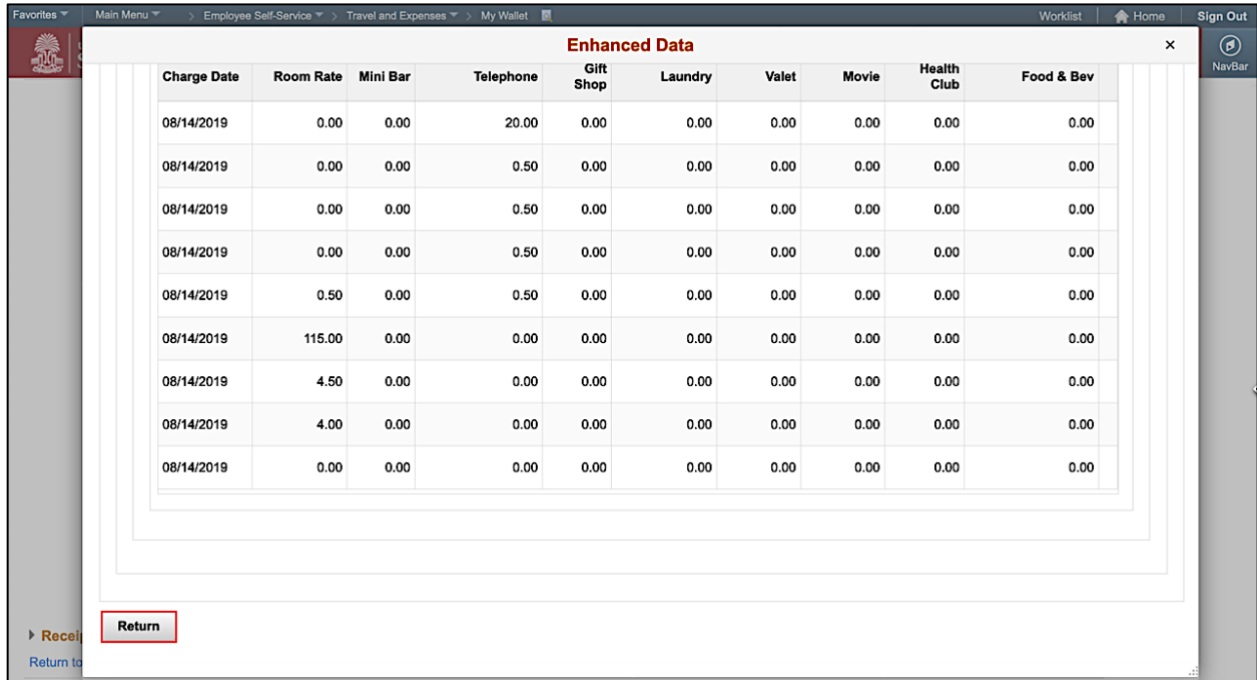
**Note:** If a non-allowable expense appears on the Travel Card statement, but is an allowable travel expense, a memo will be required and attached to the expense report.

The screenshot shows the 'Enhanced Data' page. The 'Transaction Date' is '08/14/2019' and the 'Transaction Amount' is '508.30 USD'. The 'Expense Type' is 'HOTEL AND LODGING' and the 'Merchant' is 'TRAVC HOTEL2'. The 'Enhanced Data' section includes:

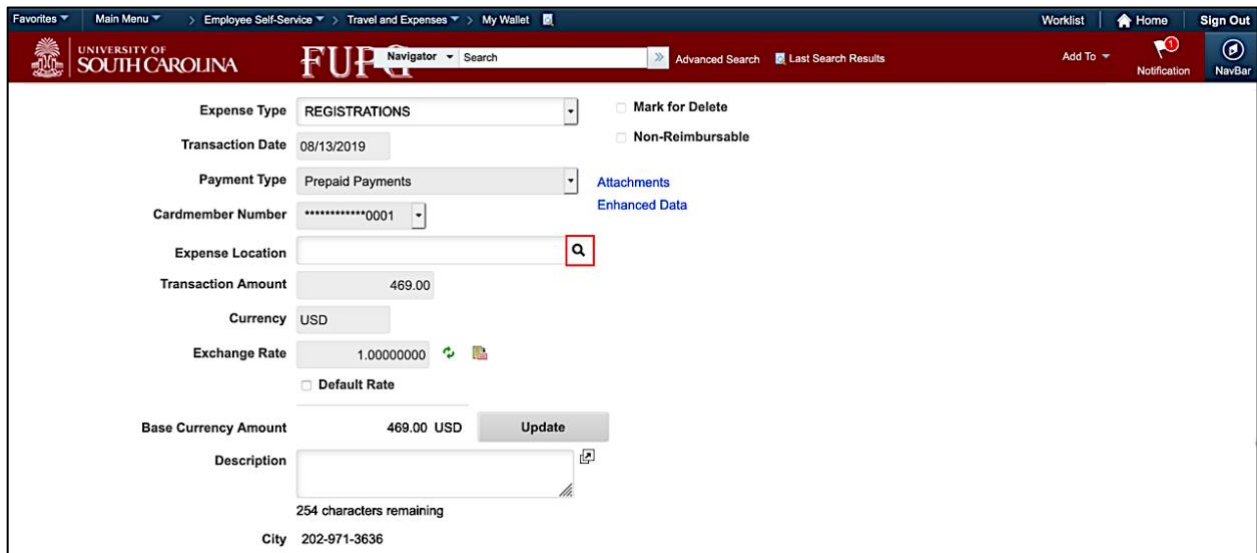
- Summary Lodging Information:** Hotel Folio, Room Rate 115.00, Check In Date 08/14/2019, Number of Nights 4.
- Summary Lodging Totals:**

Mini Bar	0.00	Business Center	0.00
Telephone	22.50	Prepaid	0.00
Gift Shop	0.00	Room Tax	36.79
Laundry	0.00	Other Charges	325.00
Valet	0.00	USC Travel Advance	0.00
Movie	0.00		
Health Club	0.00		
Food & Bev	0.00		
- Detail Lodging Totals:** Lodging Detail 1, Lodging Detail 2

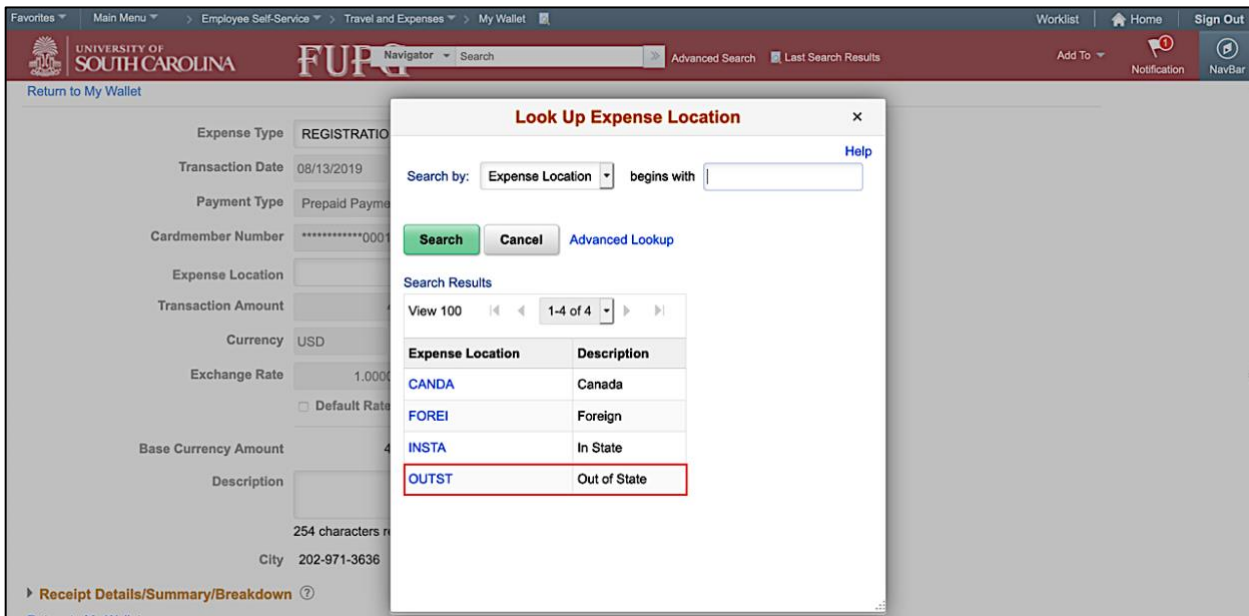
**Step 14:** Click the **Return** button to get back to the **My Wallet Detail** page.



**Step 15:** Click the **Look Up Expense Location** button to add an appropriate location. The Travel Card may be used for several different trips, so the location will need to be added to line to help identify each trip on the expense report.

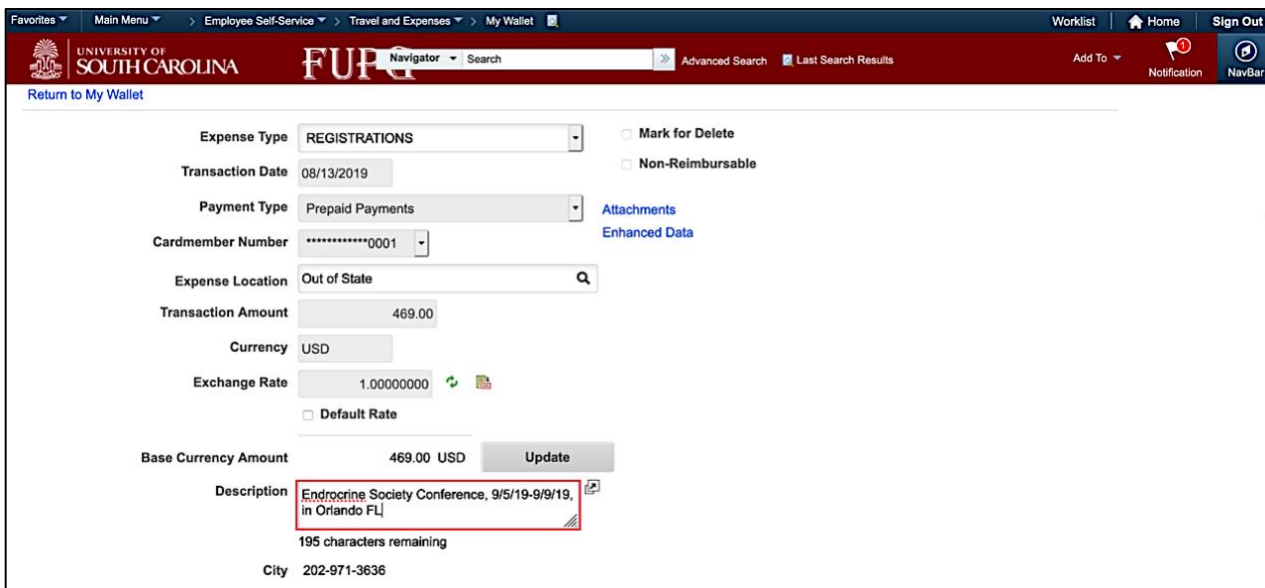


**Step 16:** Select the appropriate **Location** from the list.



**Step 17:** Click in the **Description** field and enter an appropriate description. For individual Travel Cards, be sure to add the trip name, actual location and trip dates (**Example:** AICPA, Orlando, 9/12/19 thru 9/15/19). The travel card may be used for several different trips so the description will help identify each trip on the expense report. The information entered here will carry over into the Expense Report. For **Department Card** Descriptions be sure to include:

- **Employee:** USCID, Name, TA (if applicable), Date, Location, Type of Conference (**Example:** U12345678, Joanne Callahan, 10/12/21 - 10/15/21, Orlando, Conference)
- **Student:** TA, Student, USCID, Name, Dates, Location, Type of Conference (**Example:** 01234: Student, U12345678, Joanne Callahan, 10/12/21 - 10/15/21, Orlando, Conference)
- **Non-Employee:** TA, Non-Employee, Name, Dates, Location, Type of Conference (**Example:** 01234: Non-Employee, Joanne Callahan, 10/12/21 - 10/15/21, Orlando, Conference)



Be sure to scroll through each transaction to change the expense type (if applicable), add the Expense Location, and add a Description.

Step 18: When ALL transactions are updated, click Save and return to My Wallet.

Step 19: Click the Return to My Wallet link.

DELTA AIR

Expense Location

Airfare Receipt Number 0062365658810

Transaction Amount 365.50

Currency USD

Exchange Rate 1.00000000

Base Currency Amount 365.50 USD

Description

254 characters remaining

City DELTA.COM

[Return to My Wallet](#)

Expense Type

Step 17: Notice the Expense Types are updated to Registration. This change will appear on the Expense Report when it is created.

Expense Type	Expense Location	Transaction Amount	Description
AIR TRAVEL	DELTA AIR	365.50	Endrocrine Society Conference, 9/5/19-9/9/19, Orlando FL
REGISTRATIONS	THE ENDOCRINE SOCIETY ANN		Endrocrine Society Conference, 9/5/19-9/9/19, in Orlando FL
REGISTRATIONS	NAFSA EVENTS		Endrocrine Society Conference, 9/5/19-9/9/19, Orlando FL
REGISTRATIONS	THE ENDOCRINE SOCIETY ANN		Endrocrine Society Conference, 9/5/19-9/9/19, Orlando FL
AIR TRAVEL	DELTA AIR	365.50	Endrocrine Society Conference, 9/5/19-9/9/19, Orlando FL
AIR TRAVEL	DELTA AIR	365.50	Endrocrine Society Conference, 9/5/19-9/9/19, Orlando FL

Expense Type

All of the expense types look good, you are now ready to create an Expense Report for the current monthly Travel Card statement.

## VI. 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.

The screenshot shows the 'Look Up USC ID' dialog box. The search criteria are: USC ID (begins with), Empl ID (begins with), and Name (begins with Ginn). The Search button is highlighted. Below the search criteria is a table of search results.

Empl ID	USC ID	Name
A43698341	A43698341	Besmann, Theodore Martin
A75679914	A75679914	GINN, HERBERT
J14887355	J14887355	WANG, YI
T72787361	T72787361	MATOLAK, DAVID
U08369578	U08369578	DOUGAL, ROGER
V73428906	V73428906	GIURGIUTIU, VICTOR

**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.

The screenshot shows the 'Look Up USC ID' dialog box. The search criteria are: USC ID (begins with), Empl ID (begins with), and Name (begins with Ginn). The Search button is highlighted. Below the search criteria is a table of search results.

Empl ID	USC ID	Name
A75679914	A75679914	GINN, HERBERT

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

The screenshot displays the 'Expense Report' section of the FUPG (Financial User Portal Gateway) interface. At the top, there is a navigation bar with the University of South Carolina logo and 'FUPG' branding. Below this, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. A search input field is present with the text 'USC ID A75679914' and a magnifying glass icon. A red rectangular box highlights the 'USC ID A75679914' text. Below the search field is a green 'Add' button. At the bottom of the interface, there are links for 'Find an Existing Value' and 'Add a New Value'.



## VII. Create an Expense Report using My Wallet

Travel card expense reports will typically represent the cardholder's monthly statement. At the end of the month, the reconciled statement and final receipts can be added to the expense report and then submitted for approval.

This example creates an expense report for the business purpose of Travel Card.

**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 VI. **Searching for USC ID** for help with populating this field.

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

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

**Step 5:** Click in the **Business Purpose** drop-down arrow. Employee Travel will always be the default.

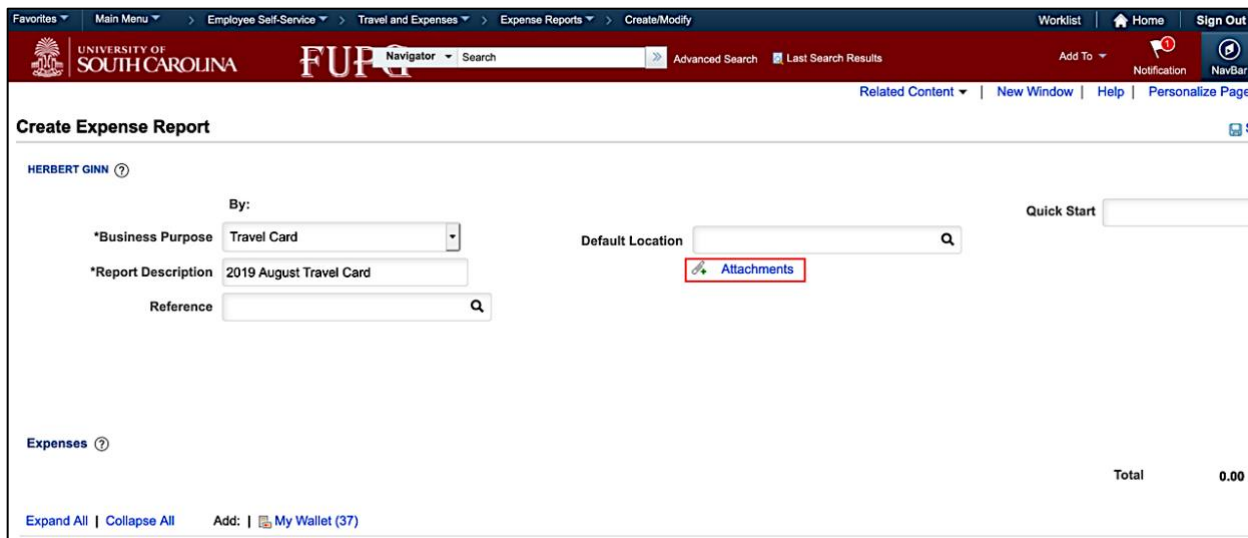
Step 6: Select Travel Card from the list.

The screenshot shows the 'Create Expense Report' page in the FUPG system. The user is logged in as HERBERT GINN. The 'Business Purpose' dropdown menu is open, and 'Travel Card' is selected. The 'Report Description' field is empty. The 'Reference' field is empty. The 'Default Location' and 'Trip Location' fields are empty. The 'Date From' and 'Date To' fields are empty. The 'Total' amount is 0.00.

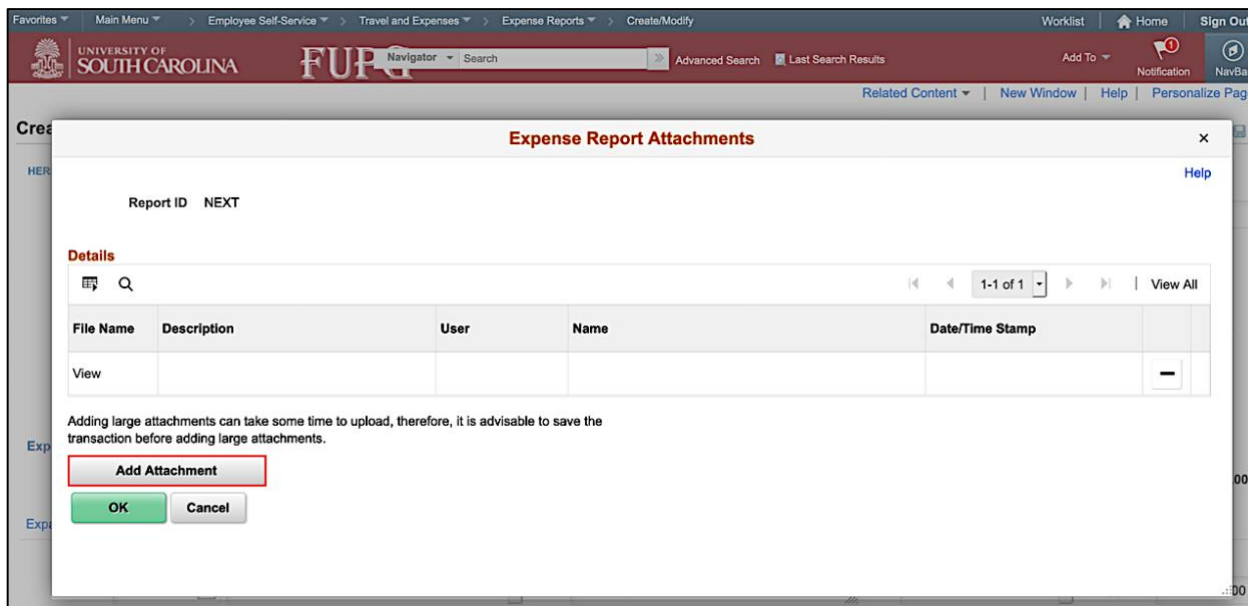
Step 7: Notice some fields disappear. Add a **Report Description**. Be sure to use something that will help you identify the report. It is recommended that you enter the year and statement month. For example, 2019 August Travel Card.

The screenshot shows the 'Create Expense Report' page in the FUPG system. The user is logged in as HERBERT GINN. The 'Business Purpose' dropdown menu is now closed and set to 'Travel Card'. The 'Report Description' field now contains the text '2019 August Travel Card'. The 'Reference' field is empty. The 'Default Location' field is empty. The 'Total' amount is 0.00.

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

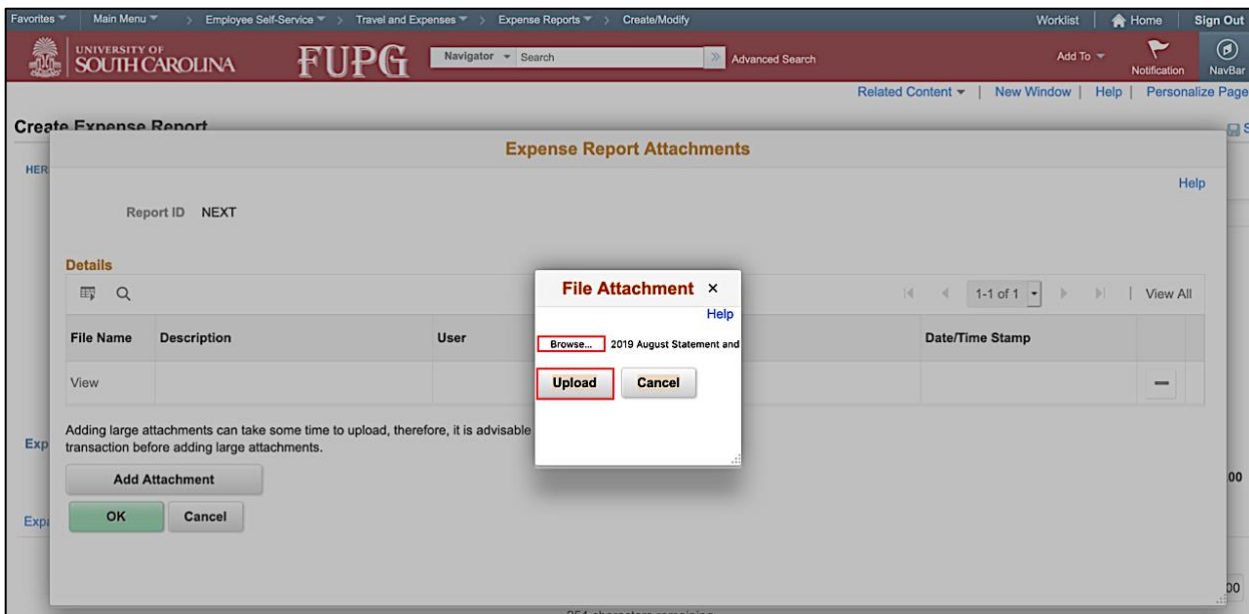


**Step 9:** Click the **Add Attachment** button.

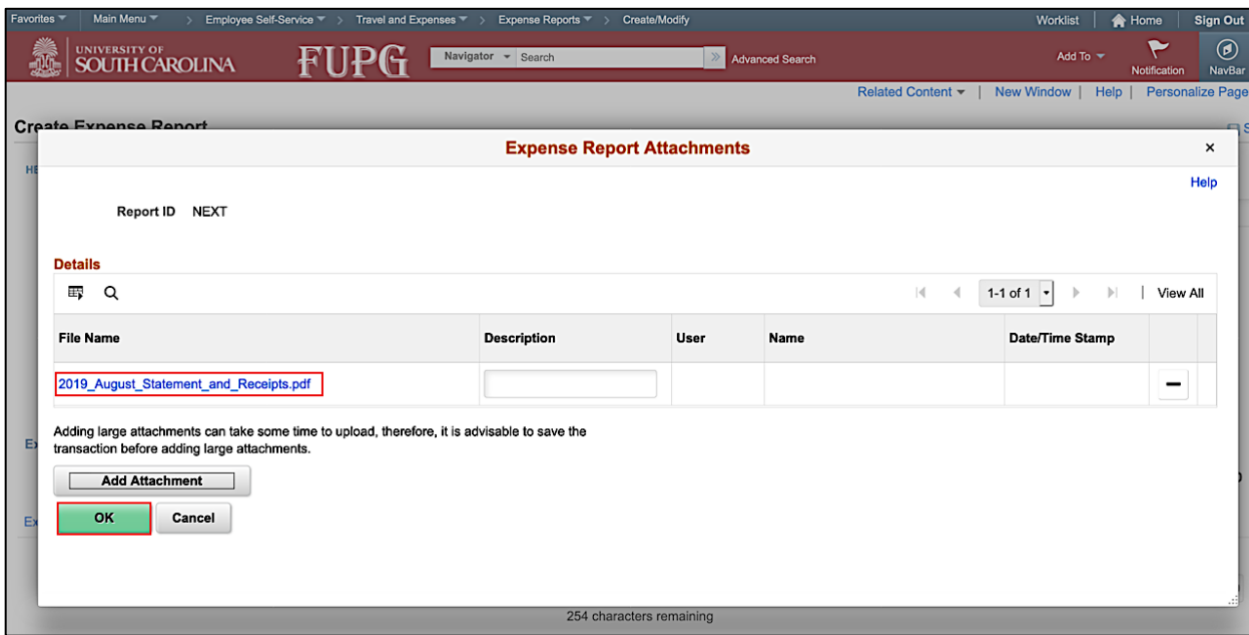


**Step 10:** Click the **Browse** button to search for the document to be attached to the Expense Report.

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



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



**Step 13:** After changing the business purpose, the **My Wallet** link is displayed. Click the **My Wallet (37)** link to select all or some of the travel card transactions. There are 17 transactions available in My Wallet.

HERBERT GINN

By:

\*Business Purpose:  Default Location:  Quick Start:

\*Report Description:  Attachments (1)

Reference:

Expenses

Total: 0.00

Expand All | Collapse All | Add: **My Wallet (37)**

**Note:** All travel card transactions for this cardholder are displayed. Please review the Posting Date of each transaction and select the travel card transactions with posting dates that correspond to the reconciled statement attached.

**Step 14:** Click the **Select All** button after you have reviewed each transaction line to ensure each line matches the monthly statement/receipts and all expense lines are appropriate for the travel card.

\*\*Be careful not to select items for the next month if preparing late.\*\*

Report ID: NEXT

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".

**Select All** **Deselect All**

Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

**Unassigned Wallet Entries**

Select	Logo	Account Number	Transaction Date	Posting Date	Expense Type	Merchant	Enhanced Data	Amount
<input type="checkbox"/>		*****0001	08/19/2019	08/20/2019	HOTEL AND LODGING	COURTYARD BY MARRIOTT-	Enhanced Data	396.
<input type="checkbox"/>		*****0001	08/19/2019	08/20/2019	HOTEL AND LODGING	COURTYARD BY MARRIOTT-	Enhanced Data	480.
<input type="checkbox"/>		*****0001	08/18/2019	08/20/2019	HOTEL AND LODGING	SHERATON HOTEL	Enhanced Data	992.
<input type="checkbox"/>		*****0001	08/14/2019	08/15/2019	AIR TRAVEL	TRAVC AIR2 0017405426093	Enhanced Data	210.
<input type="checkbox"/>		*****0001	08/14/2019	08/15/2019	AIR TRAVEL	TRAVC AIR2 0067551721278	Enhanced Data	1,826.
<input type="checkbox"/>		*****0001	08/14/2019	08/15/2019	HOTEL AND LODGING	TRAVC HOTEL	Enhanced Data	508.
<input type="checkbox"/>		*****0001	08/14/2019	08/15/2019	HOTEL AND LODGING	TRAVC HOTEL2	Enhanced Data	508.

**Step 15:** Click the **Done** button to copy the transaction information into the expense report.

**Note:** This is simply a copy, the transaction information is always retained on the My Wallet page.

The screenshot shows the 'Unassigned Wallet Entries' table in the FUPG Navigator. The table has columns for Select, Logo, Account Number, Transaction Date, Posting Date, Expense Type, Merchant, and Amount. A 'Done' button is highlighted at the bottom left.

Select	Logo	Account Number	Transaction Date	Posting Date	Expense Type	Merchant	Amount
<input checked="" type="checkbox"/>		*****0001	08/13/2019	08/15/2019	AIR TRAVEL	DELTA AIR	365
<input checked="" type="checkbox"/>		*****0001	08/13/2019	08/15/2019	AIR TRAVEL	DELTA AIR	365
<input checked="" type="checkbox"/>		*****0001	08/13/2019	08/15/2019	AIR TRAVEL	DELTA AIR	190
<input checked="" type="checkbox"/>		*****0001	08/13/2019	08/15/2019	AIR TRAVEL	DELTA AIR	365
<input checked="" type="checkbox"/>		*****0001	08/13/2019	08/15/2019	AIR TRAVEL	DELTA AIR	365
<input checked="" type="checkbox"/>		*****0001	08/13/2019	08/15/2019	REGISTRATIONS	THE ENDOCRINE SOCIETY ANN	469
<input checked="" type="checkbox"/>		*****0001	08/13/2019	08/15/2019	REGISTRATIONS	NAFSA EVENTS	689
<input checked="" type="checkbox"/>		*****0001	08/13/2019	08/15/2019	REGISTRATIONS	THE ENDOCRINE SOCIETY ANN	469
<input checked="" type="checkbox"/>		*****0001	08/13/2019	08/15/2019	AIR TRAVEL	DELTA AIR	365
<input checked="" type="checkbox"/>		*****0001	08/13/2019	08/15/2019	AIR TRAVEL	DELTA AIR	365

**Step 16:** Notice the **My Wallet** link is now showing **(0)** transactions and check to make sure the total matches the attached statement/receipts.

The screenshot shows the 'Create Expense Report' form in the FUPG Navigator. The form includes fields for Business Purpose (Travel Card), Report Description (2019 August Travel Card), Reference, and Default Location. A 'Total' field shows 17,517.34. A 'My Wallet (0)' link is highlighted at the bottom.

**Note:** If the total does not match, you can always delete lines using the Delete (-) icon to the right of the expense line. The deleted lines will go back into My Wallet to be used on the Expense Report for the next monthly statement.

The screenshot shows a single expense line with the following details:

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
08/14/2019	HOTEL AND LODGING	Endocrine Society Conference, 9/5/19-9/9/19	Prepaid Payments	508.30	USD

### Now add the chartfield information.

Each cardholder has a default department fund combination assigned to them in their employee profile. This combination will default to each line of the expense report. Any chartfield on the expense report may be changed by selecting “default accounting for report” at the top right.

**Step 17:** To edit the chartfield information, click the **Actions** drop-down arrow. The **Actions** drop-down option does not become available until expense lines are added.

The screenshot shows the FUPG Expense Reports 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 FUPG". The search bar contains "Navigator" and "Search". The page includes links for "Related Content", "New Window", "Help", and "Personalize Page". There are also links for "Save for Later" and "Summary and Submit". The main content area has a "Travel Card" dropdown menu, a "Default Location" search box, and an "Attachments (1)" link. The "Actions" dropdown menu is open, showing options: "...Choose an Action", "Default Accounting For Report", "Expense Report Project Summary", and "Export to Excel". A "GO" button is next to the Actions dropdown. At the bottom right, the total amount is "Total 17,517.34 USD". At the bottom left, there is a "My Wallet (0)" link.

**Step 18:** 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 19:** Click the **GO** button.

The screenshot shows the FUPG Expense Reports interface, similar to the previous one. 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 FUPG". The search bar contains "Navigator" and "Search". The page includes links for "Related Content", "New Window", "Help", and "Personalize Page". There are also links for "Save for Later" and "Summary and Submit". The main content area has a "Travel Card" dropdown menu, a "Default Location" search box, and an "Attachments (1)" link. The "Actions" dropdown menu is open, showing options: "...Choose an Action", "Default Accounting For Report", "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 "Total 17,517.34 USD". At the bottom left, there is a "My Wallet (0)" link.

**Step 20:** Enter the Chartfield string (Make sure these are valid CF values from the Crosswalk table). For this example, add a project to the default department fund combination assigned to this cardholder.

**Step 21:** Click the **OK** button.

University of South Carolina FUPG

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	CL040	155300	F1000	202	USCSF	10009306	1			

Buttons: Add ChartField Line, Load Defaults, OK

All of the Expense Types were updated, Expense Locations added, and Descriptions added in My Wallet. You are now ready to Save the report.

**Step 22:** 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 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.

**Note:** It is important to make sure the Expense Report total matches the attached statement total.

University of South Carolina FUPG

Summary and Submit

Save for Later

Travel Card: 19 August Travel Card

Default Location: [Search]

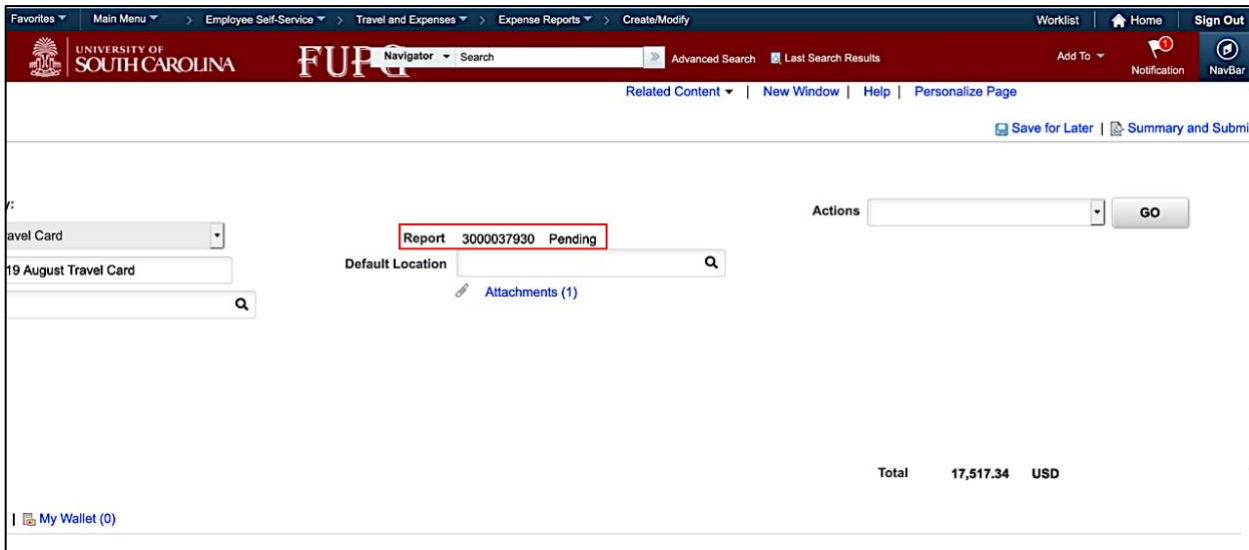
Attachments (1)

Total: 17,517.34 USD

My Wallet (0)

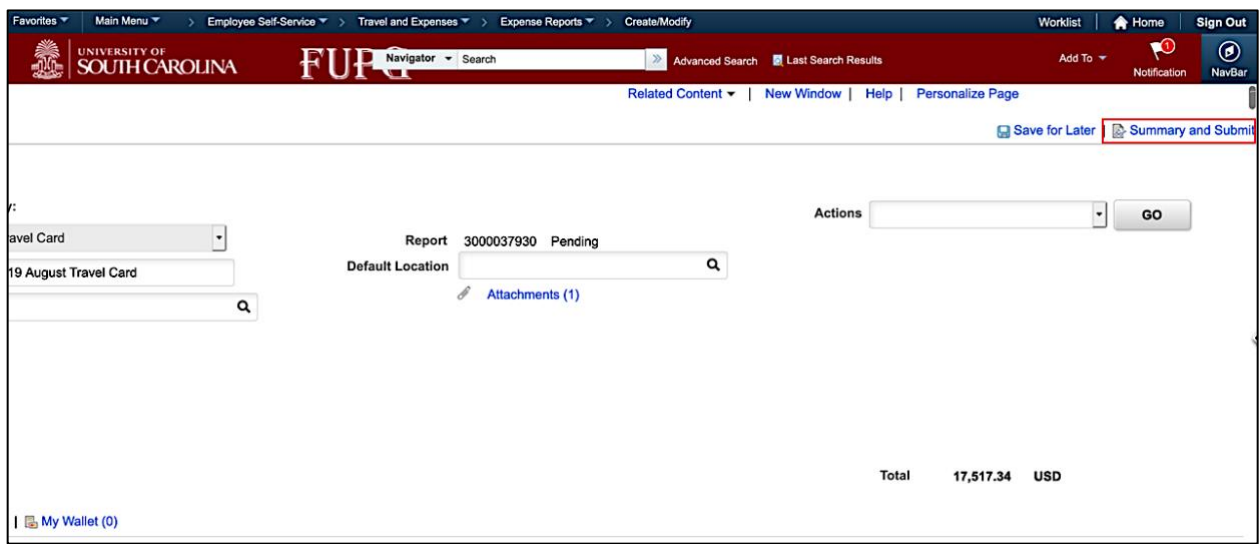


**Step 23:** Notice a **Report ID** is assigned when you click the **Save for Later** link.



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

**Step 24:** Click the **Summary and Submit** link if ready to submit for approval.



**Step 25:** You can use the **Note** area to provide your approvers some additional information. Click the **Notes** link.

The screenshot shows the 'Expense Report' form in the FUP system. The form includes fields for Business Purpose (Travel Card), Description (2019 August Travel Card), and Reference. A summary table shows expenses of 17,517.34 USD and prepaid expenses of 17,517.34 USD. A 'Notes' link is highlighted with a red box.

Category	Amount	Unit
Employee Expenses (37 Lines)	17,517.34	USD
Cash Advances Applied	0.00	USD
Non-Reimbursable Expenses	0.00	USD
Prepaid Expenses	17,517.34	USD
Employee Credits	0.00	USD
Supplier Credits	0.00	USD
Amount Due to Employee	0.00	USD
Amount Due to Supplier	0.00	USD

Checking this box, I certify the expenses submitted are accurate and comply with the University of South Carolina Travel Policy (FINA 1.00). I also certify that the expenses were incurred on official business for the University, and that they have not been (or will not be) reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or not defined in University policy.

Submit Expense Report

**Step 26:** Use the text box to add any additional information you feel is important for approvers to know.

**Step 27:** Click the **Add Notes** button.

The screenshot shows the 'Expense Notes' dialog box open over the Expense Report form. The dialog box contains a text area with 'Add as needed', an 'Add Notes' button (highlighted with a red box), and a table for existing notes. The 'OK' and 'Cancel' buttons are at the bottom.

Notes	Name	Role	Action Date/Time
-			

**Step 28:** Notice the note has been added to the report. Click the **OK** button to continue.

The screenshot shows the 'Expense Notes' dialog box. At the top, there is a text area for adding notes and an 'Add Notes' button. Below this is a table of notes:

Notes	Name	Role	Action Date/Time
Add as needed		Employee	09/11/2019 3:44PM

The 'OK' button is highlighted in green, and the 'Cancel' button is in grey.

**Step 29:** To give the accounting information one last review, click the **Related Content** link and select **Accounting Details** from the list.

The screenshot shows the 'Modify Expense Report' page. The report is for HERBERT GINN with a business purpose of 'Travel Card' and a description of '2019 August Travel Card'. A dropdown menu is open under 'Related Content', showing 'Accounting Details' selected. The page also displays a summary table of expenses and a 'Submit Expense Report' button.

Totals	Employee Expenses (37 Lines)	Cash Advances Applied	Non-Reimbursable Expenses	Prepaid Expenses	Employee Credits	Supplier Credits
	17,517.34 USD	0.00 USD	0.00 USD	17,517.34 USD		
	Amount Due to Employee		0.00 USD		Amount Due to Supplier	
					0.00 USD	

Step 30: Use the scrollbar to review the accounting for all of the expense lines.

**Modify Expense Report**

HERBERT GINN

\*Business Purpose: Travel Card  
 \*Description: 2019 August Travel Card  
 Reference: [Search]

Totals: [View Printable Version] [View Analytics] [Notes] [Attachments]

Related Content: Accounting Details | Approval History | View Enhanced Data

Download results in: Excel Spreadsheet | CSV Text File | XML File (42 kb)

Expense Report	Report Description	Expense Date	Line	Dist Line	Expense Type	Ticket Number	Distance	Line Description	GL Unit	Oper Unit	Department	Fund	Account Class	PC Bus Unit	Project	Activity	Expense Line Amt	Created On	Travel Auth ID	Advance ID	Amount Applied	Distribution Status	Location	Acctg
1 3000037930	2019 August Travel Card	08/14/2019	1	1	HOTEL AND LODGING			Endocrine Society Conference, 9/5/19-9/9/19, Orlando FL	USC01	CL040	155300	F1000	52024	202	USCSP	10009306	1	508.300	09/11/2019					09/11/2019
2 3000037930	2019 August Travel Card	08/14/2019	2	1	AIR TRAVEL	0017405426093		Endocrine Society Conference, 9/5/19-9/9/19, Orlando FL	USC01	CL040	155300	F1000	52024	202	USCSP	10009306	1	210.000	09/11/2019					09/11/2019

Step 31: Click the Pagelet Settings icon and select Close.

**Modify Expense Report**

HERBERT GINN

\*Business Purpose: Travel Card  
 \*Description: 2019 August Travel Card  
 Reference: [Search]

Totals: [View Printable Version] [View Analytics] [Notes] [Attachments]

Related Content: Accounting Details | Approval History | View Enhanced Data

Download results in: Excel Spreadsheet | CSV Text File | XML File (42 kb)

Expense Report	Report Description	Expense Date	Line	Dist Line	Expense Type	Ticket Number	Distance	Line Description	GL Unit	Oper Unit	Department	Fund	Account Class	PC Bus Unit	Project	Activity	Expense Line Amt	Created On	Travel Auth ID	Advance ID	Amount Applied	Distribution Status	Location	Acctg
1 3000037930	2019 August Travel Card	08/14/2019	1	1	HOTEL AND LODGING			Endocrine Society Conference, 9/5/19-9/9/19, Orlando FL	USC01	CL040	155300	F1000	52024	202	USCSP	10009306	1	508.300	09/11/2019					09/11/2019
2 3000037930	2019 August Travel Card	08/14/2019	2	1	AIR TRAVEL	0017405426093		Endocrine Society Conference, 9/5/19-9/9/19, Orlando FL	USC01	CL040	155300	F1000	52024	202	USCSP	10009306	1	210.000	09/11/2019					09/11/2019

The expense report matches the statement, all receipts are attached, all descriptions entered and the accounting information is correct. The report is ready to be submitted.

**Step 32:** Click to select the box certifying the expenses submitted were incurred for official business of the University.

**Step 33:** Click the **Submit Expense Report** button.

**Modify Expense Report**

HERBERT GINN

\*Business Purpose: Travel Card

\*Description: 2019 August Travel Card

Reference: [Search]

Totals ⓘ [View Printable Version](#) [View Analytics](#) [Notes](#) [Attachm](#)

Employee Expenses (37 Lines)	17,517.34 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	
Cash Advances Applied	0.00 USD	Prepaid Expenses	17,517.34 USD	Supplier Credits	
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 the University of South Carolina Travel Policy (FINA 1.00). I also certify that the expenses were incurred on official business for the University, and that they have not been (or will not be) reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or not defined in University policy.

**Submit Expense Report**

**Step 34:** Review to ensure there are no errors. Click the **OK** button.

**Expense Report Submit Confirm**

Create Expense Report

**Save Confirmation**

HERBERT GINN

Totals ⓘ

Employee Expenses (37 Lines)	17,517.34 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	17,517.34 USD	Supplier Credits	0.00 USD
Amount Due to Employee		0.00 USD	Amount Due to Supplier		0.00 USD

**OK**

Step 35: Notice the report status is Submission in Process.

**View Expense Report**

HERBERT GINN

Your expense report 3000037930 has been submitted for approval.

Business Purpose: Travel Card  
Description: 2019 August Travel Card  
Reference:

Report: 3000037930 Submission in Process  
Created: 09/11/2019 Joanne Callahan  
Last Updated: 09/11/2019 Joanne Callahan  
Post State: Not Applied  
Attachments (1)

Employee Expenses (37 Lines)	17,517.34 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	17,517.34 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 the University of South Carolina Travel Policy (FINA 1.00). I also certify that the expenses were incurred on official business for the University, and that they have not been (or will not be) reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or not defined in University policy.

Submit Expense Report  
Refresh Approval Status  
Save Changes

Step 36: Click the Refresh Approval Status to update the status to Submitted for Approval.

**View Expense Report**

HERBERT GINN

Your expense report 3000037930 has been submitted for approval.

Business Purpose: Travel Card  
Description: 2019 August Travel Card  
Reference:

Report: 3000037930 Submission in Process  
Created: 09/11/2019 Joanne Callahan  
Last Updated: 09/11/2019 Joanne Callahan  
Post State: Not Applied  
Attachments (1)

Employee Expenses (37 Lines)	17,517.34 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	17,517.34 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 the University of South Carolina Travel Policy (FINA 1.00). I also certify that the expenses were incurred on official business for the University, and that they have not been (or will not be) reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or not defined in University policy.

Submit Expense Report  
**Refresh Approval Status**  
Save Changes

Approval History

**Step 37: The Report status is Submitted for Approval.**

**View Expense Report**

HERBERT GINN

Business Purpose: Travel Card  
Description: 2019 August Travel Card  
Reference:

Report 3000037930 Submitted for Approval  
Created 09/11/2019 Joanne Callahan  
Last Updated 09/11/2019 Joanne Callahan  
Post State: Not Applied

Employee Expenses (37 Lines)	17,517.34 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	17,517.34 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 the University of South Carolina Travel Policy (FINA 1.00). I also certify that the expenses were incurred on official business for the University, and that they have not been (or will not be) reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or not defined in University policy.

Submit Expense Report    Withdraw Expense Report    Submitted On 09/11/2019    Submitted By Joanne Callahan

Save Changes

Approval History

**Step 38: Click the Expand Section Approval History button to review the Approval level.**

**Step 39: Review the Approval History.**

Approval History

**Expense Report Employee**  
SHEET\_ID=3000037930:Pending  
Employees Approval Required  
Pending  
Herbert Luther Ginn  
Employee

**Expense Report Approval 1**  
SHEET\_ID=3000037930:Awaiting Further Approvals  
Level 1 Approval  
Not Routed  
Xiaofeng Wang  
Sponsored Project Approvers

**Expense Report Approval 2**  
SHEET\_ID=3000037930:Awaiting Further Approvals  
Level 2 Approval  
Not Routed  
Multiple Approvers  
Level 2 Approvers

**Other Approvals**  
SHEET\_ID=3000037930:Awaiting Further Approvals  
Budget Checking Process  
Not Routed  
Multiple Approvers  
Valid Status is Auto-Approved

**Controller's Office Approval**  
SHEET\_ID=3000037930:Awaiting Further Approvals  
Travel Approval Required  
Not Routed  
Multiple Approvers  
Travel Department