Baptist Health South Florida

PeopleSoft

Travel and Expense Center

Expense Report

User Guide

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Document Overview

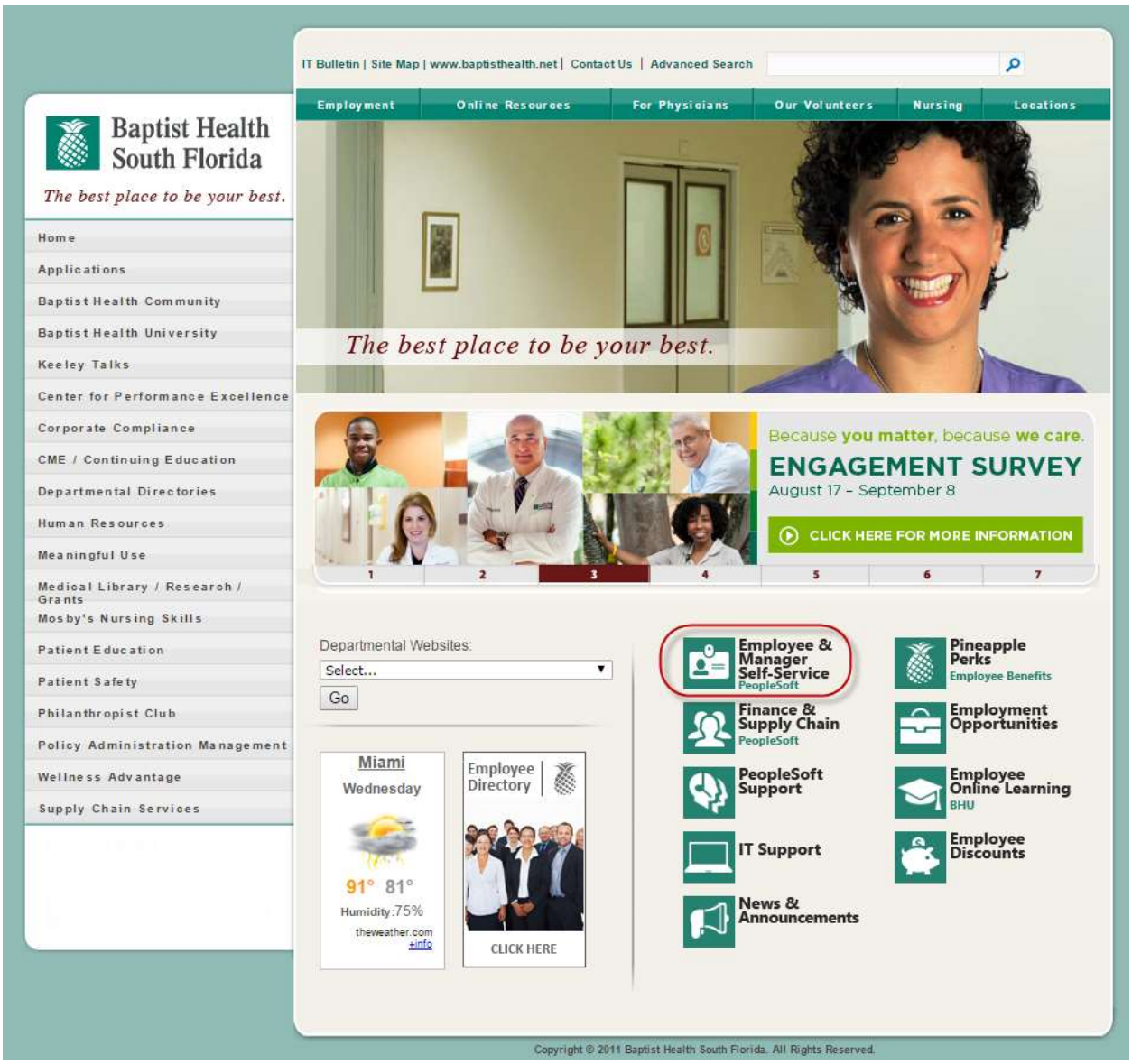
This document will provide you with instructions on how to create, modify, view, print, and delete expense report transactions in PeopleSoft. It also contains references to other screens within the Travel and Expense Center to print the expense report and review expense history.

Expense Report Guidelines

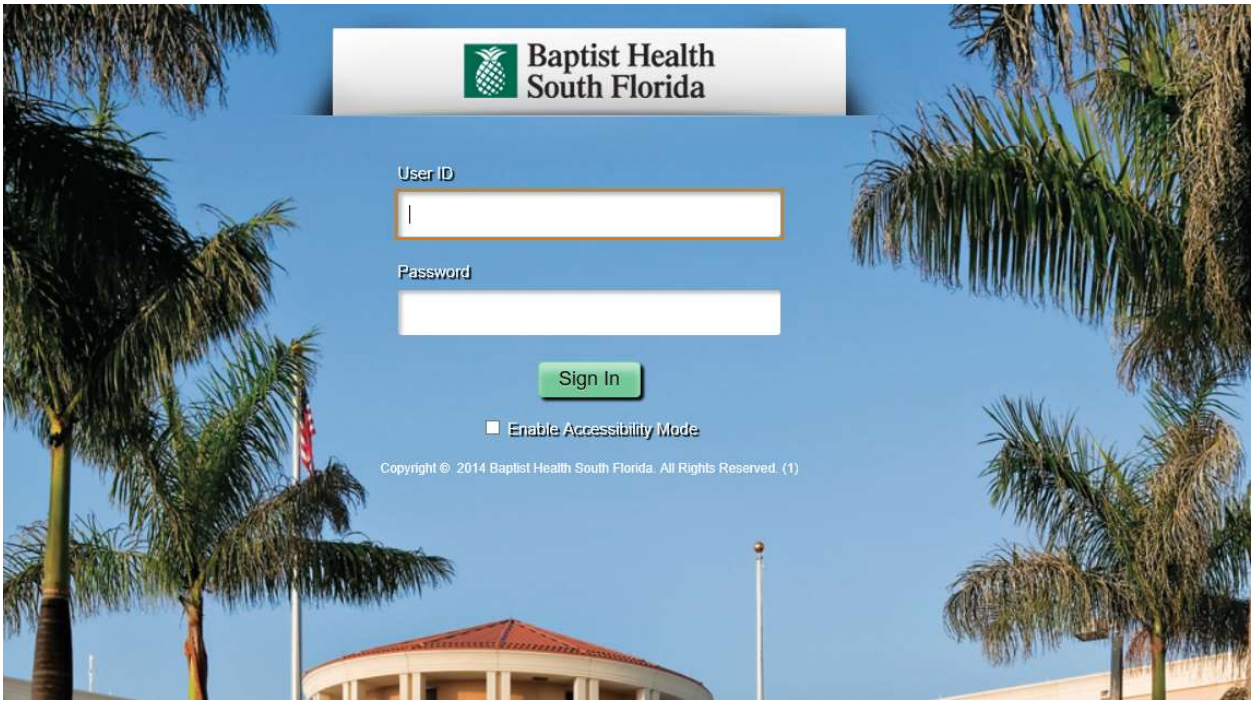
1. ***Please review the Travel Policy***
   All requests must conform to Baptist Health travel policies in order to qualify for reimbursement. *See Policy 27.00: Travel, Business Meals and Business Entertainment and Other Social Events Expense Policy and Reimbursement Procedure*.
2. ***Travel Authorizations are required***
   Prior to creating an Expense Report for travel, a Travel Authorization request must have been submitted and approved. Exceptions for creating a Travel Authorization request are the following:
   a. Any non-travel related expense items (for example: BHSF Uniforms)
   b. Trip has already occurred
3. ***You can allow other employees to enter your expense report***
   You can delegate authority to another employee to enter Expense Reports on your behalf. Please refer to the Job Aid for instructions on How to Delegate Authority. Please note that although another employee can create your expense report, you will still be required to submit it so that the appropriate persons are prompted for approval.
4. ***Expense reports submitted cannot be modified***
   Once an expense report is submitted for approval it cannot be modified. It can only be modified if it is sent back to you for revision.
5. ***Round up to the nearest mile***
   When entering your mileage, you will need to round up to the nearest mile. PeopleSoft will not accept decimals for miles. Once you enter the line for mileage expense, the mileage template will match the line entered on your expense report.
6. ***Minimum of two attendees are required***
   When entering group employee meals, a minimum of two attendees will be required for entry. The system will not let you proceed until these are entered.
7. ***Documents to be uploaded have limitations***
   Any files to be attached to your expense report cannot have filename that exceeds 65 characters. Spaces, symbols, and the file extension (such as .doc for MS Word document) are included in the file name. In addition, the file size cannot exceed 5 MB.

Creating an Expense Report

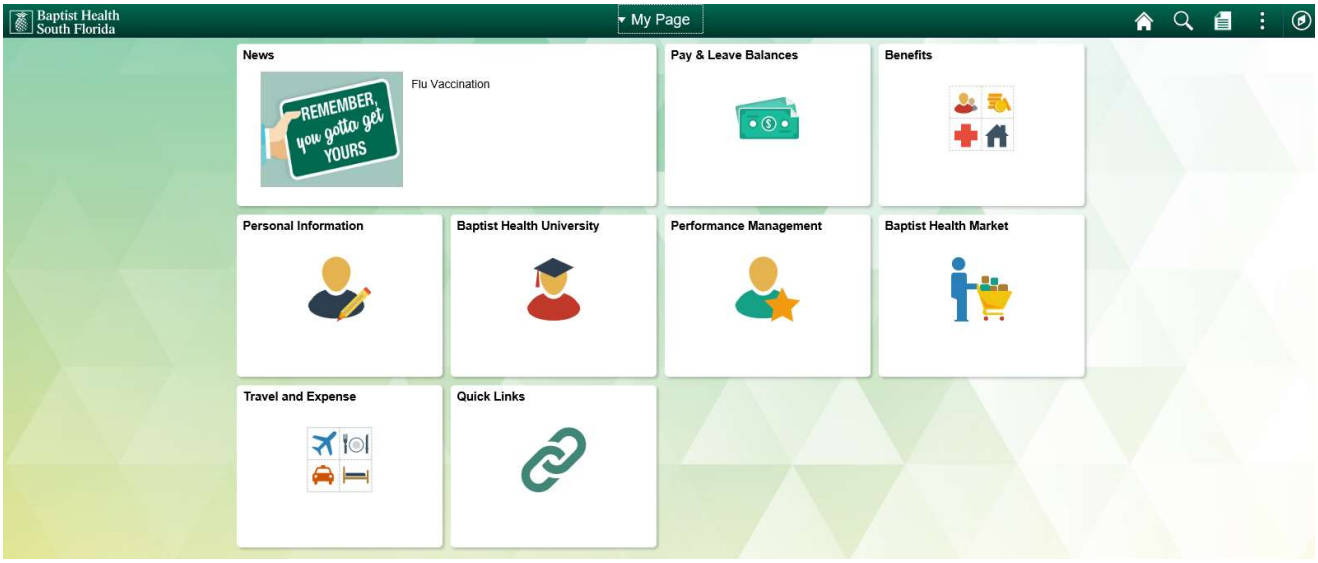
Begin at the Sun page, and click on the link for **Employee and Manager Self Service**. Login with your credentials.



Please login with your assigned User ID and Password (AD Account login credentials).

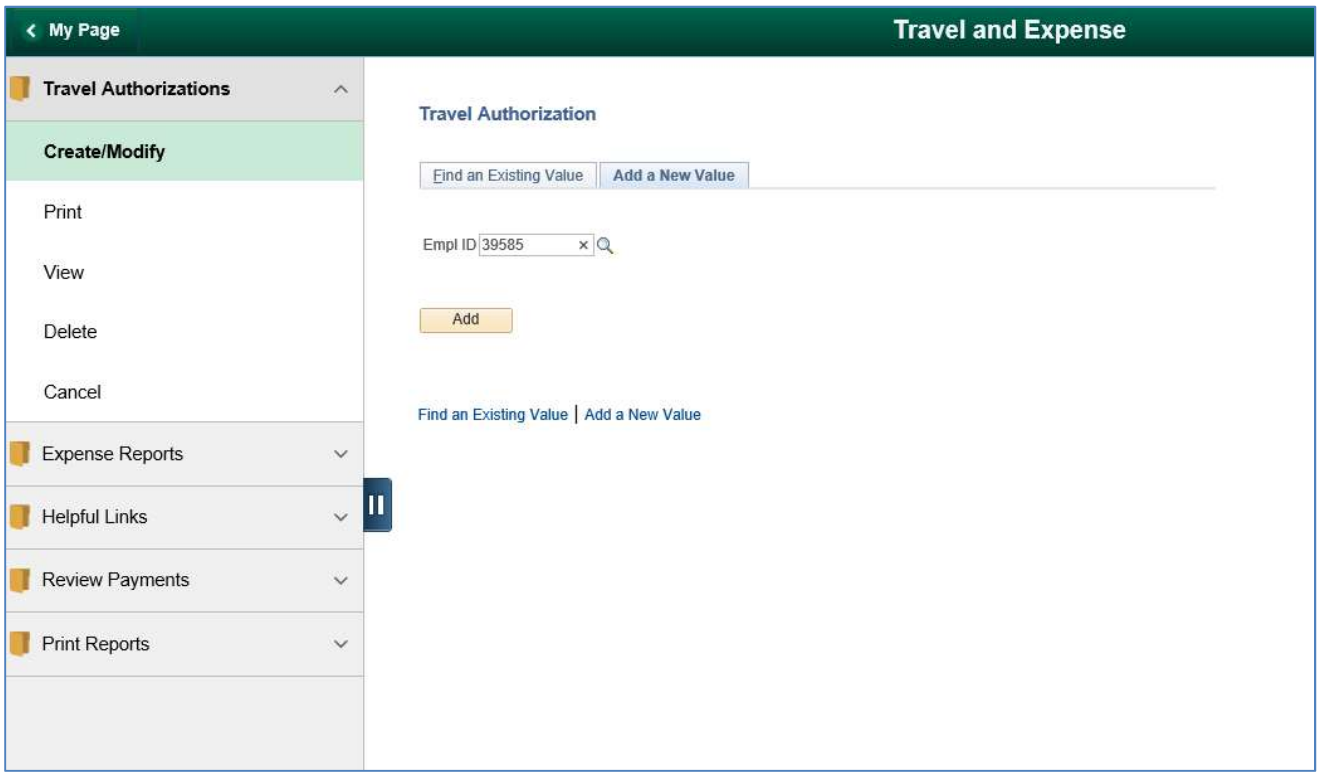


Click on the tile for **Travel and Expense**.

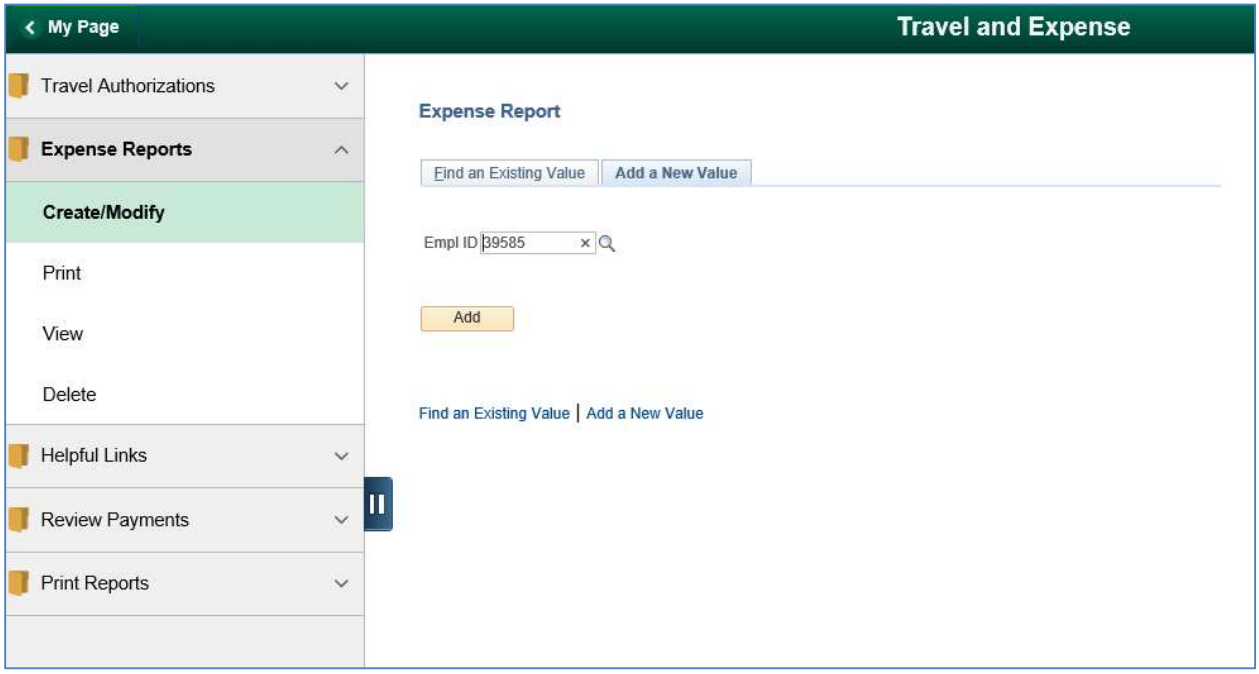


The Travel and Expense pages will be displayed. By default the first page selected is the create page for Travel Authorizations. The menu on the left will always appear in the same order:

1. Travel Authorizations
2. Expense Reports
3. Helpful Links
4. Review Payments
5. Print Reports

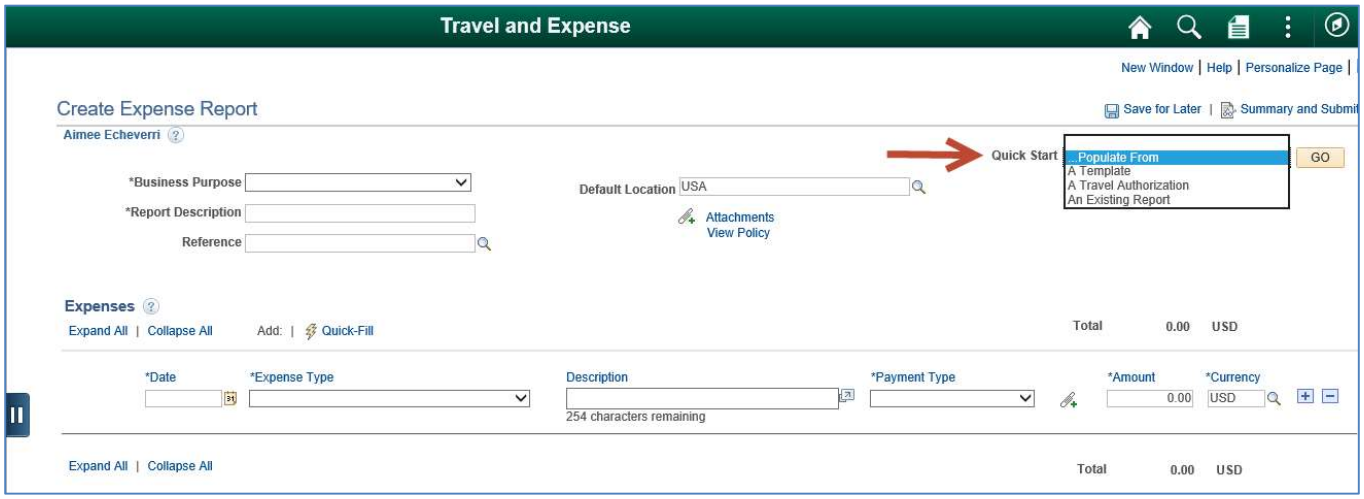


Please click on the **Expense Reports** folder to display the page options available. Click on the Create/Modify link. The Expense Report page is displayed. By default, your EMPLID is displayed and click on the **Add** button.



Creating an Expense Report from a Blank Report

From the Quick Start menu, select **A Blank Report.**



Field Definitions

Quick Start

This is a drop down list that will allow you to decide how you want to enter information on this page.

The options are the following:

a. A Blank Report – Select to start with a blank expense report.
b. A Template – Select a saved template of expenses that you can use to populate the expense lines on the page and then modify as needed.
c. A Travel Authorization – Select from an approved Travel Authorization that you can use to populate the expense lines on the page and then modify as needed.
d. An Existing Report – Select from an existing Expense Report that you can use to populate the expense lines on the page and then modify as needed.

Description
This field is required. Please enter a title/description for your expense report that can be easily identified when searching for this expense report.

Business Purpose
This field is required. Please select from one of the options available to create an expense report. This field has been updated with new values, see below.

Assoc Dues & Memberships
BHSF Business Meal
BHSF Uniforms
Conference Fees
Educational Materials
Flowers
Licenses & Permits
Mileage (within BHSF)
Team Building
Travel

Comment
This field is not required. Enter any information you feel is relevant to your expense report.

Default Location
This field is not required and can be left blank. There are no values available.

Reference
This field is not required. Only 10 characters can entered in this field.

More Options
This field is not required. Not all options are currently being used and may only work after you have saved or submitted an expense report. Select from the following options (if applicable):

a. Adjustment Cash Advance - Select to access the Request Cash Advance page or the View Cash Advance page. Cash Advance requests (if applicable) will still need to be approved.

b. Associate Travel Authorization – Select this option to associate a pending travel reservation to a travel authorization. This feature is not currently being used.
c. Expense Report Project Summary - Select to access the Expense Report Project Summary page and view a summary of expense line items. This option is available only if PeopleSoft Project Costing is installed

d. Printable View - Select to print a copy of the expense report. You must save the report before printing it to have the changes appear in the printed document. If you are creating a new report, you must save it first.

Expense Type

This field is required. Select from a list of expense items that are related to the business purpose selected at the top of the screen.

Below is a current list of Expense Types available:

Assoc Dues & Memberships

- Professional Licensing Fees
- Permits

BHSF Businesss Meal

- Employees Meals (Group BHSF Employees Only)

BHSF Uniforms

- Uniforms

Conference Fees

- Conference Fees (AP PrePaid)
- Conference Fees (Employee Paid)

Educational Materials

- Books, Periodicals, Subscr

Flowers

- Flowers

Licenses & Permits

- Licenses & Permits

Mileage (within BHSF)

- Mileage - Per mileage log
- Tolls
- Parking

Team Building

- Emp Recog/Celebration

Travel

- Air Transportation
- Auto Rental
- Client Meals
- Conference Fees (AP PrePaid)
- Conference Fees (Employee Paid)
- Employees Meals (Group BHSF Employees Only)
- Employees Meals (Individual)
- Entertainment
- Ground Transportation
- Hotel/Lodging
- Laundry (Per Policy 3 + Nights)
- Mileage - Per Mapquest
- Other Travel Expenses (Must Explain)
- Parking
- Tips (Non Meal Related)
- Tolls

Expense Date

This field is required. Enter the date when the transaction began or occurred.

Amount Spent

This field is required. Enter the amount that you spent for the expense. This field is grayed out when the expense type of Automobile is selected.

Currency

This field is required. Displays the currency associated with the transaction amount spent. The default for this field is USD.

Payment Type

This field is required. Select from the following options: Cash, Credit Card, or Prepaid (if the item you select qualifies for prepaid). This information can be entered on the Expense Detail page. To enter a payment type, click on the detail link on the expense type line item.

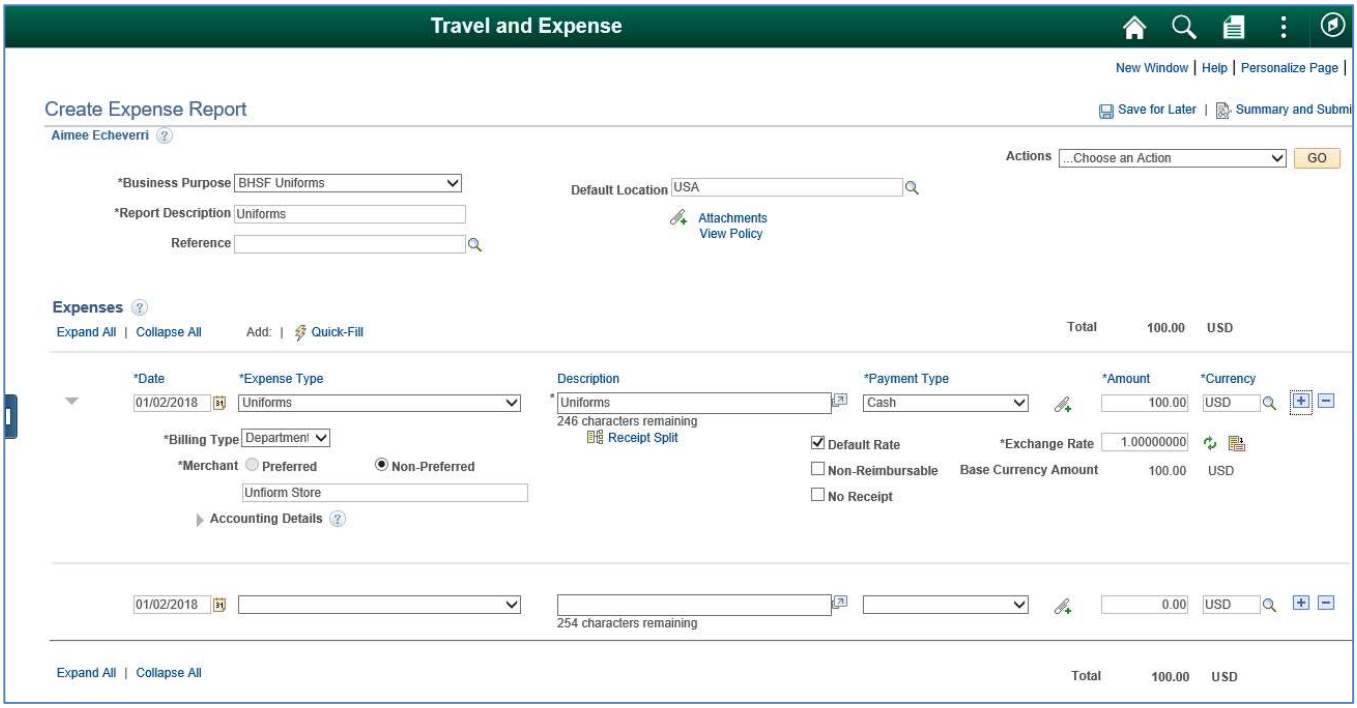
Billing Type

This field is required. Select from the following options: Internal or Project Related. Project related billing types will require a project manager to approve the expense report in addition to your HR supervisor.

Enter the required information needed. Items marked with the asterisk (*) are required.

<u>Please Note:</u> Only one business purpose should be selected per expense report. If you have multiple expenses to claim for reimbursement that pertain to different business purpose, please create an expense report for each.

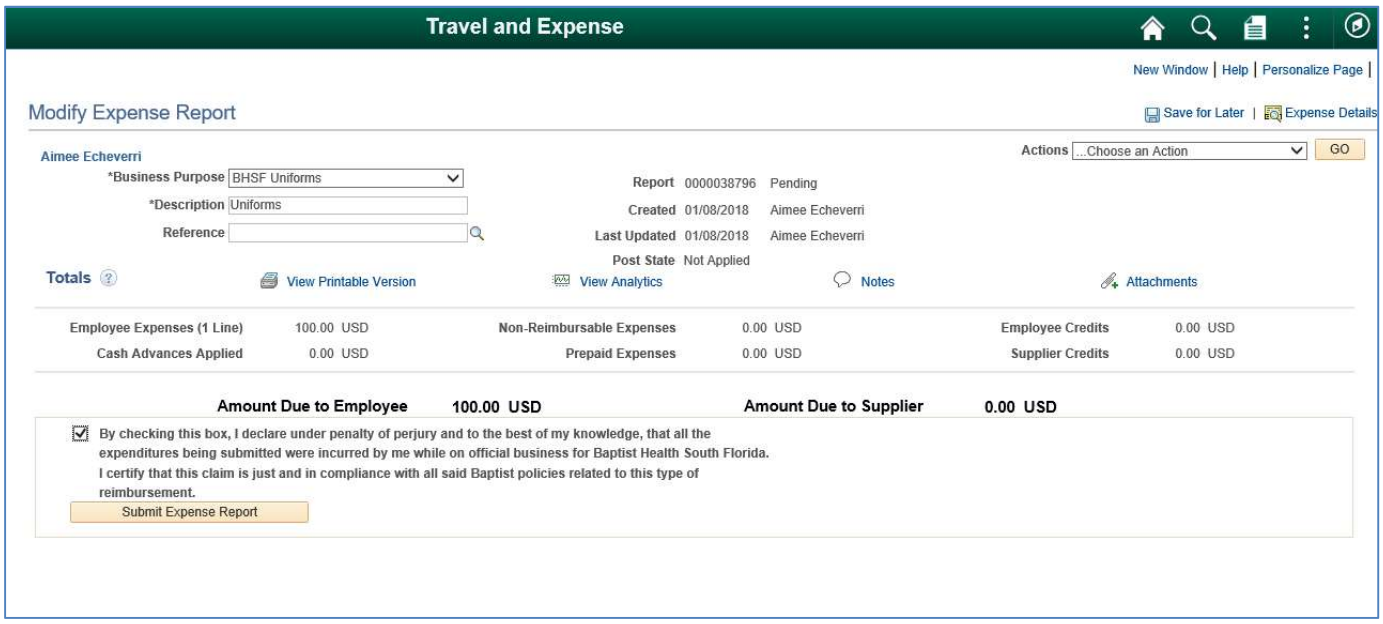
Details for each line items can be entered on this page. When you are finished entering the detail information, click on the **Summary and Submit** link at the top right of the page.



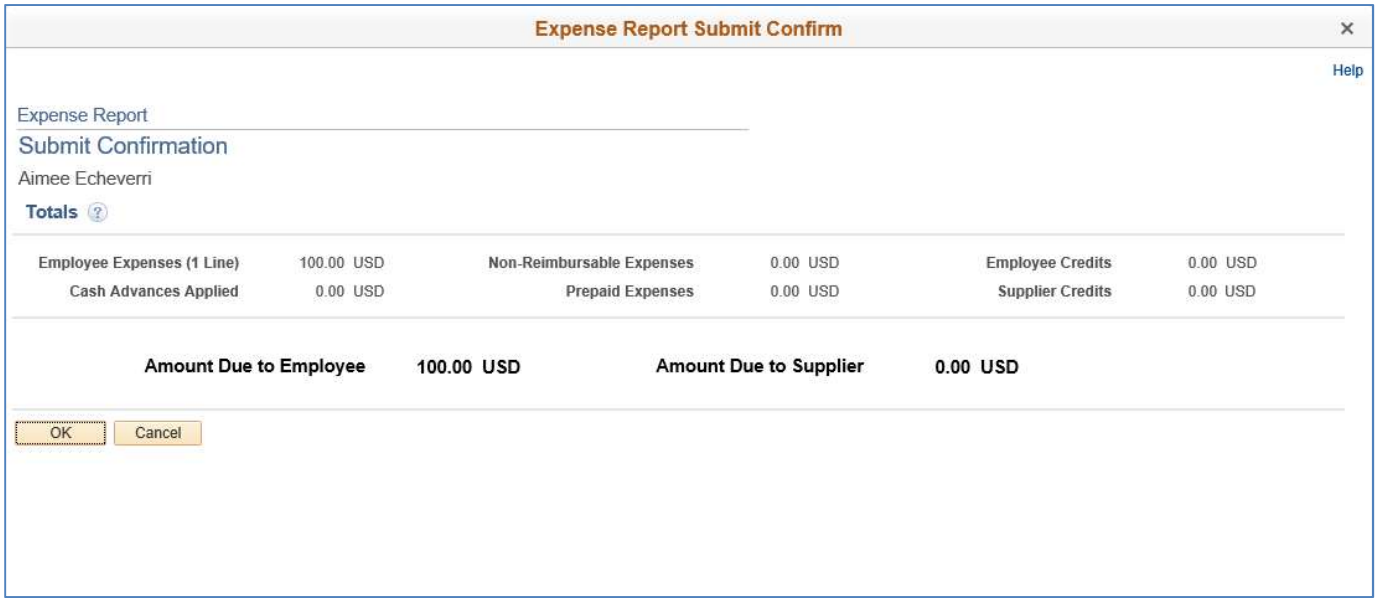
Next to the Summary and Submit link is also the link to **Save for later**. Save for later is the option where you can save your work and return later to add more details.

Once you are done editing, you can submit the report for approval. Before submitting the report for approval you must agree to the terms listed on the page.

Click on the **Submit Expense Report** button.



A confirmation will appear. Click on the OK button to submit for approval.



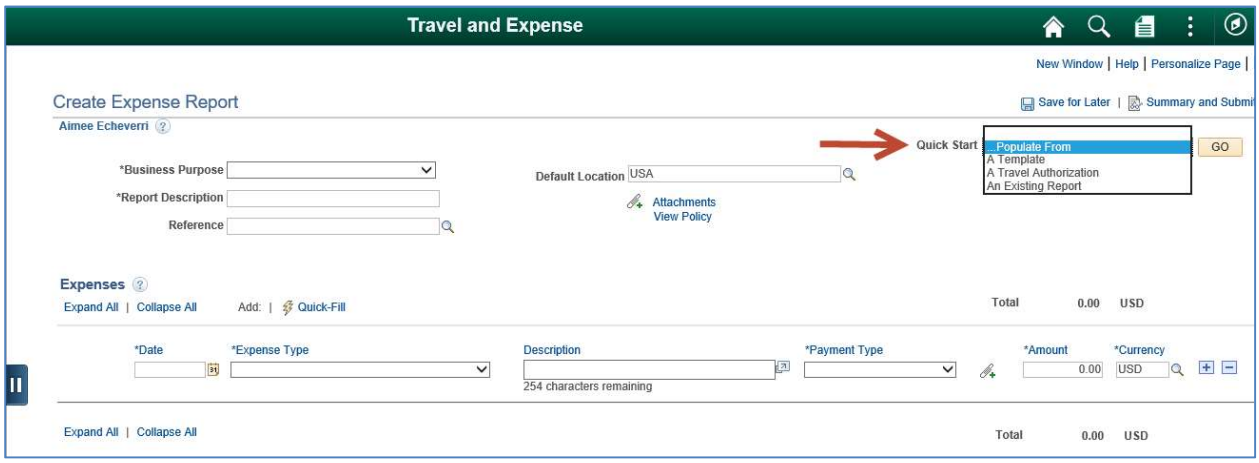
The Expense Report will be sent to your Supervisor for approval.

Creating an Expense Report from a Travel Authorization

New Expense Reports can be created from Travel Authorizations that have been submitted and approved by your supervisor. This option is convenient because it will allow you populate the expense report with the detail that you have already entered. Once the expense lines have been added to the new expense report, you will be able to modify any detail before saving or submitting.

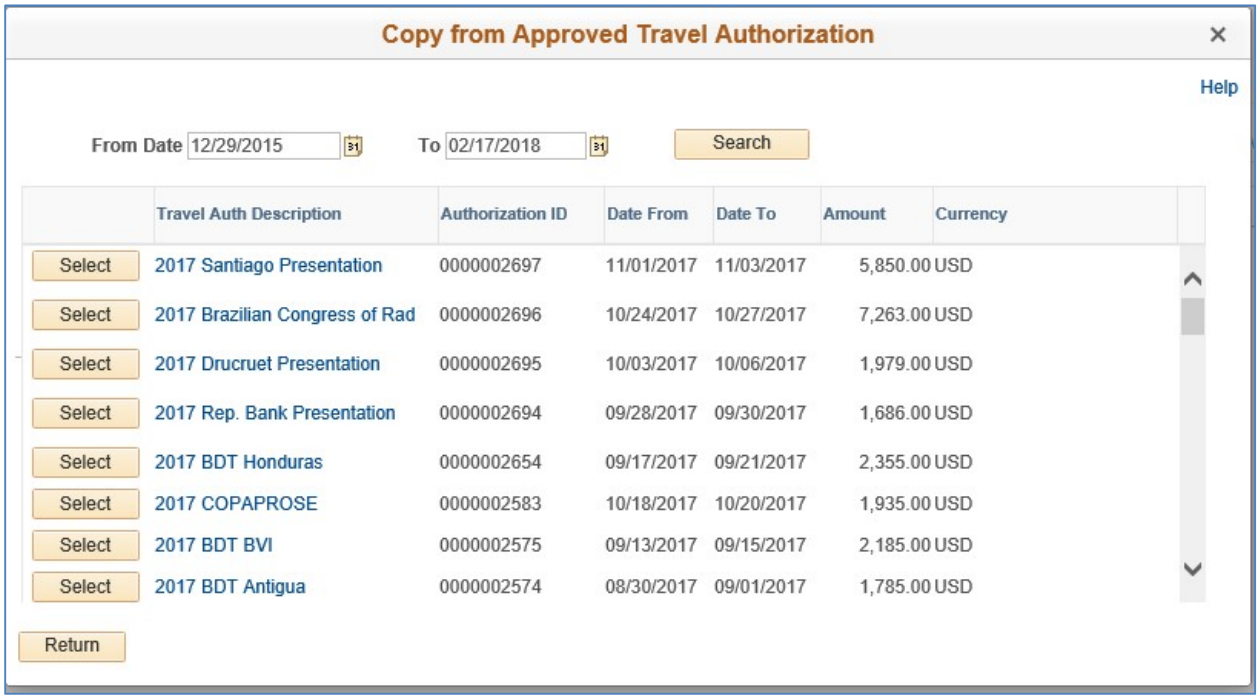
Click on the Expense Report folder, and then click on **Create/Modify**. Click the add button to submit your EMPLID.

From the Quick start menu, choose **A Travel Authorization** and click on the **Go** button.

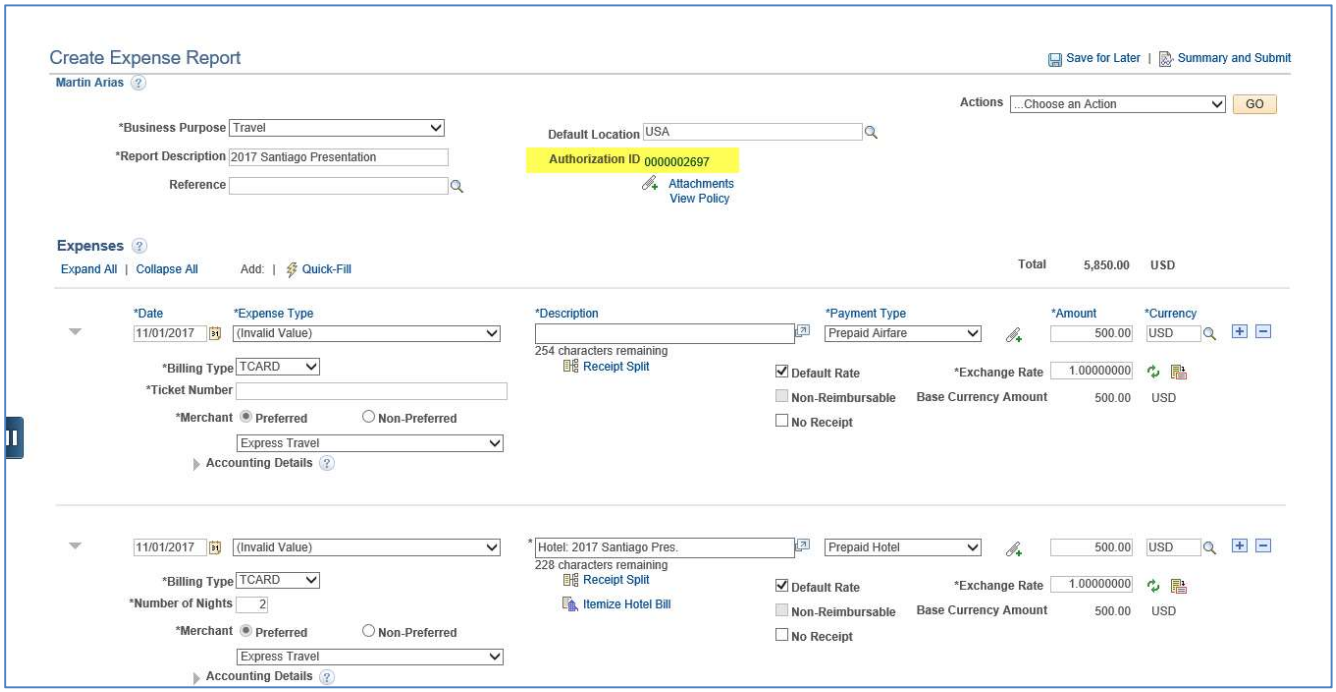


The next page will display a list of all Travel Authorizations that you have submitted and have been approved. Please note: If the Travel Authorization has not been approved, it will not appear in this list.

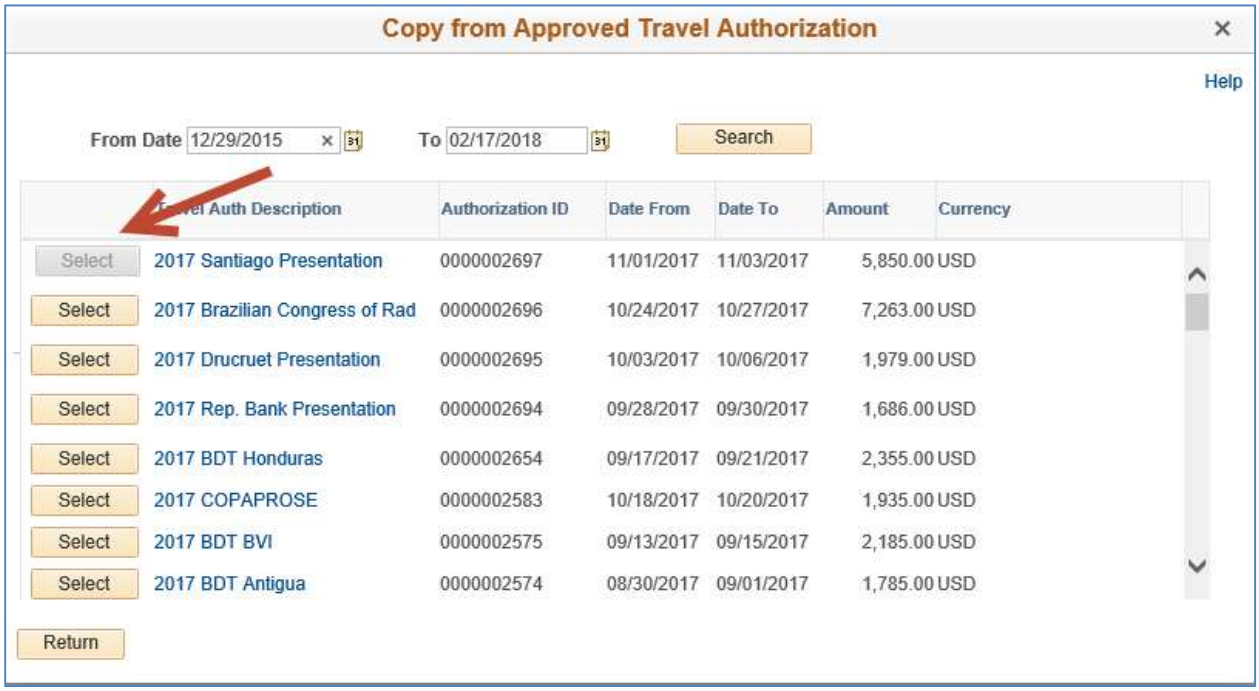
Select the Travel Authorization with the expense detail you would like to add to your Expense report. Click the **Select** button.



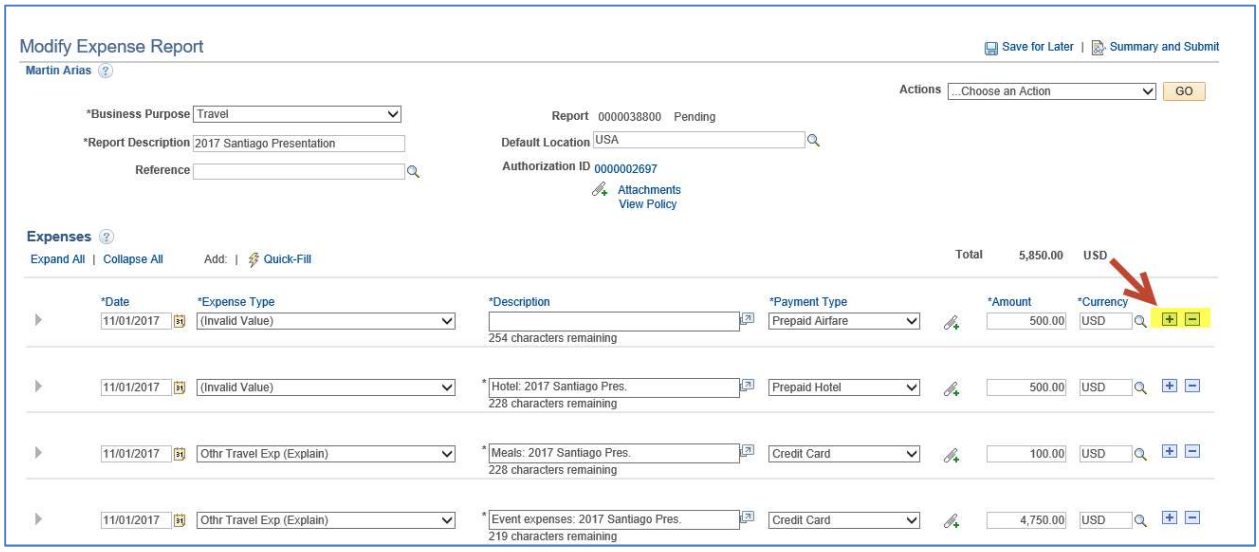
The expense detail is added to the Expense Report page and you may continue to edit any information before saving or submitting for approval. See below, the Authorization ID of the approved Travel Authorization is referenced in this expense report.



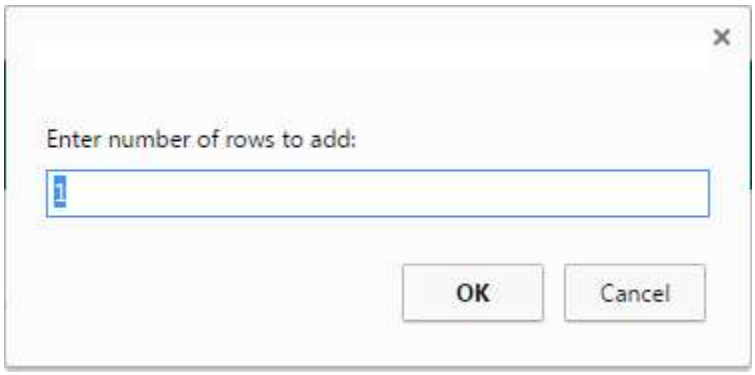
Please note: You may only select a Travel Authorization to be added to an Expense Report once. If you try to select the same Travel Authorization to create another Expense Report, you will see the Select button is greyed out, therefore no longer available.



Add Additional expense lines to your Expense Report. To add expenses one by one click on the plus sign next to the Detail link.

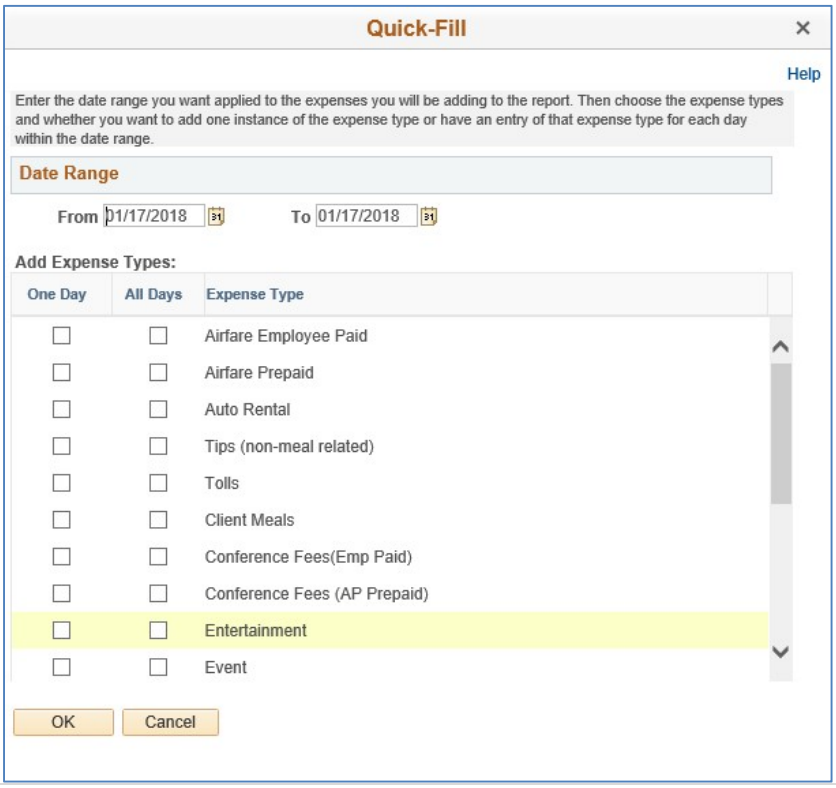


A new window will appear. Enter the number of rows to add for expense line details.
Note: You can add more rows later or you can delete too many rows added.

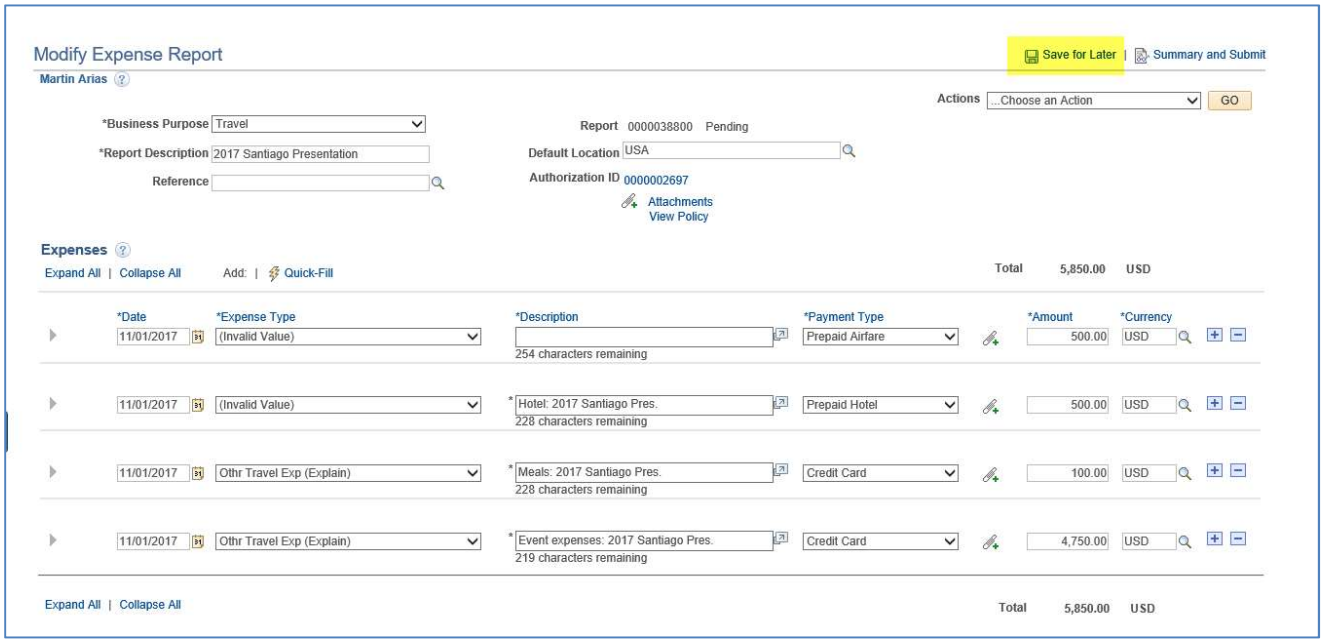


To add multiple expenses to your Expense report, you can click on the drop down below the expense lines, select **Quick Fill** and click the **Add** button.

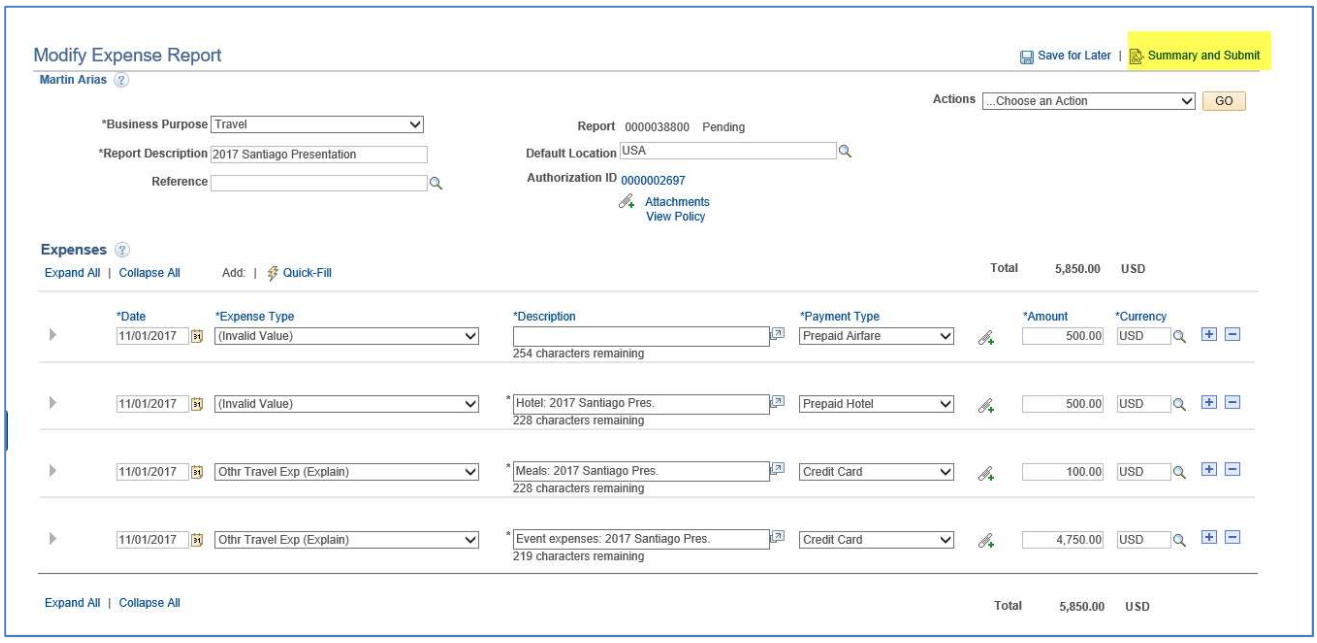
A new window will appear that lists all related expense types to the business purpose selected on the Expense Report. You can quickly select additional expense types for one day or multiple days within the date range selected. Click on the **Continue** button to return to the Expense Report.



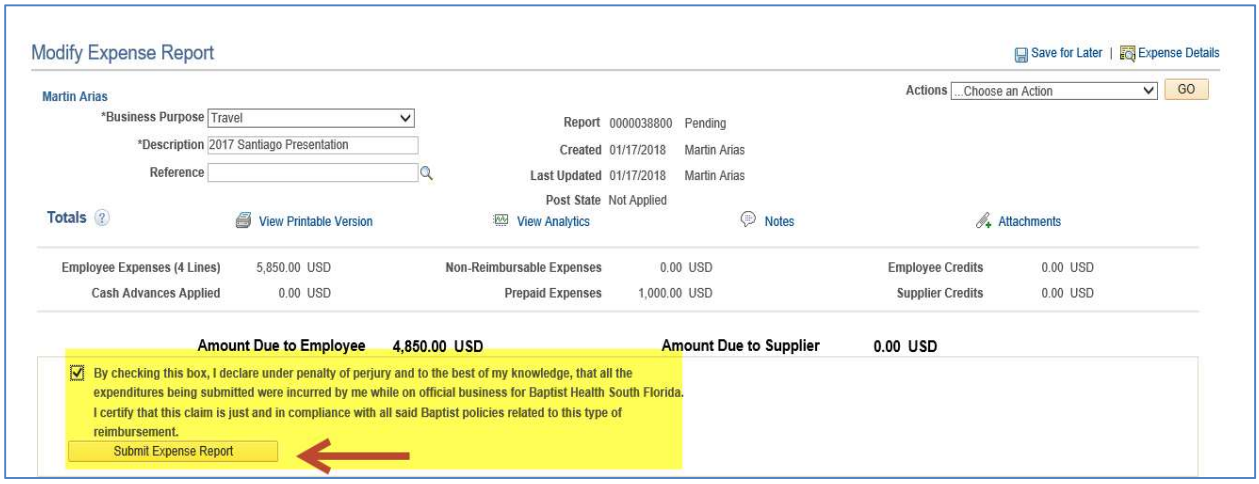
If you do have documentation that you will need to add to your Expense Report at a later time, you may choose to click on the button to **Save for Later**. This option will allow you to save the information entered and edit at a later time. Saving for later will create a new Expense report ID but is not considered officially submitted for approval.



If you have added all the documentation you need for your Expense Report, please move forward and click on the **Summary and Submit** link on the top right.



Click on the check box for the financial agreement and click on the **Submit Expense Report** button.



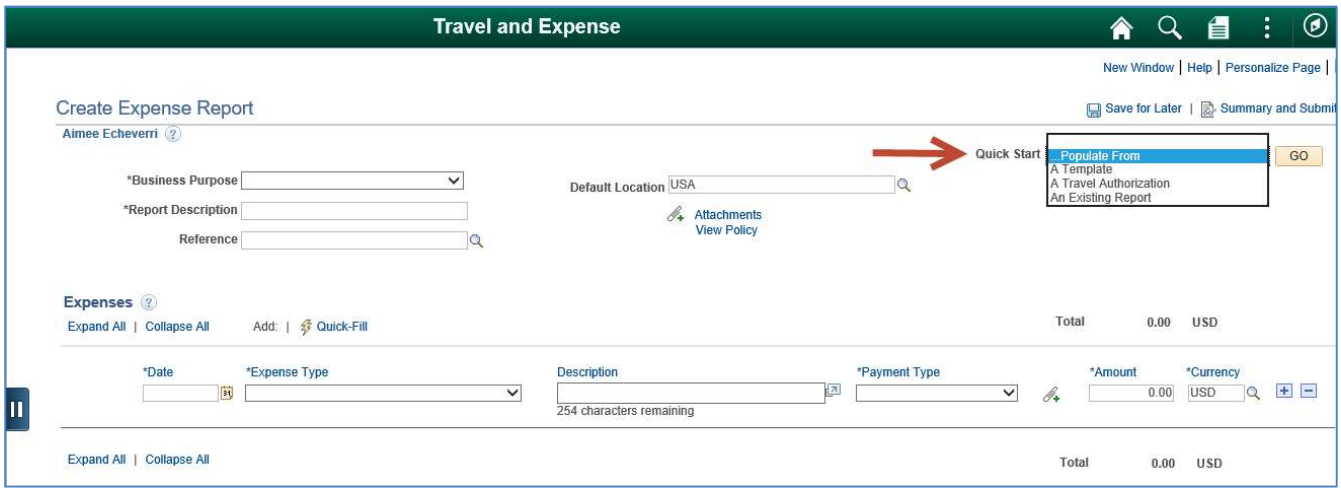
A confirmation will appear. Click on the OK button to submit for approval.

The Expense Report will be sent to your Supervisor for approval.

Creating an Expense Report from an Existing Expense Report

New Expense Reports can be created from An Existing Expense Report that has been submitted. This option is convenient because it will allow you populate the expense report with the detail that you have already entered. Once the expense lines have been added to the new expense report, you will be able to modify any detail before saving or submitting.

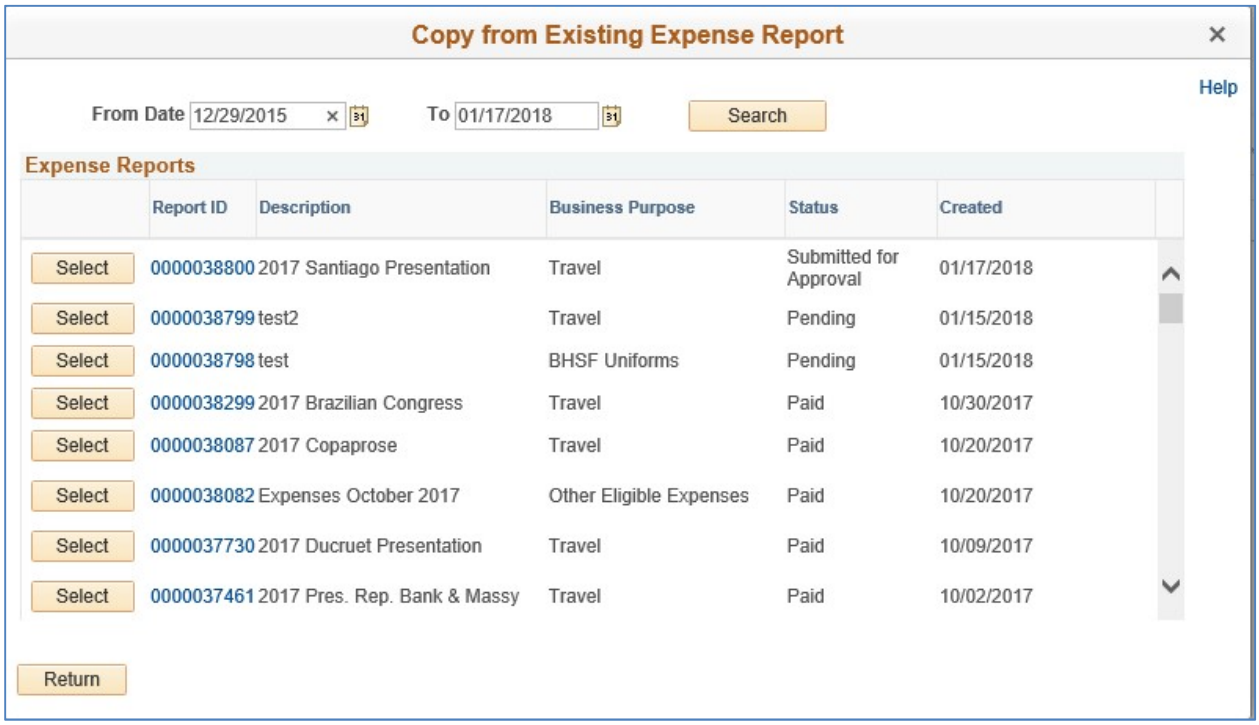
From the Travel and Expense Center, go to the Expense Report section and click on the link **Create**.



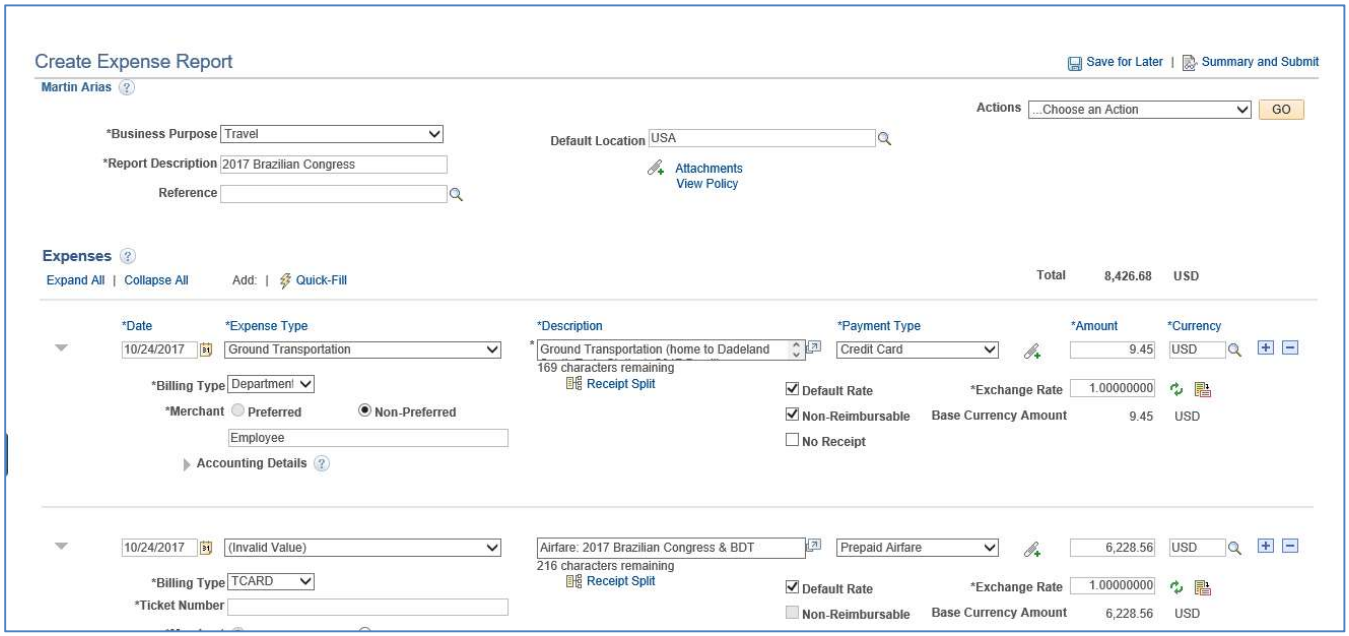
From the Quick Start menu, select **An Existing Report**. Click on the **Go** button.

The next page will display a list of all Expense Reports that you have submitted.

Select the Expense Report with the expense detail you would like to add to your new Expense report. Click the **Select** button.



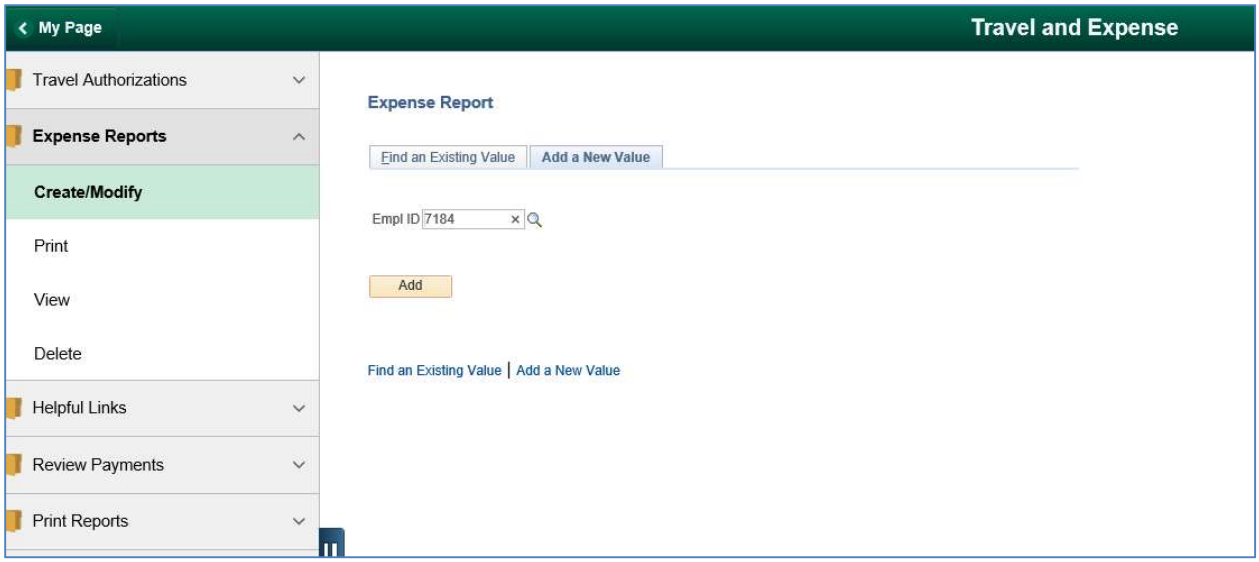
The expense detail is added to the Expense Report page and you may continue to edit any information before saving or submitting for approval. The description, business purpose, and expense lines from the existing Expense Report have been added to the new one.



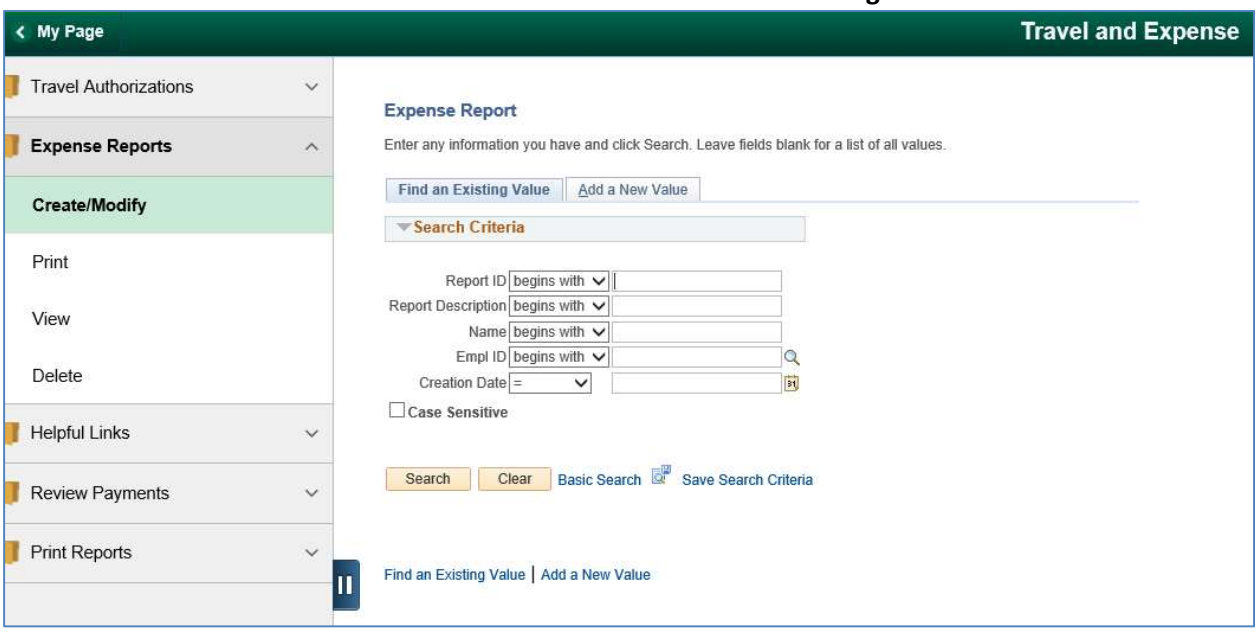
Modifying an Expense Report

Expense Reports can be modified if the report had been saved for later or if the report was sent back for revision from an approver.

From the Travel and Expense Center, go to the Expense Report section and click on the link **Create/Modify.**



Click on the tab **Find an Existing Value.**



Click on the **Search** button. All of the reports in a Pending status will appear.

Expense Report

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

Find an Existing Value | Add a New Value

Search Criteria

Report ID: begins with
Report Description: begins with
Name: begins with
Empl ID: begins with
Creation Date: =

☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

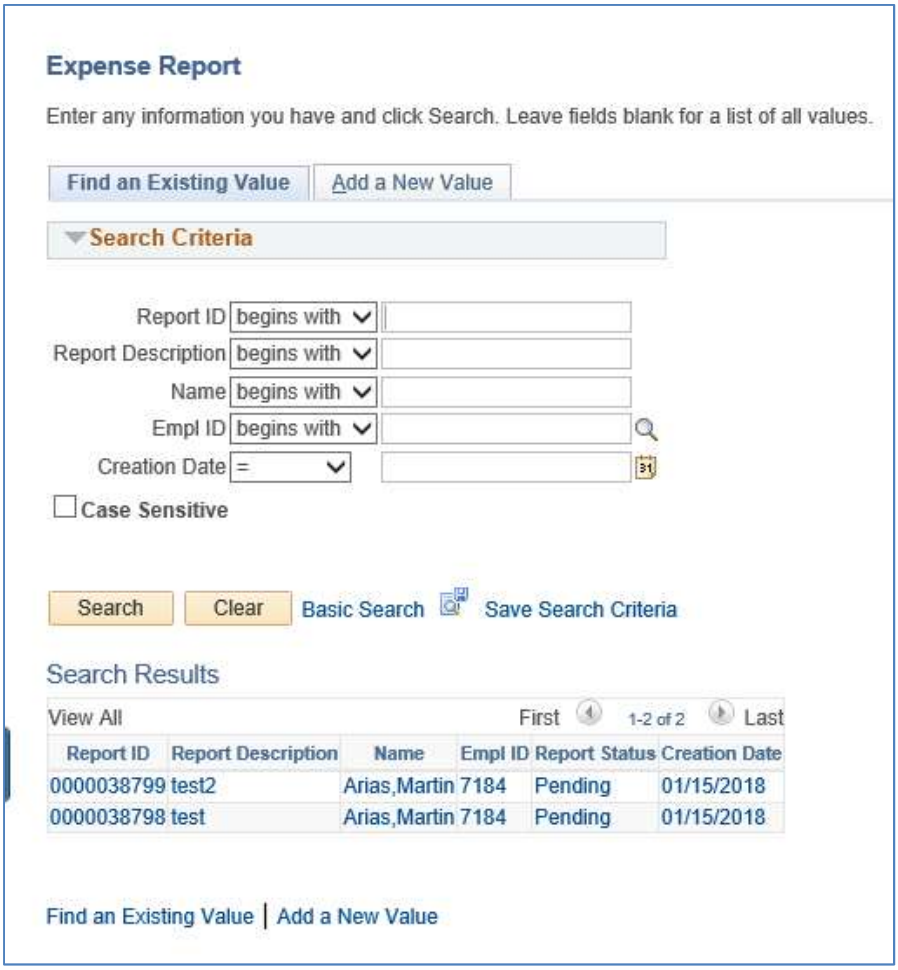
View All — First 1-2 of 2 Last

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000038799	test2	Arias,Martin	7184	Pending	01/15/2018
0000038798	test	Arias,Martin	7184	Pending	01/15/2018

Find an Existing Value | Add a New Value

If you only have one Expense Report pending to be submitted, when you click on the **Search** button, your expense report will immediately display.

Click on the **Report ID link** to select an Expense Report.

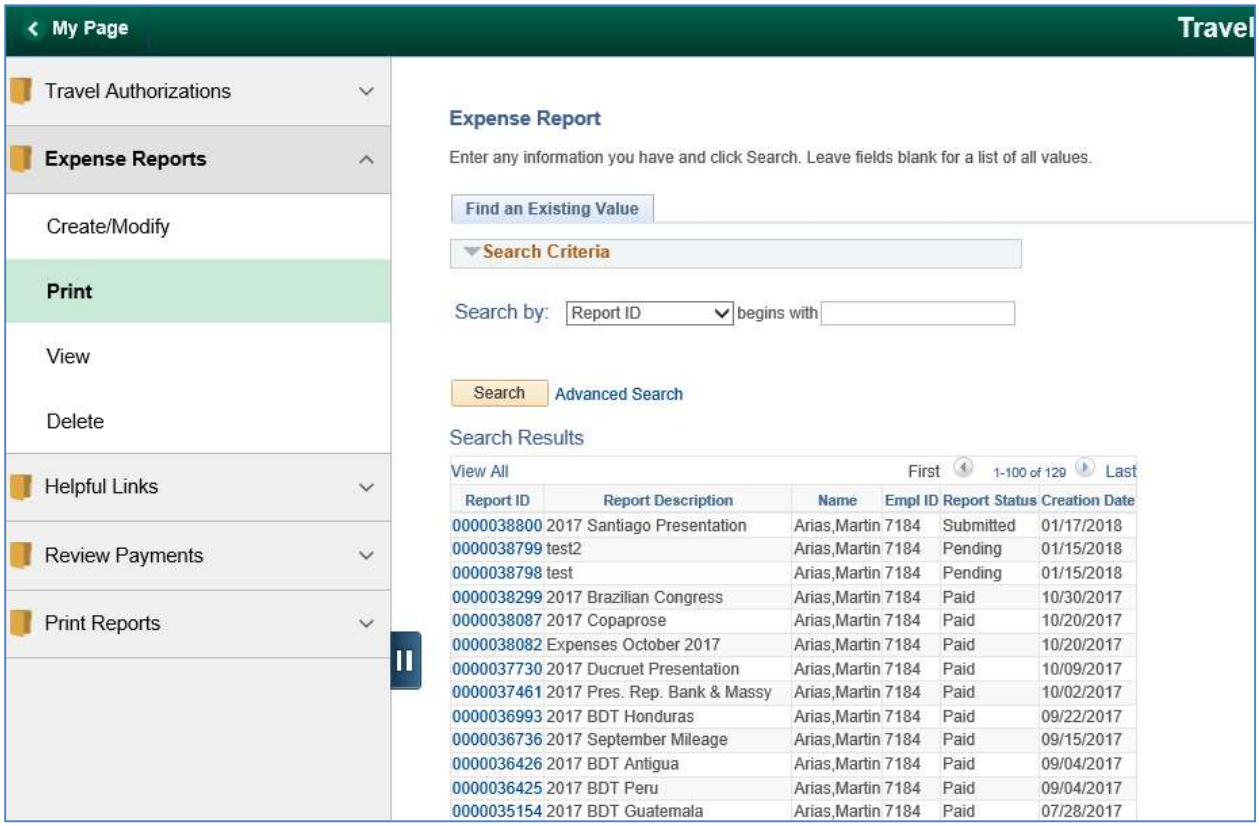


The link will open the Expense Report Entry page used when creating a new Expense Report. Modify the expense report as needed and either Save for Later or Submit for Approval.

Printing an Expense Report

Expense Reports can be printed if the report has been saved for later or submitted for approval.

From the Travel and Expense Center, go to the Expense Report section and click on the link **Print**.



If you have only created one Expense Report, when you click on the Print link, your expense report will immediately display. If you have multiple expense reports, click on the **Search** button. A list of reports will appear for you to choose from.

The select Expense report is displayed. Click on the **Print Expense Report** link to send a copy to the printer.

Expense Report

Print Expense Report

Martin Arias

Description 2017 Santiago Presentation **Report** 0000038800 Submitted for Approval **Employee ID** 7184

Business Purpose Travel

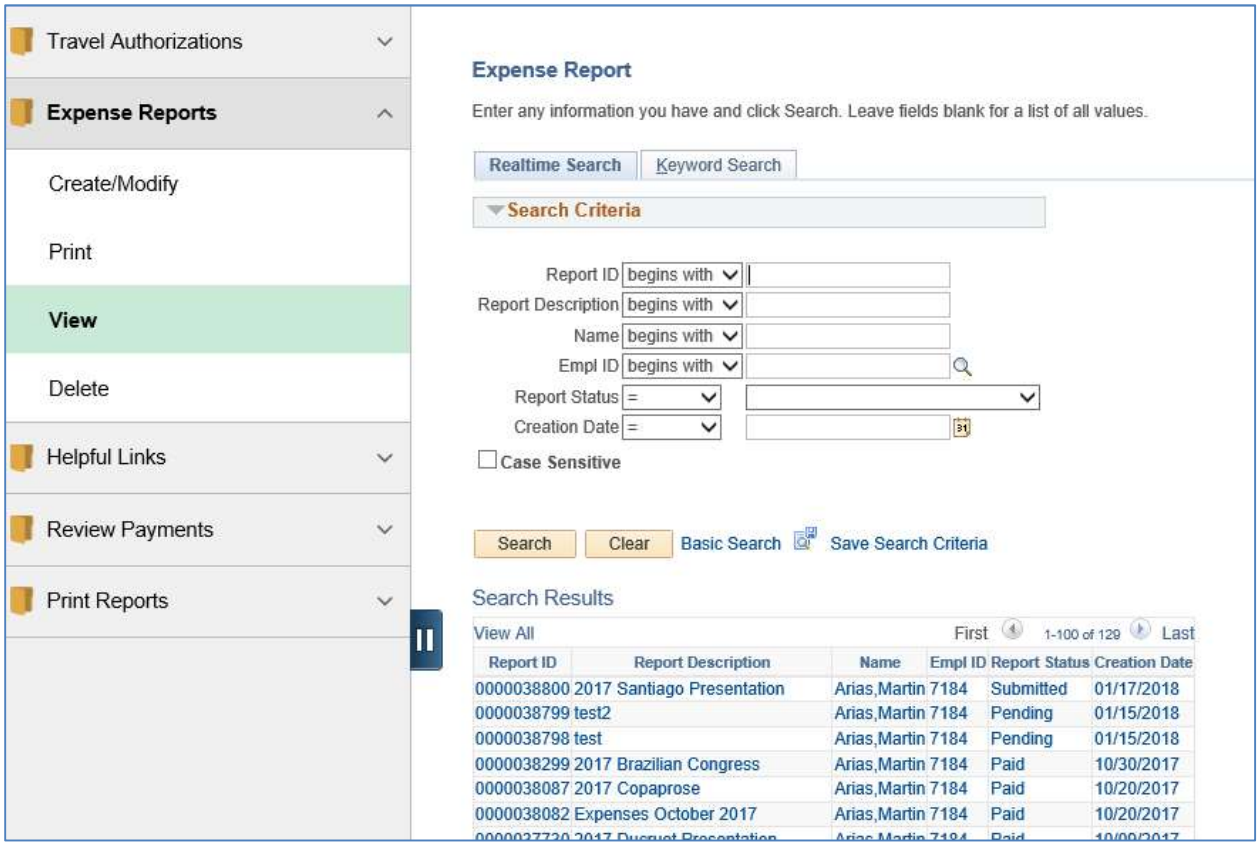
Date / Description	Expense Type	Non-Reimbursable	No Receipt / Additional Information	Receipt Required	Payment Type	Transaction Amt / Merchant	Exchange Rate / Location	Amount
11/01/2017	Air Transportation	☐	☐ **Ticket Number:** ADSFASDF	☐	Prepaid Airfare	500.00 USD Express Travel	1.00000000	500.00 USD
11/01/2017 Hotel: 2017 Santiago Pres.	Hotel/Lodging	☐	☐ **Number of Nights:** 2	☐	Prepaid Hotel	500.00 USD Express Travel	1.00000000	500.00 USD
11/01/2017 Meals: 2017 Santiago Pres.	Othr Travel Exp (Explain)	☐	☐	☐	Credit Card	100.00 USD Employee	1.00000000	100.00 USD
11/01/2017 Event expenses: 2017 Santiago Pres.	Othr Travel Exp (Explain)	☐	☐	☐	Credit Card	4,750.00 USD Employee	1.00000000	4,750.00 USD

Employee Expenses	5,850.00 USD	**Non-Reimbursable Expenses**	0.00 USD	**Amount Due to Supplier**	0.00 USD
Cash Advances Applied	0.00 USD	**Prepaid Expenses**	1,000.00 USD	**Amount Due to Employee**	4,850.00 USD

Viewing an Expense Report

Expense Reports can be viewed if the report has been saved for later or submitted for approval.

From the Travel and Expense Center, go to the Expense Report section and click on the link **View**.

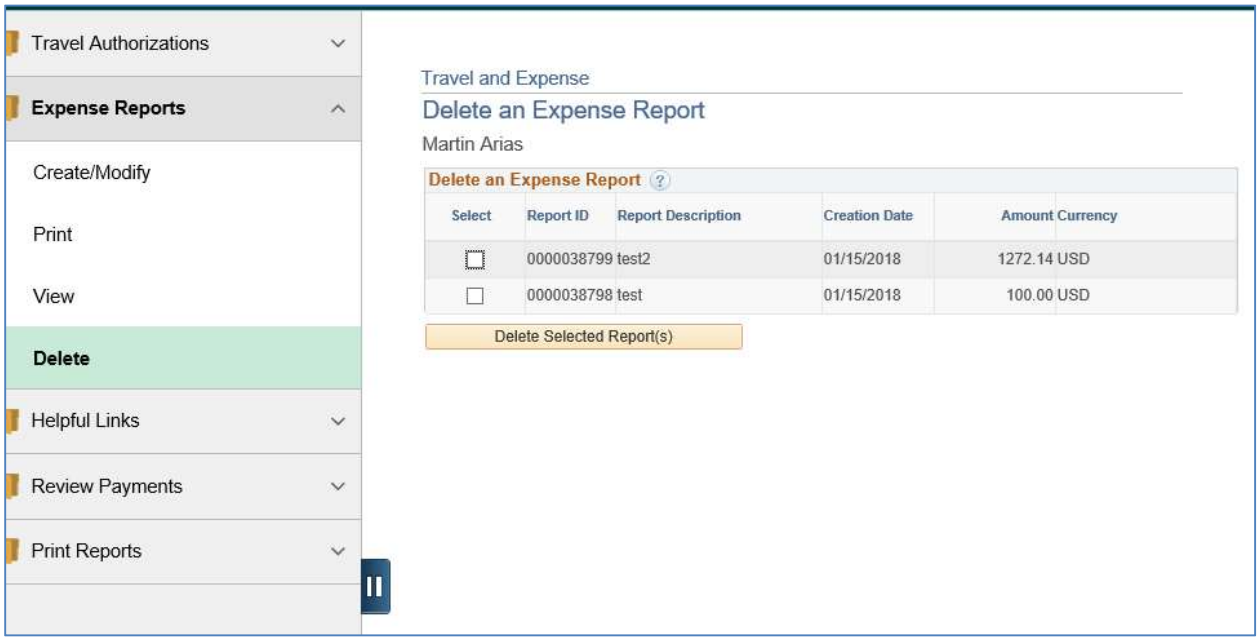


If you have only created one Expense Report, when you click on the View link, your expense report will immediately display. If you have multiple expense reports, click on the **Search** button. A search page will be displayed.

Deleting an Expense Report

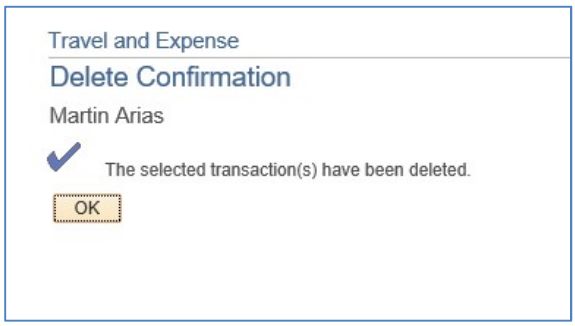
Expense reports that have not been submitted for approval can be deleted.

From the Travel and Expense Center, go to the Expense Report section and click on the link **Delete**.



Click on the checkbox in the Select column to choose the Expense Report to be deleted. Click on the **Delete Select Report(s)** button.

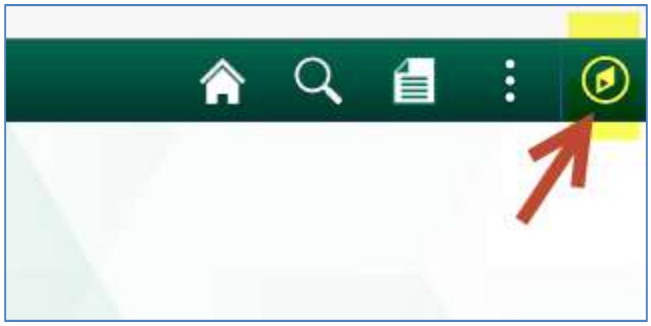
After selecting a report to delete, a confirmation message page is displayed. Click on the OK button to return to the list of expense report that can be deleted.



Alternate Navigation for Travel and Expense

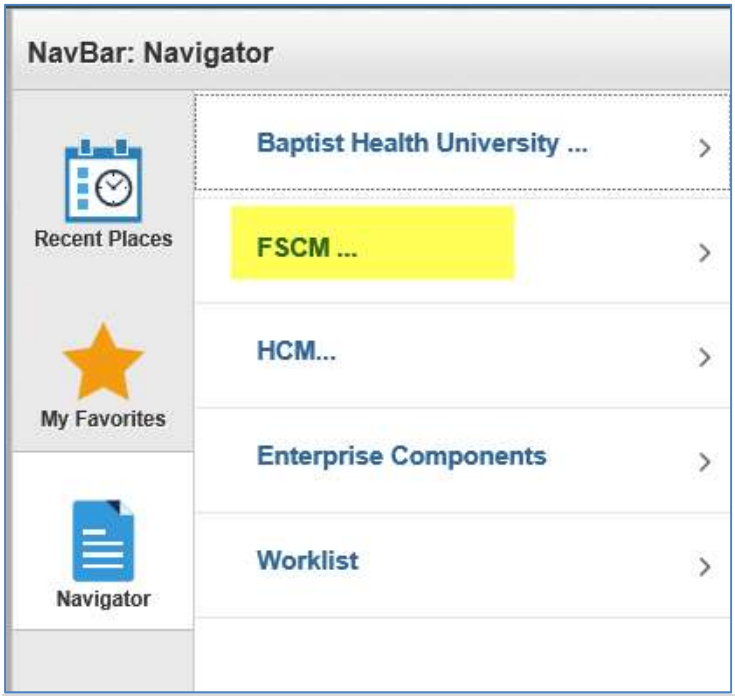
If you are working within the Travel and Expense pages and need to find your way back to a previous page, you can also use the Navigation Menu at the top right. See below.

Click on icon highlighted below.

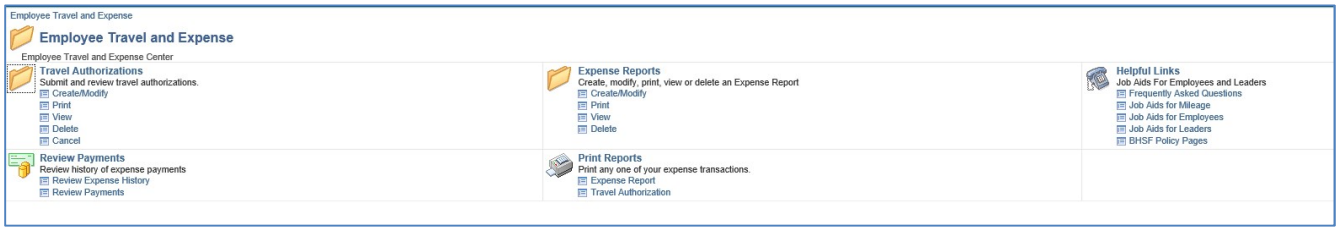


The Navigation menu will be displayed. Choose **Navigator**.

- Recent Places
- My Favorites
- Navigator



Choose the following path to reach the Travel and Expense pages:

FSCM > **Employee Self Service** > **Employee Travel and Expense**

The Employee Travel and Expense page will lead to the Travel and Expense Center, similar to the 9.1 page. Here you may continue to navigate to the pages needed. Please use the navigation menu to toggle back and forth between pages.