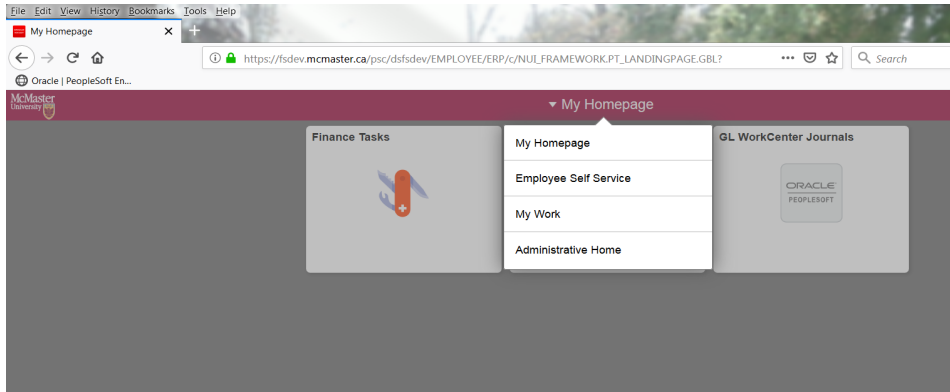


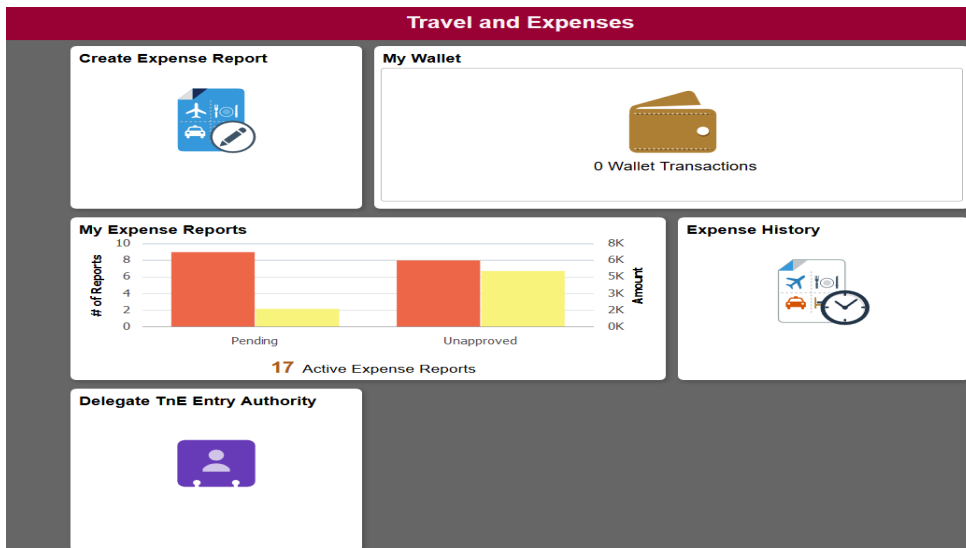
How to Create an Expense Report in T&E Fluid



Select Employee Self-Service from Home Page



Select the Travel and Expense tile. This will take you to all the tiles involving Travel and Expense and Diners.



Five tiles are available to all Users. Create Expense Report, My Wallet **NEW!!** (MUST specify Diners expenses here), My Expense Reports, Expense History and Delegate TnE Entry Authority

Fluid Travel & Expense has **improved** functionality:

- 1) the ability to assign a chart field string at the header that will populate each line. Account (expense type) is still populated based on the expense type chosen on the individual line
- 2) VAT can be exempted at the line without going to a separate screen
- 3) Expense selection shows most frequently used as well as All Types
- 4) Notification can be sent to claimant when **resubmitting** a report



Select the Create Expense Report tile. (To modify an existing report, select the My Expense Reports tile. To specify expense type in Diners **before processing payment**, select My Wallet tile.)

Expense Report Entry

https://fsdev.mcmaster.ca/psc/dsfsdev/EMPLOYEE/ERP/c/EX_ADMIN_EXPENSE_FLEX_EXP_SHEET_FLGBL?A...

Oracle | PeopleSoft En...

Employee Self Service Expense Report

Report 0000109805
Susan Graci

General Information

*Business Purpose Conference, Seminar, Works

*Description ABC Conf Toronto May/18

*Default Location Toronto, Ontario

Reference

*Purpose Approver WETTON

Attach Receipt 1 >

Accounting Defaults 1 >

Creation Date 11/07/2018 Susan Graci
Updated on 11/07/2018 Susan Graci

Expense Details

No expenses have been entered.

+ Add Expense

The Header is now titled **“General Information”**

Enter Business Purpose (Classification) using drop down menu.

Enter Description meaningful to the report.

Default Location – will populate each line so choose carefully.

Reference – Trip ID used for multiple reports on one trip.

Purpose Approver – defaults to Claimant – change to One Up Supervisor (i.e. Faculty would have their Department Chair as Purpose Approver)

Attach Receipt. One attachment per report simplifies approval process.

Select default chart field string if desired. Account (expense type) cannot be chosen here; must be at the line when expense type is chosen.

The screenshot shows a window titled "Attachments" with a "Cancel" button on the left and a "Done" button on the right. The main content area is titled "Expense Report" and displays the following information: "Description: Diners Sept 2018" and "Report ID: 0000109806". Below this, there is a section titled "Attachments Details" with the text "No attachments exist. Upload an existing file or capture receipt image." and a "+ Add Attachment" button.

Attach Receipt – one file at the Header is preferable – easier to review

The screenshot shows a dialog box titled "File Attachment" with a close button (x) in the top right corner. Below the title bar, it says "Choose From". There is an icon representing a computer and a smartphone, with the text "My Device" below it. A dashed rectangular box is positioned below the icon, intended for entering a description.

Click on My Device to access files for attaching. A description can be entered.

The screenshot shows a window titled "Expense Report Defaults" with a "Cancel" button on the left and a "Done" button on the right. The main content area is titled "Accounting Details" and displays the following information: "Description: ABC Conf Toronto May/18". Below this, there are three tabs: "GL ChartFields" (selected), "Project ChartFields", and "Show All". Below the tabs is a table with the following columns: "%", "*GL Unit", "Fund", "Dept", "Program", "Affiliate", and "Fund Affil". The table contains one row with the following values: "+", "-", "100.00", "MAC01", "20", "10383", "30000", and empty cells for "Affiliate" and "Fund Affil".

Accounting Defaults – enter chartfield string here to populate each line or do not complete and enter this at each line

Note that the “account” field is not available, as this is completed as each line’s expense type is selected as the report is entered.

Entire chart field string can be changed at each line if default in General Information is chosen. Account field will be entered as expense type is selected from list.

Or the preparer can enter chart field string as each line is entered.

Considerable time savings can be had using the default chart field string option.

Employee Self Service **Expense Report**

Report **0000109806**
Susan Graci

General Information

*Business Purpose:

*Description:

*Default Location:

Reference:

*Purpose Approver:

Attach Receipt 1 >

Accounting Defaults 1 >

Creation Date 11/07/2018 Susan Graci
Updated on 11/07/2018 Susan Graci

Expense Details

No expenses have been entered.

[+ Add Expense](#)

NOTE: A report ID# is automatically assigned as soon as a receipt is attached or the Accounting Defaults are entered in the General Information (see above claimant name). No Save option is available since this is an automatic function.

To create a report for a claimant who has delegated entry authority, once in the report, immediately click down arrow to right of claimant default name.

File Edit View History Bookmarks Tools Help

Expense Report Entry

https://fsdev.mcmaster.ca/psc/dfsdev/EMPLOYEE/ERP/c/EX_ADMIN_EXPENSE_FL_EX_SHEET_FL_GBL?A...

Oracle | PeopleSoft En...

Employee Self Service **Expense Report**

Report **NEXT**
Susan Graci **Change Employee**

General Information

*Business Purpose:

*Description:

*Default Location:

Reference:

*Purpose Approver:

Attach Receipt >

Accounting Defaults >

Creation Date 11/07/2018 Susan Graci
Updated on 11/07/2018

Expense Details

No expenses have been entered.

[+ Add Expense](#)

Once any information is entered in the General Information the claimant's name cannot be changed. Exit report and delete if ID# has been assigned (in My Expense Reports tile).

If the name of the claimant does not show up in the choices when Change Employee is selected, they have not delegated entry authority to you.

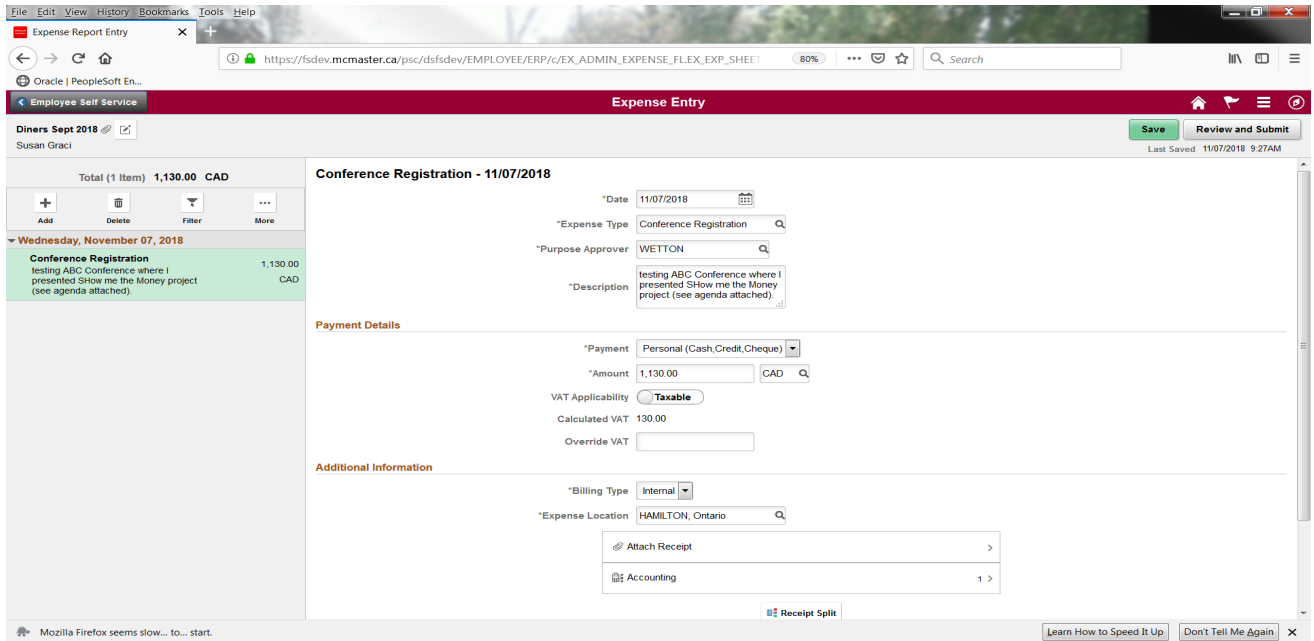
Click on “+ Expense” button to add an expense line.

The screenshot shows a web browser window displaying the 'Expense Entry' application. The browser address bar shows the URL: https://fsdev.mcmaster.ca/psc/dsfsdev/EMPLOYEE/ERP/c/EX_ADMIN_EXPENSE_FLEX_EXP_SHEET. The application header includes 'Expense Entry' and navigation icons. The main content area is titled 'New Expense - 11/07/2018' and contains several sections:

- Summary:** Total (1 Item) 0.00 CAD. A table shows a 'New Expense' for 0.00 CAD.
- Form Fields:**
 - *Date: 11/07/2018
 - *Expense Type: [Dropdown]
 - *Purpose Approver: WETTON
 - Description: [Text Area]
 - *Payment: [Dropdown]
 - *Amount: 0.00 CAD
 - VAT Applicability: Taxable
 - *Billing Type: Internal
 - Attach Receipt: [Link]
 - Accounting: [Link]
- Buttons:** Save, Review and Submit.

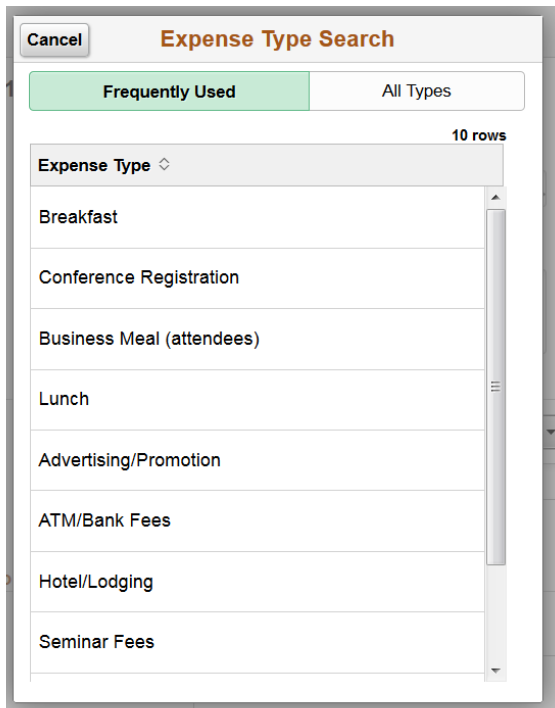
The expense line has all the elements that Classic screens have.

Choose transaction date, expense type (see below), enter the business purpose in the Description field, select the payment type (Personal or, very rarely, Diners), the amount, and let the system calculate the VAT based on your location entered in the General Information portion of the report.



Note that a summary of the line also appears on the left portion of the screen.

Click on magnifying glass beside expense type to open options.



NOTE: frequently used expense types appear immediately OR you can select “All Types”. The same expense types are available in Fluid that were in Classic.

Expense Type Search

Cancel

Frequently Used **All Types**

Search Expense Type >>

71 rows

Expense Type ▾

407 ETR Search Results

ATM/Bank Fees

Abstract/Journal Fees

Advertising/Promotion

Airfare - Seat Selection

Airfare Domestic

Airfare International

Select All Types to view and choose from all available expense classifications.

Expense Report Entry

https://fsdev.mcmaster.ca/psc/dfsdev/EMPLOYEE/ERP/c/EX_ADMIN_EXPENSE_FLEX_EXP_SH

Employee Self Service **Expense Entry**

Diners Sept 2018 Susan Graci Save Review and Submit

Total (1 Item) 1,130.00 CAD

Advertising/Promotion - 11/07/2018

*Date 11/07/2018

*Expense Type Advertising/Promotion

*Purpose Approver WETTON

*Description testing ABC Conference where I presented Show me the Money project (see agenda attached).

Payment Details

*Payment Personal (Cash, Credit, Cheque)

*Amount 1,130.00 CAD

VAT Applicability **Exempt**

Calculated VAT

Override VAT

Additional Information

*Billing Type Internal

*Expense Location HAMILTON, Ontario

Attach Receipt >

Accounting 1 >

Receipt Split

To exempt VAT click on the VAT Applicability. It switches to Exempt without having to leave the screen, removing the VAT calculation.

The screenshot shows the Oracle PeopleSoft Expense Entry interface. The main form is for an expense entry dated 11/07/2018, categorized as Advertising/Promotion. The total amount is 1,130.00 CAD. The description is "testing ABC Conference where I presented Show me the Money project (see agenda attached)".

Payment Details:

- *Payment: Personal (Cash,Credit,Cheque)
- *Amount: 1,130.00 CAD
- VAT Applicability: Taxable
- Calculated VAT: 130.00
- Override VAT: 125.00

Additional Information:

- *Billing Type: Internal
- *Expense Location: HAMILTON, Ontario
- Attach Receipt: >
- Accounting: 1 >

Buttons at the bottom include "Receipt Split", "Learn How to Speed It Up", and "Don't Tell Me Again".

Enter VAT amount in Override VAT if calculated amount differs from receipt.

This screenshot shows the same Oracle PeopleSoft Expense Entry interface, but with the Expense Location changed to "Akers, South Carolina".

Payment Details:

- *Payment: Personal (Cash,Credit,Cheque)
- *Amount: 1,130.00 CAD
- VAT Applicability: Taxable

Additional Information:

- *Billing Type: Internal
- *Expense Location: Akers, South Carolina
- Attach Receipt: >
- Accounting: 1 >

Buttons at the bottom include "Receipt Split", "Learn How to Speed It Up", and "Don't Tell Me Again".

Select the Expense Location magnifying glass to change location at the line level. This is especially important for VAT calculation by Mosaic.

Note that although VAT Applicability is "Taxable" the actual VAT amount is removed.

Expense Entry
Lookup

Cancel

Search for: Expense Location

▶ **Search Criteria**

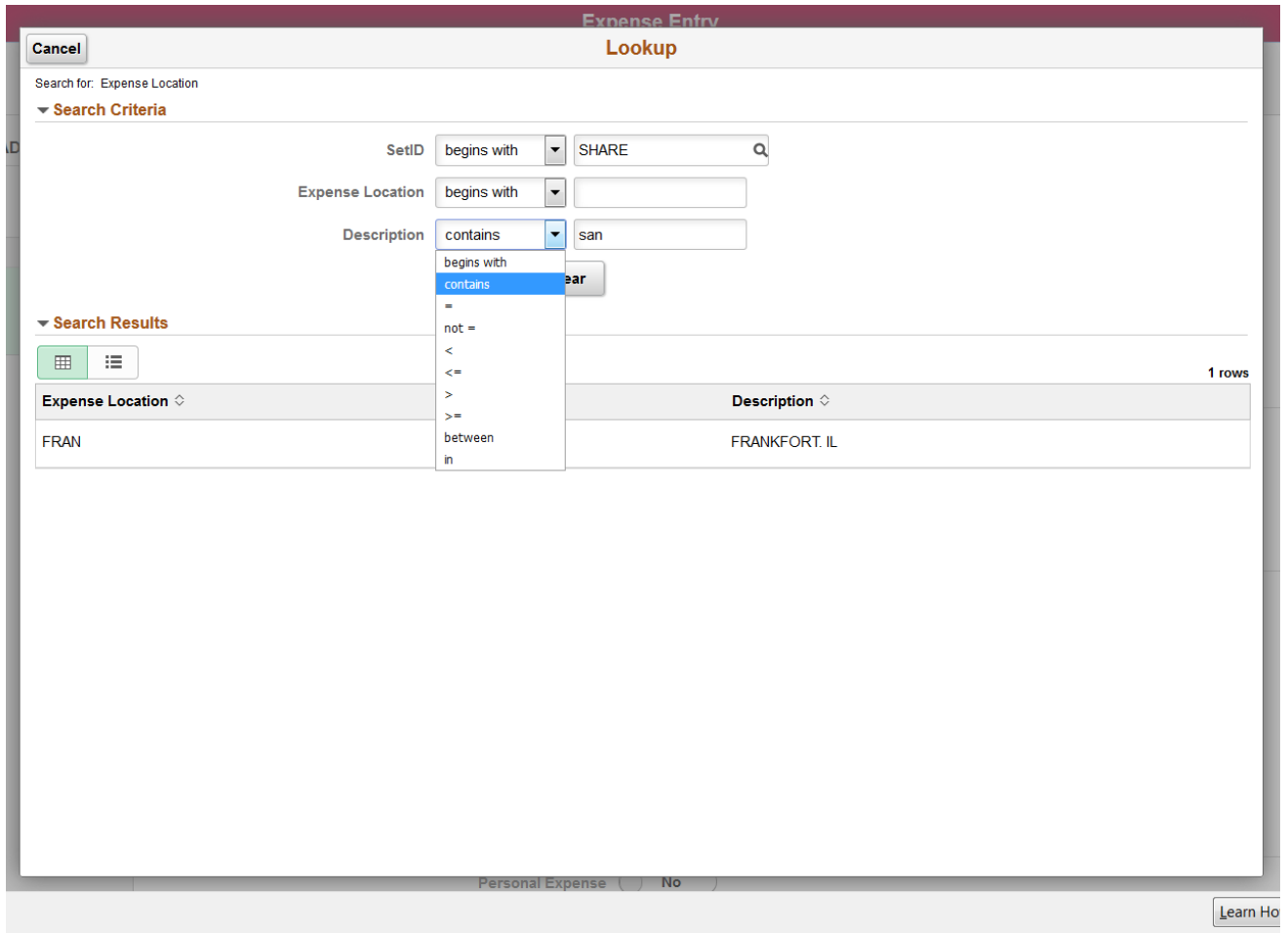
▼ **Search Results** Only the first 300 results can be displayed.

300 rows

Expense Location	Description
AALBO	AALBORG DENMARK
AARHU	AARHUS DENMARK
ABDJN	ABIDJAN IVORY COAST
ABERD	Aberdeen, Saskatchewan
ABU	ABU DHABI, United Arab Emirate
ADDIS	ADDIS ABABA ETHIOPIA
ADEL	ADELAIDE Australia
AFR	SANDTON SOUTH AFRICA
AFRIC	PRETORIA SOUTH AFRICA
AGANA	AGANA, Guam
AIKEN	Aikens, South Carolina
AIRES	BUENOS AIRES, Argentina
AKRON	AKRON, Ohio

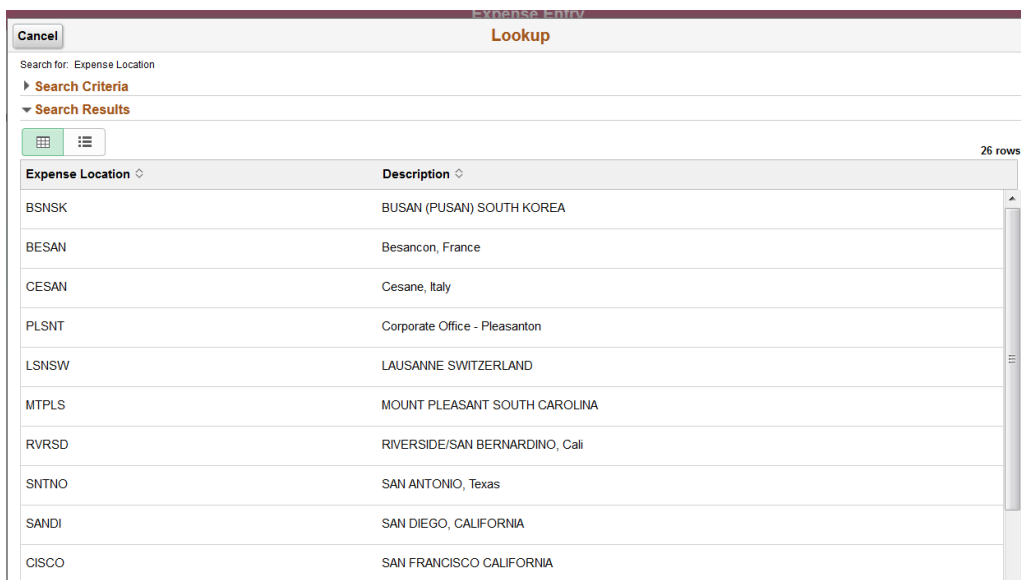
CHR_GROUPBOX5;PTLAYOUT_SEARCHR_GROUPBOX5); Personal Expense () No

Click on arrow to left of "Search Criteria" for best search results.



For the most robust search of locations, use “contains” on “Description” option.

Expense Location has limited characters and search results will be limited as well.



2018 Expense Report Distributions Save Review all Done

Expense Type Advertising/Promotion
Amount 1,130.00 CAD

Accounting Details
GL ChartFields Project ChartFields VAT Amounts Show All

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	*Account	Dept	Program	Affiliate
1130.00	MAC01	1130.00	CAD	1.00000000	20	650006	10383	30000	

The account field is now on screen and completed based on expense type selection.

Expense Report Distributions Done

Expense Type Advertising/Promotion
Amount 1,130.00 CAD

Accounting Details
GL ChartFields Project ChartFields VAT Amounts Show All

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	*Account	Dept	Program	Affiliate
1130.00	MAC01	1130.00	CAD	1.00000000	20	650006	10383	30000	

If using a project, click on Show All tab and use scroll bar to see all relevant fields.

Expense Report Distributions Done

PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Reclaim Percent	Rebate Source	Rebate Percent	Recovery Source
						0.00	Automatically calculated	0.00	Automatically calculated

To add a new expense, click on “+” button upper left.

The screenshot shows the Oracle PeopleSoft Expense Entry form. The left sidebar displays a list of expenses for 'Diners Sept 2018' with a total of 1,130.00 CAD. The main form area shows details for a single expense entry:

- Date:** 11/07/2018
- Expense Type:** Advertising/Promotion
- Purpose Approver:** WETTON
- Description:** testing ABC Conference where I presented Show me the Money project (see agenda attached)
- Payment Details:** Personal (Cash,Credit,Cheque), Amount: 1,130.00 CAD, VAT Applicability: Taxable
- Additional Information:** Billing Type: Internal, Expense Location: SAN FRANCISCO CALIFORNI
- Attachments:** Attach Receipt, Accounting (1)
- Exceptions:** Personal Expense: No, No Receipt: No

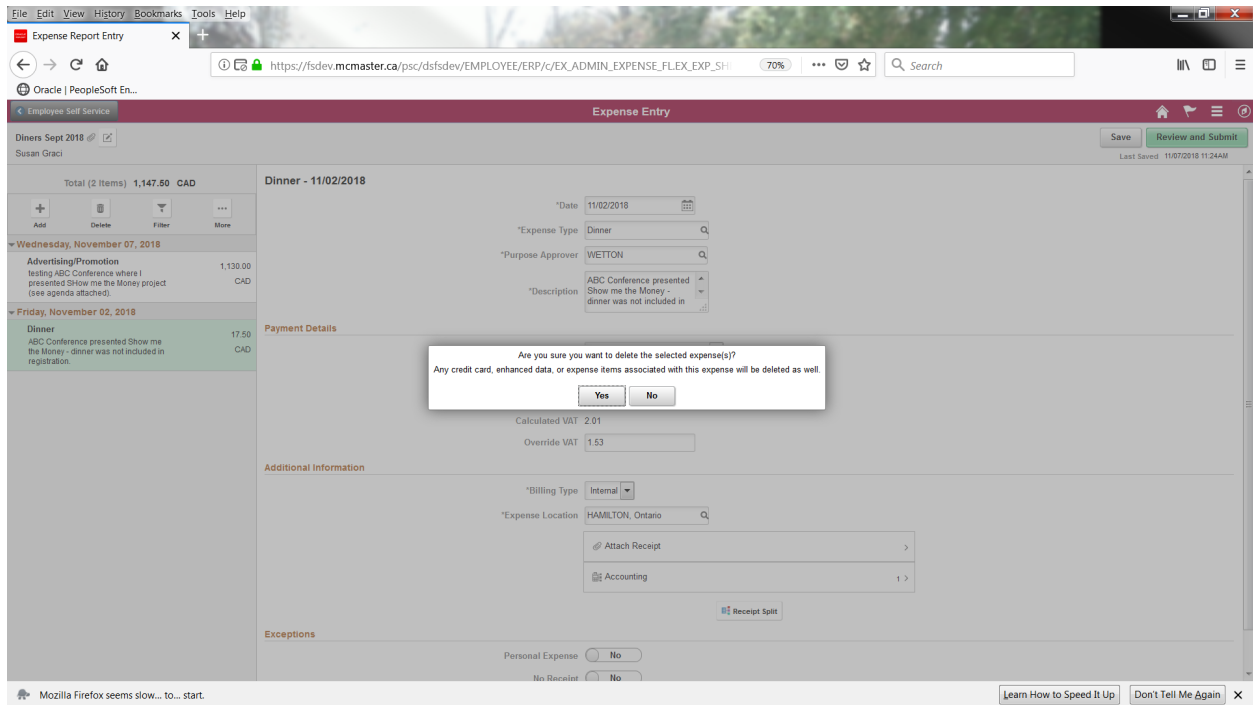
The screenshot shows the Oracle PeopleSoft Expense Entry form with two expense entries. The left sidebar displays a list of expenses for 'Diners Sept 2018' with a total of 1,147.50 CAD. The main form area shows details for a new expense entry:

- Date:** 11/02/2018
- Expense Type:** Dinner
- Purpose Approver:** WETTON
- Description:** ABC Conference presented Show me the Money - dinner was not included in registration.
- Payment Details:** Personal (Cash,Credit,Cheque), Amount: 17.50 CAD, VAT Applicability: Taxable, Calculated VAT: 2.01, Override VAT: 1.53
- Additional Information:** Billing Type: Internal, Expense Location: HAMILTON, Ontario
- Attachments:** Attach Receipt, Accounting (1)
- Exceptions:** Personal Expense: No, No Receipt: No

Enter information. In this instance, use Override VAT for meal item, as gratuities not subject to VAT. Many meal receipts need VAT adjusted due to this.

Note that there are now two lines displayed to left of report, showing both expense lines summarized.

To delete a line, use the Trash Can button on the highlighted line.



The line is deleted and once again, only one line is appearing on left portion of screen.

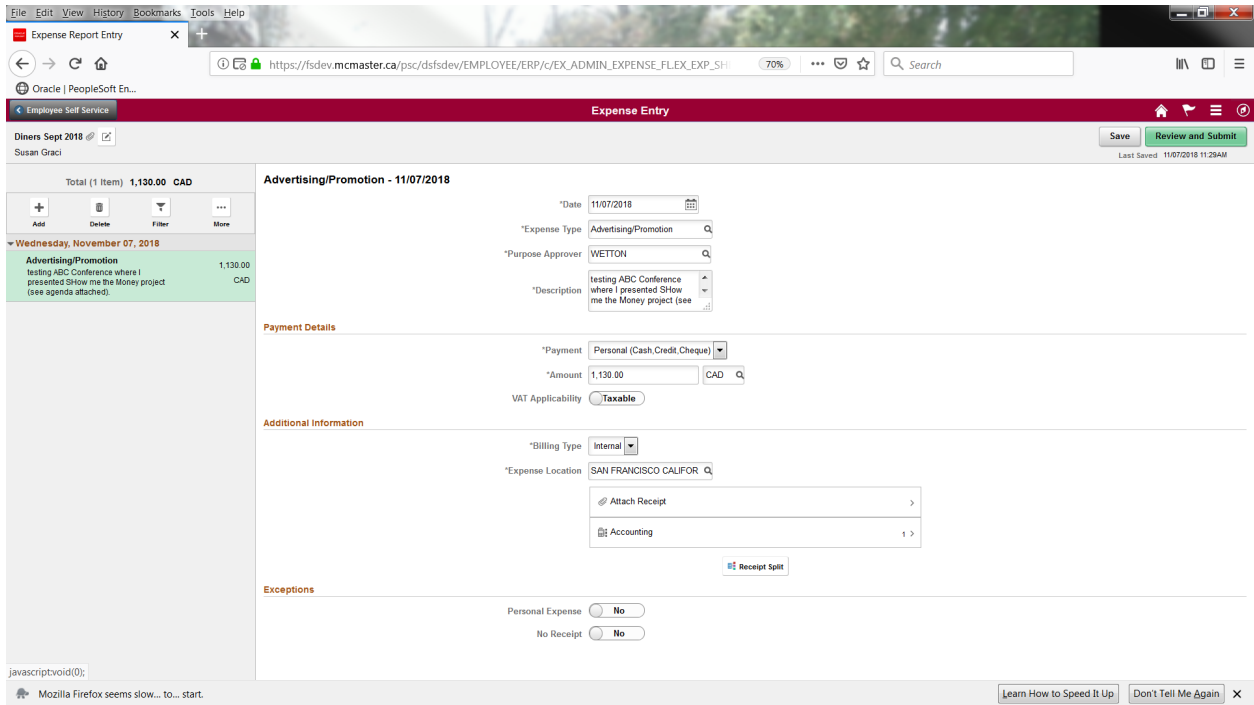
Save after each line is added.

This is also done after receipts are added or chart field strings are entered or changed.

To return to the General Information screen, click on the icon behind the report title.

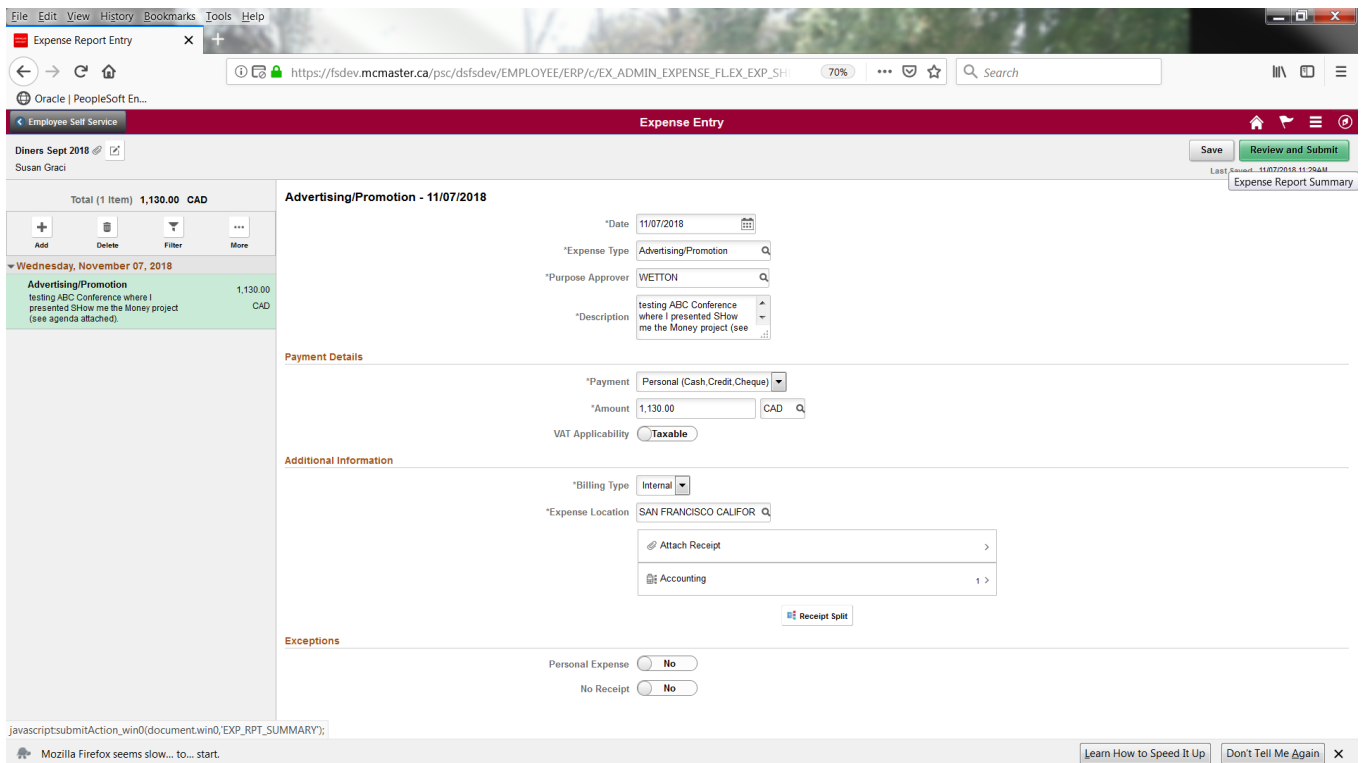


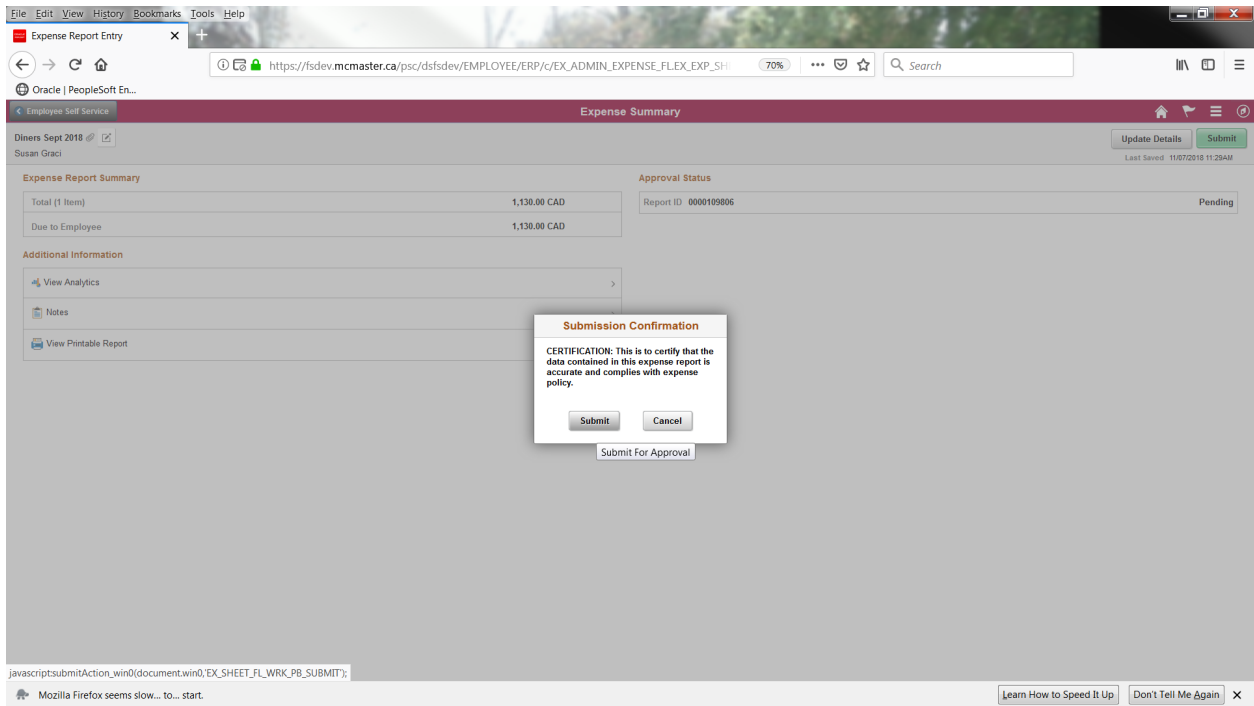
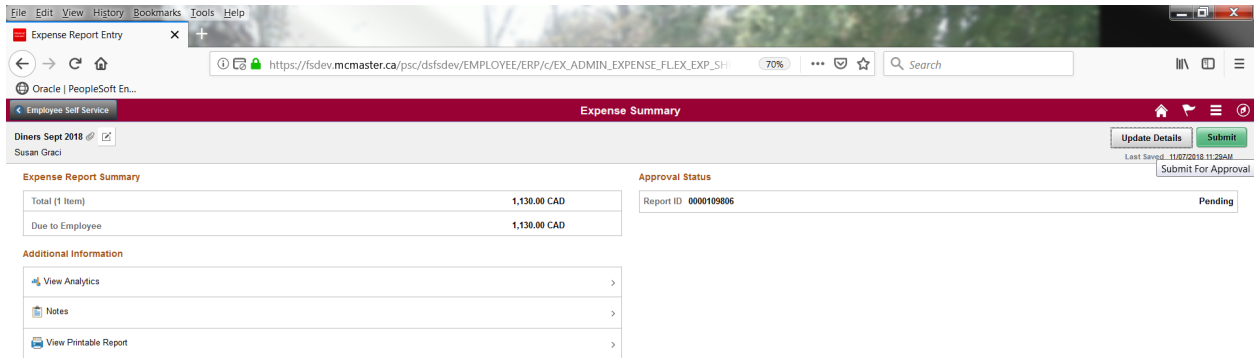
This looks like a pen in an open square box.



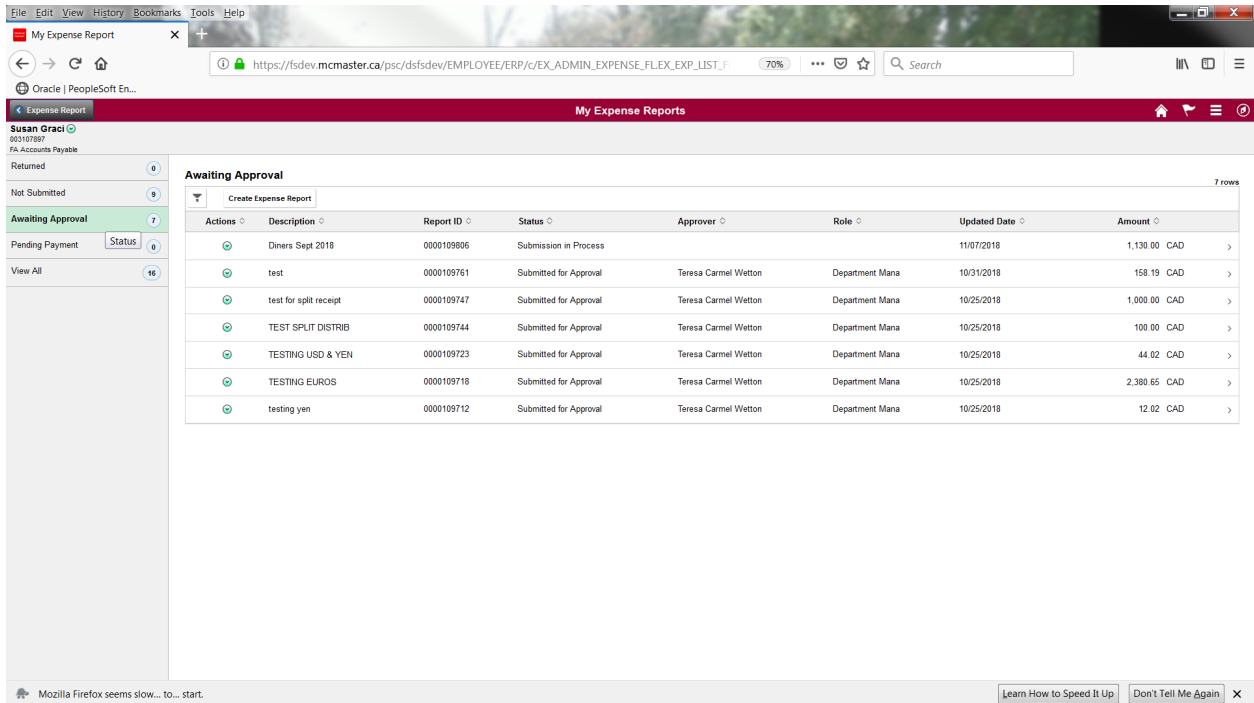
To submit the report, select Save to update all recent entries/changes.

Then select Review and Submit button upper right portion of screen.





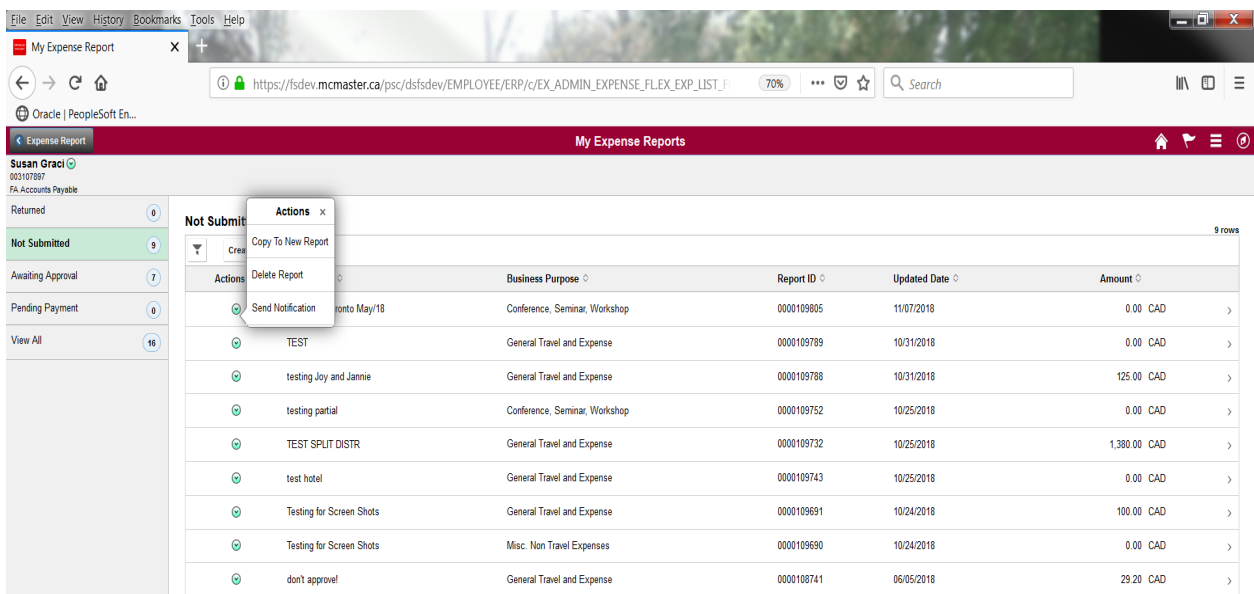
Select Submit to authorize the report.



The system takes you to the summary screen.

The most recent report is the top report.

To see the status of any report, the left side of the screen places them in categories.



For reports **Not Submitted**, use the down arrow in the green circle to choose between copying the report into a new report, deleting or sending a notification. See above.

Actions	Report ID	Status	Approver	Role	Updated Date	Amount
Copy To New Report	0000109806	Submitted for Approval	Teresa Carmel Wetton	Department Mana	11/07/2018	1,130.00 CAD
Send Notification	0000109761	Submitted for Approval	Teresa Carmel Wetton	Department Mana	10/31/2018	158.19 CAD
test	0000109747	Submitted for Approval	Teresa Carmel Wetton	Department Mana	10/25/2018	1,000.00 CAD
test for split receipt	0000109744	Submitted for Approval	Teresa Carmel Wetton	Department Mana	10/25/2018	100.00 CAD
TEST SPLIT DISTRIB	0000109723	Submitted for Approval	Teresa Carmel Wetton	Department Mana	10/25/2018	44.02 CAD
TESTING USD & YEN	0000109718	Submitted for Approval	Teresa Carmel Wetton	Department Mana	10/25/2018	2,380.65 CAD
TESTING EUROS	0000109712	Submitted for Approval	Teresa Carmel Wetton	Department Mana	10/25/2018	12.02 CAD
testing yen						

For reports **Awaiting Approval**, the delete option is removed. The report can still be copied into a new report or a notification sent.

To withdraw a report that has been submitted but not approved by the claimant or first approver, click on the link to the specific report.

Expense Report Summary	Amount
Total (1 Item)	1,130.00 CAD
Due to Employee	1,130.00 CAD

Additional Information

- [View Analytics](#)
- [Notes](#)
- [View Printable Report](#)

Approval Status

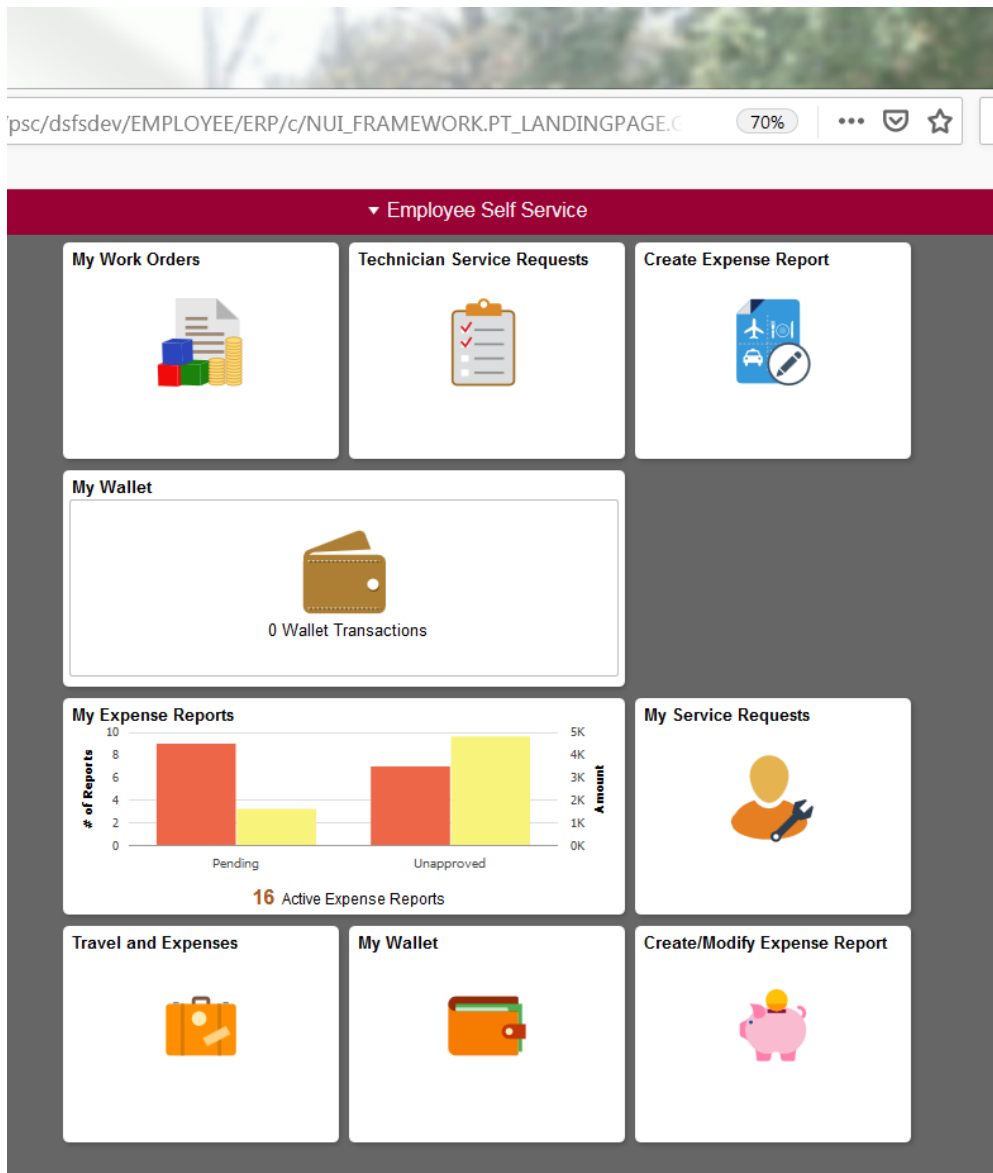
Report ID: 0000109806 Submitted for Approval

- Submitted**
Susan Graci
Employee
11/07/2018 11:33:22AM
- Pending Approval**
Teresa Carmel Wetton
Department Manager
- Not Routed**
Teresa Carmel Wetton
Purpose Approver
- Not Routed (Pooled)**
AP Reviewer's
- Not Routed**
Payment

The “withdraw” button can be accessed in the top right corner of the report.

The workflow can also be viewed here.

Pooled approvers can be viewed by clicking on the hyper link.



Use the “My Expense Reports” tile to locate reports that have been created.

This tile is used to edit or delete reports that have not been submitted, withdraw or copy reports that have been submitted but not approved, and check on where in work flow a report may be. There is also a Create Expense Report option in this tile.

The tile gives immediate information on Pending and Unapproved reports, allowing the user to track reports more accurately and efficiently.