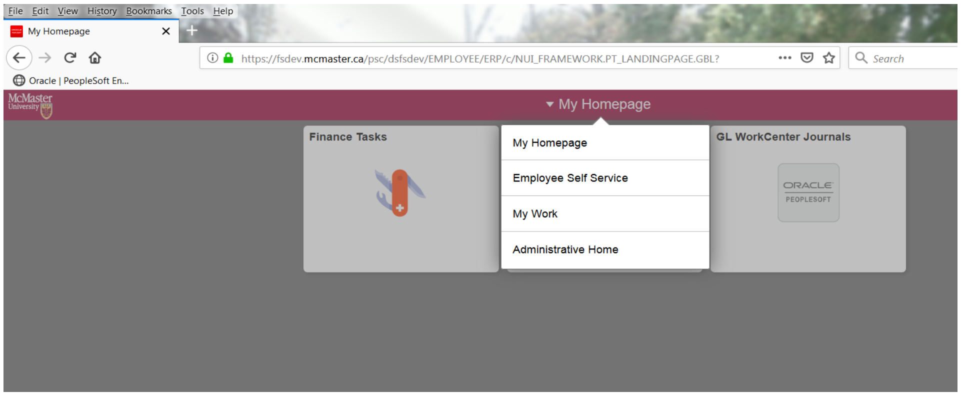
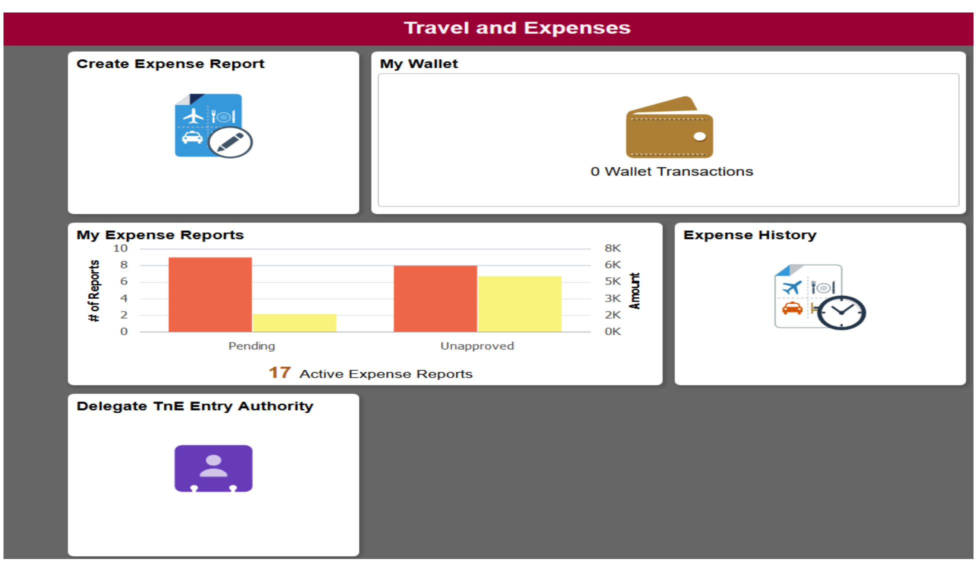
How to Create an Expense Report in T&E Fluid



Select Employee Self-Service from Home Page

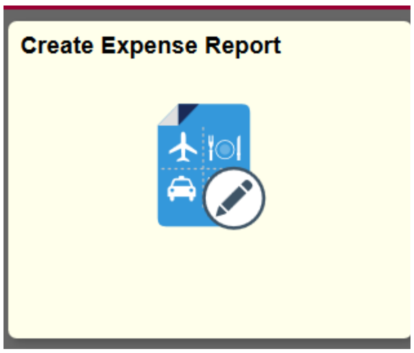
Select the Travel and Expense tile. This will take you to all the tiles involving Travel and Expense and Diners.



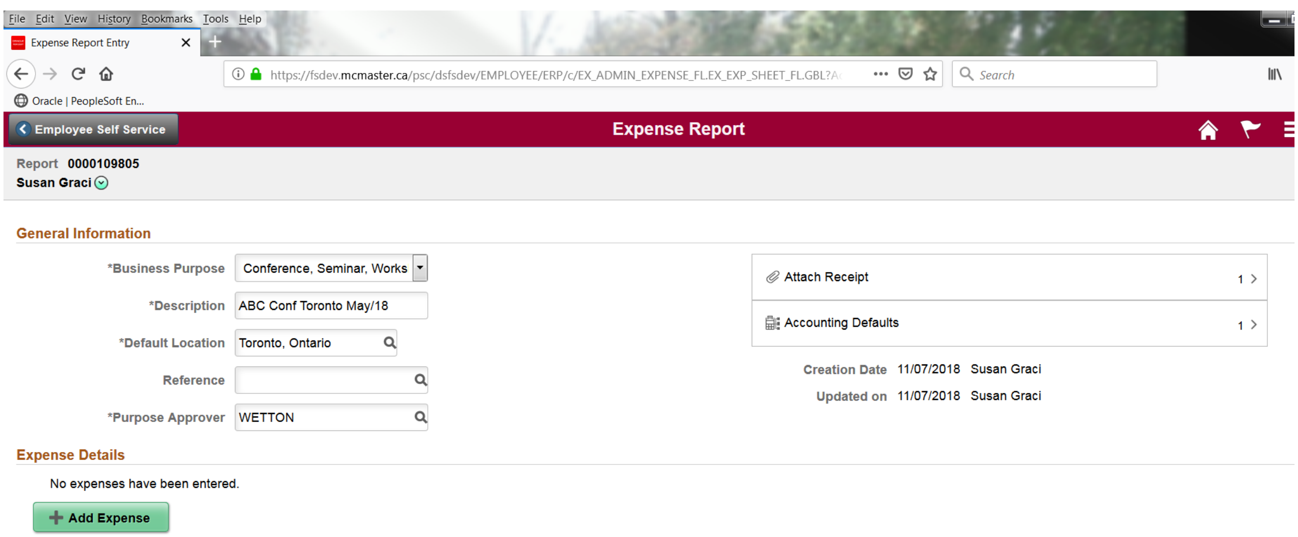
Five tiles are available to all Users. Create Expense Report, My Wallet *NEW!!* (MUST specify Diners expenses here), My Expense Reports, Expense History and Delegate TnE Entry Authority

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.)



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

Enter Business Purpose (Classification) using drop down menu.

Enter Description meaningful to the report.

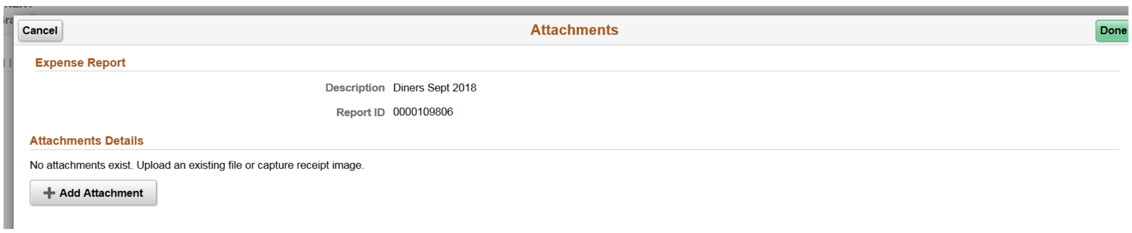
Default Location – will populate each line so choose carefully.

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

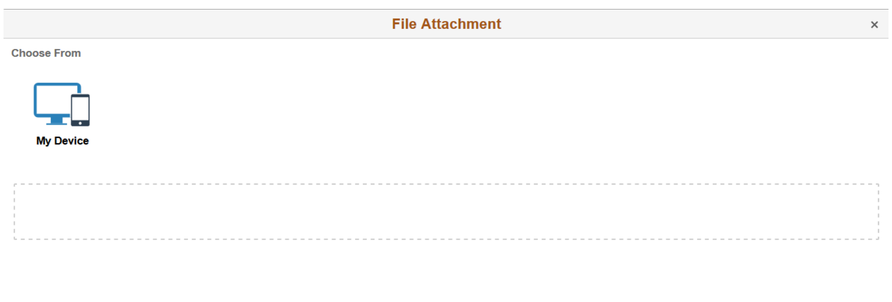
Purpose Approver – defaults to Claimant – change to One Up Supervisor (i.e. Faculty would have their Department Chair as Purpose Approver)

Attach Receipt. One attachment per report simplifies approval process.

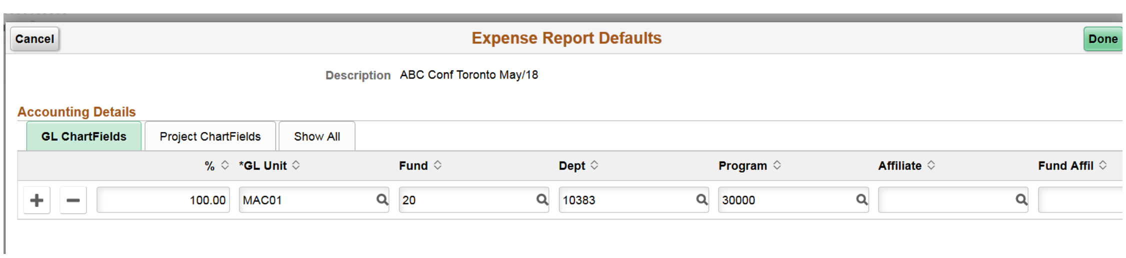
Select default chart field string if desired. Account (expense type) cannot be chosen here; must be at the line when expense type is chosen.



<u>Attach Receipt</u> – one file at the Header is preferable – easier to review



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



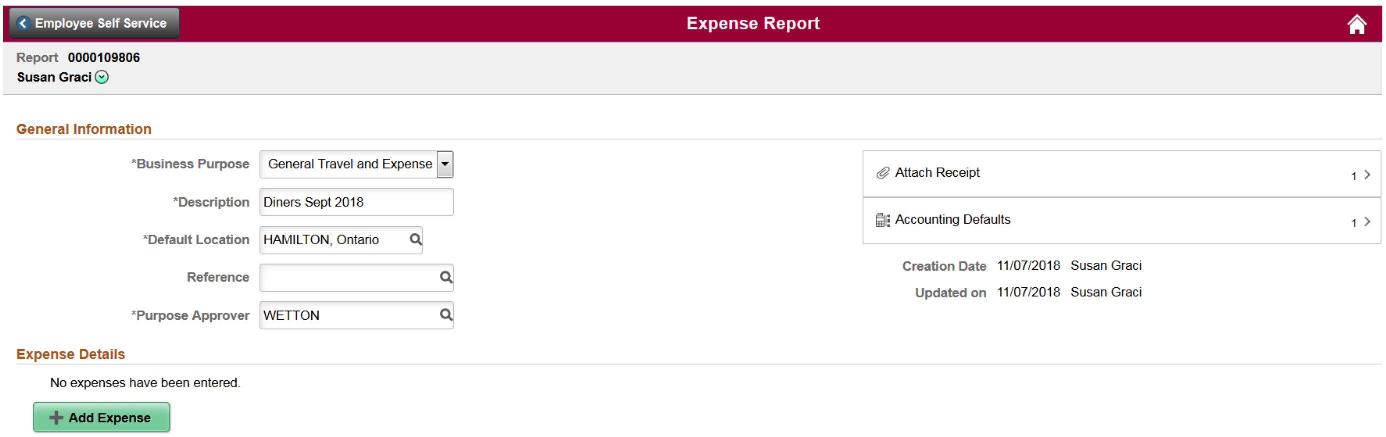
<u>Accounting Defaults</u> – enter chartfield string here to populate each line or do not complete and enter this at each line

<u>Note</u> 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.

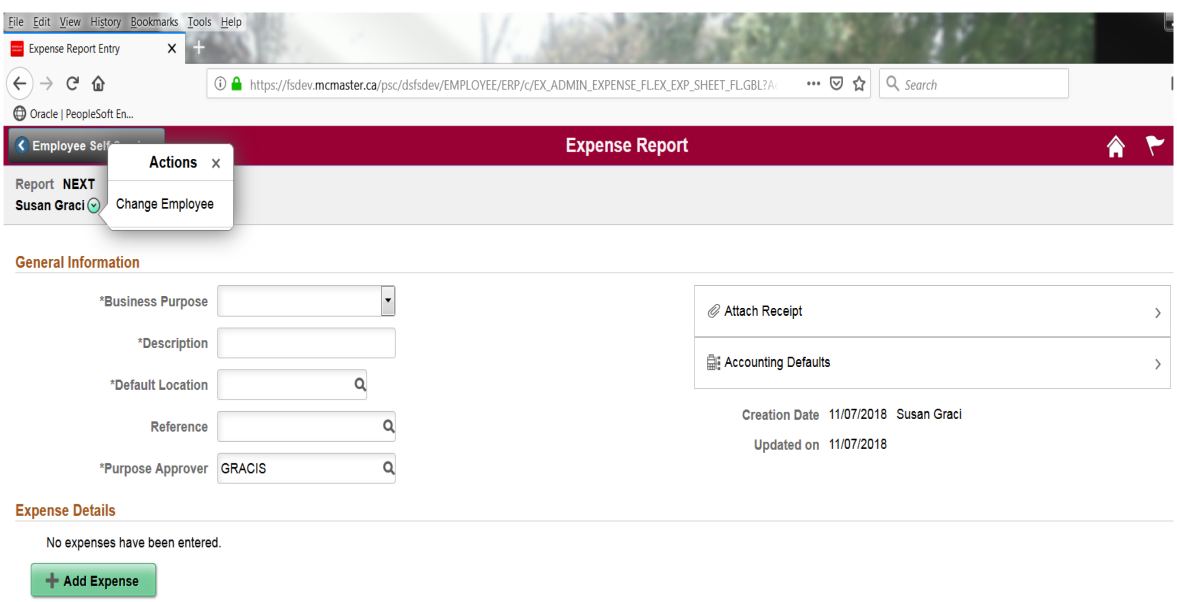
Or the preparer can enter chart field string as each line is entered.

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



<u>NOTE:</u> 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.

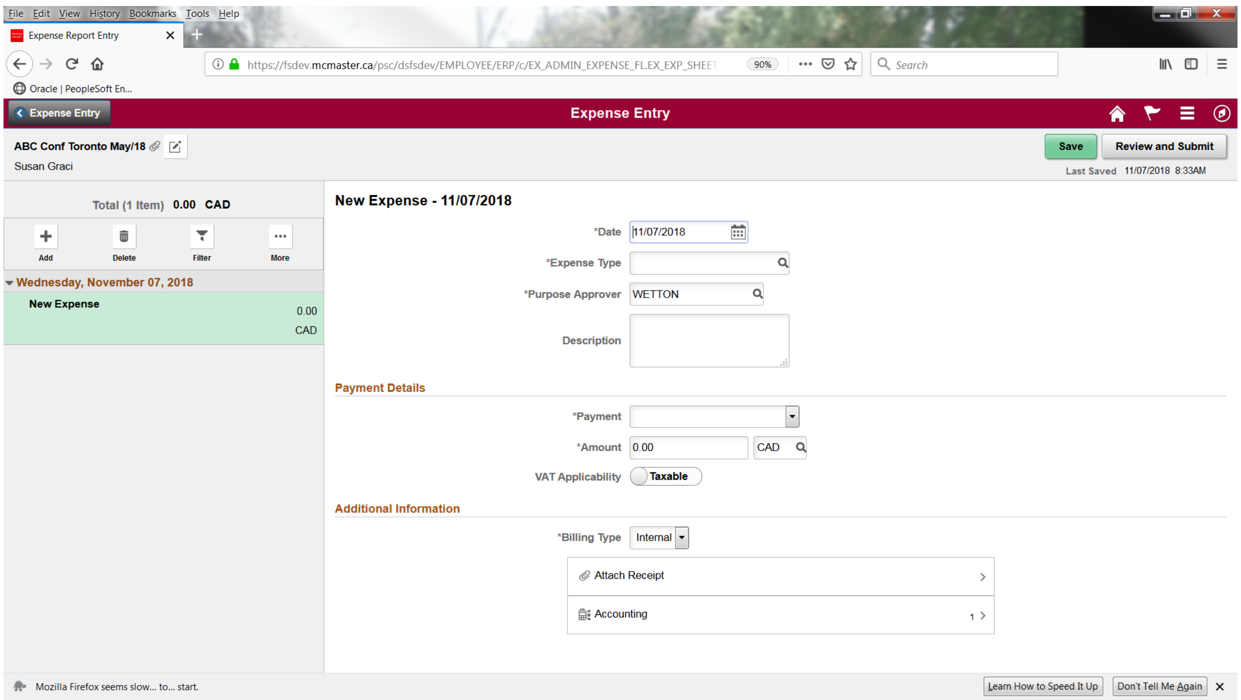
To create a report for a claimant who has delegated entry authority, once in the report, immediately click down arrow to right of claimant default name.



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).

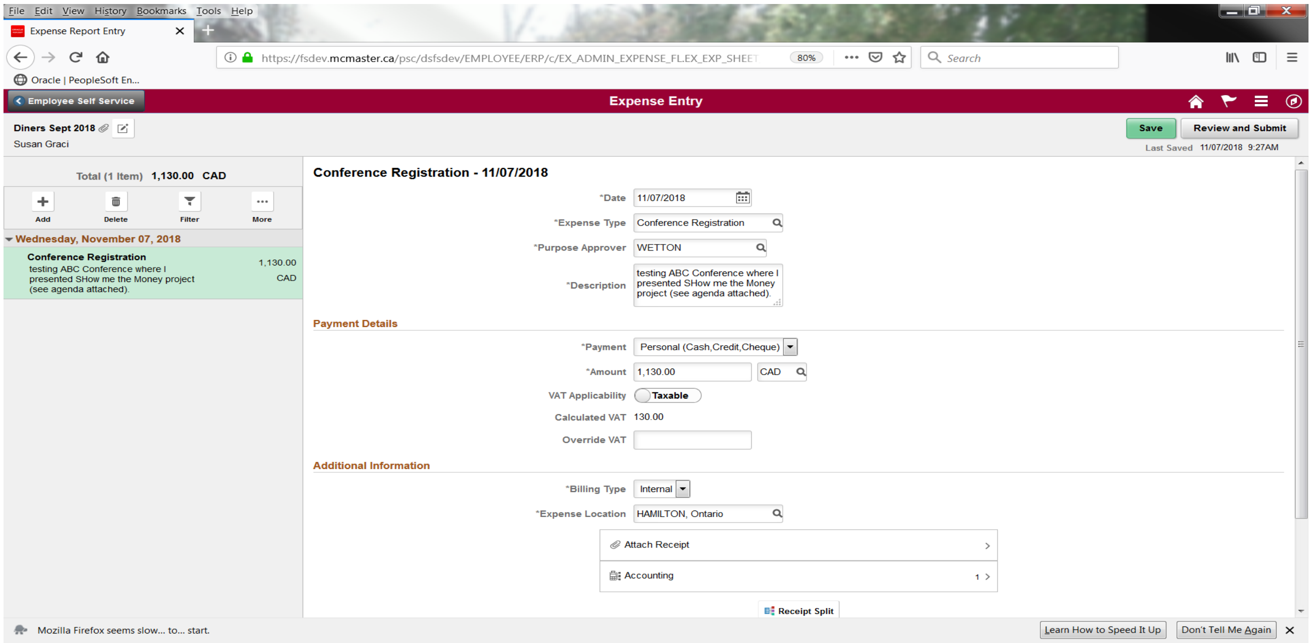
If the name of the claimant does not show up in the choices when Change Employee is selected, they have not delegated entry authority to you.

Click on "+ Expense" button to add an expense line.



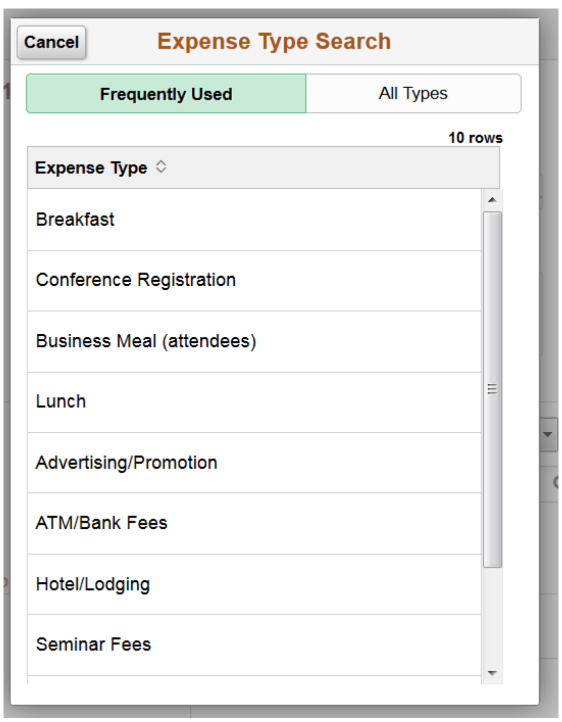
The expense line has all the elements that Classic screens have.

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.

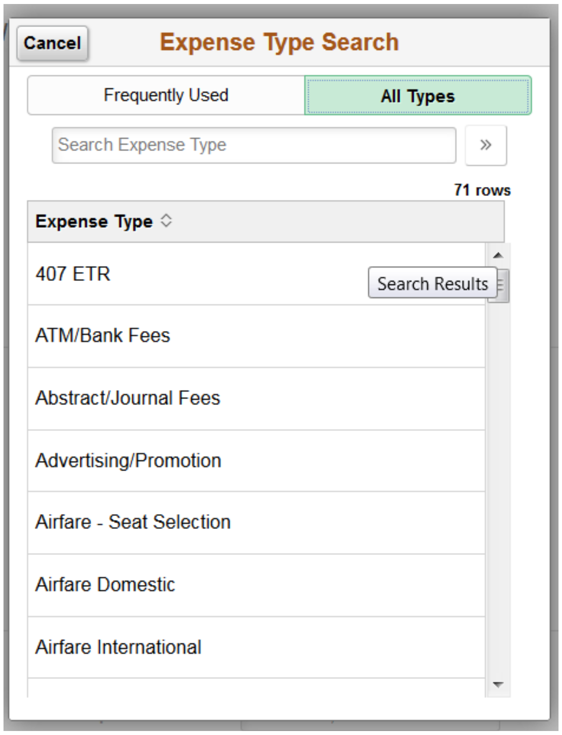


Note that a summary of the line also appears on the left portion of the screen.

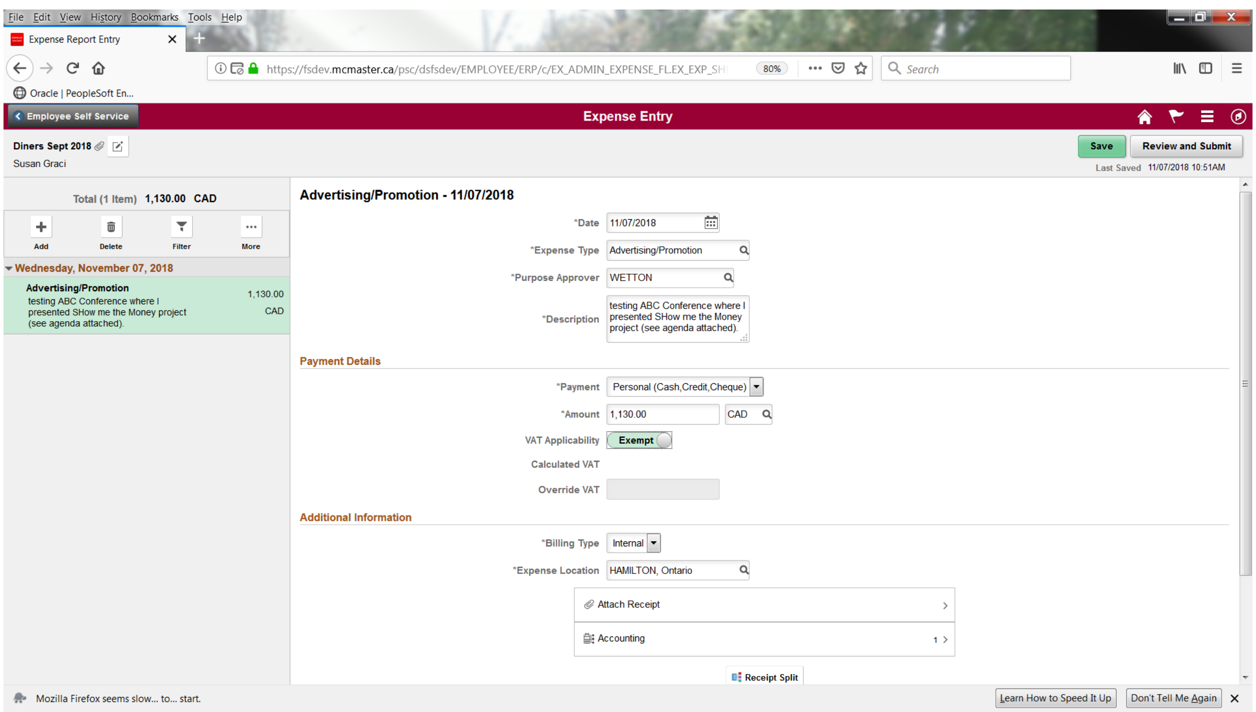
Click on magnifying glass beside expense type to open options.



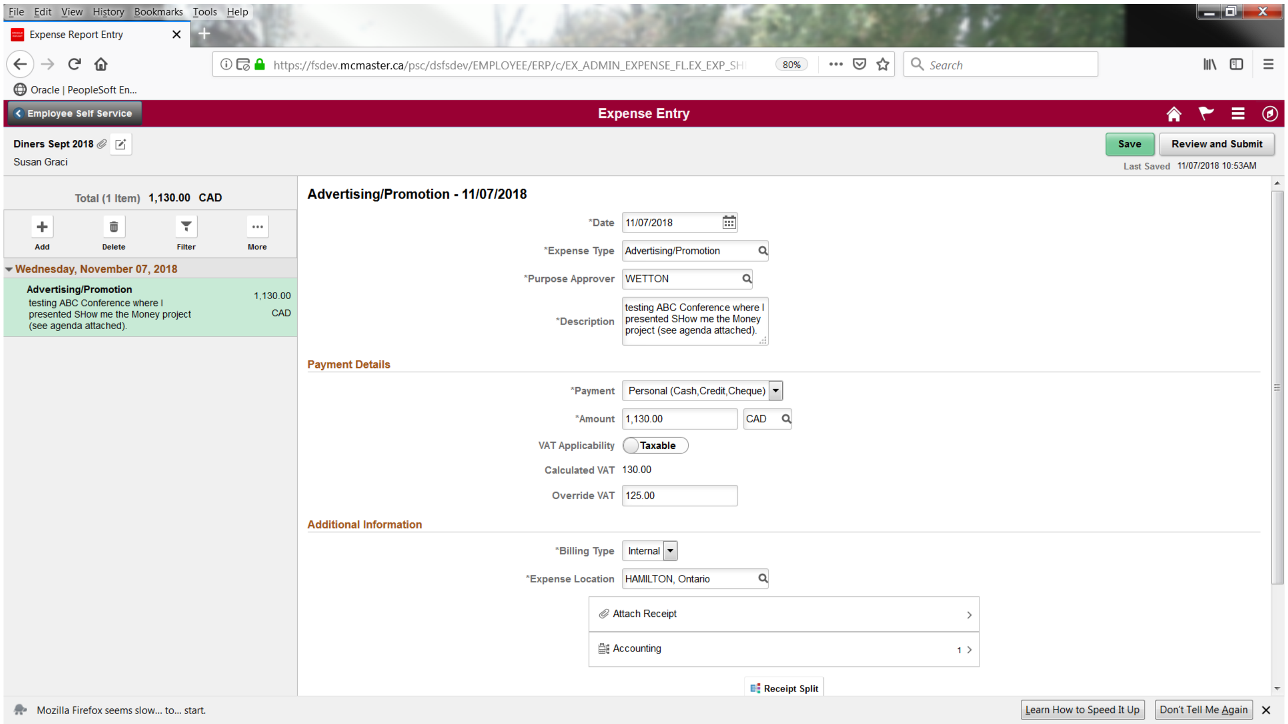
NOTE: frequently used expense types appear immediately OR you can select “All Types”. The same expense types are available in Fluid that were in Classic.



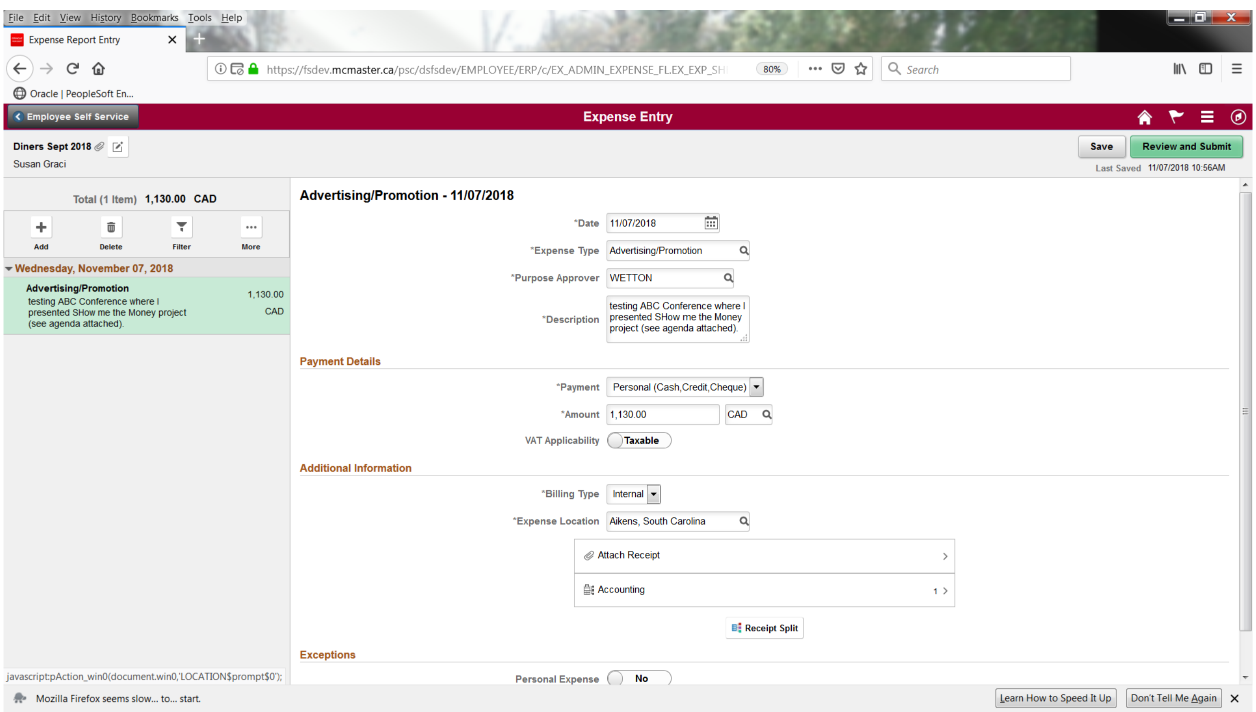
Select All Types to view and choose from all available expense classifications.



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

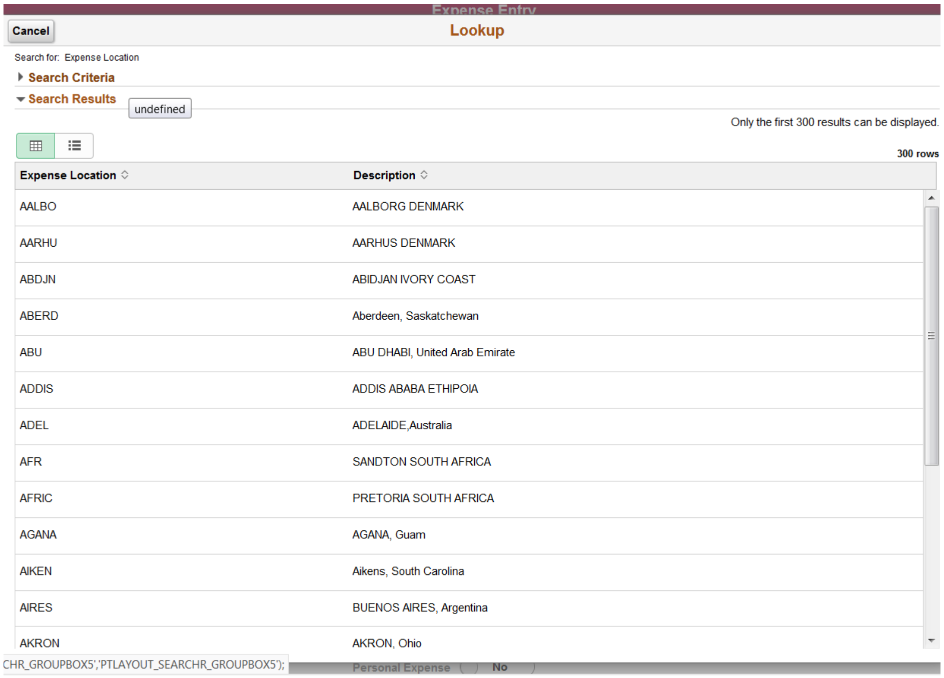


Enter VAT amount in Override VAT if calculated amount differs from receipt.



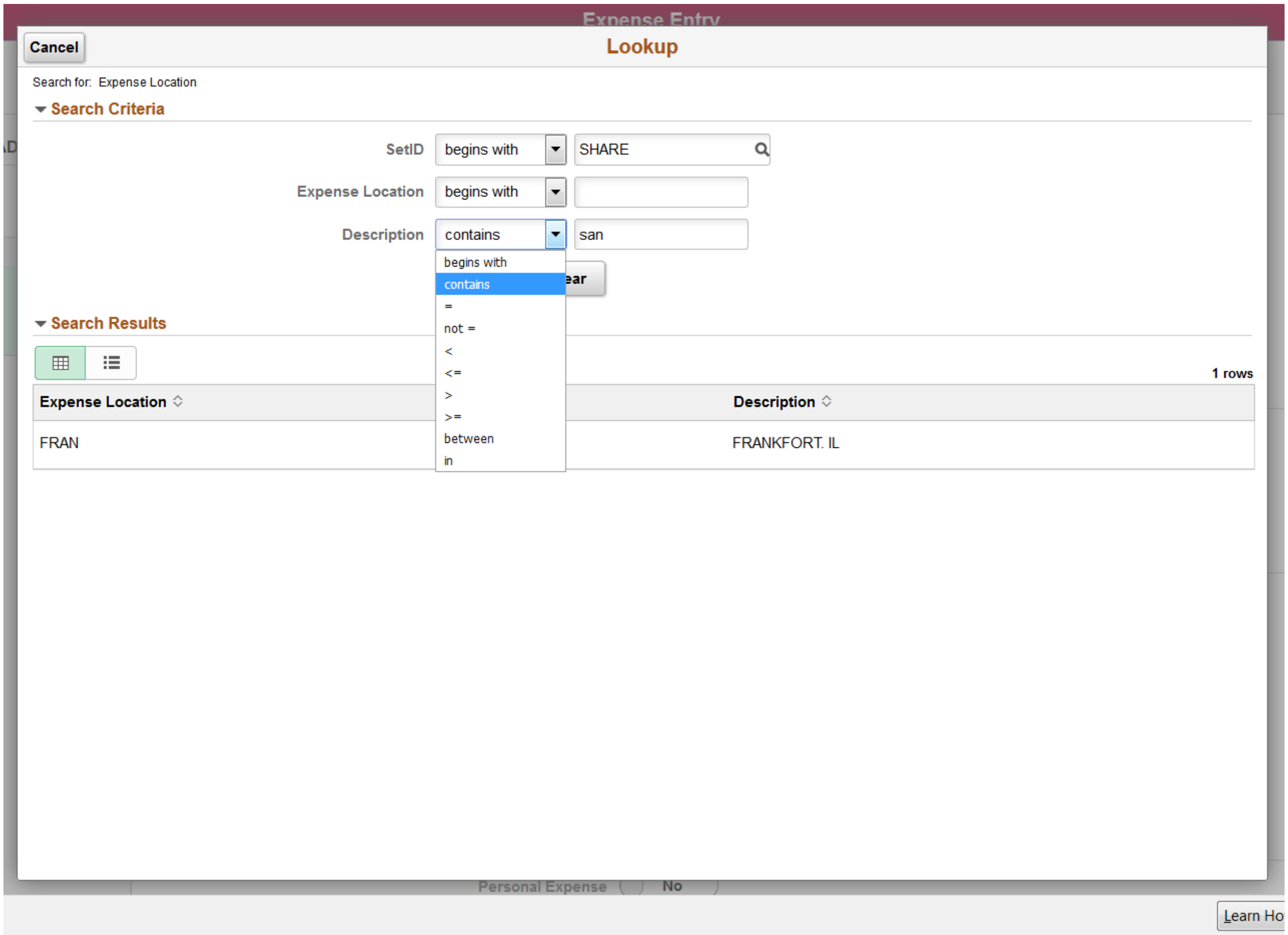
Select the Expense Location magnifying glass to change location at the line level. This is especially important for VAT calculation by Mosaic.

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



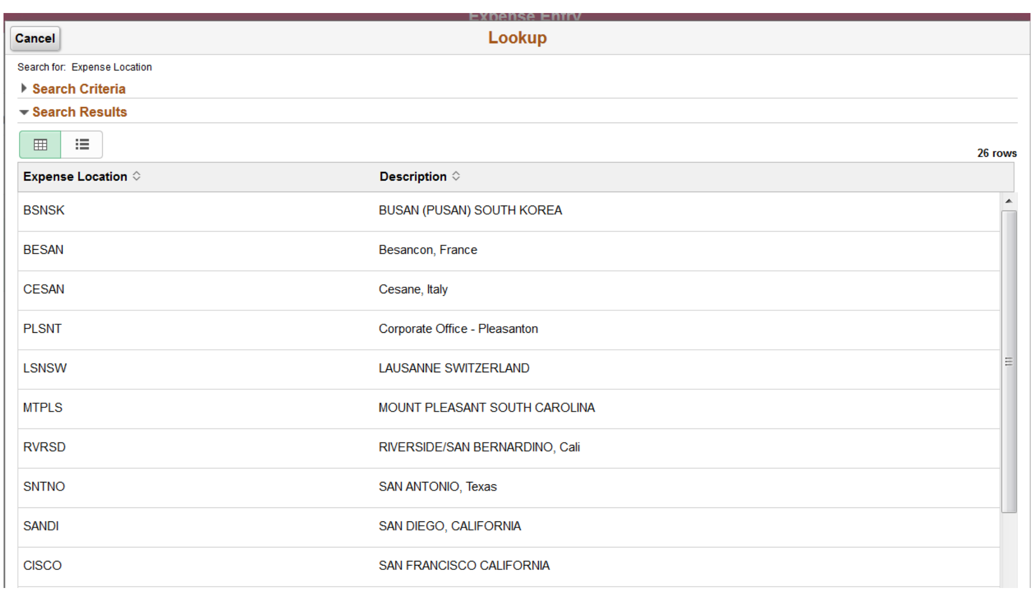
Expense Location	Description
AALBO	AALBORG DENMARK
AARHU	AARHUS DENMARK
ABDJN	ABIDJAN IVORY COAST
ABERD	Aberdeen, Saskatchewan
ABU	ABU DHABI, United Arab Emirate
ADDIS	ADDIS ABABA ETHIPOIA
ADEL	ADELAIDE,Australia
AFR	SANDTON SOUTH AFRICA
AFRIC	PRETORIA SOUTH AFRICA
AGANA	AGANA, Guam
AIKEN	Aikens, South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

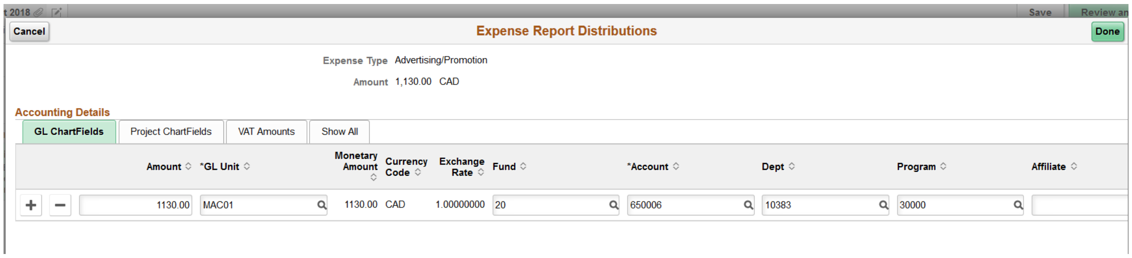
Click on arrow to left of “Search Criteria” for best search results.



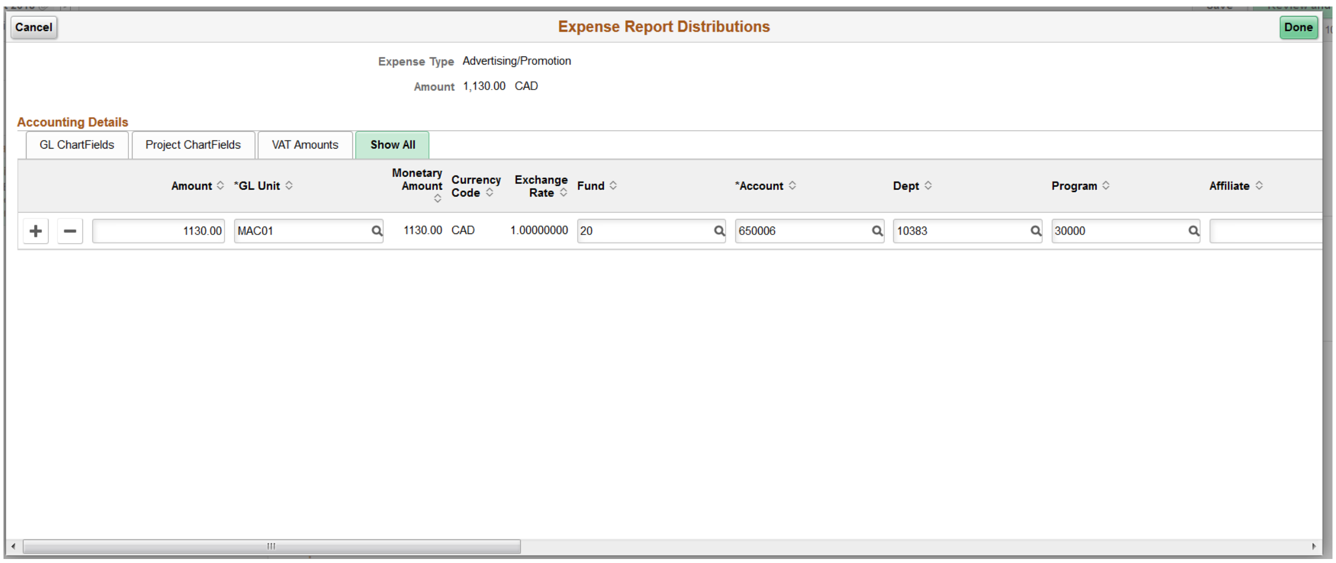
For the most robust search of locations, use “contains” on “Description” option.

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

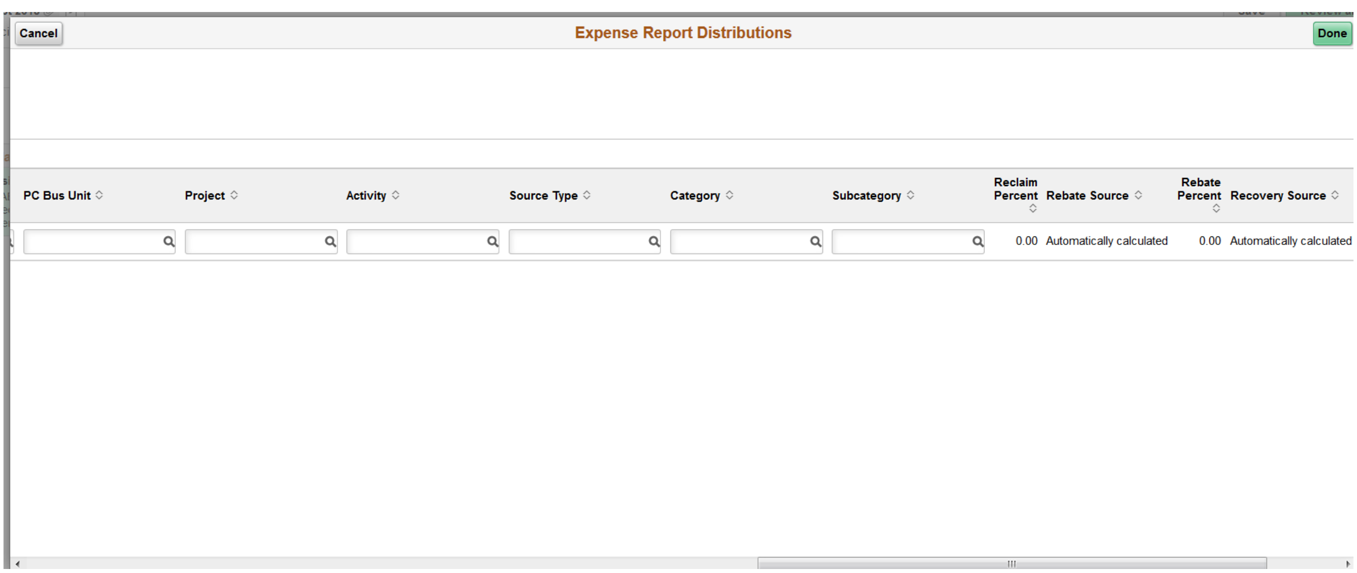




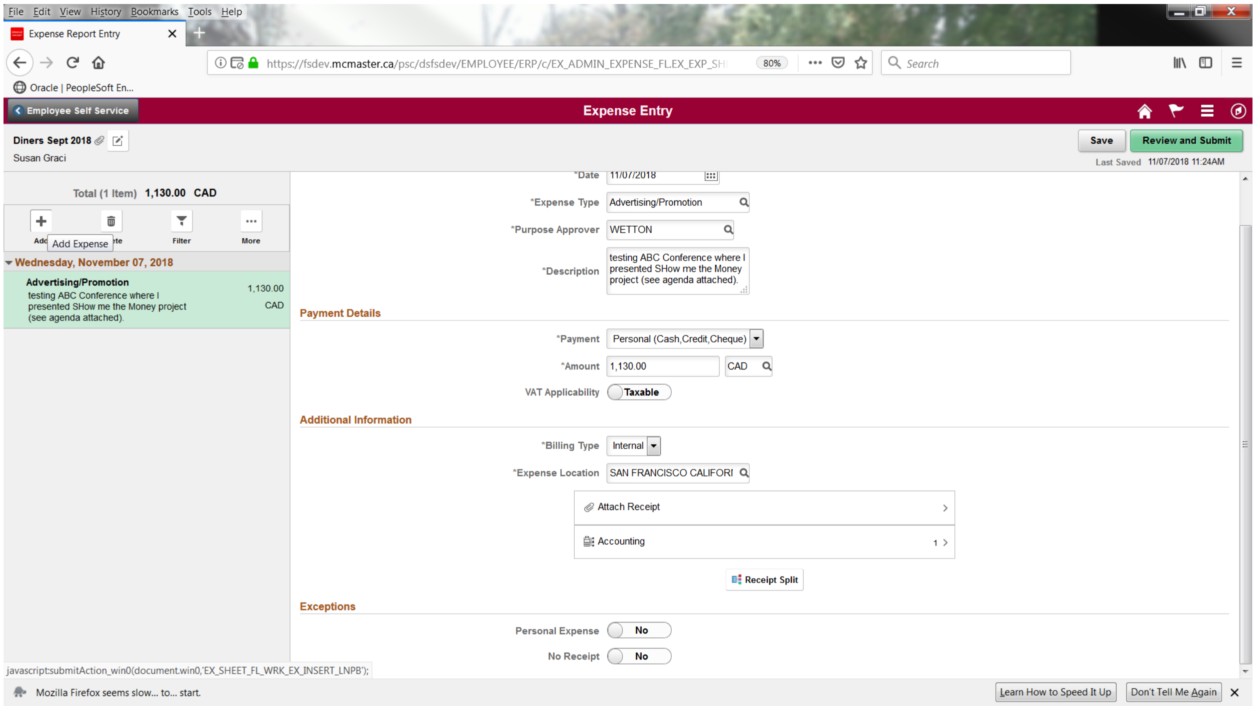
The account field is now on screen and completed based on expense type selection.

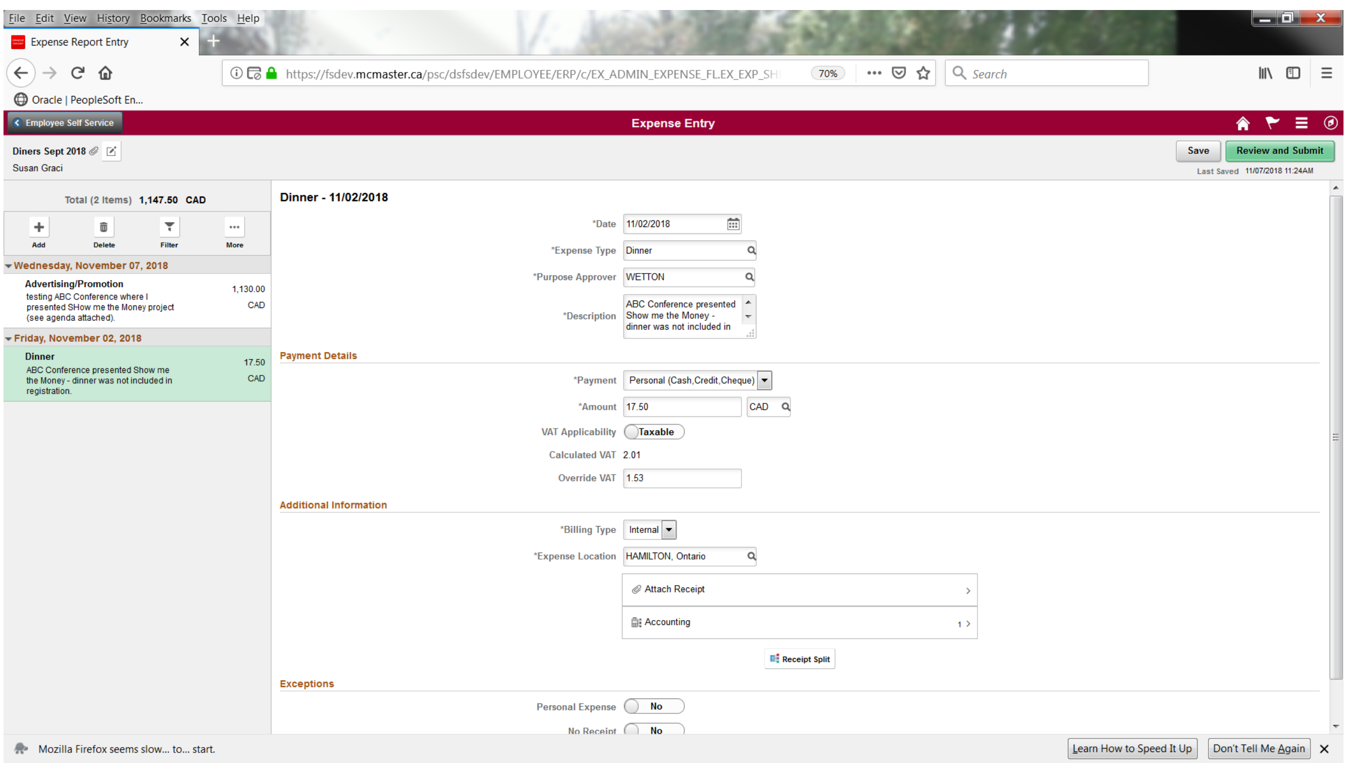


If using a project, click on Show All tab and use scroll bar to see all relevant fields.



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

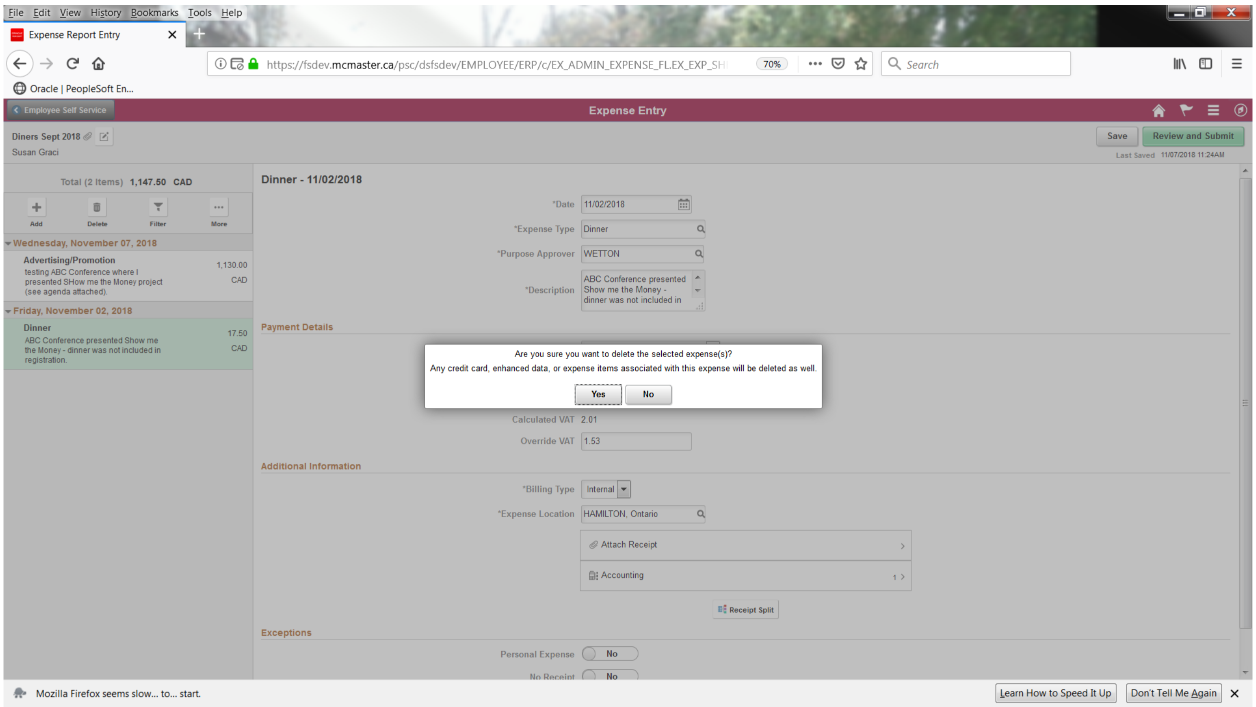




Enter information. In this instance, use Override VAT for meal item, as gratuities not subject to VAT. Many meal receipts need VAT adjusted due to this.

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

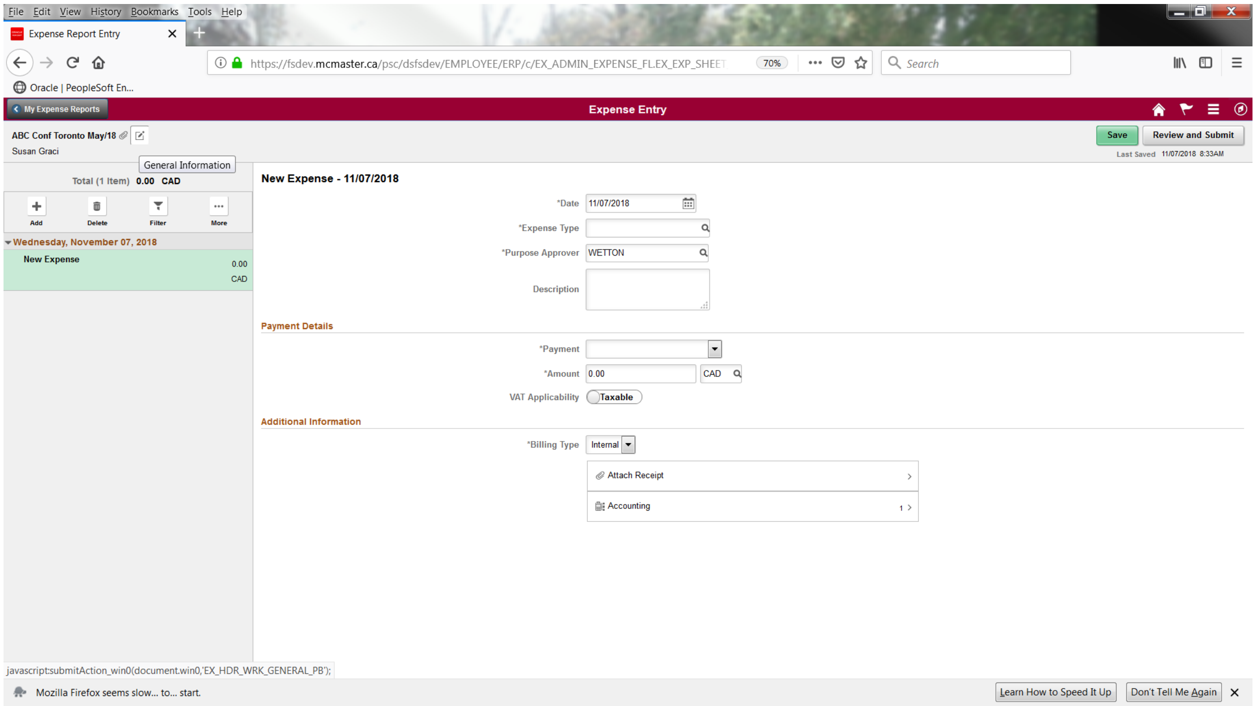
To delete a line, use the Trash Can button on the highlighted line.



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

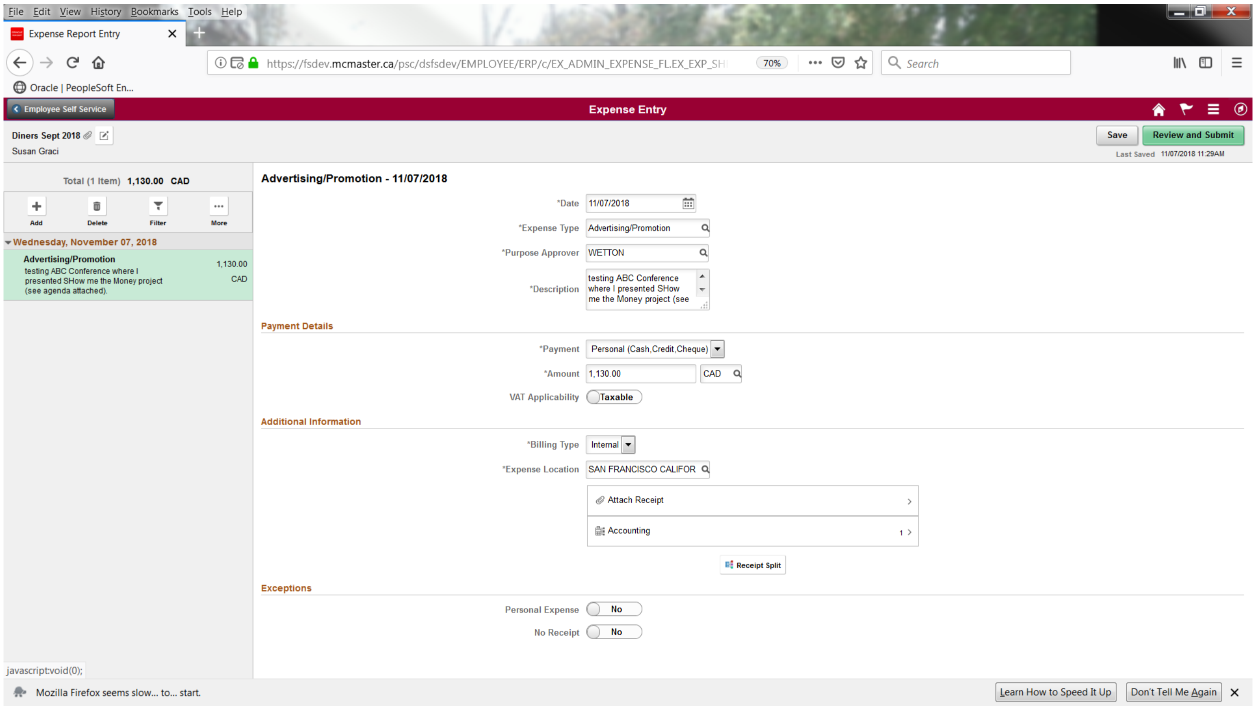
Save after each line is added.

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



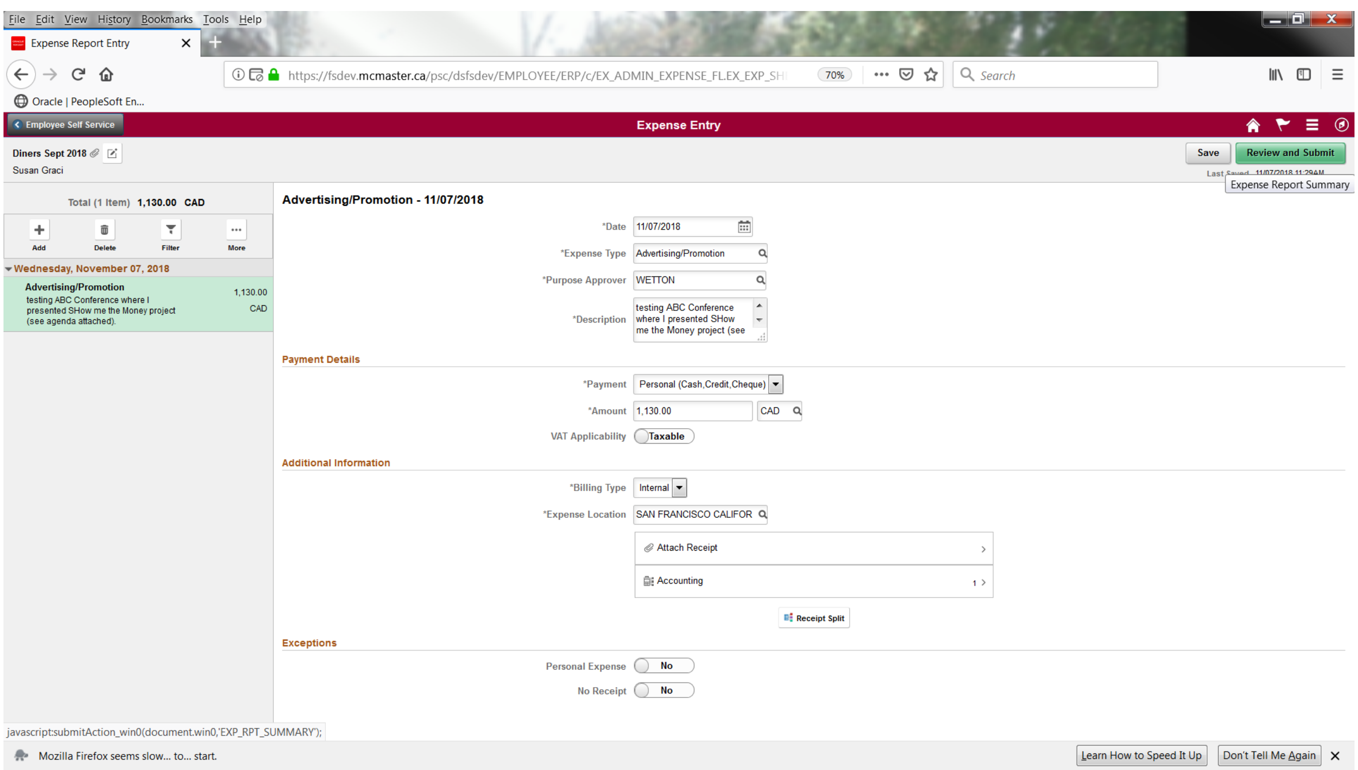
To return to the General Information screen, click on the icon behind the report title.

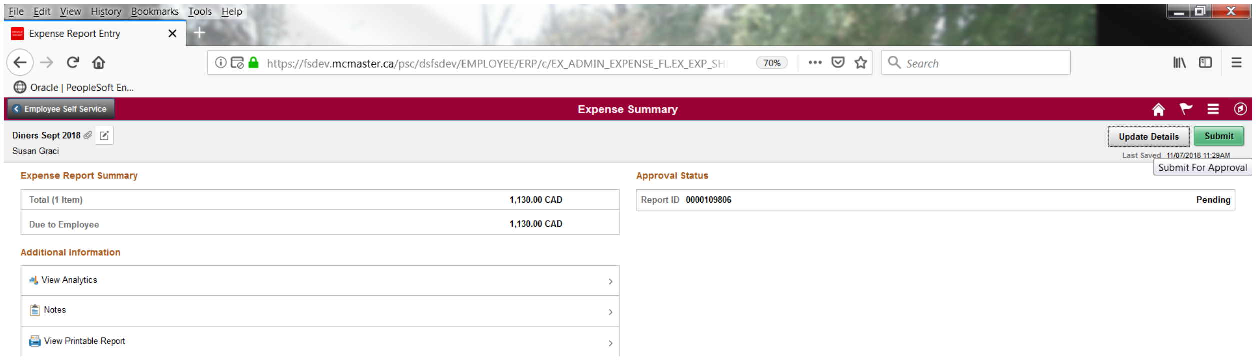
This looks like a pen in an open square box. 

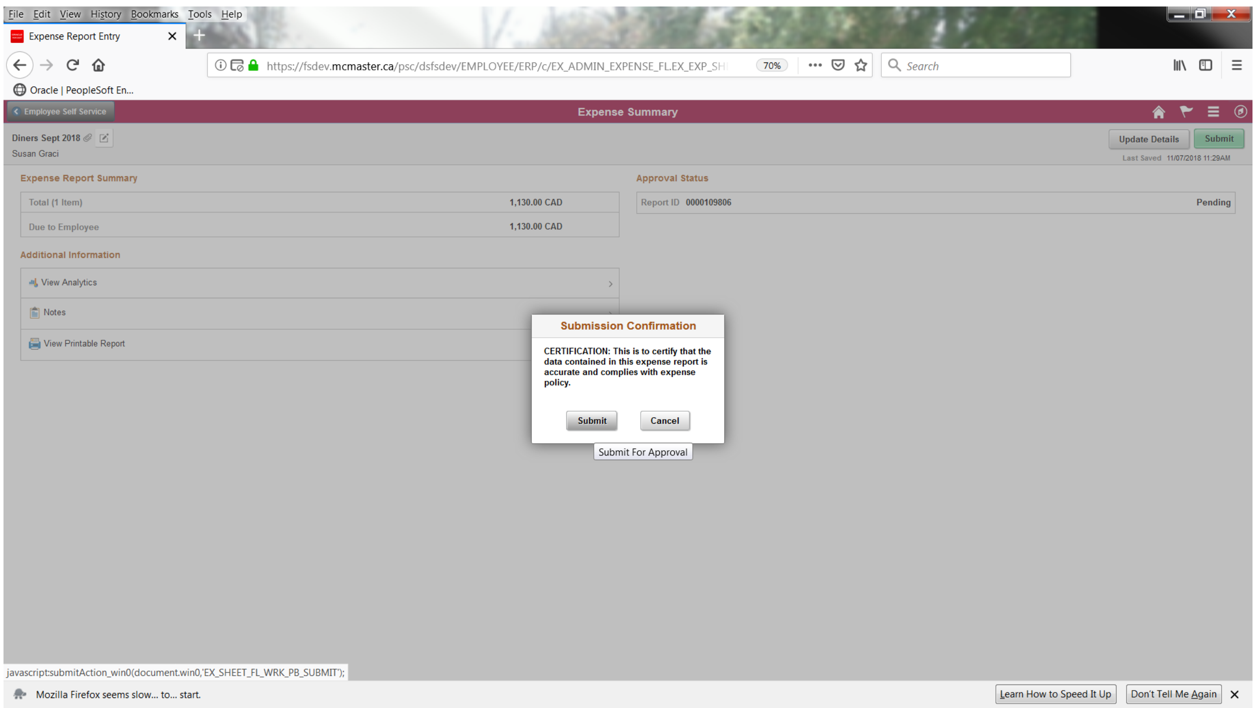


To submit the report, select Save to update all recent entries/changes.

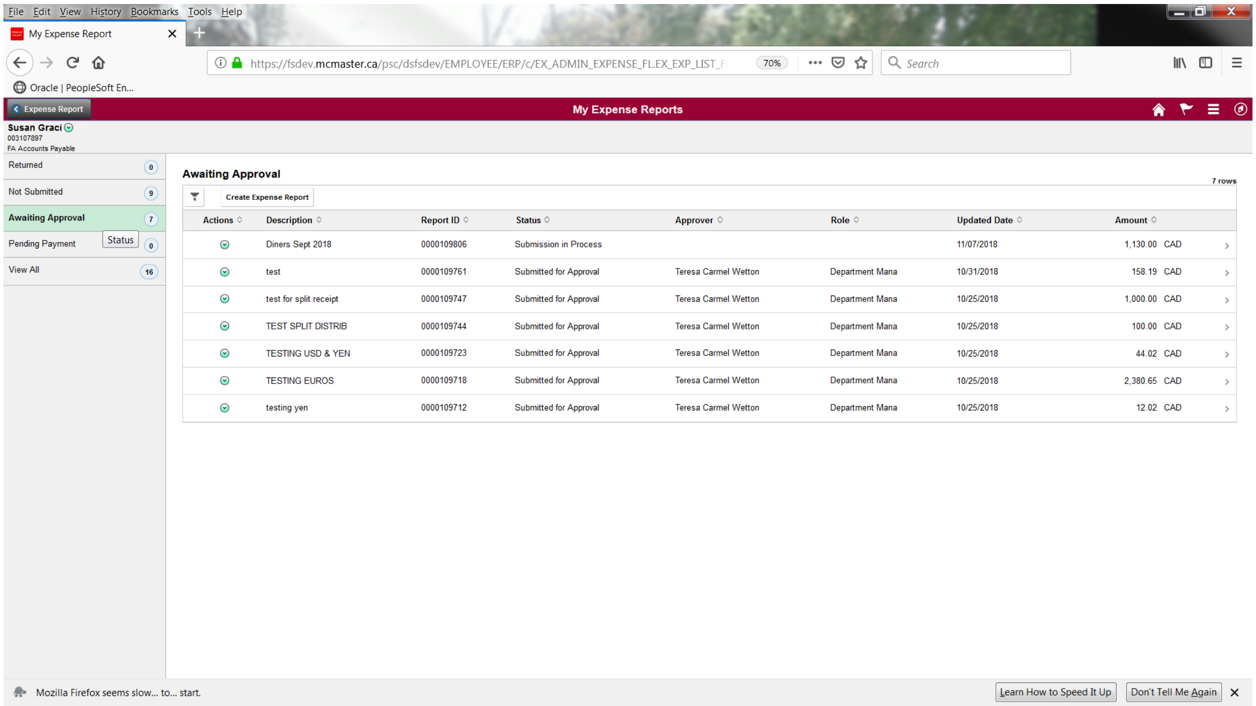
Then select Review and Submit button upper right portion of screen.







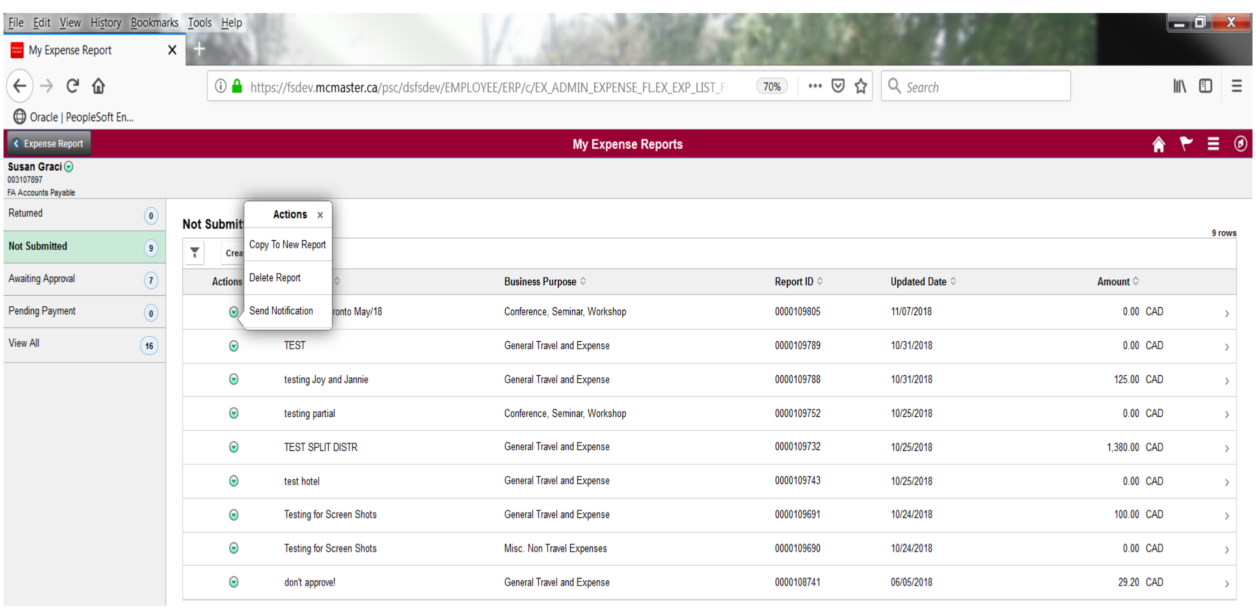
Select Submit to authorize the report.



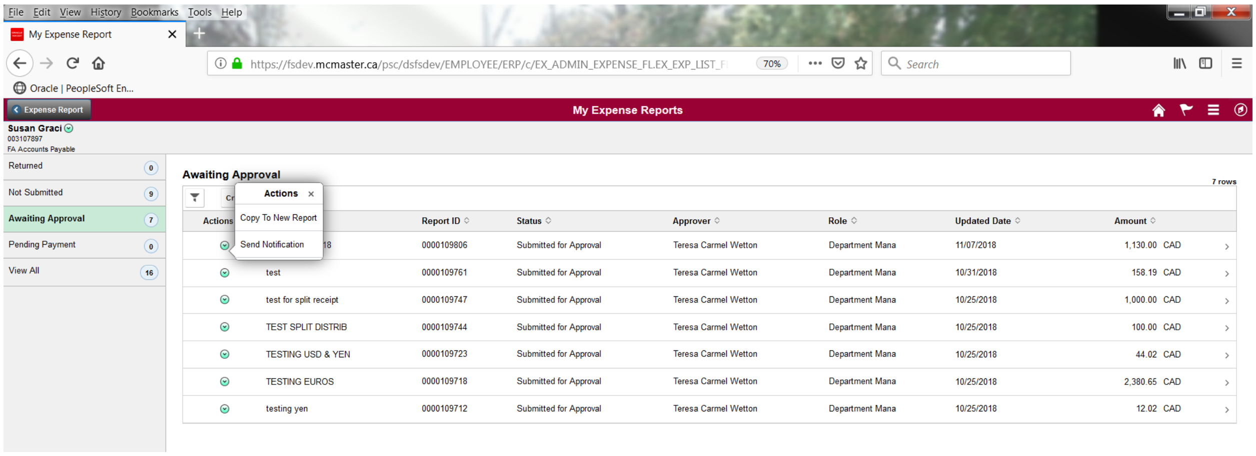
The system takes you to the summary screen.

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.

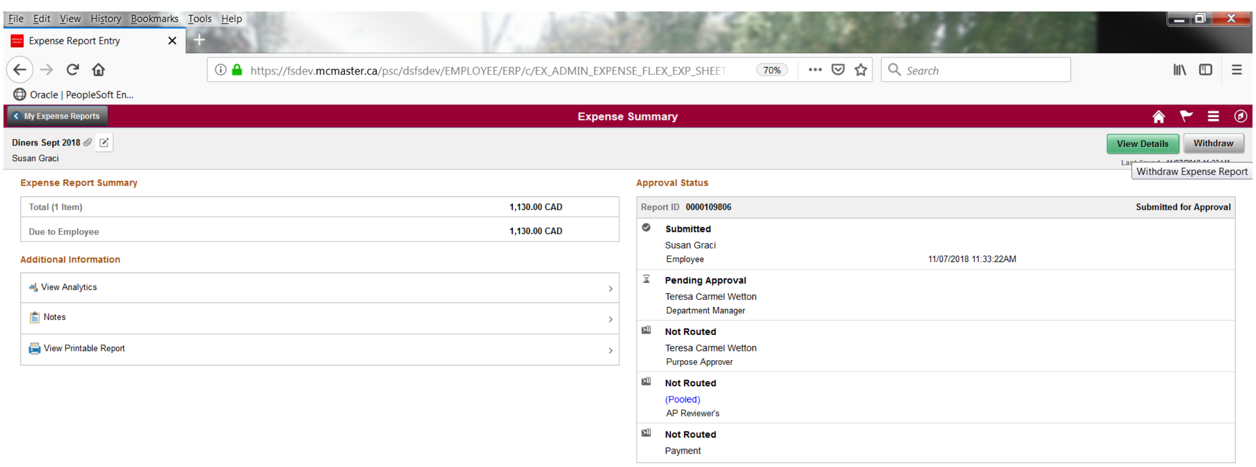


For reports **Not Submitted**, use the down arrow in the green circle to choose between copying the report into a new report, deleting or sending a notification. See above.



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

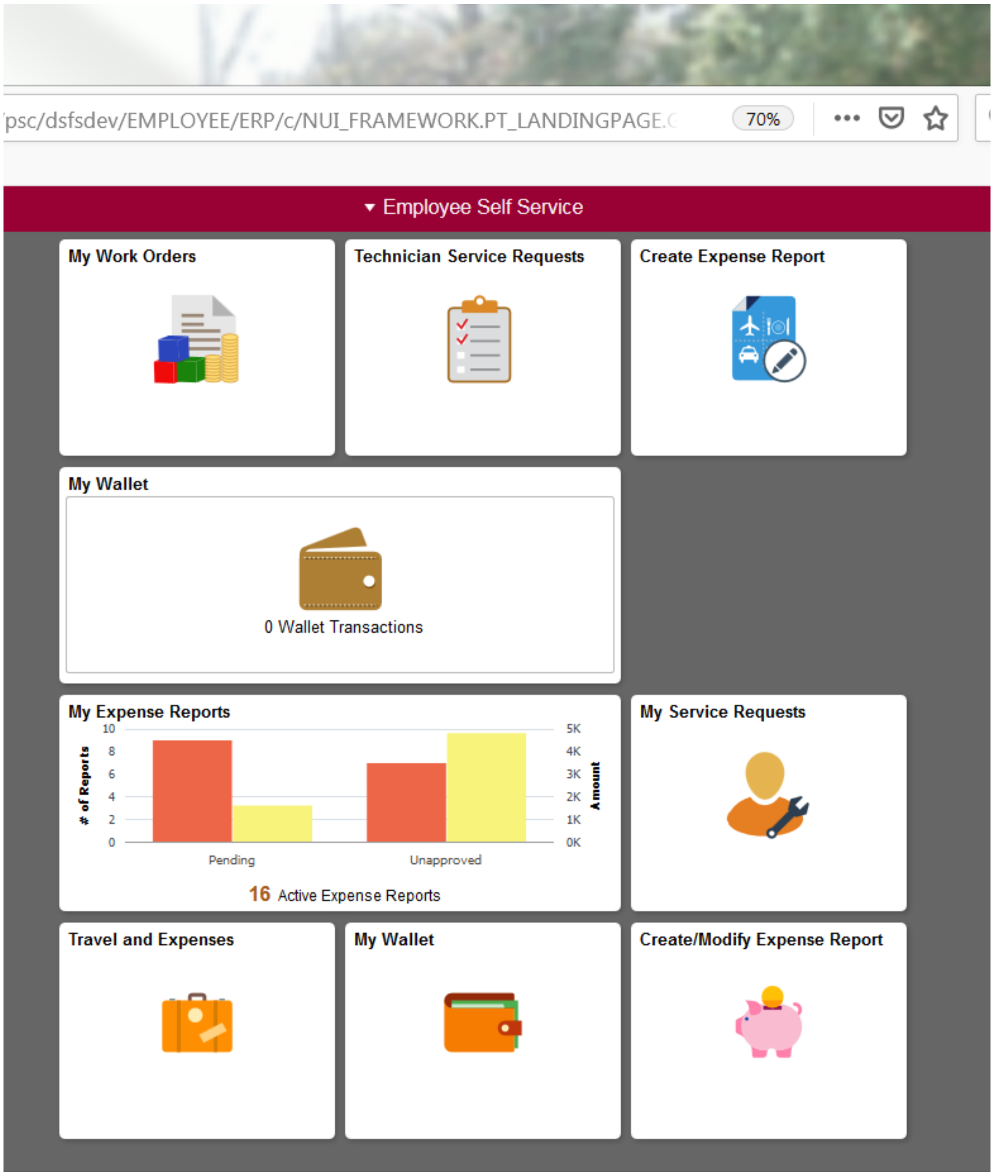
To withdraw a report that has been submitted but not approved by the claimant or first approver, click on the link to the specific report.



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.