

Expense Report

Create Expense Report

Navigation: **Employee Self-Service > ESS Travel and Expenses > Expense Reports > Create/Modify**

When you create an expense report, you can start with a blank expense report or populate one with data from another source. To populate the expense report with an approved travel authorization, enter the date range and select **Search** to find the approved travel authorization. Select a travel authorization from the results and click the **Return** button to continue to the **Expense Report** page.

Copy from Approved Travel Authorization

From Date: 07/31/2021 To: 11/30/2021 **Search**

Travel Auth Description	Authorization ID	GL Business Unit	Date From	Date To	Amount	Currency
					0.000	

Return

Click **Return** to access a new Expense Report

Create Expense Report

Business Purpose: Non-Travel Expense
 Report Description: NYSTA
 Reference: [Search]

Default Location: NY ALBANY

Attachments (0)

My Wallet (0) Quick-Fill

Add attachments and description on header level

My Wallet- import card entries into the report

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Fund	Dept	Program	MP
500.00	COSEN	500.00	USD	1.00000000		9999			99999	

Note: The Quick-fill link may be used to add multiple expenses.

- **Accounting** - enter the accounting details for the expense type selected
- **Details** – enter the line details expense type selected
- **Attachments** – upload line level attachments
- **(+/-)** – add/delete a row
- **Save for Later**– displays the Save Confirmation message and creates Expense Report ID for other actions
- **Summary & Submit** - displays the Submit Confirmation message and begins the approval workflow

If there are any errors in the expense report, a red flag icon displays next to the expense(s) that contains errors. Confirm accounting detail information is correct, the location fields have valid options selected and required fields are completed.

My Wallet (Link)

My Wallet stores credit card and user-entered expense transactions that you can apply to expense reports, thus saving data entry time. Use the **My Wallet** page to select unassigned credit card transactions to add to expense reports. Use the **VISA Transaction** link and change the Expense Type to the correct expenditure (e.g., PSC Parking Fees, PSC Per Diem Dinner, etc). **Note: Modifications to the wallet entry must be completed before adding the wallet entry to the Expense Report.**

Select the wallet transaction(s) and click the **Done** button to add the wallet entry to the Expense Report.

ESS Travel and Expenses

Create Expense Report

My Wallet

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	Date	Expense Type	Merchant	Amount	Currency	Non-Reimbursable
<input type="checkbox"/>			VISA Transactions	RESORT TRAVEL	975.00	USD	<input type="checkbox"/>
<input checked="" type="checkbox"/>			1 Conference registration fees	RESORT TRAVEL	25.00	USD	<input type="checkbox"/>

Done

Add wallet entry to the Expense Report

My Wallet selected transactions are added as expense lines to the expense report. Complete the expense lines as needed. If you copied from a Travel Authorization, delete the duplicate line(s) and Save for Later or Submit the report.

ESS Travel and Expenses

Create Expense Report

Save for Later Summary and Submit

Choose an Action GO

Business Purpose: Non-Travel Expense

Report Description: NY TSA

Reference:

Expenses: 500.00 USD

Title	Expense Type	Description	Amount	Currency
MEMBERSHIP	Membership costs	Membership	500.00	USD

Billing Type: Encl Paid

Location: NY ALBANY

Accounting Details

Account	GL Dist	Monetary Account	Currency	Exchange Rate	Account	Open Dist	Fund	Dept	Program	IMP
500.00	COBEN	400.00	USD	1.0000000	9999			9999		

Save for Later/Submit

Expense Lines and Chartfields