1. The 'compass' is your menu

9.2 Homepage. You may have different default 'tiles' than the above. These can be customized.
Creating an Expense Report Job Aid
PeopleSoft 9.2

Navigator
Creating an Expense Report Job Aid
PeopleSoft 9.2

1. Click on the Navigator icon.
2. Expand the Report Center section.
3. Click on Employee Self-Service.
4. Select Travel and Expense Center.
Please note this is not a '1 page back' button it is more a 'home' button.

These have no connection to the Travel Registry AKA Terradotta.

Continue working/modify a report.

Search by any criteria to locate and continue work on a created report.
7. Create a new report

- Enter employee #.

OR

- Leave blank and click 'magnifying glass'.

8. After a brief load you will be able to create a report by searching last 'Name'.
Creating an Expense Report Job Aid
PeopleSoft 9.2

**Report Creation Page**

A. **Select business purpose**

B. **Enter report description**

C. **Travel = Location dates**

D. **Enter Travel Authorization number from Travel Registry AKA Terra Dotta**

Confirm correct employee

Non Travel Expenses = 'NTE xyz'

Ex. 'NTE Supplies'

Ex. 'Tampa, FL 1/2-1/5/18'
10. **Report Creation**

**Expense Lines**

- **A** Enter date, type, description, payment, and amount.
- **B** \(\text{Save for Later}\)
- **C** \(\text{Default Accounting For Report}\)
- **D** Enter speedChart only and then tab or click in another box. This will auto populate fields like Dept, Program, Class etc.
- **E** \(\text{OK}\)

This will be the default speedtype for all future lines created next. If you had previously created multiple lines before this step this accounting default will not apply to them.
10. B Report Creation
Splitfunding Lines (if needed)

A  Accounting Details

B  Scroll Right

C  This line is your accounting default from step 10

D  Scroll back left

E  Enter second SpeedChart and then tab or click another box. Repeat adding lines /w A-E as needed
Creating an Expense Report Job Aid
PeopleSoft 9.2

11  Report Creation
Printing Expense Cover Sheet & Adding to Report Comment Box

12  Report Creation
Adding report 'Comments' AKA 'Notes'

The 'Notes' box is what the previous 'Comments' box used to be.
Please communicate anything unique or other necessary info here.
13. **Report Creation**

Print Expense Coversheet for signatures

A. **View Printable Version**

B. **Print Expense Report**
### New Expense Report Cover Sheet

**Employee:** Keith Parenteau  
**Employee ID:** 1011234  
**Status:** Pending  
**Terra Dotta ID:** 12345  
**Business Purpose:** Conference  
**Description:** Tampa, FL 1/1-1/5/18

**Comments:** This is the notes box on summary and submit and will appear under the comments box on the printable view.

### Expense Lines

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Description</th>
<th>Payment Type</th>
<th>Billing Type</th>
<th>Exchange Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/02/13</td>
<td>Airfare</td>
<td>Data</td>
<td>Out of Pocket</td>
<td>Out of State Travel</td>
<td>1.00</td>
</tr>
</tbody>
</table>

### Expense Distributions

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Department</th>
<th>Program</th>
<th>Class</th>
<th>Project/Grant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>765216</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>200.00 USD</td>
</tr>
</tbody>
</table>

| Employee Expenses | 200.00 USD |
| Cash Advances Applied | 0.00 USD |
| Non-Reimbursable Expenses | 0.00 USD |
| Prepaid Expenses | 0.00 USD |
| Amount Due to Supplier | 0.00 USD |
| Amount Due to Employee | 200.00 USD |

I hereby certify that the above amounts as itemized are true and correct, were incurred by me during the necessary travel in the service of the University, and conform fully with the Travel Rules and Regulations.

---

**Employee Signature**  
**Date**  
**Account Administrator**  
**Date**

**Obtain wet or electronic signatures**

---

**Approved By**  
**Date**  
**PI (Principal Investigator) or Other Approval**  
**Date**

---

**Created By:**  
**Creation Date:** 04/04/2018  
**Print Date:** 05/06/2018  
**Total Amount:** 200.00 USD  
**Page Number:** Page 1 of 2
Repeat steps 1-8 to get back to modifying the report.

Please note: Even though your expense coversheet was in landscape mode when you combine the coversheet PDF with your receipt PDF it should create one portrait oriented PDF.

Attach your signed expense coversheet & receipts/documentation as a PDF.
16 Submitting the Report

After adding attachments you are taken back to the modify page.