ERP Job Aid
RI Enterprise Resource Planning

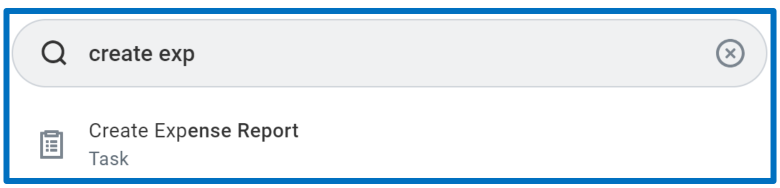
Create Expense Report for Out-of-State Travel — Employee

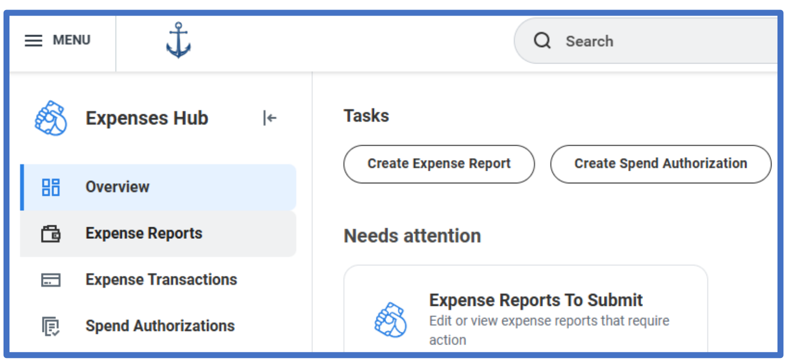
This is a step-by-step guide on how to create an expense report for out-of-state travel in the ERP system.

Before you submit an expense report, you must submit a spend authorization. Please see the job aid *Create Spend Authorization* for detailed step-by-step instructions.

Prior to creating your *first* expense report, you must designate where your expense reimbursement is deposited, i.e., a payment election (direct deposit) for expense payments must be set-up in the ERP system. Please see the job aid *Add-Edit Payment Elections* for detailed step-by-step instructions.

1. To create an expense report in the ERP system, type *Create Expense Report* and then select the **Create Expense Report** task.
   Note: *You can also create an expense report from the 'Expenses Hub' which can be accessed via the Global Navigation* ***Menu*** *at the top left corner of your screen. Select* ***Expenses Hub*** *>* ***Create Expense Report****. (If the Expenses Hub is not listed in your* ***Menu****, select* ***Add Apps*** *> type 'Expenses Hub' in the* ***Find Apps*** *field > select the plus-sign > select* ***Back to Menu****.)*



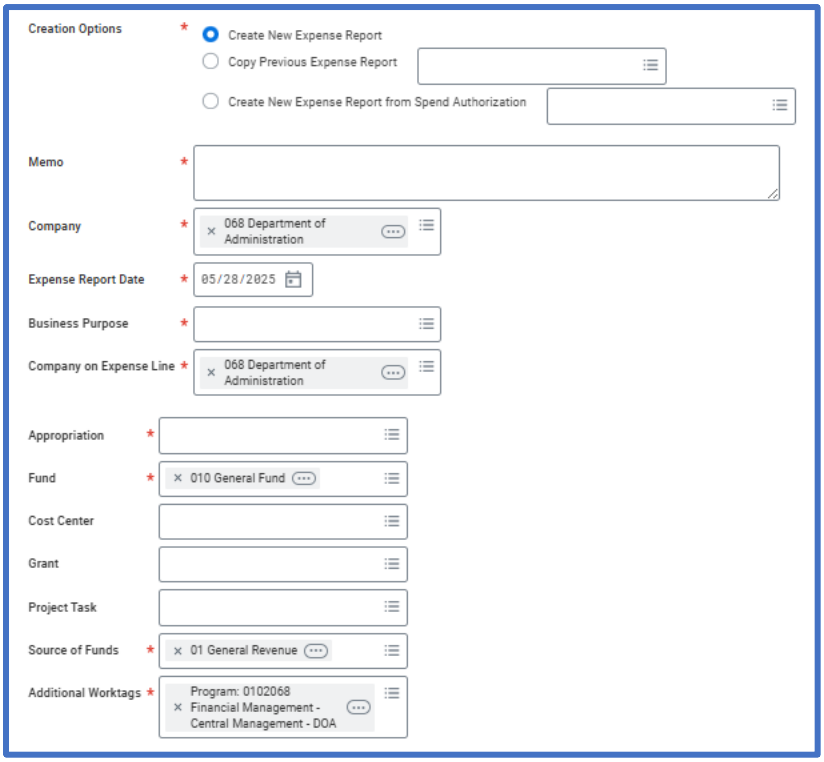


2. Read the **Instructions** on the right-hand side to review up-to-date Expense Policies.

Expense Report Information

3. Select **Create New Expense Report from Spend Authorization** radial button.
   a. To select a **Spend Authorization**, select the menu icon, and then make your selection.
4. If this is the final spend for the **Spend Authorization** specified above, then check the **Final Expense Report for Spend Authorization** checkbox.
5. In the **Memo**, type in a description of why the expenses were incurred.

6. The **Company** defaults to your **Company**. In necessary, to select a different **Company**, select the menu icon and then make your selection.
7. The **Expense Report Date** defaults to today's date. If necessary, select a different **Expense Report Date**.
8. To specify a **Business Purpose** for this expense report, select the menu icon and then make your selection.
9. The **Company on Expense Line** defaults to your **Company**. To select a different **Company on Expense Line**, select the menu icon, select **Intercompany Affiliate Companies,** and then make your selection.
10. To select an **Appropriation**, select the menu icon, select **My Worktags**, and then make your selection.
    Note: *Alternatively, type in an appropriation, select enter to search, and then make your selection from the search results.*
    Note: *Alternatively, select the menu icon, select **Active Appropriations by Appropriation Hierarchy**, select an Appropriations Hierarchy, and then continue selecting options to ultimately make your selection. (For example, select Active Appropriations by Appropriation Hierarchy > SORI Appropriation > Education > 026 Rhode Island Council on the Arts > 31002 Film Commission.)*
11. The **Fund** automatically populates
12. **Source of Funds** is automatically populated by the appropriation and should not be changed.
    a. **Note**: When using a **Source of Funds** of 02, the **Grant** and **Project Worktags** must be entered.
13. **Additional Worktags** defaults from the **Appropriation** select above.
    Note: *To allocate individual expenses to a project, please see Step 32.*

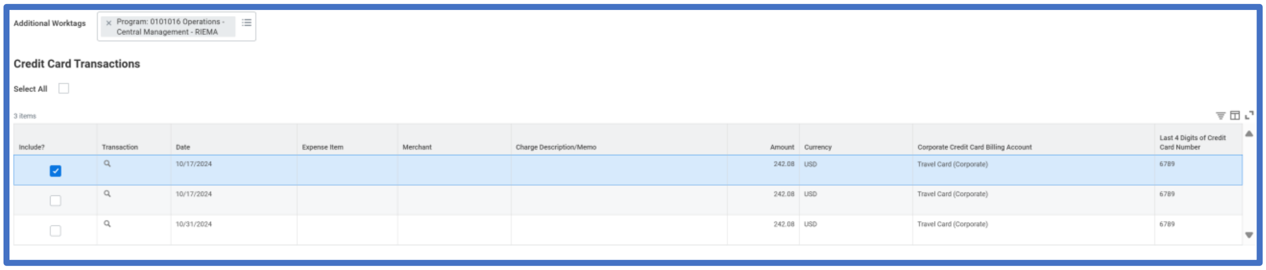


Note: *Required fields are indicated by a red asterisk.*

14. Scroll down.

Credit Card Transactions

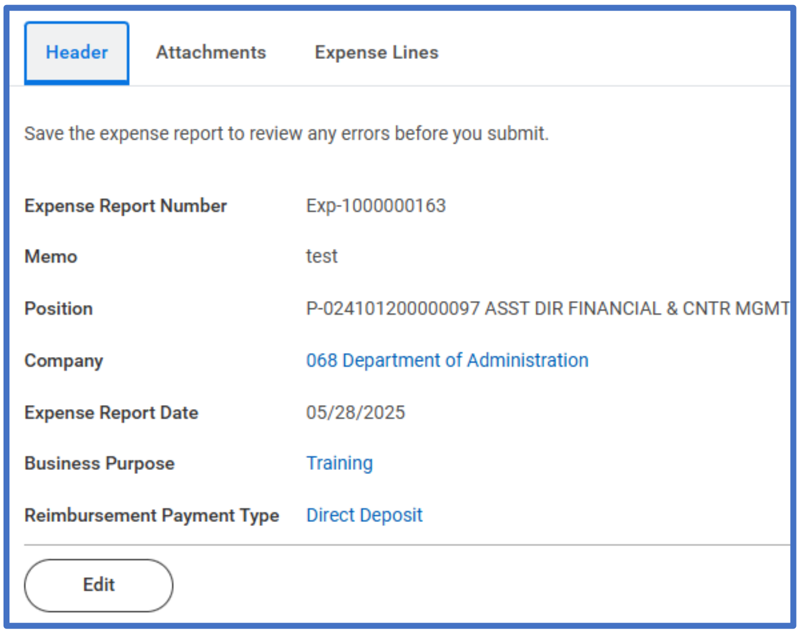
15. Under **Credit Card Transactions**, check the checkbox for which **Credit Card Transactions** you want to **include** in this **Expense Report**.



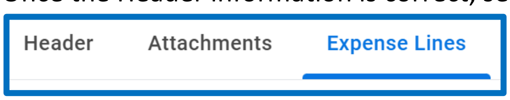
16. Select **OK**.

On the next screen-you may receive an **Alert** to check the *Final Expense Report for Spend Authorization* checkbox if this is your final expense report for the specified **Spend Authorization**.

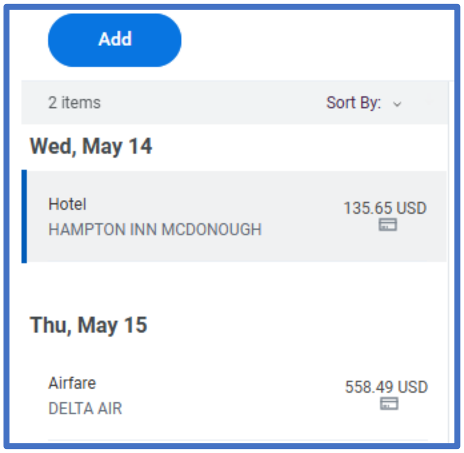
17. Review the **Header** information. If necessary, to edit, select **Edit**, and then make any necessary changes.



18. Once the Header information is correct, select the **Expense Lines** tab.

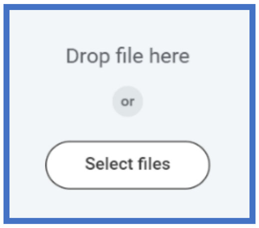


19. Each **Credit Card Transaction** (that you selected in an earlier step) is displayed in the left panel.

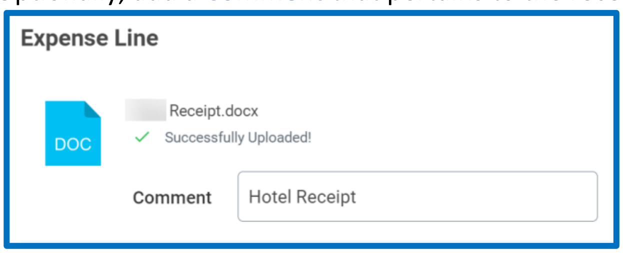


Expense Lines

20. To upload an expense receipt from your device, under **Expense Line**, select **Select Files.**



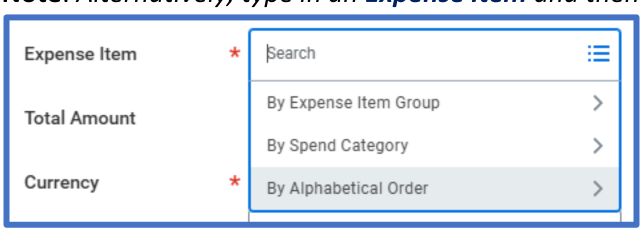
21. Optionally, add a **Comment** that pertains to the receipt.



Note: *Select* ***Upload*** *only if this one expense has a secondary or tertiary receipt. To remove a receipt, select the trash can icon (at the far right.)*

22. For Credit Card Transactions, the Expense Date is automatically populated with the credit card transaction date.
23. Then, select an **Expense Item**, by selecting the menu icon, **By Alphabetical Order**, and then making your selection.

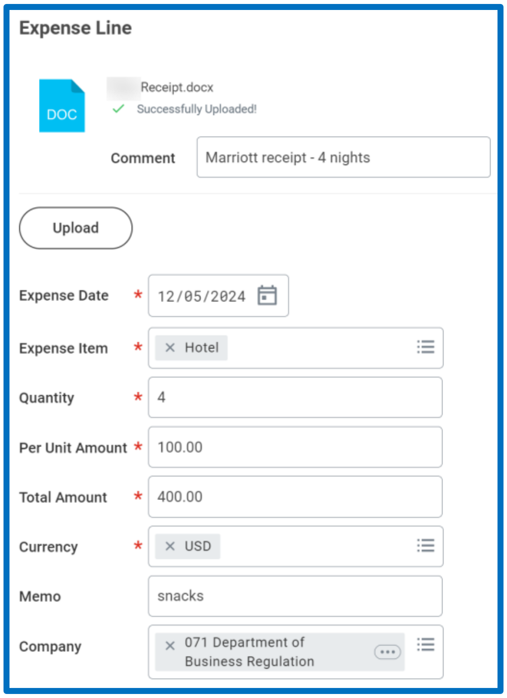
Note: *Alternatively, type in an* ***Expense Item*** *and then select* enter *to search.*



Note: *Depending upon the type of* ***Expense Item*** *selected, the following fields may vary. For example, if 'Hotel' is selected as the* ***Expense Item****, then more information, i.e., Hotel name, Arrival Date, Departure Date, etc., can be provided.*

24. If applicable, type in a **Quantity**.

25. If applicable, type in a **Per Unit Amount**.
26. The **Total Amount** automatically populates from the **Quantity** and **Per Unit Amount**, or from the **Credit Card Transaction**.
27. To provide a note about this **Expense Item**, type a note in the **Memo** field.
28. The Worktags on the expense line will automatically populate based on the Worktag selections made on the Header page.
    Note: *To indicate that an **Expense Item** pertains to one or more projects, for **Additional Worktags**, select the menu icon, select **Projects**, select **Projects** (again), and then make your selection.*



Note: *Required fields are indicated by a red asterisk.*

Itemization

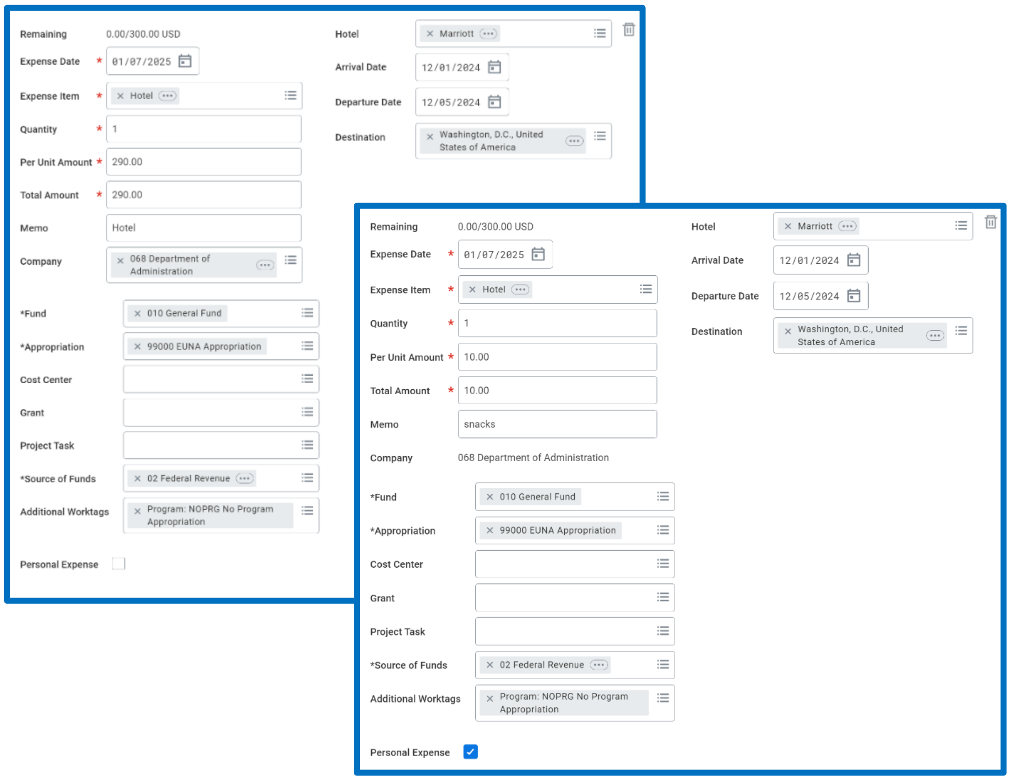
29. If, according to your company's expense policy, you need to break down the cost of an **Expense Item** into individual components, then under the heading **Itemization**, select **Add**. Otherwise, go to the next step.
    a. The first **Itemized Expense Line** defaults from what was entered above, and can be updated if needed:
        i. **Expense Date**.
        ii. **Expense Item.**
        iii. **Quantity.**
        iv. **Per Unit Amount.**
        v. **Total Amount.**
        vi. Type in a **Memo** describing the **Expense Item**.
        vii. A Personal Expense checkbox will appear on the bottom of the itemization page. For credit card transactions only, if any personal charges were made on the agency credit card, select the Personal Expense checkbox.
        viii. If this itemization should be allocated to a different appropriation, indicate that here.

    Note: *To delete an **Itemized Expense Line**, select the trash can icon in the upper right corner*.

    b. To add a second **Itemized Expense Line**, select **Add**, otherwise select **Done**.
        i. Select an **Expense Date**.

ii. Select an **Expense Item.**
iii. Type in a **Quantity.**
iv. Type a **Per Unit Amount.**
v. Type in a **Total Amount.**
vi. Type in a **Memo** describing the **Expense Item**.
vii. A Personal Expense checkbox will appear on the bottom of the itemization page. For credit card transactions only, if any personal charges were made on the agency credit card, select the Personal Expense checkbox.
viii. If this itemization should be allocated to a different appropriation, indicate that here.

Note: *If applicable, continue itemizing (breaking down) this one Expense Item into individual Expense Items.) If finished itemizing, continue to the next step.*



Note: *Required fields are indicated by a red asterisk.*
Note: *The total of itemized expenses must match the **Total Amount** entered in Step 27.*

30. If you have another **Credit Card Transaction** listed in the left panel, select the **Credit Card Transaction** from the left panel and repeat Steps 21-33 above.
31. Once all **Expense Lines** for this **Expense Report** are entered, select **Submit**. The expense report will now route for required approvals.
32. To review your expense report drafts and submissions, navigate back to the **Expenses Hub**. Click on the Expense Report tab. You can view the status of each expense report and its payment status.