



MYFSCJ FLUID CHANGES

Document

Creating an Expense Report from a Travel Authorization

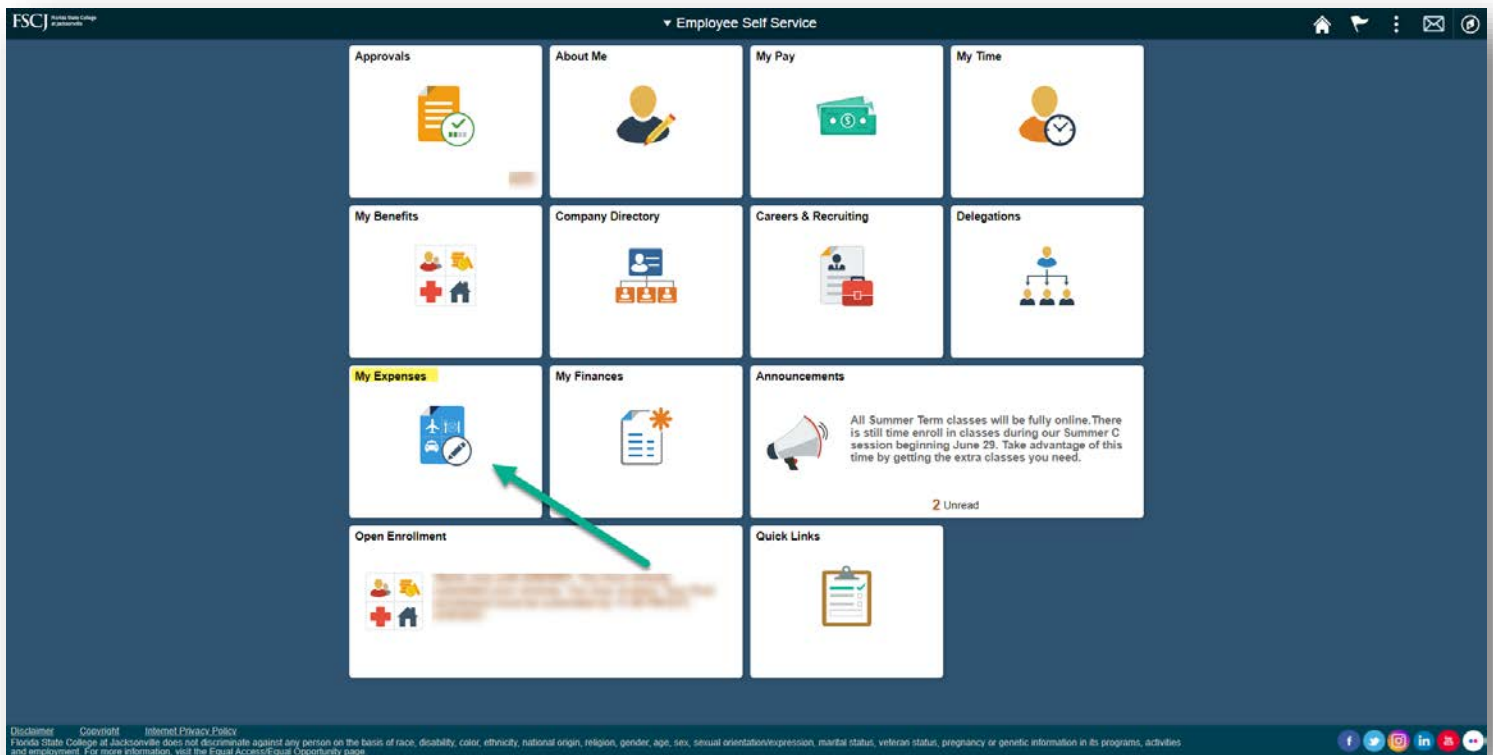
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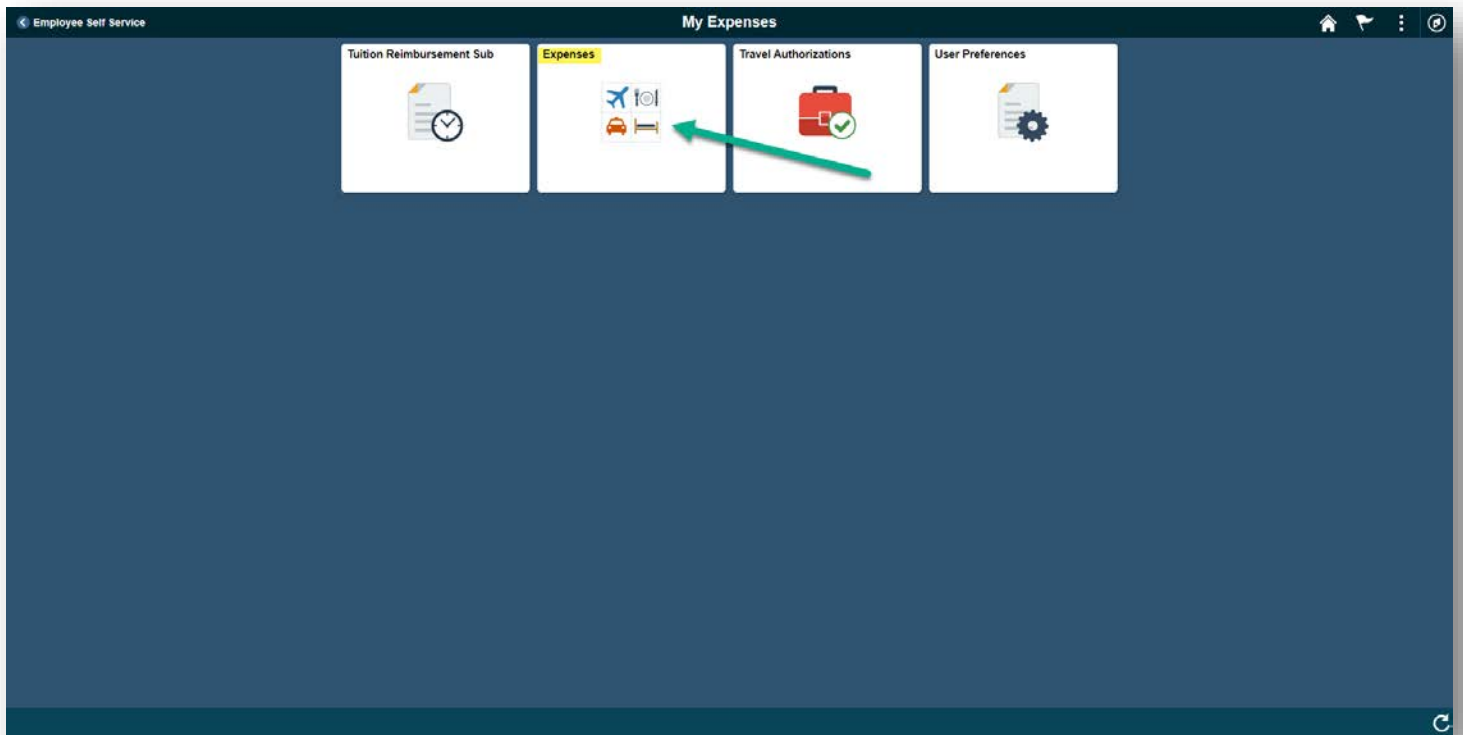
4/26/2021

Overview	This document will share how to Create an Expense Report from a Travel Authorization using the Fluid Navigation in PeopleSoft.
Target Audience	Staff, Faculty, Managers
Office	Finance
Contact(s)	AccountsPayable@fscj.edu

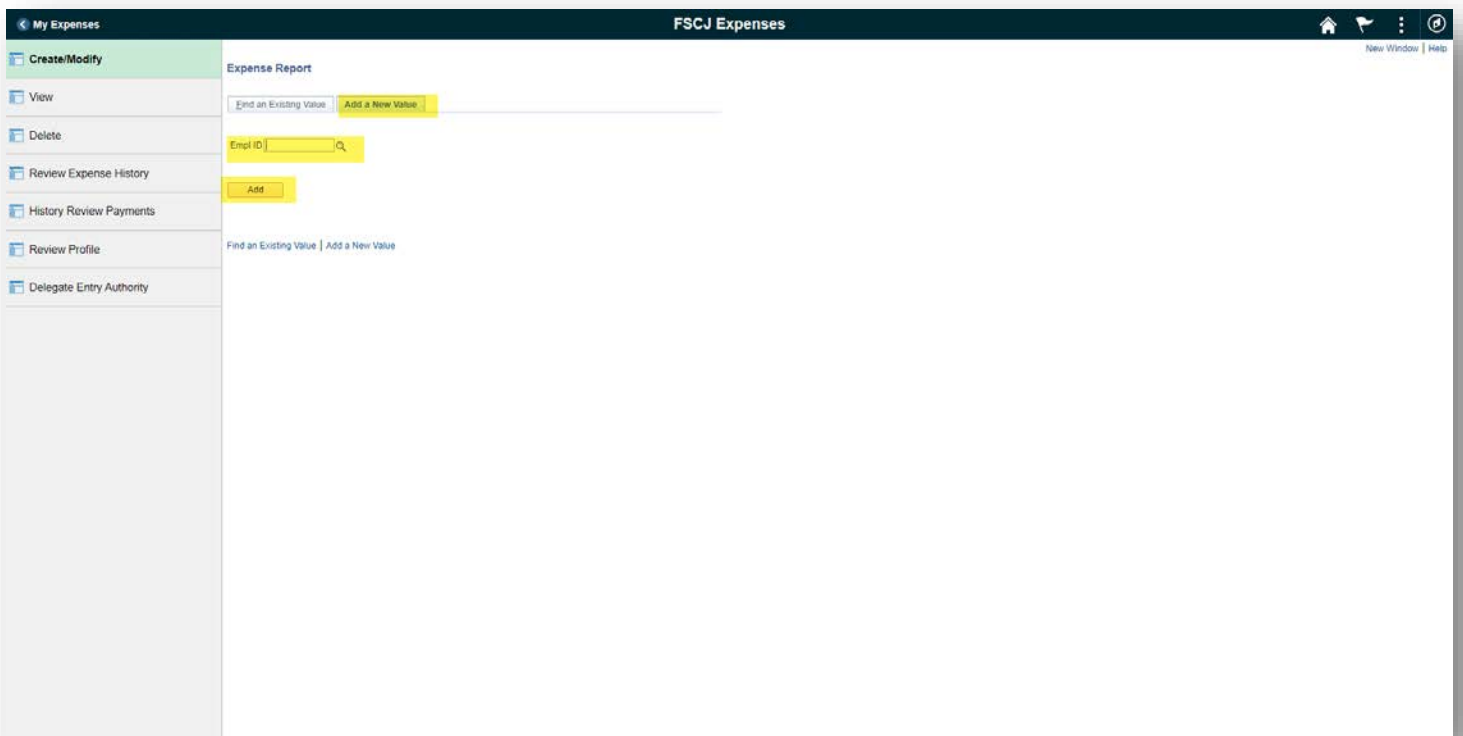
Procedure

1. Navigation: Employee Self Service page > My Expenses Tile > Expenses Tile.





2. Click on the "Add a New Value" tab and enter the "Empl ID".
3. Next, click on the "Add" button.



4. In the upper right corner, click on the drop-down menu next to "Quick Start" and select "A Travel Authorization". Then click on "GO".
5. A list of your approved travel authorizations will populate. Change the search dates if needed. Click on the correct TA by clicking on the "Select" button.
6. Once you click on the select button, the travel authorization will populate all the expenses into the new expense report. You will be able to determine your TA was added by the "Authorization ID" number.

My Expenses **FSCJ Expenses**

Create Expense Report

Quick Start: **Populate From** (dropdown menu open)

Dropdown options: **Populate From**, A Template, **A Travel Authorization**, An Existing Report, Enter from My Wallet

Business Purpose: [dropdown] Default Location: FSCJ

Report Description: [text] Reference: [text]

Expenses: Expand All | Collapse All | Add | My Wallet (0) | Quick-Fill

Total: 0.00 USD

*Date: [text] *Expense Type: [dropdown] Description: [text] *Payment Type: [dropdown] *Amount: 0.00 *Currency: USD

254 characters remaining

Expand All | Collapse All

Total: 0.00 USD

My Expenses **FSCJ Expenses**

Create Expense Report

Quick Start: A Travel Authorization

Business Purpose: [dropdown] Default Location: FSCJ

Report Description: [text] Reference: [text]

Expenses: Expand All | Collapse All | Add | My Wallet (0) | Quick-Fill

Total: 0.00 USD

*Date: [text] *Expense Type: [dropdown] Description: [text] *Payment Type: [dropdown] *Amount: 0.00 *Currency: USD

254 characters remaining

Expand All | Collapse All

Total: 0.00 USD

Copy from Approved Travel Authorization

From Date: 01/23/2021 To: 05/23/2021 Search

Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select Baseball Game	0000007182	04/05/2021	04/05/2021	1,360.00 USD	
Select Baseball Game	0000007181	03/25/2021	03/25/2021	1,511.00 USD	
Select Baseball Game	0000007180	03/20/2021	03/20/2021	1,490.00 USD	
Select Baseball Game	0000007179	03/17/2021	03/17/2021	1,490.00 USD	
Select Baseball Game	0000007173	03/07/2021	03/07/2021	1,490.00 USD	
Select Baseball game	0000007150	03/08/2021	03/08/2021	1,570.00 USD	

Return

7. Expand all the line items to verify all the actual cost information is correct. If it is not, update the actual cost at this time. Verify the cost is reimbursable to the employee by making sure the correct box is checked off for either "Default Rate" or "Non-Reimbursable. College Prepaid and Pcard Prepaid are non-reimbursable and Employee Paid is reimbursable. All expenses from the travel must be included, even if the employee will not be reimbursed. This includes Pcard and College Prepaid expenses.
8. Verify the accounting details are correct.

My Expenses **FSCJ Expenses**

Create Expense Report

Business Purpose: Athletics Default Location: FSCJ Authorization ID: 0000007182

Report Description: Baseball Game Reference: Attachments

Expenses

Expand All Collapse All Add: My Wallet (0) Quick-Fill

Total: 1,360.00 USD

Expense 1:

Date: 04/05/2021 Expense Type: Transportation College Prepaid Description: Bus Payment Type: College Prepaid Amount: 1,029.00 Currency: USD

Billing Type: Student Location: FSCJ

Accounting Details:

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Orig Unit	Dept	Account	Project
1,029.00	FSCJ1	1,029.00 USD	1.00000000	02					

Expense 2:

Date: 04/05/2021 Expense Type: Student Meals paid by P-Card Description: Dinner Student Athlete Payment Type: Pcard - Prepaid Amount: 312.00 Currency: USD

Billing Type: Student

Accounting Details:

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Orig Unit	Dept	Account	Project
312.00	FSCJ1	312.00 USD	1.00000000	02					

9. Review each line for if it is a reimbursable or non-reimbursable expense. College Prepaid and Pcard paid expenses should be marked as Non-Reimbursable. If they aren't, change them by checking the "Non-Reimbursable" box on the needed expenses.

My Expenses **FSCJ Expenses**

Create/Modify

Expenses Expand All Collapse All Add | My Wallet (0) | Quick-Fill Total 1,368.00 USD

*Date: 04/05/2021 *Expense Type: Transportation College Prepaid *Description: Bus *Payment Type: College Prepaid *Amount: 1,029.00 *Currency: USD

*Billing Type: Student *Location: FSCJ

251 characters remaining

☒ Default Rate ☐ Non Reimbursable ☐ No Receipt *Exchange Rate: 1.00000000 Base Currency Amount: 1,029.00 USD

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Org Unit	Dept	Account	Project
1029.00	FSCJ1	1029.00 USD		1.00000000	02				

*Date: 04/05/2021 *Expense Type: Student Meals paid by P-Card *Description: Dinner Student Athlete *Payment Type: Pcard - Prepaid *Amount: 312.00 *Currency: USD

*Billing Type: Student

232 characters remaining

☒ Default Rate ☐ Non Reimbursable ☐ No Receipt *Exchange Rate: 1.00000000 Base Currency Amount: 312.00 USD

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Org Unit	Dept	Account	Project
312.00	FSCJ1	312.00 USD		1.00000000	02				

*Date: 04/05/2021 *Expense Type: Dinner Per Diem *Description: Head Coach Dinner *Payment Type: Employee Paid *Amount: 19.00 *Currency: USD

*Billing Type: Student *Location: FSCJ

237 characters remaining

☒ Default Rate ☐ Non Reimbursable ☐ No Receipt *Exchange Rate: 1.00000000 Base Currency Amount: 19.00 USD

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Org Unit	Dept	Account	Project
19.00	FSCJ1	19.00 USD		1.00000000	02				

My Expenses **FSCJ Expenses**

Create/Modify

Expenses Expand All Collapse All Add | My Wallet (0) | Quick-Fill Total 1,368.00 USD

*Date: 04/05/2021 *Expense Type: Transportation College Prepaid *Description: Bus *Payment Type: College Prepaid *Amount: 1,029.00 *Currency: USD

*Billing Type: Student *Location: FSCJ

251 characters remaining

☒ Default Rate ☒ Non Reimbursable ☐ No Receipt *Exchange Rate: 1.00000000 Base Currency Amount: 1,029.00 USD

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Org Unit	Dept	Account	Project
1029.00	FSCJ1	1029.00 USD		1.00000000	02				

*Date: 04/05/2021 *Expense Type: Student Meals paid by P-Card *Description: Dinner Student Athlete *Payment Type: Pcard - Prepaid *Amount: 312.00 *Currency: USD

*Billing Type: Student

232 characters remaining

☒ Default Rate ☒ Non Reimbursable ☐ No Receipt *Exchange Rate: 1.00000000 Base Currency Amount: 312.00 USD

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Org Unit	Dept	Account	Project
312.00	FSCJ1	312.00 USD		1.00000000	02				

*Date: 04/05/2021 *Expense Type: Dinner Per Diem *Description: Head Coach Dinner *Payment Type: Employee Paid *Amount: 19.00 *Currency: USD

*Billing Type: Student *Location: FSCJ

237 characters remaining

☒ Default Rate ☐ Non Reimbursable ☐ No Receipt *Exchange Rate: 1.00000000 Base Currency Amount: 19.00 USD

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Org Unit	Dept	Account	Project
19.00	FSCJ1	19.00 USD		1.00000000	02				

10. Next, add your receipts by clicking on the "Attachments" hyperlink.

My Expenses **FSCJ Expenses** New Window | Help | Personalize Page

Create Expense Report Save for Later | Summary and Submit

*Business Purpose: Athletics Default Location: FSCJ Actions: Choose an Action **GO**

*Report Description: Baseball Game Authorization ID: 0000007182 **Attachments (1)**

Reference:

Expenses Expand All | Collapse All | Add | My Wallet (0) | Quick-Fill Total: 1,360.00 USD

*Date: 04/05/2021 *Expense Type: Transportation College Prepaid *Description: Bus *Payment Type: College Prepaid *Amount: 1,029.00 *Currency: USD

*Billing Type: Student *Location: FSCJ

☒ Default Rate ☒ Non-Reimbursable ☐ No Receipt *Exchange Rate: 1.00000000 Base Currency Amount: 1,029.00 USD

Accounting Details

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Orig Unit	Dept	Account	Project
1,029.00	FSCJ1	1,029.00	USD	1.00000000	52			6050600	

*Date: 04/05/2021 *Expense Type: Student Meals paid by P-Card *Description: Dinner Student Athlete *Payment Type: P-card - Prepaid *Amount: 312.00 *Currency: USD

*Billing Type: Student

☒ Default Rate ☒ Non-Reimbursable ☐ No Receipt *Exchange Rate: 1.00000000 Base Currency Amount: 312.00 USD

Accounting Details

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Orig Unit	Dept	Account	Project
312.00	FSCJ1	312.00	USD	1.00000000	52			6050600	

11. Then, click on the “Add Attachment” button.

My Expenses **FSCJ Expenses** New Window | Help | Personalize Page

Create Expense Report Save for Later | Summary and Submit

*Business Purpose: Athletics Default Location: FSCJ Actions: Choose an Action **GO**

*Report Description: Baseball Game At ST JCHMS Authorization ID: 0000007182 **Attachments**

Reference:

Expenses Expand All | Collapse All | Add | My Wallet (0) | Quick-Fill Total: 1,360.00 USD

*Date: 04/05/2021 *Expense Type: Student Meals paid by P-Card *Description: Dinner Student Athlete *Payment Type: P-card - Prepaid *Amount: 312.00 *Currency: USD

*Billing Type: Student

☒ Default Rate ☒ Non-Reimbursable ☐ No Receipt *Exchange Rate: 1.00000000 Base Currency Amount: 312.00 USD

Accounting Details

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Orig Unit	Dept	Account	Project
312.00	FSCJ1	312.00	USD	1.00000000	52			6050600	

Expense Report Attachments

Report ID: NEXT

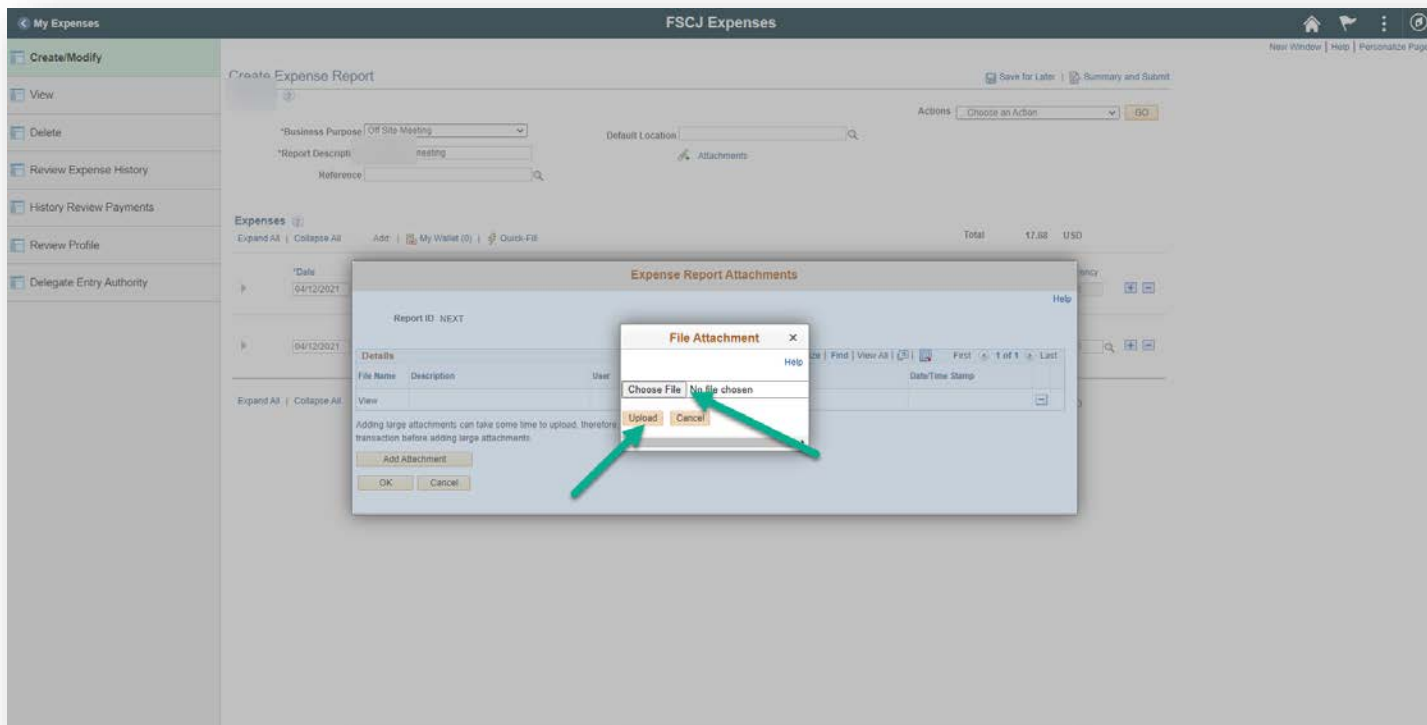
Details Personalize | Find | View All | 1 of 1 | Last

File Name	Description	User	Name	Date/Time Stamp
View				

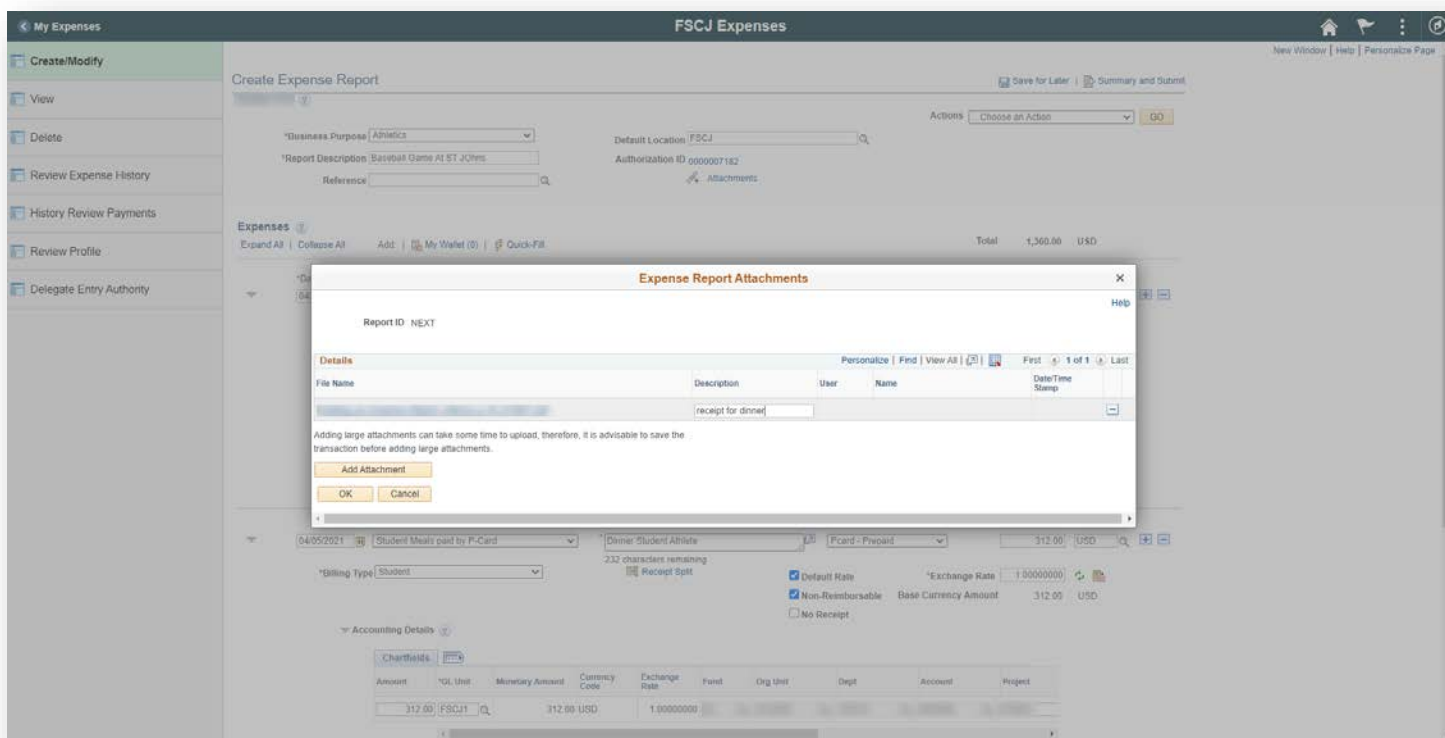
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment **OK** **Cancel**

12. Click on “Choose File”, find the document on your computer, then click on “Upload”.



13. Next, add a description, then click on the “OK” button.



14. If you need to save the expense report to finalize and submit at a later time, click “Save for Later”. **This does NOT submit the expense report.**
15. If you have verified all information is accurate and complete and you are ready to submit, click on “Summary and Submit”. **The submission process is not finished until you see the red text confirmation.**

My Expenses **FSCJ Expenses** New Window | Help | Personalize Page

Create Expense Report Save for Later Summary and Submit GO

*Business Purpose: Athletics Default Location: FSCJ
*Report Description: Baseball Game Authorization ID: 0000007152
Reference: Attachments (1)

Expenses Expand All | Collapse All Add | My Wallet (0) | Quick-Fill Total: 1,360.00 USD

*Date: 04/05/2021 *Expense Type: Transportation College Prepaid *Description: Bus *Payment Type: College Prepaid *Amount: 1,029.00 *Currency: USD
251 characters remaining
Receipt Split ☒ Default Rate ☒ Non Reimbursable *Exchange Rate: 1.000000000
☐ No Receipt Base Currency Amount: 1,029.00 USD

*Billing Type: Student *Location: FSCJ

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Org Unit	Dept	Account	Project
1029.00	FSCJ1	1029.00 USD		1.000000000	02			6050500	

*Date: 04/05/2021 *Expense Type: Student Meals paid by P-Card *Description: Dinner Student Athlete *Payment Type: P-Card - Prepaid *Amount: 312.00 *Currency: USD
232 characters remaining
Receipt Split ☒ Default Rate ☒ Non Reimbursable *Exchange Rate: 1.000000000
☐ No Receipt Base Currency Amount: 312.00 USD

*Billing Type: Student

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Org Unit	Dept	Account	Project
312.00	FSCJ1	312.00 USD		1.000000000	02			6050500	

javascript:submitAction_win0(document.wi0_EK_HDR_WI0X_ATTACHMENTS_PB1)

16. To finish submitting the expense report, check off the box in the bottom corner and click on the “Submit Expense Report” button.

My Expenses FSCJ Expenses

Create Expense Report Save for Later | Expense Details

*Business Purpose: Athletics
 *Description: Baseball Game
 Reference:

Totals View Printable Version | View Analytics | Notes | Attachments (1)

Employee Expenses (3 Lines)	1,360.00 USD	Non-Reimbursable Expenses	1,341.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		19.00 USD		Amount Due to Supplier	
				0.00 USD	

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

17. A confirmation box will come up. Click on the "OK" button.

Expense Report Submit Confirm

Create Expense Report
 Submit Confirmation

Totals Help

Employee Expenses (3 Lines)	1,360.00 USD	Non-Reimbursable Expenses	1,341.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		19.00 USD		Amount Due to Supplier	
				0.00 USD	

OK **Cancel**

18. Once the expense report has successfully been submitted, you will receive the message in red. The submission process is only complete if you receive the red text confirmation.

