

Controller’s Office – Travel and Expense

**Expense Report
Preparing an Employee Reimbursement (non-travel)**

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I. Objectives

By the end of this procedure, you should be able to:

- Enter an Expense Report
- Splitting the accounting distribution on an Expense Report
- Modify an Expense Report before submitting by adding an expense line
- Fix Errors
- View an Expense Report
- Print an Expense Report
- Delete an Expense Report before submitting

II. Action Grid for Expense Reports

EXPENSE REPORT ACTIONS

	Create/Modify	View	Delete	Withdraw	Print	Cancel
	Add a new value to create and submit or Save for Later to modify (Pending Status)	View transactions (Any Status)	Save for Later, but not submitted for approval (Pending Status). Returned by the approver for modifications. Or, withdrawn placing it back into a Pending Status.	Submitted for approval (Submitted Status), but not budget checked	Print transactions (Any status)	Contact the Accounts Payable Department to cancel an approved expense report
PROXY	✓	✓	✓	✓	✓	×
EMPLOYEE	✓	✓	✓	✓	✓	×

Note: If you have any problems processing an Expense Report please contact the Accounts Payable Department.

III. Tips and Tricks

Here are few tips and tricks that will help when creating an Expense Report:

- As the Proxy, your USC ID will default. Be sure to **change** if creating on behalf of an employee.
- Use the **Default Accounting for Report** action to populate the accounting detail for each expense line. Just be sure to change it if different for a **line(s)**.
- Be sure to have all receipts scanned as one document, ready to upload at the **Header** level.

IV. Prerequisites

Before creating an Expense Report have the following available:

- All of the receipts for the trip scanned into one document
- A valid chartfield string

To retrieve a valid chartfield combination navigate to:

Main Menu > USC Conversion > USC Charfield Mapping > USC Department/Fund Inquiry

Use the “Crosswalk” page to identify the chartfield string is valid PeopleSoft. When using the Crosswalk, be sure to enter the current fiscal year to ensure you are using the correct chartfield string. You can perform a search using any of the fields at the top of the page to further refine your results.

Step 1: Enter the appropriate information in any of the available fields to validate the chartfield string. For this example, the **Operating Unit** and **Department** are entered.

Step 2: Click in the **Fiscal Year** field and enter the current fiscal year.

Step 3: Click the **Search** button.

The screenshot displays the 'USC Dept/Fund Inquiry' page. The search criteria are as follows:

Field	Value
USC Department/Fund	
Oper Unit	CL071
Fund Code	
Dept	130200
Class Field	
Product	
Fiscal Year	2020
PC Business Unit	
Project	
Activity	

The search results table is currently empty, showing only the header row:

	USC Department	USC Fund	Description	Fiscal Year	Operating Unit	Department	Fund Code	Class Field	PC
1									

Step 4: Notice several valid chartfield strings are returned. Search for the one you need to verify.

	USC Department	USC Fund	Description	Fiscal Year	Operating Unit	Department	Fund Code	Class Field	PC
1	13020	A000	CHEMISTRY	2020	CL071	130200	A0001	101	
2	13020	A064	AARON VANNUCCI STARTUP FUND	2020	CL071	130200	AN300	202	USCIP
3	13020	A067	PARASTOO HASHENMI STARTUP	2020	CL071	130200	AN300	202	USCIP
4	13020	E012	CHEMISTRY/TANG STARTUP	2020	CL071	130200	EN300	202	USCIP

V. Searching for USC ID

To populate the USC ID field, use the Look Up USC ID button and search by last name. This search will find the **USC ID** linked to a USC employee.

Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/ Modify

Step 1: Click the **Add a New Value** tab.

Step 2: Click the **Look Up USC ID** button.

Step 3: Click in the **Name** field and enter the appropriate last name.

Step 4: Click the **Search** button.

Empl ID	USC ID	Name
A00444586	A00444586	Smith, Karen Rounds
A02345130	A02345130	Winnington, Mary F
A02672804	A02672804	KNEAS, DAVID

Step 5: Click the **Name** link, this will populate the **USC ID** field with your ID. When entering an expense transaction on someone's behalf, be sure to select their USC ID here.

Look Up USC ID

USC ID begins with

Empl ID begins with

Name begins with

[Search](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View 100 | 1-2 of 2

Empl ID	USC ID	Name
K83595946	K83595946	BLACKBURN,MCKINLEY
Y30709434	Y30709434	Blackburn,Katherine S

Step 6: Notice the **USC ID** is now populated with the ID for the appropriate individual.

Expense Report

[Find an Existing Value](#) [Add a New Value](#)

USC ID

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

VI. Create an Expense Report

An Expense Report in PeopleSoft makes it easy to transform a handful of receipts into a final document for expense reimbursement(s).

This example creates an expense report for the business purpose of Employee Reimbursement (non-travel).

Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/ Modify

Step 1: Click the **Add a New Value** tab.

Step 2: Click in the **USC ID** field and enter the appropriate ID. See section **V. Searching for USC ID** for help with populating this field.

Step 3: Click the **Add** button.

The screenshot shows the 'Expense Report' form in PeopleSoft. The breadcrumb trail is 'Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify'. The page title is 'Expense Report'. There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected. Below the tabs, the 'USC ID' field contains the value 'Y30709434'. A green 'Add' button is visible below the USC ID field. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

Step 4: Verify you are creating the Expense Report for the correct individual.

Step 5: Click in the **Business Purpose** dropdown arrow.

The screenshot shows the 'Create Expense Report' form in PeopleSoft. The breadcrumb trail is 'Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify'. The page title is 'Create Expense Report'. The 'By' field is populated with 'Katherine Blackburn'. The '*Business Purpose' dropdown menu is set to 'Employee Travel'. The '*Report Description' field is empty. The 'Reference' field is empty. The 'Default Location' field is empty. The '*Trip Location' field is empty. The '*Date From' and '*Date To' fields are empty. There are 'Attachments' and 'Notes' buttons at the bottom.

Step 6: Select **Employee Reimbursement (non-travel)** from the list. Remember, this option will become available **October 1**.

The screenshot shows the 'Create Expense Report' form in the FUAT system. The user is Katherine Blackburn. The 'Business Purpose' dropdown menu is open, showing the following options: 'Employee Reimburse(Non-Travel)' (highlighted), 'Employee Travel', 'Procurement Card', and 'Team Card'. Other fields include 'Report Description', 'Reference', 'Default Location', 'Trip Location', 'Date From', and 'Date To'. There are also links for 'Attachments' and 'Notes'.

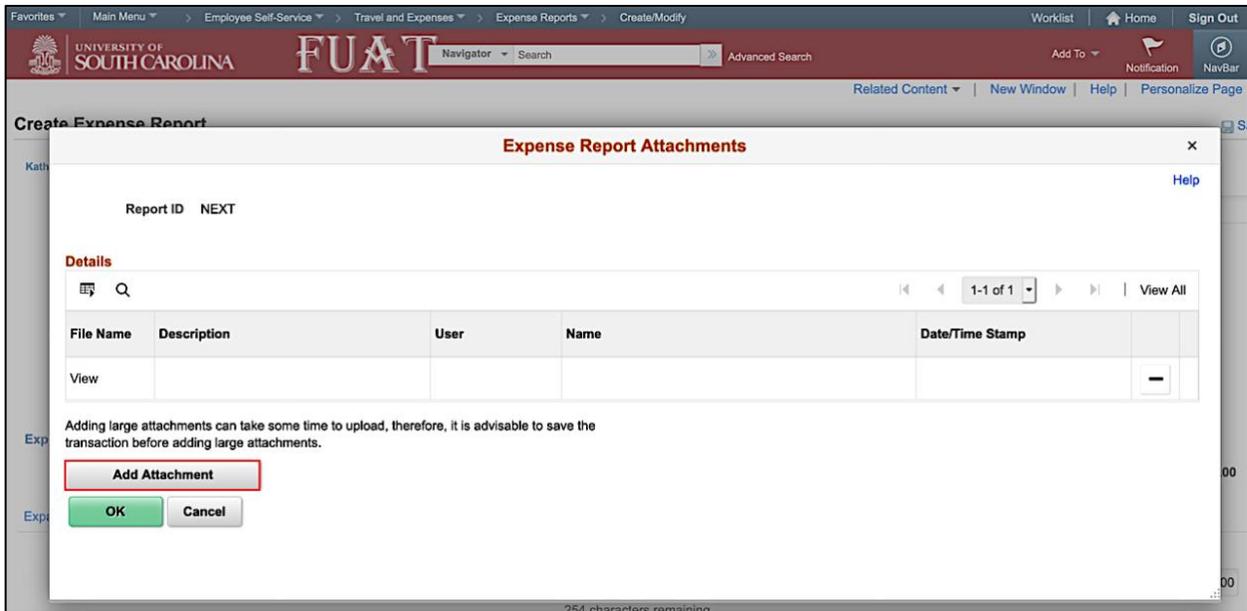
Step 7: Notice some fields disappear. Add a **Report Description**. Be sure to use something that will help you identify the report.

The screenshot shows the 'Create Expense Report' form in the FUAT system. The user is Katherine Blackburn. The 'Business Purpose' dropdown menu is now set to 'Employee Reimburse(Non-Travel)'. The 'Report Description' field is highlighted and contains the text 'Clean/Office Sup for Chem Lab'. The 'Attachments' and 'Notes' links are visible.

Step 8: Click the **Attachments** link to add important documentation. Use this link to attach all documentation at the Header level. All important documentation should be attached as a single attachment.

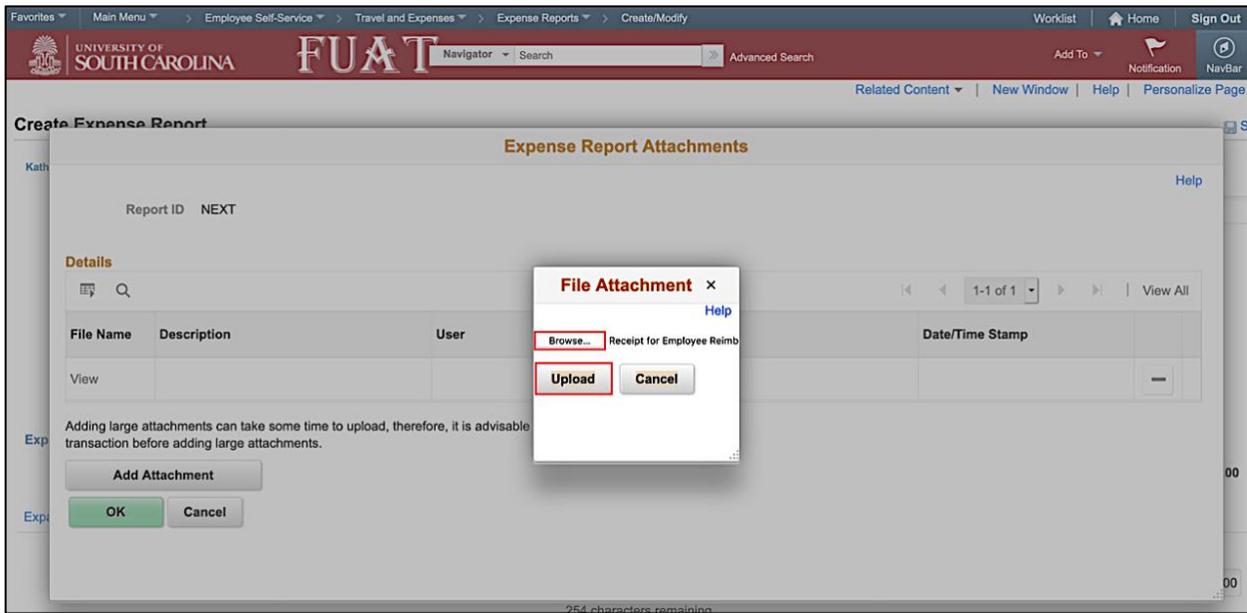
The screenshot shows the 'Create Expense Report' form in the FUAT system. The user is Katherine Blackburn. The 'Business Purpose' dropdown menu is set to 'Employee Reimburse(Non-Travel)'. The 'Report Description' field contains the text 'Clean/Office Sup for Chem Lab'. The 'Attachments' link is highlighted with a red box.

Step 9: Click the **Add Attachment** button.

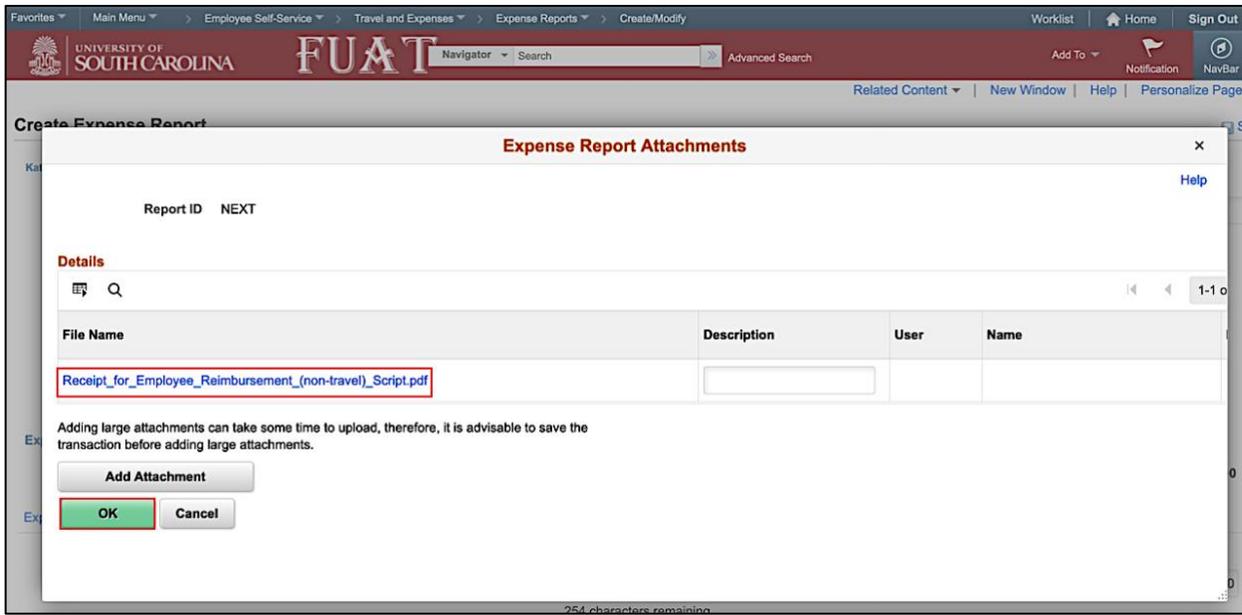


Step 10: Click the **Browse** button to search for the document to be attached to the Expense Report.

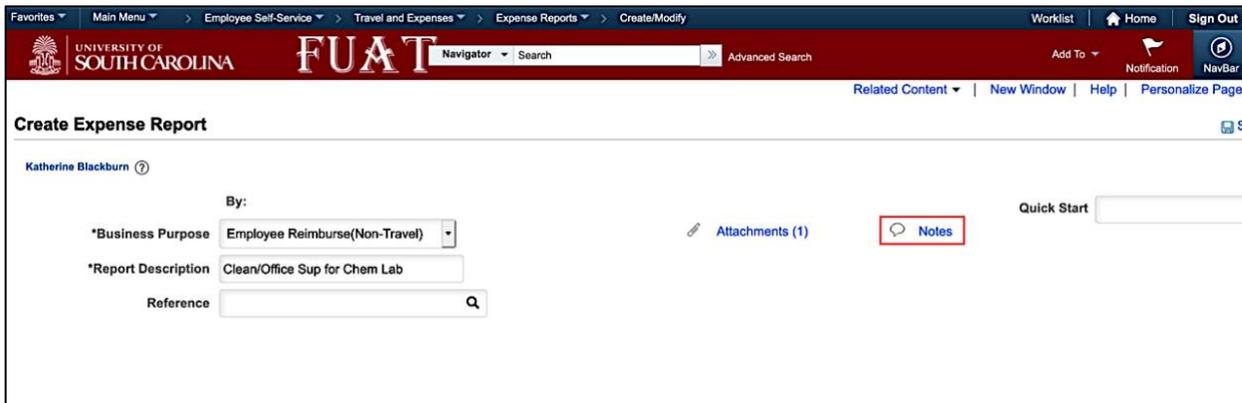
Step 11: When you find the scanned receipts for this reimbursement, click the **Upload** button.



Step 12: The document is attached, click the **OK** button.

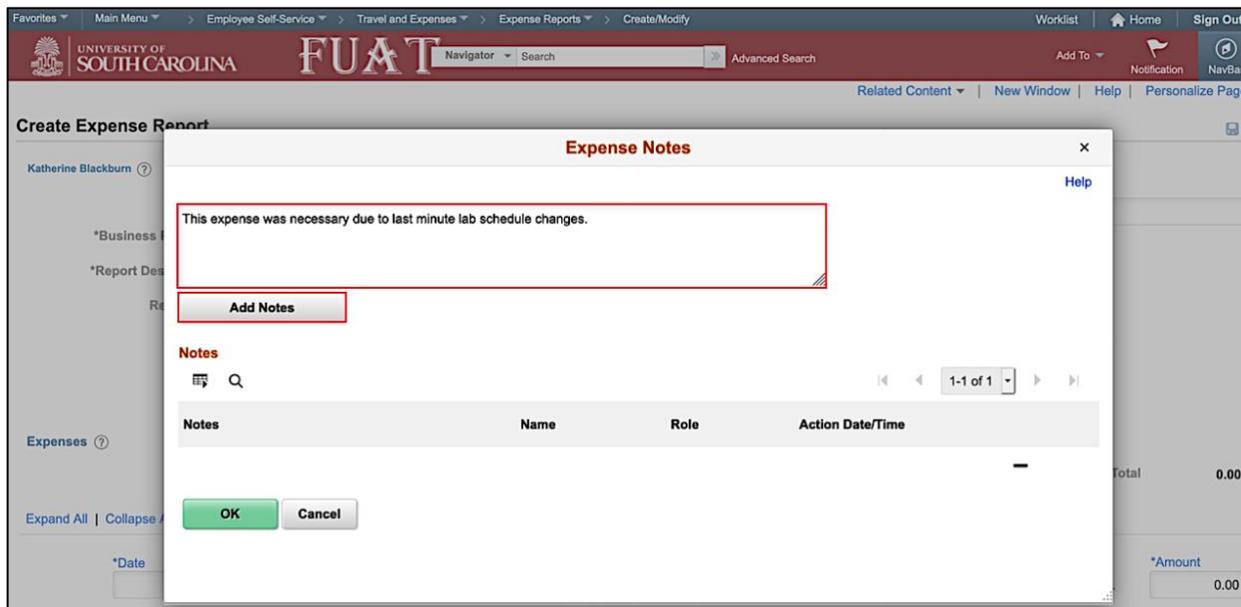


Step 13: You can use the **Note** area to provide your approvers some additional information. Click the **Notes** link.

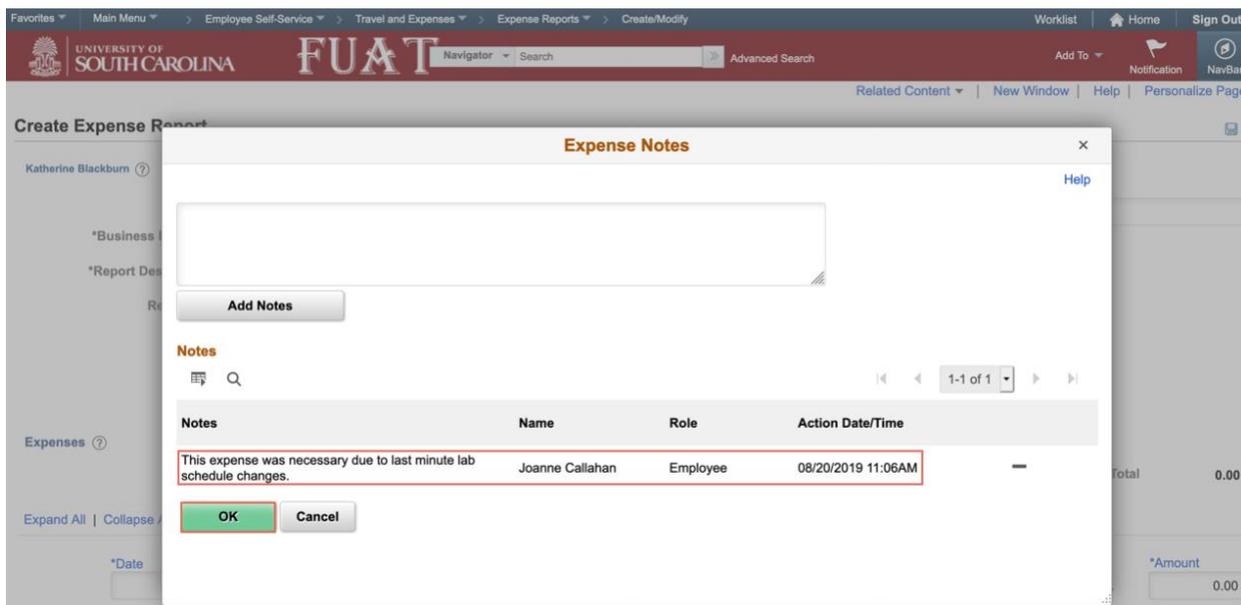


Step 14: Use the text box to add any additional information you feel is important for approvers to know.

Step 15: Click the **Add Notes** button.



Step 16: Notice the note has been added to the report. Click the **OK** button to continue.



Step 17: Squiggles identify that there is a note.

University of South Carolina FUAT

Navigation: Favorites, Main Menu, Employee Self-Service, Travel and Expenses, Expense Reports, Create/Modify

Worklist, Home, Sign Out

Create Expense Report

Katherine Blackburn

By: _____

*Business Purpose: Employee Reimburse(Non-Travel)

*Report Description: Clean/Office Sup for Chem Lab

Reference: _____

Attachments (1) Notes

Quick Start: _____

Now let's add the first expense line.

Step 18: Click in the **Date** field and add the date that is on the receipt you attached to the report for this expense line.

Step 19: Select the **Expense Type** from the drop-down list. Be sure to select a type that matches the attached receipt for this expense line.

University of South Carolina FUAT

Navigation: Favorites, Main Menu, Employee Self-Service, Travel and Expenses, Expense Reports, Create/Modify

Worklist, Home, Sign Out

Create Expense Report

Katherine Blackburn

By: _____

*Business Purpose: Employee Reimburse(Non-Travel)

*Report Description: Clean/Office Sup for Chem Lab

Reference: _____

Attachments (1) Notes

Quick Start: _____

Expenses

- Athletic Supplies
- Computer Hardware Under \$5000
- Computer Software
- Food or Catering
- Furniture
- Internet Monthly Services
- Licenses and Fees
- Miscellaneous Supplies**
- Non-Travel Registration
- Postage
- Professional Membership Fees
- Study Abroad - PLEF
- Subscriptions
- Supplies
- Telephone

Date: 07/22/2019

Description: _____

*Payment Type: _____

*Amount: 0.00

Total: 0.00

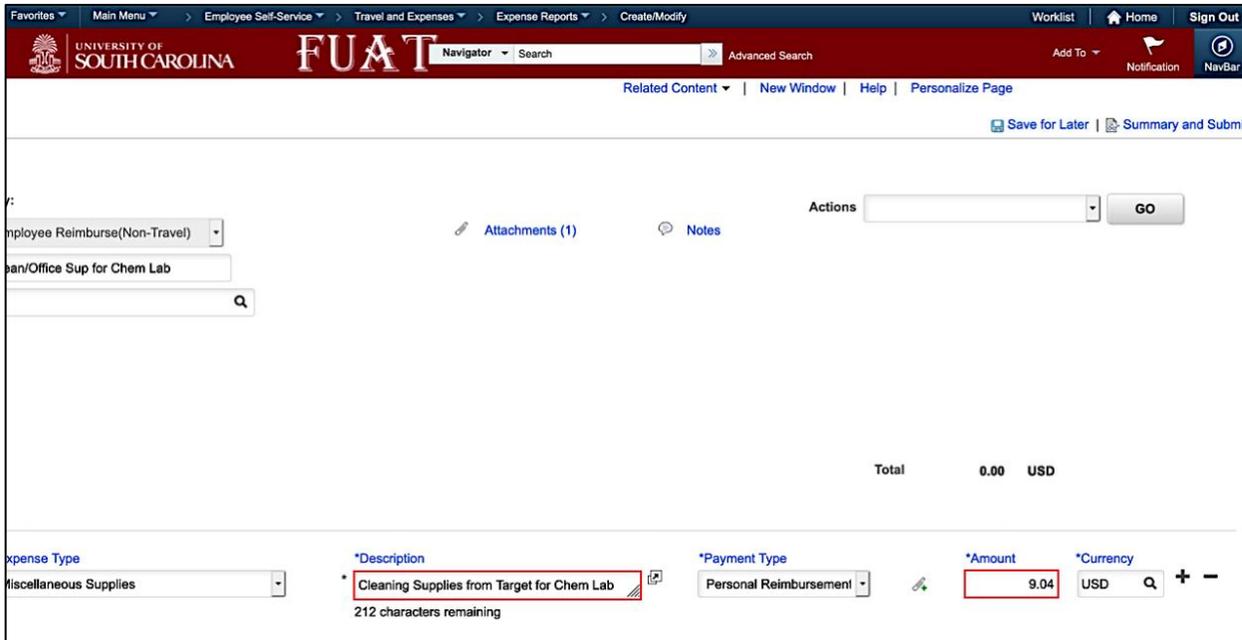
254 characters remaining

Preparing an Employee Reimbursement (non-travel)

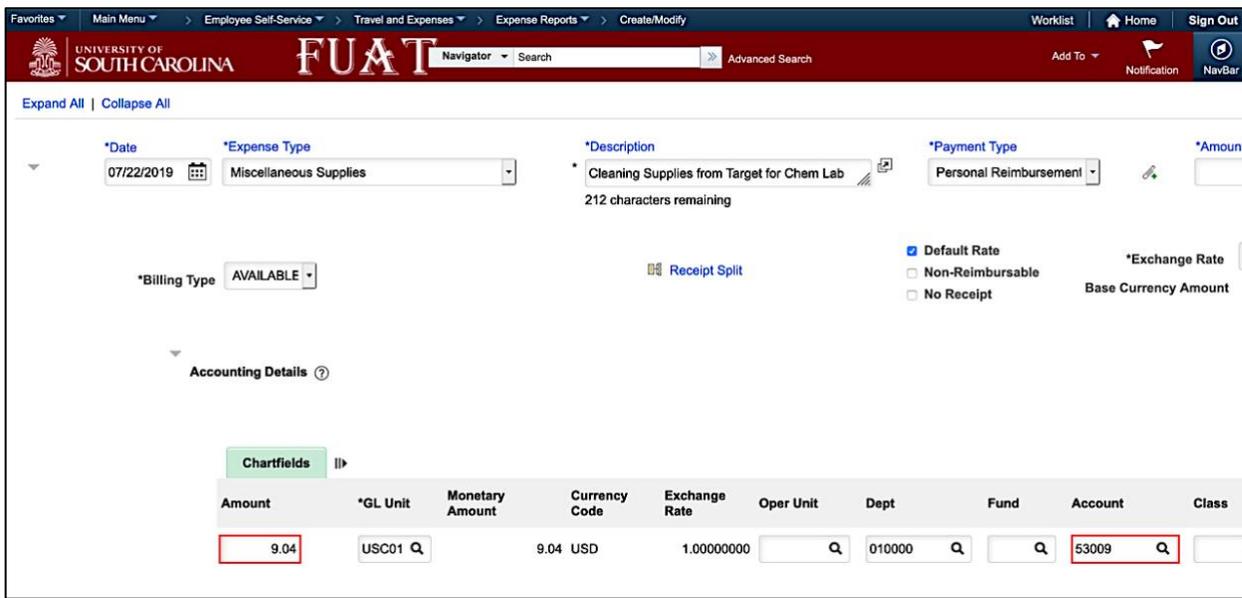
August 2019

Step 20: Click in the **Description** field and enter an appropriate description for the expense.

Step 21: Click in the **Amount** field and add the amount identified on the receipt for which you are being reimbursed. Be sure to include the tax. The **Amount** field in the Chartfield string will populate when you tab to a new field.

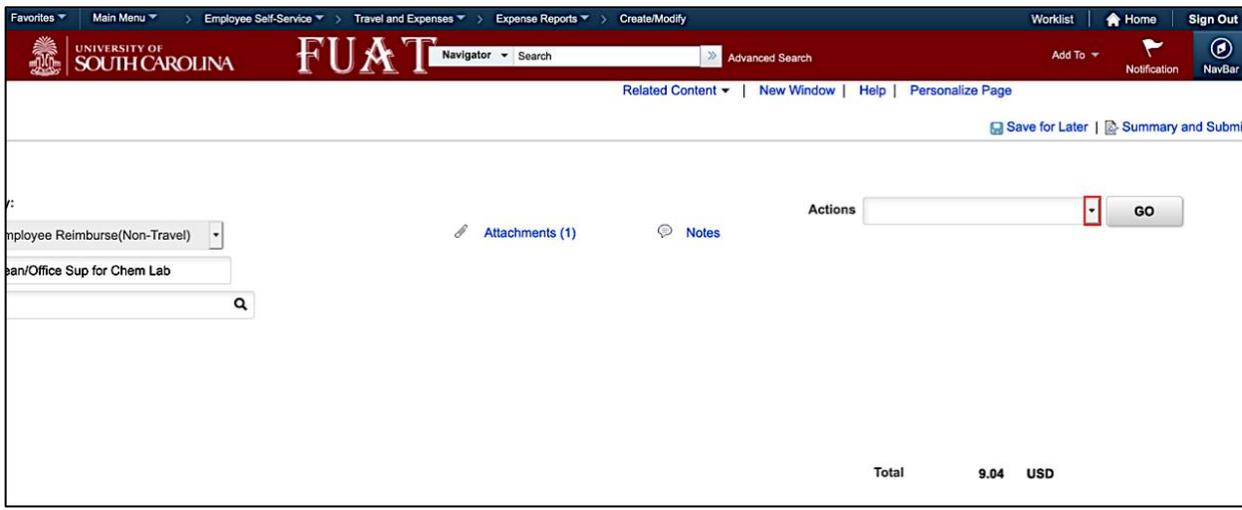


Step 22: The amount field is populated and the Account automatically defaults to **53009** for miscellaneous supplies and does not require a change.



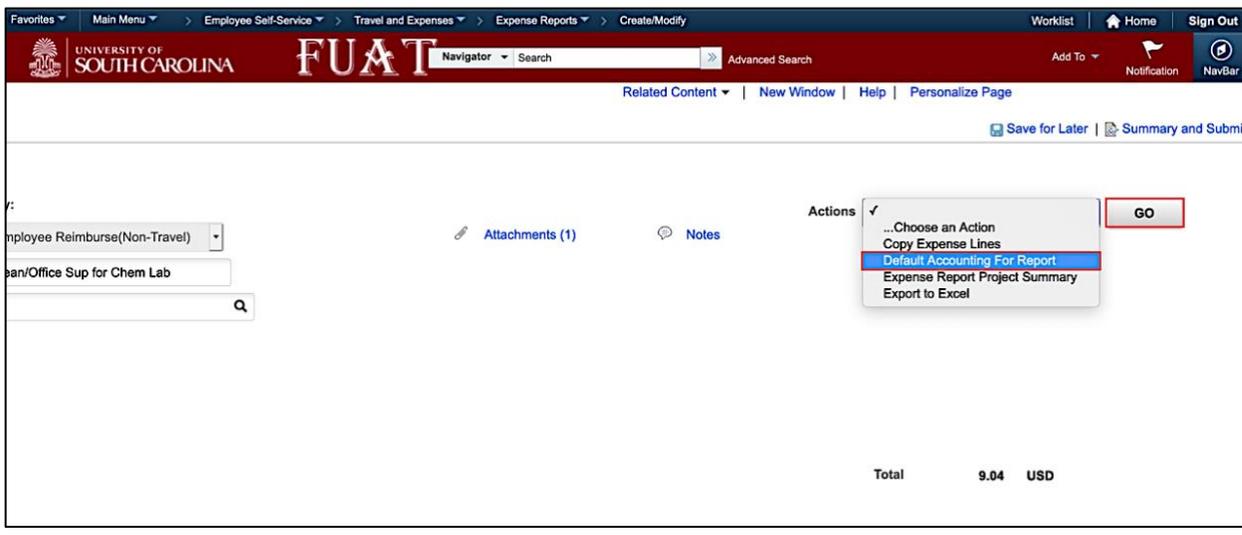
Now add the chartfield information.

Step 23: If the chartfield information is the same for all expense lines added to this report, go up to the top right of the screen and click the **Actions** dropdown arrow. The **Actions** dropdown option does not become available until an Expense line is added.



Step 24: Select **Default Accounting for Report** from the list. This is helpful when using the same chartfield string for all expense lines as it will populate the accounting details for all lines. If using a different chartfield string for an expense, be sure to make the change on that line.

Step 25: Click the **GO** button.



Step 26: Enter the Chartfield string (Make sure these are valid CF values from the Crosswalk table). Be sure to change the Department as it defaults to 010000.

Step 27: Click the **OK** button.

University of South Carolina FUAT Navigator Search Advanced Search Add To Notification NavBar

Related Content | New Window | Help | Personalize Page

Create Expense Report

Accounting Defaults

Report ID NEXT

Accounting Summary

%	*GL Unit	Oper Unit	Dept	Fund	Class	PC Bus Unit	Project	Activity	Cost Share	Product	Funding Source
100.00	USC01	CL071	130200	A0001	101						

Add ChartField Line Load Defaults User Defaults

OK

Step 28: Notice the chartfield string is populated for each expense line.

University of South Carolina FUAT Navigator Search Advanced Search Add To Notification NavBar

Expense Type: Miscellaneous Supplies *Description: Cleaning Supplies from Target for Chem Lab *Payment Type: Personal Reimbursement *Amount: 9.04 *Currency: USD

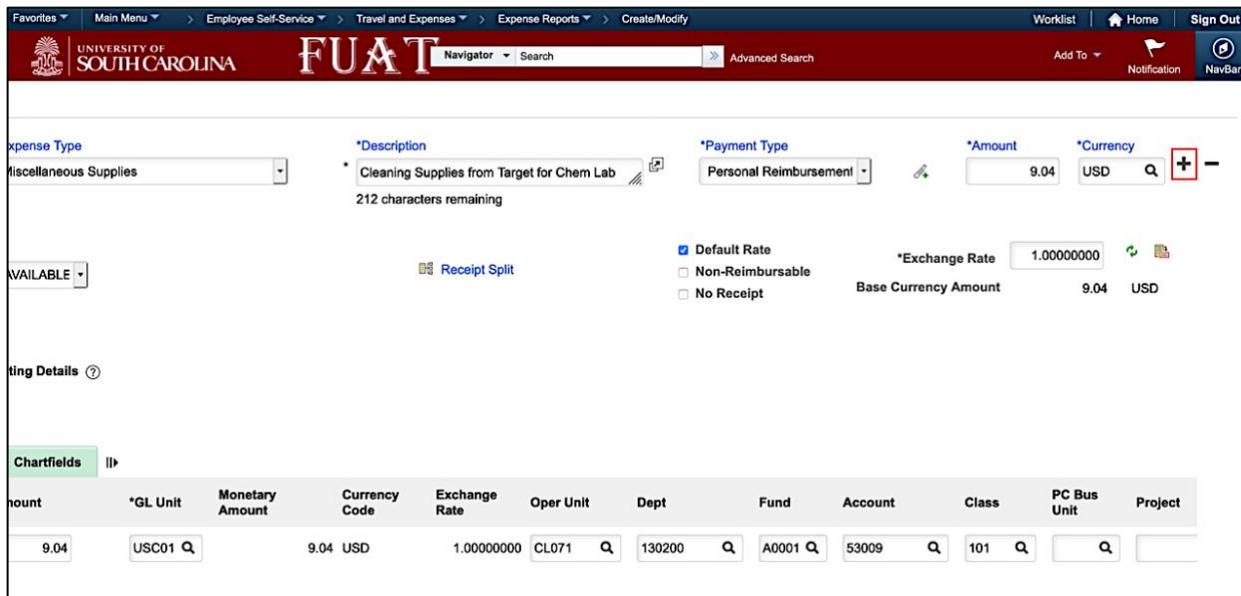
AVAILABLE Receipt Split Default Rate Non-Reimbursable No Receipt *Exchange Rate: 1.00000000 Base Currency Amount: 9.04 USD

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project
9.04	USC01	9.04	USD	1.00000000	CL071	130200	A0001	53009	101		

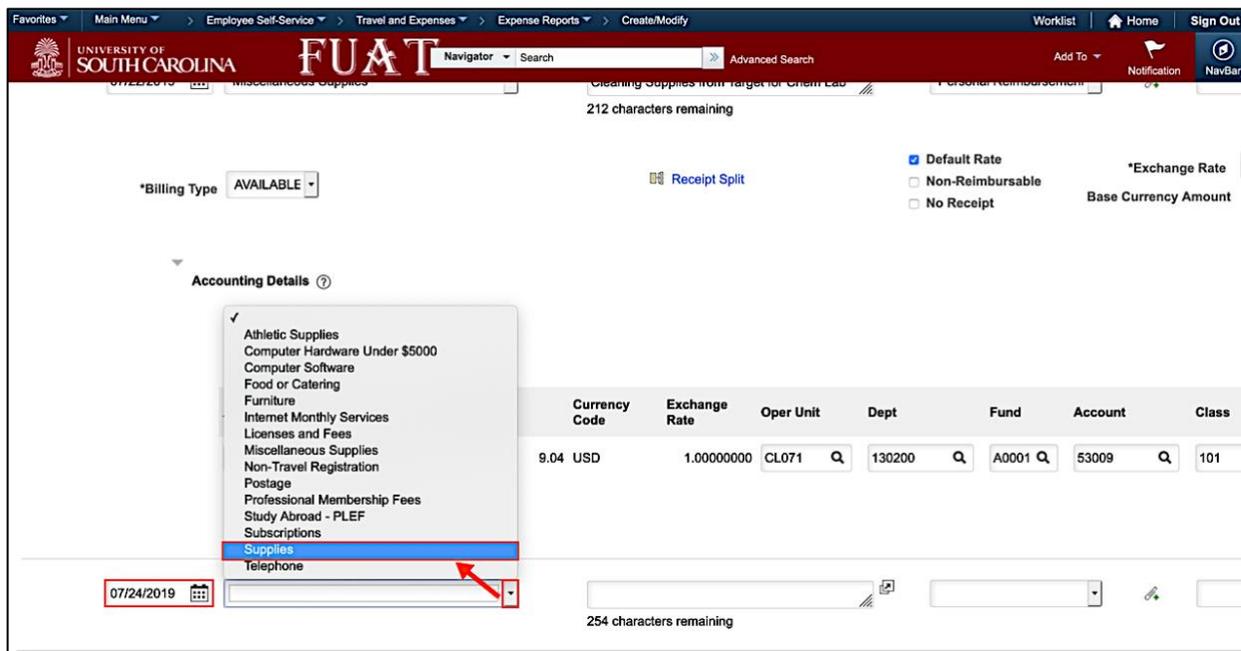
To add an additional Expense line:

Step 29: To add an additional expense line for the miscellaneous expenses, scroll to all the way to the right of the first line and click the **Insert Line** icon.



Step 30: Click in the **Date** field and add the date that is on the receipt you attached to the report.

Step 31: Select the **Expense Type** from the drop-down list. Be sure to select a type that matches the attached receipts.



Step 32: Click in the **Description** field and enter an appropriate description for the expense.

Step 33: Click in the **Amount** field and add the amount identified on the receipt for which you are being reimbursed. Be sure to include the tax. The **Amount** field in the Chartfield string will populate when you tab to a new field.

The screenshot shows the 'Create/Modify' screen in the FUAT system. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The header includes the University of South Carolina logo and 'FUAT' branding. The main form area contains the following fields:

- Description:** Office Supplies from Walmart for Chem Lab (213 characters remaining)
- Personal Reimbursement:** [Dropdown]
- Amount:** 36.28 USD
- Exchange Rate:** 1.00000000
- Base Currency Amount:** 0.00 USD
- Options:** Default Rate, Non-Reimbursable, No Receipt
- Receipt Split:** [Icon]

The **Accounting Details** section includes a **Chartfields** table with the following columns: Amount, *GL Unit, Monetary Amount, Currency Code, Exchange Rate, Oper Unit, Dept, Fund, Account, Class, PC Bus Unit, and Project.

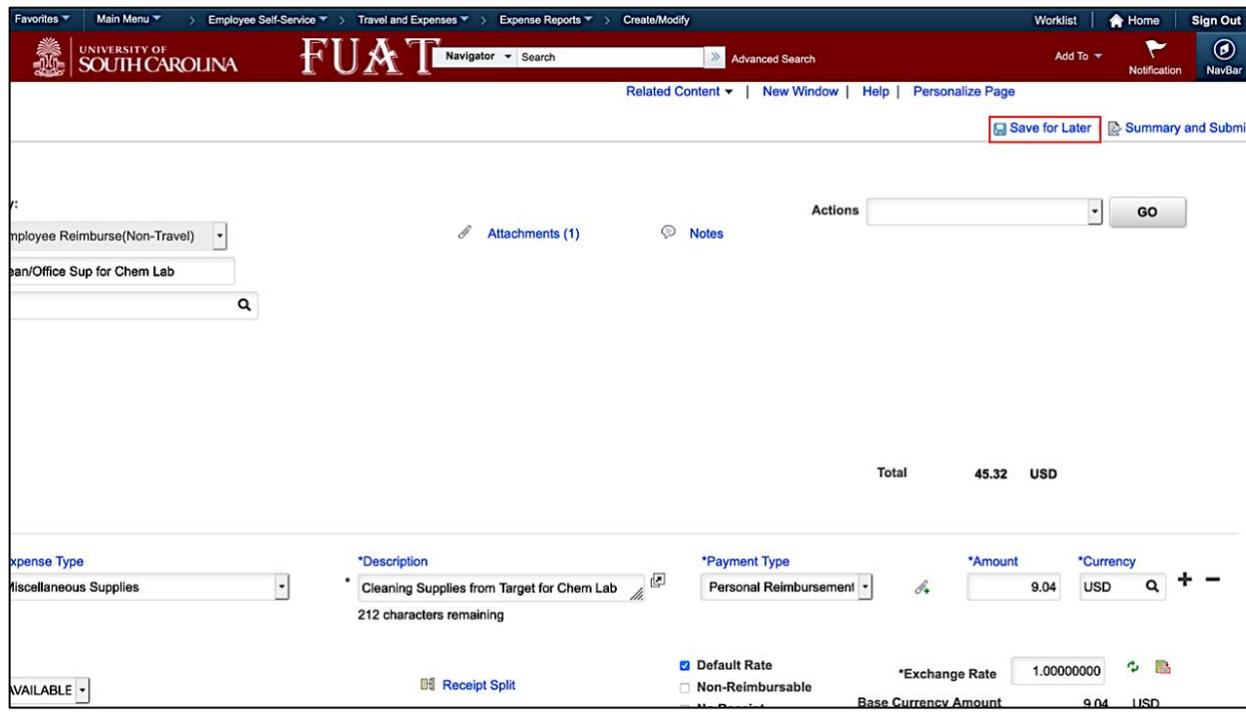
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project
	USC01		USD	1.00000000	CL071	130200	A0001	53001	101		
Total										9.04	USD

Step 34: The amount field is populated, the chartfield information is the default accounting added for the first line, and the Account automatically defaults to 53001 for office supplies and does not require a change.

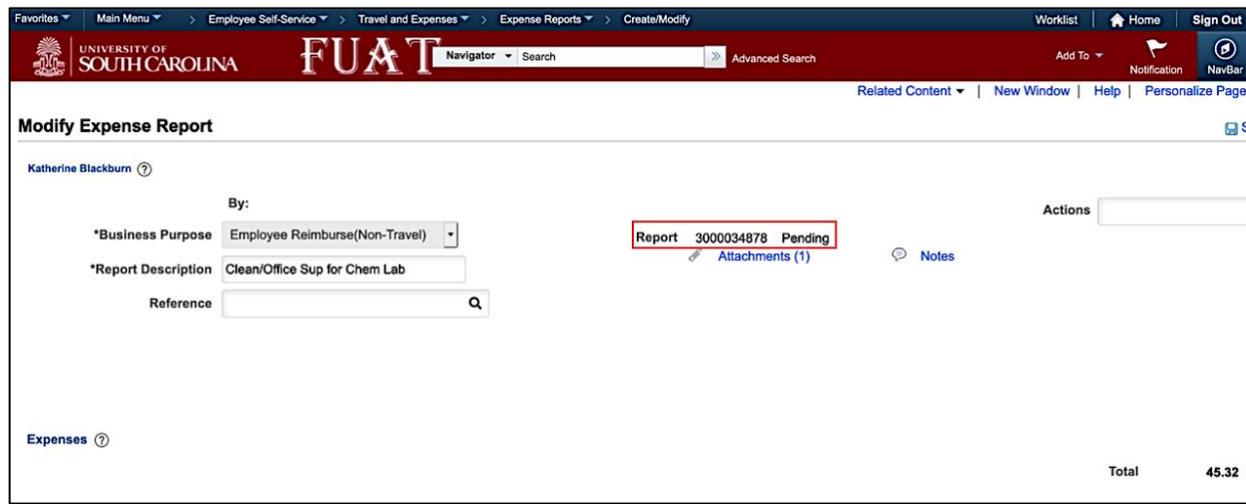
This screenshot shows the same 'Create/Modify' screen as Step 33, but with the amount field updated to 36.28 USD. The **Base Currency Amount** is now 36.28 USD. The **Chartfields** table has been updated to reflect the entered amount:

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project
36.28	USC01	36.28	USD	1.00000000	CL071	130200	A0001	53001	101		
Total										45.32	USD

Step 35: This expense report is complete, scroll up to the top right of the screen and click the **Save for Later** link. This will identify any errors you may have and allow to you to go back to this Expense Report and modify it if necessary. You can click the Summary and Submit link if ready to submit for approval.



Step 36: Notice a **Report ID** is assigned when you click the **Save for Later** link.



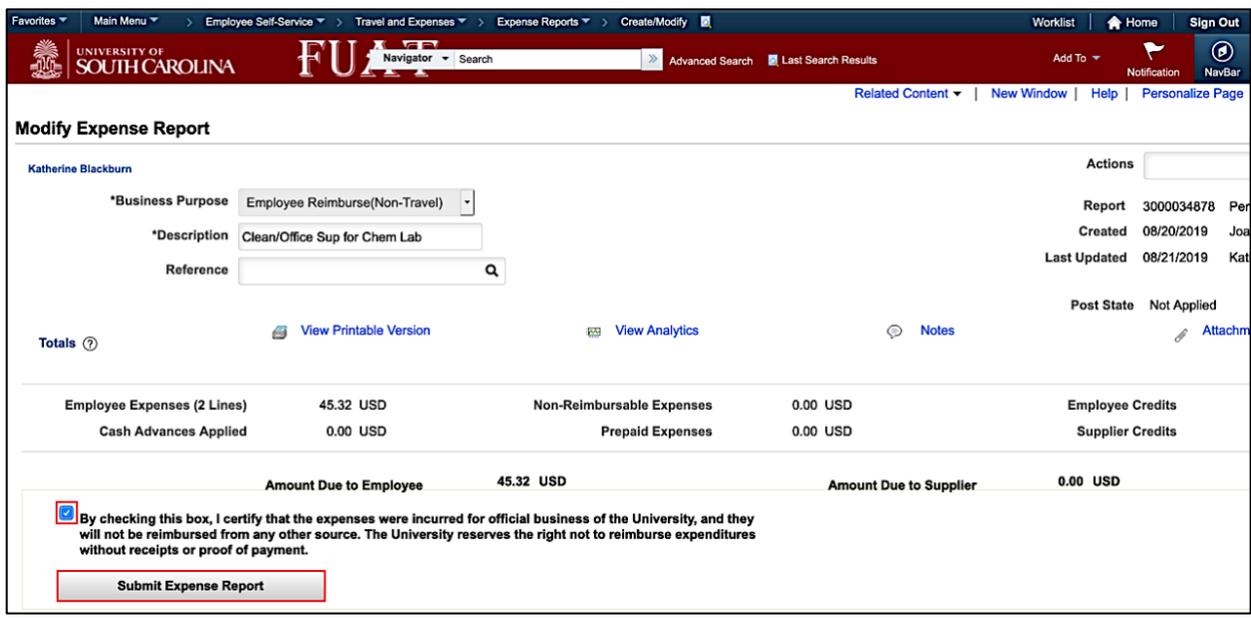
The Expense Report is now complete and ready to submit for approval.

Step 37: Click the **Summary and Submit** link if ready to submit for approval.

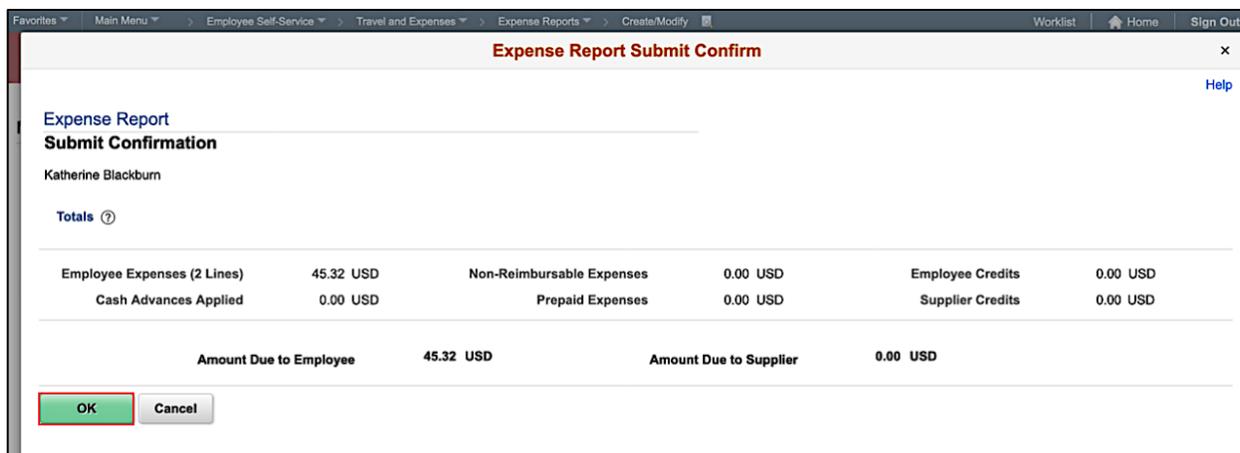


Step 38: Click to select the box certifying the expenses submitted were incurred for official business of the University.

Step 39: Click the **Submit Expense Report** button.



Step 40: Review to ensure there are no errors. Click the **OK** button.



Expense Report Submit Confirmation

Katherine Blackburn

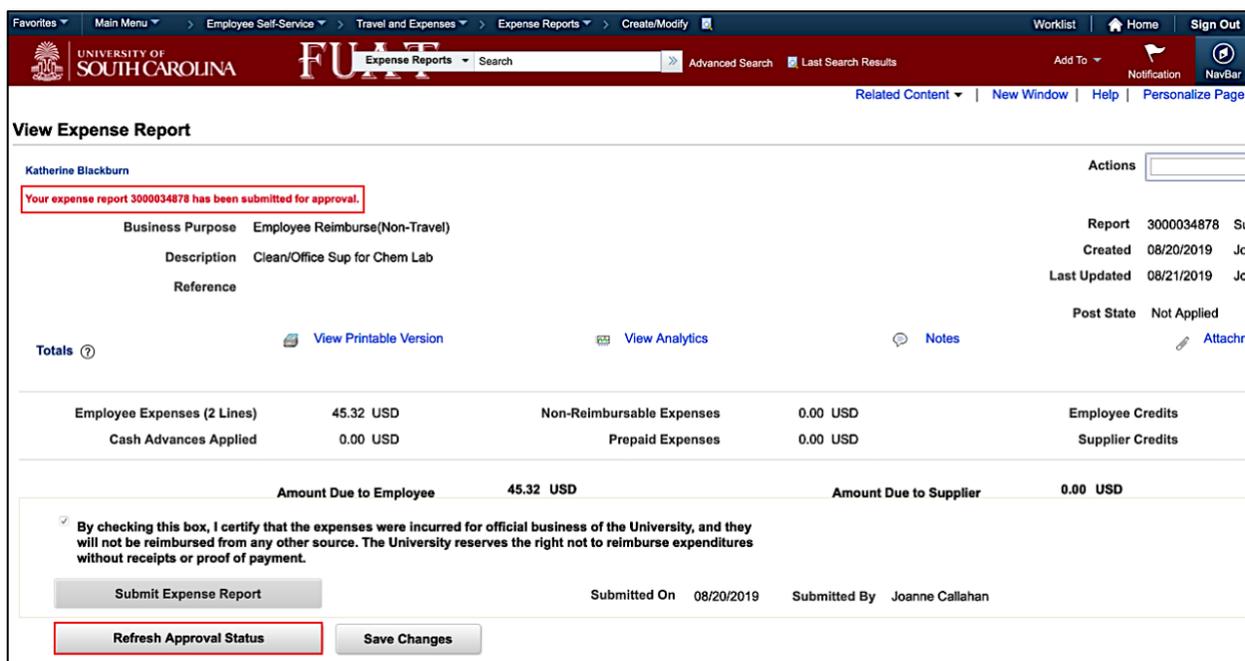
Totals ⓘ

Employee Expenses (2 Lines)	45.32 USD	Non-Reimbursable Expenses	0.00 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		45.32 USD	Amount Due to Supplier		0.00 USD

OK **Cancel**

Step 41: Notice the message indicating the Expense Report has been submitted for approval.

Step 42: Click the **Refresh Approval Status** to update the status to Submitted for Approval.



View Expense Report

Katherine Blackburn

Your expense report 3000034878 has been submitted for approval.

Business Purpose: Employee Reimburse(Non-Travel)
 Description: Clean/Office Sup for Chem Lab
 Reference:

Totals ⓘ

Employee Expenses (2 Lines)	45.32 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	
Amount Due to Employee		45.32 USD	Amount Due to Supplier		0.00 USD

By checking this box, I certify that the expenses were incurred for official business of the University, and they will not be reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or proof of payment.

Submit Expense Report Submitted On 08/20/2019 Submitted By Joanne Callahan

Refresh Approval Status Save Changes

Step 43: The Report status is **Submitted for Approval**.

Step 44: Click the **Expand Section Approval History** button to review the Approval level.

View Expense Report

Katherine Blackburn

Business Purpose: Employee Reimburse(Non-Travel)
 Description: Clean/Office Sup for Chem Lab
 Reference:

Report: 3000034878 Submitted for Approval
 Created: 08/20/2019 Joanne Callahan
 Last Updated: 08/21/2019 Joanne Callahan
 Post State: Not Applied
 Attachments (1)

Employee Expenses (2 Lines)	45.32 USD	Non-Reimbursable Expenses	0.00 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		45.32 USD		Amount Due to Supplier	
				0.00 USD	

By checking this box, I certify that the expenses were incurred for official business of the University, and they will not be reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or proof of payment.

Submit Expense Report Withdraw Expense Report Submitted On 08/21/2019 Submitted By Joanne Callahan

Save Changes

Approval History

Step 45: Review the Approval History.

Approval History

Expense Report Employee

SHEET_ID=3000034878:Pending View/Hide Comments

Employees Approval Required

Pending
 Katherine Blackburn
 Employee

Expense Report Approval 1

SHEET_ID=3000034878:Awaiting Further Approvals View/Hide Comments

Level 1 Approval

Not Routed
 Multiple Approvers
 Department Approvers

Expense Report Approval 2

SHEET_ID=3000034878:Awaiting Further Approvals View/Hide Comments

Level 2 Approval

Not Routed
 Multiple Approvers
 Level 2 Approvers

Controller's Office Approval

SHEET_ID=3000034878:Awaiting Further Approvals View/Hide Comments

Accounts Payable Approval

Not Routed
 Multiple Approvers
 Accounts Payable Approval

VII. Splitting the Accounting Distribution on an Expense Report

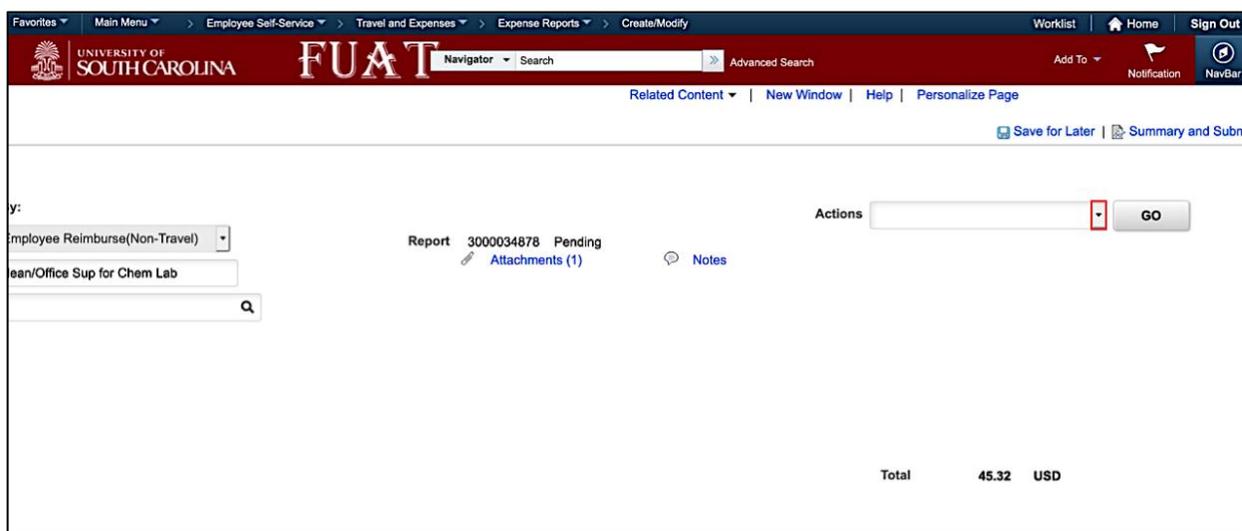
Use the Default Accounting for Expense action to charge the expense to two departments.

Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/ Modify

To create an Expense Report, follow the steps in **Section VII. Create an Expense Report**. The steps below show how to split the accounting distribution for an expense report.

To split the accounting distribution by percentage using Default Accounting for Report:

Step 1: Click the **Actions** dropdown arrow.



Step 2: Select **Default Accounting for Report** from the actions list.

Step 3: Click the **GO** button.



Step 4: Click in the **Percentage** field and enter the appropriate percentage.

Step 5: Enter the Chartfield string (Make sure these are valid CF values from the Crosswalk table).

Step 6: Click the **Add Chartfield Line** to add the second chartfield line.

Expense Report
Accounting Defaults

Report ID 3000034878

Accounting Summary

%	*GL Unit	Oper Unit	Dept	Fund	Class	PC Bus Unit	Project	Activity	Cost Share	Product	Funding Source
50.00	USC01Q	CL071Q	130200Q	A0001Q	101Q						

Buttons: Add ChartField Line, Load Defaults, User Defaults, OK

Step 7: Click in the **Percentage** field and enter the appropriate percentage.

Step 8: Enter the Chartfield string (Make sure these are valid CF values from the Crosswalk table). A different Department was entered on this line.

Step 9: Click the **OK** button.

Expense Report
Accounting Defaults

Report ID 3000034878

Accounting Summary

%	*GL Unit	Oper Unit	Dept	Fund	Class	PC Bus Unit	Project	Activity	Cost Share	Product	Funding Source
50.00	USC01Q	CL071Q	130200Q	A0001Q	101Q						
50.00	USC01Q	CL071Q	130290Q	A0001Q	101Q						

Buttons: Add ChartField Line, Load Defaults, User Defaults, OK

Step 10: Notice the cost is split between the two chartfield strings.

The screenshot shows the 'Create/Modify' page for an expense report in the FUAT system. The expense details are as follows:

- Date:** 07/22/2019
- Expense Type:** Miscellaneous Supplies
- Description:** Cleaning Supplies from Target for Chem Lab (212 characters remaining)
- Payment Type:** Personal Reimbursement
- Amount:** (blank)
- Billing Type:** AVAILABLE
- Receipt Split:** (checked)
- Default Rate:** (checked)
- Non-Reimbursable:** (unchecked)
- No Receipt:** (unchecked)
- Exchange Rate:** (blank)
- Base Currency Amount:** (blank)

The **Accounting Details** section is expanded to show a table of chartfields:

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class
4.52	USC01	4.52	USD	1.00000000	CL071	130200	A0001	53009	101
4.52	USC01	4.52	USD	1.00000000	CL071	130290	A0001	53009	101

To split the accounting distribution by amount on the expense line:

Step 1: Click the **Expand Accounting Lines** button.

The screenshot shows the 'Expenses' list in the FUAT system. The total amount for the selected expense line is 45.32. The 'Expand Accounting Lines' button is highlighted with a red box.

The expanded expense details are as follows:

- Date:** 07/22/2019
- Expense Type:** Miscellaneous Supplies
- Description:** Cleaning Supplies from Target for Chem Lab (212 characters remaining)
- Payment Type:** Personal Reimbursement
- Amount:** 9.04
- Billing Type:** AVAILABLE
- Receipt Split:** (checked)
- Default Rate:** (checked)
- Non-Reimbursable:** (unchecked)
- No Receipt:** (unchecked)
- Exchange Rate:** 1.00000000
- Base Currency Amount:** 9.04

Step 2: Click in the **Amount** field and add the amount Department A is responsible for.

Step 3: Enter the Chartfield string (Make sure these are valid CF values from the Crosswalk table).

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit
4.52	USC01	4.52	USD	1.00000000	CL071	130200	A0001	53009	101	

Step 4: Use the scroll bar to view the **Add a New Row (+)** button.

Step 5: Click the **Add a New Row** button to add a second accounting line.

Amount	Activity	Cost Share	Product	Funding Source	Subcategory	Category	Source Type
4.52							

Step 6: Click in the **Amount** field and add the amount Department B is responsible for.

Step 7: Enter the Chartfield string (Make sure these are valid CF values from the Crosswalk table).

Note: The **account code** populates when the Expense Type is selected and does need to be changed.

The screenshot shows the 'Create/Modify' page for an expense report in the FUIR system. The 'Accounting Details' section is expanded to show a table of chartfields. The second row of the table is highlighted with a red border, indicating the current selection. The table columns are: Amount, *GL Unit, Monetary Amount, Currency Code, Exchange Rate, Oper Unit, Dept, Fund, Account, Class, and PC Bus Unit.

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit
4.52	USC01	4.52 USD	USD	1.00000000	CL071	130200	A0001	53009	101	
4.52	USC01	4.52 USD	USD	1.00000000	CL071	130290	A0001	53009	101	

VIII. Modifying an Expense Report

Modify an unsubmitted expense report or an expense report that was submitted and returned by an approver.

Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/ Modify

Modifications can include:

- Changing Amounts
- Adding additional Expense Lines
- Removing an Expense Line
- Updating the Accounting Detail
- Confirmation of the receipts to the expense report dollar totals

Step 1: Click the **Find an Existing Value** tab.

Step 2: Click in the **Report ID** field and enter the appropriate ID.

Step 3: Click the **Search** button.

The screenshot shows the 'Expense Report' search interface. At the top, there is a navigation bar with 'Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify'. The page title is 'Expense Report'. Below the title, there is a search bar with 'FUAT' and a search button. The search criteria section includes the following fields:

- Report ID:** begins with 3000034878
- Report Description:** begins with
- Name:** begins with
- Empl ID:** begins with
- USC ID:** begins with
- Business Purpose:** begins with
- Creation Date:** =

There is also a 'Case Sensitive' checkbox and a 'Search' button at the bottom left.

Step 4: Click the **Expand All** link to view the expense lines and accounting details.

Modify Expense Report

Katherine Blackburn

By:
 *Business Purpose: Employee Reimburse(Non-Travel)
 *Report Description: Clean/Office Sup for Chem Lab
 Reference: [Search]

Report: 3000034878 Pending
 Attachments (1) Notes

Expenses

*Date	*Expense Type	*Description	*Payment Type	*Amount
07/22/2019	Miscellaneous Supplies	* Cleaning Supplies for the Chem Lab 220 characters remaining	Personal Reimbursement	9.04
07/24/2019	Supplies	* Office Supplies from Walmart for Chem Lab 213 characters remaining	Personal Reimbursement	36.28

Total: 45.32

Expand All Collapse All

Step 5: To modify this report by adding an additional expense line, scroll all of the down to the end of the report and click the **Insert Line** icon.

Supplies

* Office Supplies from Walmart for Chem Lab
 213 characters remaining

Personal Reimbursement 36.28 USD **+**

AVAILABLE Receipt Split

Default Rate
 Non-Reimbursable
 No Receipt

*Exchange Rate: 1.00000000
 Base Currency Amount: 36.28 USD

Accounting Details

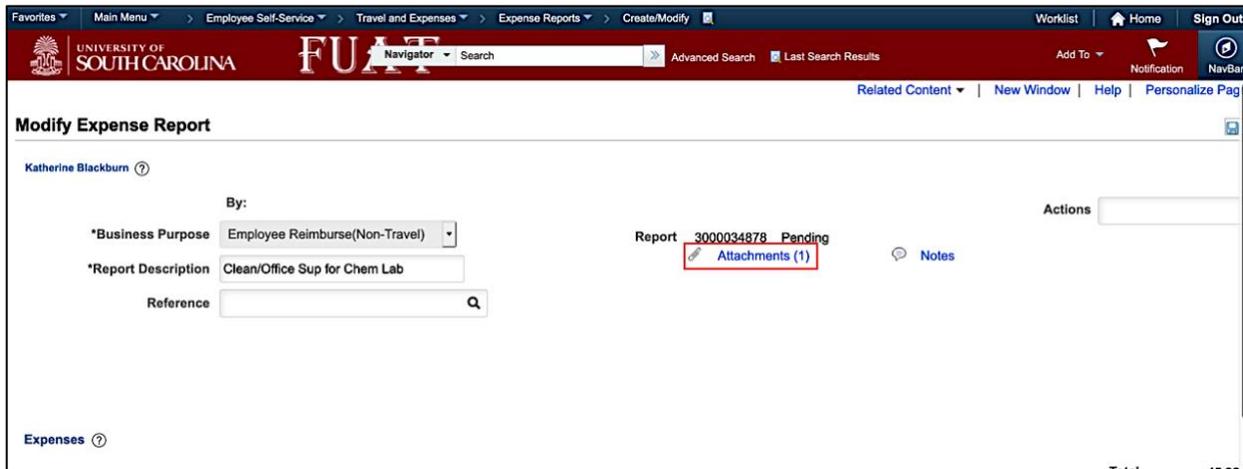
Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project
36.28	USC01	36.28 USD	USD	1.00000000	CL071	130200	A0001	53001	101		

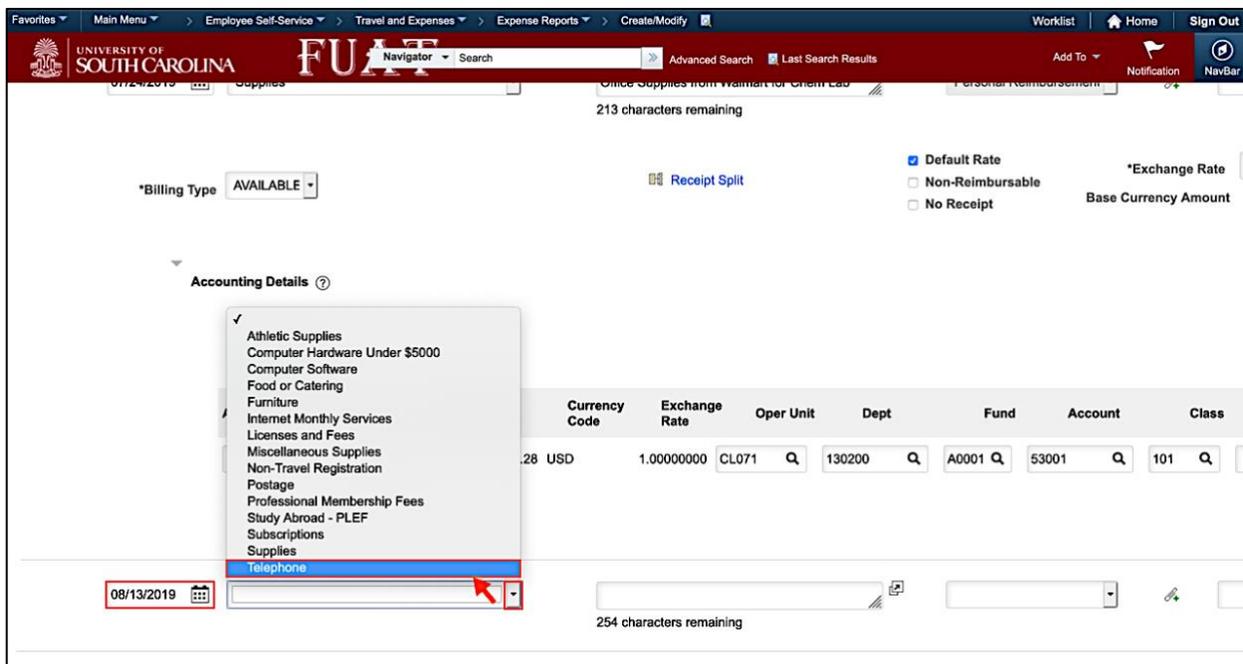
Total: 45.32 USD

Step 6: Click in the **Date** field and add the date that is on the receipt you attached to the report.

Note: Be sure to attach the receipt for this expense at the **Header** level, not the line level.



Step 7: Select the **Expense Type** from the drop-down list. Be sure to select a type that matches the attached receipts.



Step 8: Click in the **Description** field and enter an appropriate description for the expense.

Step 9: Click in the **Amount** field and add the amount identified on the receipt for which you are being reimbursed. Be sure to include the tax. The **Amount** field in the Chartfield string will populate when you tab to a new field.

Details ?

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project
36.28	USC01	36.28	USD	1.00000000	CL071	130200	A0001	53001	101		

Telephone

* TL Verizon Cell Phone Reimbursement
219 characters remaining

Personal Reimbursement

140.90 USD

Receipt Split

Default Rate
 Non-Reimbursable
 No Receipt

*Exchange Rate 1.00000000

Base Currency Amount 0.00 USD

Details ?

Step 10: Notice the new line populates the accounting details with the default accounting added to this report. If the chartfield information is different for this line, make the changes on this line.

08/13/2019 Telephone

* TL Verizon Cell Phone Reimbursement
219 characters remaining

Personal Reimbursement

140.90

Receipt Split

Default Rate
 Non-Reimbursable
 No Receipt

*Exchange Rate 1.00000000

Base Currency Amount 140.90

*Billing Type AVAILABLE

Accounting Details ?

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit
140.90	USC01	140.90	USD	1.00000000	CL071	130200	A0001	52035	101	

Step 11: Notice the **Total** has been updated to reflect the change.

Step 12: Click the **Save for Later** link to save the changes. This will identify any errors that need to be corrected and will allow you to make changes to this report.

The screenshot shows the 'Create/Modify' page for an expense report. The report is titled 'Office Sup for Chem Lab' and has a total amount of 186.22 USD. The 'Save for Later' link is highlighted in red. The interface includes a navigation bar with 'Favorites', 'Main Menu', 'Employee Self-Service', 'Travel and Expenses', 'Expense Reports', and 'Create/Modify'. The report details include: Report 3000034878, Pending status, and 1 attachment. The expense type is 'Miscellaneous Supplies' and the payment type is 'Personal Reimbursement'. The amount is 9.04 USD. The exchange rate is 1.00000000. The base currency amount is 9.04 USD. The 'Save for Later' link is highlighted in red.

The Expense Report is now complete and ready to submit for approval.

Step 13: Click the **Summary and Submit** link if ready to submit for approval.

The screenshot shows the 'Create/Modify' page for an expense report. The report is titled 'Office Sup for Chem Lab' and has a total amount of 186.22 USD. The 'Summary and Submit' link is highlighted in red. The interface includes a navigation bar with 'Favorites', 'Main Menu', 'Employee Self-Service', 'Travel and Expenses', 'Expense Reports', and 'Create/Modify'. The report details include: Report 3000034878, Pending status, and 1 attachment. The expense type is 'Miscellaneous Supplies' and the payment type is 'Personal Reimbursement'. The amount is 9.04 USD. The exchange rate is 1.00000000. The base currency amount is 9.04 USD. The 'Summary and Submit' link is highlighted in red.

Step 14: Click to select the box certifying the expenses submitted are accurate.

Step 15: Click the **Submit Expense Report** button.

Modify Expense Report

Katherine Blackburn

*Business Purpose: Employee Reimburse(Non-Travel)

*Description: Clean/Office Sup for Chem Lab

Reference: [Search]

Report: 3000034878
Created: 08/20/2019
Last Updated: 08/20/2019

Post State: Not Applied

Employee Expenses (3 Lines)	186.22 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	
Amount Due to Employee		186.22 USD	Amount Due to Supplier		0.00 USD

By checking this box, I certify that the expenses were incurred for official business of the University, and they will not be reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or proof of payment.

Submit Expense Report

Step 16: Review to ensure there are no errors. Click the **OK** button.

Expense Report Submit Confirm

Expense Report

Save Confirmation

Katherine Blackburn

Totals

Employee Expenses (3 Lines)	186.22 USD	Non-Reimbursable Expenses	0.00 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		186.22 USD	Amount Due to Supplier		0.00 USD

OK **Cancel**

Step 17: Notice the message indicating the Expense Report has been submitted for approval.

Step 18: Click the **Refresh Approval Status** to update the status to Submitted for Approval.

The screenshot shows the 'View Expense Report' page for Katherine Blackburn. A red box highlights the message: "Your expense report 3000034878 has been submitted for approval." The report details are as follows:

Business Purpose	Employee Reimburse(Non-Travel)	Report	3000034878	Su
Description	Clean/Office Sup for Chem Lab	Created	08/20/2019	Jo
Reference		Last Updated	08/20/2019	Jo
		Post State	Not Applied	

Totals:

Employee Expenses (3 Lines)	186.22 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	
Amount Due to Employee		186.22 USD	Amount Due to Supplier		0.00 USD

By checking this box, I certify that the expenses were incurred for official business of the University, and they will not be reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or proof of payment.

Buttons: Submit Expense Report, Refresh Approval Status, Save Changes.

Step 19: The Report status is **Submitted for Approval**.

The screenshot shows the 'View Expense Report' page for Katherine Blackburn. The report status is now "Submitted for Approval". The report details are as follows:

Business Purpose	Employee Reimburse(Non-Travel)	Report	3000034878	Submitted for Approval
Description	Clean/Office Sup for Chem Lab	Created	08/20/2019	Joanne Callahan
Reference		Last Updated	08/20/2019	Joanne Callahan
		Post State	Not Applied	

Totals:

Employee Expenses (3 Lines)	186.22 USD	Non-Reimbursable Expenses	0.00 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		186.22 USD	Amount Due to Supplier		0.00 USD

By checking this box, I certify that the expenses were incurred for official business of the University, and they will not be reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or proof of payment.

Buttons: Submit Expense Report, Withdraw Expense Report, Submitted On: 08/20/2019, Submitted By: Joanne Callahan, Save Changes.

Step 20: Click the **Expand Section Approval History** button to review the Approval level.

The screenshot displays the 'Approval History' section for an expense report with SHEET_ID=3000034878. The interface includes a navigation bar at the top with 'Favorites', 'Main Menu', 'Employee Self-Service', 'Travel and Expenses', 'Expense Reports', and 'Create/Modify'. The University of South Carolina logo and 'FURAP' are also visible. The approval history is organized into four sections:

- Expense Report Employee:** SHEET_ID=3000034878: Pending. Status: Pending. Approver: Katherine Blackburn (Employee).
- Expense Report Approval 1:** SHEET_ID=3000034878: Awaiting Further Approvals. Status: Not Routed. Approver: Multiple Approvers (Department Approvers).
- Expense Report Approval 2:** SHEET_ID=3000034878: Awaiting Further Approvals. Status: Not Routed. Approver: Multiple Approvers (Level 2 Approvers).
- Controller's Office Approval:** SHEET_ID=3000034878: Awaiting Further Approvals. Status: Not Routed. Approver: Multiple Approvers (Accounts Payable Approval).

IX. Correcting Errors when Creating an Expense Report

When you attempt to save for later or submit the expense report for approval and a transaction line has missing or invalid information red flags and red boxes appear. You can save an expense report with missing or invalid information; however, you cannot submit an expense report for approval with missing or invalid information. Additionally, once the expense report is submitted for approval no additional changes can be made to the expense report without having the Approver return your expense report for updates and corrections, or you withdraw the report before it is budget checked.

Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/ Modify

Step 1: Click the **Missing or invalid information was found** icon to access the Expense Detail for [expense type] page to view and correct missing or invalid information pertaining to the expense transaction line.

Modify Expense Report

Katherine Blackburn

By:

*Business Purpose: Employee Reimburse(Non-Travel)

*Report Description: Clean/Office Sup for Chem Lab

Reference:

Report: 3000034878 Pending

Attachments (1) | Notes

Expenses

*Date	*Expense Type	*Description	*Payment Type	*Amount
07/22/2019	Miscellaneous Supplies	254 characters remaining	Personal Reimbursement	
				Total 45.32

*Billing Type: AVAILABLE

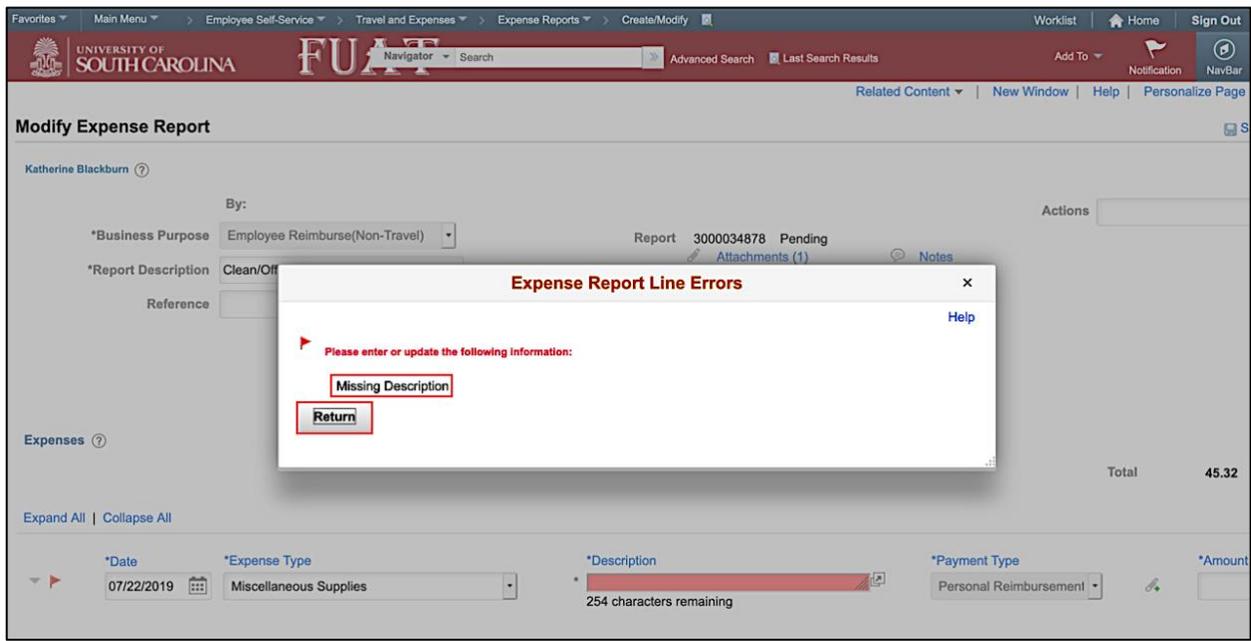
Receipt Split

Default Rate
 Non-Reimbursable
 No Receipt

*Exchange Rate:
Base Currency Amount

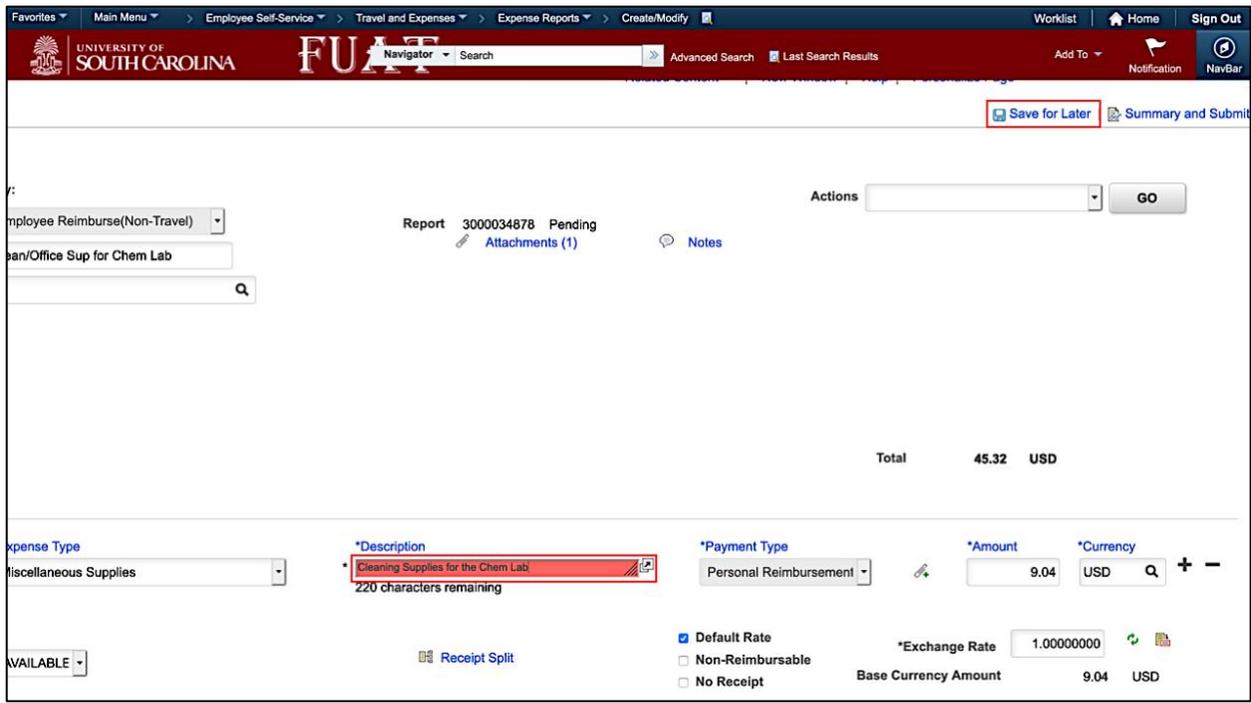
Step 2: Read the message carefully. The system indicates what needs to be entered or updated.

Step 3: Click the **Return** button to correct the error. Keep in mind that correction of one error could create another error. Simply continue reviewing and correct errors until fully resolved.



Step 4: The required Description field is missing information. Click in the **Description** field and enter 'Cleaning Supplies for the Chem Lab'.

Step 5: Click the **Save for Later** button.



Step 6: Notice the **Missing or invalid information was found** icon and red box are no longer there because the error has been corrected.

Modify Expense Report

Katherine Blackburn

By: Report 3000034878 Pending Attachments (1) Notes

*Business Purpose: Employee Reimburse(Non-Travel)

*Report Description: Clean/Office Sup for Chem Lab

Reference:

Expenses

*Date	*Expense Type	*Description	*Payment Type	*Amount
07/22/2019	Miscellaneous Supplies	Cleaning Supplies for the Chem Lab 220 characters remaining	Personal Reimbursement	

Total: 45.32

Expand All | Collapse All

*Rillion Turn AVAILABLE Receipt Split Default Rate Non-Reimbursable Exchange Rate Base Currency Amount

The Expense Report is now ready to submit for approval.

X. Printing an Expense Report

You can obtain a printable version of your expense report.

Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Print

Step 1: Click in the **Report ID** field and enter an appropriate ID.

Step 2: Click the **Search** button.

The screenshot shows the 'Expense Report' search page. At the top, there is a navigation breadcrumb: 'Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Print'. Below this is the University of South Carolina logo and the 'FUAT' logo. A search bar contains the text 'Search'. To the right of the search bar are links for 'Advanced Search' and 'Last Search Results'. Further right are 'Add To', 'Notification', and 'NavBar' icons. Below the navigation is a 'Find an Existing Value' button. Underneath is a 'Search Criteria' section with a dropdown menu set to 'Report ID' and a text input field containing '3000034878'. At the bottom of the search criteria section is a 'Search' button, which is highlighted with a red box, and an 'Advanced Search' link.

Step 3: Select the **Report ID** for the Expense Report you would like a printable version of.

The screenshot shows the search results for the expense report. The search criteria remain the same as in the previous screenshot. Below the search criteria is a 'Search Results' section with a 'View All' link and a pagination control showing '1-1 of 1'. A table displays the search results:

Report ID	Report Description	Name	Empl ID	USC ID	Business Purpose	Report Status	Creation Date
3000034878	Clean/Office Sup for Chem Lab	Blackburn,Katherine S	Y30709434	Y30709434	Employee Reimburse(Non-Travel)	Submitted	08/20/2019

Step 4: Click the **Print Express Report** link to view a printable version of the expense report.

Expense Report

Katherine Blackburn
 Description Clean/Office Sup for Chem Lab
 Report 3000034878 Submitted for Approval USC ID Y30709434
 Business Purpose Employee Reimburse(Non-Travel)

[Print Expense Report](#)

Date	Expense Type	Non-Reimbursable	No Receipt Additional Information	Receipt Required	Payment Type	Transaction Amt Merchant	Exchange Rate Location	Amount
07/22/2019	Miscellaneous Supplies Cleaning Supplies for the Chem Lab	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Personal Reimbursement	9.04 USD	1.00000000	9.04 USD
07/24/2019	Supplies Office Supplies from Walmart for Chem Lab	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Personal Reimbursement	36.28 USD	1.00000000	36.28 USD
08/13/2019	Telephone TL Verizon Cell Phone Reimbursement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Personal Reimbursement	140.90 USD	1.00000000	140.90 USD

Employee Expenses	186.22 USD	Non-Reimbursable Expenses	0.00 USD	Amount Due to Supplier	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Amount Due to Employee	186.22 USD

Step 5: Review the Expense Report.

ORACLE Expense Report PeopleSoft Expenses EXC4500

Report	3000034878
Employee	Katherine Blackburn
Reference	Business Purpose Employee Reimburse(Non-Travel)
From Date	To Date
Trip Location	

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description	Additional Information			Merchant		Location		
07/22/2019	Miscellaneous Supplies Cleaning Supplies for the Chem Lab	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Personal Reimbursement	9.04 USD	1.00	9.04 USD
07/24/2019	Supplies Office Supplies from Walmart for Chem Lab	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Personal Reimbursement	36.28 USD	1.00	36.28 USD
08/13/2019	Telephone TL Verizon Cell Phone Reimbursement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Personal Reimbursement	140.90 USD	1.00	140.90 USD

Employee Expenses	186.22 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	186.22 USD

Employee Phone	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number
	010000	JOANNEC		08/20/2019	8/20/2019	Page 1 of 1

XI. Viewing an Expense Report

The View navigation displays the Expense Report in a read-only mode. You can view only the Expense Reports you submitted for approval.

Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > View

Step 1: Click in the **Report ID** field and enter an appropriate ID.

Step 2: Click the **Search** button.

The screenshot shows the 'Expense Report' search interface. At the top, there is a navigation breadcrumb: 'Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > View'. The page header includes the University of South Carolina logo and 'FUZZ' branding. A search bar contains 'Expense Reports' and a search icon. Below the search bar, there are links for 'Advanced Search' and 'Last Search Results'. The main content area is titled 'Expense Report' and includes the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two search options: 'Realtime Search' (highlighted in green) and 'Keyword Search'. The 'Search Criteria' section is expanded, showing the following fields:

- Report ID: begins with [3000034878]
- Report Description: begins with []
- Name: begins with []
- Empl ID: begins with []
- USC ID: begins with []
- Business Purpose: begins with []
- Report Status: = []
- Creation Date: = []

There is a checkbox for 'Case Sensitive' which is unchecked. At the bottom, there are buttons for 'Search' (highlighted in red), 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step 3: Click the **View Printable Version** link to view a read only page of the Expense Report that can be printed.

Step 4: Click the **Notes** link to view any additional notes provided by the Employee or Proxy.

Step 5: Click to **Attachments** link to review all important documents/ receipts.

View Expense Report

Katherine Blackburn

Business Purpose: Employee Reimburse(Non-Travel)
 Description: Clean/Office Sup for Chem Lab
 Reference:

Totals [View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments \(1\)](#)

Employee Expenses (3 Lines)	186.22 USD	Non-Reimbursable Expenses	0.00 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		186.22 USD	Amount Due to Supplier		0.00 USD

By checking this box, I certify that the expenses were incurred for official business of the University, and they will not be reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or proof of payment.

Submit Expense Report Withdraw Expense Report Submitted On 08/20/2019 Submitted By Joanne Callahan

[Save Changes](#)

[Approval History](#)

Step 6: Click the **Expense Details** link to review the expense lines and accounting details

Expense Report

Blackburn

Business Purpose: Employee Reimburse(Non-Travel)
 Description: Clean/Office Sup for Chem Lab
 Reference:

[View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments \(1\)](#) [Expense Details](#)

Employee Expenses (3 Lines)	186.22 USD	Non-Reimbursable Expenses	0.00 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		186.22 USD	Amount Due to Supplier		0.00 USD

By checking this box, I certify that the expenses were incurred for official business of the University, and they will not be reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or proof of payment.

Submit Expense Report Withdraw Expense Report Submitted On 08/20/2019 Submitted By Joanne Callahan

[Save Changes](#)

Step 7: Click the **Expand All** link to review expense line details.

View Expense Report

Katherine Blackburn

Business Purpose: Employee Reimburse(Non-Travel)
Report Description: Clean/Office Sup for Chem Lab
Reference:

Report: 3000034878 Submitted for Approval
Attachments (1) Notes

Actions: ...Choose an Action GO

Expenses

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
07/22/2019	Miscellaneous Supplies	Cleaning Supplies for the Chem Lab 220 characters remaining	Personal Reimbursement	9.04	USD
07/24/2019	Supplies	Office Supplies from Walmart for Chem Lab 213 characters remaining	Personal Reimbursement	36.28	USD
08/13/2019	Telephone	TL Verizon Cell Phone Reimbursement 219 characters remaining	Personal Reimbursement	140.90	USD
				Total	186.22 USD

Expand All Collapse All

Step 8: Click the **Summary** link to return to the view page.

Expense Report

Katherine Blackburn

Business Purpose: Employee Reimburse(Non-Travel)
Report Description: Clean/Office Sup for Chem Lab
Reference:

Report: 3000034878 Submitted for Approval
Attachments (1) Notes

Actions: ...Choose an Action GO

Expenses

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
07/22/2019	Miscellaneous Supplies	Cleaning Supplies for the Chem Lab 220 characters remaining	Personal Reimbursement	9.04	USD
07/24/2019	Supplies	Office Supplies from Walmart for Chem Lab 213 characters remaining	Personal Reimbursement	36.28	USD
08/13/2019	Telephone	TL Verizon Cell Phone Reimbursement 219 characters remaining	Personal Reimbursement	140.90	USD
				Total	186.22 USD

Expand All Collapse All

Summary

Step 9: Click the **Expand Section Approval History** button to view the approval history.

The screenshot displays the 'Expense Reports' interface for FUAT (University of South Carolina). At the top, there is a navigation bar with 'Expense Reports' selected. Below the navigation bar, a message states: 'will not be reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or proof of payment.' Below this message are buttons for 'Submit Expense Report', 'Withdraw Expense Report', and 'Save Changes'. The submission details show 'Submitted On 08/20/2019' and 'Submitted By Joanne Callahan'. A red box highlights the 'Approval History' section, which is expanded to show the following details:

- Expense Report Employee:** SHEET_ID=3000034878: Pending. Employee Approval Required. Pending. Katherine Blackburn, Employee.
- Expense Report Approval 1:** SHEET_ID=3000034878: Awaiting Further Approvals. Level 1 Approval. Not Routed. Multiple Approvers, Department Approvers.
- Expense Report Approval 2:** SHEET_ID=3000034878: Awaiting Further Approvals. Level 2 Approval. Not Routed. Multiple Approvers, Level 2 Approvers.
- Controller's Office Approval:** SHEET_ID=3000034878: Awaiting Further Approvals. Accounts Payable Approval. Not Routed. Multiple Approvers, Accounts Payable Approval.

XII. Delete an Expense Report

You can delete expense reports:

- If you create an expense report and decide not to process it, you can delete it **before** you submit it for approval.
- If you submit an expense report and the approver returns it to you, you can delete the expense report.
- If you submit an expense report and withdraw it, you can delete the expense report.

Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Delete

Step 1: Click in the **Report ID** field and enter an appropriate ID.

Step 2: Click the **Search** button.

Delete Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

USC ID begins with

Name begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Step 3: Select the **Expense Report** you would like to delete.

Step 4: Click the **Delete Selected Report(s)** button to delete the selected Expense Report.

Travel and Expense

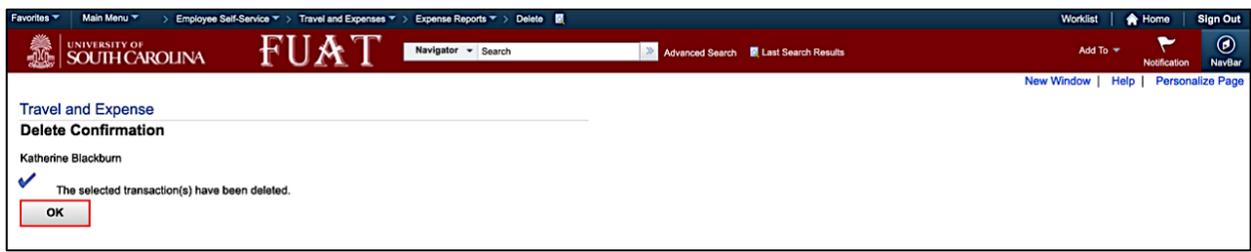
Delete an Expense Report

Katherine Blackburn

Delete an Expense Report ⓘ

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	3000034873	Supplies and Food	08/12/2019	150.00	USD
<input type="checkbox"/>	3000034872	Supplies and Food	08/12/2019	150.00	USD

Step 5: Click the **OK** button.



Step 6: Notice the Expense Report is no longer in the list.

