

How to Create an Expense Report for Non-Travel Reimbursement

This job aid outlines the steps to create an Expense Report for a Non-Travel Reimbursement. May be used when there is an emergency situation when a faculty/staff member needs to pay for materials or services from their personal funds with the expectation that they will be reimbursed by the University for the purchase.

Overview

When entering an Expense Report, perform the following steps:

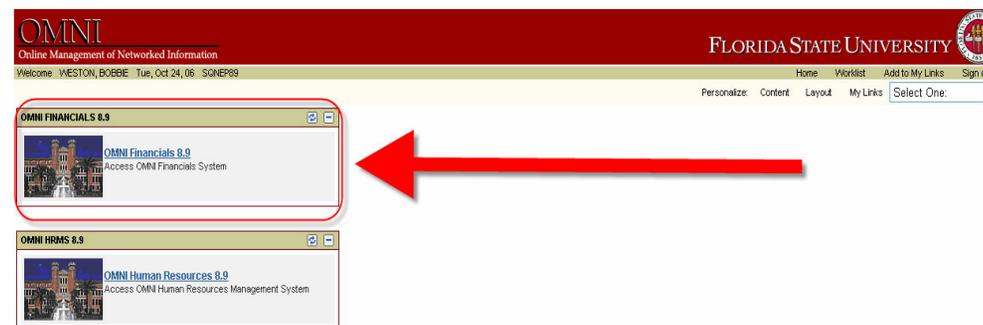
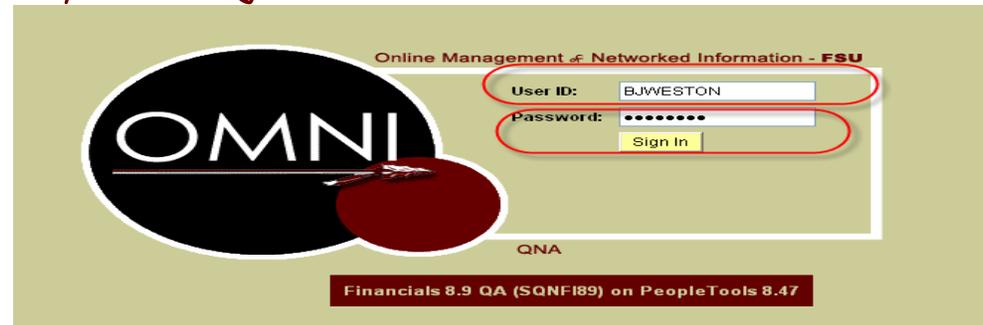
1. Log In
2. Create an Expense Report
3. Fill in A Blank Report
4. Accounting Defaults
5. Enter Expense Details
6. Submit the Expense Report

Step 1 - Log In

- Enter User ID
- Enter Password
- Click Sign In Button

- Open Omni Financials

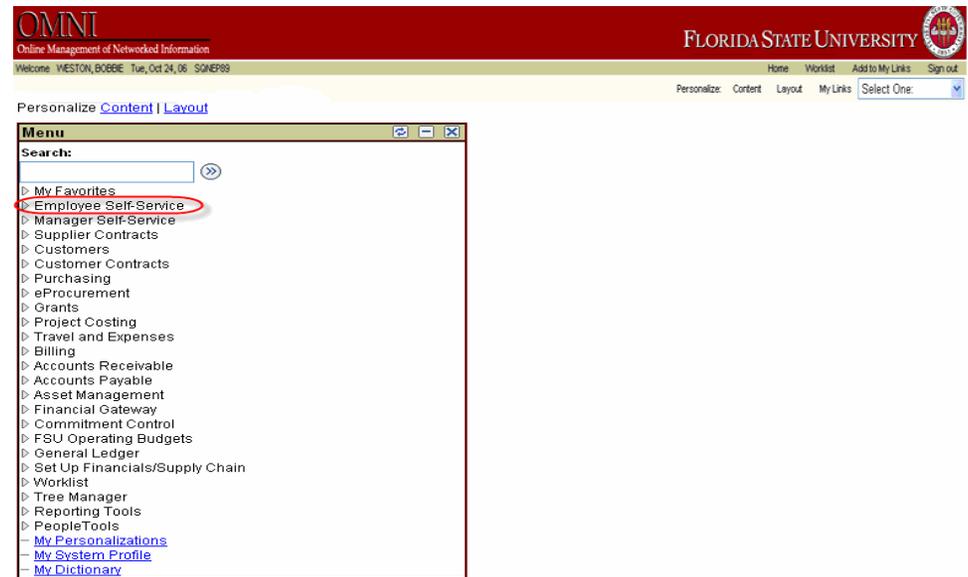
Step 1 - Log In



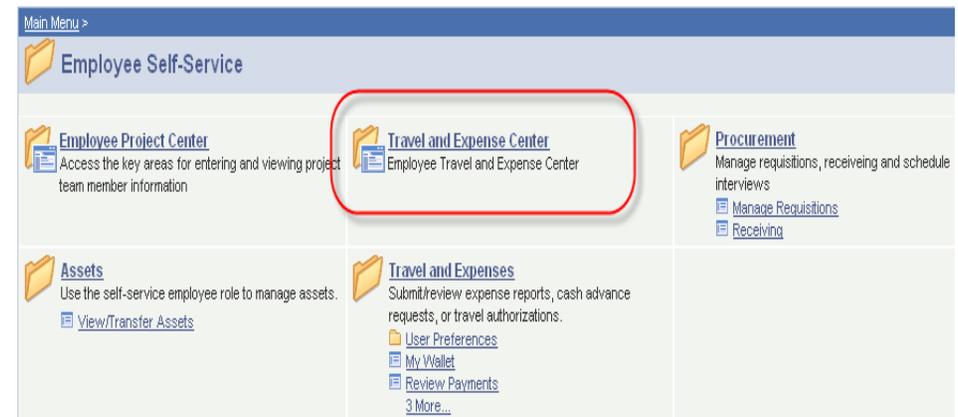
server indicator.

Step 2 - Create an Expense Report

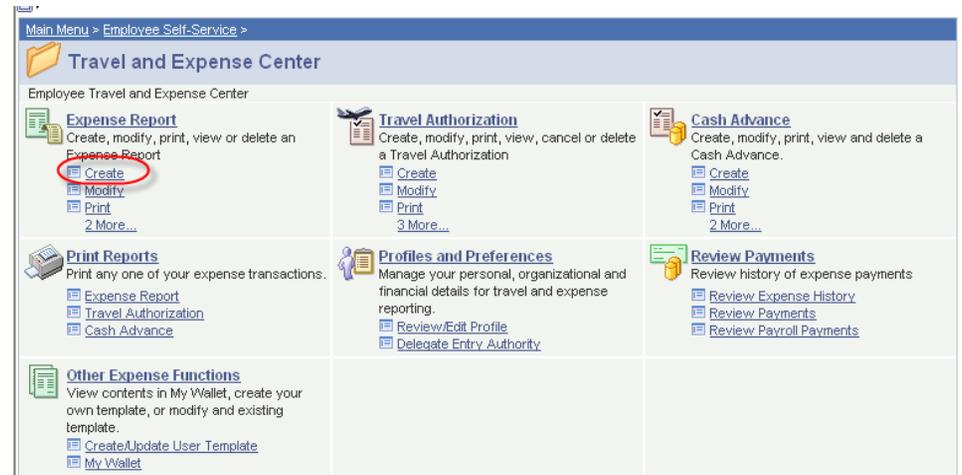
- Click Employee Self-Service



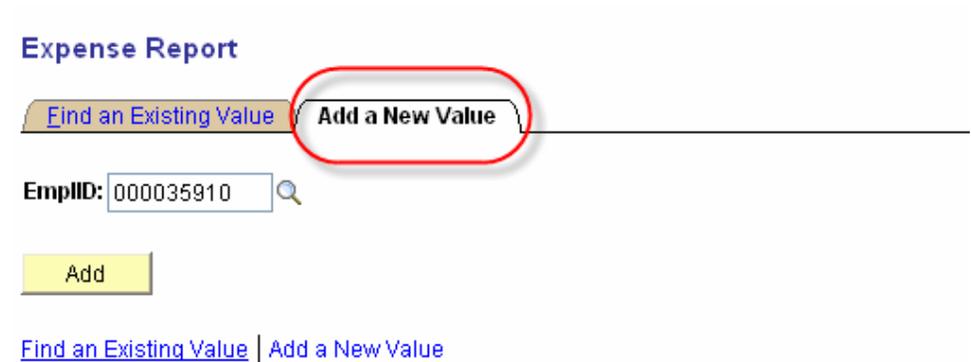
- Click Travel and Expense Center



- Under Expense Report, Click Create



- Add a New Value tab should be highlighted



- Click Magnifying Glass beside EMPL ID box to select Traveler's Name or EMPL ID to search by

Expense Report

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

EmplID: 

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

- Select either Name or EMPL ID using the drop down arrow box (See item 1)
- Enter the name or EMPL ID of the traveler (See item 2)
- Click Look Up

Look Up EmplID

1 Search by: begins with 2

[Advanced Lookup](#)

Search Results

View All First 1-86 of 86 Last

Name	EmplID
Walter Tschinkel	000000352
Lori McFadden	000000507
George Bates	000001061
Joseph Faraquasso	000001199
Don Levitan	000001219
Michael Meredith	000001339
Thomas Roberts	000001400
Joseph Travis	000001431
Kenneth Roux	000001435
Marc Freeman	000001490



Something to Think About

When looking up by last name, place a % in front of the last name



- Since multiple employees may have the same name, be sure to select the correct traveler by verifying their EMPL ID

Look Up EmplID

Search by: Name

[Advanced Lookup](#)

Search Results

[View All](#) First 1 of 1 Last

Name	EmplID
John Netter	000022718

- Click Add

Expense Report

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

EmplID:

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



Step 3 - Fill in A Blank Report

- Confirm the name of the intended Traveler (See item 1)
- From the Quick Start Menu click A Blank Report (See item 2)
- Click GO button



Something to Think About

Items with an asterisk (*) beside them are required fields.

- Type in AP in the Description field (See item 3) since these ERs will route to Accounts Payable for processing
- Select Non-Travel Exp Reimbursement as the Business Purpose from drop down menu by clicking down arrow key (See item 4)
- Enter Default Location by typing in first four letters of the city and clicking the magnifying glass (See item 5)

Create Expense Report

1 Expense Report Entry

John Netter **2** [User Defaults](#) Report ID: NEXT

Quick Start: A Blank Report

3 *Description: AP

4 *Business Purpose: Non-Travel Exp Reimbursement

5 Default Location: Tall

Comment:

Reference:

Departure Date Depart Time (am/pm)

Return Date Return Time



- Select the city that item was purchased from and click the underlined location next to it

Look Up Default Location

Search by: Expense Location begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

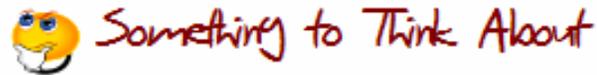
Search Results

[View All](#) [First](#) 1-2 of 2 [Last](#)

<u>Expense Location</u>	<u>Description</u>
<u>TALLA</u>	TALLAHASSEE FL
<u>TALAL</u>	Tallassee, AL



- The city and state will appear in the ER (Expense Report) screen



If city is not available check the spelling or submit a HELP ticket for it to be added

- In the Comments box enter the reason the item was purchased and why other purchasing procedures were not followed.
- Enter the last 10 digits of the receipt number in the Reference field

▼ General Information

*Description:	<input type="text" value="AP"/>	*Comment:	<input type="text" value="Needed paper to make copies for presentation. This purchase was"/>		
*Business Purpose:	<input type="text" value="Non-Travel Exp Reimbursement"/>	*Reference:	<input type="text" value="4693258961"/>		
Default Location:	<input type="text" value="TALLAHASSEE FL"/>	Departure Date	<input type="text"/>	Depart Time (am/pm)	<input type="text"/>
		Return Date	<input type="text"/>	Return Time (am/pm)	<input type="text"/>

Step 4 - ER Accounting Defaults

- Click the link for Accounting Defaults

Create Expense Report

Expense Report Entry

John Netter

[User Defaults](#)

Report ID: NEXT

General Information

Description:

Business Purpose:

Default Location:

Comment:

Reference:

Departure Date

Depart Time (am/pm)

Return Date

Return Time (am/pm)

[Accounting Defaults](#)

[Apply Cash Advance\(s\)](#)

More Options:



- Enter the GL Unit as FSU01 if not provided (See item 1)
- Enter the Dept that the travel is to be charged to (See item 2)
- Enter the Fund (See item 3)
- If you are using a Sponsored Research Accounting Project enter the following in this EXACT order:
 - PC Bus Unit as FSU01 (See item 4)
 - Project – Look up yours by using the hourglass (See item 5)
 - Activity as 1 (See item 6)
 - These three fields MUST be entered in this order (click Set Personalizations [See item 7] to match the image below – See <http://www.vpfa.fsu.edu/control/forms/printonly/chartfields.pdf> to see how)

Create Expense Report

Accounting Defaults

John Netter

Authorization ID: NEXT

Accounting Summary

[Set Personalizations](#)

%	¹ GL Unit	² Dept	³ Fund	⁴ PC Bus Unit	⁵ Project	⁶ Activity	Source Type	Category	Subcategory	Bud Ref	ChartField 1	ChartField 2
100.00	FSU01	227000	520	FSU01	008068	1						

Go To: [User Defaults](#)

Step 5 - Enter Expense Details

- Under Expense Type click drop down arrow (See item 1)
 - Select Non-Travel Expense Reimbursement
- Enter Date on receipt (mm/dd/yyyy format) (See item 2)
- Enter Amount on receipt (See item 3)
- Under Billing Type click drop down arrow (See item 4)
 - Select Non-Travel Expense

Details Customize | Find |  First  1-4 of 4  Last

Overview 

Select	'Expense Type	'Expense Date	'Amount Spent	'Currency	'Payment Type	'Billing Type		
<input type="checkbox"/>	NonTravel Expense Reimbu  1	10/16/2006  2	15.00 3	USD 	Paid by Traveler	Non-Tra  4	*Detail	
								
								
								

Copy Selected Delete Selected New Expense  Add Check For Errors





Something to Think About

- Non-Travel Reimbursements are for items not related to travel
 - May be used when there is an emergency situation when a faculty/staff member needs to pay for materials or services from their personal funds with the expectation that they will be reimbursed by the University for the purchase. Include emergency justification in the comments section of Expense Report.
 - Non-Travel expense reimbursements are to be limited to \$25 or less
 - Reimbursement in excess of \$25 and not an emergency must include a confirming Order Justification Form approved by Purchasing
<http://www.purchasing.fsu.edu/forms.html>
- Do not combine Non-Travel Reimbursements with Travel Reimbursements
 - Make sure to submit Non-Travel items on a separate Expense Report
- There is a separate Job Aid for Creating an Expense Report for travel related expenses

- Click on Detail

Details								Customize Find	First	1-4 of 4	Last
*Overview											
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type					
<input type="checkbox"/>	NonTravel Expense Reimbu	10/16/2006	15.00	USD	Paid by Traveler	Non-Tra	*Detail				



- Enter Merchant name (See item 1)
- Enter Description of item (See item 2)

[Create Expense Report](#)

Expense Detail for NonTravel Expense Reimburse (Line 1)

John Netter

Report ID:

NEXT

About This Expense

'Expense Date: 10/16/2006

'Payment Type: Paid by Traveler No Receipt

'Billing Type: Non-Travel Exp Reimbursement Non-Reimbursable

'Merchant (Choose One)

Preferred:

Non-preferred: 1 Kinko's

'Description: 2 Copies for presentation

'Amount Spent: 15.00

'Currency: USD

'Exchange Rate: 1.00000000

Default Rate

Reimbursement Amt: 15.00 USD

Exception Comments

Location Amount:

No Receipt:

[Accounting Detail](#)

[Receipt Split](#)

3 [Check Expense For Errors](#)

[Return to Expense Report](#)

- Click on Check Expense For Errors (See item 3)



- If there are any errors such as if you forgot to put in a required field, you will receive an error message

Create Expense Report

Expense Detail for NonTravel Expense Reimburse (Line 1)

John Netter

Report ID:

NEXT

Please enter or update the following information:

▶ Merchant (Preferred or Non-Preferred)

About This Expense

*Expense Date: 10/16/2006 

*Payment Type: Paid by Traveler No Receipt

*Billing Type: Non-Travel Exp Reimbusermer Non-Reimbursable

*Merchant (Choose One)

Preferred:

Non-preferred:

*Description: Copies for presentation

*Amount Spent: 15.00

*Currency: USD 

*Exchange Rate: 1.00000000  

Default Rate

Reimbursement Amt: 15.00 USD

Exception Comments

Location Amount:

No Receipt:

[Accounting Detail](#)

[Receipt Split](#)

[Return to Expense Report](#)

- Correct any errors there and click Check Expense for Errors again



- You should not see any more errors on the screen

Create Expense Report

Expense Detail for NonTravel Expense Reimburse (Line 1)

John Netter Report ID: NEXT

About This Expense

*Expense Date: 10/16/2006

*Payment Type: Paid by Traveler No Receipt

*Billing Type: Non-Travel Exp Reimbursement Non-Reimbursable

*Merchant (Choose One)

Preferred:

Non-preferred: Kinko's

*Description: Copies for presentation

*Amount Spent: 15.00

*Currency: USD

*Exchange Rate: 1.00000000

Default Rate

Reimbursement Amt: 15.00 USD

Exception Comments

Location Amount:

No Receipt:

[Accounting Detail](#)

[Receipt Split](#)

[Return to Expense Report](#)

- Click on Accounting Detail



Step 6 - Expense Line Accounting Detail

- If Expense Details are not already filled out, enter them as you did for Accounting Defaults (Step 4)
- Enter the GL Unit as FSU01 if not provided (See item 1)
- Enter the Dept that the travel is to be charged to (See item 2)
- Enter the Fund (See item 3)
- Enter the Fund (See item 3)
- If you are using a Sponsored Research Accounting Project enter the following in this EXACT order:
 - PC Bus Unit as FSU01 (See item 4)
 - Project – Look up yours by using the hourglass (See item 5)
 - Activity as 1 (See item 6)
 - These three fields MUST be entered in this order (See <http://www.vpfa.fsu.edu/control/forms/printonly/chartfields.pdf> to see how)
- The Account field should default as 741401 from the billing type selection (See item 7)
- Click OK

Create Expense Report

Accounting Detail

John Netter

Report ID:

NEXT

This is the accounting detail for NonTravel Expense Reimburse with a trans dt of 2006-10-16 in the amt of 15 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button. If changes are m

Restore Defaults

General Ledger ChartFields

Amount	1 GL Unit	Monetary Amount	Currency Code	Exchange Rate	2 Dept	3 Fund	4 PC Bus Unit	5 Project	6 Activity	Source Type	Category	Subcategory	7 Account	Bud
15.00	FSU01	15.00	USD	1.00000000	074000	520	FSU01	008068	1				741401	

Add ChartField Line Refresh

OK



- Click Return to Expense Report

Create Expense Report

Expense Detail for NonTravel Expense Reimburse (Line 1)

John Netter

Report ID:

NEXT

About This Expense

*Expense Date: 10/16/2006 

*Payment Type: Paid by Traveler No Receipt

*Billing Type: Non-Travel Exp Reimbusermer Non-Reimbursable

*Merchant (Choose One)

Preferred:

Non-preferred: Kinko's

*Description: Copies for presentation

*Amount Spent: 15.00

*Currency: USD 

*Exchange Rate: 1.00000000  

Default Rate

Reimbursement Amt: 15.00 USD

Exception Comments

Location Amount:

No Receipt:

[Accounting Detail](#)

[Receipt Split](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)



- Click on Check for Errors
- Correct any errors that are flagged and click Check Expense for Errors to make sure they are corrected
- You should not see any more errors on the screen

Create Expense Report

Expense Report Entry

John Netter [User Defaults](#) **Report ID:** NEXT

General Information

***Description:** AP **Comment:** Needed paper to make copies for presentation. This purchase was

***Business Purpose:** Non-Travel Exp Reimbursement **Reference:** 556589

Default Location: TALLAHASSEE FL **Departure Date:** **Depart Time (am/pm):**

Return Date: **Return Time (am/pm):**

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) **More Options:**

Details [Customize](#) | [Find](#) | 1-4 of 4

***Overview**

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	NonTravel Expense Reimbu	10/16/2006 <input type="button" value="31"/>	15.00	USD <input type="button" value="Q"/>	Paid by Traveler	Non-Tra	*Detail <input type="button" value="+"/>
	<input type="button" value="v"/>						<input type="button" value="+"/>
	<input type="button" value="v"/>						<input type="button" value="+"/>
	<input type="button" value="v"/>						<input type="button" value="+"/>

Totals

Employee Expenses:	15.00 USD	Due Employee:	15.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Expense Report Project Summary](#)
[Printable View](#)

Step 6 - Submit the Expense Report

- Confirm that total amount if item is in Due Employee line
- Save the ER by clicking Save for Later in case your work is interrupted
- If you are finished, click Submit to submit the ER for approval

Create Expense Report

Expense Report Entry

John Netter

[User Defaults](#)

Report ID: NEXT

General Information

*Description:	AP	Comment:	Needed paper to make copies for presentation. This purchase was		
*Business Purpose:	Non-Travel Exp Reimbursement	Reference:	4693258961		
Default Location:	TALLAHASSEE FL	Departure Date:		Depart Time (am/pm):	
		Return Date:		Return Time (am/pm):	

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

Details [Customize](#) | [Find](#) | 1-4 of 4

***Overview**

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	NonTravel Expense Reimbu	10/16/2006	15.00	USD	Paid by Traveler	Non-Tra	*Detail <input type="button" value="+"/>
							<input type="button" value="+"/>
							<input type="button" value="+"/>
							<input type="button" value="+"/>

Totals

Employee Expenses:	15.00 USD	Due Employee:	15.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Expense Report Project Summary](#)

[Printable View](#)

[Return to Travel and Expense Center](#)



- When you click Submit, you will be brought to a screen where you can Cancel the submit action or confirm it by clicking OK, thereby affirming your agreement to the Florida Statutes Statement

Create Expense Report

Submit Confirmation

John Netter

Report ID:

NEXT

Expense Report Totals

Employee Expenses:	15.00 USD	Due Employee:	15.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

I hereby certify or affirm that this expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties; attendance at a conference or convention was directly related to the activities of the Florida State University; any meals or lodging included in a conference or convention registration fee has been deducted from this expense report; and that any expenses paid directly by the University have been deducted from this expenses report. I further certify or affirm that this expense report is true and correct in every material matter and the same conforms in every respect to the requirements of Section 112.061, Florida Statutes.



Click OK to submit, or click Cancel to return to the expense report without submitting.

OK

Cancel

- Click OK to Submit



- You will now see your submitted ER
- Pay special attention to the Report ID which is the Expense Report Number
- The ER will now route to the approvers and then to the Prepay Auditor
- Fax the receipts for the ER to 645-9501 on an Expense Receipts Header Page – See the How to Send Receipts to RightFax (Cyberdocs) Job Aid

[View Expense Report](#)

Expense Report Detail

John Netter [User Defaults](#) **Report ID:** 0000057576

General Information

Description: AP **Comment:** Needed paper to make copies for presentation. This purchase was

Business Purpose: Non-Travel Exp Reimbursement **Reference:** 4693258961

Status: Submitted for Approval **Departure Date:** **Depart Time (am/pm):**

Default Location: TALLAHASSEE FL **Return Date:** **Return Time (am/pm):**

Post State: Not Applied **Last Updated:** 10/17/2006 **By:** BJWESTON

More Options: [GO](#)

Details [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

Overview

Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
NonTravel Expense Reimburse	10/16/2006	15.00	USD	Paid by Traveler	Non-Travel Exp Reimbursement

Totals

Employee Expenses:	15.00	USD	Due Employee:	15.00	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

[Definition of Totals](#)

[Expense Report Project Summary](#) [Printable View](#)

Pending Actions [Customize](#) | [Find](#) | [First](#) | [1-3 of 3](#) | [Last](#)

Profile	Name	Action	Date/Time
Project Travel Manager	Clyde Rea		
Dept Travel Approver	William Agner		
Prepay Auditor	(Pooled)		

Action History [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

Profile	Name	Action	Date/Time
	Bobbie Weston	Submitted	10/17/2006 4:09:26PM

[Return to Expense Report](#)

[Return to Search](#) [Notify](#)

