

# Create Non-Travel Expense Report

1 (Homepage) Travel & Expense > (Tile) Create Expense Report

1. Navigate to **Travel and Expense Create ER**.
2. Click **Create/Modify** under **Expense Report**.
3. Enter **Employee's ID** and click **Add** button.
4. Enter the details in the **green highlighted** fields located in the header section.
5. Add **Attachments**.

The screenshot shows the 'Create Expense Report' interface. At the top, there is a navigation bar with 'Expense Report' and a 'Create/Modify' button (callout 2). Below this is a form for adding a new value, including an 'Empl ID' field with the value '6001023512' and an 'Add' button (callout 3). The main form area is titled 'Create Expense Report' and includes fields for 'Business Purpose' (NT-Other (Specify)), 'Report Description' (reimbursement for supplies), 'Reference', and 'Comment'. There is also a 'Default Location' field and an 'Attachments' button (callout 5). A 'Budget Information' section shows 'Budget Status: Not Budget Checked' and 'Budget Options'. An 'Actions' dropdown is set to 'Choose an Action' with a 'GO' button. Below the header section is the 'Expenses' section, which includes a table with columns for Date, Expense Type, Description, Payment Type, Amount, and Currency. The first row shows a date of 04/17/2019, Expense Type of NT-Consum Office/Cmptr Suppl, Description of Office Supplies, Payment Type of Paid By Employee, Amount of 2.00, and Currency of USD. Below the table, there are fields for 'Billing Type' (Expense) and 'Accounting Details' (SpeedChart). At the bottom, there is a 'Chartfields' table with columns for Amount, \*GL Unit, Monetary Amount, Currency Code, Exchange Rate, Account, Fund, and Dept. The first row shows Amount of 2.00, \*GL Unit of UTEP1, Monetary Amount of 2.00, Currency Code of USD, Exchange Rate of 1.00000000, Account of 63003, Fund of 2100, and Dept of 301500.

6. Enter expenses in the **green highlighted** fields.
7. Do not change the **Billing Type** field.
8. Open **Accounting Details** dropdown arrow.
9. Add **SpeedChart** (Cost Center or Project) and press enter key
10. Validate the populated **Chartfields** values.

# Create Non-Travel Expense Report

**Budget Information**

**Budget Status** Not Budget Checked

**Budget Options**

11 **Actions** ...Choose an Action **GO**

**Commitment Control Details**

**Source Transaction Type** Expense Sheet

**Budget Checking Header Status** Not Budget Checked

**Commitment Control Amount Type** Encumbrance

**Override Transaction**

**Budget Check** ⓘ

Go to Transaction Exceptions **OK** **Cancel** Go To Activity Log

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- Under **Budget Information** select the **Budget Options** link.
- Click **Budget Check** to start the budget checking process. Wait for the system to validate. When completed, you will see a Budget Checking Header Status of **Valid**.
- Click **OK** to continue.
- Click **Save for Later** button to save.
- Select the **Summary and Submit** link to submit.
- It will take you to a Modify Expense Report page and click **Submit Expense Report**.
- On the Confirmation screen click **OK** to complete.

14 **Save for Later** | **Summary and Submit** 15

**Budget Information**

**Budget Status** Valid

**Budget Options**

**Actions** ...Choose an Action **GO**

Modify Expense Report

Jaime Huerta

\*Business Purpose NT-Other (Specify)

\*Description reimbursement for supplies

Reference

Report 0000210454 Pending

Created 04/16/2019 Diana Espino

Last Updated 04/16/2019 Diana Espino

Post State Not Applied

Totals View Printable Version View Analytics Notes Attachments

Employee Expenses (1 Line)	2.00 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD
<b>Amount Due to Employee</b>	<b>2.00 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>

**Warning**

Outstanding Cash Advance **Balance 10.00 USD**

There are available Cash Advances that can be applied to this expense report. Select the Outstanding Cash Advances link to Apply or View Cash Advances to this expense report.

**Submit Expense Report** 16

Expense Report

Save Confirmation

Jaime Huerta

Totals

Employee Expenses (1 Line)	2.00 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
<b>Amount Due to Employee</b>	<b>2.00 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>		

**OK** **Cancel** 17