Overview

- This job aid is intended for employees creating an expense report.
  Note: If paid via a Baylor issued credit card, please refer to guide on reconciling travel and purchasing card charges. This guide is intended for transactions paid by a personal credit card or by cash.
- Employees can submit expense reports anytime expenses are incurred and reimbursement is required.
- Expense reports can be created manually or via a spreadsheet upload – this document will cover both methods of creation.
- Expense items are added to an expense report as individual transactions to create the report; receipts may be required per company policy and should be attached to the report where needed.
- Expense reports can be saved before submitting, and managed or withdrawn after submitting.
- All expense reports will be sent for manager approval and auditing before reimbursement is processed.
1. Navigating to the Self-Service Module

1. You can access the Expenses section in two ways:
   a. Click the Navigator icon in upper left-hand corner of the Ignite landing page.
   b. (Option 1) Under the Me section, click the drop down arrow, and select Expenses from the drop down list.
c. (Option 2) Under the **Me** heading on the home page, you can scroll down and click on the **Expenses** tile on the Main Page.
2. Manually Create an Expense Item

1. Upon entering the **Expenses** tile, click the **Actions** icon (top right side of screen.)

2. Select **Create Expense Item**.
a. Alternatively, the **Expense Items** tile can be selected, and **Create Item** can be clicked to create a new expense item.

![Expense Items and Reports](image)

3. Enter the following (* = required field)

![Expense Item Details](image)

a. **Date** – Select the date the expense was incurred from the calendar.

b. **Template** – Select the template. Each template contains different expense types. It is important to select the correct template and type, as the selection will populate the charge account.

c. **Type** - Select from dropdown the type of incurred expense.
   
i. **Note:** Depending on the Expense Type chosen, additional fields will be displayed, some of them optional, some of them required.

d. **Expense Location** – Select from drop down or search.

e. **Amount** - Enter the total amount of the incurred expense.
f. **Description** – Enter the business purpose of the expense in the written text box.

g. **Merchant Name** – Enter the name of the merchant in the text box.

![Image](image_url)

h. **Attachments** – A receipt may be required per Baylor policy. To attach a receipt, click the “+” next to Attachments.
   i. If the receipt is not available, and required per policy, you must attach a copy of the form of payment along with selecting the Receipt Missing check box to acknowledge the original receipt is missing and substitute information has been submitted.

i. **Authorization** – If a spend authorization has been approved for the trip, it may be attached by selecting the “+” icon.

![Image](image_url)

j. **Account** – Account information is prepopulated based on the employee’s default expense department. If the CoA values need to be updated, the icon can be selected and segments can be edited.
   i. **Note:** Employees should not edit the Account Segment, as this value is updated based on the expense template and type.

k. **Project Number** – If the expense needs to be charged to a project (i.e. Sponsored Program, Faculty Fund, or Capital Projects), a Project Number can be entered.

![Image](image_url)
i. To create additional expense items, select **Create Another**. Creating another will save the current expense item, and open a new expense item.

![Create Another Button](image)

ii. To save and close your expense item, click the **Close** drop down button in the top right corner. Closing will save and close the expense item.

![Close Button](image)

### 3. Create an Expense Report

1. To add multiple expense items to a new report, navigate to the **Expense Items** tile, select each expense item you wish to add by checking the box, then click **Add to Report**. If you need to add expense items to a previously saved report, the down arrow can be selected to select a specific report.

![Expense Report Interface](image)
2. Enter the following (* = required field)
   a. **Purpose** – Written business purpose (description) of expense report.
   b. **Attachments** – There is an attachments button available for receipts, attachments can also be attached to each individual expense item.
   c. **Comments** – 150 character text box available to add any optional comments
   d. **Function** – Select the related function from a drop down menu of choices.

3. Verify that all expense items have been added to your expense report. If any additional items need to be created, they can be added directly from the report by clicking on the “+ **Create Item**” icon.

4. You now have the option to either submit your Expense Report, or save and submit later. To submit now,
   a. Confirm that you have no missing required fields in your expense report.
      i. **Note:** Under Expense Items, if you have missing required fields, there will be text in red font informing you that something is missing for the respective expense.
b. Certify that all expenses are submitted in accordance with policy by clicking check box next to the policy certification statement. The text, I have read and accepted the Baylor University travel and expense policies, can be clicked to open and read the policy. The report can be submitted by clicking, Submit.

i. Note: The submit button will not be active until the box is checked.

ii. *Note: If you were missing required fields for any of the expenses you created above, you will not be able to submit the report. In that case, you will need to click on the expense item that is missing required fields, click the Actions button, and click Edit to go back and enter required information.
5. If you are not yet ready to submit your Expense Report, you can save and submit later.
   a. Confirm that you have no missing required fields in your Expense Report.
      i. *Note: Under Expense Items, if you have missing required fields, an error message will appear prompting you to correct any issues before saving.
   b. Click the arrow on the Save button and click Save and Close.

6. To submit a previously saved report, navigate to the Expense Report tile, and click on In Progress reports.
   a. Any saved Expense Reports will be listed here. You can open the expense report by clicking the expense report number to edit or submit.
   b. The expense report can then be submitted (previously detailed).
4. Create Expense Report – Via Spreadsheet Upload

**Note:** Before using spreadsheet, Excel plugin has to be installed. To install:

a. Open the upper left menu on the home screen
b. Scroll to “**Tools**” and click the arrow to expand the section
c. Select “**Download Desktop Integration Installer**”
d. Install program from .exe file
e. After install, restart Excel by closing all open spreadsheets

![Tools menu with Download Desktop Integration Installer highlighted](image-url)
1. Upon entering the **Expenses Tile**, click the grey box/icon (task panel) to the far right of the window.

![Expenses Tile Image]

2. Click **Create Expense Items in a Spreadsheet**.

![Create Expense Items in Spreadsheet Image]

3. Click on the **Excel File** on the bottom of the window to open it.
a. *Note: When excel opens click **Enable Editing.**

4. When Excel opens, Click **Yes** on the Pop-Up Message
5. Enter your **Sign-in Credentials** and click **Log In**.

6. If entering the report on behalf of an individual who has delegated their expense creation to you, first select the delegate, by clicking **Select Report Owner** from the **Create Expense Items** tab. A popup will allow you to select the delegate.
7. In this next step you will enter all your Expense Data into the spreadsheet. Enter each Expense Item on its own line, filling in the following fields (*= required field).

a. **Expense Template** – select from drop down.
b. **Expense Type** – select from drop down.
c. **Date** – Type in.
d. **Amount** – Type in.
e. **Description** – Type in business purpose.
f. **Entity** – Do not enter unless changing, values will be defaulted from employee's home department after expense is uploaded. If updating, cell can be double clicked to open search.
g. **Department** – Do not enter unless changing, values will be defaulted from employee's home department after expense is uploaded. If updating, cell can be double clicked to open search.
h. **Expense Location** – double click on cell to launch search window
i. **Project Number, Task Number, Contract Number, Funding Source** – Enter only if charged to a project (faculty fund, sponsored programs, capital projects)
j. **Receipt Missing** – Do not use.
k. **Tax Classification Code** – Do not use.
l. **Merchant Name** – Enter the merchant name.
m. **Taxpayer ID** – Do not use.
n. **Receipt Number** – Do not use.
o. Merchant Reference – Do not use.
p. Tax Registration Number – Do not use.
q. *Additional Information – double click to verify no additional information is required.
   i. Note: The template can be saved and reused. However, care should be taken not to upload duplicate expenses if reusing.

8. Now you will upload your Expense Items through the spreadsheet. On the Create Expense Items tab at the top of the Excel File, click Upload Expense Items.

![Create Expense Items Excel Spreadsheet]

9. Items can be uploaded either as:
   a. An individual Expense Item
   b. A New Expense Report
   c. An Existing Expense Report

10. Select an upload option and click Ok.
11. Navigate to the **Expenses Tiles** in the **Oracle Cloud Environment**.

12. Click the appropriate **Tile**.
   
   a. If you uploaded as single Expense Items, the expense items will appear on the **Expense Items Tile**.
   
   b. If you uploaded as a new or existing report, the expense items will appear on the **Expense Report Tile**.

13. In this example we’ve uploaded the items to a new report. Click on the report to open and review.

14. Populate Expense report fields. (*denotes required field.*)
15. Edit any Expense Item that has fields missing by clicking the date to open the expense item for edits.

16. Add the any missing items to each item. Clicking Show Errors will highlight any errors.
17. Once errors are corrected, the expense item can be saved by clicking **Close**.
18. Once all errors have been corrected, the **Expense Report** can be submitted for approval.
5. Manage/Withdraw Expense Report

1. After navigating to the Expense screen, if not already selected, click on the Expense Reports Tile.

2. Select the Expense Report by clicking on the white part next to the text (don’t open it), the selected line will be highlighted in blue.
3. Click **Actions** drop down.

4. Click **Withdraw**.
   a. Then, you would edit the expense report as per your requirements.
   *Note: notice that you can also create a new expense report by selecting **Duplicate**.*
5. Click **Yes** on the Confirmation Message.

6. A withdrawn report can be edited and re-submitted. It’s status will change to “saved” and it will be available as an “in progress” report.

7. If a report needs to be deleted, the “X” next to the amount can be clicked.
   
   Note: This will delete the report, but the expense items contained within the report will then be moved to the Expense Items Tile. User created items (Cash Items) can be deleted from the Expense Items Tile. Any items loaded in as a Travel or Purchasing card need to be reconciled, please refer to the guide on reconciling Baylor credit card charges for more information.