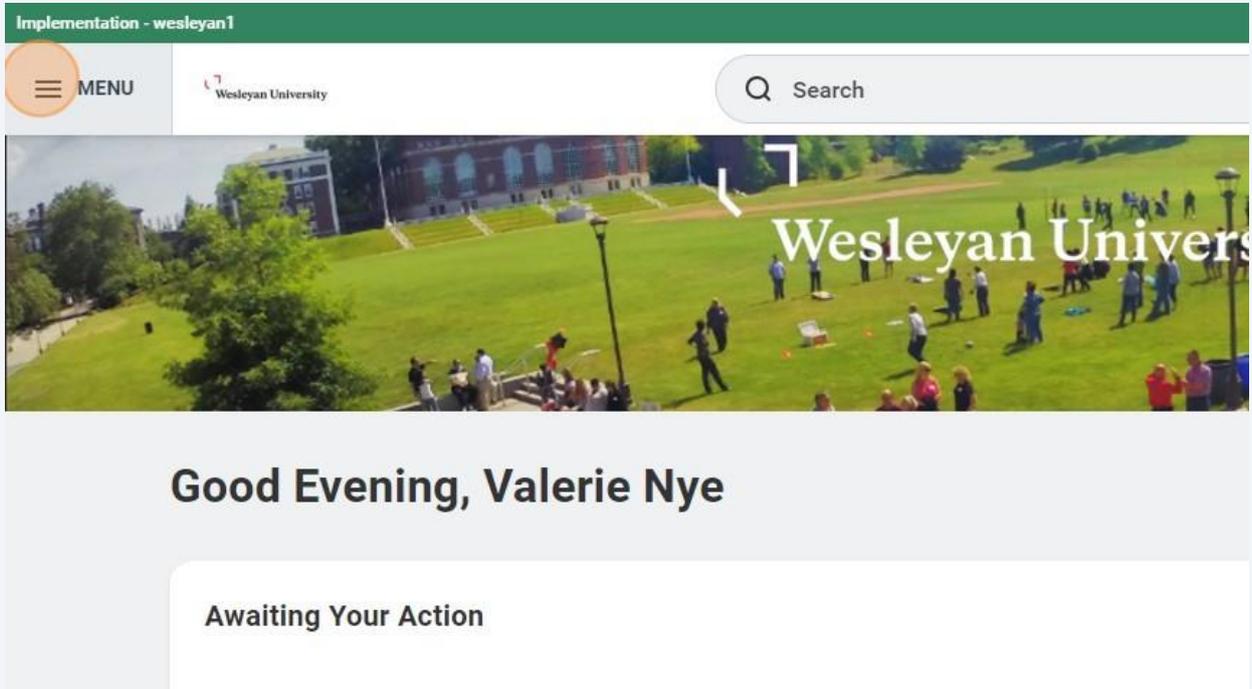


# Create Expense Report in From Expenses Hub

1 Click the Menu



2 Click "Expenses Hub"

- Financial Reporting Dashboard
- Financials Dashboard
- Benefits and Pay
- Expenses
- Expenses Hub
- Audit Reports [HET] Expenses Hub
- Top 10 Customers by Revenue
- Jobs Hub
- Recruiting Dashboard



3 Click "Create Expense Report"

4 Click the "Memo" field and type a description.

Expense Report For \* Employee: Valerie Nye

Creation Options \*  Create New Expense Report  
 Copy Previous Expense Report [dropdown]  
 Create New Expense Report from Spend Authorization [dropdown]

Memo \* [text area with orange circle highlight]

Company \* [x] WU Wesleyan University [dropdown]

Expense Report Date \* 06/17/2024 [calendar icon]

Business Purpose \* [dropdown]

Gift [dropdown]

**EXPENSE REPC**

- Please re please er
- The Univ

**Tips for succes**

- An *itemi*;
- *Meals* an travelers
- Reimburs rate inclu
- Travel ins
- Expense

5

Click the "Business Purpose" field. Note: Some accounting is driven off of this field Professional Development maps to ledger account 84560, Student Expense maps to student travel ledger account 84550 and all three recruiting purposes map to ledger account 84510

The screenshot shows the following form fields:

- Memo: \* Test
- Company: \* WU Wesleyan University
- Expense Report Date: \* 06/17/2024
- Business Purpose: \* (highlighted with an orange circle)
- Gift: (empty)
- Grant: (empty)
- Project Task: (empty)
- Cost Center: \* CC1029 Office of Finance and Administration

- **Meals** an travelers
- Reimburs rate inclu
- Travel ins
- Expense

6 Click the applicable business purpose

The screenshot shows the Business Purpose dropdown menu with the following options:

- Conference
- Fundraising Event
- Other
- Professional Development
- Recruiting - Faculty
- Recruiting - Staff
- Recruiting - Student
- Research
- Student Expense
- Tuition Reimbursement
- Vendor Meeting

The Business Purpose field in the form below is set to "Search".

- Please re please er
- The Univ

**Tips for succes**

- An *itemi*
- **Meals** an travelers
- Reimburs rate inclu
- Travel ins
- Expense

7

Click the "Travel Classification (CWT-01)" field to record domestic, international or non-travel expense. This field is used for University compliance reporting.

Project Task	<input type="text"/>	:≡
Cost Center *	<input type="text" value="x CC1029 Office of Finance and Administration ..."/>	:≡
Designation	<input type="text"/>	:≡
Designee	<input type="text"/>	:≡
Travel Classification (CWT-01) *	<input type="text"/>	:≡
Transaction Detail (CWT-05)	<input type="text"/>	:≡
Additional Worktags *	<input type="text" value="x Fund: FD100 Unrestricted Operating ..."/> <input type="text" value="x Program: PG500 Institutional Support ..."/>	:≡
Enable Tax	<input type="checkbox"/>	

## 8 Click Applicable Classification

Cost Center \* × CC1029 Office of Finance and Administration ... ☰

Designation ☰

Designee ☰

Travel Classification (CWT-01) \* Search ☰

Transaction Detail (CWT-05) ← Travel Classification (CWT-01)

Additional Worktags \* ☐ TR0001 Travel Domestic ...  
☐ TR0002 Travel Foreign  
☐ TR0004 Non-Travel  
Instructional Support

Enable Tax

Credit Card Transactions Quick Expenses

9 Click "OK". Note, you can add credit card expenses here if applicable.

Credit Card Transactions    Quick Expenses

Select All

1 item

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo
<input type="checkbox"/>	Q	04/20/2024		TST* 550 WATERFRONT BY	TST* 550 WATERFRONT BY

OK    Cancel

10 Click "Add" to add a new expense line.

**Create Expense Report** ER-000000136 Test

Pay To: Valerie Nye    Status: Draft    Personal: 0.00 USD    Company Paid: 0.00 USD    Prior Balance Applied: 0.00 USD    Cash Advance Applied: 0.00 USD

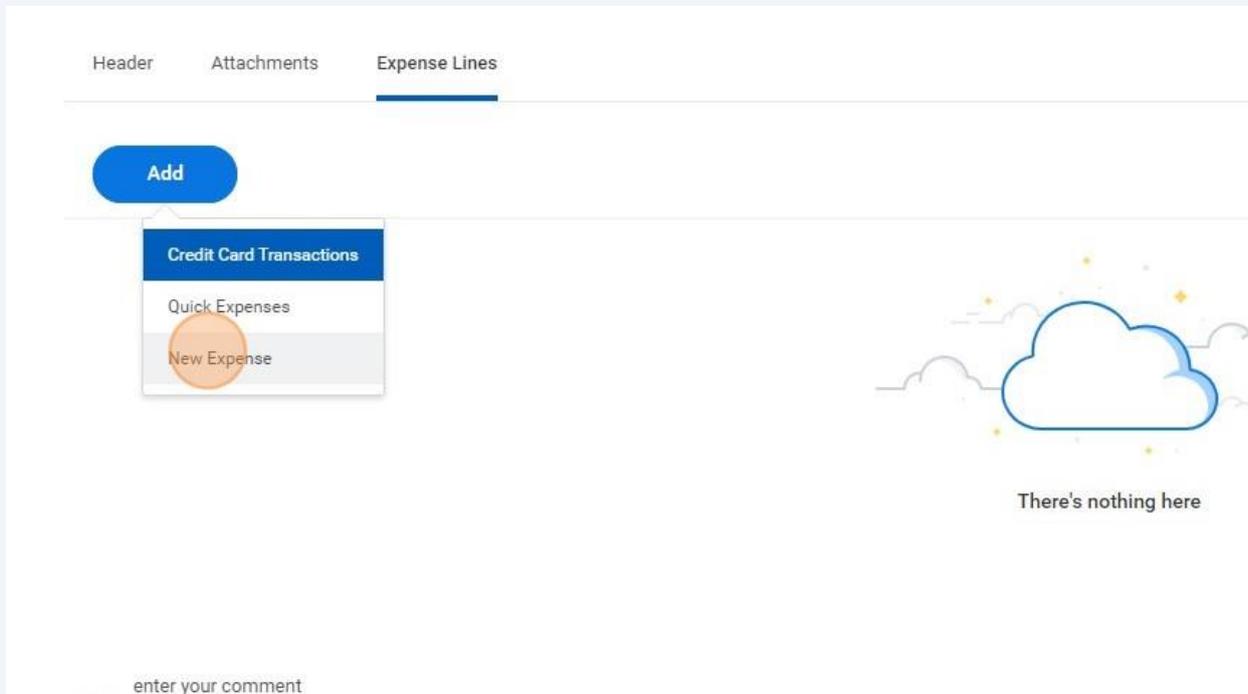
Header    Attachments    Expense Lines

Add



There's nothing here

**11** Click "New Expense"



**12** Click the "Expense Item" field.

Select files   **Add**

Receipt Included

Linked Quick Expense

Expense Date \* 06/17/2024

Expense Item \*

Total Amount \* 0.00

Currency \* x USD

Memo

Gift

**13** You can search by group or just typing in the name.

The screenshot shows an expense form with the following fields and options:

- Receipt Included
- Linked Quick Expense
- Expense Date \* 06/17/2024
- Expense Item \* Search
- Total Amount \* By Expense Item Group >
- Currency \* By Spend Category >
- Currency \* By Alphabetical Order >
- Memo
- Gift
- Grant

The search dropdown menu is open, showing the following options:

- Search
- By Expense Item Group >
- By Spend Category >
- By Alphabetical Order >
- Create Expense Item

**14** Click "Transportation" as an example.

The screenshot shows the same expense form as above, but with the search dropdown menu open and "Transportation" highlighted. The dropdown menu options are:

- Search
- By Expense Item Group >
- Facility related expenses >
- Fees >
- Lodging >
- Meals >
- Other >
- Transportation >
- Tuition Remission Staff >

The form fields are:

- Expense Item \* Search
- Total Amount \* < By Expense Item Group
- Currency \* >
- Memo
- Gift
- Grant
- Project Task
- \*Cost Center CC1029 Office of Finance and Administration

Save for Later

Close

**15** Click airfare as an example.

receipt in

Linked Quick Expense

Expense Date \* 06/17/2024

Expense Item \* Search

Total Amount \*

Currency \*

Memo

Gift

Grant

Project Task

Transportation

- Airfare
- Airfare Upgrades
- Gas
- Mileage
- Parking
- Rail
- Rental Car
- Tolls

**16** Click the "Total Amount" field.

Class of Service

Origination

Destination

Ticket Number

Itemization

Use the button itemizations.

Add

Receipt Includ

Linked Quick Expense

Expense Date \* 06/17/2024

Expense Item \* x Airfare ...

Total Amount \* 0.00

Currency \* x USD ...

Memo

Gift

Grant

Project Task

17

Different item details will show up depending on the expense item. In this case, "Class of Service" is required.

files here

or

Select files

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### INSTRUCTIONS

Base Airfare costs. Use "Airfare Upgrades" EI0023 for any add ons or upgrades

### Item Details

Airline \_\_\_\_\_

Class of Service \* \_\_\_\_\_

Origination \_\_\_\_\_

Destination \_\_\_\_\_

Ticket Number \_\_\_\_\_

### Itemization

18 Search on "All" or just type in a description.

files here

or

Select files

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Base Airfare costs. Use "Airfare Upgrades" EI0023 for any add ons or upgrades

### Item Details

Airline \_\_\_\_\_

Class of Service \* 

Search \_\_\_\_\_

All >

Travel Type >

Origination \_\_\_\_\_

Destination \_\_\_\_\_

Ticket Number \_\_\_\_\_

### Itemization

Use the button below only if your company's expense policy requires itemizations.

**19** Click appropriate class of service.

The screenshot shows a form with several input fields and a dropdown menu. The dropdown menu is open, showing a list of class of service options. The 'Premium Economy - P' option is highlighted with a blue background and a white circle. The 'Add' button is also highlighted with a blue circle. The form includes fields for 'Origination', 'Destination', 'Ticket Number', and 'Receipt Included'. The 'Itemization' section has a note: 'Use the button below to add itemizations.' The dropdown menu options are: All, Basic Economy - B, Business Class - C, J, R, D and I, Car Rental - FC, Car Rental - IC, Car Rental - SF, Economy - Y, First Class - F, Premium Economy - P, Premium Economy - W, P, Rail - DB, Rail - EB, and Rail - JB.

**20** Add an attachment

The screenshot shows an 'Expense Line' form. The main area is a dashed box containing the text 'Drop files here' and 'or' above a 'Select files' button. Below this are fields for 'Linked Quick Expense', 'Expense Date \*' (with a calendar icon and the date '06/17/2024'), and 'Expense Item \*' (with a dropdown menu showing 'Airfare'). To the right, under 'Instructions', it says 'Base Airfare costs. Use "Airfare" for upgrades'. Under 'Item Details', there are fields for 'Airline', 'Class of Service \*' (with a dropdown menu showing 'Premium Economy - P'), 'Origination', 'Destination', and 'Ticket Number'.

**21** Click "Add"

The screenshot shows a web interface for adding an expense line. On the left, there is a list area with the text "1 item" and a blue "Add" button. On the right, the "Expense Line" form is displayed. It includes a document icon labeled "DOC" with the text "Test attachment.docx" and "✓ Successfully Uploaded!". Below this is a "Comment" text input field. Further down is an "Upload" button, followed by a "Linked Quick Expense" dropdown menu. At the bottom, the "Expense Date" is set to "06/17/2024" with a calendar icon.

**22** Click "New Expense" to add another line.

This screenshot is similar to the previous one, but a dropdown menu is open over the list area on the left. The menu contains three options: "Credit Card Transactions", "Quick Expenses", and "New Expense". The "New Expense" option is highlighted with a blue background and a white border. The rest of the "Expense Line" form on the right remains the same as in the previous screenshot.

**23** Click the "Expense Item" field.

The screenshot shows an expense form with the following fields and elements:

- Top left: 1,000.00 USD with a document icon.
- Top center: A dashed box containing a "Select files" button.
- Top right: An "Add" button.
- Right side: "Receipt Included" checkbox.
- Form fields: "Linked Quick Expense", "Expense Date \* 06/17/2024" (with a calendar icon), "Expense Item \*", "Total Amount \* 0.00", "Currency \* x USD ...", "Memo", and "Gift".
- The "Expense Item \*" field is highlighted with an orange circle.

**24** Click "By Expense Item Group"

The screenshot shows the same expense form as in step 23, but with a dropdown menu open over the "Expense Item \*" field. The dropdown menu contains the following options:

- By Expense Item Group (highlighted with an orange circle)
- By Spend Category
- By Alphabetical Order
- Create Expense Item
- Search

Other elements visible in the screenshot include:

- Top left: 1,000.00 USD with a document icon.
- Top center: A dashed box containing "Drop files here" and "or" text, with a "Select files" button below it.
- Top right: An "Add" button.
- Right side: "Itemization" section with the text "Use the button below only itemizations." and a "Receipt Included" checkbox.
- Form fields: "Linked Quick Expense", "Expense Date \*", "Expense Item \*", "Total Amount \* 0.00", and "Currency \* x USD ...".

**25** Click "Meals" as another example.

The screenshot shows a web interface for adding an expense. On the left, there is a summary card with the amount "1,000.00 USD". The main area features a "Drop files here" section with a "Select files" button. Below this is a dropdown menu titled "By Expense Item Group". The menu items are: Facility related expenses (highlighted in blue), Fees, Lodging, Meals (highlighted with an orange circle), Other, Transportation, and Tuition Remission Staff. At the bottom of the menu is a search bar. To the right of the menu is a "Receipt Included" checkbox. Below the menu are input fields for "Expense Date", "Expense Item", "Total Amount" (set to 0.00), and "Currency" (set to USD).

**26** Click "Business Meals"

The screenshot shows the same web interface as in step 25. The "Drop files here" section now includes the word "or" above the "Select files" button. The dropdown menu is now titled "Meals" and contains radio button options: Alcohol (selected), Business Meals (highlighted with an orange circle), Catering, and Travel Meals. The search bar is still present at the bottom of the menu. The "Receipt Included" checkbox and the "Expense Date", "Expense Item", "Total Amount", and "Currency" fields remain visible.

**27** Click the "Total Amount" field.

The screenshot shows a form with the following fields: "Linked Quick Expense" (empty), "Expense Date" (06/17/2024), "Expense Item" (Search dropdown with "Business Meals" selected), "Total Amount" (0.00, highlighted with an orange circle), "Currency" (USD), "Memo" (empty), "Gift" (empty), and "Grant" (empty). On the right side, there are sections for "Business Reason", "Itemization" (with a note "Use the button below only if your company's expense policy requires itemizations."), an "Add" button, and "Receipt Included".

**28** Enter a "Business Reason" field. Different details will be required depending on the expense item selected.

The screenshot shows the "Business Reason" field highlighted with an orange circle. To the left, there is a dashed box containing the text "here" and a button labeled "less". Below this is another empty field with a menu icon. At the bottom left, there are three more empty fields with menu icons. The "Business Reason" field is currently empty. The "Attendee(s)" field above it contains "Valerie Nye". The "Itemization" section below has a note: "Use the button below only if your company's expense policy requires itemizations." and an "Add" button. The text "0 items" is visible at the bottom right.

## 29 Add an attachment

Sort By: ▾

Expense Line

Drop files here

or

Select files

1,000.00 USD

Linked Quick Expense

Expense Date \* 06/17/2024

Expense Item \*

**Instructions**

Use for non-travel meals. Provide more than ten.

**Item Details**

Attendee(s) \*

Business Reason \*

**Itemization**

Use the button below only if you have itemizations.

**30** Click "Submit"

	Linked Quick Expense	<input type="text"/>
	Expense Date *	06/17/2024
	Expense Item *	X Business Meals ...
	Total Amount *	50.00
	Currency *	X USD ...
	Memo	<input type="text"/>
	Gift	<input type="text"/>

**Submit** Save for Later Close