

# Expenses: Creating an Expense Report

## Overview

- This guide is intended as a general overview of the expense report system and provides guidance for employees creating an expense report for **reimbursement** of purchases made with **PERSONAL** funds.
  - Refer to *P-Card Reconciliation and Expense Report Creation & Submission* or *Travel Card Reconciliation and Expense Report Creation & Submission* job aids for instructions on processing these types of expenses.
- Expense reports can be created manually or via a spreadsheet upload – this document covers the manual entry method. Refer to *Creating an Expense Report by Spreadsheet Upload* job aid for that method.
- Expense items are added to an expense report as individual transactions to create the report; receipts may be required per Baylor policy and should be attached to the report where needed. **Examples of Complete documentation are below:**
  - A valid Itemized Invoice or Receipt contains:
    - Supplier name, date, description of goods/services purchased, unit cost and total cost
  - Proof of Payment may be in the form of:
    - Payment receipt, cancelled check, redacted bank statement, redacted credit card statement, etc.
  - Airfare documentation should contain:
    - Itinerary showing class of ticket purchased, as the University does not allow for First Class tickets.
    - Proof of Payment must include a receipt showing method of purchase to ensure we are not reimbursing for Airline Miles.
  - If you are missing a receipt, please visit the Procurement website – Resources tab – Forms – Travel Related Forms – Lost or Destroyed Original Receipt Statement and follow instructions to process.  
(<https://www.baylor.edu/procurement/index.php?id=972525>)
- Refer to job aid: **Using Expense Types** for specific instructions on adding Airfare, Car Rental, Per Diem, Business Meals and Lodging expenses.
- Expense reports can be saved before submitting, and managed or withdrawn after submitting.
- All expense reports will be sent for approval to your departments approver and audited by the expense auditor before reimbursement is processed.

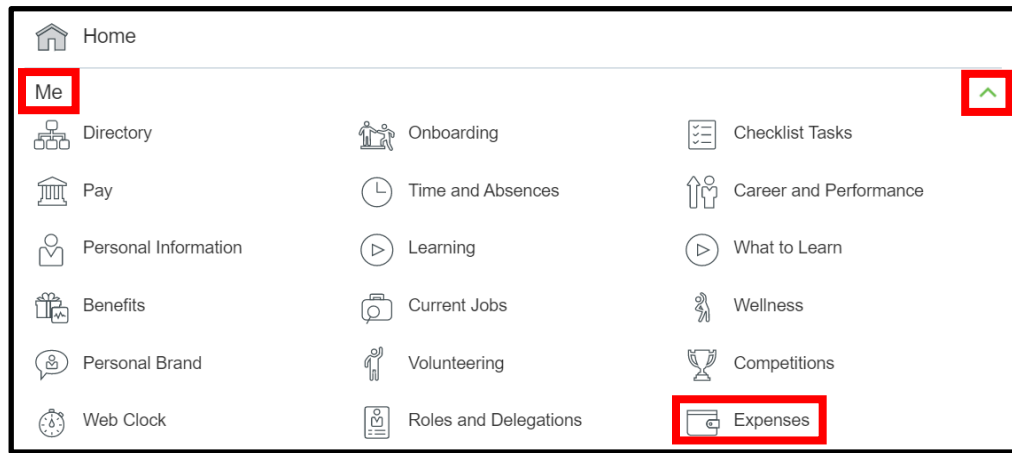
# Expenses: Creating an Expense Report

## I. Navigating to the Self-Service Module

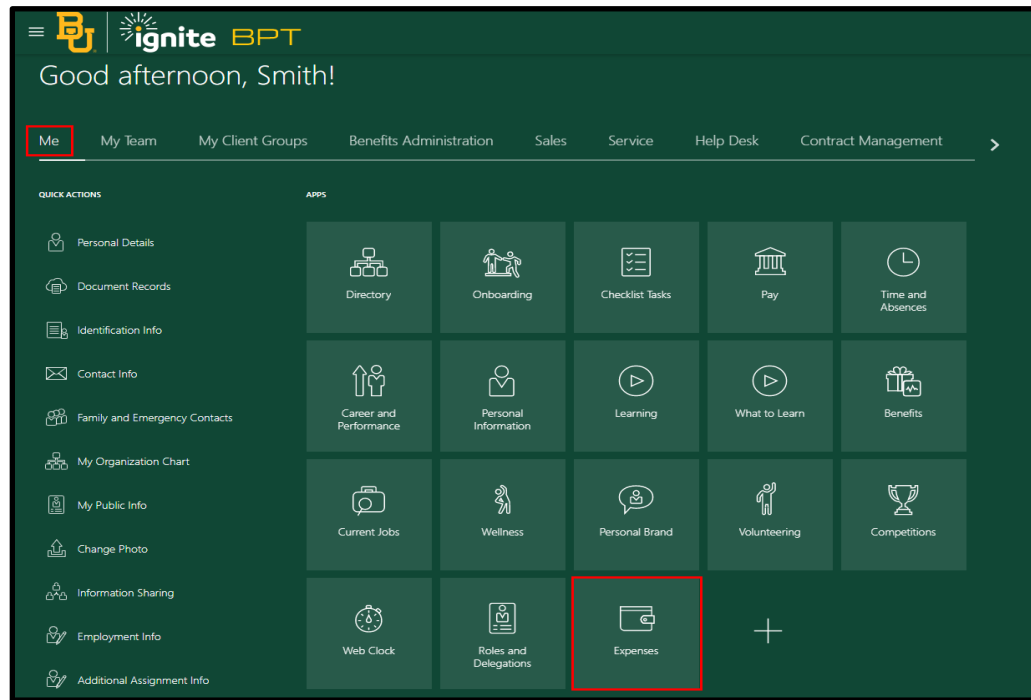
- I. You can access the **Expenses** section in two ways:
  - a. Click the **Navigator** icon in upper left-hand corner of the Ignite landing page.



- b. (Option 1) Under the **Me** section, click the dropdown arrow, and select **Expenses** from the drop down list.



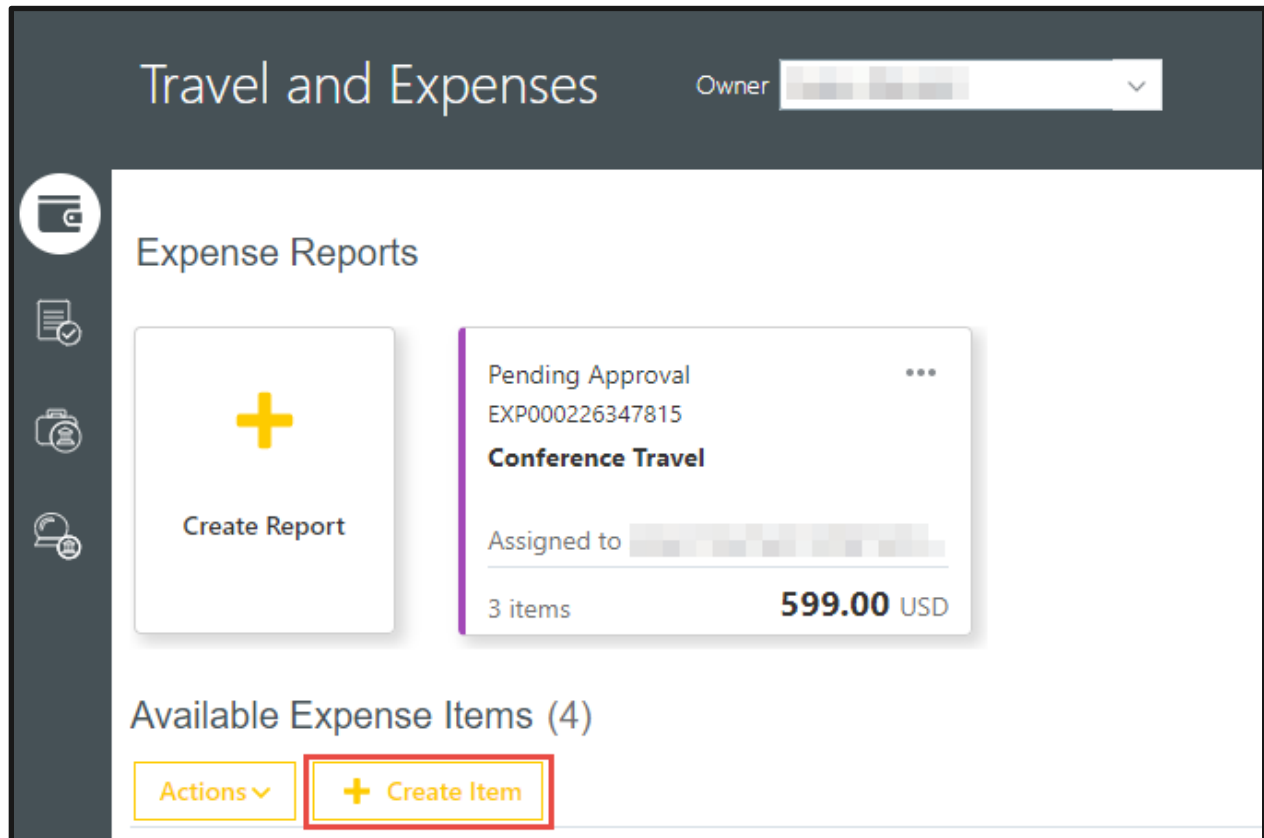
- c. (Option 2) Under the **Me** heading on the home page, you can scroll down and click on the **Expenses** tile on the Main Page.



# Expenses: Creating an Expense Report

## 2. Manually Create an Expense Item

1. Upon entering the **Expenses** tile, from the main Travel and Expenses work area, click **+** **Create Item** to manually create an expense item.



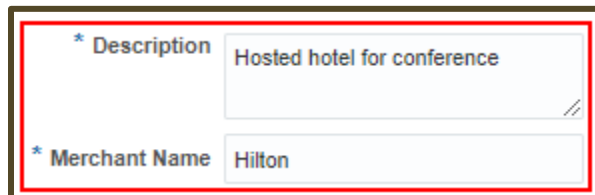
2. Enter the following (\* = required field)

* Date	3/8/2020	
* Template	Faculty / Staff Travel - Domestic	▼
* Type	Lodging	▼
* Expense Location	Atlanta, Dekalb, GA, United St	▼
* Amount	USD - ▼	500.00

- 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.

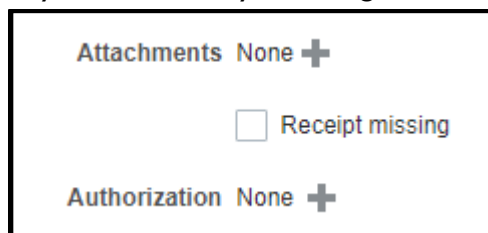
# Expenses: Creating an Expense Report

- c. **\*Type:** Select the type of incurred expense from the dropdown menu.  
**Note:** *Depending on the Expense Type chosen, additional fields may be required.*
- d. **\*Expense Location:** Select from dropdown or search to define where the expense was processed.
- e. **\*Amount:** Enter the total amount of the incurred expense.
- f. **\*Description:** Enter the business purpose of the expense in the text box. Be as specific as possible.
- g. **\*Merchant Name:** Enter the name of the merchant in the text box.



A screenshot of a web form with two text input fields. The first field is labeled "\* Description" and contains the text "Hosted hotel for conference". The second field is labeled "\* Merchant Name" and contains the text "Hilton". Both fields are enclosed in a red rectangular border.


- h. **Attachments:** A receipt may be required per Baylor policy. To attach a receipt, click the “+” icon next to Attachments.
  - i. If the receipt is not available, and is required per policy, complete and attach the Lost or Destroyed Original Receipt Statement (<https://www.baylor.edu/procurement/doc.php/363632.pdf>). You must also attach a copy of the form of payment and select the Receipt Missing check box to acknowledge the original receipt is missing and substitute information has been submitted.
- i. **Authorization:** If an authorization request has been approved for this expense, it may be attached by selecting the “+” icon next to Authorization.




A screenshot of a web form showing two sections. The first section is labeled "Attachments None +" and contains a checkbox labeled "Receipt missing". The second section is labeled "Authorization None +".

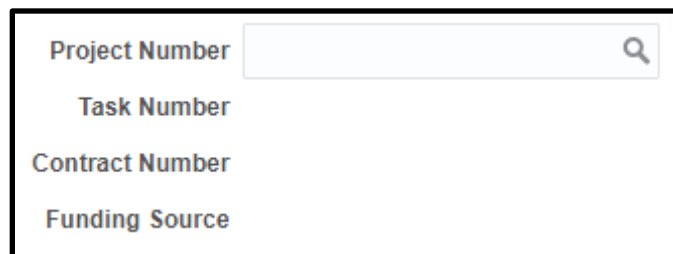
# Expenses: Creating an Expense Report


- j. **Account:** Account information is prepopulated based on the employee's default expense department, template, and expense type. If the COA values need to be updated, click the COA icon to update the segments.



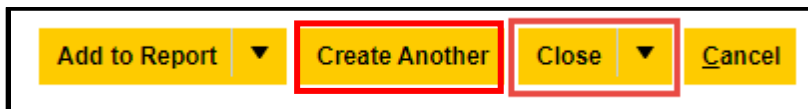
Account 320-32325-100-1000000-93815-101-01 

**Note:** *Employees should not edit the Account segment, as this value is updated based on the expense template and type. If the natural account needs to be updated, select the correct template and type.*



Project Number    
Task Number  
Contract Number  
Funding Source

- l. To create additional expense items, select **Create Another**. Creating another will save the current expense item and open a new expense item.



Add to Report ▼ **Create Another** Close ▼ Cancel

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

# Expenses: Creating an Expense Report

## 3. Create an Expense Report

- To add multiple expense items to a new report, navigate to the Available Expense Items and select each expense item you wish to add by checking the box next to the actual date of the expense. If you want to select all available items, check the box next to the word Date in the column header, then click **Create Report**.

**Note:** *To avoid submitting more than one expense report on a given date, adding multiple expense items to a report is strongly encouraged.*

If you need to add expense items to a previously saved report, the actions menu can be selected, then click **Add to Report** to select a specific report.

The screenshot displays the 'Expense Reports' section of a software interface. At the top, there is a 'Create Report (2 items)' button with a yellow plus sign. To its right is a card for a report titled 'Conference Travel' with ID 'EXP000226347815', showing it is 'Pending Approval' and has '3 items' worth of '599.00 USD'. Below this is the 'Available Expense Items (4)' section, which includes an 'Actions' dropdown and a '+ Create Item' button. A table lists the items with columns for 'Date' and 'Type'. The first item is 'Scientific Supplies' on '08/06/2021'. The second item is 'Car Rental' on '08/06/2021', marked as 'Missing receipt' and has its selection checkbox checked. The third item is 'Meals - Per Diem' on '08/05/2021', also with its selection checkbox checked. The fourth item is 'Airfare' on '08/05/2021'.

<input type="checkbox"/>	Date ▼	Type
Cash and Credit Card Expense Items (4)		
<input type="checkbox"/>	08/06/2021	Scientific Supplies ▼
<input checked="" type="checkbox"/>	08/06/2021	Car Rental ▼
<input checked="" type="checkbox"/>	08/05/2021	Meals - Per Diem ▼
<input type="checkbox"/>	08/05/2021	Airfare ▼

# Expenses: Creating an Expense Report

2. Complete the field listed below. (\* = required field)
  - a. **\*Purpose:** Enter the business purpose (description) of expense report.  
**Note: Beginning the purpose with the word “Reimbursement” is strongly recommended.**
  - b. **Attachments:** This attachment button is for the expense report as a whole, individual expense items should already have their required attachments.
  - c. **Comments:** 150-character text box available to add any optional comments
  - d. **\*Function:** Select the related function from a dropdown menu of choices.

Create Expense Report

\* Purpose

Attachments None +

Comments (150 Character Max)

\* Function

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.

Expense Items

Actions + Create Item Add Existing Apply Project Apply Account

Date Type Amount Merchant

No data to display.

4. Confirm that you have no missing required fields in your expense report. If you do, it will be noted in red next to the respective expense under the Expense Items.
  - a. If you are missing required fields, click on the **Expense** item, then click the **Actions** and select **Edit** to go back and enter the missing information.

# Expenses: Creating an Expense Report

Create Expense Report

Purpose: PNNL Conference  
Attachments: None  
Comments (150 Character Max):  
Function: Conference - Presenting

Report Total  
Payment Method: Electronic  
Employer Pays You: 400.00 USD  
400.00 USD  
 I have read and accepted the Baylor University travel and expense policies.

Expense Items (2)

Date	Type	Amount	Merchant	Location	Description	Attachments
2/26/20	Airfare - Bag Fees	50.00 USD	AA	Waco, TX	Presentation Materials	(1)
2/26/20	Airfare	350.00 USD	AA	Waco, TX	Conference Travel	(1)

a. The **Submit** button will not be active until the box is checked.

Report Total  
Payment Method: Electronic  
Employer Pays You: 400.00 USD  
400.00 USD  
 I have read and accepted the Baylor University travel and expense policies.

Save Submit Cancel

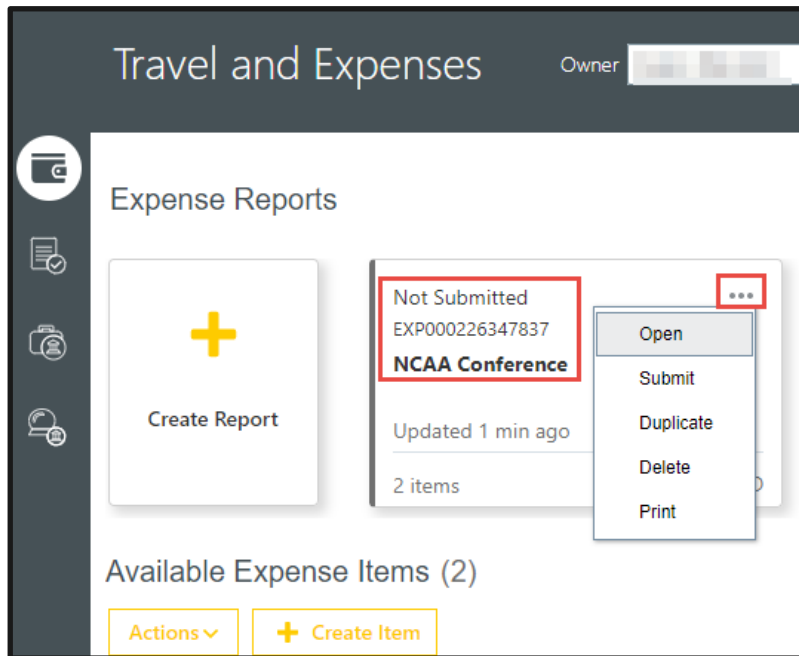
- Click the **Submit** button to submit the expense report.
- If you are not yet ready to submit your expense report, you can use the **Save** menu to select **Save and Close**, to submit the report later.

Save Save and Close Save and Create Another



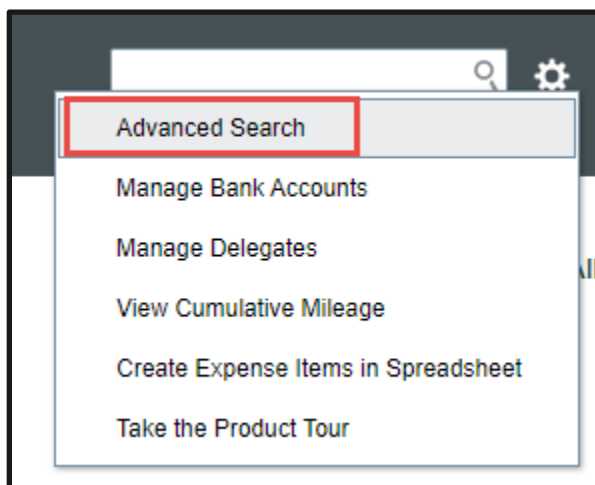
# Expenses: Creating an Expense Report

- To submit a previously saved report, navigate to the **Expense** tile and click on **Not Submitted** reports.



- Any saved Expense Reports will be listed here. You can open the expense report by clicking the expense report number to edit or submit.
- Additional options can be found by clicking ... in the right corner of the report. From here the report can also be opened, submitted, duplicated, deleted, or printed.

**Note:** If you are unable to locate a past report, you can search using the **Advanced Search** feature under the **Gear Icon** (upper right corner).



# Expenses: Creating an Expense Report

When searching, expand out the search field by clicking the triangle next to the search header. By default, the system searches for reports within the last 6 months.

To see all reports, you must clear the **Age in Days** field so that it is **blank**. Then click **Search**, and all submitted reports should be displayed.

The screenshot shows the 'Manage Expense Reports' search interface. At the top left, there is a search dropdown menu with 'Expense Reports' selected. Below it is a 'Search' button with a magnifying glass icon. To the right, there are tabs for 'Basic' and 'Saved Search', and a dropdown for 'Expense Reports Saved or Submitted in the Last 6 Months'. The main search area contains several filter fields: 'Report Number' (Equals), 'Report Status' (Equals), 'Purpose' (Starts with), 'Report Total' (Equals), 'Currency' (Equals), 'Date' (Equals, mmm/dd/yyyy), 'Age in Days' (Less than, 180), and 'Trip Name' (Contains). The 'Age in Days' field and the 'Search' button are highlighted with red boxes. At the bottom right, there are buttons for 'Search', 'Reset', 'Save...', 'Add Fields', and 'Reorder'. A 'Done' button is located in the top right corner.