

**UNIVERSITY SYSTEM OFFICE  
UPDATED PROCEDURES FOR ENTERING TRAVEL/EXPENSE  
REIMBURSEMENTS  
EFFECTIVE JULY 1, 2009**

New URL for Self-Service:

<https://dfs-fineapps.gafirst.usg.edu/psp/F89PRD/FINEAPPS/FINSS/?cmd=login>

Oracle | PeopleSoft Enterprise 8 Sign-in - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://dfs-fineapps.gafirst.usg.edu/psp/F89PRD/FINEAPPS/FINSS/?cmd=logout>

Google

## FSCM Expenses Self Service

User ID:

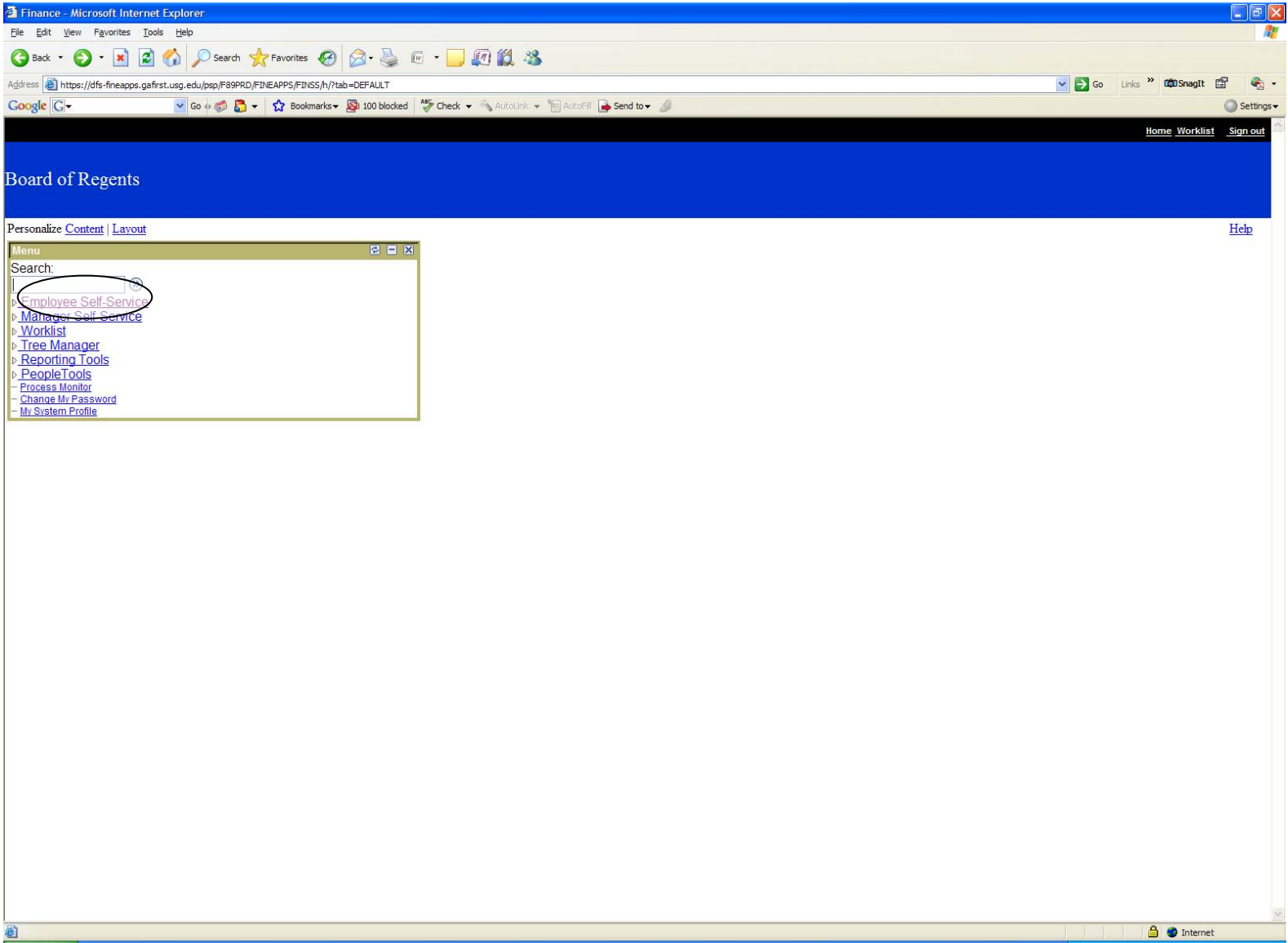
Password:

[Forgot My Username or Password](#)  
[Register For My Account](#)

**Notice to Users of this Computer System**

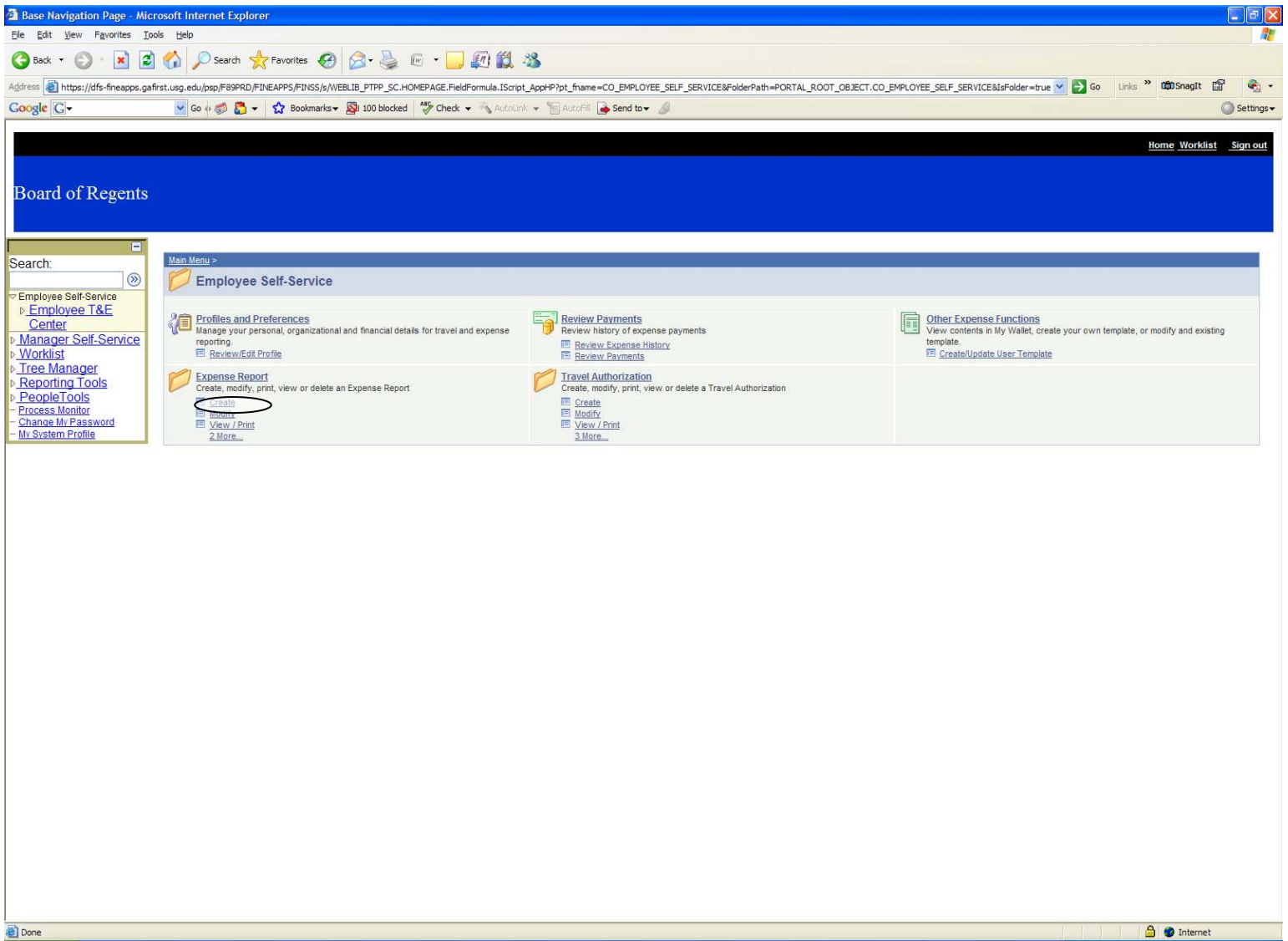
**This is a University System of Georgia computer system.** This computer system, including all related equipment, networks and network devices (including internet access), is provided only for authorized University System of Georgia use. Unauthorized use may subject you to criminal prosecution. All information, including personal information, placed on or sent over this system may be monitored. **Use of this system constitutes consent to these terms of usage.**

Enter User ID and Password  
Click on "Sign In" button



Click on "Employee Self Service"

Select "Create" under **Expense Report**



A blank report should display

Board of Regents

Search:

Employee Self-Service  
Employee T&E Center  
Profiles and Preferences  
Review Payments  
Other Expense Functions  
Expense Report  
Create  
Modify  
View / Print  
Delete  
Expense Rot Budget Exceptions  
Travel  
Authorization  
Manager Self-Service  
Worklist  
Tree Manager  
Reporting Tools  
PeopleTools  
Process Monitor  
Change My Password  
My System Profile

Create Expense Report  
Expense Report Entry

Diane Hickey User Defaults Report ID: NEXT

Quick Start: A Blank Report GO

General Information

\*Description: Comment:  
\*Business Purpose: Reference:  
Default Location: Business Unit: 98000

Accounting Defaults Apply Cash Advance(s) More Options: GO

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

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	0.00 USD	Due Employee:	0.00 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 Update Totals

Save For Later Submit Printable View

[Return to Employee Self-Service](#)

1. Enter Description
2. Select Business Purpose from Drop Down Box
3. Enter any Comments that will assist the reviewer/approver
4. Enter Reference field, if desired
5. Enter Default location, if desired
6. Click on the first drop down box under "Expense Type"

You will notice many additional expense choices.

Search:

Employee Self-Service  
Employee T&E Center  
Profiles and Preferences  
Review Payments  
Other Expense Functions  
Expense Report  
Create  
Modify  
View / Print  
Delete  
Expense Rpt Budget Exceptions  
Travel  
Authorization  
Manager Self-Service  
Worklist  
Tree Manager  
Reporting Tools  
PeopleTools  
Process Monitor  
Change My Password  
My System Profile

### Create Expense Report

#### Expense Report Entry

Diane Hickey [User Defaults](#) Report ID: NEXT

**General Information**

\*Description: Year-End Workshop - Macon, GA Comment: Drove personal car with 4 additional USO employees round trip from TWM to Macon  
\*Business Purpose: Attend Training Reference:  
Default Location: Business Unit: 98000

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

Details Customize Find View All First 1-4 of 4 Last

Overview

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type	
<input type="checkbox"/>	Emp Mileage	04/27/2009	0.00	USD	N/A (e.g. Mileag)	Internal	<a href="#">Detail</a>
	Emp Mileage Air						
	Emp Mileage Motor Cycle						
	Emp Mileage T-2 Persnl Red						
	Emp Mileage Tier 3						
	Emp Mileage Unspecified						
	Emp Miscellaneous						
	Emp Parking						
	Emp Rental Car						
	Emp Travel Unspecified						
	Employee Travel - Recruiting	0.00 USD			Due Employee:	0.00 USD	
	Non-Reim Intermi Emp Air Trans	0.00 USD			Due Vendor:	0.00 USD	
	Prepaid Intermi Emp Breakfast	0.00 USD					
	Employee Intermi Emp Dinner	0.00 USD					
	Vendor Intermi Emp Ground Gasolin	0.00 USD					
	Cash Adv Intermi Emp Ground Pub Trai	0.00 USD					
	Intermti Emp Ground Taxi						
	Intermti Emp Ground Tolls						
	Intermti Emp Ground Train						
	Intermti Emp Ground Train						
	Intermti Emp Laundry						
	Intermti Emp Lodging						
	Intermti Emp Lunch						
	Intermti Emp Miscellaneous						
	Intermti Emp Parking						
	Intermti Emp Rental Car						
	Intermti Emp Trav Unspecified						
	Intermti Emp Visa-Passport						
	Intermti Non Emp Air Travel						
	Intermti Non Emp Breakfast						

Copy Sel: New Expense Add Check For Errors

Totals: Definition of Totals Update Totals

Save For: Printable View

Return to E

In this example, Employee Mileage is chosen. This expense type is at the Tier 1 rate. The other tiered rates are also available.

1. Enter Expense Date
2. Enter Payment Type (select N/A for mileage)
3. Click on the "Detail" link

Board of Regents

Search:

[New Window](#) | [Help](#) | [Customize Page](#) | [NETS](#)

**Create Expense Report**

**Expense Detail for Emp Mileage (Line 1)**

Diane Hickey Report ID: NEXT

**About This Expense**

\*Expense Date: 04/27/2009

\*Payment Type: N/A (e.g. Mileage)  No Receipt

\*Billing Type: Internal  Non-Reimbursable

Begin Mileage: 64289

\*End Mileage: 64450

Commute Miles: 0

Personal Miles: 1

Total Miles: 160 x 0.5500

\*Originating Location: Atlanta, GA

\*Destination Location: Macon, GA

Description: Left at 5:30 a.m.; returned 6:30 p.m.

\*Amount Spent: 88.00

\*Currency: USD

\*Exchange Rate: 1.00000000

Default Rate

Reimbursement Amt: 88.00

USD

Exception Comments

Location Amount:

No Receipt:

[Accounting Detail](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)

1. Enter Beginning odometer reading
2. Enter Ending odometer reading
3. Enter in the normal commute mileage (normal commute equals miles from home to your normal work place).
4. Enter in any personal miles driven
5. Enter in Originating location
6. Enter in Destination location
7. Enter in any useful information for reviewer/approver
8. Click on “Accounting Detail” hyperlink if expense needs to be charged differently from default department/account.
9. Click on “Check Expense for Errors” button for prompt of any missing or incorrect information.
10. Click on “Return to Expense Report” hyperlink.

Board of Regents

Search:

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

**Create Expense Report**

**Expense Report Entry**

Diane Hickey [User Defaults](#) Report ID: 0000400235

**General Information**

\*Description: Year-End Workshop - Macon, GA Comment: Drove personal car with 4 additional USO employees round trip from TW to Macon

\*Business Purpose: Attend Training Reference:

Default Location:

Business Unit: 98000

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

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

**Overview** (1/1)

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Emp Mileage	04/27/2009	88.00	USD	N/A (e.g. Mileage)	Internal

Copy Selected Delete Selected New Expense  [Add](#) [Check For Errors](#)

**Totals**

Employee Expenses:	88.00 USD	Due Employee:	88.00 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](#) [Update Totals](#)

[Save For Later](#) [Submit](#) [Printable View](#)

[Return to Employee Self-Service](#)

Options:

1. Add another expense line by clicking on “+” sign to the right of existing expense line
2. Save report to complete at a later time
3. Submit report for review/approval and payment

In this example, “Save for Later” was chosen.

Note that Report ID has been assigned once saved.

Report can be later modified and submitted or even deleted.

See next page for Print instructions.

View / Print - Microsoft Internet Explorer

Address: https://dfs-fineapps.gafirst.usg.edu/psp/F89PRD/FINEAPPS/FINSS/s/WEBLIB\_TE\_NAV.WEBLIB\_FUNCTION.FieldFormula.iScript\_ViewExpense?TE.Menu.Var=ADMIN&FolderPath=PORTAL\_ROOT\_OBJECT.CO\_EMPLOYEE\_SELF\_SERVICE.EPTE\_EMP\_TRAV\_AND

Home Worklist Sign out

## Board of Regents

Search:

[Employee Self-Service](#)  
[Employee T&E Center](#)  
[Profiles and Preferences](#)  
[Review Payments](#)  
[Other Expense Functions](#)  
[Expense Report](#)  
 - Create Expense  
 - **View / Print Expense**  
 - Expense Rpt Budget Exceptions  
[Travel Authorization](#)  
[Manager Self-Service](#)  
[Worklist](#)  
[Tree Manager](#)  
[Reporting Tools](#)  
[People Tools](#)  
[Process Monitor](#)  
[Change My Password](#)  
[My System Profile](#)

[New Window](#) | [Help](#) | [Customize Page](#) |

### View Expense Report

#### Expense Report Detail

Diane Hickey [User Defaults](#) Report ID: 0000400235

**General Information**

Description: Year-End Workshop - Macon, GA Comment: Drove personal car with 4 additional USO employees round trip from T/W to Macon

Business Purpose: Attend Training Reference:

Status: Pending Reference:

Default Location: Last Updated: 07/13/2009 By: DHICKEY

Post State: Not Applied Business Unit: 08000

Accounting Defaults More Options:  GO

Details Customize | Find | View All | First 1 of 1 Last

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
Emp Mileage	04/27/2009	88.00 USD	USD	N/A (e.g. Mileage)	Internal

Totals

Employee Expenses:	88.00 USD	Due Employee:	88.00 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](#)

[Printable View](#)

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

Internet

1. Select "View/Print"
2. Click on Printable View hyperlink

